



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

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

- 1. MOTION TO CONVENE INTO CLOSED SESSION (IF NECESSARY)**
- 2. MOTION TO RECONVENE IN OPEN SESSION**
- 3. MOMENT OF SILENCE**
- 4. ADDITIONS TO THE AGENDA**
- 5. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**
- 6. MINUTES OF PREVIOUS MEETINGS**
 - 6.1 Council Meeting Minutes February 9, 2015**

Recommendation

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

Council Meeting February 9, 2015.

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**

Recommendation

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.

- 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

Recommendation

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.**

8. PRESENTATIONS/DELEGATIONS

- 8.1 Grants to Groups Cheque Presentations**
- 8.2 Jeff Stager, Waterloo Federation of Agriculture**
- 8.3 Youth Action Council Update**

9. REPORTS

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

Recommendation

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

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

Recommendation

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.

- 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

Recommendation

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.

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

Recommendation

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

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

Recommendation

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.

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

Recommendation

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

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

Recommendation

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).

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

Recommendation

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.

9.4 PUBLIC WORKS

**9.4.1 REPORT NO. PW-2015-03
Grant Street and Williams Street Reconstruction**

Recommendation

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.

**9.4.2 REPORT NO. PW-2015-04
Single Axle Truck Cab and Chassis
c/w Dump Box, Snowplow, Wing and Attachments**

Recommendation

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.

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**

Recommendation

- 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.**

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

Recommendation

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.**

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

Recommendation

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

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**

Recommendation

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.

9.7 FIRE**9.7.1 REPORT NO. FI 2015-02
Fire Service Boundary Agreements****Recommendation**

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.

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****Recommendation**

THAT Correspondence Items 10.1 and 10.2 be received for information.

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****Recommendation**

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.

11.6 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. 2015-017

Recommendation

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.

16. ADJOURNMENT

Recommendation

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



**TOWNSHIP OF WILMOT
COUNCIL MEETING AGENDA
MONDAY, FEBRUARY 9, 2015**

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

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

Staff Present: Chief Administrative Officer G. Whittington, Director of Clerk's Services B. McLeod, Deputy Clerk D. Mittelholtz, Director of Public Works G. Charbonneau, Director of Facilities and Recreation Services S. Nancekivell, Director of Development Services H. O'Kafka, Fire Chief M. Raine, Director of Finance R. Tse, Curator/Director of Castle Kilbride T. Loch, Manager of Accounting P. Kelly

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

None disclosed.

6. MINUTES OF PREVIOUS MEETINGS

6.1 Council Meeting Minutes January 12, 2015

Resolution No. 2015-015

Moved by: M. Murray

Seconded by: P. Roe

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

Council Meeting January 12, 2015.

CARRIED.

7. PUBLIC MEETINGS**8. PRESENTATIONS/DELEGATIONS****8.1 Bob Henderson, Manager, Transportation Engineering, Region of Waterloo
Operational Review of the Westbound Channelized Right Turn Lane at the Intersection
of Bridge Street and Queen Street**

Mr. Henderson thanked Council for letting him come to discuss the intersection control for Bridge and Queen Street in New Dundee. He described the previous intersection control utilized at this intersection which he noted had performed better one could expect given the intersections odd configuration but that concerns were raised for potential collisions. Mr. Henderson described the alterations made at the intersection in 2014 which included making it an all-way stop and adding a crosswalk. He highlighted the stop sign in the right turn channel which was added in the hopes of deterring truck traffic from the area.

Mr. Henderson summarized for Council the analysis made on the effectiveness of the changes to the intersection control. He noted that the changes in intersection control did not yield the desired outcome. Further, he commented that the configuration for the stop sign and crosswalk at the right turn channel was not to standards. He concluded his presentation by advising Council that staff will be recommending that the right turn channel revert back to a yield sign and of the direction provided to him from Regional Council which is that staff report back to Regional Council regarding speed limits in school zones and potential truck prohibition policies.

Mr. Henderson confirmed that he would bring forward the suggestions from Councillor A. Junker for an oversized sign with a flashing indicator light and the addition of the phrase "to oncoming traffic" for the yield sign in the right turn channel.

Mayor L. Armstrong suggested that recommendation be made to the senior levels of government to strengthen driver's education with regards to proper driving techniques at yield signs.

Councillor A. Junker commented to Mr. Henderson that he is looking forward to hearing additional information and actions with regards to speed limits in front of schools on Regional Roads. Mayor L. Armstrong suggested that no action be taken until the province has concluded their current review of speed limits.

Registered Delegations**Grant Poll, 139 Cassel Holme Crescent**

Mr. Poll advised Council that his attendance at the meeting was to represent the pro-trucking population in New Dundee. Mr. Poll highlighted for Council the history of trucking traffic in New Dundee which has been well established since the 1940's. He noted that the New Dundee route has been used by traffic from the western part of Southern Ontario for several decades. He commented that township roads are not designed to accommodate truck traffic and that the current route is the most efficient. He also suggested that the five way stop has not been effective in making the intersection safer. He concluded by urging Council to not prohibit trucks through New Dundee and to endorse the change in signage at the intersection.

Paul Darkes, 47 Dundee Avenue

Mr. Darkes introduced himself as an executive member of the New Dundee Board of Trade. Mr. Darkes offered his opinion that trucks actually provide a benefit through New Dundee by forcing other vehicles to slow down and that other traffic calming measures should be utilized. Due to the data provided by the Region for analysis of the intersection control he endorses the recommendation to convert the right turn channel back to a yield sign but he also requests that consideration be made to remove the stop sign on

the north side of Queen Street. He suggested that keeping the sign in place jeopardizes economic security and has created division and animosity among residents in New Dundee.

Mayor L. Armstrong thanked all the presenters and advised that the discussion will continue. He commented that his motive for asking that this topic be deferred at Regional Council was so that the discussion could occur at Wilmot Council where members could hear from both the Region and the affected citizens. He further stated that education and awareness is key and not only for professional truck drivers but for all residents with a driver's licence.

9. REPORTS

9.1 CAO

9.1.1 REPORT NO. CAO 2015-01 Strengthening Our Economy Waterloo Region Economic Development Implementation Update

Resolution No. 2015-016

Moved by: P. Roe

Seconded by: M. Murray

THAT the Township of Wilmot takes the following actions regarding Economic Development in Waterloo Region:

- 1. THAT the first Waterloo Regional Economic Development Strategy dated December 2014, in partnership with all Area Municipalities and the Region as described in Report No. CAO 2015-01 be approved;**
- 2. THAT staff implement and promote the Waterloo Regional Economic Development Strategy in support of existing economic prosperity and as a means of attracting new investment;**
- 3. THAT the framework and financial model for a new Waterloo Region Economic Development Corporation as described in Report No CAO 2015-01 be supported, subject to the execution of an economic development partnership agreement; and,**
- 4. THAT the CAO be authorized to enter into agreements as necessary to implement the Waterloo Region Economic Development Corporation, with such agreements to be satisfactory to the Township Solicitor.**

CARRIED.

The CAO highlighted the report.

Council B. Fisher stated that he is very pleased with this direction and the proposed make-up of the executive. The CAO commented on Councillor B. Fisher's inquiry concerning the agreements by stating that they would be general agreements regarding the corporation that would be circulated to Council.

The CAO advised Councillor B. Fisher that measurements will be in place to monitor the performance of the corporation but that certain areas such as a potential exit strategy have yet to be confirmed.

In response to Councillor P. Roe, the CAO confirmed that plans for a Township Economic Development Strategy have been discussed by staff and that the Development Charges By-law does make provisions for funding such a plan.

The CAO concurred with Mayor L. Armstrong's comments that the loss of the Schneiders plant and the inability to find a suitable site for the Dr. Oetker plant has a driving force behind the creation of this corporation.

Councillor P. Roe expressed his agreement with the need to encourage high technology manufacturing, Agri-business and tourism in Wilmot. He also noted the statement made on page 41 of the report that endorses arts and culture as a factor in attracting and retaining talented workers to an area.

In response to Councillor J. Gerber, Mayor L. Armstrong advised that the current owners of the employment lands in Wilmot are taking steps now to make the property ready for development. The CAO concurred with this statement and confirmed for Council that staff have been meeting with the land owners who are in favour of this municipal initiative.

Mayor L. Armstrong responded to Councillor A. Junker by confirming that brownfields will be included in the Regional registry as lands available for development. The CAO added that the Strategy document identified brownfields and that the corporation will be developing a plan for promoting them to potential developers.

Mayor L. Armstrong clarified for Councillor A. Junker that the corporation will be accountable to Councils in the Region and that with the removal of politicians as the majority of the board members for CTT, that corporation became more successful.

Councillor P. Roe concurred with the Mayor's statement by stating that when all Councils within the Region are involved it is difficult to get quick action in certain circumstances. He stated his belief that this board will be able to streamline operations which will make it easier to set up new businesses.

9.2 CLERKS – no reports

9.3 FINANCE

9.3.1 REPORT NO. FIN 2015-12 2015 Municipal Budget

Resolution No. 2015-017

Moved by: M. Murray

Seconded by: A. Junker

THAT the 2015 Municipal Budget dated February 2, 2015, as recommended by the Ad Hoc Budget Advisory Committee, be approved; and

THAT the Director of Finance be authorized to prepare the necessary levying by-law to raise \$7,022,020 for Township purposes from general taxation.

CARRIED.

The Director of Finance highlighted the report.

Mayor L. Armstrong expressed his appreciation and gratitude to staff for meeting the goals established by Council in preparing the 2015 Budget. He noted staffs efforts and due diligence in maintaining fiscal responsibility for the Township.

Councillor A. Junker echoed Mayor L. Armstrong's comments stating that a balance has been reached in maintaining municipal infrastructure while recommending a levy increasing below the rate of inflation.

Councillor P. Roe concurred with the comments from Mayor L. Armstrong and Councillor A. Junker.

9.4 PUBLIC WORKS

9.4.1 REPORT NO. PW-2015-01 Public Works Activity Report October - December

Resolution No. 2015-018

Moved by: B. Fisher

Seconded by: A. Junker

THAT the Public Works Department Activity Reports for the months of October, November and December 2014 be received for information.

CARRIED.

The Director of Public Works advised Councillor P. Roe that he will speak with the Road Foreman to provide additional details on the cleanup of gravel chunks on Cedar Grove Road and provide Council with an update.

Councillor A. Junker expressed his appreciation to the Road Foreman for the installation of oversized signs and flashing indicator lights at the intersections of Sandhills Road and Wilmot Centre Road at Huron Road to enhance safety.

The Director of Public Works clarified for Councillor P. Roe that the drums removed from the roadside contained a form of hydro carbons and that the drums were sealed thereby preventing any leakage to the environment.

Mayor L. Armstrong advised Council and staff that he has received very favourable comments from residents regarding the efforts and quality of work from the Roads Division for their snow clearing during the most recent winter storm.

9.5 DEVELOPMENT SERVICES

9.5.1 REPORT NO. DS 2015-05 Release of Agreement – 13 Alderside Drive

Resolution No. 2015-019

Moved by: A. Junker

Seconded by: J. Gerber

THAT the Township release Agreement 705844 between the Township of Wilmot and the owners of 13 Alderside Drive from the title of Lot 16, Plan 1462 (PIN 22207-0049) subject to the following conditions:

1. **THAT the applicant be responsible for all costs related to the preparation and registration of the release by the Township; or,**
2. **THAT the applicant prepare and register the release of the agreement at no cost to the Township of Wilmot.**

CARRIED.

The Director of Development Services highlighted the report.

**9.5.2 REPORT NO. DS 2015-06
2014 Building Statistics Summary**

Resolution No. 2015-020

Moved by: P. Roe

Seconded by: J. Gerber

THAT the 2014 Building Statistics Summary be received for information.

CARRIED.

9.6 FACILITIES AND RECREATION SERVICES

**9.6.1 REPORT NO. PRD 2015-01
Facilities & Recreation Services Quarterly Activity Reports**

Resolution No. 2015-021

Moved by: J. Gerber

Seconded by: M. Murray

THAT the Facilities & Recreation Services Activity Reports for the fourth quarter of 2014 be received for information.

CARRIED.

The Director of Facilities and Recreation Services noted for Council a correction in the Aquatics Division Report that the swimming lesson and leadership participants rose by 8% not 21% as stated in the report.

The Director advised Councillor B. Fisher that the increase in summer attendance was likely due to the pilot program for the summer day camps.

Councillor B. Fisher expressed that he is pleased to see attendance increasing for the pool and daytime aquafit.

9.7 FIRE

**9.7.1 REPORT NO. FI 2015-01
Quarterly Activity Report**

Resolution No. 2015-022

Moved by: A. Junker

Seconded by: B. Fisher

THAT the Fire Department Activity Report for the fourth quarter of 2014 be received for information purposes.

CARRIED.

In response to Councillor B. Fisher, the Fire Chief noted that the firefighters who are no longer with the Department are being replaced plus some additional firefighters are being hired.

9.8 CASTLE KILBRIDE

**9.8.1 REPORT NO. CK2015-02
Quarterly Activity Report – October, November & December 2014**

Resolution No. 2015-023

Moved by: P. Roe

Seconded by: A. Junker

THAT the Castle Kilbride Activity Report for the months of October, November & December 2014 be accepted for information purposes.

CARRIED.

The Curator/Director of Castle Kilbride highlighted the report.

10. CORRESPONDENCE

10.1 Grand River Conservation Authority – GRCA Actions, November/December 2014

Resolution No. 2015-024

Moved by: A. Junker

Seconded by: M., Murray

THAT Correspondence Item 10.1 be received for information.

CARRIED.

11. BY-LAWS

11.1 By-law No. 2015-10 To Establish Water and Waste Water Fees

Resolution No. 2015-025

Moved by: M. Murray

Seconded by: B. Fisher

THAT By-law No. 2015-10 be read a first, second and third time and finally passed in Open Council.

CARRIED.

12. NOTICE OF MOTIONS

13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS

- 13.1 Councillor J. Gerber will be providing the Director of Clerk's Services with additional information on the awards ceremony being held in Wilmot that is hosted by the Tavistock/Wilmot Rotary Club. The ceremony will be recognizing athletics and volunteerism in the area.
- 13.2 Councillor P. Roe advised Council of a Valentine's Day Dinner and Dance held on February 7 which was a very successful fund raiser for the Optimist Club of Petersburg.
- 13.3 Councillor A. Junker advised Council and staff of the appreciation expressed from the residents of New Dundee for assistance from Facilities staff in setting up an outdoor ice pad.

14. BUSINESS ARISING FROM CLOSED SESSION**15. CONFIRMATORY BY-LAW****15.1 By-law No. 2015-011****Resolution No. 2015-026****Moved by: M. Murray****Seconded by: P. Roe**

THAT By-law No. 2015-011 to Confirm the Proceedings of Council at its Meeting held on February 9, 2015 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.**16. ADJOURNMENT (8:16 P.M.)****Resolution No. 2015-027****Moved by: J. Gerber****Seconded by: M. Murray**

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

CARRIED.

Mayor

Clerk



Township of Wilmot REPORT

REPORT NO. **DS 2015-08**

TO: **Council**

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

DATE: **March 9, 2015**

SUBJECT: **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**

Recommendation:

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.

Background:

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on February 13, 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 0.99ha, are designated Settlement Residential in the Township Official Plan, and are zoned Zone 2 (Residential) within the Township Zoning By-law.

The subject property is currently developed with a single family dwelling and storage shed. The applicants propose to convert the storage shed into one dwelling unit. This application, therefore, proposes to amend the zoning to permit one dwelling unit within an accessory structure.

The Township's Official Plan establishes that the Settlement Residential designation is to provide for current and future housing demands in Rural Settlement Areas through mixed forms of residential development. The property is suitably sized to provide parking and adequate space for private individual sewage disposal. In this regard, staff would support that the proposed additional dwelling unit on the subject property is an appropriate land use.

Strategic Plan Conformity:

The approval of appropriate infilling developments and intensification maximizes the use of existing infrastructure and reduces the demand for additional greenfield lands to absorb all residential development which are both strategies in achieving the Township's goal to protect the natural environment.

Financial Considerations:

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

Conclusion:

The subject property is designated Settlement Residential, a designation which specifically exists to provide mixed forms of housing within Rural Settlement Areas. Approval of this additional dwelling unit provides future opportunity for an affordable rental unit and is an appropriate use of the subject property.

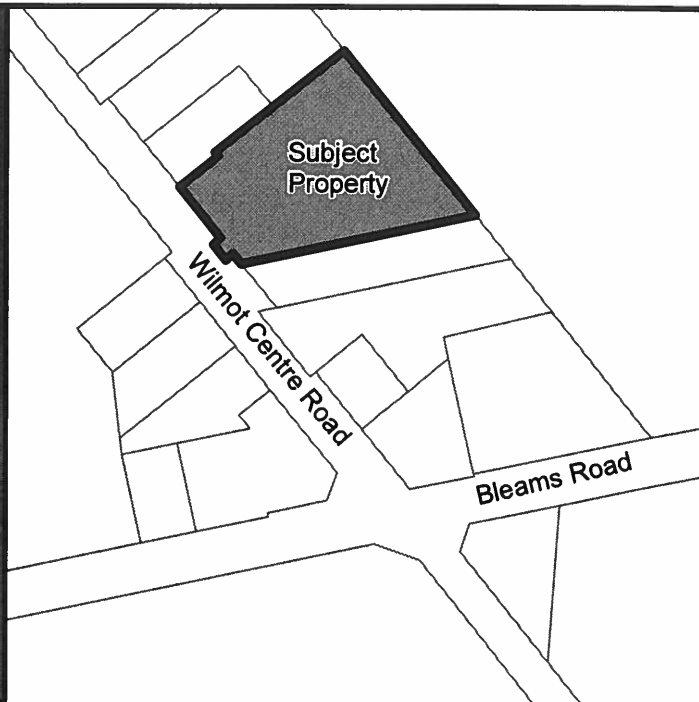


Andrew Martin, MCIP RPP
Planner/EDO



Reviewed by CAO

ZCA-03/15
1591 Wilmot Centre Road



Dwelling Unit to
be created in
this building

House

Wilmot Centre Road



Township of Wilmot **REPORT**

REPORT NO. **DS 2015-09**

TO: **Council**

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

DATE: **March 9, 2015**

SUBJECT: **Zone Change Application 04/15**
 Jason Droppert
 Part of Lots 5 and 6, Concession South of Erb's Road
 1601 Erb's Road

Recommendation:

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.**

Background:

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on February 13, 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 15.75ha, 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 a single family dwelling, a detached garage and other accessory structures. The applicant proposes construct a new single family dwelling as an addition to the existing detached garage, but live in the existing home during construction. Upon occupancy of the new home, the applicant will demolish the existing house.

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 second dwelling on a property for a period of not more than two years 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 one dwelling 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 the existing dwelling and limits occupancy to only one dwelling at any time.



Andrew Martin, MCIP RPP
Planner/EDO



Reviewed by CAO

ZCA-04/15
1601 Erb's Road

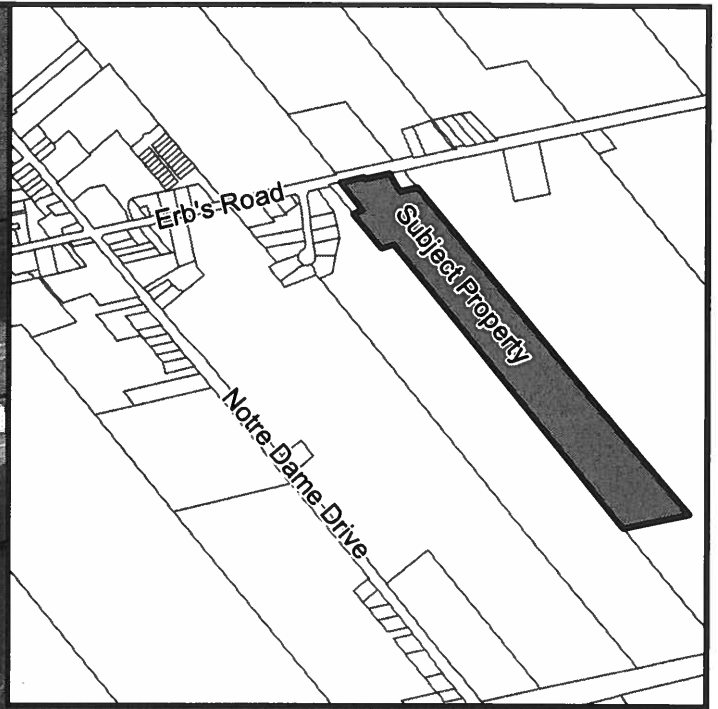


Erb's Road

Existing house
to be demolished

Existing
Garage

New
House





FAST FACTS

- The term Census in this document refers to the Census of Agriculture conducted by Statistics Canada every five years. The most recent Census of Agriculture was conducted in May of 2011, in conjunction with the Census of Population.
- The “headquarters rule” assigns all data collected for an agricultural operation to the geographic area where the farm headquarters is located, regardless of the actual location of the parcels of land being farmed. As a result, the data could include land located outside Waterloo Region. Conversely, land farmed in Waterloo Region may be reported with a farm headquarters outside the Region.
- To ensure confidentiality, data for the City of Waterloo has been included together with data from the City of Kitchener.
- Farm business characteristics are collected for the calendar year prior to the Census, in this case, 2010.

For more information on Census statistics please refer to Statistics Canada's website: <http://www.statcan.gc.ca>



Agriculture

Statistics from the 2011 Census of Agriculture for Waterloo Region

Farm Operations

In 2011, there were slightly fewer farms and less farmland based in Waterloo Region. Despite the decline, agricultural land is still the dominant land use across the Region, accounting for 65 per cent of all land as counted by Statistics Canada in the most recent Census. A total of 1,398 farms were headquartered in Waterloo Region in 2011, a net decline of 46 farms, or four per cent, compared to 2006. As expected, the largest percentage decrease in the number of farms occurred in the urban areas of Cambridge, Kitchener and Waterloo which lost a total of 29 farm operations as shown in Table 1. North Dumfries was the only municipality to gain farms over this time period. The decrease measured in Waterloo Region (four per cent) was noticeably lower than the national (10 per cent) and provincial (nine per cent) declines over the same time period. Fewer farms may be the result of farm consolidation or land conversion.

Table 1: Total number of farms reported for Waterloo Region, 2001-2011

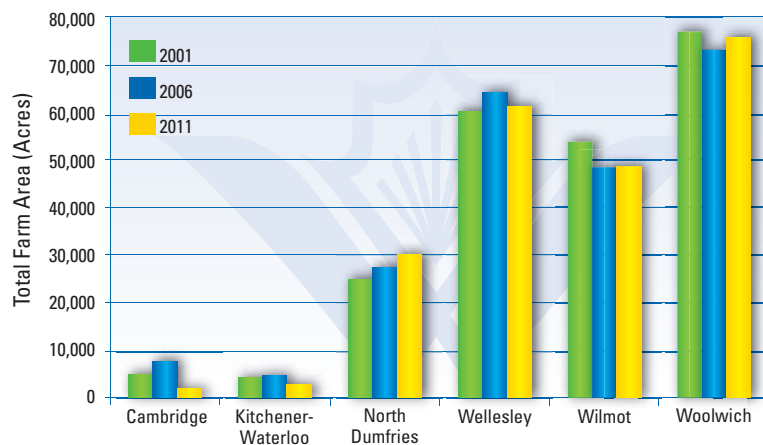
Region	Total Number of Farms			% Change 2006-2011
	2001	2006	2011	
Waterloo Region	1,444	1,444	1,398	-4%
Cambridge	32	31	21	-32%
Kitchener-Waterloo	38	35	16	-54%
North Dumfries	117	117	124	6%
Wellesley	501	518	502	-3%
Wilmot	271	247	234	-5%
Woolwich	494	496	492	-1%
<i>Canada</i>	—	<i>229,373</i>	<i>205,730</i>	<i>-10%</i>
<i>Ontario</i>	—	<i>57,211</i>	<i>51,950</i>	<i>-9%</i>

Source: Statistics Canada, Census of Agriculture 2001-2011

The total land area of farms headquartered in Waterloo Region decreased by about 5,000 net acres (2.3 per cent), to a total of 221,087 acres for 2011. The biggest losses were measured in the urban municipalities (cities) which decreased by 62 per cent from 2006. Despite the number of farms decreasing in the Region's townships, there was an increase in the total agricultural land area in these areas in 2011 as illustrated in Figure 1.



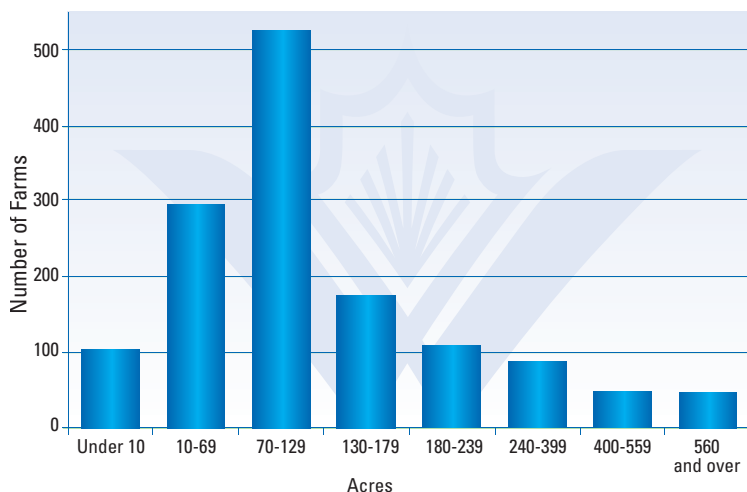
Figure 1: Total area of farms in Waterloo Region, 2001-2011



Source: Statistics Canada, Census of Agriculture 2001-2011

There has been an increase in the average farm size across the Region as the total farm area continues to fall at a slower pace than the total number of farms. The average farm size in Waterloo Region increased from 155 acres to 159 acres between 2006 and 2011. Nonetheless, regional farms are still much smaller than the average provincial and national farm size of 243 and 778 acres respectively. The increasing average farm size was also a trend seen throughout Ontario. Just less than 40 per cent of farms across the Region fall between 70 and 130 acres, while less than one hundred farms are larger than 400 acres, as can be seen in Figure 2.

Figure 2: Size of farms in Waterloo Region, 2011



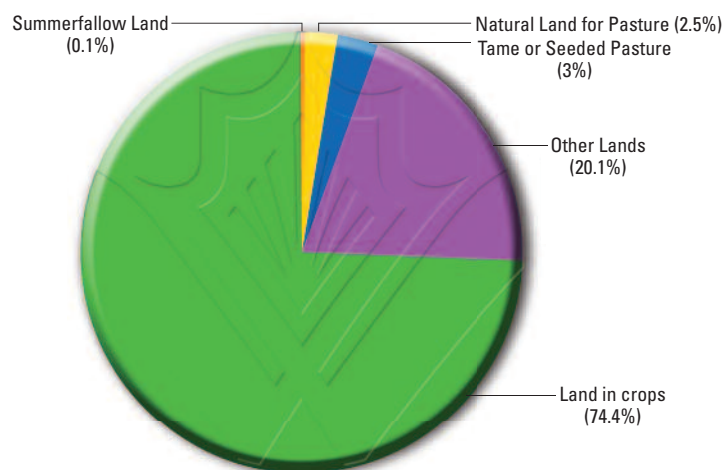
Source: Statistics Canada, Census of Agriculture 2011

The average age of *farm operators* is younger in Waterloo Region than across Canada and Ontario. Farm operators across the Region on average are 48.4 years old, much younger than Ontario's average of 54.5 years. The average age did increase from 47 years as reported in 2006. Most frequently, operators spend full time hours working on farms, with 45 per cent of all operators spending 40 or more hours per week on farms. This figure is down from 51 per cent in 2006. Less than one third of operators work fewer than 20 hours per week on a farm.

Agricultural Land Use

Croplands were the predominant land use type for all agricultural lands in the Region. As shown in Figure 3, three quarters of agricultural land in 2011 was being used to grow field crops, hay, fruits, field vegetable, and sod or nursery crops. This was down slightly from 2006, where 78.2 per cent of lands were croplands. The largest increase in land use types was in 'other lands' which include Christmas trees, woodlands and wetlands, up 20 per cent since 2006.

Figure 3: Agricultural land use type, Waterloo Region, 2011



Source: Statistics Canada, Census of Agriculture 2011

Of the *total farm area by all land tenures* in the Region, 68 per cent was owned by operators in Waterloo Region. This figure remained relatively unchanged from values in 2006. The remaining land was leased, rented, crop shared or used through other arrangements.

Crops and livestock

In 2011, 70 per cent of all farms were considered livestock farms. The most common type of livestock farms were cattle (beef and dairy) farms, accounting for 37 per cent of all farms in the Region. Similar to trends identified in 2006, sheep and goat farms increased, while hog and pig farms decreased significantly in 2011. Overall, the number of livestock farms has decreased since 2006 while the number of crop farms has increased. Nonetheless, livestock farms remain the principal farm type in Waterloo Region as shown in Table 2.



A total of 418 crop-orientated farms were counted in the Region this Census year. As a percentage of all farms, crop-producing farms increased by four per cent from 2006 to 2011. The majority of these farms were classified as oilseed and grain (canola, soybean, corn, wheat etc.) establishments. These, along with vegetable and fruit farms, all saw notable increases as a percentage of the total farms compared to 2006.

Table 2: Farm types in Waterloo Region, 2006-2011

Farm Type	2006	2011		Change 2006- 2011
	No. of farms	No. of farms	% of total farms	
Livestock Farms				
Cattle ranching and farming	545	508	37%	-6.8%
Hog and pig farming	185	99	7%	-46.5%
Poultry and egg production	91	89	6%	-2.2%
Sheep and goat farming	30	35	3%	16.7%
Other animal production	217	240	17%	10.6%
Crop Farms				
Oilseed and grain farming	194	239	17%	23.2%
Vegetable and melon farming	23	30	2%	30.4%
Fruit and tree nut farming	13	17	1%	30.8%
Greenhouse, nursery and floriculture production	44	34	2%	-22.7%
Other crop farming	102	98	7%	-3.9%

Source: Statistics Canada, Census of Agriculture 2006 and 2011

The number of farms reporting the sale of certified organic products rose from 35 farms in 2006 to 40 farms in 2011. An additional 44 farms reported that they sold uncertified products, while seven more farms were actively adopting practices that comply with organic standards (*transitional organic*).

Farm business

Total *gross farm receipts* rose again, to a high of \$473 million for 2010. Figure 4 illustrates that the gross farm receipts and total expenses each rose about 19 per cent from 2005 to

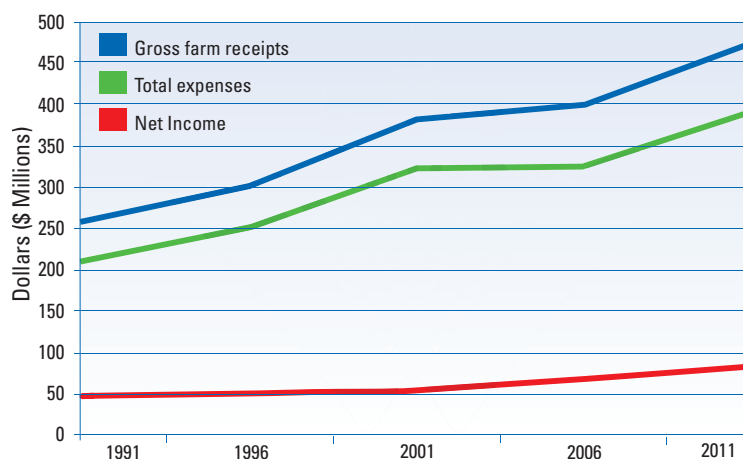
2010, with most municipalities measuring growth in their gross farm receipts. *Net income* was up about 18 per cent across the Region over the same time period, a smaller increase than was seen previously in the 2006 Census. With just over 70 per cent of all farms headquartered in the Region, the townships of Woolwich and Wellesley combined for two thirds of all gross farm receipts, and just over 70 per cent of the Region's net income as shown in Table 3. Waterloo Region as a whole accounted for four per cent of Ontario's total gross farm receipts.

Table 3: Farm receipts, expenses and income for Waterloo Region, 2010

Municipality	2010		
	Gross Farm Receipts (\$ millions)	Total Expenses (\$ millions)	Net Income (\$ millions)
Waterloo Region	472.9	390	82.9
Cambridge	3.5	3.5	0.0
Kitchener-Waterloo	13.8	12.0	1.8
North Dumfries	66.7	59.5	7.2
Wellesley	128.9	108.8	20.1
Wilmot	110.5	94.3	16.2
Woolwich	149.5	112.0	37.5

Source: Statistics Canada, Census of Agriculture 2011

Figure 4: Farm receipts, expenses and income for Waterloo Region, 2006-2011

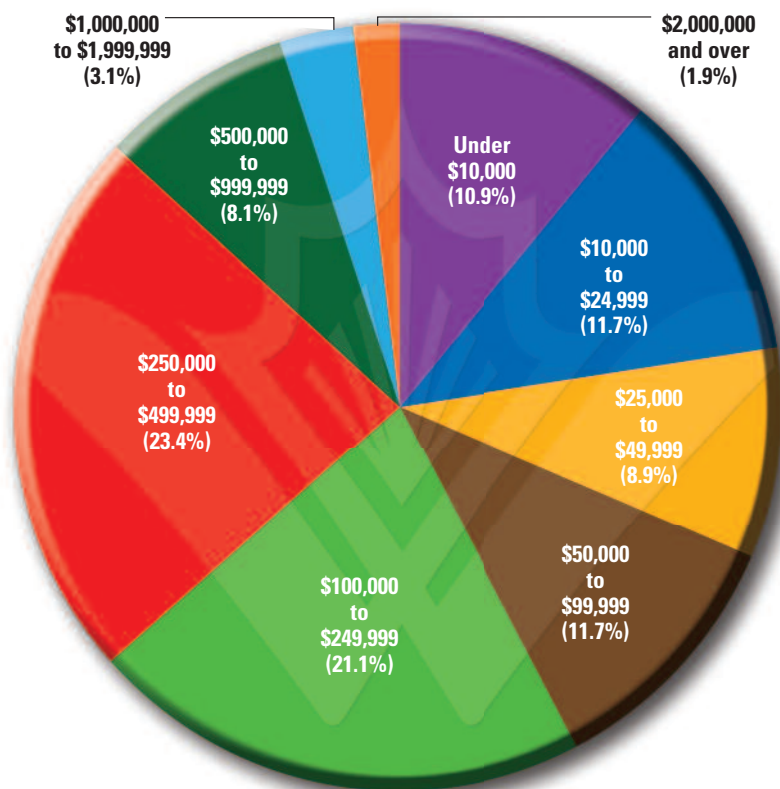


Source: Statistics Canada, Census of Agriculture 1991-2011



Data from 2010 shows that there are more farms across Waterloo Region reporting higher gross farm receipts compared to 2005. The total number of farms with gross farm receipts totaling \$500,000 or more increased by 34 per cent over this time frame. Conversely, all farms reporting less than \$100,000 in gross receipts decreased by 8 per cent from 2005 to 2010. Overall, just less than half of all farms in Waterloo Region reported receipts valued between \$100,000 and \$500,000 as exhibited in Figure 5. Seventy farms (five per cent) registered receipts over one million dollars, 14 more farms than in 2005.

Figure 5: Total farms classified by total gross farm receipts for Waterloo Region, 2010



Source: Statistics Canada, Census of Agriculture 2011

Note: farm business characteristics are collected for the calendar year prior to the Census, in this case, 2010.



Farm operator – any person responsible for the management decisions made for an agricultural operation. This is a count of distinct operators; operators of two or more separate farms were included only once in the total.

Transitional organic – used by certifying agencies to indicate fields in transition to becoming certified organic.

Total farm area for all land tenures – the total farm headquartered area in Waterloo Region owned, leased from governments, rented, leased or crop shared from others or used through other arrangements. Total farm area is the difference between 'total area for all land tenures' minus 'total area used by others'.

Farm type – Farm types for the 2006 Census of Agriculture were derived using NAICS 2002 whereas farm-type data for the 2011 Census of Agriculture were derived using NAICS 2007. Both classifications are almost the same for the Canadian agriculture industry, making the data from the two reference years directly comparable in most cases.

Gross farm receipts – includes income from agricultural product sales, program payments and rebates, dividends and income from custom work. It does not include the sale of capital items or sales of forest products.

Total expenses – Any cost associated with producing crops or livestock, except the purchase of land, buildings or equipment. Includes the cost of seed, feed, fuel, fertilizers, etc. Does not include depreciation or capital cost allowance.

Net income – gross farm receipts minus total expenses.

Source: Statistics Canada Census Dictionary, Census of Agriculture 2011



For further information please contact:

Planning, Housing and Community Services
Planning Information and Research

www.regionofwaterloo.ca
planninginfo@regionofwaterloo.ca

519-575-4047
TTY: 519-575-4608



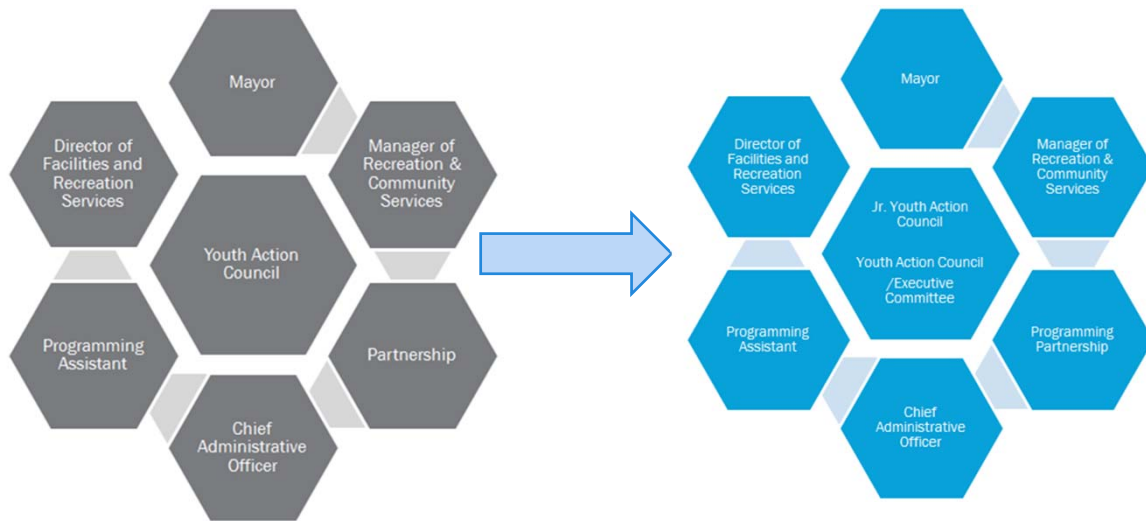
Monday March 9th 2015

Purpose

The purpose of the Youth Action Council is to provide an opportunity for individuals ages 14 through 19 years of age to be actively involved in the community and to have a voice/input relative to the programs and opportunities available to them. With the opportunity to build upon leadership, communication and organizational skills, these youth will learn and understand the importance of commitment and cooperation to achieve common goals.

The Youth Action Council will aim to plan, organize and implement community activities and events for residents, specifically the Youth of Wilmot Township. These activities/events will occur once a month and rotate responsibility between all members of the Youth Action Council.

Y.A.C. Structure Change



Executive Committee

- Co-Chairs (2 positions)
- Director of Dynamics & Mentorship Program
- Director of Public Relations and Communications
- Director of Social Engagement
- Director of Volunteers
- Director of Expenses

Jr. Youth Action Council

- Grades 7 & 8 Students living in Wilmot Township
- Meet every other Wednesday at 6:00pm-7:00pm

Goal

To create a branch under the Youth Action Council for our younger leaders in Wilmot to begin and develop their leadership skills and have a safe place to begin their journey as engaged community members.

Ultimate Goal

To create a self-sustaining Youth Action Council, where all youth ages 14 through 19 have a safe space to become involved members of the community, and better themselves in the process.

Active Youth lead to Active Adults.

Goals for Youth Action Council

- To provide youth in Wilmot Township with the opportunity to become involved in their community
- To allow for leadership skills to be built and re-developed
- To assist with creating a Youth Voice within the Township
- Provide access to local jobs for youth to gain valuable working experience
- Allow for input on programming opportunities at the Wilmot Recreation Complex
- To build the strength of Youth within the Township limits and
- Create a sense of ownership within the community.

Budget

Expenses

- Monthly Events
- Themed Skates

Funding Sources

- Optimist Trust Fund
- Fundraising Opportunities

2014/2015 Events

October 2014→ Triple Threat
November 2014→ Birthday Bash Bonanza
December 2014→ Santa's Village
January 2015→ No Lane, No Gain
February 2015→ Snow Ball Valentines Dance
April 2015→ Old Barn Classic Ball Hockey Tournament
May 2015→ Outdoor Movie Night

Communication with the Public

- Wilmot's Youth Action Council Page of Facebook
- Monthly Baden Outlook Articles
- Posters and Flyers for events around the Wilmot Recreation Complex, local businesses if its a large scale community event



Moving Forward

The creation of the Youth Action Council has been a two year pilot program launched in October 2013.

Our findings include;

- Our membership is growing
- We are getting the word out around town that we are here!
- Members are learning the importance of planning a successful event, and improving organization & communication skills as well as their working relationships with peers
- Lastly, we are continuously learning!



Ultimate Goal

To bridge the gap between youth looking to volunteer and organizations, agencies, clubs and individuals that have volunteer driven initiatives. We want to create volunteer opportunities for youth in Wilmot and to provide services to those in need where they were not previously available.

Structure



Communication

Presentations to local Service Clubs

- March 2nd - New Hamburg Optimist Club
- March 12th - Wilmot Optimist Club
- March 24th - New Dundee Optimist Club
- March 25th – Baden Community Association
- March 26th - New Hamburg Lions Club
- April 7th - St. Agatha Lions Club
- April 20th - Baden Optimist Club
- TBD - Petersburg Optimist Club
- TBD - Mannheim Optimist Club
- TBD - New Hamburg Lioness Club

Moving Forward

- We will actively seek out businesses, service clubs and local events that will require volunteers
- We will share with the youth the importance of volunteerism and the positive effect that it has on a community
- We will build up Volunity to ensure its success within our community

Questions?

Thank You



Township of Wilmot **REPORT**

REPORT NO.	CAO 2015-02
TO:	Council
PREPARED BY:	G. Whittington Chief Administrative Officer
DATE:	March 9, 2015
SUBJECT:	2015 Municipal Work Program

Recommendation:

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

Background:

On March 24, 2014, Council approved the overall 2014 Municipal Work Program, which included each of the department's 2014 work programs. On September 8, 2015, Council approved the review and the updates to the 2014 Municipal Work Program.

Discussion:

To follow up on the approval and implementation of the 2015 Municipal Work Program, the following information is provided:

Accomplishments of Year 2014:

The status of the individual departmental work plans has been reviewed and attached to this report. Additional tasks requiring immediate attention were initiated during this time period and are acknowledged accordingly.

A majority of the wide range of tasks of year 2014 have been completed. This achievement is worth acknowledgement as again the year 2014 was another year of strong business activity and capital project construction.

The working relationship with Council and municipal staff has again been very productive and continues to show leadership and positive support towards completing the tasks that are necessary to improve customer service, respond to provincial initiatives and maintain a strong and vibrant local community. This reflects well on the Township's Vision "Wilmot is a cohesive,

vibrant and welcoming countryside community” and our Township’s Mission “To evolve and grow as a community of caring people working together to build upon a sure foundation”.

2015 Municipal Work Program:

The 2015 Municipal Work Program has been prepared outlining the projects to be undertaken by each department for the full year. The work program indicates projects or major tasks and does not list the day to day activities of each of the departments.

The year 2015 represents a very active year involving a number of major studies such as the Township’s Official Plan Review, WRC Woodlot Trail Design, Asset Management software/ implementation and the Facilities and Recreation Services Master Plan. The work plan involves municipal facilities, such as the new Splash Pad, Baden Fire Station renovations, backup power supply of several municipal buildings, the New Hamburg Grandstand mural project and a wide range of roads, utilities and building infrastructure improvements and programs.

The establishment of the work program provides several benefits, including:

- Implementation of the Township’s Strategic Plan;
- Focused resource planning of personnel;
- The ability to provide measurements of the completion of major tasks by each department;
- A clear understanding between both staff and Council as to the priorities of the municipality;
- Continued focus towards improvements of the overall municipal organization and services;
- The avoidance of establishing unnecessary actions and projects.

The updated list of actions provides a continued focus towards improvements of the municipal organization and services. The Management Team will monitor the work program and issues raised will be acted upon at the weekly meetings.

Upon the approval of the 2015 Municipal Work Program, the CAO will provide an updated report to Council after 6 months, to confirm the status of the listed tasks and accomplishments. At the same time, the ability to review and initiate further tasks within the Strategic Plan and new priorities of Council and municipal staff will be provided.

Strategic Plan Conformity:

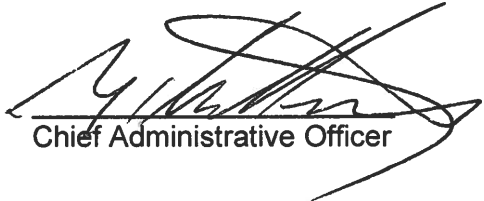
This report is aligned with the Strategic Plan goals of being an engaged community through communication of municipal matters and most importantly, incorporating the Strategic Plan actions into the annual municipal work programs.

Financial Considerations:

The Municipal Work Program identifies the capital projects that are within the approved 2015 Budget.

Conclusion:

The approval of the 2015 Municipal Work Program is a continued important step in the implementation of the approved Township Strategic Plan.



Chief Administrative Officer

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: CAO

DATE: December 31, 2014

	Project	Person Responsible	J	A	S	O	N	D	
	STRATEGIC PLAN								
1	CTT/Regional Economic Development Review	Grant, Municipal CAOs	X	X	X	X	X	X	Updated report CAO2014-03 approved by Council August 25, final report approved February 2015
2	Fire Services Facility Needs Assessment	Rosita, Fire Chief, Grant, Scott							Completed
3	Joint Initiatives, Boards of Trade, Chambers of Commerce	Grant, Harold, Rosita, Barb	X	X	X	X	X	X	Initiatives underway - ongoing
4	CAO's Waterloo Region Tourism Marketing Corporation / CTT Inc. Boards	Grant	X	X	X	X	X	X	Ongoing
5	Monitor/Pursue Senior Government Funding Opportunities (MIII)	Grant, Management Team	X	X	X	X	X	X	Ongoing - staff report September 8
6	Region EA Sanitary Treatment Plan Expansion	Grant, Gary	X	X	X	X	X	X	Ongoing - PIC September 24 at WRC, EA completed. Pending Ministry
	CAPITAL PROGRAM								
7	Updated 10 Year Capital Forecast	Grant, Management Team			X	X	X	X	2014 forecast completed
	GENERAL								
8	Budget 2014	Grant, Management Team							Completed
9	Budget 2015	Grant, Management Team			X	X	X	X	Budget approved February 2015
10	Development Charges Background Study	Grant, Management Team	X	X					DC By-law approved by Council August 25
11	2014 Work Program and Review	Grant	X	X			X	X	Mid year report September 8
12	Employee Performance Reviews	Grant				X	X	X	Completed

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: CAO

DATE: December 31, 2014

	Project	Person Responsible	J	A	S	O	N	D	
13	Surplus pool building negotiations with school board	Scott, Grant	X	X	X	X	X	X	ongoing. Asset to be assessed as part of the Facilities and Recreation Master Plan
14	NH/Baden Wastewater Servicing Strategy	Gary, Harold, Grant							Completed
15	Highway 7&8 EA Corridor Study	Grant, Harold	X	X	X	X	X	X	Awaiting confirmation of Ministry's approval

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: CLERK'S SERVICES

DATE: December 31, 2014

	Project	Person Responsible							
			J	A	S	O	N	D	
	STRATEGIC PLAN								
1	Baden P.S./By-law Safety Initiative re School's Parking Concerns	Derek/Kevin							Completed
2	Joint Initiatives - Boards of Trade, Chamber of Commerce	Grant/Howie/Rosita/ Barb	X	X	X	X	X	X	Ongoing
3	NH Municipal/Community Events Grd Sign/Fountain Improvements Project	Barb/Gary							Completed
	CAPITAL								
4	Administration Building - Interior Office Renovations	Barb/Scott/Tracy/ Michael							Completed
	GENERAL								
5	2014 Conduct Municipal Election/Create Tabulation Procedures	Barb/Dawn	X	X	X	X	X	X	Completed
6	Appoint Members to MECAC	Barb			X				Completed
7	Join Grand River Accessibility Advisory Committee	Barb/Dawn					X	X	Formal Request Submitted to GRAAC
8	Encroachment Agreement - 3614 Carmel-Koch Road	Barb				X			Completed
9	Amend Dog Keeping Bylaw re Dangerous Dogs	Barb/Dawn/Derek/ Kevin	X	X	X	X	X	X	Review in progress - Bylaw spring 2015
10	2014 Work Program & Mid Year Review	Barb/Dawn/Derek/ Kevin	X						Completed
11	2014 Work Program Year End Review	Barb/Dawn/Derek/ Kevin							Year End Review -March 2015
12	Community Newsletter (with interim tax bill)	Barb/Dawn/Dept Hds							Completed
13	Community Newsletter (with final tax bill)	Barb/Dawn/Dept Hds							Completed
14	Hire By-law Summer Student through Federal Grant	Barb/Derek/Lorena							Completed
15	Update Township Property Inventory	Dawn						X	Completed

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: CLERK'S SERVICES

DATE: December 31, 2014

	Project	Person Responsible							
			J	A	S	O	N	D	
16	Budget 2014	Barb/Management Tm							Budget approved Feb/14
17	Budget 2015	Barb/Management Tm					X	X	Budget approved Feb/15
18	Amend Procedural By-law -Restrict Use of Electronic Devices During Council Meetings	Barb/Dawn							Deferred to 2015
19	Review Pound Facility Contract	Barb/Dawn/Derek/ Kevin							Completed
20	Employee Performance Reviews	Barb				X			Completed
21	Re-registration of 40 Year Old Easements	Dawn							Completed
22	Renewal of Wilmot Heritage Fire Brigades Lease	Barb/Dawn							Completed
23	Drain Maintenance - Myers/Richardson/Biesel/Jantzi/Distler	Barb/J. Kuntze							Spring of 2015
24	Gingerich Road Municipal Drain	Barb/Dawn/J. Kuntze	X	X	X	X	X	X	Project Completion - summer 2015
25	St. Agatha Drain 2013-Kraehling Municipal Drain	Barb/Dawn/J. Kuntze	X	X	X	X	X	X	Revised Report - file in March 2015
26	Finnie Municipal Drain	Barb/Dawn/J. Kuntze	X	X	X	X	X	X	Report - September 2015
27	Koch-Leis Municipal Drain Maintenance	Barb/Dawn/J. Kuntze							Completed
28	Phillips-Doehn Municipal Drain	Barb/Dawn/B. Dietrich							Completed
29	Don Zehr Municipal Drain	Barb/Dawn/B. Dietrich	X	X	X	X	X	X	Report in progress
30	Stephen Lichti Municipal Drain	Barb/Dawn/B. Dietrich	X	X	X	X	X	X	Drainage Engineer Appointed - Sept 2014
31	Activa-Region - Trussler Road Mannheim Municipal Drain	Barb/Dawn/B. Dietrich							Engineer Appointed - February 2014
32	Nachurs Alpine Municipal Drain	Barb/Dawn/Engineer						X	Engineer to be appointed 2015
33	Willowcreek Bernedoodles Kennel Licence Approval	Barb/Derek/Kevin							Approved - April 2014

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: CLERK'S SERVICES

DATE: December 31, 2014

	Project	Person Responsible								
			J	A	S	O	N	D		
34	Register By-law - Deerfield Extension	Barb/Dawn							Completed	
35	Levy of Various Drain Maintenance Costs	Barb/Finance							Completed - May 2014	
36	Wiebe Nauta Municipal Drain	Barb/Dawn/B. Dietrich							Drainage Engineer Appointed - July 20	
37	Country Paws Kennel - Lift Restrictions	Barb/Dawn/Derek/ Kevin	X	X					Approved - August 2014	
38	Appoint Members to Volunteer / Quasi-Judicial Committees	Barb/Mayor						X	Completed - December 2014	
39	Update Traffic and Parking By-law	Barb/Dawn/Derek/ Kevin	X	X	X	X	X	X	Deferred to 2015	
40	Amend Schedules to Fire Route By-law	Michael/Barb/Derek/ Kevin	X	X	X	X	X	X	In progress	
41	Lottery Licensing Quarterly Reports to Ministry	Dawn	X			X			Completed	
42	Preparation of Procedural Manual Bylaw Enf/Animal Ctrl	Derek/Kevin	X	X	X	X	X	X	Ongoing	
43	AODA Integration Standards	Management Team	X	X	X	X	X	X	Monitoring Legislation	
44	Award RFP - Legal Counsel Contract	Barb/Management Tm							Completed - March 2014	
45	Implement Provincial SFOA Smoking Prohibitions-Prescribed Areas	Barb/Scott/Region	X	X	X	X	X	X	Region/Township Rollout of Legislation	
46	New Dundee Municipal/Community Digital Sign	Barb				X	X	X	Capital Budget Project	

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FINANCE

DATE: December 31, 2014

	Project	Person Responsible	J A S O N D						
			J	A	S	O	N	D	
	STRATEGIC PLAN								
1	Monitor/Pursue Senior Government Funding Opportunities	Rosita, Patrick, Management Team	x	x	x	x	x	x	Project completed. OCIF funding obtained.
2	Fire Services Facility Needs Assessment	Rosita, Patrick, Chief, District Chiefs, Grant, Scott							Project completed
3	Electronic Tax & Water Billing (epost)	Tyler							Project completed
4	Review/Update Procurement By-Law (including Green Procurement Policy)	Marzena, Patrick	x	x	x				Project completed
5	Review/Update Finance/Procurement Web Page Content (Accessibility)	Rosita, Patrick, Tyler, Marzena, Karl, Harold, Barb	x	x	x	x	x	x	RFP released in February 2015
6	Joint Initiatives Boards of Trade, Chamber of Commerce	Rosita, Grant, Harold, Barb	x	x	x	x	x	x	Project ongoing, various joint initiatives have been successfully implemented
	CAPITAL PROGRAM								
7	Implementation of Water Meter Radio Read Program	Tyler, Sue, Utilities	x	x	x	x	x	x	Multi-year project ongoing
8	Upgrade Desktops and Notebooks	Karl	x	x	x				Project completed
9	IT Server Room Retrofit (Wiring, Racking, Organization)	Karl							Project completed
	GENERAL								
	FINANCIAL SERVICES								
10	Budget 2014	Rosita, Patrick, Tyler, Marzena, Management Team							Budget approved Feb/14

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FINANCE

DATE: December 31, 2014

	Project	Person Responsible							
			J	A	S	O	N	D	
11	Legal Counsel Review/Selection Committee	Rosita, Patrick, Tyler, Management Team							Project completed
	GENERAL								
	FINANCIAL SERVICES								
12	Year End Financial Statements, FIR and Audit	Rosita, Patrick, Tyler							Project completed
13	Development Charges Background Study	Rosita, Patrick, Management Team	x	x					Project completed
14	2014 Work Program	Rosita, Patrick, Tyler, Marzena, Lorena, Karl							Project completed
15	Update Water Financial Plan for Council Approval	Tyler							Project completed
16	Establish In-House Tracking System for MPAC Assessments	Tyler	x	x	x	x	x	x	In progress - awaiting additional information from MPAC
17	Investigate Water Account Deposit System	Tyler, Sue, Barb							Project completed
18	Review/Update Policy on Tangible Capital Assets	Rosita, Patrick			x	x	x		Project to be completed with AMP software implementation
19	Review/Update PSAB Valuations for Roads and Underground Infrastructure	Patrick, Tyler, Public Works		x	x	x	x		Project to be completed with AMP software implementation
20	Establish Policy for Fundraising Initiatives	Tyler, Rosita, Management Team							Project deferred to 2015
21	Interdepartmental Cost Allocation Review	Tyler, Management Team	x	x	x				Project completed
22	Review WSIB Clearance Certificate Process/Compliance	Rosita, Patrick, Marzena			x	x	x	x	Staff reviewing options for internal tracking of clearance certificates
23	Review/Analyze Impact of Bill 69 Prompt Payment Legislation	Rosita, Patrick, Marzena	x	x	x	x			Project completed, legislation was defeated
24	Review Asset Management Software Solutions	Rosita, Patrick, Management Team		x	x	x	x	x	Project completed. RFP was issued in February 2015

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FINANCE

DATE: December 31, 2014

	Project	Person Responsible	J A S O N D						
			J	A	S	O	N	D	
	GENERAL								
	FINANCIAL SERVICES								
25	Budget 2015	Rosita, Patrick, Tyler, Marzena, Management Team							Project completed, Budget approved February 9, 2015
26	2015 Municipal Grants Program	Rosita, Patrick, Management Team			x	x	x	x	Project completed, endorsed December 2014
27	2014 Work Program Review	Rosita, Patrick, Tyler, Marzena, Management Team	x	x			x	x	Project completed
	IT SERVICES								
28	Complete Inventory and Documentation of IT Infrastructure	Karl	x	x	x	x	x	x	On-going project. Investigating options for recording/tracking inventory changes
29	Printer Refresh for Castle Kilbride	Karl, Tracy							Project completed
30	Blackberry 10 Deployment	Karl, Marzena							Project completed
31	Update IT Business Plan	Karl, Patrick	x	x	x				Project completed
32	Review Implementation of IT Usage Policy	Karl, Patrick	x	x	x				Project deferred to 2015
33	Implementation Planning for Wi-Fi Infrastructure at Admin Building	Karl	x	x	x	x	x		RFP released in March 2015
	HUMAN RESOURCES								
34	Implement Health and Safety Talks Program	Lorena, Management Team							Project completed

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FINANCE

DATE: December 31, 2014

	Project	Person Responsible	J A S O N D						
			J	A	S	O	N	D	
	GENERAL								
	HUMAN RESOURCES								
35	Implement Online Training Environment	Lorena, Karl	x	x	x	x	x	x	Staff researching potential platforms.
36	Benefits Updates Session	Lorena, Benefits Consultant							Project completed
37	Implement Employee Accommodation and Return to Work Policy	Lorena, Rosita, Management Team				x	x	x	Project deferred to 2015
38	Implement Training on New Health & Safety Requirements	Lorena, H&S Committee							Project completed
39	Investigate Online Timesheets with InfoHR	Lorena, Rosita	x	x	x	x	x	x	Staff continuing to review benefits of upgrading to latest platform
	NEW INITIATIVES								
40	Review Investment and Dividend Policy with Kitchener-Wilmot Hydro	Rosita, Patrick, Grant, K-W Hydro	x				x	x	Project completed
41	Ice Storm Funding Application	Rosita, Scott, Gary	x	x	x	x			Project completed
42	Review/Update Boundary Agreements for Fire Service	Grant, Michael, Patrick	x	x					Project completed
43	Review/Update Electricity and Natural Gas Procurement Strategy	Rosita, Patrick, Marzena		x	x	x			Staff comparing consultant offerings available
44	RFI for Fuel Management Software	Patrick, Marzena, Karl, Public Works			x	x			Project completed
45	Sustainable Waterloo Region RCI Membership Review	Patrick, Grant	x	x	x				Project completed
46	HST External Audit	Rosita, Tyler, Patrick, Marzena				x			Project completed

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FINANCE

DATE: December 31, 2014

	Project	Person Responsible	J A S O N D						
			J	A	S	O	N	D	
	GENERAL								
	NEW INITIATIVES								
47	Source Water Protection Fund Implementation Planning	Rosita, Patrick, Public Works, Development Services	x	x	x	x	x	x	Project completed, funding included within Development Services budget 2015.
48	Update Pound Services Agreement with KW Humane Society	Rosita, Patrick, Grant, Clerks, By-Law	x						Project completed
49	Implement Minimum Wage Increase	Lorena, Rosita							Implemented on June 1, 2014
50	Museum Database Software Deployment	Karl, Tracy	x	x					Project completed
51	Microsoft Volume Licensing External Audit	Karl		x	x	x			Project completed
52	Mannheim/Shingletown Water/Wastewater System Review	Rosita, Tyler, Gary, Sean, Grant	x	x	x	x	x	x	Project on-going, projected summer/fall 2015 completion

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FACILITIES/RECREATION

DATE: December 31, 2014

	Project	Person Responsible							
			J	A	S	O	N	D	
	STRATEGIC PLAN								
1	Design/Install Wilmot Splashpad at WRC	Scott/Consultant/ committee			X	X	X	X	Contract awarded (PRD 2014-06 and PRD 2014-08). Construction complete, spray features delivered; final installation and opening in Spring 2015.
2	Continue to research, develop & impliment seniors/youth programs	Vicky/staff	X	X	X	X	X	X	on-going
3	Assist with the Trails Master Plan Implimentation Strategy	Planning/PW/Rec	X	X	X	X	X	X	complete
4	Assist with Healthy Communities Week	Vicky/staff							complete
5	Wilmot Reforestation Program - Parks	Scott			X	X	X		complete
6	Install barrier-free washroom at the New Hamburg Library	Geoff/staff				X	X	X	design complete, construction underway
7	Complete installation of barrier-free washroom at SACC	Brandon/staff							complete
	CAPITAL PROGRAM								
	60 Snyder's Road West								
8	Interior office renovations - design and construct	Scott/Barb/Architect							complete
9	Tender/complete porch repairs at Kilbride	Tracy/Scott/contractor	X	X	X				complete
10	Tender/complete exterior painting works at Kilbride	Tracy/Scott/contractor		X	X				complete
	Parks & Facilities Operations								
11	Tender/purchase parks maintenance tractor	Geoff/staff							complete
12	Replace service vehicle	Geoff/staff							complete

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FACILITIES/RECREATION

DATE: December 31, 2014

	Project	Person Responsible	J A S O N D						
			J	A	S	O	N	D	
	121 Huron St./New Hamburg Library								
13	Surface asphalt installation at public parking and firehall lots	Scott/contractor	X						complete
14	Window/trim painting	Geoff/contractor		X	X	X			complete
	New Dundee Library								
15	Complete building renovations	Scott/Architect/contractor	X	X	X				complete
	St.Agatha Parks & Facilities								
16	CC - roof drainage repairs	Brandon/staff/contractor		X	X	X	X	X	project in design stage with roofing contractor
	Petersburg Park								
17	Parking lot expansion	Scott/Geoff/contractor				X	X	X	RFQ prepared, Spring 2015 construction
	New Hamburg Arena/CC								
18	Replace indoor skatepark equipment	Geoff/contractor			X	X			complete
19	Arena lobby design/renovations	Scott/consultant/ contractor							complete
20	Arena building structural review	Scott/consultant							complete
21	NHCC siding & flat roof replacement	Scott/Geoff/contractor							complete
	Baden Parks & Facilities								
22	Complete replacement of D#2 dugouts, LF, RF, OF fences	Scott/Geoff/contractor							complete
23	Replace D#2 lighting	Scott/contractor			X	X	X	X	contract awarded (PRD 2014-11), winter installation

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FACILITIES/RECREATION

DATE: December 31, 2014

	Project	Person Responsible							
			J	A	S	O	N	D	
24	Install Activa North playground	Geoff/contractor				X	X		complete
	New Dundee Parks & Facilities								
25	Pave parking lot expansion at NDCC	Scott/contractor	X						complete
	New Hamburg Parks & Facilities								
26	Playground equipment - Captain McCallum Park	Geoff/contractor			X	X	X		complete
27	Replace D#1 lighting	Scott/contractor			X	X	X	X	contract awarded (PRD 2014-11), winter installation
28	Norm Hill Park lower lot grading/drainage	Geoff/contractor				X	X		RFQ prepared, Spring 2015 construction
	Wilmot Recreation Complex								
29	Replace service vehicle	Geoff/staff							complete
30	Replace ice resurfacers	Geoff/staff	X	X	X	X	X		complete
31	Retain consultant for permanent generator (design)	Scott			X	X	X	X	final design deferred to coincide with 2015 installation
32	Install landscape material storage bunkers	Brandon/contractor			X	X			complete
	Multiple Facilities								
33	Electrical improvements to CC's (back-up power supply)	Scott/Michael/Gary		X	X	X	X	X	electrical engineer's report received, improvements scheduled for 2017 to coincide with installation of generators at SACC & NDCC
	GENERAL								
	Recreation Administration and Community Programs								

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FACILITIES/RECREATION

DATE: December 31, 2014

	Project	Person Responsible							
			J	A	S	O	N	D	
34	2014 Operating & Capital Budget	Scott/CAO/Fin/staff							complete - budget approved Feb/14
35	Community Recreation Guide (spring/summer & fall/winter)	Crystal/Angela/staff	X	X					complete
36	2014 student grant applications	Vicky							complete
37	Complete Fire Safety Plans for recreation facilities	Scott/Michael/consultant	X	X	X	X	X	X	4 complete, 3 are in progress
38	Complete annual performance reviews for F/T staff	Scott/Managers					X	X	complete
39	Continue the development of a departmental operating policies manual	Scott/Managers	X	X	X	X	X	X	on-going
40	2015 Budget	Scott/Management Team				X	X	X	underway
41	Update 10-year capital forecast	Scott/Management Team				X	X	X	complete
42	2014 Work Program	Scott/Managers	X	X			X	X	complete
43	Hire/train summer students	HR/Brandon							complete
	Aquatics								
44	Review options for surplus pool building in New Hamburg	Scott/CAO	X	X	X	X	X	X	meetings have occurred - negotiations are on-going. Asset to be assessed as part of 2015 Recreation Master Planning process
	NEW INITIATIVES								
45	Ice storm funding application	Rosita, Scott, Gary	X	X	X	X	X	X	eligibility approved by Ministry, application for funding in progress
46	Foundry Street Parkette	Scott/BCA		X	X	X	X	X	Council presentation complete, construction underway

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: PUBLIC WORKS

DATE: December 31, 2014

	Project	Person Responsible							
			J	A	S	O	N	D	
	STRATEGIC PLAN								
1	Assist with Trails Master Plan Implementation Study	Planning/PW/Rec	x	x	x	x	x	x	Endorsed by Council Jan. 12/15
2	NH Municipal Community Events Ground Sign/Fountain Improvements Project	Barb/Gary/Sean							Complete
3	NH/Baden Wastewater Servicing Strategy	Gary/Harold/Grant							Complete
	CAPITAL PROGRAM								
4	Hot Mix Asphalt Program	Alastair/Dave	x						Complete
5	Tar & Chip Program	Alastair/Dave	x						Complete
6	Bridge Repairs	Gary/Dave	x	x	x	x			Complete
7	Sidewalk Program	Alastair	x	x	x	x			Complete
8	Grant & Williams Street Reconstruction	Gary/Dave/Sean/Alastair	x	x	x	x	x	x	Construction in 2015
9	Main Street Reconstruction - Engineering	Gary/Dave/Alastair	x	x	x	x	x	x	Project on-going in 2015; construction in 2016
10	Stake Truck (Roads)	Alastair/Dave							Complete
11	Steel Beam Guiderails - Wilby Road	Alastair/Dave							Complete
12	Replace Streetlights - Good Street	Gary	x	x	x				Project on-going in 2015
13	Snowblower Attachment for Loader	Alastair/Dave							Complete
14	Asphalt Hot Box	Alastair/Dave							Complete
15	Traffic Counts	Gary	x	x					Complete
16	Service Vehicle (Utilities)	Alastair/Sean							Complete
17	Haysville Road Culvert Replacement	Gary	x	x	x	x			Complete

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: PUBLIC WORKS

DATE: December 31, 2014

	Project	Person Responsible	J	A	S	O	N	D	
	BUDGET								
18	2014 Budget	Gary/Dave/Sean/Alastair Management Team							Budget approved February 2014
19	2015 Budget	Gary/Dave/Sean/Alastair Management Team		x	x	x	x	x	Budget approved February 2015
20	Update 10-Year Capital Budget Forecast	Gary/Dave/Sean/Alastair Management Team		x	x	x	x	x	Complete
	ROADS								
21	Winter Sand Stockpile	Dave				x	x		Complete
22	Preapare Roads for 2015 Hard Surfacing Programs	Dave	x	x	x	x			On-going in 2015
23	Gravel Resurfacing Program	Alastair/Dave	x						Complete
24	SWM Facilities - Inspections/Maintenance/Repairs	Dave	x						Complete
25	Concrete Pad @ Fuel Tanks	Alastair/Dave		x	x				Complete
	UTILITIES								
26	Water Meter Upgrades	Sean	x	x	x	x	x	x	Multi-year program
	GENERAL								
27	Reforestation Program	Alastair		x	x	x			Complete
28	2014 Work Program and Review	Gary	x				x	x	Complete
29	Employee Performance Review	Gary/Dave/Sean				x	x		Complete
30	Update Municipal Database	Alastair				x	x	x	Complete
	NEW INITIATIVES								

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: PUBLIC WORKS

DATE: December 31, 2014

	Project	Person Responsible							
			J	A	S	O	N	D	
31	Ice Storm Funding Application	Rosita, Scott, Gary	x	x	x	x			Eligibility approved by the Ministry, application for funding complete
32	RFI for Fuel Management Software	Patrick, Marzena, Karl, Public Works			x	x			Working Group Established, reviewing potential suppliers
33	Source Water Protection Fund Implementation Planning	Rosita, Patrick, Public Works, Development Services	x	x	x	x	x	x	Discussions regarding use of funds on-going. Funds must be utilized by December 2015
34	Mannheim/Shingletown Water/Wastewater System Review	Rosita, Gary, Sean, Grant	x	x	x	x	x	x	Review on-going with City of Kitchener

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: DEVELOPMENT SERVICES

DATE: December 31, 2014

	Project	Person Responsible							
			J	A	S	O	N	D	
	STRATEGIC PLAN								
1	Work with NHBOT re: Signage to promote NH Heritage District	Tracy, Harold	X	X	X	X	X	X	Project Ongoing
2	Joint Initiatives, Boards of Trade, Chambers of Commerce	Grant, Harold, Rosita, Barb	X	X	X	X	X	X	Project Ongoing
3	Wilmot Trails Master Plan Implementation Strategy	Andrew, Harold, Scott, Gary	X	X	X				Project Complete
4	NH/Baden Wastewater Servicing Strategy	Gary, Harold, Grant							Final Report Submitted by Consultant
	CAPITAL PROGRAM								
5	Budget 2014	Harold, Management Team							Budget Approved Feb/14
6	Budget 2015	Harold, Management Team			X	X	X	X	Budget Approved Feb/15
7	Updated 10 year Capital Forecast	Harold, Management Team			X	X	X	X	
	GENERAL								
8	2014 Work Program	Harold							Completed
9	Township Official Plan Review	Harold, Andrew	X	X	X	X	X	X	Ongoing - RMOW negotiating settlement to OMB stalemate
10	Source Water Protection Implementation	Harold	X	X	X	X	X	X	Ongoing - Successful in obtaining approval from Province to fund septic
11	WCDSB St. Agatha Pupil Accommodation Review	Andrew, Harold							Completed
12	WRDSB Baden Pupil Accommodation Review	Harold, Andrew							Completed
13	Development Charges By-law 2014	Harold, Management Team	X	X					Completed

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: DEVELOPMENT SERVICES

DATE: December 31, 2014

	Project	Person Responsible							
			J	A	S	O	N	D	
14	Website Refresh Terms of Reference / RFP	All Departments	X	X	X				Ongoing
15	2014 Work Program Review	Harold						X	Mid - Year Review Completed
16	Employee Performance Reviews	Harold, Terry					X		Completed
	NEW INITIATIVES								
17	Source Water Protection Fund Implementation Planning	Rosita, Patrick, Public Works, Development	X	X	X	X	X	X	ongoing
18	New Hamburg Core Area Parking Review	Harold, Andrew				X	X	X	

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FIRE

DATE: December 31, 2014

	Project	Person Responsible	J A S O N D						
			J	A	S	O	N	D	
	STRATEGIC PLAN								
1	Master Plan Implementation (ongoing)	Fire Chief		x	x	x	x	x	Ongoing Projects in Support
2	Review Fire Agreements (Blanford-Blenhiem/Wellesley)	Chief, Grant, Patrick		x	x	x	x	x	Project Completed
3	Review Fire Agreement (Wilmot/North Dumfries)	Chief, Grant, Patrick		x	x	x	x	x	Project Cancelled
4	Review Fire Agreement (Wilmot/Waterloo)	Chief, Grant, Patrick				x	x	x	Project moved to 2015 with Wellesley added and more discussions required
5	Review By-Law to Establish a Fire Department	Fire Chief				x	x	x	Moved to 2015
	CAPITAL PROGRAM								
6	New Dundee Furnaces installation	Fire Chief	x						Project Completed
7	Facility Door Openers/Closers	Fire Chief			x	x			Project Completed
8	Fire Prevention/Training Vehicle	Chief, Grant, Patrick			x	x	x	x	Project Completed
9	SCBA Replacement Program	Fire Chief	x	x	x	x	x	x	Ongoing Project through 2017
10	Electrical Improvements Fire Stations for Temporary Generators	Chief, Grant Scott. Gary		x	x	x	x	x	Project moved to 2015
11	NH Pavement 2nd Coat	Fire Chief/Geoff/Contractor	x	x					Project Completed
	GENERAL								
12	New Dundee Roof Safety Rail	Fire Chief	x	x					Project Completed
13	NH Radio Equipment	Fire DC/Chief				x			Project Completed
14	New Water PFDs	Fire Chief		x					Project Completed

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FIRE

DATE: December 31, 2014

	Project	Person Responsible							
			J	A	S	O	N	D	
15	MSA Galaxy Calibration Units	Fire Chief	x						Project Completed
16	Fire Training Program	Chief/District Chiefs/Gary	x	x	x	x	x	x	Project Completed
17	Review Fire Route By-Law	By-Law/Chief/Barb	x						Project Completed
18	Review burn By-Law	By-Law/Chief							Project Completed
19	Live Fire Training Program / NFPA requirement for Firefighters	Chief/Dchiefs/Gary/FF	x	x	x	x			Project Completed
	NEW INITIATIVES								
20	New formalized recruit training program inclusive of all stations	All Fire Dept. personnel		x	x	x	x		Project Completed

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: CASTLE KILBRIDE

DATE: December 31, 2014

	Project	Person Responsible							
			J	A	S	O	N	D	
	STRATEGIC PLAN								
1	Expand summer concerts at Castle Kilbride	Tracy, Sherri							Completed
2	Introduce new Princess Tea & Tour event at Castle Kilbride	Sherri, Tracy							Completed
3	Introduce new exhibits at Castle Kilbride that appeal to all ages	Sherri, Tracy							Completed
4	Reorganize and promote Township archives and artifact collections	Tracy, Sherri							Completed
5	Promote Castle Kilbride and Wilmot Twp as a tourist destination	Tracy, Sherri							Completed
6	Update Non-Designated Register of Heritage Properties	Tracy, HW							Completed
7	Designate a Wilmot Township property	Tracy, HW							Deferred to 2015
8	Promote historical walking tours	Tracy HW							Completed
9	Submit grant application for New Hamburg Grandstand mural project	Tracy, HW							Deferred to 2015 as per committee resolution
	CAPITAL PROGRAM								
10	Coordinate exterior porch repairs/ painting at Castle Kilbride	Tracy, Scott							Completed
11	Coordinate grandstand mural project	Tracy, HW							Deferred to 2015
12	Assist with interior office renovations/ archives relocation	Clerk, Rec, CK staff							Completed
	GENERAL								
13	Write federal grant application for summer youth employment	Tracy							Completed
14	Research and establish 2014 event and exhibit schedules	Sherri, Tracy							Completed
15	Plan for Canada's Sesquicentennial with museum Network group	Tracy, Sherri							On-going

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: CASTLE KILBRIDE

DATE: December 31, 2014

	Project	Person Responsible							
			J	A	S	O	N	D	
16	Research, develop and install spring/summer exhibits	Sherri							Completed
17	Research, plan and market summer camp programs	Sherri							Completed
18	Solicit colleges/universities for Internship proposals	Tracy							Completed
19	Enhance Castle Procedures and Volunteer Training Manuals	Sherri							Completed
20	Interview, hire and train summer staff for Castle/ Heritage Wilmot								Completed
21	Enhance and circulate Spring curriculum programs to schools								Completed
22	Write Community Museums Operation Grant (CMOG) for museum	Tracy, Sherri, CK							Completed
23	Prepare and deliver summer programs and events	Sherri, Tracy							Completed
24	Review/plan for Junior Volunteer /Community involvement Students	Sherri, Tracy							Completed
25	Implement museum software program project	Tracy, Sherri							Completed
26	Research, develop and install fall/winter exhibits	Sherri							Completed
27	Plan 2015 Budget	Tracy, Mgt Team							Completed
28	Research and plan draft 2015 special event and exhibit list	Sherri, Tracy							Completed
29	Enhance and circulate winter curriculum programs to schools	Sherri							Completed
30	Prepare and deliver winter programs and events	Sherri, Tracy							Completed
	Castle Kilbride Advisory Committee								
31	Plan 2014 initiatives with Chairperson from Castle Kilbride	Tracy, Chairperson							Completed
32	Review Castle Kilbride Museum Policies	CK Staff & Committee			x	x	x		Deferred to 2015

TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: CASTLE KILBRIDE

DATE: December 31, 2014

	Project	Person Responsible							
			J	A	S	O	N	D	
33	Update Castle's Five Year Strategic Plan for Ministry of Culture	CK Staff & Committee	x	x	x	x			Completed
	<i>Heritage Wilmot Advisory Committee</i>								
34	Plan 2014 initiatives with Chairperson from Heritage Wilmot	Tracy, HW Chairperson							Completed
35	Design new exhibit case and install new exhibit in Atrium	Sherri, Tracy							Completed
36	Review Wilmot Walking tours	Tracy, HW							Deferred to 2015
37	Assist with planning Doors Open 2015 & Heritage Day 2015	Tracy, HW	x	x	x	x	x	x	Completed

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: CAO

DATE: March 9, 2015

	Project	Person Responsible												
			J	F	M	A	M	J	J	A	S	O	N	D
	STRATEGIC PLAN													
1	CTT/Regional Economic Development Corporation Implementation	Grant, Municipal CAOs	X	X	X	X	X	X	X	X	X	X	X	X
2	Joint initiative, Boards of Trade, Chamber of Commerce	Grant, Harold, Rosita, Barb	X	X	X	X	X	X	X	X	X	X	X	X
3	CAO's Waterloo Region Tourism Marketing Corporation	Grant	X	X	X	X	X	X	X	X	X	X	X	X
4	Monitor/persue senior government opportunities	Grant, Management Team	X	X	X	X	X	X	X	X	X	X	X	X
5	Hire consultant and undertake a Facilities & Recreation Services Master Plan	Grant, Scott	X	X	X	X	X	X	X	X	X	X	X	X
	CAPITAL PROGRAM													
6	Updated 10 Year Capital Forecast 2015	Grant, Management Team	X	X							X	X	X	X
	GENERAL													
7	Budget 2015	Grant, Management Team	X	X										
8	Budget 2016	Grant, Management Team									X	X	X	X
9	2015 Work Programs and review	Grant, Management Team	X	X	X					X	X			
10	Employee performance reviews	Grant, Management Team										X	X	X

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: CLERK'S SERVICES

DATE: MARCH 9, 2015

	Project	Person Responsible												
			J	F	M	A	M	J	J	A	S	O	N	D
	STRATEGIC PLAN													
1	Joint Initiatives - Boards of Trade, Chamber of Commerce	Grant/Howie/Rosita/ Barb	X	X	X	X	X	X	X	X	X	X	X	X
2	New Dundee Municipal/Community Events Grd Sign (Capital Project)	Barb/Scott	X	X	X	X	X							
	GENERAL													
3	Accessibility Initiatives/Actions - 2014 Municipal Election	Barb/Dawn	X											
4	RFQ - Lease of Mun Agricultural Lands - West of Catherine Street, NH	Barb	X											
5	Amend Dog Keeping Bylaw re Dangerous Dogs	Barb/Dawn/Derek/ Kevin	X	X	X	X	X	X						
6	2014 Work Program Year End Review	Barb/Dawn/Derek/ Kevin			X									
7	2015 Work Program & Mid Year Review	Barb/Dawn/Derek/ Kevin			X					X				X
8	Community Newsletter (with interim tax bills)	Barb/Dawn/Dept Hds	X	X										
9	Community Newsletter (with final tax bills)	Barb/Dawn/Dept Hds					X	X						
10	Hire By-law Summer Student through Federal Grant	Barb/Derek/Lorena	X	X	X									
11	Update Township Property Inventory	Dawn												X
12	Budget 2015	Barb/Management Team	X	X										
13	Budget 2016	Barb/Management Team								X	X	X	X	X
14	Employee Performance Reviews	Barb										X	X	X
15	Gingerich Road Municipal Drain	Barb/J. Kuntze	X	X	X	X	X	X	X	X	X	X	X	X
16	St. Agatha Drain 2013-Kraehling Municipal Drain	Barb/J. Kuntze	X	X	X	X	X	X	X	X	X	X	X	X

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: CLERK'S SERVICES

DATE: MARCH 9, 2015

	Project	Person Responsible												
			J	F	M	A	M	J	J	A	S	O	N	D
17	Finnie Municipal Drain	Barb/J. Kuntze	X	X	X	X	X	X	X	X	X	X	X	X
18	Drain Maintenance-Myers/Richardson/Biesel/Jantzi/Distler	Barb/J. Kuntze				X	X	X						
19	Activa-Region - Trussler Road Mannheim Municipal Drain	Barb/B. Dietrich	X	X	X	X	X	X	X	X	X	X	X	X
20	Wiebe Nauta Municipal Drain	Barb/Dawn/B. Dietrich												
21	Nachurs-Alpine Municipal Drain	Barb/Dawn/Engineer	X	X	X	X	X	X	X	X	X	X	X	X
22	Stephen Lichti Municipal Drain	Barb/Dawn/B. Dietrich	X	X	X	X	X	X	X	X	X	X	X	X
23	Don Zehr Municipal Drain	Barb/Dawn/B. Dietrich	X	X	X	X								
24	Digital Records Management System	Barb/Dawn/Karl										X		
25	Update Traffic and Parking By-Law	Barb/Dawn/Derek/ Kevin	X	X	X	X	X	X	X					
26	Amend Schedules to Fire Route By-law	Barb/Michael/Derek/ Kevin	X	X	X	X	X	X	X					
27	Lottery Licensing Quarterly Reports to Ministry	Dawn	X			X			X			X		
28	Join Grand River Accessibility Advisory Committee	Barb/Dawn	X	X	X	X								
29	Legal Process to Designate Livingston Presbyterian Church - Baden	Barb/Tracy/Heritage Cttme				X								
30	Add'l Smoking Prohibitions - Prescribed Areas	Barb/Dawn/Vicky/Region	X	X	X	X	X	X	X	X	X	X	X	X

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: FINANCIAL SERVICES

DATE: MARCH 9, 2015

	Project	Person Responsible												
			J	F	M	A	M	J	J	A	S	O	N	D
	STRATEGIC PLAN													
1	Monitor/Pursue Senior Government Funding Opportunities	Rosita, Patrick, Management Team	x	x	x	x	x	x	x	x	x	x	x	x
2	Website Design and Implementation	Website Working Group	x	x	x	x	x	x	x	x	x	x		
3	Asset Management Plan Software Purchase/Implementation	Patrick, Rosita, Gary, Alastair, David, Sean		x	x	x	x	x	x	x	x	x	x	x
4	Review Expanding Options for Electronic Payment (Parking Fines, Animal Licensing, etc)	Ashton, Patrick			x	x	x	x	x	x	x	x	x	x
5	Establish Green Team for Sustainable Waterloo Region Regional Carbon Initiative (RCI)	Patrick, Grant				x	x	x						
6	Joint Initiatives Boards of Trade, Chamber of Commerce	Rosita, Grant, Harold, Barb	x	x	x	x	x	x	x	x	x	x	x	x
	CAPITAL PROGRAM													
7	Implementation of Water Meter Radio Read Program	Ashton, Sue, Utilities	x	x	x	x	x	x	x	x	x	x	x	x
8	Mannheim/Shingletown Water/Wastewater System Transition	Rosita, Ashton, Sue, Utilities	x	x	x	x	x	x	x	x				
9	Public/Private Wi-Fi Implementation	Karl		x	x	x	x							
10	Upgrade Desktops and Notebooks	Karl			x	x	x	x						
11	Network Infrastructure Replacements (Back-up Server)	Karl						x	x					
	GENERAL													
	FINANCIAL SERVICES													
12	Update Boundary Agreements for Fire Service (Wellesley/Blandford Blenheim)	Grant, Michael, Patrick	x	x	x									

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: FINANCIAL SERVICES

DATE: MARCH 9, 2015

	Project	Person Responsible												
			J	F	M	A	M	J	J	A	S	O	N	D
	GENERAL													
	FINANCIAL SERVICES													
13	Budget 2015	Rosita, Patrick, Ashton, Marzena, Management	x	x										
14	2015 Work Program	Rosita, Patrick, Ashton, Marzena, Lorena, Karl		x	x									
15	Year End Financial Statements, FIR and Audit	Rosita, Patrick, Ashton			x	x								
16	Establish In-House Tracking System for MPAC Assessments	Ashton			x	x	x	x	x	x	x	x	x	x
17	Update Electricity and Natural Gas Procurement Strategy	Rosita, Patrick, Marzena			x	x	x							
18	Update Water Financial Plan for Council Approval	Ashton, Gary				x	x	x						
19	Establish Policy for Fundraising Initiatives	Ashton, Rosita, Management Team				x	x	x	x	x	x			
20	Review/Update Policy on Tangible Capital Assets	Rosita, Patrick					x	x						
21	Review/Update/Streamline Internal Processing On-line Payments	Ashton, Patrick, Barb, Sue					x	x	x					
22	Review Privacy/Confidentiality Policy for Property Tax Information	Ashton, Barb, Sue						x	x	x	x			
23	Review WSIB Clearance Certificate Process/Compliance	Rosita, Patrick, Marzena						x	x					
24	RFP - External Auditors	Rosita, Patrick							x	x	x			
25	Review/Update PSAB Valuations for Roads and Underground Infrastructure	Patrick, Ashton, Public Works								x	x	x	x	x
26	2015 Work Program Review	Rosita, Patrick, Ashton, Marzena, Management Team								x				

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: FINANCIAL SERVICES

DATE: MARCH 9, 2015

	Project	Person Responsible												
			J	F	M	A	M	J	J	A	S	O	N	D
	GENERAL													
	FINANCIAL SERVICES													
27	2016 Municipal Grants Program	Rosita, Patrick, Management Team									x	x	x	x
28	Budget 2016	Rosita, Patrick, Ashton, Marzena, Management Team									x	x	x	x
	IT SERVICES													
29	Complete Inventory and Documentation of IT Infrastructure	Karl	x	x	x	x	x	x	x	x	x	x	x	x
30	Blackberry Device Upgrades	Karl, Marzena			x	x								
31	Review Implementation of IT Usage Policy	Karl, Lorena, Patrick, Management Team					x	x	x					
	HUMAN RESOURCES													
32	Seasonal Recruitment	Lorena, Management		x	x	x								
33	Implement Accommodation and Return to Work Policy	Lorena, Management Team				x	x	x						
34	Wellness Sessions	Lorena					x						x	
35	Review Meals Allowance, Travel Expenses and Clothing Provisions	Lorena, Rosita, Patrick, Marzena						x	x					
36	Review Memorial Donations, Gifts and Long Service Recognition Policies	Lorena, Management Team							x	x				
37	Implement Online Training Environment	Lorena, Karl									x			
38	Investigate Online Timesheets with InfoHR	Lorena, Karl									x	x		

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: FACILITIES & RECREATION SERVICES

DATE: March 9, 2015

	Project	Person Responsible												
			J	F	M	A	M	J	J	A	S	O	N	D
	STRATEGIC PLAN													
1	Complete installation and commissioning of the Wilmot Splashpad ("Grand Opening" scheduled for June 5/15)	Scott/consultant/committee		X	X	X	X	X						
2	Continue to research, develop & implement seniors/youth programs	Vicky/staff	X	X	X	X	X	X	X	X	X	X	X	X
3	Review/prioritize trail segments (Trails Master Plan) with the Trails Interdepartmental Working Group (TIWG) for capital planning purposes	FRS/PW/DS				X	X	X	X	X	X	X	X	X
4	Assist with Healthy Communities Week	Vicky/staff			X	X								
5	Wilmot Reforestation Program - Parks	Scott				X	X				X	X		
6	Complete installation of barrier-free washroom at the New Hamburg L	Bruce/staff	X	X	X	X								
7	Hire consultant and undertake a Facilities & Recreation Services Master Plan	Scott			X	X	X	X	X	X	X	X	X	X
	CAPITAL PROGRAM													
	60 Snyder's Road West													
8	Carpet replacement at Administration Complex	Geoff/contractor						X	X	X	X			
9	Atrium glass repairs at Administration Complex	Geoff/contractor						X	X	X				
	Parks & Facilities Operations													
10	Tender/purchase parks stake truck	Geoff/staff	X	X	X									
	St.Agatha Parks & Facilities													
11	Sararas Park playground replacement	Geoff/contractor					X	X						

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: FACILITIES & RECREATION SERVICES

DATE: March 9, 2015

	Project	Person Responsible												
			J	F	M	A	M	J	J	A	S	O	N	D
12	CC - roof drainage repairs	Brandon/contractor						X	X					
	Petersburg Park													
13	Parking lot expansion	Geoff/contractor		X	X	X								
	New Hamburg Arena/CC													
14	Replace banquet tables at NHCC	Geoff/supplier									X	X		
	Baden Parks & Facilities													
15	Replace D#2 lighting	Geoff/contractor			X	X	X							
	New Dundee Parks & Facilities													
16	NDCC washroom upgrades	Geoff/Brandon/contractor								X	X	X	X	
	New Hamburg Parks & Facilities													
17	Norm Hill Park material storage bunkers	Brandon/staff						X	X	X				
18	Replace D#1 lighting	Geoff/contractor			X	X	X							
19	Norm Hill Park lower lot grading/drainage	Geoff/contractor		X	X	X								
	Wilmot Recreation Complex													
20	Hire consultant to undertake the WRC woodlot trail design	Scott/TIWG				X	X	X	X	X	X	X	X	X
21	Hire consultant/contractor to design/install permanent back-up power generator	Scott/Geoff			X	X	X	X	X	X				
22	Purchase/install pool pump controller	Geoff/Bruce				X	X							

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: FACILITIES & RECREATION SERVICES

DATE: March 9, 2015

	Project	Person Responsible												
			J	F	M	A	M	J	J	A	S	O	N	D
23	Complete maintenance repairs (pool/changeroom tile) at WRC aquatic centre	Geoff/staff/contractor								X	X			
	GENERAL													
	RECREATION ADMINISTRATION													
24	2015 Operating & Capital Budget	Scott/CAO/Fin/staff	X	X										
25	Community Recreation Guide (spring/summer and fall/winter)	Crystal/staff	X	X					X	X				
26	Assist with the Grand Opening of the Wilmot Splash pad	Geoff/Vicky/committee					X	X						
27	2015 student grant applications	Vicky			X									
28	Complete outstanding Fire Safety Plans (NH Arena/CC, Admin. Complex, WRC)	Scott/Contractor		X	X	X	X	X	X	X				
29	Complete annual performance reviews for F/T staff	Scott/Managers											X	X
30	Continue the development of a departmental operating policies manual	Scott/Managers	X	X	X	X	X	X	X	X	X	X	X	X
31	2016 Budget	Scott/Management Team										X	X	X
32	Update 10-year capital forecast	Scott/Management Team										X	X	X
33	2015 Work Program	Scott/Managers	X	X	X				X	X			X	X
34	Hire/train summer students	HR/Brandon			X	X								
35	Review resource requirements for capital program and trail network implementation	Scott				X	X	X	X	X	X	X	X	X

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: Public Works

DATE: March 9, 2015

	Project	Person Responsible												
			J	F	M	A	M	J	J	A	S	O	N	D
	STRATEGIC PLAN													
1	Review/prioritize trail segments (Trails Master Plan) with the Trials Interdepartmental Working Group (TIWG) for capital planning purposes.	FRS/PW/DS				x	x	x	x	x	x	x	x	x
2	Wilmot Reforestation Program - Public Works	Alastair				x	x				x	x	x	
	CAPITAL PROGRAM													
3	Hot Mix Asphalt Program	Alastair/Dave			x	x	x	x	x					
4	Tar & Chip Program	Alastair/Dave			x	x	x	x	x					
5	Bridge Appraisal Program	Gary/Dave		x	x	x	x	x	x	x				
6	Sidewalk Program	Alastair			x	x	x	x	x	x	x			
7	Grant & Williams Street Reconstruction	Gary/Dave/Sean/Alastair	x	x	x	x	x	x	x	x	x			
8	Main Street Reconstruction - Engineering	Gary/Dave/Alastair	x	x	x	x	x	x	x	x	x	x	x	x
9	King Street Reconstruction - Engineering	Gary/Dave/Sean/Alastair		x	x	x	x	x	x	x	x	x	x	x
10	Replace Single Axle Truck (Roads)	Alastair/Dave	x	x	x	x	x							
11	Replace Pickup Truck (Roads)	Alastair/Dave		x	x	x	x	x						
12	Steel Beam Guiderails - Pinehill Road	Gary/Dave				x	x	x	x					
	BUDGET													
13	2015 Budget	Gary/Dave/Sean/Alastair Management Team	x	x										

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: Public Works

DATE: March 9, 2015

	Project	Person Responsible												
			J	F	M	A	M	J	J	A	S	O	N	D
14	2016 Budget	Gary/Dave/Sean/Alastair Management Team								x	x	x	x	x
15	Update 10-Year Capital Budget Forecast	Gary/Dave/Sean/Alastair Management Team	x							x	x	x	x	x
	ROADS													
16	Winter Sand Stockpile	Dave										x	x	
17	Prepare Roads for 2016 Hard Surfacing Programs	Dave						x	x	x	x	x		
18	Gravel Resurfacing Program	Alastair/Dave					x	x	x					
19	SWM Facilities - Inspections/Maintenance/Repairs	Dave						x	x					
	UTILITIES													
20	Marvin Street Saniatry Pump Station Upgrades	Sean			x	x	x							
21	Mannheim/Shingletown Water & Sanitary System Assumption	Public Works & Finance	x	x	x	x	x	x	x	x	x			
22	Water Meter Upgrades	Sean	x	x	x	x	x	x	x	x	x	x	x	x
	GENERAL													
23	Reforestation Program	Alastair					x			x	x	x		
24	2015 Work Program and Review	Gary	x	x	x			x	x				x	x
25	Employee Performance Review	Gary/Dave/Sean										x	x	
26	Update Municipal Database	Alastair	x	x								x	x	x

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: DEVELOPMENT SERVICES

DATE: March 9, 2015

	Project	Person Responsible												
			J	F	M	A	M	J	J	A	S	O	N	D
	STRATEGIC PLAN													
1	Work with NHBOT re:signage to promote NH Heritage District	Tracy, Harold	X	X	X	X	X	X	X	X	X	X	X	X
2	Joint Initiatives, Boards of Trade, Chambers of Commerce	Grant, Harold, Rosita, Barb	X	X	X	X	X	X	X	X	X	X	X	X
3	Review/prioritize trail segments (Trails Master Plan) with the Trails Interdepartmental Working Group (TIWG) for capital planning purposes	FRS/PW/DS				X	X	X	X	X	X	X	X	X
	CAPITAL PROGRAM													
4	Budget 2015	Harold, Management Team	X	X										
5	Budget 2016	Harold, Management Team									X	X	X	X
6	Updated 10 year Capital Forecast	Harold, Management Team									X	X	X	X
	GENERAL													
7	2015 Work Program	Harold	X	X	X									
8	Township Official Plan Review (Conformity)	Harold, Andrew	X	X	X	X	X	X	X	X	X	X	X	X
9	Township Official Plan Review (Rationalization)	Harold, Andrew	X	X	X	X	X	X	X	X	X	X	X	X
10	Source Water Protection Implementation	Harold	X	X	X	X	X	X	X	X	X	X	X	X
11	Septic Reinspection Program Implementation	Harold, Terry, Basia, Andrew	X	X	X	X	X	X	X	X	X	X	X	X
12	Website Refresh Terms of Reference / RFP	All Departments	X	X	X	X	X	X	X					
13	New Hamburg Core Area Parking Review	Harold, Andrew					X	X	X	X				

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: DEVELOPMENT SERVICES

DATE: March 9, 2015

	Project	Person Responsible												
			J	F	M	A	M	J	J	A	S	O	N	D
14	2015 Work Program Review	Harold								X				
15	Employee Performance Reviews	Harold, Terry											X	

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: FIRE DEPARTMENT

DATE: March 9, 2015

	Project	Person Responsible												
			J	F	M	A	M	J	J	A	S	O	N	D
	STRATEGIC PLAN													
1	Fire Agreement Discussions (Wilmot/Waterloo/Wellelsley)	Michael			x	x	x	x	x	x	x	x	x	x
2	Review By-Law to Establish Fire Department	Michael		x	x	x	x	x	x	x	x	x	x	x
3	Aizan Emergency Communications Discussion/Implementation	Michael			x	x	x	x	x	x				
4	Emergency Management Training Event	Michael/Gary M				x	x	x	x	x	x	x	x	
	CAPITAL PROGRAM													
5	Baden Station Infrastructure Improvement	Michael		x	x	x	x	x	x	x	x	x	x	x
6	Baden Station Rear Pavement	Michael									x	x	x	
7	Diesel Exhaust Extraction System New Dundee	Michael				x	x	x	x	x	x			
8	Structural Assessment New Hamburg Station	Michael		x	x	x	x	x	x	x				
9	Pumper 3 New Hamburg	Michael/Fire Man. Team		x	x	x	x	x	x	x	x	x	x	x
10	SCBA Upgrades	Michael		x	x	x	x	x						
11	Protective Gear for New Recruits	Michael/Gary M		x	x	x	x	x	x					
12	Emergency Back Up Power New Hamburg Statuin	Michael/Scott			x	x	x	x	x	x	x	x	x	x
13	Emergency Back Up Power Baden	Michael/Scott			x	x	x	x	x	x	x	x	x	x
14	Pick Up Truck Purchase	Michael		x	x									
15	New Dundee Tanker Lift	Michael		x	x									
16	Baden Tanker 6 Hose Bed Cover	Michael		x	x	x								

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: FIRE DEPARTMENT

DATE: March 9, 2015

	Project	Person Responsible												
			J	F	M	A	M	J	J	A	S	O	N	D
17	New Hamburg Tent Rental	Michael							x					
18	Forcible Entry Tools	Michael		x										
19	Ventilation Saw - New Hamburg	Michael		x	x	x	x	x						
20	Truck Reflective Striping - Baden and New Hamburg	Michael/Fire Man. Team		x	x	x	x	x	x	x	x	x	x	x
	GENERAL													
21	Recruit Firefighter Training	Gary M			x	x	x	x	x	x	x	x		
22	Live Fire Training	Gary M			x	x	x	x	x	x	x	x		
23	Firefighter Survival Training	Gary M			x	x	x	x	x	x	x	x		
24	Vulnerable Occupancies Compliance	Dale	x	x	x	x	x	x	x	x	x	x	x	x
25	Carbon Monoxide Detector Program	Dale	x	x	x	x	x	x	x	x	x	x	x	x

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: CASTLE KILBRIDE

DATE: MARCH 9, 2015

	Project	Person Responsible												
			J	F	M	A	M	J	J	A	S	O	N	D
	STRATEGIC PLAN													
1	Expand summer concert series at Castle Kilbride	Tracy, Sherri			x	x	x	x	x	x	x			
2	Introduce new exhibits at Castle Kilbride that appeal to all ages	Sherri, Tracy	x	x	x				x	x	x			
3	Research and introduce new Christmas event at Castle Kilbride	CK Staff & Committee			x	x	x	x	x	x	x	x	x	
4	Reorganize and promote Township archives and artifact collections	Tracy, Sherri	x	x	x	x	x	x	x	x	x	x	x	x
5	Promote Castle Kilbride and Wilmot Twp as a tourist destination	Tracy, Sherri	x	x	x	x	x	x	x	x	x	x	x	x
6	Update Non-Designated Register of Heritage Properties	Tracy, Heritage Wilmot		x	x	x	x	x	x	x	x	x		
7	Designate a Wilmot Township property	Tracy, Heritage Wilmot		x	x	x	x	x						
8	Promote historical walking tours	Tracy, Heritage Wilmot		x	x					x	x	x		
9	Submit grant application for NH Grandstand mural project	Tracy, HW Chairperson		x	x									
10	Research municipal Arts and Cultural plans	CK Staff						x	x	x	x	x	x	x
	CAPITAL PROGRAM													
11	Coordinate grandstand mural project	Tracy, Heritage Wilmot				x	x	x	x	x	x	x		
	CASTLE KILBRIDE													
12	Write federal/provincial grants for summer youth employment	Tracy	x	x	x									
13	Research and establish 2015 event and exhibit schedules	Sherri, Tracy	x	x										
14	Plan for Canada's Sesquicentennial with regional Museum Network	Tracy, Sherri	x	x	x	x	x	x	x	x	x	x	x	x
15	Research, develop and install spring/summer exhibits	Sherri	x	x	x									
16	Research, plan and market summer camp programs	Sherri	x	x	x	x								

TOWNSHIP OF WILMOT WORK PROGRAM - 2015

DEPARTMENT: CASTLE KILBRIDE

DATE: MARCH 9, 2015

	Project	Person Responsible												
			J	F	M	A	M	J	J	A	S	O	N	D
17	Solicit colleges/universities for Internship proposals	Tracy	x	x										
18	Enhance Castle Procedures and Volunteer Training Manuals	Sherri			x	x								
19	Interview, hire and train summer staff for Castle/ Heritage Wilmot	Tracy, Sherri			x	x								
20	Enhance and circulate Spring curriculum programs to schools	Sherri			x	x								
21	Write Community Museums Operation Grant (CMOG) for museum	Tracy				x	x							
22	Prepare and deliver summer programs and events	Sherri, Tracy				x	x	x	x	x	x			
23	Review/plan for Junior Volunteer /Community involvement Students	Sherri				x	x							
24	Research, develop and install fall/winter exhibits	Sherri						x	x	x	x	x	x	x
25	Plan 2016 budget	Tracy,Mgt Team										x	x	x
26	Research and plan draft 2016 special event and exhibit list	Sherri, Tracy										x	x	x
27	Prepare and deliver winter programs and events	Sherri, Tracy											x	x
	Castle Kilbride Advisory Committee													
28	Plan 2015 initiatives with Chairperson from Castle Kilbride	Tracy, CK Chairman			x	x								
29	Coordinate and present new Christmas event	CK Staff & Committee			x	x	x	x	x	x	x	x	x	x
30	Complete Castle Kilbride book	CK Staff & Committee		x	x	x	x	x	x	x	x	x	x	
31	Review Castle Kilbride Museum Policies	CK Staff & Committee				x	x	x	x	x	x	x	x	x
	Heritage Wilmot Advisory Committee													
32	Plan 2015 initiatives with Chairperson from Heritage Wilmot	Tracy, HW Chairman	x	x	x									
33	Plan/assist Doors Open Waterloo Region to promote Wilmot	Tracy, Heritage Wilmot	x	x	x	x	x	x	x	x	x	x	x	x

TOWNSHIP OF WILMOT WORK PROGRAM - 2015															
DEPARTMENT: CASTLE KILBRIDE								DATE: MARCH 9, 2015							
	Project	Person Responsible													
			J	F	M	A	M	J	J	A	S	O	N	D	
34	Research and plan for a Sir Adam Beck commemorative feature	Tracy, Heritage Wilmot			x	x	x	x	x	x	x	x	x	x	
35	Review Wilmot Walking Tours for 2016	Tracy, Heritage Wilmot						x	x	x	x	x	x	x	

* Note: CK = Castle Kilbride HW = Heritage Wilmot



Township of Wilmot **REPORT**

REPORT NO. CL2015-04

TO: Council

PREPARED BY: Dawn Mittelholtz, Deputy Clerk

DATE: March 9, 2015

SUBJECT: 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

Recommendation:

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.

Background:

On January 12, 2015 Council accepted a petition from Dietmar Walch / Nachurs Alpine Solutions Inc. to initiate municipal drainage works for the following lands: Concession South of Snyder's Road Part Lot 19, RP58R13951 Parts 2 to 4, 7 and 8, Nafziger Road, Baden, Township of Wilmot. As required under the Drainage Act, the Clerk's Services Department forwarded notice of Council's Resolution to the petitioners and the appropriate agencies. To date, no responses have been received.

Discussion:

Pursuant to the Drainage Act, Council must appoint an Engineer by resolution or by-law within sixty days of sending the notice accepting the petition, to make an examination of the area requiring drainage as described in the petition and to prepare a report on the project. Staff is recommending that R.J. Burnside & Associates Limited be appointed as the Engineer to complete drainage works for this petition. They are familiar with the project and have extensive experience with municipal drains and storm water management systems.

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 that will be prepared by the Engineer as part of the report. At this time, there are no financial considerations but the Township of Wilmot may be an assessed property owner for the drainage works.

Conclusion:

It is recommended that Council appoint R.J. Burnside & Associates Limited as the Engineer for the abovementioned drainage works to proceed with the preparation of a report.


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



Township of Wilmot **REPORT**

REPORT NO. CL2015-05

TO: Council

PREPARED BY: Dawn Mittelholtz, Deputy Clerk

DATE: March 9, 2015

SUBJECT: 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

Recommendation:

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,

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.

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.

Discussion:

On February 13, 2015 Dietrich Engineering filed their Engineer's Report with the Clerk. Pursuant to the requirements of the Drainage Act, within 30 days of the filing of the Report,

Council must acknowledge receipt of the Report and if it is Council's intent to proceed with the drain, shall cause the Clerk to send a copy of the report to all affected landowners and agencies as directed in the Act along with a notice for the date of the Council meeting to consider the report.

As noted in the Report, the estimated cost of the drain is approximately \$125,500. The watershed served is approximately 76.5 hectares. An on-site meeting has been held for landowners within the watershed as well as the Region of Waterloo.

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:

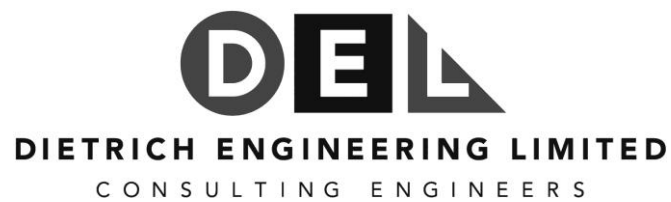
It is staff's recommendation that based on the findings of the Engineer's Report, that Council proceed with the adoption of the Zehr Municipal Drain 2015 Report by giving two readings to the provisional by-law and that the Court of Revision be set and members appointed


Dawn Mittelholtz, Deputy Clerk


Barbara McLeod, Director of Clerk's Services


Reviewed by CAO

**Zehr Municipal Drain 2015
Township of Wilmot**



Reference No. 1336

February 5, 2015

Zehr Municipal Drain 2015
Township of Wilmot

Contents

Introduction	1
On-Site Meeting	1
Information Meeting	2
Findings	2
Recommendations	2
Summary of Proposed Works	3
Working Area	3
Watershed Characteristics	3
Allowances	4
Estimated Construction Costs	5
Summary of Construction Costs	7
Summary of Costs	8
Assessment	8
Maintenance	8
Schedule of Assessment for Construction – Main Drain	9
Schedule of Assessment for Construction – Branch ‘A’	11
Schedule of Assessment for Construction – Branch ‘B’	12
Schedule of Net Assessment for Construction	14
Schedule of Assessment for Maintenance	16

Specifications for the Construction of Municipal Drainage Works

DIVISION A-General Conditions

DIVISION B-Specification for Open Drains

DIVISION C-Specification for Tile Drains

DIVISION E-Specification for Drainage Crossings by the Boring Method

DIVISION H-Special Provisions

February 5, 2015

**Zehr Municipal Drain 2015
Township of Wilmot**

**To the Mayor and Council
of the Township of Wilmot**

Members of Council:

Introduction

We are pleased to present our report on the “Zehr Municipal Drain 2015”, serving parts of Lots 26 and 27, N.B.R. Concession in the Township of Wilmot, Regional Municipality of Waterloo and part of Lot 1, Concession 1 in the Township of Perth East; North Easthope Ward, County of Perth.

Authority to prepare this report was obtained by a resolution of the Township of Wilmot Council at its May 27, 2013 meeting to appoint Dietrich Engineering Limited to prepare a report under Section 8(1) of the Drainage Act, R.S.O. 1990.

In accordance with your instructions pursuant to a petition received by Council under Section 4 of the Drainage Act, R.S.O. 1990, signed by Don and Wendy Zehr and Dave Bender (representing B-W Feed & Seed Ltd.), we have made an examination and survey of the affected area and submit herewith our Report which includes Plan, Profiles and Specifications for this work.

The area requiring drainage is parts of Lots 26 and 27, N.B.R. Concession in the Township of Wilmot, Regional Municipality of Waterloo and part of Lot 1, Concession 1 in the Township of Perth East, North Easthope Ward, County of Perth. The petition is valid in compliance with Section 4(1)(a) of the Drainage Act, R.S.O. 1990.

The attached Plan and Profiles, Drawing No.'s 1 and 2, Reference No. 1336, Specifications and the Instructions to Tenderers form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected

On-Site Meeting

In accordance with Section 9(1) of the Drainage Act, R.S.O. 1990, an on-site meeting was held on Thursday, December 5, 2013. The place of meeting was at the Don Zehr property, Lot 26, North of Bleams Road Concession. Persons in attendance were:

William Dietrich, P. Eng.	Dietrich Engineering Limited
Don Zehr	Landowner
Connie Zehr	Landowner
Irene Wurm	Landowner
Cleo Bender	Landowner
Leonard Schwartzentruber	Landowner

Don Good	Representing Irene Wurm property
Dave Bender	Representing B-W Feed & Seed Ltd.
Kelly Robinson	Regional Municipality of Waterloo

Information Meeting

An information meeting was held on Friday, January 23, 2015 at the Township of Wilmot Municipal Office to review the design and estimated costs for the proposed drain. Persons in attendance were:

William Dietrich, P. Eng.	Dietrich Engineering Limited
Don Zehr	Landowner
Irene Wurm	Landowner
Don Good	Representing Irene Wurm property
Dave Bender	Representing B-W Feed & Seed Ltd.
Kelly Robinson	Regional Municipality of Waterloo

Findings

We have made an examination of the area requiring drainage and have determined that the existing private tile drainage system is in poor state of repair and is not of sufficient depth nor capacity to drain surrounding and upstream lands in the watershed.

Recommendations

It is our recommendation that:

1. A new municipal tile drainage system be installed.
2. This tile drainage system shall consist of two (2) branches; Branch 'A' and Branch 'B'.
3. Branch 'A' shall consist of the installation of 253 metres of 200mm diameter tile which includes the installation of a 400mm O.D. steel casing by the boring method under the Wilmot/Perth East Townline.
4. Branch 'B' shall consist of the installation of 420 metres of 200mm to 300 mm diameter tile which includes the installation of a 400mm O.D. steel casing by boring method under the Wilmot/Perth East Townline.
5. These tile drains shall outlet into the existing drainage ditch on the D. Zehr property; Lot 26, N.B.R. Concession.
6. The tile drainage system be design using a 38mm of rainfall per 24 hours drainage coefficient.
7. The existing open ditch (Sta. 0+000 to Sta. 0+322) shall be be incorporated as part of the municipal drainage system and shall be known as the Main Drain. A 600mm diameter laneway crossing will be installed on the D. Zehr property. Approximately 100 metres of the open ditch downstream of the new tile drain outlets shall be cleaned out (Sta. 0+000 to Sta. 0+100). No work is required from Sta. 0+100 to Sta. 0+322.
8. This new drainage system shall be known as the "Zehr Municipal Drain 2015".

Summary of Proposed Works

The proposed work consists of approximately 100 metres of open ditch excavation; the installation of one (1) 600mm diameter high density polyethylene (HDPE) pipe laneway crossing; the installation of approximately 630 metres of 200mm to 300mm diameter high density polyethylene pipes; the installation of 43 metres of 400mm O.D. smooth wall steel casing by the Boring Method; and the installation of seven (7) concrete catch basins.

Working Area

Open Work

The working area for construction and maintenance purposes shall be a width of ten (10) metres on the side of the drain where the excavated material is to be placed and levelled. Each landowner shall designate access to and from the working area.

Closed Work

The working area for construction and maintenance purposes shall be a width of twenty (20) metres centered on the proposed tile drain. The working area for maintenance purposes shall be a width of ten (10) metres centered on the drain. Each landowner on whose property the drainage work is to be constructed shall designate access to and from the working area.

Watershed Characteristics

The Drainage Area comprises approximately 76.5 hectares. Land use within the watershed is primarily agricultural.

Allowances

In accordance with Sections 29, 30 and 31 of the Drainage Act, R.S.O. 1990, we determine the allowances payable to Owners entitled thereto as follows.

Lot or Part	Con.	Owner	Roll No.	Right-of-Way (Sec. 29)	Damages to Lands and Crops (Sec. 30)	Existing Drain (Sec. 31)	Total Allowances
<u>Zehr Municipal Drain 2015</u>							
<u>Main Drain</u>							
(Township of Wilmot)							
Pt 26	NBR	D. Zehr & W. Cressman-Zehr	(7-109)	\$4,070	\$360	\$1,300	\$5,730
Total Allowances, Main Drain				\$4,070	\$360	\$1,300	\$5,730
<u>Branch 'A'</u>							
(Township of Wilmot)							
Pt 26	NBR	D. Zehr & W. Cressman-Zehr	(7-109)	\$2,130	\$2,080		\$4,210
(Township of Perth East)							
Pt 1	1	I. Wurm	(1-022)		\$300		\$300
Total Allowances, Branch 'A'				\$2,130	\$2,380		\$4,510
<u>Branch 'B'</u>							
(Township of Wilmot)							
Pt 26 & Pt 27	NBR	D. Zehr & W. Cressman-Zehr	(7-109)	\$2,220	\$2,120		\$4,340
(Township of Perth East)							
Pt 1	1	Bondeesue Holdings Inc.	(1-022-25)	\$2,400	\$1,760		\$4,160
Pt 1	1	B-W Feed & Seed Ltd.	(1-022-50)		\$300		\$300
Total Allowances, Branch 'B'				\$4,620	\$4,180		\$8,800
<u>Total Allowances</u>				<u>\$10,820</u>	<u>\$6,920</u>	<u>\$1,300</u>	<u>\$19,040</u>

Total Allowances, under Sections 29, 30 and 31 of the Drainage Act, R.S.O. 1990;
Zehr Municipal Drain 2015.

\$19,040

The agricultural land values used for calculating allowances for Right-of-Way was \$37,000/ha. The commercial land values used for calculating allowances for Right-of-Way was \$64,000/ha.

The allowances for Right-of-Way under Section 29 of the Drainage Act, R.S.O. 1990 were calculated based on 25% of the land value for a 10 metre Right-of-Way for the closed work. The land values used for calculating allowances for the Right-of-Way for the open work was for a 3.5 metres Right-of-Way

Estimated Construction Costs

We have made an estimate of the cost of the proposed work which is outlined in detail as follows:

*Labour, Equipment, and Materials***A) Main Drain (Open Work)**

1) 100 metres of open ditch excavation including levelling excavated material	\$ 800
2) Supply 12 metres of 600mm diameter high density polyethylene (HDPE) pipe	\$ 1,440
Installation (laneway crossing) at Sta. 0+003 including granular base and backfill and quarry stone rip rap protection and geotextile filter material at the outlet(25m ²) including the construction of the plunge pool	\$ 4,000
3) Supply and install 1 - 900mm x 1200mm concrete ditch inlet catchbasin at Sta. 0+000 (inline type)	\$ 2,200

TOTAL ESTIMATED CONSTRUCTION COSTS

MAIN DRAIN	\$ 8,440
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B) Branch 'A' Drain (Closed Work)

1) Supply 70 metres of 200mm diameter HDPE pipe (bell & spigot c/w rubber gaskets)	\$ 1,400
Supply 163 metres of 200mm diameter HDPE pipe (perforated c/w filter sock)	\$ 3,260
Installation (by means of a wheel trencher)	\$ 4,660
2) Tile Connections	\$ 200
Sub-Total	\$ 9,520

- 3) Work to be done on the Wilmot-Easthope Road Allowance
Wilmot/Perth East Townline (Sta. 0+233 to Sta. 0+253)

a) Supply 18 metres of 400mm O.D. smooth wall steel casing, 9.53mm (0.375") wall thickness	\$ 2,200
Installation of 18 metres of 400mm O.D. smooth wall steel casing by the Boring Method	\$ 5,000
b) Supply and install 1 standard 600mm x 600mm concrete ditch inlet catch basin offset 6 metres south of Sta. 0+233	\$ 1,500

c) Supply 6 metres of 150mm diameter HDPE pipe	\$ 90
Installation (offset ditch inlet catch basin connection at Sta. 0+233)	\$ 300
d) Supply and install 1 - 600mm x 600mm concrete junction box at Sta. 0+233	\$ 1,000
e) Supply and install 1 standard 600mm x 600mm concrete ditch inlet catch basin at Sta. 0+253 (inline type)	\$ 1,800
Sub-Total	\$ 11,890
TOTAL ESTIMATED CONSTRUCTION COSTS BRANCH 'A'	\$ 21,410

C) Branch 'B' (Closed Work)

1) Supply 80 metres of 200mm diameter HDPE pipe (bell & spigot c/w rubber gaskets)	\$ 1,600
Installation (by means of an excavator)	\$ 4,000
2) Supply 71 metres of 250mm diameter HDPE pipe(bell & spigot c/w rubber gaskets)	\$ 2,130
Installation (by means of an excavator)	\$ 3,550
3) Supply 40 metres of 300mm diameter HDPE pipe (bell & spigot c/w rubber gaskets)	\$ 1,400
Supply 198 metres of 300mm diameter HDPE pipe (perforated c/w filter sock)	\$ 6,930
Installation (by means of a wheel trencher)	\$ 5,950
4) Supply and install 2 - 250mm diameter HDPE elbows	\$ 400
5) Supply and install 1 standard 600mm x 600mm concrete ditch inlet catch basin at Sta. 0+405 (inline type)	\$ 1,800
6) Tile connections	\$ 500
Sub-Total	\$ 28,260

7) Work to be done on the Wilmot-Easthope Road Allowance

Wilmot/Perth East Townline (Sta. 0+238 to Sta. 0+274)

a)	Supply 24 metres of 400mm O.D. smooth wall steel casing, 9.53mm (0.375") wall thickness	\$ 2,800
	Installation of 24 metres of 400mm O.D. smooth wall steel casing by the Boring Method	\$ 6,000
b)	Supply 12 metres of 375mm diameter HDPE Pipe (BOSS 2000 or eq.)	\$ 540
	Installation of 12 metres of 300mm diameter HDPE Pipe (BOSS 2000 or eq.)	\$ 720
c)	Supply and install 2 - 900mm x 1200mm concrete ditch inlet catch basins at Sta. 0+238 and Sta. 0+274 (inline type)	\$ 4,400
d)	Supply and install 1 standard 600mm x 600mm concrete ditch inlet catch basin offset 14 metres north of Sta. 0+238	\$ 1,500
e)	Supply 14 metres of 200mm diameter HDPE pipe	\$ 280
	Installation (offset catchbasin connection at Sta. 0+238)	\$ 840
f)	Supply and install 1 - 300mm x 200mm HDPE tee	\$ 150
Sub-Total		\$ 17,230
TOTAL ESTIMATED CONSTRUCTION COSTS BRANCH 'B'		\$ 45,490
Summary of Construction Costs		
A)	Total Estimated Construction Costs – Main Drain	\$ 8,440
B)	Total Estimated Construction Costs – Branch 'A'	\$ 21,410
C)	Total Estimated Construction Costs – Branch 'B'	\$ 45,490
TOTAL ESTIMATED CONSTRUCTION COSTS		\$ 75,340

Summary of Costs

Allowances under Sections 29, 30 and 31 of the Drainage Act, R.S.O. 1990	\$ 19,040
Total Estimated Construction Costs	\$ 75,340
Meetings, survey, design, preparation of preliminary cost estimates and reports, preparation of final drainage report, consideration of report and court of revision	\$ 16,700
Preparation of contract documents, contract administration, supervision and inspection of construction	\$ 11,100
Contingencies, Interest, and net H.S.T.	\$ 3,320
TOTAL ESTIMATED COSTS	
ZEHR MUNICIPAL DRAIN 2015	<u>\$ 125,500</u>

The estimated cost of the work in the Township of Wilmot is \$82,220.

The estimated cost of the work in the Township of Perth East is \$43,280.

Assessment

We assess the cost of this work against the lands and roads liable for assessment for benefit and outlet as shown on the annexed Schedules of Assessment. We have determined that there is no injuring liability assessment involved.

Whether or not the Township of Wilmot and the Township of Perth East (Wilmot-Easthope Road Allowance) Sta. 0+233 to Sta. 0+253; Branch 'A', and Sta. 0+238 to Sta. 0+274; Branch 'B' elects to do the work on their property, they shall be assessed the actual increased costs to the drainage works due to the construction and operation of the road as Special Assessments in addition to any benefit and outlet assessments. The Special Assessments shall be made up of the actual construction costs plus an allowance for administration costs.

Maintenance

After completion, the portion of the drain located within the Township of Wilmot shall be maintained by the Township of Wilmot and the portion of the drain located in the Township of Perth East shall be maintained by the Township of Perth East at the expense of all the lands and roads assessed in the attached Schedules of Assessment for Maintenance and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

Respectfully submitted,

DIETRICH ENGINEERING LIMITED



W. J. Dietrich, P.Eng.

WJD:rd



**SCHEDULE OF ASSESSMENT FOR CONSTRUCTION
Zehr Municipal Drain 2015
Township of Wilmot**

LOT OR PART	CON.	APPROX. HECTARES AFFECTED	OWNER	ROLL NO.	(SECTION 22) BENEFIT LIABILITY	(SECTION 23) OUTLET LIABILITY	TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	LESS ALLOWANCES	NET ASSESSMENT
<u>Main Drain</u>										
<u>Township of Wilmot</u>										
* Pt. 26	N.B.R.	0.70	Hillcrest Mennonite Church	7-107		\$126	\$126			\$126
* Pt. 26	N.B.R.	0.34	M., D. & J. ERB	7-108		\$51	\$51			\$51
* Pt. 26	N.B.R.	0.16	J. & C. Zehr	1-110		\$44	\$44			\$44
* Pt. 26	N.B.R.	0.16	B. & J. Hoffman	7-111		\$44	\$44			\$44
Pt. 26 & 27	N.B.R.	12.7	D. Zehr & W. Cressman-Zehr	7-109	\$11,500	\$2,218	\$13,718	\$4,573	\$5,730	\$3,415
* Pt. 26 & 27	N.B.R.	0.16	D. & K. Cressman	7-112		\$44	\$44			\$44
* Pt. 26 & 27	N.B.R.	0.16	R. & J. Plummer	7-113		\$44	\$44			\$44
* Pt. 27	N.B.R.	0.16	C. Stever	7-114		\$44	\$44			\$44
* Pt. 27	N.B.R.	0.28	L. & D. Schwartzentruber	7-114-01		\$74	\$74			\$74
Total Assessment on Lands					<u>\$11,500</u>	<u>\$2,689</u>	<u>\$14,189</u>	<u>\$4,573</u>	<u>\$5,730</u>	<u>\$3,886</u>
Wilmot-Easthope Rd.		0.7	Township of Wilmot			\$595	\$595			\$595
Huron Street		0.5	Region of Waterloo			<u>\$420</u>	<u>\$420</u>			<u>\$420</u>
Total Assessment on Roads						<u>\$1,015</u>	<u>\$1,015</u>			<u>\$1,015</u>
Total Assessment on Lands and Roads, Township of Wilmot					<u>\$11,500</u>	<u>\$3,704</u>	<u>\$15,204</u>	<u>\$4,573</u>	<u>\$5,730</u>	<u>\$4,901</u>
<u>Township of Perth East</u>										
Pt. 1	1	8.9	I. Wurm	1-022		\$1,930	\$1,930	\$643		\$1,287
* Pt. 1	1	0.4	Ministry of Transportation	1-022-05		\$197	\$197			\$197
* Pt. 1	1	1.87	Bondeesue Holdings Inc.	1-022-25		\$508	\$508			\$508
* Pt. 1	1	2.84	B-W Feed & Seed Ltd.	1-022-50		<u>\$613</u>	<u>\$613</u>			<u>\$613</u>
Total Assessment on Lands						<u>\$3,248</u>	<u>\$3,248</u>	<u>\$643</u>		<u>\$2,605</u>

**SCHEDULE OF ASSESSMENT FOR CONSTRUCTION
Zehr Municipal Drain 2015
Township of Wilmot**

LOT OR PART	CON.	APPROX. HECTARES AFFECTED	OWNER	ROLL NO.	(SECTION 22) BENEFIT LIABILITY	(SECTION 23) OUTLET LIABILITY	TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	LESS ALLOWANCES	NET ASSESSMENT
Road 101		0.7	Township of Perth East			\$595	\$595			\$595
Highway No. 7/8		0.3	Ministry of Transportation			\$153	\$153			\$153
Total Assessment on Roads						\$748	\$748			\$748
Total Assessment on Lands and Roads, Township of Perth East						\$3,996	\$3,996	\$643		\$3,353
Total Assessment on Lands and Roads, Zehr Municipal Drain 2015 (Main Drain)					\$11,500	\$7,700	\$19,200	\$5,216	\$5,730	\$8,254

- NOTES: 1. * Denotes lands not eligible for the ADIP grant.
2. The NET ASSESSMENT is the total estimated assessment less a one-third (1/3) Provincial grant, and allowances, if applicable.

SCHEDULE OF ASSESSMENT FOR CONSTRUCTION
Zehr Municipal Drain 2015
Township of Wilmot

LOT OR PART	CON.	APPROX. HECTARES AFFECTED	OWNER	ROLL NO.	(SECTION 22) BENEFIT LIABILITY	(SECTION 23) OUTLET LIABILITY	(SECTION 26) SPECIAL ASSESSMENT	TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	LESS ALLOWANCES	NET ASSESSMENT
Branch 'A'											
<u>Township of Wilmot</u>											
Pt. 26 & 27	N.B.R.	3.9	D. Zehr & W. Cressman-Zehr	7-109	\$9,000	\$1,039		\$10,039	\$3,346	\$4,210	\$2,483
Total Assessment on Lands					\$9,000	\$1,039		\$10,039	\$3,346	\$4,210	\$2,483
Wilmot-Easthope Rd.		0.2	Township of Wilmot		\$1,700	\$540	\$7,625	\$9,865			\$9,865
Total Assessment on Roads					\$1,700	\$540	\$7,625	\$9,865			\$9,865
Total Assessment on Lands and Roads, Township of Wilmot					\$10,700	\$1,579	\$7,625	\$19,904	\$3,346	\$4,210	\$12,348
<u>Township of Perth East</u>											
Pt. 1	1	5.7	I. Wurm	1-022	\$1,000	\$3,831		\$4,831	\$1,610	\$300	\$2,921
Total Assessment on Lands					\$1,000	\$3,831		\$4,831	\$1,610	\$300	\$2,921
Road 101		0.2	Township of Perth East		\$1,700	\$540	\$7,625	\$9,865			\$9,865
Total Assessment on Roads					\$1,700	\$540	\$7,625	\$9,865			\$9,865
Total Assessment on Lands and Roads, Township of Perth East					\$2,700	\$4,371	\$7,625	\$14,696	\$1,610	\$300	\$12,786
Total Assessment on Lands and Roads, Zehr Municipal Drain 2015 (Branch 'A')					\$13,400	\$5,950	\$15,250	\$34,600	\$4,956	\$4,510	\$25,134

- NOTES: 1. All the above lands are eligible for ADIP grants.
2. The NET ASSESSMENT is the total estimated assessment less a one-third (1/3) Provincial grant, and allowances, if applicable.

SCHEDULE OF ASSESSMENT FOR CONSTRUCTION
Zehr Municipal Drain 2015
Township of Wilmot

LOT OR PART	CON.	APPROX. HECTARES AFFECTED	OWNER	ROLL NO.	(SECTION 22) BENEFIT LIABILITY	(SECTION 23) OUTLET LIABILITY	(SECTION 26) SPECIAL ASSESSMENT	TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	LESS ALLOWANCES	NET ASSESSMENT
Branch 'B'											
<u>Township of Wilmot</u>											
* Pt. 26	N.B.R.	0.16	J. & C. Zehr	1-110		\$50		\$50			\$50
* Pt. 26	N.B.R.	0.16	B. & J. Hoffman	7-111		\$50		\$50			\$50
Pt. 26 & 27	N.B.R.	3.4	D. Zehr & W. Cressman-Zehr	7-109	\$13,900	\$1,384		\$15,284	\$5,095	\$4,340	\$5,849
* Pt. 26 & 27	N.B.R.	0.16	D. & K. Cressman	7-112		\$50		\$50			\$50
* Pt. 26 & 27	N.B.R.	0.16	R. & J. Plummer	7-113		\$50		\$50			\$50
* Pt. 27	N.B.R.	0.16	C. Stever	7-114		\$50		\$50			\$50
* Pt. 27	N.B.R.	0.28	L. & D. Schwartzentruber	7-114-01		\$86		\$86			\$86
Total Assessment on Lands					<u>\$13,900</u>	<u>\$1,720</u>		<u>\$15,620</u>	<u>\$5,095</u>	<u>\$4,340</u>	<u>\$6,185</u>
Wilmot-Easthope Rd.		0.5	Township of Wilmot		\$3,000	\$1,691	\$10,550	\$15,241			\$15,241
Huron Street		0.5	Region of Waterloo			\$1,450		\$1,450			\$1,450
Total Assessment on Roads					<u>\$3,000</u>	<u>\$3,141</u>	<u>\$10,550</u>	<u>\$16,691</u>			<u>\$16,691</u>
Total Assessment on Lands and Roads, Township of Wilmot					<u>\$16,900</u>	<u>\$4,861</u>	<u>\$10,550</u>	<u>\$32,311</u>	<u>\$5,095</u>	<u>\$4,340</u>	<u>\$22,876</u>
<u>Township of Perth East</u>											
Pt. 1	1	3.2	I. Wurm	1-022		\$3,654		\$3,654	\$1,218		\$2,436
* Pt. 1	1	0.4	Ministry of Transportation	1-022-05		\$797		\$797			\$797
* Pt. 1	1	1.87	Bondeesue Holdings Inc.	1-022-25	\$9,000	\$2,049		\$11,049		\$4,160	\$6,889
* Pt. 1	1	2.84	B-W Feed & Seed Ltd.	1-022-50	\$3,500	\$3,529		\$7,029		\$300	\$6,729
Total Assessment on Lands					<u>\$12,500</u>	<u>\$10,029</u>		<u>\$22,529</u>	<u>\$1,218</u>	<u>\$4,460</u>	<u>\$16,851</u>

SCHEDULE OF ASSESSMENT FOR CONSTRUCTION
Zehr Municipal Drain 2015
Township of Wilmot

LOT OR PART	CON.	APPROX. HECTARES AFFECTED	OWNER	ROLL NO.	(SECTION 22) BENEFIT LIABILITY	(SECTION 23) OUTLET LIABILITY	(SECTION 26) SPECIAL ASSESSMENT	TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	LESS ALLOWANCES	NET ASSESSMENT
Road 101		0.5	Township of Perth East		\$3,000	\$1,691	\$10,550	\$15,241			\$15,241
Highway No. 7/8		0.3	Ministry of Transportation		<u>\$1,000</u>	<u>\$619</u>		<u>\$1,619</u>			<u>\$1,619</u>
Total Assessment on Roads					<u>\$4,000</u>	<u>\$2,310</u>	<u>\$10,550</u>	<u>\$16,860</u>			<u>\$16,860</u>
Total Assessment on Lands and Roads, Township of Perth East					<u>\$16,500</u>	<u>\$12,339</u>	<u>\$10,550</u>	<u>\$39,389</u>	<u>\$1,218</u>	<u>\$4,460</u>	<u>\$33,711</u>
Total Assessment on Lands and Roads, Zehr Municipal Drain 2015 (Branch 'B')					<u>\$33,400</u>	<u>\$17,200</u>	<u>\$21,100</u>	<u>\$71,700</u>	<u>\$6,313</u>	<u>\$8,800</u>	<u>\$56,587</u>

NOTES: 1. * Denotes lands not eligible for the ADIP grant.
2. The NET ASSESSMENT is the total estimated assessment less a one-third (1/3) Provincial grant, and allowances, if applicable.

SCHEDULE OF NET ASSESSMENT FOR CONSTRUCTION
Zehr Municipal Drain 2015
Township of Wilmot

LOT OR PART	CON.	OWNER	ROLL NO.	MAIN DRAIN	BRANCH "A"	BRANCH "B"	TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	LESS ALLOWANCES	NET ASSESSMENT
<u>Township of Wilmot</u>										
* Pt. 26	N.B.R.	Hillcrest Mennonite Church	7-107	\$126			\$126			\$126
* Pt. 26	N.B.R.	M., D. & J. ERB	7-108	\$51			\$51			\$51
* Pt. 26	N.B.R.	J. & C. Zehr	1-110	\$44		\$50	\$94			\$94
* Pt. 26	N.B.R.	B. & J. Hoffman	7-111	\$44		\$50	\$94			\$94
Pt. 26 & 27	N.B.R.	D. Zehr & W. Cressman-Zehr	7-109	\$13,718	\$10,039	\$15,284	\$39,041	\$13,014	\$14,280	\$11,747
* Pt. 26 & 27	N.B.R.	D. & K. Cressman	7-112	\$44		\$50	\$94			\$94
* Pt. 26 & 27	N.B.R.	R. & J. Plummer	7-113	\$44		\$50	\$94			\$94
* Pt. 27	N.B.R.	C. Stever	7-114	\$44		\$50	\$94			\$94
* Pt. 27	N.B.R.	L. & D. Schwartzentruber	7-114-01	\$74		\$86	\$160			\$160
Total Assessment on Lands				<u>\$14,189</u>	<u>\$10,039</u>	<u>\$15,620</u>	<u>\$39,848</u>	<u>\$13,014</u>	<u>\$14,280</u>	<u>\$12,554</u>
Wilmot-Easthope Rd.				\$595	\$9,865	\$15,241	\$25,701			\$25,701
Huron Street				\$420		\$1,450	\$1,870			\$1,870
Total Assessment on Roads				<u>\$1,015</u>	<u>\$9,865</u>	<u>\$16,691</u>	<u>\$27,571</u>			<u>\$27,571</u>
Total Assessment on Lands and Roads, Township of Wilmot				<u>\$15,204</u>	<u>\$19,904</u>	<u>\$32,311</u>	<u>\$67,419</u>	<u>\$13,014</u>	<u>\$14,280</u>	<u>\$40,125</u>
<u>Township of Perth East</u>										
Pt. 1	1	I. Wurm	1-022	\$1,930	\$4,831	\$3,654	\$10,415	\$3,472	\$300	\$6,643
* Pt. 1	1	Ministry of Transportation	1-022-05	\$197		\$797	\$994			\$994
* Pt. 1	1	Bondeesue Holdings Inc.	1-022-25	\$508		\$11,049	\$11,557		\$4,160	\$7,397
* Pt. 1	1	B-W Feed & Seed Ltd.	1-022-50	\$613		\$7,029	\$7,642		\$300	\$7,342
Total Assessment on Lands				<u>\$3,248</u>	<u>\$4,831</u>	<u>\$22,529</u>	<u>\$30,608</u>	<u>\$3,472</u>	<u>\$4,760</u>	<u>\$22,376</u>

SCHEDULE OF NET ASSESSMENT FOR CONSTRUCTION
Zehr Municipal Drain 2015
Township of Wilmot

LOT OR PART	CON.	OWNER	ROLL NO.	MAIN DRAIN	BRANCH "A"	BRANCH "B"	TOTAL ASSESSMENT	LESS 1/3 GOV'T GRANT	LESS ALLOWANCES	NET ASSESSMENT
Road 101		Township of Perth East		\$595	\$9,865	\$15,241	\$25,701			\$25,701
Highway No. 7/8		Ministry of Transportation		<u>\$153</u>	<u></u>	<u>\$1,619</u>	<u>\$1,772</u>			<u>\$1,772</u>
Total Assessment on Roads				<u>\$748</u>	<u>\$9,865</u>	<u>\$16,860</u>	<u>\$27,473</u>			<u>\$27,473</u>
Total Assessment on Lands and Roads, Township of Perth East				<u>\$3,996</u>	<u>\$14,696</u>	<u>\$39,389</u>	<u>\$58,081</u>	<u>\$3,472</u>	<u>\$4,760</u>	<u>\$49,849</u>
Total Assessment on Lands and Roads, Zehr Municipal Drain 2015				<u>\$19,200</u>	<u>\$34,600</u>	<u>\$71,700</u>	<u>\$125,500</u>	<u>\$16,486</u>	<u>\$19,040</u>	<u>\$89,974</u>

- NOTES: 1. * Denotes lands not eligible for the ADIP grant.
2. The NET ASSESSMENT is the total estimated assessment less a one-third (1/3) Provincial grant, and allowances, if applicable.

**SCHEDULE OF ASSESSMENT FOR MAINTENANCE
Zehr Municipal Drain 2015
Township of Wilmot**

LOT OR PART	CON.	APPROX. HECTARES AFFECTED	OWNER	ROLL NO.	PORTION OF MAINTENANCE COST
<u>Main Drain</u>					
<u>Township of Wilmot</u>					
* Pt. 26	N.B.R.	0.7	Hillcrest Mennonite Church	7-107	1.6%
* Pt. 26	N.B.R.	0.3	M., D. & J. ERB	7-108	0.7%
* Pt. 26	N.B.R.	0.2	J. & C. Zehr	1-110	0.6%
* Pt. 26	N.B.R.	0.2	B. & J. Hoffman	7-111	0.6%
Pt. 26 & 27	N.B.R.	12.7	D. Zehr & W. Cressman-Zehr	7-109	28.6%
* Pt. 26 & 27	N.B.R.	0.2	D. & K. Cressman	7-112	0.6%
* Pt. 26 & 27	N.B.R.	0.2	R. & J. Plummer	7-113	0.6%
* Pt. 27	N.B.R.	0.2	C. Stever	7-114	0.6%
* Pt. 27	N.B.R.	0.3	L. & D. Schwartzentruber	7-114-01	1.0%
Total Assessment on Lands					<u>34.9%</u>
Wilmot-Easthope Rd.		0.7	Township of Wilmot		7.7%
Huron Street		0.5	Region of Waterloo		<u>5.5%</u>
Total Assessment on Roads					<u>13.2%</u>
Total Assessment on Lands and Roads, Township of Wilmot					<u><u>48.1%</u></u>
<u>Township of Perth East</u>					
Pt. 1	1	8.9	I. Wurm	1-022	25.0%
* Pt. 1	1	0.4	Ministry of Transportation	1-022-05	2.6%
* Pt. 1	1	1.9	Bondeesue Holdings Inc.	1-022-25	6.6%
* Pt. 1	1	2.8	B-W Feed & Seed Ltd.	1-022-50	8.0%
Total Assessment on Lands					<u>42.2%</u>
Road 101		0.7	Township of Perth East		7.7%
Highway No. 7/8		0.3	Ministry of Transportation		<u>2.0%</u>
Total Assessment on Roads					<u>9.7%</u>
Total Assessment on Lands and Roads, Township of Perth East					<u><u>51.9%</u></u>
Total Assessment on Lands and Roads, Zehr Municipal Drain 2015 (Main Drain)					<u><u>100.0%</u></u>

NOTES: 1. * Denotes lands not eligible for the ADIP grant.

SCHEDULE OF ASSESSMENT FOR MAINTENANCE
Zehr Municipal Drain 2015
Township of Wilmot

LOT OR PART	CON.	APPROX. HECTARES AFFECTED	OWNER	ROLL NO.	PORTION OF MAINTENANCE COST
<u>Branch 'A'</u>					
<u>Township of Wilmot</u>					
Pt. 26 & 27	N.B.R.	3.9	D. Zehr & W. Cressman-Zehr	7-109	<u>34.8%</u>
Total Assessment on Lands					<u>34.8%</u>
Wilmot-Easthope Rd.		0.2	Township of Wilmot		<u>7.2%</u>
Total Assessment on Roads					<u>7.2%</u>
Total Assessment on Lands and Roads, Township of Wilmot					<u>42.0%</u>
<u>Township of Perth East</u>					
Pt. 1	1	5.7	I. Wurm	1-022	<u>50.8%</u>
Total Assessment on Lands					<u>50.8%</u>
Road 101		0.2	Township of Perth East		<u>7.2%</u>
Total Assessment on Roads					<u>7.2%</u>
Total Assessment on Lands and Roads, Township of Perth East					<u>58.0%</u>
Total Assessment on Lands and Roads, Zehr Municipal Drain 2015 (Branch 'A')					<u>100.0%</u>

NOTES: 1. All the above lands are eligible for ADIP grants.

SCHEDULE OF ASSESSMENT FOR MAINTENANCE
Zehr Municipal Drain 2015
Township of Wilmot

LOT OR PART	CON.	APPROX. HECTARES AFFECTED	OWNER	ROLL NO.	PORTION OF MAINTENANCE COST
<u>Branch 'B'</u>					
<u>Township of Wilmot</u>					
* Pt. 26	N.B.R.	0.2	J. & C. Zehr	1-110	1.0%
* Pt. 26	N.B.R.	0.2	B. & J. Hoffman	7-111	1.0%
Pt. 26 & 27	N.B.R.	3.4	D. Zehr & W. Cressman-Zehr	7-109	16.6%
* Pt. 26 & 27	N.B.R.	0.2	D. & K. Cressman	7-112	1.0%
* Pt. 26 & 27	N.B.R.	0.2	R. & J. Plummer	7-113	1.0%
* Pt. 27	N.B.R.	0.2	C. Stever	7-114	1.0%
* Pt. 27	N.B.R.	0.3	L. & D. Schwartzentruber	7-114-01	1.7%
Total Assessment on Lands					23.3%
Wilmot-Easthope Rd.		0.5	Township of Wilmot		9.4%
Huron Street		0.5	Region of Waterloo		9.4%
Total Assessment on Roads					18.8%
Total Assessment on Lands and Roads, Township of Wilmot					42.1%
<u>Township of Perth East</u>					
Pt. 1	1	3.2	I. Wurm	1-022	15.5%
* Pt. 1	1	0.4	Ministry of Transportation	1-022-05	4.4%
* Pt. 1	1	1.9	Bondeesue Holdings Inc.	1-022-25	11.4%
* Pt. 1	1	2.8	B-W Feed & Seed Ltd.	1-022-50	13.8%
Total Assessment on Lands					45.1%
Road 101		0.5	Township of Perth East		9.4%
Highway No. 7/8		0.3	Ministry of Transportation		3.4%
Total Assessment on Roads					12.8%
Total Assessment on Lands and Roads, Township of Perth East					57.9%
Total Assessment on Lands and Roads, Zehr Municipal Drain 2015 (Branch 'B')					100.0%

NOTES: 1. * Denotes lands not eligible for the ADIP grant.

SPECIFICATIONS FOR THE CONSTRUCTION OF MUNICIPAL DRAINAGE WORKS

DIVISION A – General Conditions

DIVISION B – Specification for Open Drains

DIVISION C – Specification for Tile Drains

**DIVISION E – Specification for Drainage
Crossings by the Boring Method**

DIVISION H – Special Provisions

DIVISION A

GENERAL CONDITIONS

<u>A</u>	<u>CONTENT</u>	<u>PAGE</u>
A.1	SCOPE	1
A.2	TENDERS	1
A.3	EXAMINATIONS OF SITE, PLANS AND SPECIFICATIONS	1
A.4	PAYMENT	2
A.5	WORKING AREA AND ACCESS	2
A.6	INSPECTION	2
A.7	COMPLETION OF WORK	2
A.8	ALTERATIONS AND ADDITIONS	3
A.9	SUPERVISION	3
A.10	MAINTENANCE	3
A.11	CONTRACTOR'S LIABILITY INSURANCE	3
A.12	FLOODS OR CASUALTIES	4
A.13	SUB-CONTRACTORS	4
A.14	ROAD CROSSINGS	4
A.15	LANEWAYS	5
A.16	FENCES	5
A.17	LIVESTOCK	5
A.18	STANDING CROPS	6
A.19	SURPLUS GRAVEL	6
A.20	PERMITS, NOTICES, LAWS AND RULES	6
A.21	RAILWAYS, HIGHWAYS AND UTILITIES	6
A.22	TERMINATION OF CONTRACT BY THE MUNICIPALITY	6
A.23	ERRORS AND UNUSUAL CONDITIONS	7
A.24	EXCESS TILE	7
A.25	REPLACEMENT OF STAKES	7
A.26	DRAINAGE COMMISSIONER/SUPERINTENDENT	7
A.27	TESTS	8
A.28	ONTARIO MUNICIPAL BOARD	8
A.29	NOTICE RE. COMMENCEMENT OF WORK	8
A.30	FIELD MEETINGS	8

DIVISION A

GENERAL CONDITIONS

A.1 SCOPE

These Specifications, the Report And Drawings, govern the supply of labour, materials, and equipment necessary to construct the works as shown on, described by or reasonably inferable from the Report, Specifications and Drawings. In some Municipalities, the Contractor shall supply all materials. The accompanying Form of Tender and Agreement and Scope of Work list materials which are to be supplied by the Contractor.

A.2 TENDERS

Tenders are to be submitted on a lump sum basis for the complete works or a portion thereof, as instructed by the Municipality. The lowest or any Tender will not necessarily be accepted. A Tender deposit of Ten per cent (10%) of the total tendered amount in the form of a certified cheque payable to the Treasurer of the Municipality, must accompany each Tender as guarantee of good faith.

All certified cheques, except that of the bidder to whom the work is awarded, will be returned within ten (10) days of the time the Contract is awarded. The certified cheque of the bidder to whom the work is awarded will be returned with the final payment on the work or will be retained until the successful Tenderer furnishes a Performance Bond for One Hundred per cent (100%) of the amount of the Tender or other satisfactory security, if required by the Municipality. A Performance Bond shall insure completion of the work and maintenance of the work for a period of one (1) year after the date of the completion certificate.

A.3 EXAMINATIONS OF SITE, PLANS AND SPECIFICATIONS

The Tenderer must examine the premises and site to compare them with the Plans and Specifications in order to satisfy himself of the existing conditions and extent of the work to be done before submission of his Tender. No allowance shall subsequently be made on behalf of the Contractor by reason of any error on his part.

Any estimates of quantities shown or indicated on the Plan, or in the Report are provided for the convenience of the Tenderer. Any use made of these quantities by the Tenderer in calculating his Tender shall be done at his own risk. The Tenderer for his own protection should check these quantities for accuracy.

The Tenderer must satisfy himself that he understands the meaning and intent of the Plans and Specifications before submission of his Tender. In case of any inconsistency or conflict between the Plans and Specifications, the notes on the Plans shall take precedence over the Specifications.

A.4 PAYMENT

Progress payments in cash equal to Eighty per cent (80%) of the value of work done and materials incorporated in the work will be made to the Contractor monthly on written request of the Contractor to the Engineer. An additional Seventeen per cent (17%) will be paid thirty-seven (37) days after the final acceptance by the Engineer, and Three per cent (3%) of the Contract price may be reserved by the Municipality for one (1) year.

A greater percentage of the Contract price may be reserved by the Municipality for the same (1) year period if in the opinion of the Engineer, particular conditions of the Contract requires such greater holdback. After the completion of the work, any part of this reserve may be used to correct defects developed within that time from faulty workmanship and materials, provided that notice shall first be given to the Contractor and that he may promptly make good such defects if he desires.

A.5 WORKING AREA AND ACCESS

On a closed drain, the working area for construction purposes shall be a width of six (6) metres (see item No. 3 in the Special Provisions, Division H). On an open drain, the working area shall be fifteen (15) metres on the side of the drain where the excavated material is to be placed unless additional width is required to level the excavated material.

If access off an adjacent road allowance is not possible, each Landowner on whose property the drainage works is to be constructed, shall designate access to and from the working area. The Contractor shall not enter any other lands without permission of the Landowner and he shall compensate the Landowner for damage caused by such entry.

A.6 INSPECTION

Final inspection by the Engineer will be made within twenty (20) days after he has received notice in writing from the Contractor that the work is complete, or as soon thereafter as weather conditions permit. All the work included in the Contract must at the time of final inspection have the full dimensions and cross-sections.

A.7 COMPLETION OF WORK

The work must commence immediately after the Contractor is notified of the acceptance of his Tender or at a later date if set out as a condition of the Tender. If weather and ground conditions are unsuitable, work may be started at a later date from either of these two (2) dates if such delay is approved by the Engineer.

The work must be proceed in such a manner as to ensure its completion at the earliest possible date consistent with the first class workmanship and within the time limit set out in the Tender or in the Contract Documents.

A.8 ALTERATIONS AND ADDITIONS

The Engineer shall have the power to make alterations in the work shown or described in the Drawings or Specifications and the Contractor shall proceed to make such changes without causing delay. In every such case, the price agreed to be paid for the work under the Contract shall be increased or decreased as the case may require according to a fair and reasonable evaluation of the work added or deleted. Where such changes involve work additional and similar to the items in the Main Contract, the price agreed to be paid shall be determined after due consideration has been given to the ratio of the Tendered amount to the Engineer's estimate of the Contract. Such alterations and variations shall in no way render the Contract void. No claims for a variation or alteration in the increased or decreased price shall be valid unless done in pursuance of an order from the Engineer and notice of such claims made in writing before commencement of such work. In no such case shall the Contractor commence work which he considers to be extra before receiving the Engineer's approval.

A.9 SUPERVISION

The Contractor shall give the work his constant supervision and shall keep a competent foreman in charge at the site.

A.10 MAINTENANCE

The Contractor shall repair and make good any damages or faults in the drain that may appear within one (1) year after its completion (as evident by the final payment certificate) as the result of the imperfect or defective work done or materials furnished if certified by the Engineer as being due to one or both of these causes; but nothing herein contained shall be construed as in any way restricting or limiting the liability of the Contractor under the laws of the Country, Province or Locality in which the work is being done. Neither the final payment certificate nor payment there under, nor any provision in the Contract Documents shall relieve the Contractor from his responsibility.

A.11 CONTRACTOR'S LIABILITY INSURANCE

The Contractor shall protect himself and indemnify and save the Owner harmless from any and all claims which may arise from the Contractor's operations under the Contract where bodily injury, death, or property damage is caused and for this purpose shall, without restricting the generality of the foregoing, maintain insurance acceptable to the Owner, and subject to the limits of not less than One Million Dollars (\$1,000,000.00) inclusive, per occurrence for bodily injury, death, and damage to property including loss of use thereof.

The Contractor shall furnish evidence of compliance with all requirements of the applicable Workmen's Compensation Act or Ordinance of the Province or Territory concerned including payments due there under.

Prior to commencement of any work hereunder, the Contractor shall file with the Owner a copy of each insurance policy and certificate required. All such insurance shall be maintained until final

completion of the work including the making good of faulty work or materials; except that coverage of completed operations liability shall in any event be maintained for twelve (12) months from the date of substantial completion as certified by the Engineer.

A.12 FLOODS OR CASUALTIES

The Contractor shall take all risks from floods or casualties of any kind.

A.13 SUB-CONTRACTORS

If the Municipality so directs, the Contractor shall not sublet the whole or part of this Contract without the approval of the Engineer.

A.14 ROAD CROSSINGS

All road crossings may be made with an open cut unless otherwise noted. The exact location of the crossings shall be verified and approved by the Road Authority or the Engineer. A 150 mm depth of pit run gravel, well compacted, shall be placed as a base for each pipe crossing. The pipe shall be backfilled with a granular material for the width of the travelled portion plus 1200 mm on either side. The material shall be placed in lifts not exceeding 300 mm in depth and shall be thoroughly compacted with an approved type mechanical vibrating compactor where so required by the Engineer. The top 150 mm of the roadway backfill shall consist of crushed granular material meeting the Specifications of the Ministry of Transportation of Ontario for Granular Base Course Class "A" (Granular "A") material. Existing pavement, if any, shall not be replaced by the Contractor unless noted differently on the Plan.

The Contractor shall be responsible, however, for subsequent uneven joints in the pavement due to settling of the backfill. The Contractor should arrange with a local resident to keep the crossing in repair if unable to do such personally. A small load of Granular "A" gravel at the side of the road may be advisable so that if any settlement does occur, the local resident can add additional gravel. All road crossings shall meet the approval of the Road Authority. For County road crossings, see Division D – "Specifications for Municipal Drains Crossing County Roads". In doing work on or across any public road, care must be taken to protect the travelling public, the Contractor being required to erect and maintain, until the completion of the work, all signs, barricades, and lights necessary to indicate or warn the travelling public that the work is being undertaken, all satisfactory to the Road Authority having jurisdiction.

The excavated material from the travelled portion of the road and 1200 mm or the full width of the graveled shoulder, whichever is greater, on each side of the travelled portion shall be removed. Excavated material may be spread on the right-of-way with consent of the Road Authority. Surplus excavated material must be removed from the job site

If the Engineer deems a gravel road to have been damaged by the construction of a drain either across or along the said road, the Engineer may direct the Contractor to supply and place sufficient crushed granular material on the roadway to restore it to a safe and passable condition at the Contractor's expense.

A.15 LANEWAYS

All pipes crossing laneways shall be backfilled with material that is clean, free of foreign material or frozen particles and readily tamped or compacted in place unless otherwise specified. Laneway culverts on open ditch projects shall be backfilled with material that also is not easily erodable. All backfill material shall be thoroughly compacted as directed by the Engineer.

All structural plate pipe culverts whether located on public roads or laneways shall be backfilled with granular material to a minimum distance of 900 mm beyond each side of the culvert. Three hundred millimeters (300 mm) of granular material shall be placed under the culvert as a base. Granular material shall be placed simultaneously on each side of the culvert in 150 mm layers and compacted to a ninety-five per cent (95%) Proctor Density. All culverts to be assembled according to the Engineer's and Manufacturer's Specifications. Culverts to be installed 300 mm below design grade with a minimum of 600 mm of cover over the pipe unless otherwise noted on Drawings.

The backfill over culverts and subsurface pipes at all existing laneways that have granular surfaces on open ditch and closed drainage projects shall be surfaced with a minimum of 300 mm of pit run granular material and 150 mm of crushed granular material. All backfill shall be thoroughly compacted as directed by the Engineer. All granular material shall be placed to the full width of the travelled portion.

Any settling of backfilled material shall be repaired by or at the expense of the Contractor during the warranty period of the project and as soon as required. Any existing bituminous pavement on laneways shall be placed to its original condition by the Contractor.

A.16 FENCES

No earth is to be placed against fences and all fences removed by the Contractor shall be replaced by him in as good a condition as found. Where practical the Contractor shall take down new existing fences in good condition at the nearest anchor post and roll it back rather than cutting the fence and attempting to patch it. The replacement of the fences shall be done to the satisfaction of the Engineer or Drainage Commissioner/Superintendent. Any fences found in such poor condition that replacement is not necessary, shall be noted and verified with the Engineer or Drainage Commissioner/Superintendent prior to commencement of work. Any fences paralleling an open ditch that are not line fences that hinder the proper working of the excavating machinery, shall be removed and rebuilt by the Land owner at his own expense. The Contractor shall not leave fences open when he is not at work in the immediate vicinity.

A.17 LIVESTOCK

The Owner of the property on which the drain is located shall be responsible for the protection of all livestock on said property during construction and shall also be liable for any damages caused by such livestock.

A.18 STANDING CROPS

The Contractor shall be responsible for damages to standing crops which are ready to be harvested or salvaged along the course of the drain if the Contractor has failed to notify the Owners forty-eight (48) hours prior to commencement of the work on that portion of the drain.

A.19 SURPLUS GRAVEL

If as a result of any work, gravel or crushed stone is required and not all the gravel or crushed stone is used in the construction of the works, the Contractor shall haul away such surplus gravel or stone. This does not apply to a road crossing where surplus gravel is left to allow for building up the trench after settlement occurs.

A.20 PERMITS, NOTICES, LAWS AND RULES

The Contractor shall apply and pay for all necessary permits or licenses required for the execution of the work (but this shall not include the obtaining of permanent easement or rights of servitude). The Contractor shall give all necessary notices and pay for all fees required by law and comply with all laws, ordinances, rules and regulations relating to the work and to the preservation of the public's health and safety and if the Specifications and Drawings are at variance therewith, any resulting additional expenses incurred by the Contractor shall constitute an addition to the Contract price.

A.21 RAILWAYS, HIGHWAYS AND UTILITIES

A minimum of forty-eight (48) hours notice in writing to the Railway's Division Engineer, the M.T.O. District Engineer, or the Utility Company, exclusive of Saturdays, Sundays, and Statutory Holidays, is required by the Contractor prior to any work performed on or affecting the applicable property and in the case of a pipe being installed by open cut, a minimum of seventy-two (72) hours notice is required; and if boring, a minimum of five (5) days notice is required

A.22 TERMINATION OF CONTRACT BY THE MUNICIPALITY

If the Contractor should be adjudged bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should refuse or fail to supply enough properly skilled workmen or proper materials after having received seven (7) days notice in writing from the Engineer to supply additional workmen or materials to commence or complete the works, or if he should fail to make prompt payment to Sub-Contractors, or for material, or labour, or persistently disregards laws, ordinances, or the instruction of the Engineer, or otherwise be guilty of a substantial violation of the provisions of the Contract, then the Owner, upon the certificate of the Engineer that sufficient cause exists to justify such action, may without prejudice to any other right or remedy, by giving the Contractor written notice, terminate the employment of the Contractor and take possession of the premises, and of all materials, tools and appliances thereon, and may finish the work by whatever method the Owner may deem expedient but without delay or expense.

In such a case, the Contractor shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the Contract price will exceed the expense of finishing the work including compensation to the Engineer for his additional services and including the other damages of every name and nature, such excess shall be paid by the Contractor. If such expense will exceed such unpaid balance, including the certified cheque and deposit as provided by A.2 "Tenders", the Contractor shall pay the difference to the Owner. The expense incurred by the Owner, as herein provided, shall be certified by the Engineer.

If the Contract is terminated by the Owner due to the Contractor's failure to properly commence the works, the Contractor shall forfeit the certified cheque bid deposit and furthermore shall pay to the Municipality an amount to cover the increased costs, if any, associated with a new Tender for the Contract being terminated.

If any unpaid balance and the certified cheque do not match the monies owed by the Contractor upon termination of the Contract, the Municipality may also charge such expense against any money which may thereafter grow due to the Contractor.

A.23 ERRORS AND UNUSUAL CONDITIONS

The Contractor shall notify the Engineer immediately of any error or unusual conditions which may be found. Any attempt by the Contractor to correct the error on his own shall be done at his own risk. Any additional cost incurred by the Contractor to remedy the wrong decision on his part shall be borne by the Contractor. The Engineer shall make the alterations necessary to correct errors or to adjust for unusual conditions. The Contract amount shall be adjusted in accordance with a fair evaluation of the work added or deleted.

A.24 EXCESS TILE

If the tile is supplied by the Municipality, the Contractor shall stockpile all excess tile in one (1) readily accessible location for pickup by the Municipality at the end of the project. If the tile is supplied by the Contractor he shall remove all excess tile from the job site.

A.25 REPLACEMENT OF STAKES

The Contractor shall be held liable for the cost of replacing any stakes or benchmarks destroyed during the course of construction. The municipal drain shall be liable for the cost of replacing stakes or benchmarks destroyed or removed before commencement of construction.

A.26 DRAINAGE COMMISSIONER/SUPERINTENDENT

Where a Drainage Commissioner/Superintendent is appointed by the Municipality, the Drainage Commissioner/Superintendent will act as the Engineer's representative. The Commissioner/Superintendent shall have the power to direct the execution of the work and to make any necessary minor adjustments.

Any instructions given by the Commissioner/Superintendent which change considerably the proposed work, or with which the Contractor does not agree, shall be referred to the Engineer for his decision.

A.27 TESTS

The cost for the testing of materials supplied to the job by the Contractor shall be borne by the Contractor. The cost of testing materials supplied by the Municipality shall be borne on the Municipality. The Engineer reserves the right to subject any lengths of any tile or pipe to a competent testing laboratory to ensure the adequacy of the tile or pipe. If any tile supplied by the Contractor is determined to be inadequate to meet the applicable A.S.T.M. standards, the Contractor shall bear full responsibility to remove and/or replace all such inadequate tile in the Contract with tile capable of meeting the A.S.T.M. Standards.

A.28 ONTARIO MUNICIPAL BOARD

The award of the Contract shall be subject to the approval of the project by the Ontario Municipal Board.

A.29 NOTICE RE. COMMENCEMENT OF WORK

The Contractor shall give the Engineer and the Drainage Commissioner/Superintendent a minimum of forty-eight (48) hours advance notice before commencement of work on any municipal drain.

If the Contractor leaves the job site for a period of time after initiation of work, he shall give the Engineer and the Drainage Commissioner/Superintendent a minimum of forty-eight (48) hours advance notice prior to returning to the job.

If any work is commenced without such advance notice, the Contractor shall be fully responsible for all such work undertaken prior to such notification and shall make good any works or materials used judged to be inadequate or constructed in a manner that may have been subject to alteration if made known to the Engineer prior to commencement of construction.

A.30 FIELD MEETINGS

At the Engineer's discretion, a field meeting with the Contractor or his representative, the Engineer and with those others that the Engineer deems to be affected, shall be held after notification of commencement of work has been given and prior to commencement of, or during construction.

DIVISION B

SPECIFICATIONS FOR OPEN DRAINS

<u>B</u>	<u>CONTENT</u>	<u>PAGE</u>
B.1	STAKES	1
B.2	EXCAVATION	1
B.3	PROFILE	1
B.4	LINE	1
B.5	EXCAVATED MATERIAL	2
B.6	EXCAVATION AT BRIDGE SITES	2
B.7	BRIDGES	2
B.8	RIP-RAP PROTECTION FOR CULVERTS	3
B.9	OBSTRUCTIONS	3
B.10	ROADS	3
B.11	TILE OUTLETS IN EXISTING DITCHES	4
B.12	GRASS SEED AND FERTILIZER	4
B.13	EQUIPMENT	5
B.14	COMPLETION	5

DIVISION B

SPECIFICATIONS FOR OPEN DRAINS

B.1 STAKES

Stakes are set along the course of the drain at intervals of twenty-five (25) metres. The Contractor shall ensure that the stakes are not disturbed unless approval is obtained from the Engineer. Any stakes removed by the Contractor without the authority of the Engineer, shall be replaced at the expense of the Contractor; any stakes which are removed by livestock or others, shall be replaced at the expense of the drain. If the Contractor is unable to locate any stakes along the drain, the Contractor shall clear, if necessary a path for re-staking and contact the Engineer with regard to re-staking any part or all of the drain. If required, the Contractor shall assist the Engineer in re-staking the drain.

B.2 EXCAVATION

The bottom width and the side slopes of the ditch shall be those shown on the Profile Drawing. Side slopes are normally 1.5 metres horizontally to 1.0 metre vertically unless otherwise noted on the Profile Drawing. Bottom widths will vary with the size of the drain. Where the width of the bottom of the existing ditch is sufficient to permit the desired width, depth and back slopes for the new ditch to be constructed without disturbing existing banks, such banks shall be left as is, subject to clearing required as described in Section B.9 "Obstructions".

B.3 PROFILE

The Profile Drawing shows the depth of cuts from the ground beside the stake to the final invert of the ditch in metres and decimals of a metre, and also the approximate depth of cuts from the bottom of the existing ditch to the final invert of the ditch. These cuts are established for the convenience of the Contractor; however, bench marks (established along the course of the drain) will govern the final elevation of the drain. The location and elevation of the bench marks are given on the Profile Drawing.

B.4 LINE

The drain shall be constructed in a straight line and shall follow the course of the present drain or water run except where necessary to straighten any unnecessary bend or irregularities in alignment. Where there are such unnecessary bends or irregularities on the existing course of the drain, the Contractor shall contact the Engineer before commencing work to verify the manner in which such irregularities or bends shall be removed from the drain. All curves shall be made with a minimum radius of fifteen (15) metres. A uniform grade shall be maintained between stakes in accordance with the Profile Drawing. A variation of 25 mm from the proposed Profile shall be sufficient to require the Contractor to remedy the discrepancy.

B.5 EXCAVATED MATERIAL

Excavated material shall be deposited on either or both sides of the drain as directed by the Engineer. In general, the material shall be placed on the low side of the drain or opposite trees and fences. The Contractor shall contact all Owners before proceeding with the work to verify the location to place and level the excavated material.

A berm of not less than 600 mm shall be left along the top edges of the drain. No excavated material shall be placed in tributary drains, depressions, or low areas which direct water behind the spoil bank. Inlets shall be left in the levelled spoil approximately every ninety (90) metres in order that surface water is not trapped behind the spoil bank.

Beyond the berm, the excavated material shall be placed and levelled to a maximum depth of 200 mm, unless instructed otherwise. The edge of the spoil bank away from the ditch shall be feathered down to the existing ground, the edge of the spoil bank nearest the ditch shall have a maximum slope of two to one (2:1). The material shall be levelled such that it may be cultivated with ordinary farm equipment without causing undue hardship to the farm machinery and farm personnel. No excavated material shall cover any logs, brush or rubbish of any kind.

Any large stones or boulders which exceed 500 mm in diameter shall be bulldozed into a pile and left near the ditch banks or a nearby fence line or bush, or such other convenient location as approved by the Landowner.

Where it is necessary to straighten any unnecessary bends or irregularities in the alignment of the ditch or to relocate any portion or all of an existing ditch, the excavated material from the new cut shall be used for backfilling the original ditch. Regardless of the distance between the new ditch and the old ditch, no extra compensation will be allowed for this work and must be included in the Contractor's lump sum price for the open work.

A written statement from the Owners indicating their complete satisfaction with the levelling of the spoil bank is sufficient to comply with this Specification. The final decision with respect to levelling the spoil bank shall be by the Engineer.

B.6 EXCAVATION AT BRIDGE SITES

The Contractor shall excavate the drain to the full specified depth under all bridges and to the full width between abutments. Temporary bridges may be carefully removed and left on the bank of the drain. Permanent bridges must, if at all possible, be left intact. All necessary care and precautions shall be taken to protect the structure. The Contractor shall notify the Owner if excavation will expose the footings or otherwise cause the structure to undermine or collapse such that the Owner may take precautions for repair of the bridge.

B.7 BRIDGES

All structures constructed on a Municipal drainage works shall be of adequate capacity, structural strength and shall be constructed at an approved elevation as determined by the

Engineer. If an Owner at the time of construction has furnished a suitable culvert at the site, the Contractor shall install it as part of the work at the Owner's expense, with the invert 150 mm below the grade of the drain, and with a suitable earth backfill such that a crossing with normal farm machinery can be made. Final grading, shaping or rip-rapping of backfill shall be the responsibility of the Landowner(s) involved. A minimum of 400 mm of cover shall be placed over each culvert.

B.8 RIP-RAP PROTECTION FOR CULVERTS

Where rip-rap protection is called for at either or both ends of a new culvert such rip-rap shall be sacked concrete or heavy field stone rip-rap protection with geotextile filter material (Mirafi P-150 or approved equal). The rip-rap shall extend a minimum of 550 mm below the culvert invert for the full ditch bottom width and 300 mm minimum into undisturbed soil along the banks adjacent to the culvert and shall extend to the top of the finished roadway or laneway over the culvert. Maximum slopes for rip-rap shall be one-quarter to one (1/4:1) or as directed by the Engineer.

The Contractor shall be responsible for any defects or damages that may develop in the rip-rap or the earth behind the rip-rap that the Engineer deems to have been fully or partially caused by the faulty workmanship of materials for a period of one (1) year from the time of the final payment certificate.

B.9 OBSTRUCTIONS

All brush, bushes, fallen timber and debris shall be removed from the banks and slopes of the drain and to such a distance on each side to eliminate any interference with the spreading of the spoil bank. Grubbing shall include the removal and disposal of all stumps to the satisfaction of the Engineer. The slopes shall be cleared whether or not they are directly affected by the excavation. The roots shall be left in the banks if no bank excavation is required as part of the new channel excavation. Any trees necessarily removed, are to be brushed and left for the Owner. In wooded or heavily overgrown areas, the brush, limbs, etc. may be pushed into piles back out of the way. All dead elms or other dead trees alongside the drain that impede the performance of the drain if allowed to remain and fall into the ditch, shall be removed prior to excavation and put in piles, unless directed otherwise by the Engineer. All brush, limbs, debris, etc. shall be put in piles for disposal by the Owner.

B.10 ROADS

Where an open drain is being removed from the road allowance, it must be reconstructed wholly on the adjacent farm land with a minimum berm width of 1200 mm on the roadway side of the ditch, unless otherwise noted on the Drawings. The excavated material shall be used to fill the existing open ditch and any excess excavated material shall be placed and levelled on the adjacent farm land. Any work done on road allowances with respect to excavation, disposal of materials, installation of culverts, cleaning under bridges, etc., shall be to the satisfaction of the Road Authority. Any metal pipe culvert laid under the traveled portion of the road allowance

shall be backfilled to the surface with acceptable granular material. The top 400 mm shall be made up of 250 mm Granular “B” material and 150 mm of Granular “A” material. The material shall be placed in lifts not exceeding 250 mm in depth and shall be thoroughly compacted with an approved type mechanical vibrating compactor.

All excavated excess material from the construction of a road culvert or cleanout through culverts on any road allowance shall be trucked away or deposited and spread on the road allowance if permitted by the Road Authority. Any culverts suitable for salvage shall become the property of the Owner, if the Owner wishes to retain same, otherwise the Contractor shall be responsible for the disposal of the culvert to the satisfaction of the Engineer.

B.11 TILE OUTLETS IN EXISTING DITCHES

All tile outlets in existing ditches shall be noted by the Contractor prior to excavation. The Contractor shall contact all Owners and ask them to mark all their tile outlets which enter the ditch. Any tile drain outlets that were marked and are subsequently damaged by the Contractor shall be repaired by the Contractor at his expense. If any ditch bank is altered due to the construction at the tile outlet, the Contractor shall replace the altered outlet.

In general, if the existing outlet is tile only, the new outlet shall consist of undamaged lengths of tile. If the existing outlet is a metal pipe with or without a rodent grate, such outlet shall either be relocated to adjust to the new banks or shall be repaired if damaged. If any outlet becomes plugged as a result of construction, the Contractor shall be obliged to free such outlet of impediments. Where stone or concrete rip-rap protection exists at any existing outlet, such protection shall be moved as necessary to protect the outlet after reconstruction of the channel. Where any damage results to tile leading to, and upstream of the outlet as a consequence of construction, the Engineer may direct the Contractor to repair such tile and shall determine fair compensation to be paid to the Contractor for performing the work.

B.12 GRASS SEED AND FERTILIZER

The ditch slopes where disturbed shall be seeded using an approved seed mixture. The grass seed and fertilizer shall be applied the same day as the excavation of the open ditch.

Grass seed shall be fresh, clean and new crop seed, meeting the requirements of the Seed Act for Canada No. 1 seed and composed of the following varieties mixed in the proportion by weight as follows:

- 40% Creeping Red Fescue
- 30% Blue-Joint Grass
- 30% Perennial Rye Grass

Grass seed shall be applied at the rate of 85 kg/ha (75 lbs./acre) and the fertilizer shall be applied at the rate of 450 kg/ha (400 lbs./acre), or as directed otherwise. Fertilizer shall be 10-10-10.

B.13 EQUIPMENT

An approved hydraulic backhoe shall be used to carry out the excavation of the open ditch unless otherwise directed by the Engineer.

B.14 COMPLETION

At the time of completion and final inspection, all work in the Contract shall have the full dimensions and cross-sections specified without any allowance for caving of banks or sediment in the ditch bottom.

DIVISION C

SPECIFICATIONS FOR TILE DRAINS

<u>C</u>	<u>CONTENT</u>	<u>PAGE</u>
C.1	TILE	1
C.2	STAKES	1
C.3	LINE	1
C.4	LAYING	2
C.5	LOWERING OF SURFACE GRADES	2
C.6	TRIBUTARY DRAINS	2
C.7	OUTLET PROTECTION	3
C.8	CATCH BASINS	3
C.9	BRUSH, TREES, DEBRIS, ETC.	4
C.10	QUICKSAND	5
C.11	ROCKS	5
C.12	BROKEN OR DAMAGED TILE	5
C.13	ROADS	5
C.14	JUNCTION BOXES	5
C.15	FILLING IN EXISTING DITCHES	6
C.16	CONSTRUCTION OF GRASSED WATERWAYS	6
C.17	RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEMS	6

DIVISION C

SPECIFICATIONS FOR TILE DRAINS

C.1 TILE

The Contractor is to state the type and manufacturer of the tile which he proposes to use and is to be prepared to submit alternative prices for concrete or clay tile in the sizes available, if required.

Standard clay tile shall meet all A.S.T.M. Specifications as set out in Designation C4-62 and Designation C498-65 with the exception of the Absorption Factor and the Freeze and Thaw test. Extra quality drain tile and heavy duty drain tile shall meet all Specifications as set out in Designation C4-62 and Designation C498-65.

Concrete tile shall be extra quality drain tile which meets all A.S.T.M. Specifications as set out in Designation C412 with the exception that the nominal lengths of drain tile 150 mm to 300 mm in diameter inclusive, shall not be less than 300 mm; and that tile of 350 mm to 750 mm in diameter inclusive, shall have nominal lengths of not less than the diameters.

Where any of the above referred to standards are amended or superseded, such amendments or revisions shall apply.

C.2 STAKES

Stakes are set along the course of the drain at intervals of twenty-five (25) metres. Benchmarks have been established which are to govern the elevations of the drain. The location and elevations of the benchmarks are given on the Plan and Profile drawings. The Contractor will ensure that the stakes are not disturbed unless approval is obtained from the Engineer.

C.3 LINE

The drain shall run in as straight a line as possible throughout its length, except that at intersections of other watercourses or at sharp corners, it shall run on a curve of at least fifteen (15) metres radius. The new tile drain shall be constructed at an offset from and parallel with any ditch or defined watercourse in order that fresh backfill in the trench will not be eroded by the flow of surface water.

The Contractor shall exercise care not to disturb any existing tile drain or drains which parallel the course of the new drain, particularly where the new and existing tile act together to provide the necessary capacity. Where any such existing drain is disturbed or damaged, the Contractor shall perform the necessary correction or repair at his expense. The Engineer will designate the general location of the tile drain, but the Landowners may indicate the exact location if approval is given by the Engineer. A variation of 20 mm from the proposed Profile shall be sufficient to require the Contractor to remedy this discrepancy.

The Contractor shall verify the location of the new tile drain with the Engineer, Drainage Commissioner/Superintendent and the Landowners before proceeding with the work.

C.4 LAYING

The tile is to be laid with close joints and in regular grade and alignment in accordance with the Plan and Profile Drawings. The Contractor is to erect cross-arm sights and use a boning rod in the laying of the tile. The tiles are to be bevelled, if necessary to ensure close joints. Rather than bevelling the tile on sharp bends, the Contractor may wrap the wide joints with a 130 mm wide band of felt building paper. The inside of the tile is to be kept clear when laid. Any joints with a gap greater than 5 mm are to be wrapped with plastic or geotextile filter material at no extra cost.

Where soil conditions warrant, the Engineer may require that the tile be wrapped with a geotextile filter material, Mirafi P-50, manufactured by Dominion Textile, Inc., 415 Norwich Street, Woodstock, Ontario (519) 539-9877, or an approved equal. Any such work shall be considered an extra to the Contract. The Contractor shall submit with his Tender the extra cost for wrapping the tiles, if necessary.

The sides of the tile are to be supported by partial filling of the trench prior to inspection by the Engineer. The remainder of the excavated material shall be used to restore and maintain the natural surface of the ground. No tile shall be backfilled until inspected by the Drainage Commissioner/Superintendent or Engineer unless directed otherwise by the Engineer. The tile shall be backfilled such that a sufficient mound of backfill is placed over the trench to ensure that no depression remains after settling occurs in the backfill.

C.5 LOWERING OF SURFACE GRADES

Where required, the Contractor shall strip back and stockpile the topsoil, and strip the subsoil in order that the tiling machine may trench to the correct depths. After the tile is installed, the trench shall be backfilled, subsoil replaced and the topsoil shall be spread over the disturbed area. The Contractor's Tender price shall include the cost of stripping the topsoil, bulldozing of the subsoil to the depth required and subsequent replacement of subsoil and topsoil.

C.6 TRIBUTARY DRAINS

Any tributary tile encountered in the course of the drain is to be carefully taken up by the Contractor and placed clear of the excavated earth. If the tributary drains encountered are clean or reasonably clean, they shall be connected into the new drain. Tributary tile drain connections into the new drain shall be made using high density polyethylene agricultural drain tubing installed on and backfilled with 19mm clear crushed stone. All tile drain connections into the new drain shall be either a cored hole with an InsertaTee or a manufactured Tee (Typical Tile Connection Detail).

Where the existing drains are full of sediment, the decision to connect or not to connect to the new drain shall be left to the Engineer. The Contractor shall be paid for each tributary drain connection as outlined in the Form of Tender and Agreement.

The Contractor shall be responsible for all tributary tile connections for a period of one year after the issuance of the completion certificate by the Engineer. After construction, any missed tile connections required to be made into the new drain shall be paid at the same rate as defined in the Form of Tender and Agreement. The Contractor will have the option to make any subsequent tile connections or have the Municipality make the required connections and have the cost of which deducted from the holdback.

Where the Contractor is required by the Engineer to hook up an existing tile which is not encountered in the course of the drain, the cost of such work shall constitute an extra and the basis for payment shall be determined by the Engineer subject to the provision of Section A.7 "Completion of Work".

C.7 OUTLET PROTECTION

Riveted corrugated metal pipe shall be used to protect the tile at its outlet. The joint between the metal pipe and the field tile shall be sealed with mortar. Sacked concrete rip-rap protection or heavy field stone rip-rap protection and geotextile filter material (Mirafi P-150 or approved equal) unless otherwise specified, shall be installed around the corrugated metal pipe and extended downstream a minimum distance of three (3) metres. The protection shall extend to the top of the backfilled trench and below the pipe to 300 mm under the streambed. The protection shall also extend 600 mm into undisturbed soil on either side of the backfilled trench.

Where the outlet occurs at the end of an open ditch, the above sacked concrete or heavy field stone rip-rap protection will extend all around the end of the ditch and to a point 800 mm downstream on either side. Where heavy overflow is likely to occur, sufficient additional rip-rap and filter material shall be placed as directed by the Engineer to prevent the water cutting around the protection. A concrete structure may be required to protect against heavy overflow if so indicated on the Drawings. The corrugated metal pipe shall have a hinged metal grate on the outlet end to prevent the entry of small animals. Maximum spacing between bars shall be 50 mm.

C.8 CATCH BASINS

Cast-in-place catch basins shall be constructed using a minimum of 20 MPa concrete with inside dimensions as specified on the Drawings or in the Scope of Work, walls and floors – 150 mm thick, and the bottom – 450 mm below the invert of the tile. The catch basin top shall be substantial iron grate approved by the Engineer, easily removable for cleaning. Precast catch basins and manholes may be used if prior approval is given by the Engineer. Minimum wall thickness permitted for catch basins without reinforcement is 150 mm, and with reinforcement is 100 mm; provided that either is acceptable by the Engineer.

Where a catch basin is located on a road allowance, the type of catch basin and grate to be used and its proposed elevations shall be approved by the Engineer or the Road Superintendent. Catch basins may be offset from the drain, where practical and shall have 200

mm concrete tile or metal pipe leads unless otherwise specified. Catch basin leads shall have a minimum cover of 750 mm.

The joints between sectional precast catch basins shall be mortared and such mortar shall be applied to each lower section before the upper section is added on. All tile or pipe connected to the catch basin shall be mortared in place so that no gaps remain in the wall. Mortar is to be applied from the outside of the walls.

Catch basins located on Highways shall be M.T.O. Type Standard DD-702 or M.T.O. Precast Type Standard DD-711. The catch basin top shall be M.T.O. Standard DD-706 (if required, contact the Engineer for applicable Standards). Standard DD-716-A shall apply for ditch inlet catch basins.

All catch basins located on Highways, County roads, and Township roads shall be backfilled with porous backfill placed to a minimum thickness of 300 mm on all sides. The backfilled material shall be satisfactorily tamped. If settling occurs after construction, the Contractor shall supply and place sufficient granular material to maintain the backfill level flush with adjacent ground as part of the Contract.

Heavy field stone rip-rap protection shall be placed around all catch basins and shall extend a minimum distance of 600 mm away from the outer edge of each side of the catch basin, and shall be placed so that the finished surface of the rip-rap is flush with the existing ground.

Catch basin grates shall be fabricated from angle iron for the frame and welded steel bearing pads spaced at 75 mm centres. Any grate used is subject to the Engineer's approval. Unless otherwise noted, the tops of all standard catch basins shall be 100 mm above adjacent ground levels.

If there are no existing drains to be connected to the catch basin at the top end of the drain, a plugged tile shall be placed in the upstream wall with the same diameter and elevations as the outlet tile.

C.9 BRUSH, TREES, DEBRIS, ETC.

The Contractor is to include the removal of all excavation of whatever nature, disposal of material, removal and cutting of all brush, supplying of all labour and completing the whole work in accordance with the Plan, Profile and Specifications. Any trees necessarily removed are to be brushed and left for the Owner of the property on which they are found. All brush, limbs, etc. are to be put in piles by the Contractor and left for disposal by the Owner. No additional payment will be made for brushing of scattered trees where required by the Engineer.

Where, in the opinion of the Engineer, the drain or proposed location of the drain is heavily overgrown with small trees and brush, the Contractor may use a bulldozer or other such equipment to clear a minimum width of thirty (30) metres. The resulting debris shall be placed where directed by the Engineer and/or the Owner(s) and left for disposal by the Owner(s).

Where roots may interfere with the new drain, all such roots shall be grubbed and placed in a pile convenient for disposal by the Owner. No additional payment will be made for such work.

C.10 QUICKSAND

The Contractor shall immediately contact the Engineer or Drainage Commissioner/Superintendent if quicksand is encountered. The Engineer or Drainage Commissioner/Superintendent shall direct the Contractor to construct a temporary open drain to lower the water table or to lay the tile on a crushed stone mat and wrap the tile joints with filter material, or to take such action as may be necessary. The basis of payment for such work shall be determined by the Engineer or Drainage Commissioner/Superintendent.

C.11 ROCKS

The Contractor shall immediately contact the Engineer or Drainage Commissioner/Superintendent if boulders of sufficient size and number are encountered such that the Contractor cannot continue trenching with a tiling machine. The Engineer or Drainage Commissioner/Superintendent may direct the Contractor to use some other method of excavating to install the drain. The basis of payment for this work shall be determined by the Engineer or Drainage Commissioner/Superintendent.

If only scattered large stone or boulders are removed on any project, the Contractor shall either excavate a hole to bury same adjacent to the drain, or he shall haul same to a nearby bush or fence line, or such other convenient location as approved by the Landowner(s).

C.12 BROKEN OR DAMAGED TILE

The Contractor shall either bury or remove all damaged tile or tiles not required elsewhere. NO tile shall be left on the grounds for the Landowner(s) to dispose.

C.13 ROADS

On any road crossing, the Contractor may use original ground as backfill to within 600 mm of finished grade only if adequate compaction and if the use of the original ground backfill has been approved beforehand by the affected Road Authority. For further information for roadway crossings, refer to Section A.14 – “Road Crossings” of the General Conditions (Division A).

C.14 JUNCTION BOXES

Junction Boxes shall be constructed using a minimum of 20 MPa concrete with inside dimensions as specified in the Drawings or in the Scope of Work. The sides, bottom and top shall be 150 mm thick. The top of the junction box should have a minimum ground cover of 600 mm.

C.15 FILLING IN EXISTING DITCHES

The Contractor shall backfill the ditch sufficiently for traversing by farm machinery. If sufficient material is not available from the old spoil banks to fill in the existing ditch, the topsoil shall be stripped and the subsoil shall be bulldozed into the ditch and the topsoil shall then be spread over the backfilled waterway.

C.16 CONSTRUCTION OF GRASSED WATERWAYS

Where the Contractor is required to construct a grassed waterway, the existing waterway shall be filled in, regraded, shaped and a seed bed prepared prior to applying the grass seed and fertilizer. The grass seed shall be fresh, clean and new crop seed, meeting the requirements of the Seed Act for Canada No. 1 seed and composed of the following varieties:

- 45% Creeping red fescue
- 20% Bromegrass
- 15% Kentucky Bluegrass
- 5% White clover
- 5% Blue-Joint Grass
- 10% Perennial ryegrass

A cover crop of mixed grain or winter rye or wheat is also to be used (2 bushels/acre). Grass seed shall be applied at the rate of 68 kg/ha (60lbs/acre) and fertilizer shall be applied at the rate of 450 kg/ha (400 lbs/acre). Fertilizer shall be 10-10-10.

C.17 RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEMS

The latest report of the Ontario Farm Drainage Association (O.F.D.A.), Construction Standard Committee dealing with the construction of Subsurface Drainage Systems, shall be the guide to all methods and materials to be used in the construction of tile drains except where superceded by other Specifications of the Contract.

DIVISION E

SPECIFICATIONS FOR DRAINAGE CROSSINGS BY THE BORING METHOD

<u>E</u>	<u>CONTENT</u>	<u>PAGE</u>
E.1	GENERAL REQUIREMENTS	1
E.2	NOTIFICATION	1
E.3	PIPE	1
E.4	INSTALLATION	1
E.5	AUGER PIT	2
E.6	CONSTRUCTION	2
E.7	ACCEPTANCE	2

DIVISION E

SPECIFICATIONS FOR DRAINAGE CROSSINGS BY THE BORING METHOD

E.1 GENERAL REQUIREMENTS

When a drainage crossing of a Roadway, Railway, etc. is to be carried out by the Boring Method, the following Specifications for this work shall apply. The Authority having jurisdiction over the lands involved with the crossing will supply no labour, equipment or materials for the construction of the crossing unless otherwise specified.

The Contractor shall be fully responsible for availing himself of, and satisfying any further Specifications that may apply to borings affecting the Authority having jurisdiction over the lands involved with the crossing.

E.2 NOTIFICATION

The Contractor shall give the Authority responsible for the lands being crossed at least five (5) days notice before he commences any work on the crossing.

E.3 PIPE

The pipe or casing used in the crossing shall be smooth wall welded steel pipe with a minimum wall thickness as specified on the Plan and Profile. All pipe shall be new and manufactured from weldable steel having a minimum yield strength of 241 MPa. Pipe ends shall be bevel edged in the intrude to an angle of thirty (30) degrees for butt weld splicing. The name or trademark of the manufacturer and the heat number shall be clearly marked in the inside of the section of the pipe.

The pipe shall be of sufficient length so that during placement, no part of any excavation shall be closer than three (3) metres to the edge of a pavement and the slope of the excavation from the edge of shoulder, or other point as specified to the invert of the pipe shall be no less than one (1) metre vertical to one (1) metre horizontal (1:1) [See item E.5 "Auger Pit"].

E.4 INSTALLATION

The pipe or casing shall be placed by means of continuous flight augering inside the casing and simultaneous jacking to advance the casing immediately behind the tip of the auger. Complete augering of a tunnel slightly larger than the pipe and placing the entire length by pulling or jacking after completion of the tunnel will not be acceptable unless the method to be adopted is approved in advance by both the Engineer and the Authority responsible for the lands being crossed.

E.5 AUGER PIT

The pit excavated to accommodate the boring machine shall be so constructed so that the top edge of the pit shall not be closer than three (3) metres to the edge of the pavement. The slope of the pit from the top edge at the shoulder to the bottom of the pit shall not be steeper than one (1) metre vertical to one (1) metre horizontal (1:1). Shoring, sheeting, etc. shall be in accordance with the applicable and most recent Provincial Statutes.

The pit shall be left open for an absolute minimum of time, and if at all possible work shall be so scheduled so that excavation, placement of pipe and backfilling take place in one (1) working day. If this is not possible, every effort should be made to schedule the work so that the pit is not left open for more than one (1) day before and one (1) day after the boring operation.

E.6 CONSTRUCTION

During excavation, every effort should be made to place the top 300 mm of spoil (topsoil) in a separate pile for replacement on top on completion of the backfill operation. If this is not possible or practical, the Contractor shall import and place a minimum of 150 mm of good quality topsoil over the excavated and backfilled area. The finished work shall be left in a clean and orderly condition flush or slightly higher than the adjacent ground so that after settlement, it will conform to the surrounding ground. Excess earth (if any) shall be disposed of as directed by the Engineer and no additional payment will be allotted for such work.

The Contractor shall at his expense supply, erect and maintain suitable and adequate barricades, flashing lights, warning signs and/or flagmen to the satisfaction of the Engineer to adequately warn and protect the motoring public.

Any areas disturbed within the Right-of-Way of a County Road or King's Highway during construction, shall be covered with a minimum of 75 mm of topsoil, fertilized and seeded with an approved grass seed mixture.

E.7 ACCEPTANCE

All work undertaken by the Contractor shall be to the satisfaction of the Engineer.

DIVISION H

SPECIAL PROVISIONS

Zehr Municipal Drain 2015
Township of Wilmot

Reference No. 1336

Special provisions means special directions containing requirements peculiar to the work not adequately provided for by the standard or supplemental Specifications. Special provisions shall take precedence and govern any standard or supplemental Specifications.

The following special provisions shall apply to this project:

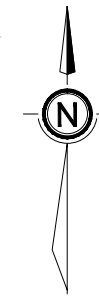
1. The Contractor shall notify the Owners and the Engineer forty-eight (48) hours prior to construction.
2. The Contractor shall verify the location of the new tile drains with the Engineer and the Owners prior to construction. The Contractor shall locate the existing tile drains in several places before installing the new drains.
3. The working area for the closed work shall be twenty (20) metres centered on the proposed tile drain. The working area for the open work shall be (10) metres on the side of the drain where the excavated material is to be placed and levelled. Each landowner on whose property the drainage works is to be constructed shall designate access to and from the working area.
4. All utilities shall be located and uncovered in the affected areas by the Contractor prior to construction.
5. All catch basins shall be precast concrete catch basins (Coldstream Concrete Ltd. or approved equal). Knockouts shall be provided in the catch basins.
6. The catch basin grate elevations shall be set to the satisfaction of the Engineer.
7. Stone rip-rap protection and geo-textile material (Mirafi 180N) shall be placed around all catch basins as part of this contract.
8. All catch basin grates shall be birdcage grates (Coldstream Concrete Ltd. or approved equal). The grates shall be hot dipped galvanized.
9. All catch basin grates shall be fastened to the new catch basins.
10. All stone rip-rap material shall be quarry stone 150mm to 300mm dia. and placed to a depth of 400mm.
11. The Contractor shall supply all necessary materials to complete the connections of any existing drains to the new drain.
12. The Contractor shall be responsible for all trench settlement.
13. The Contractor shall supply and install catch basin markers beside all catch basins.
14. An approved ditching machine (wheel trencher) shall be used to install the drainage pipe. Branch 'A' (Sta. 0+000 to Sta. 0+233) and Branch 'B' (Sta. 0+000 to Sta. 0+238).
15. The Contractor shall strip the topsoil for a width of 4 metres centered on the drain before installing the tile drain. The Contractor shall strip the topsoil in the locations where the drain

- is being installed with an excavator for the full top width of the trench. The topsoil shall be later spread over the backfilled trench.
16. All HDPE pipe shall have a stiffness of 320kPa. All HDPE pipe shall be BOSS 2000 pipe (or equivalent).
 17. Any areas disturbed within the Municipal Right-Of-Way during construction shall be top soiled and seeded with an approved grass seed mixture.
 18. The roadside ditches shall be graded to the catch basins.
 19. All existing catch basins removed shall be disposed of offsite.
 20. All HDPE pipe installed with an excavator shall have 300mm of 19mm crushed stone bedding below the pipe and backfilled to 300mm above the pipe with crushed stone (or MTO granular 'A' compacted to 95% Proctor Density) Native material shall be used to backfill the remainder of the trench. An approved excavator shall be used to clean out the open ditch (Main Drain Sta. 0+000 to Sta. 0+100).
 21. Only the trees that interfere with the cleanout of the open ditch (Sta. 0+000 to Sta. 0+100) shall be cut and placed in piles designated by the landowners.
 22. The ditch slopes where disturbed shall be seeded using an approved seed mixture.
 23. The Contractor shall remove the existing laneway culvert (Main Drain, Sta. 0+000 to Sta. 0+012) and install a new 600mm diameter HDPE pipe culvert complete with granular base and backfill.
 24. A plunge pool/silt trap (6 metres in length) shall be constructed at the tile outlet (Sta. 0+012 - Main Drain). The bottom of the plunge pool shall be excavated 300mm below the design streambed of the open ditch and lined with heavy field stone (150mm to 300mm in diameter) for the length of the plunge pool.

TOWNSHIP OF PERTH EAST
(NORTH EASTHOPE WARD)
COUNTY OF PERTH

LOT 1

TOWNSHIP OF WILMOT
REGIONAL MUNICIPALITY
OF WATERLOO



TOWNSHIP OF PERTH EAST
(SOUTH EASTHOPE WARD)
COUNTY OF PERTH

PLAN

PLAN SCALE



No.	NAME	ROLL No.
1.	HILLCREST MENNONITE CHURCH	7-107
2.	M., D. & J. ERB	7-108
3.	J. & C. ZEHR	7-110
4.	B. & J. HOFFMAN	7-111
5.	D. & K. CRESSMAN	7-112
6.	R. & J. PLUMMER	7-113
7.	C. STEVER	7-114
8.	L. & D. SCHWARTZENTRUBER	7-114-01

NOTES:

- BENCHMARK No. 1** ELEV.=349.26
NAIL IN SOUTH FACE OF HYDRO POLE 10 METRES
SOUTHWEST OF STA. 0+049 (BR. 'A')
- BENCHMARK No. 2** ELEV.=355.28
NAIL IN HYDRO POLE 4 METRES SOUTH OF STA. 0+234
(BR. 'A')
- BENCHMARK No. 3** ELEV.=350.14
TOP DOWNSTREAM END OF 600mm DIA. C.M.P. SURFACE
CULVERT 6 METRES NORTH OF STA. 0+240 (BR. 'B')

LEGEND:

- DRAIN NAME** → EXISTING MUNICIPAL DRAIN
--- INTERIOR/EXTERIOR WATERSHED BOUNDARY
--- PROPERTY BOUNDARY
--- LOT OR CONCESSION BOUNDARY
--- TOWNSHIP BOUNDARY
- DRAIN NAME** → MUNICIPAL DRAIN (AREA OF WORK)
--- WATERSHED BOUNDARY
--- PROPOSED CATCH BASIN OR JUNCTION BOX
- BENCHMARK LOCATION** → **B.M. 1** ELEV.= 349.26
→ BENCHMARK NO.
→ BENCHMARK ELEVATION

3.	REPORT SUBMISSION	2015-02-05	DEL
2.	INFORMATION MEETING	2015-01-23	DEL
1.	ON-SITE MEETING	2013-12-05	DEL
No.	ISSUES AND REVISIONS	DATE	BY



PROJECT: ZEHR MUNICIPAL DRAIN 2015

DRAWING: Plan

DEL
DIETRICH ENGINEERING LIMITED
CONSULTING ENGINEERS

515 Dotzert Crt., Unit 8, Waterloo, ON, N2L 6A7

PROJ. MGR:	W.J.D.	DESIGNED BY:	W.J.D.	DRAWN BY:	R.U.	CHECKED BY:	
DRAWING SCALE:	AS NOTED	DATE:	FEB. 5, 2015	PROJECT No.	1336	DRAWING No.	1 of 2

TILE SIZES

MAIN DRAIN

No.	ITEM	SIZE (mm)	STATION	LENGTH (m)	THICKNESS (mm)
1.	HIGH DENSITY POLYETHYLENE PIPE (SOLID)	600	0+000 – 0+012	12	

BRANCH 'A'

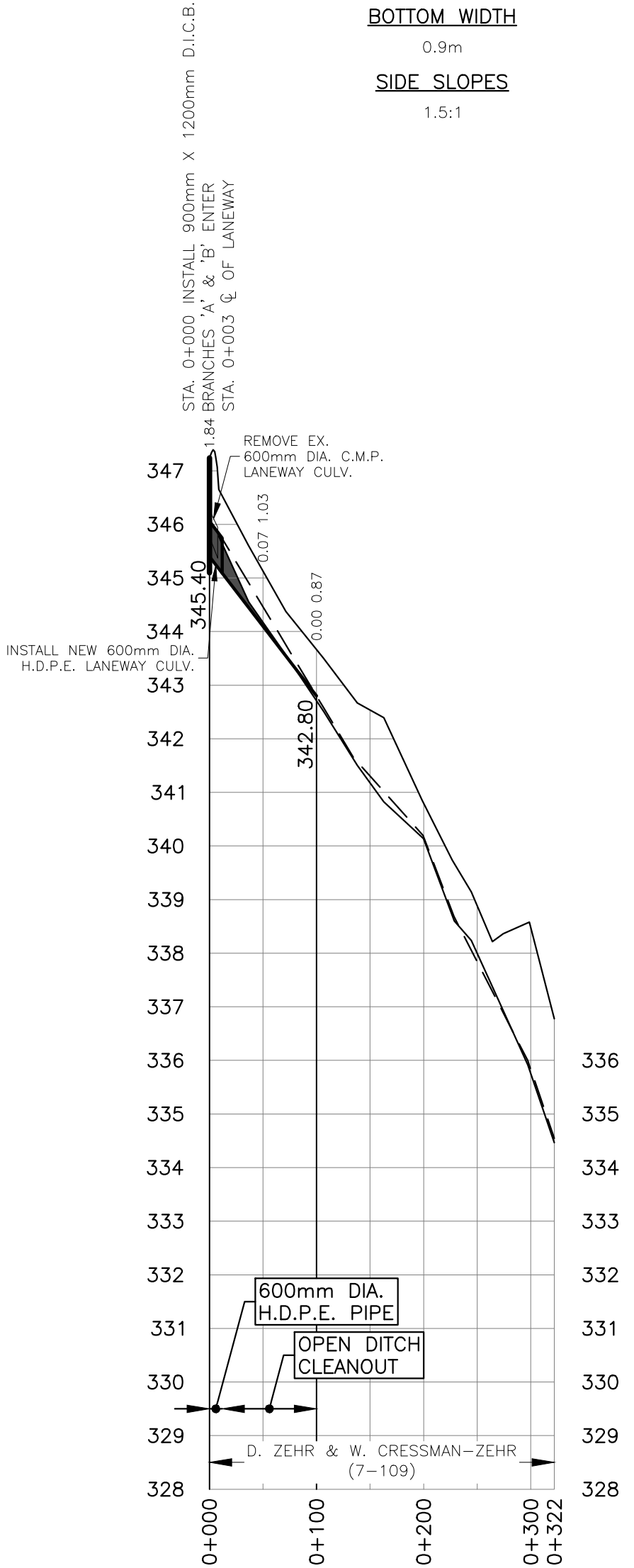
No.	ITEM	SIZE (mm)	STATION	LENGTH (m)	THICKNESS (mm)
1.	HIGH DENSITY POLYETHYLENE PIPE (SOLID)	200	0+000 – 0+070	70	
2.	HIGH DENSITY POLYETHYLENE PIPE (PERF.)	200	0+070 – 0+233	163	
3.	SMOOTH WALL STEEL CASING	400 O.D.	0+234 – 0+252	18	9.53

BOTTOM WIDTH

0.9m

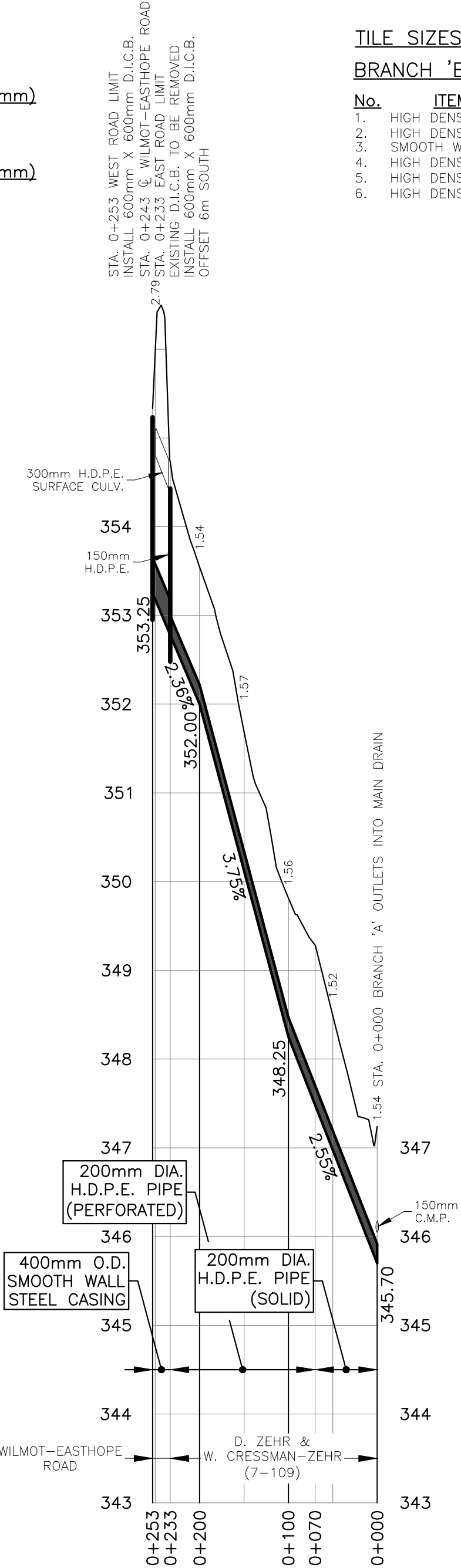
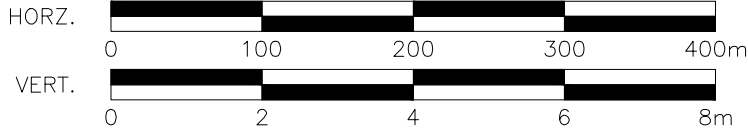
SIDE SLOPES

1.5:1



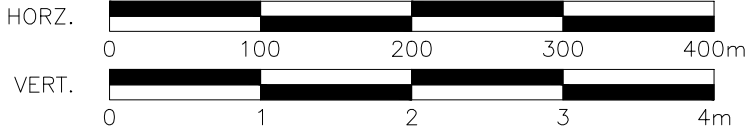
MAIN DRAIN PROFILE

PROFILE SCALES



BRANCH 'A' PROFILE

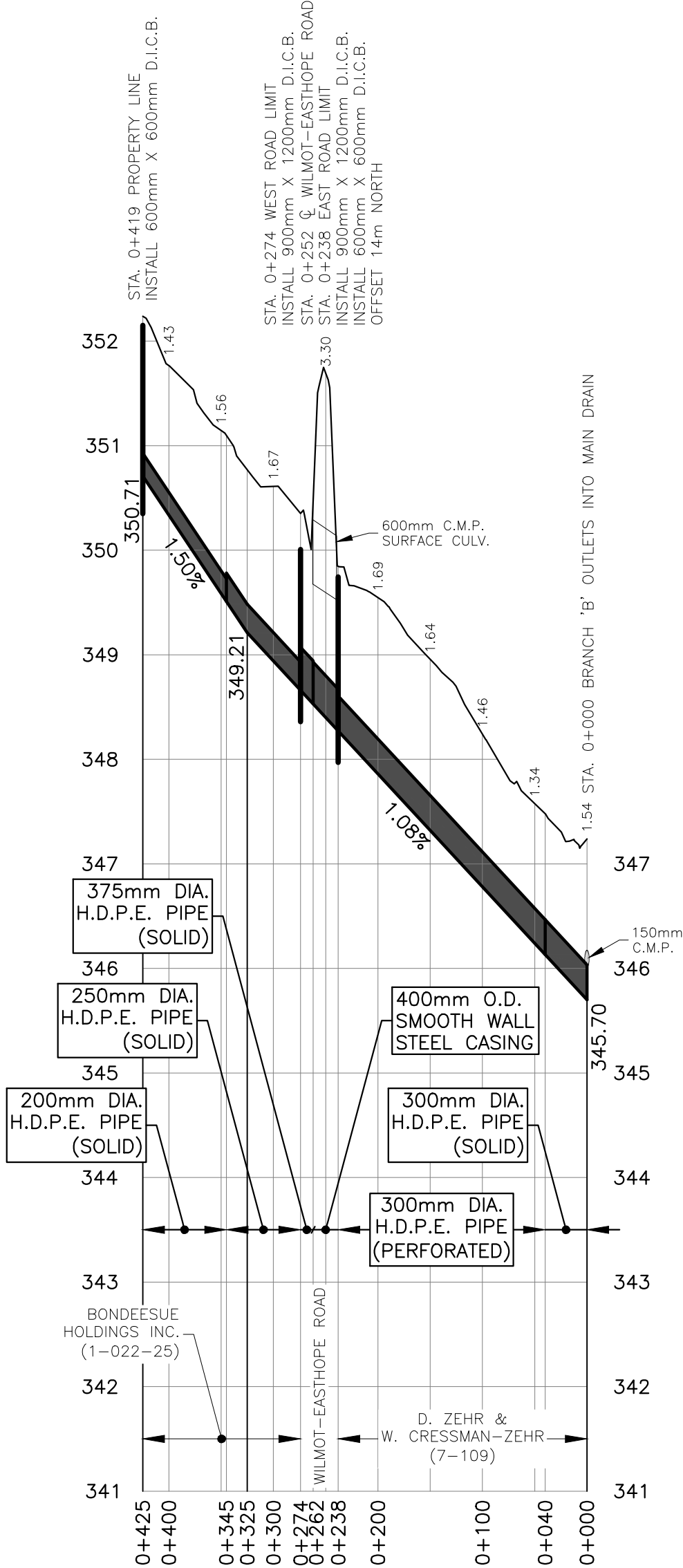
PROFILE SCALES



TILE SIZES (CONT'D)

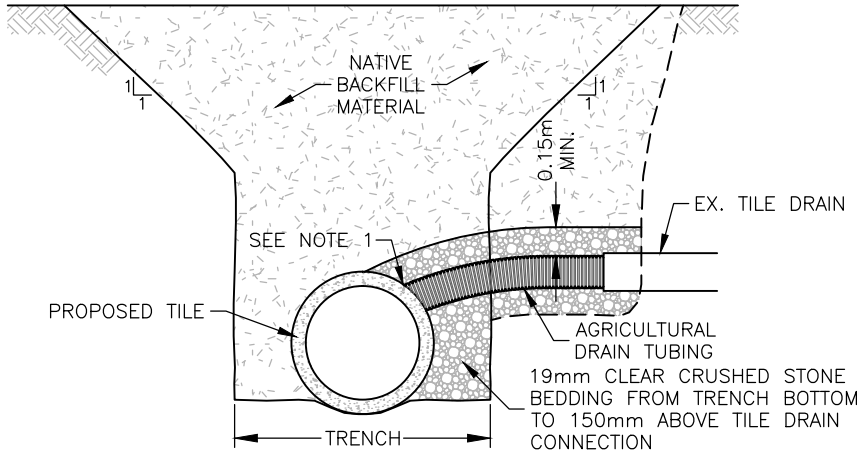
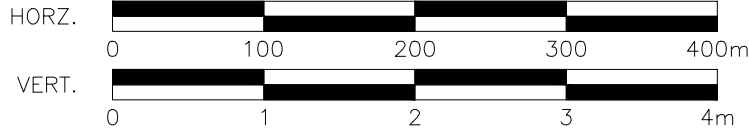
BRANCH 'B'

No.	ITEM	SIZE (mm)	STATION	LENGTH (m)	THICKNESS (mm)
1.	HIGH DENSITY POLYETHYLENE PIPE (SOLID)	300	0+000 – 0+040	40	
2.	HIGH DENSITY POLYETHYLENE PIPE (PERF.)	300	0+040 – 0+238	198	
3.	SMOOTH WALL STEEL CASING	400 O.D.	0+238 – 0+262	24	9.53
4.	HIGH DENSITY POLYETHYLENE PIPE (SOLID)	375	0+262 – 0+274	12	
5.	HIGH DENSITY POLYETHYLENE PIPE (SOLID)	250	0+274 – 0+345	71	
6.	HIGH DENSITY POLYETHYLENE PIPE (SOLID)	200	0+345 – 0+425	80	



BRANCH 'B' PROFILE

PROFILE SCALES



NOTE:

1. ALL TILE CONNECTIONS TO BE EITHER A CORED HOLE WITH AN INSERT COUPLER, OR A MANUFACTURED TEE

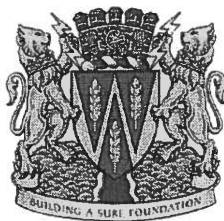
TYPICAL TILE CONNECTION DETAIL

N.T.S.

NOTES:

1. ALL SOLID HIGH DENSITY POLYETHYLENE PIPE SHALL BE BELL & SPIGOT CSA B182.8 JOINING SYSTEMS UNLESS OTHERWISE NOTED.
2. ALL PERFORATED HIGH DENSITY POLYETHYLENE PIPE SHALL BE EXTERNAL SPLIT COUPLER JOINING SYSTEMS, COMPLETE WITH FILTER SOCK, UNLESS OTHERWISE NOTED.

3.	REPORT SUBMISSION	2015-02-05	DEL
2.	INFORMATION MEETING	2015-01-23	DEL
1.	ON-SITE MEETING	2013-12-05	DEL
No.	ISSUES AND REVISIONS	DATE	BY
<div><div></div><div>PROJECT: ZEHR MUNICIPAL DRAIN 2015</div><div>DRAWING: Profiles</div><div><div>515 Dotzert Crt., Unit 8, Waterloo, ON, N2L 6A7</div></div></div>			
PROJ. MGR:	W.J.D.	DESIGNED BY: W.J.D.	DRAWN BY: R.U.
DRAWING SCALE:	AS NOTED	DATE: FEB. 5, 2015	PROJECT No. 1336
			CHECKED BY: 2 of 2



Township of Wilmot **REPORT**

REPORT NO. CL 2015-06

TO: Council

PREPARED BY: Derek Wallace, Senior Municipal Law Enforcement Officer

DATE: March 9, 2015

SUBJECT: By-law Enforcement
Quarterly Activity Report
October to December 2014

RECOMMENDATION:

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

BACKGROUND:

Type of Call	October to December 2013	October to December 2014
- Property Standards and Clean Yard	5	3
- Parking	15	20
- Animal Control Complaints	17	22
- Noise Complaints	7	4
- Fire Complaints	3	2
- Ice and Snow Complaints	5	5
- Dumping	4	4
- Graffiti	0	0
- Signs	4	0
- General Inquiries	44	43
- Zoning	5	3
- Fences	0	4
- Livestock Evaluation	1	0

Breakdown of Activities:

Property Standards and Clean Yard:

- 3 properties were investigated by the Township
- 3 have complied

Parking:

- 9 warnings were issued for parking infractions (daytime)
- 132 parking tickets were issued -majority for overnight parking (beginning December 1st – 110 warning notices placed on vehicles prior to overnight parking enforcement)

Animal Control:

- 3 dogs were impounded
- 22 inquiries regarding animal control

Noise Complaints:

- 4 complaints investigated ranging from loud stereos, barking dogs, noisy vehicles and industrial noise
- all complaints have been investigated and appropriate warnings have been issued
- no charges issued

Fire Complaints:

- 2 warnings issued for open burns
- 2 inquiries regarding back yard fires, both had contained site fire permits.

Sidewalk – Snow/Ice Complaints:

- 5 complaints investigated
- 5 complied

Signs:

- 9 illegal signs have been removed by By-law enforcement
- ongoing monitoring of illegal signage is occurring and removal carried out on a regular basis by By-law Officer

Zoning:

- 3 zoning complaints received
- 3 complied

Dumping:

- 4 dumping complaints investigated – compliance met on 3 by owners of property, 4th complaint unfounded

Quarterly Meetings attended in October:

- with Regional By-law Officers to discuss best practices on various regulatory by-laws
- with Waterloo Regional Police Services to discuss Traffic and Parking By-law
- with Ontario Association of Property Standards Organization – Local Chapter, to discuss best practices



Derek Wallace
Senior Municipal By-Law Enforcement Officer



Barbara McLeod
Director of Clerk's Services


Reviewed by CAO



Township of Wilmot REPORT

REPORT NO.	FIN 2015-13
TO:	Council
PREPARED BY:	Rosita Tse, Director of Finance
DATE:	March 9, 2015
SUBJECT:	Honorariums and Expenditures of Council Members and Council Appointees for the Year Ended December 31, 2014

Recommendation:

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.

Background:

In accordance with Section 284 of the Municipal Act, the Treasurer is required to submit to Council, by March 31st of the following year, an itemized statement of remuneration and expenses paid to each member of Council, and to each person appointed to local boards, for the preceding year.

This statement shall identify the by-law under which the remuneration or expenses were authorized to be paid. [2001 c. 25 s 284(2)].

Discussion:

The attached statement summarizes remuneration and expenses for Members of Council and Council Appointees for the year ended December 31, 2014. By-law number 2000-42 authorized remuneration paid to Members of Council of the Township of Wilmot. The statement was circulated to Members of Council for their review and comment.

Strategic Plan Conformity:

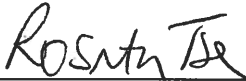
This report is aligned with the goal of being an engaged community through the communication of municipal matters. The provision of this information to Council and the community is done in accordance with the Municipal Act, as well as the Township's Accountability and Transparency Policy.

Financial Considerations:

Honorariums and expenditures of Council Members and Council Appointees were included within the approved 2014 budget. These expenses shown within the attached statement were included under the ad hoc Budget Advisory Committee Report FIN 2014-07, which summarized 2014 Municipal Operations.

Conclusion:

Staff will continue to report to Council the Honorariums and Expenditures of Council Members and Council Appointees in accordance with Section 284 of the Municipal Act. As well, quarterly updates will continue to post on the Township website.



Rosita Tse, Director of Finance



Reviewed by Grant Whittington, CAO

The Corporation of the Township of Wilmot
Treasurer's Statement - Remuneration and Expenses
Paid to Members of Council and Committees

For the Year Ended December 31, 2014

Members of Council	Salary	Benefits (CPP/EI/EHT)	Conference and Training	Mileage Parking	Miscellaneous Events (meals, cell phone plan etc.)	Total
Mayor Les Armstrong	\$ 24,712	\$ 1,405	\$ 850		\$ 180	\$ 27,147
Councillor Al Junker	12,357	612			632	13,601
Councillor Peter Roe	12,357	378	682	\$ 343		13,760
Councillor Barry Fisher	12,357	612			626	13,595
Councillor Jeff Gerber	12,357	612			627	13,596
Councillor Mark Murray	12,357	612			621	13,590
Totals	\$ 86,497	\$ 4,231	\$ 1,532	\$ 343	\$ 2,686	\$ 95,289

Conference and Training	
Mayor Les Armstrong Canada Technology Triangle Leadership Speaker Series	\$ 90
Canada Technology Triangle Waterloo Region Economic Development Study	30
Association of Municipalities of Ontario Annual Conference London, ON	730
	\$ 850
Councillor Peter Roe Association of Municipalities of Ontario Annual Conference London, Ontario	
	\$ 682

Committee of Adjustment	Honorarium	Mileage	Total
Dan Brown	\$ 250	\$ -	\$ 250
Ralph Cressman	350	71	421
Karin Demerling	400	44	444
Aaron Fewkes	300	73	373
Steve Miller	400	41	441
Totals	\$ 1,700	\$ 229	\$ 1,929



Township of Wilmot REPORT

REPORT NO. **FIN 2015-14**

TO: **Council**

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

DATE: **March 9, 2015**

SUBJECT: **Treasurer's Statement – Development Charges Reserve Funds**

Recommendation:

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

Background:

In accordance with By-law 2009-30, the Treasurer is required to furnish Council with an annual statement, in respect to the Development Charge Reserve Funds. Section 43 (3) of the Development Charges Act, 1997, requires the Treasurer to give a copy of this statement to the Ministry of Municipal Affairs and Housing (MMAH) within 60 days of reporting to Council.

Discussion:

Development Charges were collected during the year from developers at the issuance of building permits. Expenses were disbursed to growth related capital projects based on the Development Charges Study. Attached is a summary of the development charge collections and disbursement for the year ended December 31, 2014.

Strategic Plan Conformity:

This report is aligned with the goal of being an engaged community through the communication of municipal matters. Staff provide Council and the community with an update on the status of Development Charge Reserve Funds in accordance with the Development Charges Act.

Financial Considerations:

Funding towards growth based capital projects from Development Charges was included within the approved 2014 capital budget. Upon completion of capital projects, any unused funds from these projects were returned to their respective Development Charges Reserve Funds.

Conclusion:

Staff will forward a copy of the attached Development Charges Statement to the Ministry of Municipal Affairs and Housing (MMAH) following approval from Council.



Rosita Tse, Director of Finance



Reviewed by Grant Whittington, CAO

THE CORPORATION OF THE TOWNSHIP OF WILMOT

**DEVELOPMENT CHARGES STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2014**

Description	Balance January 1 2014	REVENUE		EXPENDITURES	
		Contributions Received Development Charges	Interest	Transfer to (Return from) Capital Fund Schedule (A)	Balance December 31 2014
Infrastructure					
Sanitary Sewers	(\$613,598)	\$116,832	(\$2,041)	(\$9,770)	(\$489,037)
Water	(197,766)	40,991	(649)		(\$157,424)
Roads	278,794	283,845	3,999	166,838	\$399,800
Development Charges Studies	202,803	10,196	2,406	29,194	\$186,211
Parks and Recreation	252,496	156,323	3,175	133,913	\$278,081
Fire Services	636,892	31,161	7,635	20,953	\$654,735
Total	\$559,621	\$639,348	\$14,525	\$341,128	\$872,366

Schedule A Transfer to /(Return from) Capital Fund

Sanitary Sewers

Sanitary Sewers Study (\$9,770)

Roads

Catherine/Steinmann Subdivision \$ 164,223
 Traffic Counts 2,615
\$ 166,838

Development Charges Studies

Development Charges Background Study \$ 29,498
 Economic Development Strategy (304)
\$ 29,194

Parks and Recreation

Spashpad \$ 65,472
 Petersburg Parking Lot 12,263
 New Dundee Library Building Renovations 31,909
 New Hamburg Arena/Community Centre Renovations 31,848
 Activa Playground 4,122
 New Hamburg Playground 3,489
 Skateboard Equipment 193
 Park Maintenance Tractor (15,383)
\$ 133,913

Fire Services

Fire Services Vehicle \$ 16,415
 Personal Protective Equipment 4,483
 Fire Facility Needs Study 55
\$ 20,953

Total transfer to capital projects \$ 341,128



Township of Wilmot REPORT

REPORT NO. **FIN 2015-15**

TO: **Council**

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

DATE: **March 9, 2015**

SUBJECT: **Award of Contract – Enterprise Asset Management Software**

Recommendation:

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).

Background:

In December 2013, Council approved an Asset Management Plan for roads, bridges and underground infrastructure, as per guidelines from the Ministry. This document has become a key component to municipal infrastructure planning and requisite for Senior Government funding programs. One recommendation noted within this plan was to compile all asset information into a single consolidated database. This will ensure tracking of additions and disposals, asset conditions, lifecycle costing, maintenance records, long-term capital planning and analysis can be completed across departments seamlessly.

Discussion:

Under the 2014 work program, staff initiated a review of Asset Management Software options. A Request for Information (RFI) was released and a total of ten (10) vendors submitted responses. The responses varied in terms of scale, capabilities, and pricing.

Upon approval of the 2015 budget, staff released a formal Request for Proposal (RFP) to determine which solution best fits the needs of the Township currently, while allowing for future expansion of asset classes and categories.

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

- Applied GeoLogics Inc. – Guelph, ON
- AssetFinda Systems Ltd. – West Vancouver, BC
- Assetic Canada – Toronto, ON
- Associated Engineering (Ont.) Ltd. – St Catherines, ON
- The Createch Group – Hamilton, ON

- Public Sector Digest – London, ON
- R.J. Burnside & Associates Limited – Orangeville, ON
- Tierra Geomatic Services Inc. – Markham, ON
- WorkTech Inc – Grimsby, ON

The responses were evaluated by a committee with representatives from Finance, Public Works, and IT Services. The evaluations were based upon the following criteria: Project Understanding & Approach; Project Lead; Project Manager; Similar Projects and Cost Proposal.

Through this evaluation, staff determined that the CityWide Software provided by Public Sector Digest best suited the needs of the Township. The solution proposed will allow existing Township data on critical infrastructure to be leveraged further onto a single platform.

The compatibility with .csv and .shp files will allow for continual updates on conditions and maintenance from Public Works to merge with updates on valuation and lifecycles from Finance. This seamless integration onto a single platform will allow the Township to perform in depth capital planning and scenario analysis.

In addition to combining information from various departments onto a single platform, the solution provided by Public Sector Digest will allow for PSAB reporting to the Province and updating of the Township's Asset Management Plan to completed in a more timely, accurate and efficient manner.

The software is also built with capacity in mind to allow the Township to expand the number asset classes and categories. Future expansion is envisioned to include parks, facilities, fleet, equipment, sidewalks, streetlights and IT infrastructure. The inclusion of these additional asset categories into asset management planning will increase eligibility for funding under senior government programs. Funds such as the Build Canada Fund require assets to be listed within a formal asset management plan in order to be eligible for grant funding.

Strategic Plan Conformity:

This report is aligned with the goal of maintaining our infrastructure. The monitoring and analysis of critical infrastructure in a consolidated database format will increase the accuracy and reliability of information being utilized in decision making processes across departments.

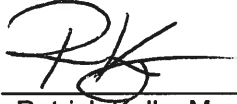
Financial Considerations:

Funding towards this project was approved at \$80,000 under the 2015 Capital program. 50% of the funding was providing from the Ontario Community Infrastructure Fund (OCIF), with the remainder funded through the General Levy. The projected cost of \$86,485 is a combination of licensing, implementation and annual maintenance fees. As with all third-party software utilized by the municipality an annual support contract is maintained, to allow for software enhancements and general maintenance. This support contract represents approximately 18% of the overall cost.


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 within the overall capital expenditure statement at year end.

Conclusion:

Upon approval by Council, staff will initiate project works with Public Sector Digest. The project implementation is anticipated to be completed by November 30, 2015.



Patrick Kelly, Manager of Accounting



Rosita Tse, Director of Finance



Gary Charbonneau, Director of Public Works



Reviewed by Grant Whittington, CAO



Township of Wilmot **REPORT**

REPORT NO. **FIN 2015-16**

TO: **Council**

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

DATE: **March 9, 2015**

SUBJECT: **Ice Storm Assistance Program Grant Agreement**

Recommendation:

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.

Background:

In August 2014, Ministry of Municipal Affairs and Housing (MMAH) informed the Township that the Expression of Interest to the Ice Storm Assistance Program was accepted. In order to claim ice storm expenses from MMAH, the Township had to compile detailed documentation including damage reports, time sheets, invoices, proof of payment and evidence that work was completed by December 31, 2014.

Discussion:

Finance staff with the assistance of Parks and Recreation staff completed an application in December 2014, and submitted to MMAH on December 23, 2014. On February 19, 2015, staff were advised by MMAH that the Township was eligible to receive an interim payment of \$10,597.30 which represents 35% of the application. As a condition of the funding program, the Township is required to sign the Ice Storm Assistance Program Grant Agreement, and forward to MMAH, prior to the release of the interim payment. Staff anticipate that the remaining balance will be forthcoming once the Ministry completes their review process.

Strategic Plan Conformity:

This report is aligned with the Strategic Plan goal of enjoying the quality of life through ensuring people's safety. The application for external funding assisted with the costs to ensure safety from fallen trees on municipal properties.

Financial Considerations:

Funding from the Ice Storm Assistance Program will offset expenses that were incurred up to June 22, 2014 for the cleanup costs. The majority of these expenses were placed within a balance sheet account in 2014, due to their likelihood of recovery.

Conclusion:

Staff will submit the Ice Storm Assistance Program Grant Agreement, once the Agreement has been signed by the Mayor and Director of Clerks Services.



Rosita Tse, Director of Finance


Reviewed by CAO

ICE STORM ASSISTANCE PROGRAM
GRANT AGREEMENT

THIS AGREEMENT ("Agreement") made in triplicate as of the day of , 2015.

B E T W E E N:

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO
As represented by the Minister of Municipal Affairs and Housing

(referred to as the "**Ministry**")

AND:

THE CORPORATION OF THE TOWNSHIP OF WILMOT

(referred to as the "**Claimant**")

WHEREAS the Claimant experienced costs as a result of the ice storm which occurred in December 2013;

AND WHEREAS the Province created an Ice Storm Assistance Program (the Program), which is administered by the Ministry and provides assistance to Claimants for Eligible Costs;

AND WHEREAS the Claimant submitted an expression of interest, which was accepted by the Ministry for assistance and submitted a claim to cover the Claimant's Eligible Costs incurred as a result of the ice storm.

NOW THEREFORE in consideration of their respective agreements set out below, the parties covenant and agree as follows:

1.0 DEFINITIONS

1.1 In this Agreement the following words shall have the following meanings:

- (a) "Agreement" means this Agreement entered into between the Ministry and the Claimant and all schedules and attachments to this Agreement and any instrument amending this Agreement;
- (b) "Claimant" means a municipality or conservation authority that submitted an expression of interest to the Program, was accepted by the Ministry and submitted a claim;
- (c) "Conflict of Interest" includes, but is not limited to, any circumstance where in relation to the performance of its obligations under this Agreement, the Claimant's other commitments, relationships or financial interests:

- (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment, or
 - (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of its contractual obligations;
- (d) "Eligible Costs" means the eligible costs described in the Ministry's Ice Storm Assistance Program Guidelines dated September, 2014; and
- (e) "Grant Fund(s) (ing)" means funds that may be or are provided to the Claimant, as the context may require, by the Ministry pursuant to this Agreement.

2.0 GRANT FUNDING

- 2.1 The Ministry shall pay to the Claimant Grant Funding of up to \$30,278.01 (Thirty Thousand, Two Hundred Seventy-Eight Dollars and One Cent).

3.0 GRANT PAYMENTS

- 3.1 When both the Ministry and the Claimant have executed the Agreement, the Ministry will pay the Claimant an interim Grant Funding payment of \$10,597.30 (Ten Thousand, Five Hundred Ninety-Seven Dollars and Thirty Cents).
- 3.2 Subject to subsection 3.1, the Ministry will determine the amount of the Claimant's final Grant Funding based on the Ministry's complete review of the Claimant's claim against Program criteria. The Ministry will make a final Grant Funding payment to the Claimant based on the Ministry's determination of the Claimant's Eligible Costs minus the amount of the interim Grant Funding payment made to the Claimant.
- 3.3 If the Ministry determines that the interim Grant Funding payment is more than the amount of assistance that the Claimant is eligible for under the Program, the Claimant agrees to pay the Ministry the amount of the Grant Funding overpayment within 30 days of receiving a Notice to pay from the Ministry in accordance with Article 9 of the Agreement.

4.0 CLAIMANT WARRANTIES

- 4.1 The Claimant warrants that it shall carry out the purposes of the Agreement in compliance with all applicable federal, provincial or municipal laws or regulations.

5.0 USE OF GRANT FUNDING

- 5.1 The Grant Funds are provided to the Claimant to reimburse the Claimant for its Eligible Costs.

6.0 REPORTING REQUIREMENTS FOR CLAIMANT AND DOCUMENT RETENTION

- 6.1 The Claimant shall submit to the Ministry, the Claimant's 2014 audited financial statements, as soon as the statements are available.
- 6.2 The Claimant shall maintain all necessary records associated with their claim to substantiate (a) all payments to the Claimant under this Agreement and (b) all expenditures of the Claimant for its Eligible Costs reimbursed by the Grant Funds, including copies of all supporting documentation, until told by the Ministry that the maintenance of these records is no longer required. The Claimant shall permit and assist the Ministry in conducting audits of the operations of the Claimant to verify (a) and (b) above. The Ministry shall provide the Claimant with at least ten (10) business day's prior notice of its requirement for such audit.

7.0 CONFLICT OF INTEREST

- 7.1 The Claimant shall:
- (a) avoid any Conflict of Interest in the performance of this Agreement; and
 - (b) disclose to the Ministry without delay any actual or potential Conflict of Interest that arises during the performance of this Agreement.

8.0 LIMITATION OF LIABILITY AND INDEMNITY

- 8.1 The Ministry, its officers, employees and agents shall not be liable for any incidental, indirect, special or consequential damages, injury or any loss or use or profit of the Claimant arising out of or in any way related to the Agreement.
- 8.2 The Claimant shall indemnify the Ministry, its officers, employees and agents from and against all costs incurred as a result of a claim or proceeding related to the Agreement.

9.0 REPAYMENT

- 9.1 The Ministry may require the Claimant to repay to the Ministry any amount of Grant Funds received by the Claimant if used by the Claimant in contravention of the Agreement or if the Ministry, acting reasonably, determines that the Claimant's claim for the Grant Funds was based on false or erroneous information.
- 9.2 The Ministry may demand interest on any amount owing by the Claimant at the then current rate charged by the Province of Ontario on accounts receivable.
- 9.3 If the Claimant fails to pay any amount owing to the Ministry under the Agreement, the Claimant acknowledges and agrees that the Ministry or the Minister of Finance may deduct any unpaid amount from any money payable to the Claimant by the Province of Ontario, or may exercise any other remedies available to the Ministry or the Minister of Finance to collect the unpaid amounts.

- 9.4 The Claimant shall pay any amount owing to the Ministry under this Agreement by cheque payable to the "Minister of Finance" and mailed to the Ministry to the attention of the Ministry's Representative.

10.0 TERMINATION BY THE MINISTRY

- 10.1 The Ministry may in its sole discretion, without liability, cost or penalty, and without prejudice to any other rights or remedies of the Ministry under this Agreement or at law or in equity, terminate this Agreement at any time, for any reason, upon giving at least seven (7) days notice to the Recipient.

11.0 NOTICES

Means for Notice

- 11.1 Notices shall be in writing and shall be delivered by email, mail, courier or personal delivery and shall be addressed to the Ministry and the Claimant respectively as follows or as either Party designates to the other by Notice:

To the Ministry:

Ministry of Municipal Affairs and Housing
Ice Storm Assistance Program
Municipal Programs and Education Branch
16th Floor, 777 Bay Street
Toronto, ON M5G 2E5
Attention: Shawn Parry, Manager
shawn.parry@ontario.ca

And to the Ministry:

icestorm.program@ontario.ca

and to the Claimant at:

The Corporation of the Township of Wilmot
60 Snyder's Road West
Baden, ON N3A 1A1
Attention: Barbara McLeod, Clerk
barb.mcleod@wilmot.ca

- 11.2 Notices shall be deemed to have been given (a) in the case of mail, five (5) business days after such notice is mailed (b) in the case of courier, two (2) business days, after such notice is mailed; or (c) in the case of email or personal delivery, one (1) business day after such notice is received by the other party.

12.0 GOVERNING LAW

- 12.1 This Agreement and the rights, obligations and relations of the parties hereto shall be governed by and construed in accordance with the laws of the Province of Ontario.

13.0 ENTIRE AGREEMENT

- 13.1 This Agreement constitutes the entire Agreement between the parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and Agreements.
- 13.2 This Agreement may only be modified by a written Agreement duly executed by the parties.

14.0 CLAIMANT'S POWER TO ENTER INTO AGREEMENT

- 14.1 The Claimant represents and warrants that it has the full right and power to enter into the Agreement and that it is not party to any other agreement that would in any way interfere with the rights of the Ministry under the Agreement. The parties both represent that their respective representatives have the authority to legally bind them.

15.0 CLAIMANT NOT A PARTNER OR AGENT

- 15.1 Nothing in the Agreement shall have the effect of creating a partnership or agency relationship between the Ministry and the Claimant.

16.0 RESPONSIBILITY OF THE CLAIMANT

- 16.1 The Claimant agrees that it is liable for the acts and omissions of its officers, employees, agents, partners, affiliates, volunteers and subcontractors. The Claimant shall be liable for all damages, costs, expenses, losses, claims or actions of any kind arising from any breach of the Agreement resulting from the actions of the above mentioned individuals and entities.

17.0 AGREEMENT BINDING AND SURVIVAL

- 17.1 The Agreement shall operate to the benefit of and be binding upon the parties and their successors, executors, administrators and their permitted assigns.
- 17.2 The provisions of Articles 4.0 (Claimant Warrants), 5.0 (Use of Grant Funding), 6.0 (Reporting Requirements for the Claimant and Document Retention), 8.0 (Limitation of Liability and Indemnity), 9.0 (Repayment), 12.0 (Governing Law), 16.0 (Responsibility of the Claimant) and 17.0 (Agreement Binding and Survival) shall survive termination or expiry of this Agreement for a period of ten (10) years from the date of expiry or termination of this Agreement.

18.0 CONDONATION NOT A WAIVER

- 18.1 Any failure by the Ministry to insist in one or more instances upon strict performance by the Claimant of any of the terms or conditions of the Agreement shall not be construed as a waiver by the Ministry of its right to require strict performance of any such terms or conditions, and the obligations of the Claimant with respect to such performance shall continue in full force and effect.

19.0 SEVERABILITY

19.1 If any term or condition of the Agreement is to any extent invalid or unenforceable, the remainder of the Agreement shall not be affected thereby.

20.0 FORCE MAJEURE

20.1 Neither party shall be liable for damages caused by delay or failure to perform its obligations under the Agreement where such delay or failure is caused by an event beyond its reasonable control.

IN WITNESS WHEREOF the parties hereto have executed and affixed their seals to the Agreement.

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO
As represented by the Minister of Municipal Affairs and Housing

The Honourable Ted McMeekin

Date of Signature: _____

THE CORPORATION OF THE TOWNSHIP OF WILMOT

Signature
Name: Les Armstrong
Title: Mayor
Date of Signature: _____

Witness

Signature
Name: Barbara McLeod
Title: Clerk
Date of Signature: _____

Witness



Township of Wilmot *REPORT*

REPORT NO.: PW-2015-03
TO: Council
PREPARED BY: Gary Charbonneau, Director of Public Works
DATE: March 9, 2015
SUBJECT: Grant Street and Williams Street Reconstruction

Recommendation:

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.

Background:

In 2013 Council approved the hiring of AECOM to provide engineering services associated with the proposed reconstruction of Grant Street and Williams Street in New Hamburg. A Public Information Centre was held on April 2, 2014 at the New Hamburg Community Centre.

Proposed improvements include converting the road to an urban cross-section complete with the replacement of the existing watermain, storm sewer improvements, new granular road base, asphalt surface, sidewalks and concrete curb and gutter. The final lift of asphalt would be placed in 2016.

Discussion:

We received tenders for the reconstruction of Grant Street and Williams Street in New Hamburg and the results, net of the HST rebate, are as follows:

<u>Bidder</u>	<u>Amount</u>
Euro-Ex Construction Ltd. (Woodstock)	\$518,595.82
Ersman Construction Inc. (Kitchener)	\$555,010.83
J. Weber Contracting Ltd. (Breslau)	\$569,595.38
Steed and Evans Limited (Heidelberg)	\$575,439.30
Network Sewer Ltd. (Cambridge)	\$610,588.76
Elgin Construction (St. Thomas)	\$624,875.10
GRT Excavating Ltd. (Woodstock)	\$625,971.92

Regional Sewer & Watermain Ltd. (Cambridge)

\$972,876.70

There was a mathematical error in the tender submitted by GRT Excavating Ltd., which was corrected by AECOM, and the corrected amount is shown in the above list.

In addition to the construction costs other project costs, currently estimated at \$57,500, include utility relocations, geotechnical testing, engineering inspection, advertising and surface asphalt. Therefore, upon approval of this tender, the consultant and staff estimate that the total project cost will be approximately \$576,095.00 which is within budget.

AECOM has reviewed the tenders which were submitted and completed a reference check on the low bidder. AECOM are recommending that Euro-Ex Construction be awarded the contract to reconstruct Grant Street and Williams Street in New Hamburg for the price of \$518,595.82, net of the HST.

The reconstruction works are tentatively scheduled to be completed in the late spring/early summer of 2015.

Strategic Plan Conformity:

Maintaining our infrastructure ensures a prosperous economy for our municipality.

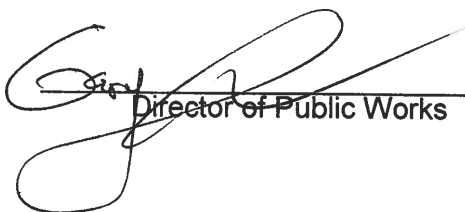
Financial Considerations:

The approved 2015 Capital Budget provides funding of \$604,500 for the reconstruction of Grant and Williams Street. A breakdown of the funding for this project is as follows:

General Levy	\$497,000
Water Reserve	<u>\$107,500</u>
TOTAL	\$604,500

Conclusion:

That the low tender submitted by Euro-Ex Construction be approved by Council.



Director of Public Works



Reviewed by CAO



Township of Wilmot *REPORT*

REPORT NO.: PW-2015-04

TO: Council

PREPARED BY: Gary Charbonneau, Director of Public Works

DATE: March 9, 2015

SUBJECT: Single Axle Truck Cab and Chassis
c/w Dump Box, Snowplow, Wing and Attachments

Recommendation:

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.

Discussion:

This new truck is scheduled to replace Truck #6, a 2005 Freightliner single axle truck, which will be sent to the auctioneers. We received tenders for the supply of a single axle truck cab and chassis c/w with a dump box, snowplow, wing and attachments. The tender results, net of the HST rebate, are as follows:

<u>Tenderer</u>	<u>Amount</u>
Team Truck Centre (Kitchener)	\$203,469.12
Team Truck Centre (Kitchener)	\$205,555.20 **
Altruck International (Kitchener)	\$212,537.97

** Does not meet tender specifications.

Strategic Plan Conformity:

Maintaining our infrastructure ensures a prosperous economy for our municipality.

Financial Considerations:

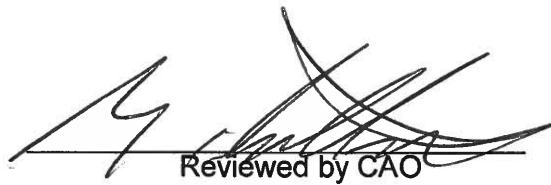
The approved 2015 Capital Budget includes \$200,000 for the purchase of a new single axle truck cab and chassis c/w dump box, snowplow, wing and attachments. This amount is comprised of \$180,000 from general levy and \$20,000 from the sale of the old truck.

Conclusion:

We received two separate tenders from Team Truck for two different Freightliner models and after reviewing all of the tenders we are recommending that the Freightliner Model 114SD is best suited for our needs and meets all of the specifications outlined in the tender whereas the Freightliner Model 108SD did not meet all of the tender specifications.



Director of Public Works



Reviewed by CAO



Township of Wilmot **REPORT**

REPORT NO. **DS 2015-07**

TO: **Council**

PREPARED BY: **Harold O'Krafka, Director of Development Services**

DATE: **March 9, 2015**

SUBJECT: **Modification to Draft Approval - Removal of Holding Zone Provisions
Stonecroft Corporation Condominium Plan 30 CDM-01601**

Recommendation:

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 30CDM-01601, be removed.

Background:

Stonecroft Corporation is entering the final stages of development and plans to make its seventh stage of registration in the coming months.

The original plan of development included detailed staging conditions to ensure that the development proceeded in an orderly fashion and to ensure that the speed of development would not be excessive.

With the majority of lots now developed (338 of 490) the developer is requesting that staging limitations and holding zone provisions be lifted to provide greater flexibility in the order of lot releases in the closing stages of development.

Discussion:

Township staff have no concerns with the request to remove phasing requirements from the development at this time.

The request is logical and the completion of the development will provide additional building lots to the Township's waning short term supply.

Strategic Plan Conformity:

Removal of phasing restrictions to allow the orderly completion of the Stonecroft development will contribute to the quality of life of Wilmot residents by ensuring a range of housing opportunities is provided. Construction of the remaining lots within Stonecroft will contribute to our prosperous local economy.

Financial Considerations:

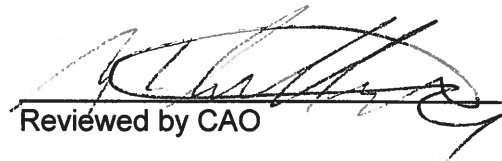
The application fees cover the costs of processing the applicants requests.

Conclusion:

The removal of phasing limitations and holding provisions will allow for the logical and orderly completion of the Stonecroft development.



Harold O'Kraaka, MCIP RPP
Director of Development



Reviewed by CAO



Township of Wilmot REPORT

REPORT NO. DS 2015-10

TO: Council

PREPARED BY: Andrew Martin, Planner/EDO

DATE: March 9, 2015

SUBJECT: Sign By-law Variance
Werner Kuehlenborg
Trussler Road / Bleams Road, Mannheim

Recommendation:

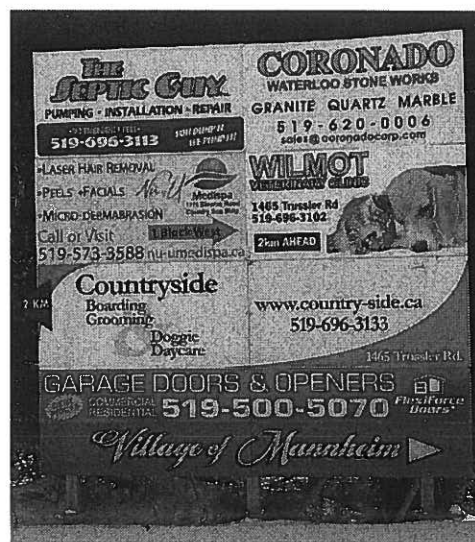
That a minor variance to Township Sign By-law 2002-35 be approved for the subject property to increase the percentage of non-Wilmot based content from 25% to 38% of the billboard, subject to the following:

- 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 firstly been offered to Wilmot based businesses and that in considering non Wilmot based businesses, advertising space has been offered to comparable Wilmot based businesses.

Background:

This billboard is located at the corner of Trussler Road and Bleams Road in New Hamburg and has been renewed annual since its initial approval in November of 2006. Having had difficulty occupying the entire billboard, the billboard owner requested a minor variance in 2007 to allow the billboard to include non-Wilmot based content up to a maximum of 25% of the billboard.

Presently, the sign consists of 6 – 4'x8' sign faces and 2 – 2'x16' sign faces. Two of the eight sign faces, representing 25% of the billboard, advertise non-Wilmot content. The applicant would like to increase this area to 38% (three sign faces).



Discussion:

One of the Wilmot advertisers has opted not to renew their space on the billboard. As a result, the applicant was seeking a replacement advertiser and approached Snyder's Family Farm located south of New Dundee in Blandford-Blenheim Township who expressed interest in advertising on the billboard. Given the similar nature of the business to Shantzholm Pumpkins on Bleams Road just west of Mannheim, Township staff requested that the applicant contact Shantzholm to offer the space for their business. Shantzholm Pumpkins indicated that they were not interested in the advertising space.

To ensure that the sign remains primarily available for Wilmot businesses in the future, staff recommend that the billboard owner be required to offer any future sign vacancy to Wilmot businesses prior to filling with non-Wilmot based businesses. The recommendation has been worded such that a future advertising request would not necessitate a variance application, but would still require approval of Council. In seeking a future approval, the billboard owner would be responsible for demonstrating to Council that Wilmot based businesses have been offered vacant advertising space. In considering requests from non-Wilmot businesses, the billboard owner will also demonstrate that comparable Wilmot based businesses have been offered the space prior seeking Council approval of a non-Wilmot based business. This process reflects the approach previously taken by Council in its 2013 approval of a variance to the Took-A-Look Media billboard at the corner of Nafziger Road and Waterloo Street.

Strategic Plan Conformity:

Regulating signs within the Township of Wilmot contributes to the quality of life of Wilmot residents by ensuring signs are safely installed and are visually unobtrusive.

Reviewing these regulations on a site specific basis promotes a prosperous economy by allowing businesses opportunities to install appropriate signage and advertising.

Financial Considerations:

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

Conclusion:

The proposed variance to the sign by-law provides additional flexibility and options to the billboard owner in seeking advertising content, while providing Council the ability to ensure the sign continues to exist primarily for Wilmot businesses.



Andrew Martin, MCIP RPP
Planner/EDO



Reviewed by CAO



Township of Wilmot **REPORT**

REPORT NO. **DS 2015-11**

TO: **Council**

PREPARED BY: **Harold O'Krafka, Director of Development Services**

DATE: **March 9, 2015**

SUBJECT: **February Building Statistics Summary**

Recommendation:

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

Background:

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

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

Discussion:

While the total number of permits issued in February 2015 was identical to February 2014 and the 10yr February average, the number of new home starts was significantly less than 2014 and the 10yr average.

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

Strategic Plan Conformity:

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

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

Financial Considerations:

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

Conclusion:

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



Harold O'Kraika, MCIP RPP
Director of Development



Reviewed by CAO

BUILDING STATISTICS

Source: Township of Wilmot
Development Services

MONTH OF FEBRUARY	10 Year Average	2014	2015
Number of Permits Issued	15	15	15
Dwelling Units Constructed	7	6	3
Dwelling Units Demolished	0	0	1
Residential - New Dwelling Units	\$ 1,679,444	\$ 1,060,000	\$ 950,000
Residential - Addition/Alteration	\$ 82,778	\$ 110,000	\$ 365,000
Residential - Accessory	\$ 26,111	\$ -	\$ -
Agricultural - New	\$ 13,333	\$ -	\$ 75,000
Agricultural - Addition/Alteration	\$ 18,333	\$ 75,000	\$ -
Commercial - New	\$ -	\$ -	\$ 9,000
Commercial - Addition/Alteration	\$ 301,667	\$ 5,000	\$ -
Industrial - New	\$ -	\$ -	\$ -
Industrial - Addition/Alteration	\$ 556	\$ -	\$ -
Institutional - New	\$ -	\$ -	\$ 120,000
Institutional - Addition/Alteration	\$ 44,444	\$ 1,165,000	\$ 95,000
Miscellaneous	\$ -	\$ -	\$ -
Total Construction Value	\$ 2,166,667	\$ 2,415,000	\$ 1,614,000
YEAR TO DATE	10 Year Average	2014	2015
Number of Permits Issued	30	31	26
Number of Dwelling Units	13	7	7
Total Construction Value	\$ 3,848,444	\$ 4,090,000	\$ 2,889,000

February 2015

Residential - New		Commercial - New
BADEN		41 Heritage Drive
27 Bettschen Lane	113 Michael Myers Road	Institutional - New
55 Michael Myers Road		1140 Snyder's Rd W
Residential - Alteration		Institutional - Alt.
62-59 Geiger Place	3362 Erb's Road	251 Jacob Street
403 Joseph Street	1819 Berlett's Road	Agricultural - New
2638 Queen Street		1264 Erb's Road
Residential - Demolition		
1398 Bethel Road		



Township of Wilmot REPORT

REPORT NO. PRD 2015-02

TO: Council

PREPARED BY: Scott Nancekivell

DATE: March 9, 2015

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

Recommendation:

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.

Background:

On February 10, 2015 Tender 2015-03 for the supply of a four wheel drive stake truck c/w aluminum box for wood chipping, was advertised and released for bidding purposes. This capital item was endorsed by Council as part of the 2015 budget process, and it will replace the existing 2004 Ford F-350 stake truck within the Parks & Facilities fleet. A total of five tender packages were picked-up and/or distributed.

Discussion:

On February 24, 2015 a total of two tenders were received for the required equipment:

<u>Bidder</u>	<u>Bid Price (excluding taxes)</u>
Parkway Ford Sales Ltd. (Waterloo)	\$60,159.00
Expressway Motors Ltd. (New Hamburg)	\$59,258.00

Strategic Plan Conformity:

Maintaining our infrastructure.

Financial Considerations:

The 2015 capital budget contains \$60,000 for the purchase of this equipment.

Conclusion:

Staff recommend that the stake truck, complete with aluminum chipper box, be purchased from the low bidder, Expressway Motors Ltd. for the bid price of \$59,258.00 plus HST.



Director of Facilities & Recreation Services

Reviewed by CAO



Township of Wilmot REPORT

REPORT NO. FI 2015-02

TO: Council

PREPARED BY: Michael Raine, Fire Chief
Patrick Kelly, Manager of Accounting

DATE: March 9, 2015

SUBJECT: Fire Service Boundary Agreements

Recommendation:

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.

Background:

Under the 2014 Work Program, Wilmot staff initiated a review of boundary fire service coverage. This review will be undertaken in two stages, the first being an update of the existing coverage, necessitated by the expiration of agreements on December 31, 2014. The goal of stage one is to establish a standardized agreement with each municipality. Once the existing agreements have been updated, staff will move to stage two and investigate any modification to boundary coverage areas. The review of potential additional coverage areas by Township of Wellesley or City of Waterloo will be included within the 2015 Fire Departments work program. This stage will involve communication with affected property owners, if determined.

Discussion:

As per stage one, Wilmot staff have initiated a process of reviewing the existing agreements for consistencies and developing a draft agreement that could meet the requirement of each municipality. This draft agreement was then circulated to the other fire departments for feedback.

Fire Chief's from each municipality met to discuss the draft agreements, and from that discussion, a proposed agreement was established for Wilmot to continue providing coverage for the existing 37 properties within the Township of Blandford-Blenheim, and Township of Wellesley to continue providing coverage for the existing 92 properties in the northern section of Wilmot Township. The areas currently being covered are attached as an appendix to this report, and the agreements are attached to the proposed by-laws.

The cost of this service has been based upon an annual flat rate charge per property. The updated fee is derived from a consistent formula, whereby the total cost of providing fire service (both inside and outside the municipality) is distributed evenly across all properties covered. Based on this formula the price per property charged by Wilmot to Blandford-Blenheim is \$131.31, and the price per property charged by Wellesley to Wilmot is \$160.00. These fees are for year one, and subject to an annual inflationary adjustment.

The new agreement for Blandford-Blenheim was approved by their Council at their meeting held February 4, 2015. Wellesley Council are scheduled to approve the agreement following the approval of Wilmot Council.

The new agreements are to be in effect for a five-year term, and subject for review and renewal December 31, 2019.

Strategic Plan Conformity:

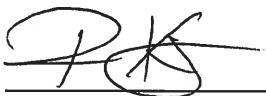
This report is aligned with the Strategic Plan goal of enjoying our quality of life through ensuring people's safety. In addition it aligns with being an engaged community through reviewing operational efficiencies and use of resources.

Financial Considerations:

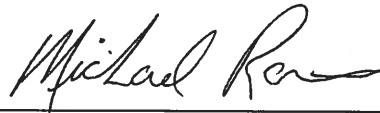
The annual fees due from Blandford-Blenheim in year one would be \$4,858.35 for coverage of 37 properties, and allocated to the Fire Service revenue line. The amount owing to Wellesley in year one would be \$14,720.00 for coverage of 92 properties. This fee would continue to be the responsibility of the benefitting landowners, as per the agreed area rated service, and will not impact the general levy.

Conclusion:

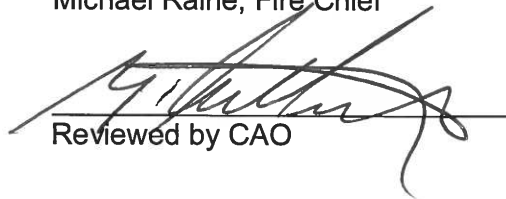
Upon Council's approval, the agreement will be established with the Township of Blandford-Blenheim and the Township of Wellesley.



Patrick Kelly, Manager of Accounting



Michael Raine, Fire Chief



Reviewed by CAO



GRAND Actions

The Grand River watershed newsletter



Jan-Feb 2015 • Volume 20, Number 1

What's Inside:

Features

Photo contest winners1

Confessions of an addict ..4

Foundation

New volunteer program ..5

Grants available6

Celebrating 50 years6

What's Happening

Schneider wins award5

Erosion workshop6

Calendar8



Capturing the Grand's beauty

By Lara Fox

GRCA Communications Specialist

Having a camera while hiking local trails helped Darlene Hewson nab the top prize — a \$500 gift certificate from a local camera retailer — in the Grand River Conservation Authority's photo contest.

Nearly 270 photos were submitted during most of 2014. The winners are people who combine their enjoyment of getting outdoors with photography. Many awesome pictures didn't make it into the winners circle so the judges faced some challenges during the selection process. The photos that were submitted show the diversity of beautiful landscapes and recreational activities in the watershed today and in the past.

Grand Prize

Darlene Hewson spends much of her free time with a camera in her hand and loves the outdoors. "I love to hike and explore new places

and trails. For me, hiking and photography go hand in hand," she said. Hewson is a member of the Brant Camera Club.

The Grand Prize winning photo — depicting Whitemans Creek and the Cleaver Road bridge in Brant County — was taken on a foggy autumn morning after hiking to the creek through the trails at the Apps' Mill Nature Centre property.

"The morning light was just enough to light up the fall colours along the creek," Hewson said. To capture the photo, she set her tripod on two small rocks in the creek.

Riverscapes category

George Rosema of Wyoming, Ontario is an amateur photographer who has a passion for landscapes and night photography and received the first place prize in riverscapes.

"I love the Elora Gorge area and have been there several times, but this was my first time shooting from right on the river," said Rosema when asked

Cover photo

The Grand Prize photo in the GRCA photo contest was taken of Whitemans Creek.

Photo by Darlene Hewson



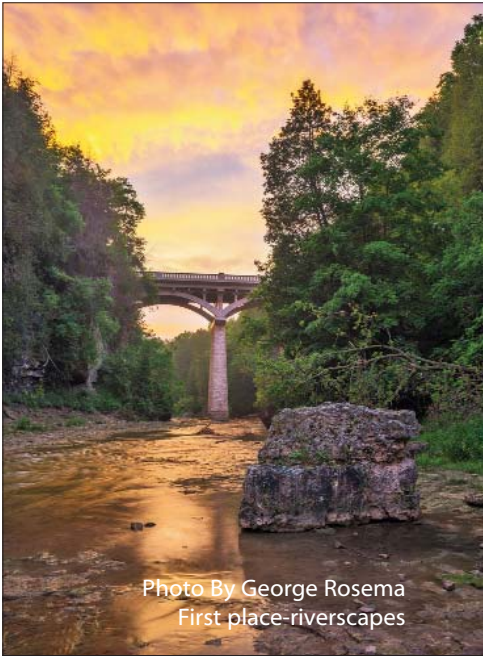


Photo By George Rosema
First place-riverscapes



Photo by Sara Hannaford
Second place-riverscapes

about the day he took the winning photograph. He captured the photo, showing the David Street bridge from the banks of the Grand River in the Elora Gorge at sunset in June, 2014.

Second place winner Sara Hannaford's love of photography started about six years ago and has led her to start a small photography business.

"I love snapping photos of whatever comes my way or whatever I find on my journeys. Inspiration comes from lots of different things, such as the people around me, travel and nature," said the Caledon resident.

Hannaford's winning photograph of the Grand River was taken in June, 2014 near the village of Belwood. While out for a drive, Hannaford stumbled across this section of the Grand River. "When I got down to the river, I was baffled at the beauty I saw. I just couldn't resist taking the photo, as who knew if I would ever see the same thing again," she said.

Honourable mentions in the riverscape category went to Bill Chan of Stratford for a panorama of the Conestogo River near Wellington Lines 12 and 3 and to Lisa Cassidy of Brantford for a photo of a sunset on the Grand River at the Lorne Bridge, Brantford.

Recreational category

First place in the recreational category went to Tina McAuley, of Waterloo who has a passion for photography and the outdoors.

"I do a lot of hiking, biking, canoeing, camping, cross-country skiing and snowshoeing, and I am always taking pictures on my adventures," she said when contacted about her win. "I've recently been making an effort to include people in my photos to show the interaction that we have with nature and the enjoyment it brings us."

The photo, showing McAuley's boyfriend Chris fishing from a wooden canoe on Pinehurst Lake, was captured on a June afternoon. "We often go canoeing on Pinehurst Lake. It is such a nice, relaxing

escape that is close to home," she said.

Second place in the recreational category went to Sarah Gray, a 16-year-old Cambridge high-school student with passions for blogging, graphic design, photography and the outdoors. She captured this winning photo of her sister while biking the trails at Shade's Mills Conservation Area, something she and her family love to do.

Gray uses a borrowed camera and has taught herself photography basics. "I often take [photography] books out of the library, watch YouTube tutorials, read articles online



Photo by Tina McAuley
First place-recreation



Photo by Sarah Gray
Second place-recreation

and use trial and error. I borrow a camera almost every weekend and I am very excited to one day have all my own equipment," she said.

Honourable mentions in the recreation category went to Judee Richardson Schofield of Cambridge for her photo of a kayaker in the Grand River near Parkhill bridge in Cambridge and Doug Hall of Brantford for a photo of river users at a pedestrian bridge over the Grand River in Brantford.

Historic category

Scott Munro of Rockwood garnered the first prize in the historic category. The Hammond/Munro family has fond

memories of times spent at Belwood Lake that span three generations. Munro, originally of Fergus, submitted this photograph of his mother, the late Sheilah Hammond Munro, and her cousin, playing on the beach at the lake in 1947. This was just five years after the lake was created by the construction of Shand Dam in 1942.

"Belwood Lake was always a large part of our lives. My grandfather always had a boat, and we all learned to fish, waterski and swim there," said Munro. "We had many good family moments at Belwood."

Historic category second place went to Jeff Leader, Glen Morris who has a keen interest in the history of the area. The winning photo

shows the Glen Morris Old Stone Mill. It was pulled from an album Leader purchased from an antiques dealer. The photo is estimated to be circa 1920. "I am currently working to assign names, dates and locations to all of the [historic] photos I have in my collection," he said.

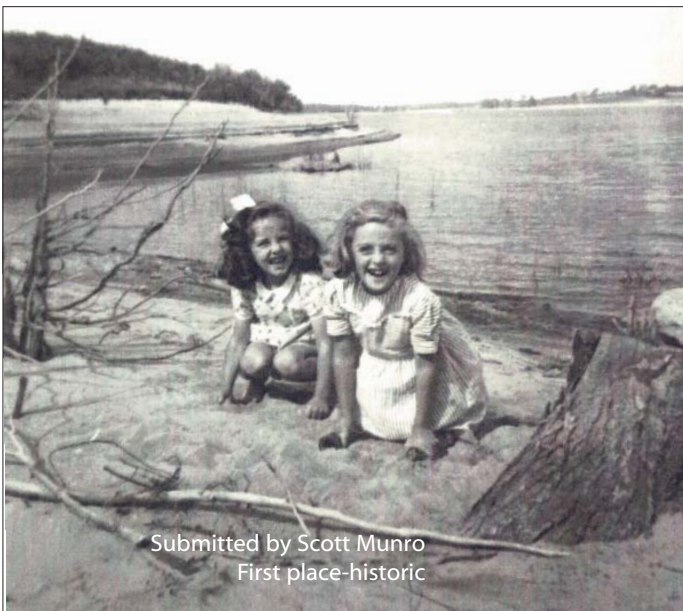
The Glen Morris Mill, which overlooks the Grand River, was built in 1867 by builder Andrew Kelman for Sydney and Alva German. The mill featured the largest turbine in the area and converted raw wool into fine cloth by utilizing water from the Grand River. Later, it was converted into a 13 bedroom summer resort called the Grand River Lodge. But access to the resort was cut off after the Lake Erie and Northern Railway was built in 1913-1914 and the resort closed down. Today, the walls are still standing, but the old mill is in need of structural maintenance.

Random draws

The GRCA also held eight monthly draws for an annual membership to the Grand River Parks. These went to Nick Wagner (Kitchener), Brenda Astins (Fergus), Paul Baron (Arthur), Ron Rhodes (Waterloo), Sy Deeb (Cambridge), Lynn Boehler (New Hamburg), Scott Munro (Rockwood) and Eleanor Grant (Waterloo).

The winning photographs will be used in GRCA publications and online. They can also be viewed online here:

www.flickr.com/grandriverconservation.



Submitted by Scott Munro
First place-historic



Photo Submitted by Jeff Leader
Second place-historic



Photo by Kevin Tupman

Feeders allow birds to survive winter. A red breasted nuthatch at a feeder.

Confessions of an addict

By **Dan Schneider**

Senior Nature Interpreter

I am an addict. Close-up views of birds have thrilled me for most of my life. And I am not alone. Each year, North Americans purchase tonnes of seed, making this one of the most popular wildlife activities.

Many years ago, I wondered whether feeding birds helps or harms birds and other wildlife populations. My concerns arose gradually. I watched hordes of red and gray squirrels on my feeders and wondered if I was increasing their local population.

I learned that the jaunty blue jays and even the cute chipmunks that visited my feeder were consummate nest robbers. I picked up and cradled the occasional dead bird at the base of the picture window near our feeder.

I watched house sparrows and starlings eat our food, then saw the sparrows usurp a nesting box from tree swallows, and the starlings as they evicted a pair of northern flickers.

House finches appeared in greater and greater numbers. And — horror of horrors

— my foray into summer feeding proved irresistible to several brown-headed cowbirds, a species that lays its eggs in the nests of other birds and is capable of decimating songbird populations.

Eventually, I faced the obvious question: does feeding help the birds that visit our feeders? Are we increasing their numbers, or are we exposing them to greater dangers than they would normally confront? Finally, I put my questions to the experts. Here are some tips based on what I learned. While this research goes back 20 years, I suspect that it mostly stands true today.

Tips for effective bird feeding

Every feeder owner must make a personal decision about which birds to feed and how to feed them. Experts have made the following suggestions to reduce the negative impacts of bird feeding.

Backyard Naturalization: Whether or not you have a feeder, planting your yard with native species that attract birds is a low-impact way of bird feeding. There is lots of information about this and even a new term called birdscaping—which is landscaping

with birds in mind.

Cat Predation: An Environment Canada study released in 2013 found that cats take down about 200 million birds each year in Canada. Kitty cams show that a wandering cat would kill 10 to 12 birds in a night. To reduce cat predation, keep the feeder area clear of potential hiding places to a radius of at least two metres. Placing the feeder at least 0.5 metres off the ground will also help.

Window Kills: Feeders placed very close (three metres or less) from your observation window will cause fewer kills than those placed farther away. Avoid black, mirror-like glass and glassed-in rooms where the birds can see through to the other side. Use dividers (e.g., vertical venetians or adhesive strips) to interrupt uniform expanses of glass. Falcon silhouettes should be placed on the outside of the window. Check their visibility from the birds' point of view; light-coloured silhouettes may show up better than black. In problem areas where kills cannot be reduced, netting may be necessary.

Squirrel Access: To eliminate access by squirrels, place the feeder fairly high on a pole in an open area two or three metres from a deck and at least six metres from overhanging branches. Put a cone- or cylinder shaped baffle on the pole, with its bottom at least 1.5 metres from the ground.

Type of Feeder: Using a tube-shaped silo feeder with small perches will discourage blue jays, grackles and starlings.

Type of Food: Limiting the use of corn and small grain, such as millet, and using sunflower and niger seed will reduce the starlings, house sparrows and cowbirds at your feeder. But mourning doves and tree sparrows will also stay away.

Cleanliness: Platform feeders should never have more food than will be used in a day or two. Remove any remaining seed before you add more.

Suet: Use rendered suet in warmer months to prevent rancid food. A suet feeder that is open only at the bottom reduces starling usage.

Hummingbird Feeder: Change liquid every two or three days to prevent fermentation.

More info:

www.feederwatch.org

www.naturecanada.ca

New volunteer program

The Grand River Conservation Authority has a new volunteer program thanks to a grant from the Ontario Trillium Foundation.

If you would like to volunteer for the GRCA, either as an individual or as part of a group, Matt Amy can help.

Amy is the new volunteer program coordinator and his job is matching volunteers with GRCA projects and programs. These come in an assortment of shapes and forms — from building a walking bridge to maintaining trails to anything related to improving habitat or recreation, or even outdoor education. Amy will be looking at co-op placements, corporate volunteering, community events and special skills that seniors or others may offer.

“The GRCA has always had strong community support and volunteers have always helped us out. We are now trying to simplify the process and make it easier for volunteers to connect with us,” Amy explains. Previously, a potential volunteer with a great idea may have approached a

FOUNDATION

variety of different staff members, such as a nature centre staff member or a parks superintendent. However, without anyone dedicated to volunteers, some of these projects didn’t materialize and the volunteers went elsewhere or were not recognized for their contribution.

A volunteer himself in his own

community, Amy has worked for the GRCA for eight years in parks, resource planning and human resources, starting when he was a student. He knows this organization from many different angles.

“I know how many opportunities there are for volunteers at the GRCA and that is why I am really looking forward to connecting volunteers with opportunities,” he says.

This new program came about as a result of a \$274,000 grant from the Ontario Trillium Foundation and additional support from the Grand River Conservation Foundation.

There are many ways that volunteers

“We are working to make it easier to volunteer for the GRCA.”

—Matt Amy



Matt Amy, new volunteer coordinator for the GRCA.

contribute to the GRCA. For example, each spring Toyota Motor Manufacturing Canada (TMMC) employees undertake projects such as trail maintenance and trimming, constructing walking bridges and painting buildings. These change from year to year, but this is an example of how a company can work closely with the GRCA on projects.

A shop class under the direction of teacher Scott Granby at Tollgate Technological Skills Centre in Brantford has also undertaken many projects over the years. The students have constructed picnic tables for Brant Park, done a park cleanup and are currently making 600 plywood fish for a GRCA outdoor education program that will take place this spring.

Amy is also very impressed by a dedicated volunteer at Guelph Lake Nature Centre, Chris Osborne. He helps with many maintenance projects. During the winter, he shovels snow before the students arrive to ensure their safety, and in fall he rakes leaves and maintains the grounds. This makes a really big difference to the staff and students at the nature centre.

Until now, many volunteers have been referred to partner organizations or have quietly gone about their volunteer work with little or no recognition. This new program will recognize volunteers, engage new ones, and ensure their safety. It will also help the GRCA look after our lands and connect people with the environment through outdoor experiences. The GRCA will also



Employees from Toyota Motor Manufacturing Canada unload wood for a new walking bridge that they will build on a hiking trail.

work even more closely with partner organizations.

Amy will work on annual events, such as GRCA tree planting events that take place each spring across the watershed. These create future forests, and volunteers are always needed. GRCA volunteer event opportunities that are open to the public, including the tree planting events, will be listed on www.grandriver.ca/events once the details have been worked out.

Volunteers, companies that would like to arrange volunteer work days for their staff and community organizations can get in touch with Matt Amy by emailing him at volunteer@grandriver.ca or by calling 519-621-2763, ext. 2214.

Apply by Feb. 27 for conservation grants

Applications are now being accepted for grants for schoolyard and community environmental projects. The grants are offered by the GRCA and the Grand River Conservation Foundation. Deadline for applications is Feb. 27. Grants will be distributed in the spring to schools and in the fall to community groups.

Two categories of grants:

- Community groups can get up to \$1,000 for conservation projects that are tangible and available for use or benefit of the entire community. For example, previous recipients have built a river access point, carried out habitat restoration and planted trees.
- Elementary schools in the Grand River watershed can get up to \$750 to pay for natural elements (e.g., trees, shrubs, seeds, plants) of a schoolyard naturalization project.

The application form and other information is available on www.grcf.ca. Money for the grants comes from two sources:

- The GRCA's Thiess Riverprize Endowment Fund, which was established with the monetary portion of the GRCA's 2000 Brisbane, Australia award for excellence in watershed management.
- The Foundation's Grand Champions Fund, established through private donations to support local environmental work.



The Grand River Conservation Foundation has developed many lasting relationships with community groups for projects, including the Guelph Rotary Forest at Guelph Lake.

Celebrate 50 years and protect local rivers

This year is the 50th anniversary of the Grand River Conservation Foundation.

Over the years, the Foundation has raised \$11 million for conservation and outdoor education projects related to the GRCA, extending the work of the authority to create beautiful ecological spaces for nature and people.

The Foundation got off to a start when it received its Letters Patent from the province on April 12, 1965.

This year, the Foundation is working with its many partners and anticipates holding up to 50 events to raise funds for conservation projects. But it is also urging you to help meet this goal.

Plan your own project

"The Foundation invites individuals and organizations to consider joining us by holding your own event to protect our great river system. Funds raised when people get together can really add up to support GRCF's recreation, education and restoration programs," said Sara Wilbur, executive

director of the GRCF.

What the GRCF can provide:

- Information about the GRCF, including the charitable registration number
- Help selecting a project that is meaningful to you
- Donation forms
- Charitable receipts for donations of \$10 or more (you will need to collect contact information for anyone who would like a receipt)

Whether it's a birthday or celebrating the achievement of a personal goal, or a get-together with friends, co-workers or a recreation group, you can help ensure that the Grand River watershed is enhanced over the next 50 years and well beyond.

Send the Foundation pictures of your event and we will share them, or send us the details of public events and we will promote them.

For more information, please contact Cam Linwood at clinwood@grandriver.ca, or 519-621-2763 ext. 2251.



Join the Big Chill Fun Day Feb. 16

Among the first Foundation celebratory events will be The Big Chill that takes place on Family Day, Monday, Feb. 16 at Rockwood Conservation Area and Guelph Lake Nature Centre.

There will be many family-oriented activities at both locations. The Big Chill will be free, and will also raise funds for the Grand River Conservation Foundation.

WHAT'S HAPPENING

Nature man Dan wins award

Dan Schneider, a.k.a. Dan, Dan the Nature Man, received the 2014 Watershed Interpreters Network (WIN) Award in November.

This award is given out annually by WIN, a network that includes outdoor education interpreters from 32 conservation authorities across the province, at their conference.

Schneider has been a nature centre interpreter with the GRCA for more than three decades and it is estimated that he has taught more than 200,000 watershed students about the wonders of nature.

"He embodies the characteristics of a great outdoor educator – passionate, knowledgeable, enthusiastic, fun, gentle, collaborative and a life-long learner," said GRCA CAO Joe Farwell in describing Schneider.

Dan graduated from the University of

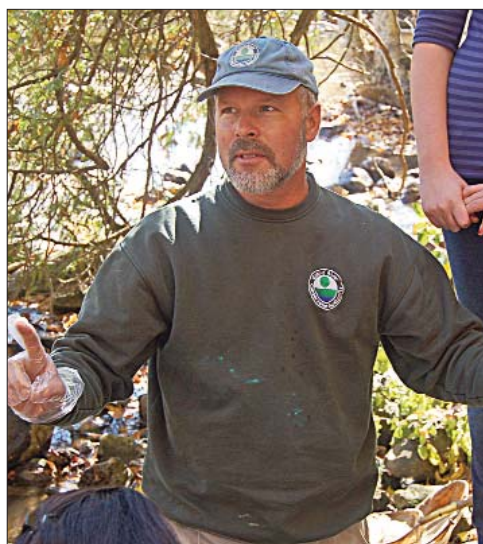
Guelph in 1979 with a BSc. in Wildlife Biology. He worked briefly as a biologist before beginning his GRCA career at the Laurel Creek Nature Centre. He moved to Guelph Lake Nature Centre in 1984 where he has been since. He earned a Bachelor of Education from the University of Toronto. "What makes the conservation authorities' outdoor education programs unique is that we work within watersheds.

These are natural areas, cutting across artificial political boundaries like county lines. Students who visit our nature centres understand that what happens upstream affects those who live downstream," Schneider has said.

A leader in nature education

He has been instrumental in developing the Specialist High Skills Major Environment program with the local school boards. He has also contributed many articles for the Grand Actions (including the one about feeding birds in this issue) and has written articles about travel and nature for Canadian Geographic, Ontario Nature and the Canadian Wildlife Federation's Wild magazine.

Schneider is a past president of Nature Guelph, and has received an award for Outstanding Leadership in Environmental Education in 2000. Over the years, Schneider has also shared his knowledge and passion for the outdoors through presentations he has made to international organizations such as the National Association of Interpreters



Dan "the Nature Man" Schneider

and the World Environmental Education Congress.

Dan was the driving force in establishing WIN in 2007. As a member of the Eastern Conservation Authority's Rekindle the Spark group in the late '80s, he suggested that a Provincial Interpreters Network should be established.

Erosion workshop Linwood Feb. 10

Soil erosion can be a slow process, but over the years it leads to tremendous losses for farmers.

To help farmers learn how to combat erosion, a workshop will be held in at the Linwood Community Centre, 5279 Ament Line in Linwood on Tuesday, Feb. 10 from 1:30 p.m. to 4 p.m.

Specialists from the Ontario Ministry of Agriculture, Food and Rural Affairs will discuss steps farmers can take to keep the soil on their land. Topics will include erosion control structures and the use of cover crops.

Staff from the Grand River Conservation Authority will present erosion risk mapping developed for parts of the Upper Nith River watershed. This mapping shows areas of gully formation as well as areas at highest risk for sheet erosion.

Information will be presented on grants available in Waterloo Region and Wellington County to address erosion issues and support the use of cover crops.

"Erosion doesn't just happen during spring runoff," said Anne Loeffler, GRCA conservation specialist. "We've also had some significant soil losses after heavy rainfall events in late spring and early summer. Producers can't afford to lose topsoil to downstream reservoirs and lakes."

Participation is free, but preregistration is requested. To register, please contact Anne Loeffler at the Grand River Conservation Authority at aloeffler@grandriver.ca or call (519) 621-2763, Ext. 2242.

Funding for the workshop has been provided by the Ontario Ministry of Agriculture, Food and Rural Affairs. The Rural Water Quality Program is funded by the Regional Municipality of Waterloo, the County of Wellington and the City of Guelph.



Photo by Anne Loeffler

THE GRAND CALENDAR

Trees and Bees, Feb. 10

If you are tired of mowing your large lawn and looking to diversify your plantings, attend this free workshop Feb. 10 at the Cayuga Mutual Insurance Company, Cayuga. Get advice on what to plant to attract pollinators, how to enhance shoreline vegetation and create areas with trees for wildlife habitat. In addition, there are funding opportunities available to landowners with greater than five acres of property. Participants will receive a free Stewardship Guide. The workshop takes place 6:30 p.m. to 8 p.m. and register online at www.grandriver.eventbrite.ca.

Heritage Day, Guelph, Feb. 13

Mark your calendar to attend the 18th annual Heritage Day Workshop taking place in Guelph. The theme for 2015 is Timeline/Waterline: Grand Culture at the Confluence. This workshop is about Guelph's connection to World War I and the Natural and Cultural History of the Guelph area. The event is sponsored by the City of Guelph, Grand River Conservation Authority and the Heritage Working Group of The Grand Strategy. The workshop takes place at the John McCrae Royal Canadian Legion Branch (57 Watson Parkway South) in Guelph. Complete the attached registration form or download a copy from www.grandriver.ca.

The Big Chill Fun Day, Feb. 16

A fun day outdoors at Rockwood Park and Guelph Lake Nature Centre. Many family activities to enjoy winter and it is all free or by donation. In addition, there will be an owl prowls on Feb. 15 at Rockwood during the evening. Activities include horse-drawn sleigh rides, a campfire, dog sledding, cross country skiing, snowshoeing, feeding the chickadees, ice fishing and skating. Food trucks will serve up something hot. Learn about the plans for the new nature centre complex. Admission is free and voluntary donations for the new nature centre are welcome. Free or by donation to the Grand River Conservation Foundation.

Family Fishing Weekend, Feb 14-16

During Family Fishing Weekend, Canadian residents can fish without a licence. Two GRCA parks have special events. At Shade's Mills Cambridge, Family Ice Fishing Day is Sunday Feb. 15 and at Pinehurst Lake near Paris it is Monday Feb 16, both 10 a.m. to 2 p.m. This event is open to everyone from first timer anglers to seasoned ice fisherman. Equipment and bait will be available for new anglers, but there is a limited supply. There are numerous draw prizes and you will have a chance to win just for entering. This is a catch-and-release event, with prizes drawn at 2:30 p.m.

Landowners can order trees before March 1 or attend tree sale

Landowners can order trees to be planted on their own properties of 2.5 acres or more (exclusive of buildings) from the GRCA until March 1.

Tree orders must be for 200 seedlings or 20 saplings or more and there are many species available.

A tree sale takes place each spring at the GRCA in May for the trees that have not been picked up or that are overstocked.

For more information or to arrange a visit to your property, check the Forestry section of www.grandriver.ca/trees, email trees@grandriver.ca or call 519-621-2763.

About Grand Actions:

This newsletter is produced bi-monthly by the Grand River Conservation Authority.

More information:

Current and back issues as well as complete subscription information is available online at www.grandriver.ca/GrandActions.

Submission deadlines:

The 15th of February, April, June, August, October and December. Submissions may be edited for length or style. Photos and event information is also welcome. We do our best to publish items, but we are not able to guarantee publication.

To subscribe by e-mail:

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Grand River Conservation Authority

General Membership Meeting

Friday, January 23, 2015

The following are the minutes of the General Membership Meeting held at 9:30 a.m. on Friday, January 23, 2015 at the Administration Center, Cambridge, Ontario.

Members Present:

J. Mitchell, Chair, L. Armstrong, B. Banbury, B. Bell, B. Coleman, B. Corbett, S. Foxton, G. Gardhouse, R. Hillier, J. Jamieson, B. Lee*, F. Morison, J. Nowak, V. Prendergast, M. Salisbury, P. Salter, S. Shantz, W. Stauch, W. Wettlaufer, C. White, G. Wicke

Members Regrets:

H. Jowett, K. Linton, G. Lorentz, W. Roth, S. Simons

Staff:

J. Farwell, K. Murch, D. Bennett, D. Boyd, N. Davy, S. Radoja, T. Ryan, B. Brown, J. Ivey, B. Parrott, S. Wilbur

Also Present:

R. Martin, Cambridge Times; L. Jetchick, Friends of Dumfries; J. Rzakki, Conservation Ontario; S. Kraemer, KPMG

1. Call to Order:

J. Mitchell, Chair, called the meeting to order at 9:30 a.m.

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

The Secretary-Treasurer called the roll and certified a quorum with 20 members present. A total of 21 members attended the meeting.

3. Chair's Remarks:

J. Mitchell welcomed members, staff and guests and introduced J. Rzakki and S. Kraemer who would be involved in the election of officers. She made the following comments:

- On January 14, 2015 J. Farwell and N. Davy met with Jeff Yurek, the MPP from Elgin-Middlesex-London. He is also the Critic of Transportation for the PC Caucus.
- On January 21, 2015 J. Farwell and S. Radoja presented the 2015 budget to City of Guelph council.
- On January 22, 2015 J. Farwell, K. Murch and J. Mitchell presented the 2015 budget to Brant County council.
- The members were given an invitation to attend the opening of Ocean Bound, a new exhibit at the Waterloo Region Museum. The opening is on January 31, 2015 from 9: a.m. to 1:00 p.m. The Grand River Conservation Authority (GRCA) and Grand River Conservation Foundation (GRCF) have supported the creation of the local elements of the exhibit which is focused on water and watersheds. The exhibit will run until May 10, 2015.
- The annual Heritage Day Workshop will be held at the John McCrae Royal Canadian Legion Branch 57 on Watson Parkway South in Guelph on February 13, 2015. W. Stauch referred the members to the information he had placed on their desks and asked that anyone wishing to attend complete the registration form and return it to him. J. Mitchell advised the members that the Workshop is partially funded with income from the Thiess Riverprize Endowment.
- *B. Lee joined the meeting at 9:35 a.m.
- J. Mitchell introduced new members G. Gardhouse, M. Salisbury and C. White who each spoke of their reasons for wishing to be a member of GRCA. She introduced G. Wicke to the new members as he had not been in attendance at the previous meeting.

4. Review of Agenda:

There were no additions to, or deletions from, the agenda.

Moved by: S. Foxton

Seconded by: J. Nowak

(Carried)

THAT the agenda for the General Membership/Election of Officers Meeting of January 23, 2015 be approved as circulated.

5. Declarations of Pecuniary Interest:

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

6. Minutes of the Previous Meeting:

General Membership Meeting – December 12, 2014

There were no questions or comments with respect to the minutes of the General Membership Meeting of December 12, 2014.

Moved by: P. Salter
Seconded by: V. Prendergast
(Carried)

THAT the Minutes of the General Membership Meeting of December 12, 2014
be approved as circulated.

7. Business Arising from Previous Minutes:

None

8. Hearing of Delegations:

None

9. Presentations:

None

10. Correspondence:

a) Copies for members

None

b) Not copied

None

11. 1st and 2nd Reading of By-Laws:

None

12. Presentation of Reports:

a) **GM-01-15-01** Budget 2015 – Draft #2

S. Radoja conducted a PowerPoint presentation indicating that:

- Watershed issues include: rapidly growing population; extensive agriculture and climate change.
- The GRCA's proposed 2015 budget is \$29.1 million.
- The budget consists of three main categories: operating budget; capital budget and special projects.
- Staffing has increased 16% between 2003 and 2015.
- The expense budget has increased 36% during that same period.
- The watershed population has increased 22% during that same period.
- The 2015 budget is based upon a number of major assumptions which were reviewed.

- The Source Protection Plan (SPP) increment of the budget relates to the implementation phase expenses.
- The significant items affecting the proposed 2015 budget are: a general municipal levy increase of 2.5%; capital spending relating to water control structures; meeting revenue targets for parks; the SPP; Emerald Ash Borer (EAB) and severe weather events.
- S. Foxton referred to the comment that provincial funding is not guaranteed for SPP. She asked where the funds would come from. S. Radoja said that GRCA would cease doing SPP work.
- W. Wettlaufer referred to other government grants and the disparity in amounts for 2013, 2014 and 2015. He asked what these grants are and where they come from. S. Radoja said that the disparity for those years is SPP.
- B. Corbett referred to a staffing increase from 2003 and 2015 of 21. He asked what the staffing increase was between 2013 and 2014. S. Radoja said that three positions were filled mostly for special projects.
- B. Corbett asked whether the budgeted amount for EAB was for treatment or cleanup. S. Radoja said that in 2015 trees would be inventoried and some would be removed.
- B. Corbett asked that “self-generated” income be explained. S. Radoja answered that GRCA’s self-generated revenue includes parks, planning permits, hydro generation, property rentals, cottage lot rentals, nature centre programs, Burford Nursery, etc.

Resolution 1-15

Moved by: J. Jamieson

Seconded by: B. Coleman

(Carried)

THAT member municipalities be forwarded a letter advising them of the General Membership meeting to be held February 27, 2015 to approve the 2015 Budget and the municipal levy and that the most recent budget draft be forwarded with this letter.

b) **GM-01-15-02** Labour Relations – Contract Negotiations

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

Resolution 2-15

Moved by: W. Stauch

Seconded by: W. Wettlaufer

(Carried)

THAT an ad hoc committee be formed called the Labour Relations Steering Committee comprised of the Chair, Vice-Chair and one other to be named by the General membership, and the Chief Administrative Officer.

AND THAT the role of this Steering Committee will be to provide direction to the management negotiating team prior to the negotiation of a new Collective Agreement effective January 2, 2015.

c) **GM-01-15-03** Grand River Conservation Foundation Member Appointment

B. Corbett said that Paul General is very involved with Dunnville Marsh and he highly recommended his appointment as a member of the GRCF.

Resolution 3-15

Moved by: B. Corbett

Seconded by: L. Armstrong

(Carried)

THAT the following new Member be appointed to the Grand River Conservation Foundation until the next Annual General Meeting:

- Paul General

d) **GM-01-15-04** Chief Administrative Officer's Report

J. Farwell reminded the members that a Special Orientation Meeting is scheduled for February 18, 2015. He said that if there is anything that the members want staff to focus on for that meeting they should let him know.

Resolution 4-15

Moved by: B. Banbury

Seconded by: G. Gardhouse

(Carried)

THAT Report GM-01-15-04 – Chief Administrative Officer's Report be received as information.

e) **GM-01-15-05** Cash and Investments Status Report as of December 31, 2014

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

Resolution 5-15

Moved by: J. Jamieson

Seconded by: W. Wettlaufer

(Carried)

THAT Report GM-01-15-05 – Cash and Investments Status Report as of December 31, 2014 be received as information.

f) **GM-01-15-06** Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation

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

Resolution 6-15

Moved by: B. Lee

Seconded by: G. Wicke

(Carried)

THAT Report GM-01-15-06 – Development, Interference with Wetlands and alterations to Shorelines and Watercourses Regulation be received as information.

g) **GM-01-15-07 Environmental Assessments**

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

Resolution 7-15

Moved by: B. Corbett

Seconded by: B. Coleman

(Carried)

THAT Report GM-01-15-07 – Environmental Assessments be received as information.

h) **GM-01-15-08 Fairchild Creek Subwatershed Study**

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

Resolution 8-15

Moved by: L. Armstrong

Seconded by: J. Nowak

(Carried)

THAT Report GM-01-15-08 – Fairchild Creek Subwatershed Study be received as information.

i) **GM-01-15-09 Grand River Conservation Authority Complimentary Membership Passes 2015**

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

Resolution 9-15

Moved by: W. Wettlaufer

Seconded by: S. Foxton

(Carried)

THAT Report GM-01-15-09 – Grand River Conservation Authority Complimentary Membership Passes 2015 as information.

j) **GM-01-15-10 Conservation Area Winter Programs**

D. Bennett advised that:

- Belwood Lake, Laurel Creek, Shade's Mill and Pinehurst Lake Conservation areas are offering winter programs.
- Ice fishing has opened at Belwood Lake, Shade's Mill and Pin ehurst Lake.
- A free community event known as The Big Chill will be held on Family Day at Guelph Lake and Rockwood Conservation Areas.

- The winter programs generate \$80,000 to \$100,000 in revenue during an average season.
- A gradual expansion of the winter programs offered is one of the strategic objectives for enhancing park revenues.
- Expenses incurred to hold the Family Day events will be covered by the existing park operations budget.
- The public will have the opportunity to make donations to the GRCA to support GRCA projects such as the Guelph Lake Nature Centre or trail development at Rockwood.
- W. Stauch said that the events have received good press.
- C. White asked how the events are being marketed because he has not heard anything about them. D. Bennett said that advertising will be done immediately prior to the events i.e. radio and newspaper coverage.
- J. Nowak referred to ice fishing and asked whether GRCA or the Ministry of Natural Resources and Forests (MNRF) do any field testing and does GRCA stock the lakes. D. Bennett said that Rockwood is stocked in the Spring.. He is not aware of any recent field testing that has been done.
- M. Salisbury commented that there is ice fishing on certain lakes. He said that he witnessed a large number of people ice fishing at Guelph Lake and asked whether GRCA gets any revenue from this. D. Bennett answered that GRCA does not collect fees for ice fishing at Guelph Lake and people are taking advantage of their ability to walk onto the lake.

Resolution 10-15

Moved by: L. Armstrong

Seconded by: W. Stauch

(Carried)

THAT Report GM-01-15-10 – Conservation Area Winter Programs be received as information.

k) k) GM-01-15-11 Current Watershed Conditions as of January 21, 2015.

D. Boyd indicated that:

- Precipitation to date in January, 2015 has been well below the long term average across the Grand River watershed.
- December, 2014 was a dry month with most of the watershed climate stations recording 65% or less than the long term average.
- A snowpack is starting to form in the watershed with snow on the ground since the beginning of January, 2015.
- The average air temperature in January, 2015 to date has been minus 10.9 degrees which is 2.9 degrees colder than the long term average.

- The three large reservoirs (Shand, Conestogo and Guelph) are all within their normal operating ranges for this time of year.
- Environment Canada's long range forecast for the January to March, 2015 period for southern Ontario is for normal temperatures.

B. Corbett said that February is a difficult month in the lower watershed due to ice build-up and flooding. He asked what the criteria is to call in an ice breaker. D. Boyd answered that staff view ice at the mouth of the river, review data from Environment Canada about Lake Erie, etc.

B. Coleman said there is a problem in Brantford with wells and asked where the water has gone. He also said there is no water in the wetlands. D. Boyd said the area is clay and clay has to crack to re-charge. It is his belief that due to a wetter than usual summer the clay did not crack sufficiently to permit re-charge.

13. Election of Officers

J. Mitchell invited J. Rzakki, Watershed Steward Coordinator, Conservation Ontario to assume the chair and conduct the election of officers. J. Rzakki explained the process that would be followed in the conduct of the election of the Chair and Vice-Chair. Nominations will be called for three times and if necessary ballots will be distributed for purposes of voting. Ballots will be collected and counted by the scrutineer. A majority vote is required for election. J. Rzakki then declared the offices of Chair and Vice-Chair vacant.

J. Rzakki called for a motion to appoint a scrutineer.

Resolution 11-15

Moved by: S. Foxton

Seconded by: S. Shantz

(Carried)

THAT S. Kraemer be appointed the scrutineer for purposes of this election.

Election of Chair

J. Rzakki advised the members that a nomination does not require a seconder and called for nominations for the position of Chair from the floor.

L. Armstrong nominated J. Mitchell. J. Mitchell accepted the nomination. J. Rzakki called a second and third time for nominations for the position of Chair. No further nominations being forthcoming, J. Rzakki called for a motion that nominations for the position of Chair of Grand River Conservation Authority be closed.

Resolution 12-15

Moved by: W. Stauch

Seconded by: L. Armstrong

(Carried)

THAT nominations for the position of Chair of Grand River Conservation Authority be closed.

J. Rzakki declared J. Mitchell Chair of Grand River Conservation Authority for 2015 by acclamation.

Election of Vice-Chair

J. Rzakki called for nominations for the position of Vice-chair from the floor.

B. Coleman nominated V. Prendergast. V. Prendergast accepted the nomination.

W. Wettlaufer nominated H. Jowett. J. Rzakki confirmed that although H. Jowett was absent from the meeting, she had provided written confirmation that she would accept the nomination for the position of Vice-chair.

J. Rzakki called a second and third time for nominations for the position of Vice-Chair. No further nominations being forthcoming, she called for a motion that nominations for the position of Vice-chair of Grand River Conservation Authority be closed.

Resolution 13-15

Moved by: B. Lee

Seconded by: G. Wicke

(Carried)

THAT nominations for the position of Vice-chair of Grand River Conservation Authority be closed.

S. Kraemer handed out ballots to the members. She subsequently collected the marked ballots and left the room to count them. The Secretary-Treasurer displayed the names of the nominees on a white board. S. Kraemer returned to the meeting and provided the results to J. Rzakki who announced that the successful candidate for Vice-chair of Grand River Conservation Authority is V. Prendergast by a vote of 18 to 3. She provided the election results in writing to the Secretary-Treasurer who marked them on the white board.

V. Prendergast thanked the members and said he is looking forward to the next year.

Resolution 14-15

Moved by: J. Jamieson

Seconded by: L. Armstrong

(Carried)

THAT the ballots used in the election for the position of Vice-chair of Grand River Conservation Authority be destroyed.

J. Mitchell resumed the chair. She thanked the members for their continued support. She said that in 2015 GRCA will host the Biennial Tour, together with events in celebration of the GRCF's 50th anniversary. She said funding will be challenging and advised the new members that some of the members met with various MPPs at the

Association of Municipalities of Ontario (AMO) conference in 2014. She also said that she will be happy to continue to lobby the province through Conservation Ontario.

14. Committee of the Whole:

None

15. General Business:

J. Mitchell reminded the members that another member has to be appointed to the Labour Relations Steering Committee. S. Foxton expressed an interest in participating in that committee.

Resolution 14-15

Moved by: L. Armstrong

Seconded by: B. Coleman

(Carried)

THAT S. Foxton be appointed to Grand River Conservation Authority's Labour Relations Steering Committee.

16. 3rd Reading of By-Laws:

None

17. Other Business:

- a) G. Wicke noted that the Audit Committee is scheduled to meet on February 18, 2015. He asked who sat on that committee. K. Murch said that the members of the Audit Committee were appointed at the Annual General Meeting in 2014., to remain in place until the next Annual General Meeting.
- b) B. Corbett asked what the plans are for succession planning for the members. J. Mitchell confirmed that, in keeping with the limits of the Bylaw, 2015 will be her last year as Chair and V. Prendergast's last year as Vice-chair.

18. Closed Meeting: (motion required pursuant to Section 36 of By-Law 1-2014)

19. Next Meetings:

- Special Orientation Meeting
Wednesday, February 18, 2015 – 9:30 a.m.
Auditorium/Boardroom, Administration Centre, Cambridge
- Audit Committee Meeting
Wednesday, February 18, 2015 –Following Special Orientation Meeting
Conference Room, Administration Centre, Cambridge

- Annual General Meeting
Friday, February 27, 2015 – 9:30 a.m.
Auditorium/Boardroom, Administration Centre, Cambridge

20. Adjourn

The meeting adjourned at 10:50 a.m.

21. Grand River Source Protection Authority Meeting (if required)

Chair

Secretary-Treasurer

THE CORPORATION OF THE TOWNSHIP OF WILMOT

BY-LAW NUMBER 2015-08

**BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK ENTERING INTO AN
AGREEMENT WITH THE TOWNSHIP OF BLANDFORD-BLENHEIM FOR BOUNDARY FIRE
COVERAGE, ATTACHED AS SCEHDULE "A"**

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 the By-law.

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

1. That the Fire Service Boundary Agreement between the Corporation of the Township of Wilmot and Township of Blandford-Blenheim, as more particularly set forth in Schedule "A" attached to this By-law be hereby accepted and 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, second and third time this 9th day of March, 2015.

READ a third time and finally passed in Open Council this 9th day of March, 2015.

Mayor

Clerk

THIS AGREEMENT made the _____ day of _____, 2015.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF WILMOT,

Hereinafter called "WILMOT"

OF THE FIRST PART

-AND-

THE CORPORATION OF THE TOWNSHIP OF BLANDFORD-BLENHEIM,

Hereinafter called "BLANDFORD-BLENHEIM"

OF THE SECOND PART

WHEREAS Blandford-Blenheim has requested Wilmot to supply Blandford-Blenheim with fire protection;

AND WHEREAS Wilmot has agreed to supply said fire protection upon the terms and conditions set forth hereinafter.

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of mutual covenants and promises as hereinafter set forth, the parties agree each with the other as follows:

1. Wilmot agrees to provide to Blandford-Blenheim fire protection consisting of fire fighting, extrication services and medical assistance responses for those properties with structures thereon, being in the area described in Schedule I, attached hereto and forming part of this Agreement, in exchange for a flat charge in the amount of \$131.31 per property with structures thereon;
2. Blandford-Blenheim agrees that the Plattsville Station will be dispatched at the same time as the New Dundee Station and/or the New Hamburg Station, for any fire call in the area described in Schedule I (excluding Code 4 Medical calls).
3. Wilmot agrees that in calculating the flat rate charge of \$131.31 per property as defined in Schedule I attached to and forming part of this Agreement, there is no limit to the number of fire calls.
4. Blandford-Blenheim agrees that Wilmot will be supplying a maximum number of vehicles as set out below, for any given fire call;
 - a. One Pumper
 - b. One Tanker
 - c. One Rescue Truck
5. Blandford-Blenheim agrees that the number of vehicles and fire fighters, up to the above mentioned maximum and the type of vehicle to be dispatched shall be within the sole discretion of the Wilmot Township Fire Chief.
6. Blandford-Blenheim agrees to pay to Wilmot, in addition to the flat rate charge referred to herein, the invoiced costs of fire fighting chemical agents supplied by the Wilmot Township Fire Department, provided that the said costs are not recoverable by the Wilmot Township Fire Department, and provided that no charges shall be levied by Wilmot to Blandford-Blenheim for chemical agents used in hand-held first aid fire extinguishers.
7. Blandford-Blenheim acknowledges that fire calls in the Township of Wilmot will be given priority over fire calls in Blandford-Blenheim, subject to the sole discretion of the Wilmot Township Fire Chief.
8. In the event the Wilmot Township Fire Department responds to a fire call on properties in Schedule I attached hereto and in the event the Department receives a subsequent fire call with respect to a fire within the Township of Wilmot, Wilmot hereby agrees that it will not abandon the fire scene until such time as:
 - a. it has notified Fire Dispatch requesting Blandford-Blenheim to respond to the fire scene; and
 - b. Blandford-Blenheim has arrived at the fire scene; and
 - c. Blandford-Blenheim has assumed command.
9. Blandford-Blenheim hereby agrees to respond immediately to such fire calls upon being alerted to the same.
10. Blandford-Blenheim agrees that Wilmot Township Fire Department will have first call with respect to any fires on those properties defined in Schedule I attached hereto, provided however that Blandford-Blenheim will be alerted to respond, as stated in item 2 of this agreement.
11. Blandford-Blenheim agrees save harmless the Township of Wilmot and the Fire Department in the event of any damage to a physical right-of-way which is not a municipal road.

Schedule A to By-Law 2015-08

12. Blandford-Blenheim agrees to supply Wilmot with the names and addresses of each such property presently existing (see Schedule II), and Blandford-Blenheim agrees to keep such list updated when new buildings take place in the defined areas.
13. The parties agree that the fees for services as outlined in this agreement will increase by 2% per year during the term of the agreement.
14. The parties hereto agree that this agreement may be amended at any time by the mutual consent of the parties, after the party desiring the amendments(s) gives the other party a minimum of sixty (60) days written notice of the proposed amendments(s).
15. The parties hereto agree that the term of this Agreement shall be deemed to be in force and to be effective from the First day of January, 2015 to the 31st day of December 2019, and this Agreement shall remain in effect until a new one is made. If no agreement is made then Wilmot shall bill Blandford-Blenheim for the coverage period provided beyond the effective date on a pro-rated basis.

IN WITNESS WHEREOF The Corporation of the Township of Wilmot has hereunder affixed its corporate seal under the hands of its Mayor and Clerk and the Corporation of the Township of Blandford-Blenheim has hereunto affixed its corporate seal under the hands of its Mayor and Clerk.

[illegible]

Schedule I – to By-Law 2015-08

Roll Number	Property Owner	Civic Address
020-060-112-01	Coleman Equipment Inc.	3541 Trussler Rd
-117	Bradley Fried	936728 Blenheim Road
-118	Jocelyn Lauber	936737 Blenheim Road
-118-01	Karen Missere	936765 Blenheim Road
-119	Darren Thomas	936715 Blenheim Road
-126	Wilhem Albrecht	3329 Trussler Road
-127	Gustanda Invest.	947686 Township Road 14
-128	Randy Huber	947638 Township Road 14
-129	Grace Schlichter	947488 Township Road 14
-130	David Entz	936810 Blenheim Road
-130-01	Nathan Klassen	936754 Blenheim Road
-131	Orville Fried	936817 Blenheim Road 936821 Blenheim Road
-135	Shane Fried	947685 Township Road 14
-136	Dedmandale Farms Ltd.	947639 Township Road 14 947643 Township Road 14
-139	Glen Becker	947601 Township Road 14
-140	Frank Doerner	947587 Township Road 14
-141	J. Kurt Ziebart	947567 Township Road 14
-142	Kevin Fried	947489 Township Road 14
-143	Brian Fried	936866 Blenheim Road
-146	Robert Richmond	936883 Blenheim Road
-148	Keith Fried	3063 Trussler Road 3033 Trussler Road
-149	Brian Sararus - Gravel Pit Entrance	967672 Oxford Waterloo Road 967720 Oxford Waterloo Road
-149-01	Syrier Poultry Ltd.	967638 Oxford Waterloo Road
-150	1313192 Ontario Ltd. c/o P.Syrier - Gravel Pit Entrance	967610 Oxford Waterloo Road 967590 Oxford Waterloo Road
-153-99	Mark Shantz	967530 Oxford Waterloo Road
-154	Kevin Shantz	967520 Oxford Waterloo Road
-155	Scott Lorentz	967470 Oxford Waterloo Road
-156	Audrey Hallman	967418 Oxford Waterloo Road
-157	Janice Cressman	936946 Blenheim Road
-158	Mark Corey	936922 Blenheim Road
-159	James Weiss	967372 Oxford Waterloo Road
-160	James Weiss	967376 Oxford Waterloo Road
	TOTAL CIVIC ADDRESSES	37

THE CORPORATION OF THE TOWNSHIP OF WILMOT

BY-LAW NUMBER 2015-09

**BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK ENTERING INTO AN
AGREEMENT WITH THE TOWNSHIP OF WELLESLEY FOR BOUNDARY FIRE COVERAGE,
ATTACHED AS SCEHDULE "A"**

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 the By-law.

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

1. That the Fire Service Boundary Agreement between the Corporation of the Township of Wilmot and Township of Wellesley, as more particularly set forth in Schedule "A" attached to this By-law be hereby accepted and 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, second and third time this 9th day of March, 2015.

READ a third time and finally passed in Open Council this 9th day of March, 2015.

Mayor

Clerk

THIS AGREEMENT made the _____ day of _____, 2015.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF WELLESLEY,

Hereinafter called "WELLESLEY"

OF THE FIRST PART

-AND-

THE CORPORATION OF THE TOWNSHIP OF WILMOT,

Hereinafter called "WILMOT"

OF THE SECOND PART

WHEREAS Wilmot has requested Wellesley to supply Wilmot with fire protection;

AND WHEREAS Wellesley has agreed to supply said fire protection upon the terms and conditions set forth hereinafter.

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of mutual covenants and promises as hereinafter set forth, the parties agree each with the other as follows:

1. Wellesley agrees to provide to Wilmot fire protection consisting of fire fighting, extrication services and medical assistance responses for those properties with structures thereon, being in the area described in Schedule I, attached hereto and forming part of this Agreement, in exchange for a flat charge in the amount of \$160.00 per property with structures thereon;
2. Wilmot agrees that for all structure fires and chimney fires, and automatic alarms, the Baden Station will be dispatched at the same time as either the Wellesley Station, or the St. Clements Station, as the case requires.
3. Wellesley agrees that in calculating the flat rate charge of \$160.00 per property as defined in Schedule I attached to and forming part of this Agreement, there is no limit to the number of fire calls.
4. Wilmot agrees that Wellesley will be supplying a maximum number of vehicles as set out below, for any given fire call;
 - a. One Pumper
 - b. One Tanker
 - c. One Rescue Truck
5. Wilmot agrees that the number of vehicles and fire fighters, up to the above mentioned maximum and the type of vehicle to be dispatched shall be within the sole discretion of the Wellesley Township Fire Chief.
6. Wilmot agrees to pay to Wellesley, in addition to the flat rate charge referred to herein, the invoiced costs of fire fighting chemical agents supplied by the Wellesley Township Fire Department, provided that the said costs are not recoverable by the Wellesley Township Fire Department, and provided that no charges shall be levied by Wellesley to Wilmot for chemical agents used in hand-held first aid fire extinguishers.
7. Wilmot acknowledges that fire calls in the Township of Wellesley will be given priority over fire calls in Wilmot, subject to the sole discretion of the Wellesley Township Fire Chief.
8. In the event the Wellesley Township Fire Department responds to a fire call on properties in Schedule I attached hereto and in the event the Department receives a subsequent fire call with respect to a fire within the Township of Wellesley, Wellesley hereby agrees that it will not abandon the fire scene until such time as:
 - a. it has notified Fire Dispatch requesting Wilmot to respond to the fire scene; and
 - b. Wilmot has arrived at the fire scene; and
 - c. Wilmot has assumed command.
9. Wilmot hereby agrees to respond immediately to such fire calls upon being alerted to the same.
10. Wilmot agrees that Wellesley Township Fire Department will have first call with respect to any fires on those properties defined in Schedule I attached hereto, provided however that Wilmot will be alerted to respond, as stated in item 2 of this agreement.
11. Wilmot agrees save harmless the Township of Wellesley and the Fire Department in the event of any damage to a physical right-of-way which is not a municipal road.
12. Wilmot agrees to supply Wellesley with the names and addresses of each such property presently existing, and Wilmot agrees to keep such list updated when new buildings take place in the defined areas.

Schedule A to By-Law 2015-09

13. The parties agree that the fees for services as outlined in this agreement will increase by 2% per year during the term of the agreement.
14. The parties hereto agree that this agreement may be amended at any time by the mutual consent of the parties, after the party desiring the amendments(s) gives the other party a minimum of sixty (60) days written notice of the proposed amendments(s).
15. The parties hereto agree that the term of this Agreement shall be deemed to be in force and to be effective from the First day of January, 2015 to the 31st day of December 2019, and this Agreement shall remain in effect until a new one is made. If no agreement is made then Wellesley shall bill Wilmot for the coverage period provided beyond the effective date on a pro-rated basis.

IN WITNESS WHEREOF The Corporation of the Township of Wellesley has hereunder affixed its corporate seal under the hands of its Mayor and Clerk and the Corporation of the Township of Wilmot has hereunto affixed its corporate seal under the hands of its Mayor and Clerk.

[illegible]

Schedule I – to By-Law 2015-09

<u>Roll No.</u>	<u>Name and Mailing Address</u>	<u>Property Location</u>
3018-080-008-16400	COSFORD, Harry James 1105 Cedar Grove Road Waterloo, Ontario N2J 3Z4	1105 CEDAR GROVE ROAD Block B, Concession 3 Part Lot 1 Part 31 RP 58R-1536
3018-080-008-16302	VANDERKADEN, Jessica Lorraine VANDERKADEN, Ronald James 1115 Cedar Grove Road 1, RR 3 Waterloo, Ontario N2J 3Z4	1115 CEDAR GROVE ROAD, LOT 1 Block C, Concession 3 Part Lot 2 Parts 55, 61, 68-72 RP 58R3682
3018-080-008-16300	LACKNER, Nancy Jean. 212 Pineland Court Waterloo, Ontario N2T 2S3	1115 CEDAR GROVE ROAD, LOT 10 Block B Concession 3 Part Lot 2 Part 17 RP 58R-1536
3018-080-008-16200	GUY, Mary Frances 1115 Cedar Grove Road, #8 RR 3 Waterloo, Ontario N2J 3Z4	1115 CEDAR GROVE ROAD, LOT 8 Block B, Concession 3 Part Lot 2 Part 51, RP 58R-3682 together with ROW
3018-080-008-16100	CARLISLE-WEAVER, Nancy CARLISLE, Cynthia 38 Coral Crescent Kitchener, Ontario N2M 3H2	1115 CEDAR GROVE ROAD, LOT 4 Block B, Concession 3 Part Lot 2 Part 53, RP 58R-3682
3018-080-008-16000	HYMMEN, Eric Bruce 103-265 Westcourt Place Kitchener, Ontario N2L 6E4	1115 CEDAR GROVE ROAD, LOT 2 Block B, Concession 3 Part Lot 2 Part 54, RP 58R-3682 Together with ROW
3018-080-008-15900	HEARN, Mary Elizabeth 115 Cedar Grove Road, #6 RR 3 Waterloo, Ontario N2J 3Z4	1115 CEDAR GROVE ROAD, LOT 6 Block B, Concession 3 Part Lot 2 Part 52, RP 58R-3682
3018-080-008-15800	THOMASON, Kevin Ronald 1115 Cedar Grove Road #3 RR 3, Stn. Waterloo Waterloo, Ontario N2J 3Z4	1115 CEDAR GROVE ROAD, LOT 3 Block B, Concession 3 Part Lot 2 Part 62, 66, 67, RP 58R-3682
3018-080-008-15600	WURTELE, Barbara Ann HODGSON, James Scott 2206 Berletts Rd RR 1 St. Agatha, Ontario N0B 2L0	1115 CEDAR GROVE ROAD, LOT 5 Block B, Concession 3 Part Lot 2 Tog with ROW
3018-080-008-15500	KERSELL, Marjorie Anne 1115 Cedar Grove Road #7 RR 3 Waterloo, Ontario N2J 3Z4	1115 CEDAR GROVE ROAD, LOT 7 Block B, Concession 3 Part Lot 2
3018-080-008-16600	BERMAN, Isaac BERMAN, Aliza 6 Ha-Ella St., P.O. Box 222 Mevaseret-Zion, Israel 90805	1081 CEDAR GROVE ROAD Block B, Concession 3 Part Lot 1
3018-090-009-16000	ROADSIDE FARM INC. 1522 Gerber Road, RR 1 Wellesley, Ontario N0B 2T0	1522 GERBER ROAD Block B, Concession 4 Part Lot 12 Block B, Concession 3 Part Lot 12
3018-090-009-16001	HAAG, Edward HAAG, Sally Belinda Parminter 4755 Sandhills Road, RR 1 Wellesley, Ontario N0B 2T0	4755 SANDHILLS ROAD Block B, Concession 3 Part Lot 12

3018-090-010-10301	REEVE, Pamela Mae 2737 Berlett's Road,, RR 1 Wellesley, Ontario N0B 2T0	2737 BERLETT'S ROAD Block B, Concession 2 Part Lot 14 Part 1, RP 58R-2707
3018-090-010-11000	HAMMER, Donald Albert HAMMER, Maureen Elizabeth 3511 Berlett's Road, RR 1 Wellesley, Ontario N0B 2T0	3511 BERLETT'S ROAD Block B, Concession 2 Part Lot 21 Part Lot 22
3018-090-010-11100	KRAEHLING Farms Inc. 1441 Erb's Road, RR 1 St. Agatha, Ontario N0B 2L0	3429 BERLETT'S ROAD Block B, Concession 2 Part Lot 20
3018-090-010-11200	JANTZI, Harold Ohmer JANTZI, Michelle 3267 Berlett's Road, RR1 Wellesley, Ontario N0B 2T0	3267 BERLETT'S ROAD Block B, Concession 2 Part Lot 19
3018-090-010-11700	NITHSIDE FARMS LTD. 3153 Berlett's Road, RR 1 Wellesley, Ontario N0B 2T0	3153 BERLETT'S ROAD Block B, Concession 2 Part Lot 18
3018-090-010-11800	NITHSIDE FARMS LTD. 3011 Berlett's Road , RR 1 Wellesley, Ontario N0B 2T0	3011 BERLETT'S ROAD Block B, Concession 2 Part Lot 16 Part Lot 17
3018-090-010-11900	GERBER, Paul Brent GERBER, Linda Jane 2801 Berlett's Road , RR 1 Wellesley, Ontario N0B 2T0	2801 BERLETT'S ROAD Block B, Concession 2 Part Lot 15 Part Lot 16
3018-090-010-12300	KOEHLERVIEW FARMS LTD. c/o Bruce & Marsha Koehler 2546 Berlett's Road RR 1 Wellesley, Ontario N0B 2T0	2502 BERLETT'S ROAD Block B, Concession 3 Part Lot 13
3018-090-010-12500	KOEHLERVIEW FARMS LTD. c/o Bruce & Marsha Koehler 2546 Berlett's Road RR 1 Wellesley, Ontario N0B 2T0	2546 BERLETT'S ROAD Block B, Concession 3 Part Lot 13
3018-090-010-12600	ZEHR, Nelson John 2804 Berlett's Road , RR 1 Wellesley, Ontario N0B 2T0	2804 BERLETT'S ROAD Block B, Concession 3 Part Lot 15
3018-090-010-12700	GERBER, Harold Christian GERBER, Maureen Dianne 2984 Berlett's Road, RR 1 Wellesley, Ontario N0B 2T0	2984 BERLETT'S ROAD Block B, Concession 3 Part Lot 16
3018-090-010-12800	NITHAVEN FARMS (2000) LTD c/o Ohmar Jantzi 2125 Nafziger Rd New Hamburg, Ontario N3A 3H4	3054 BERLETT'S ROAD Block B, Concession 3 Part Lot 17
3018-090-010-12900	NITHAVEN HOLSTEINS LTD 3267 Berlett's Road, RR 1 Wellesley, Ontario N0B 2T0	3164 BERLETT'S ROAD Block B, Concession 3 Part Lot 18
3018-090-010-13000	TRUSTEES CEDAR GROVE AMISH MENNONITE CHURCH RR 1 Millbank, Ontario N0K 1L0	3254 BERLETT'S ROAD Block B, Concession 3 Part Lot 19

<u>Roll No.</u>	<u>Name and Mailing Address</u>	<u>Property Location</u>
3018-090-010-13001	THE CHRISTIAN AND MISSIONARY ALLIANCE EASTERN & CENTRAL CANADIAN DISTRICT 3158 Nafziger Rd, Box 117 Wellesley, Ontario N0B 2T0	3158 NAFZIGER ROAD Block B, Concession 3 Part Lot 19
3018-090-010-13100	JANTZI, Darcy Matthew 1219 Lisbon Road Wellesley, Ontario N0B 2T0	3408 BERLETT'S ROAD Block B, Concession 3 Part Lot 19 Part Lot 20
3018-090-010-13200	GOWING, Todd Charles TAYLOR, Bonnie Elizabeth 3428 Berlett's Road, RR 1 Wellesley, Ontario N0B 2T0	3428 BERLETT'S ROAD Block B, Concession 3 Part Lot 20
3018-090-010-13300	JANTZI, Marvin Gerald JANTZI, Nina Mae JANTZI, Dennis Michael JANTZI, Mahlon JANTZI, Sadie 1219 Lisbon Rd Wellesley, Ontario N0B 2T0	3522 BERLETT'S ROAD Block B, Concession 3 Part Lot 21
3018-090-010-13400	NITHAVEN FARMS LIMITED c/o Ohmer Jantzi 2125 Nafziger Rd New Hamburg, Ontario N3A 3H4	5145 WILMOT EASTHOPE ROAD Block B, Concession 3 Part Lot 21
3018-090-010-13401	STEVENSON, Robert John STEVENSON, Elizabeth Ellen 1337 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	1337 LISBON ROAD Block B, Concession 3 Part Lot 21 Part 4 RP58R-5244
3018-090-010-13405	CALDWELL, Gordon Carl CALDWELL, Rhonda Louise 1333 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	1333 LISBON ROAD Block B, Concession 3 Part Lot 21 Part 5 RP 58R-5244
3018-090-010-13410	CROWSTON, John Marlow CROWSTON, Eileen 1319 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	1319 LISBON ROAD Block B, Concession 3 Part Lot 21 Part 1, RP 58R-4828
3018-090-010-13500	KRAICZI, Wolfgang Willi KRAICZI, Petra Maria 5189 Wilmot-Easthope Road, RR 1 Wellesley, Ontario N0B 2T0	5189 WILMOT EASTHOPE ROAD Block B, Concession 3 Part Lot 21 Part 1 RP 58R-5244
3018-090-010-13600	STILES, Robert James STILES, Peggy Ann 5193 Wilmot-Easthope Road, RR 1 Wellesley, Ontario N0B 2T0	5193 WILMOT EASTHOPE ROAD Block B, Concession 3 Part Lot 21 Part 6 RP 58R-5244
3018-090-010-13700	GINGERICH, David Ross GINGERICH, Patricia Luella 5197 Wilmot-Easthope Road, RR 1 Wellesley, Ontario N0B 2T0	5197 WILMOT EASTHOPE ROAD Block B, Concession 3 Part Lot 21
3018-090-010-13800	LEIS, Sharon Barbara 5199 Wilmot-Easthope Road, RR 1 Wellesley, Ontario N0B 2T0	5199 WILMOT EASTHOPE ROAD Block B, Concession 3 Part Lot 21

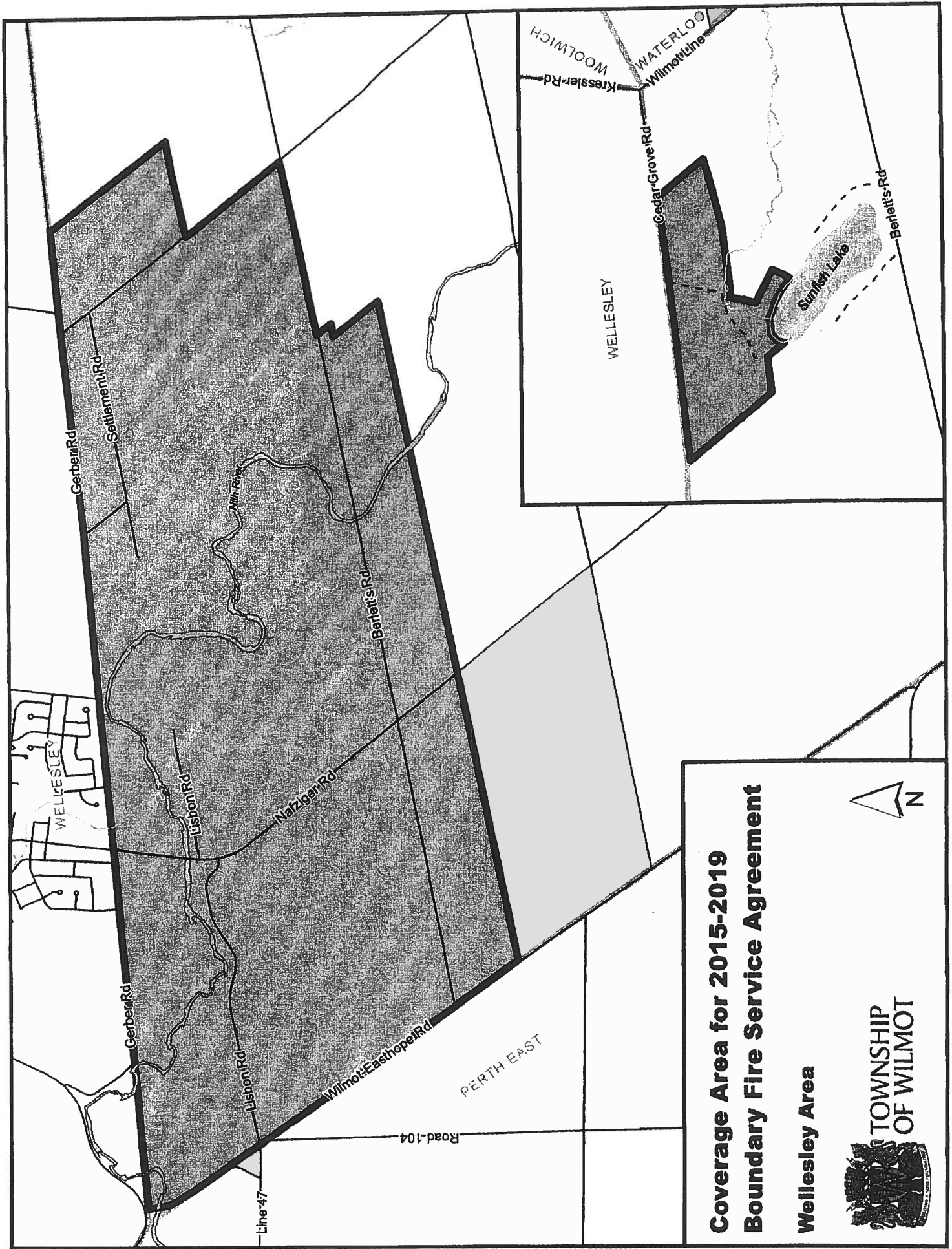
<u>Roll No.</u>	<u>Name and Mailing Address</u>	<u>Property Location</u>
3018-090-010-13900	LINGELBACH, Edwin John LINGELBACH Verna Magdalena 5207 Wilmot-Easthope Road, RR 1 Wellesley, Ontario N0B 2T0	5207 WILMOT EASTHOPE ROAD Block B, Concession 3 Part Lot 21 Part 4 RP 58R-4867
3018-090-010-13901	LINGELBACH, Marilyn Ann 1373 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	1373 LISBON ROAD Block B, Concession 3 Part Lot 21, Part 3, RP 58R-4867
3018-090-010-13902	KERFOOT, John Jackson KERFOOT, Donna Joan 1359 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	1359 LISBON ROAD Block B, Concession 3 Part Lot 21 Part 2, RP 58R-4867
3018-090-010-13903	VAN BAAREN, Pieter VAN BAAREN, Carol Louise 1353 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	1353 LISBON ROAD Block B, Concession 3 Part Lot 21 Part 2, RP 58R-5244
3018-090-010-13904	VOLLMER, Nancy Joanne VOLLMER, Bernard Benedict 1347 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	1347 LISBON ROAD Block B, Concession 3 Part Lot 21 Part 3, RP 58R-5244
3018-090-010-14000	VOLLMER, Richard Sheldon VOLLMER, Helen Marguerite 1311 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	1311 LISBON ROAD Block B, Concession 3 Part Lot 21
3018-090-010-14100	JANTZI, Marvin G. JANTZI, Nina Mae E. 1219 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	1219 LISBON ROAD Block B, Concession 3 Part Lot 20
3018-090-010-14101	WHITING, Gregory Lawrence WHITING, Vanessa Susan 1155 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	1155 LISBON ROAD Block B, Concession 3 Part Lot 20 Part 1 RP 58R-1657
3018-090-010-14105	SACHS, John LEONARD, Andrea Susan 1160 Lisbon Road , RR 1 Wellesley, Ontario N0B 2T0	1160 LISBON ROAD Block B, Concession 3 Part Lot 20 Part 1 RP 58R-6726 Part 1 RP 58R-17604
3018-090-010-14201	RICHARDSON, Bruce Alfred RICHARDSON, Wendy Regina 1061 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	1061 LISBON ROAD Block B, Concession 3 Part Lot 19
3018-090-010-14300	MUSSELMAN, Kenneth L. MUSSELMAN, Karen Darlene 1120 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	1120 LISBON ROAD Block B, Concession 3 Part Lot 19 Parts 1 & 3 RP 58R-3948
3018-090-010-14400	NITHAVEN FARMS INC. c/o Ohmer Jantzi 2125 Nafziger Rd New Hamburg, Ontario N3A 3H4	3348 NAFZIGER ROAD Block B, Concession 3 Part Lot 19
3018-090-010-14500	JANTZI, David L. 3333 Nafziger Road, RR 1 Wellesley, Ontario N0B 2T0	3333 NAFZIGER ROAD Block B, Concession 3 Part Lot 18

<u>Roll No.</u>	<u>Name and Mailing Address</u>	<u>Property Location</u>
3018-090-010-14600	LINGELBACH, Ruby Anna Louise 979 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	979 LISBON ROAD Block B, Concession 3 Part Lot 18
3018-090-010-14700	GUNN, Graham Allan GUNN, Roberta Janine 1014 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	1014 LISBON ROAD Block B, Concession 3 Part Lot 18 Part 1 Road Allow RP 58R-12490
3018-090-010-14710	SCHOENEMANN, David SCHOENEMANN, Joy Suzanne 3429 Nafziger Road, RR 1 Wellesley, Ontario N0B 2T0	3429 NAFZIGER ROAD Block B, Concession 3 Part Lot 18
3018-090-010-14800	CLEMMER, Manesseh CLEMMER, Marilyn Joy 827 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	827 LISBON ROAD Block B, Concession 3 Part Lot 17 Part Lot 18
3018-090-010-15000	ROTH, Donald David ROTH, Marion 1321 Settlement Road, RR 1 Wellesley, Ontario N0B 2T0	1321 SETTLEMENT ROAD Block B, Concession 3 Part Lot 15 Part Lot 16
3018-090-010-15300	LICHTY, Larry Joseph LICHTY, Sheryl Marie 1189 Settlement Road, RR 1 Wellesley, Ontario N0B 2T0	1189 SETTLEMENT ROAD Block B, Concession 3 Part Lot 14
3018-090-010-15400	PETROVIC, Dusan Peter PETROVIC, Beatrice Bernice PETROVIC, Matthew Peter 1157 Settlement Road, RR 1 Wellesley, Ontario N0B 2T0	1157 SETTLEMENT ROAD Block B, Concession 3 Part Lot 14
3018-090-010-15401	JANTZI, Gary Delmar JANTZI, Leanne Dawn 1081 Settlement Road, RR 1 Wellesley, Ontario N0B 2T0	1147 SETTLEMENT ROAD Block B, Concession 3 Part Lot 14 Part 1 RP 58R-1239
3018-090-010-15500	JANTZI, Gary 1081 Settlement Road, RR 1 Wellesley, Ontario N0B 2T0	1081 SETTLEMENT ROAD Block B, Concession 3 Part Lot 13
3018-090-010-15600	JANTZI, Delmar JANTZI, Eleanor Edith 1228 Settlement Road, RR 1 Wellesley, Ontario N0B 2T0	1228 SETTLEMENT ROAD Block B, Concession 4 Part Lot 13 Part Lot 14
3018-090-010-15700	JANTZI, David L. 1296 Settlement Road, RR 1 Wellesley, Ontario N0B 2T0	1296 SETTLEMENT ROAD Block B, Concession 4 Part Lot 15 Part Lot 16
3018-090-010-15800	GERBER, Ronald GERBER, Marie 2062 Gerber Road, RR 1 Wellesley, Ontario N0B 2T0	2062 GERBER ROAD Block B, Concession 4 Part Lot 17 Part Lot 18
3018-090-010-15801	REGIONAL MUNICIPALITY OF WATERLOO 4 th Floor 150 Frederick Street Kitchener, Ontario N2G 4J3	2156 GERBER ROAD Block B, Concession 4 Part Lot 17 Parts 1 & 5 RP 58R-798

<u>Roll No.</u>	<u>Name and Mailing Address</u>	<u>Property Location</u>
3018-090-010-15810	GERBER, Terrence Ronald 820 Lisbon Road Wellesley, Ontario N0B 2T0	820 LISBON ROAD Block B, Concession 4 Part Lots 17 & 18 Part 1RP 58R-16333
3018-090-010-15900	J M KUEPFER INVESTMENTS LTD KUEPFER, John Keith 4137 Perth Line 72, Box 197 Millbank, Ontario N0K 1L0	2196 GERBER ROAD Block B, Concession 4 Part Lot 17 Part 2 RP 58R-2151
3018-090-010-16000	J M KUEPFER INVESTMENTS LTD 72 Millbank Crt Thornhill, Ontario L4J 6B8	3543 NAFZIGER ROAD Block B, Concession 4 Part Lot 18 Parts 1 & 2 RP 58R-4139
3018-090-010-16100	BISCH, Daniel Lawrence 3536 Nafziger Rd, RR 1 PO Box 127 Wellesley, Ontario N0B 2T0	3536 NAFZIGER ROAD Block B, Concession 4 Part Lot 18 Parts 1 & 4 RP 58R-4363
3018-090-010-16200	VOGEL, STEWART 100 Bonnie Crescent Elmira, Ontario N3B 3J7	2300 GERBER ROAD Block B, Concession 4 Part Lot 19
3018-090-010-16201	BRENNEMAN, Donald James BRENNEMAN, Marlene 2368 Gerber Road, RR 1 Wellesley, Ontario N0B 2T0	2368 GERBER ROAD Block B, Concession 4 Part Lot 19 Part 1, RP 58R-6727
3018-090-010-16300	KERR, Mavis Elizabeth 5341 Wilmot-Easthope Rd, RR 1 Wellesley, Ontario N0B 2T0	5341 WILMOT EASTHOPE ROAD Block B, Concession 4 Part Lot 21
3018-090-010-16400	VOLLMER, Bernard Benedict VOLLMER, Nancy Joanne 1376 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	1376 LISBON ROAD Block B, Concession 4 Part Lot 21 Part 1 RP 58R-8751
3018-090-010-16401	ROPP, Emanuel ROPP, Anna 1386 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	1386 LISBON ROAD Block B, Concession 4 Part Lot 21
3018-090-010-16500	KOE, Liz Maria SCHMIDT, Dale Anthony 1374 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	1374 LISBON ROAD Block B, Concession 4 Part Lot 21 Part 1 RP 58R-10917
3018-090-010-16501	LEBOLD, Daniel Lee LEBOLD, Maryanne Elizabeth 1360 Lisbon Road. RR 1 Wellesley, Ontario N0B 2T0	1360 LISBON ROAD Block B, Concession 4 Part Lot 21
3018-090-010-16600	ROTH, Esther Viola 1358 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	1358 LISBON ROAD Block B, Concession 4 Part Lot 21
3018-090-010-16700	MOSTERD, Arthur Jonathan MOSTERD, Rachel Ann-Marie 1342 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	1342 LISBON ROAD Block B, Concession 4 Part Lot 21 Part 1 RP 58R-2438

<u>Roll No.</u>	<u>Name and Mailing Address</u>	<u>Property Location</u>
3018-090-010-16701	NEW HAMBURG CONSERVATIVE MENNONITE CHURCH c/o Arnold Good 2578 Sandhills Road Baden, Ontario N3A 3A5	1298 LISBON ROAD Block B, Concession 4 Part Lot 21 Part 1 RP 58R-2769 Part 1 RP 58R-8021
3018-090-010-16704	ROTH, Mahlon c/o June M Gerber 3955 Manser Rd Linwood, Ontario N0B 2A0	1332 LISBON ROAD Block B, Concession 4, Part Lot 21 Part 4, RP 58R-7201
3018-090-010-16708	STRIBLING, Andrew James STRIBLING, Jeanette Roberta 1320 Lisbon Road RR 1 Wellesley, Ontario N0B 2T0	1320 LISBON ROAD Block B, Concession 4, Part Lot 21 Part 2, RP 58R-7201
3018-090-010-16710	MCDONALD, Kenneth Allan MCDONALD, Sharon Elizabeth 1314 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	1314 LISBON ROAD Block B, Concession 4 Part Lot 21 Part 1, RP 58R-7201
3018-090-010-16800	JANTZI, Derek Marvin JANTZI, Janice Laurene 1254 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	1254 LISBON ROAD Block B, Concession 4 Part Lot 20
3018-090-010-16801	STUECK, James 1288 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	1288 LISBON ROAD Block B, Concession 4 Part Lot 20 & 21 Parts 1 & 2 RP 58R-1467
3018-090-010-16900	COWAN, Gary Robert COWAN, Angela 1188 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	1188 LISBON ROAD Block B, Concession 4 Part Lot 20
3018-090-010-17000	BUEHRLE, Roland BUEHRLE, Alice 1056 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	1056 LISBON ROAD Block B, Concession 4 Part Lot 19
3018-090-010-17100	ZIEGLER, Rudy FURLONG, Gerald Leo 1034 Lisbon Road, RR 1 Wellesley, Ontario N0B 2T0	1034 LISBON ROAD Block B, Concession 4 Part Lot 18 & 19 Part Rd. Allow Parts 1, 2, 4, 6 & 7 RP 58R-4487
3018-090-010-17200	HAMMER, George Ralph HAMMER, Rosalinda Ruiz 3452 Nafziger Road, RR 1 Wellesley, Ontario N0B 2T0	3452 NAFZIGER ROAD Block B, Concession 4 Part Lot 18 Part Rd. Allow 1R
3018-090-010-17300	OBERBICHLER, Dieter Peter OBERBICHLER, Lisa Jeanette 974 Lisbon Road Wellesley, Ontario N0B 2T0	974 LISBON ROAD Block B, Concession 4 Part Lot 18 Part 1 & 2, RP 58R-10210
3018-090-010-17500	KIPP, Adrian Wade KIPP, Jodi Leanne 3524A Nafziger Road, RR 1 Wellesley, Ontario N0B 2T0	3524 NAFZIGER ROAD (A) Block B, Concession 4 Part Lot 18 Part 2, 3 & 5 RP 58R-4363

<u>Roll No.</u>	<u>Name and Mailing Address</u>	<u>Property Location</u>
3018-090-010-17600	SHANTZ, James SHANTZ, Brenda 3524B Nafziger Rd, RR 1 Wellesley, Ontario N0B 2T0	3524 NAFZIGER ROAD (B) Block B Concession 4 Part Lot 18 Part Rd Allowance Parts 1, 2, 3, 4, RP 58R-11085
3018-090-010-17601	COREPEG HOLDINGS INC. 1308 Queen's Bush Rd Wellesley, Ontario N0B 2T0	3546 NAFZIGER ROAD Block B, Concession 4 Part Lot 18 Part 1 RP 58R-1176



**Coverage Area for 2015-2019
Boundary Fire Service Agreement**

Wellesley Area



**TOWNSHIP
OF WILMOT**



TOWNSHIP OF WILMOT

BY-LAW NO. 2015-12

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. 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 accessory use in addition to the uses permitted in the zone in which the property is situate, as amended:
 - a) one accessory apartment, self-contained within an accessory structure;
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 9th day of **March, 2015**.

READ a third time and finally passed in Open Council on the 9th 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 Lot 14, Concession North of Blead's Road, being Parts 1 and 6, Plan 58R-5602 in the said Township of Wilmot.

This is Schedule "A" to By-law No. **2015-12**.

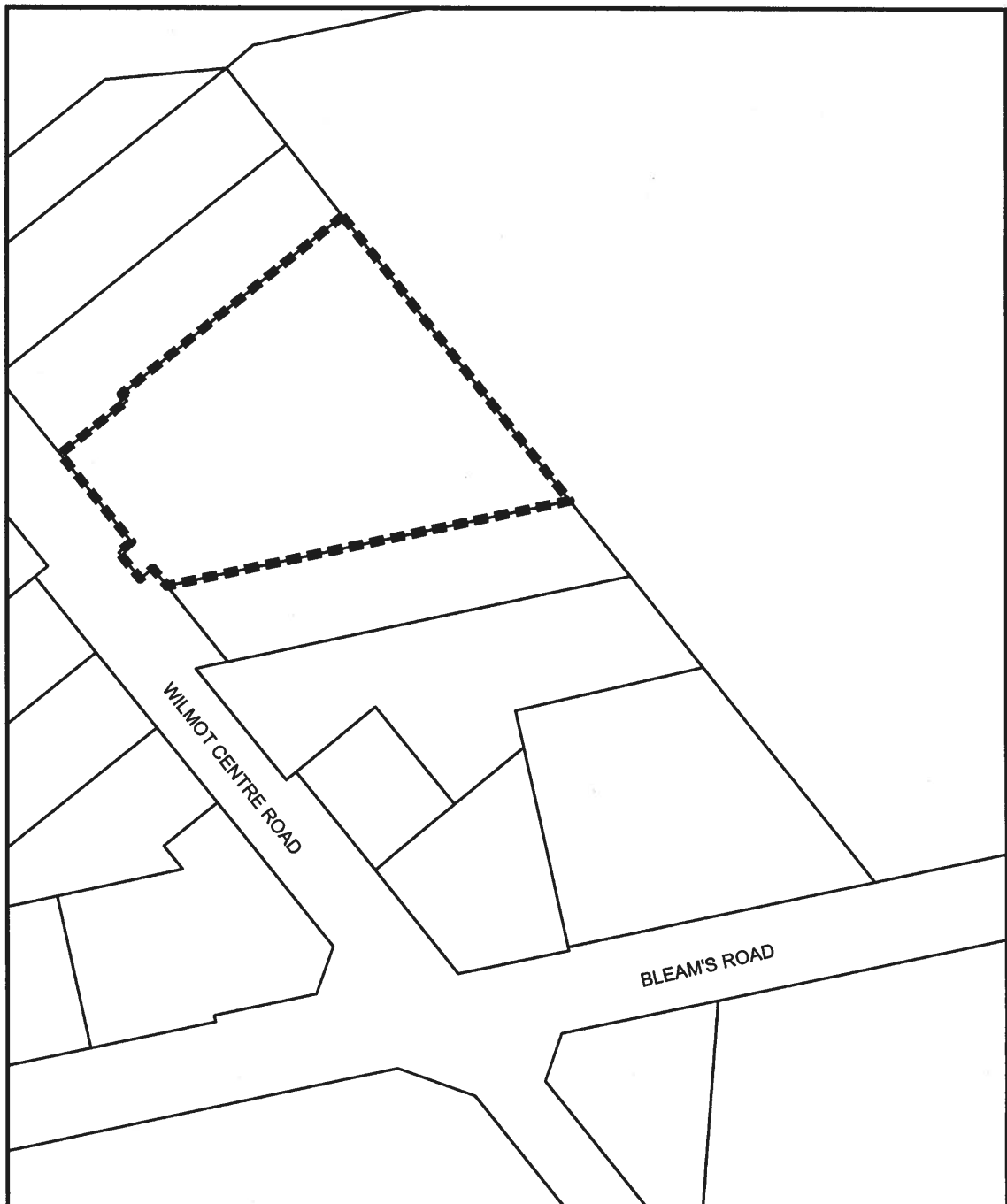
PASSED this **9th** day of **March, 2015**.

MAYOR

CLERK

SCHEDULE "B"
PART OF LOT 14, CONCESSION NORTH OF BLEAMS ROAD
PARTS 1 AND 6, PLAN 58R-5602
TOWNSHIP OF WILMOT

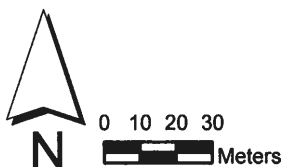
SUBJECT LANDS OUTLINED THUS: - - - - -



THIS IS SCHEDULE "B" TO BY-LAW NO. 2015-12
PASSED THIS 9TH DAY OF MARCH, 2015.

MAYOR

CLERK



TOWNSHIP OF WILMOT

BY-LAW NO. 2015-13

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 7.5 of By-law No 83-38, as amended:
 - a) a second 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 one Residential Building – One Unit 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 two (2) years from the date of issuance of a building permit for a second Residential Building – One Unit.

READ a first and second time on the 9th day of **March, 2015.**

READ a third time and finally passed in Open Council on the 9th 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 Lot 5 and 6, Concession South of Erb's Road, in the said Township of Wilmot.

This is Schedule "A" to By-law No. **2015-13**.

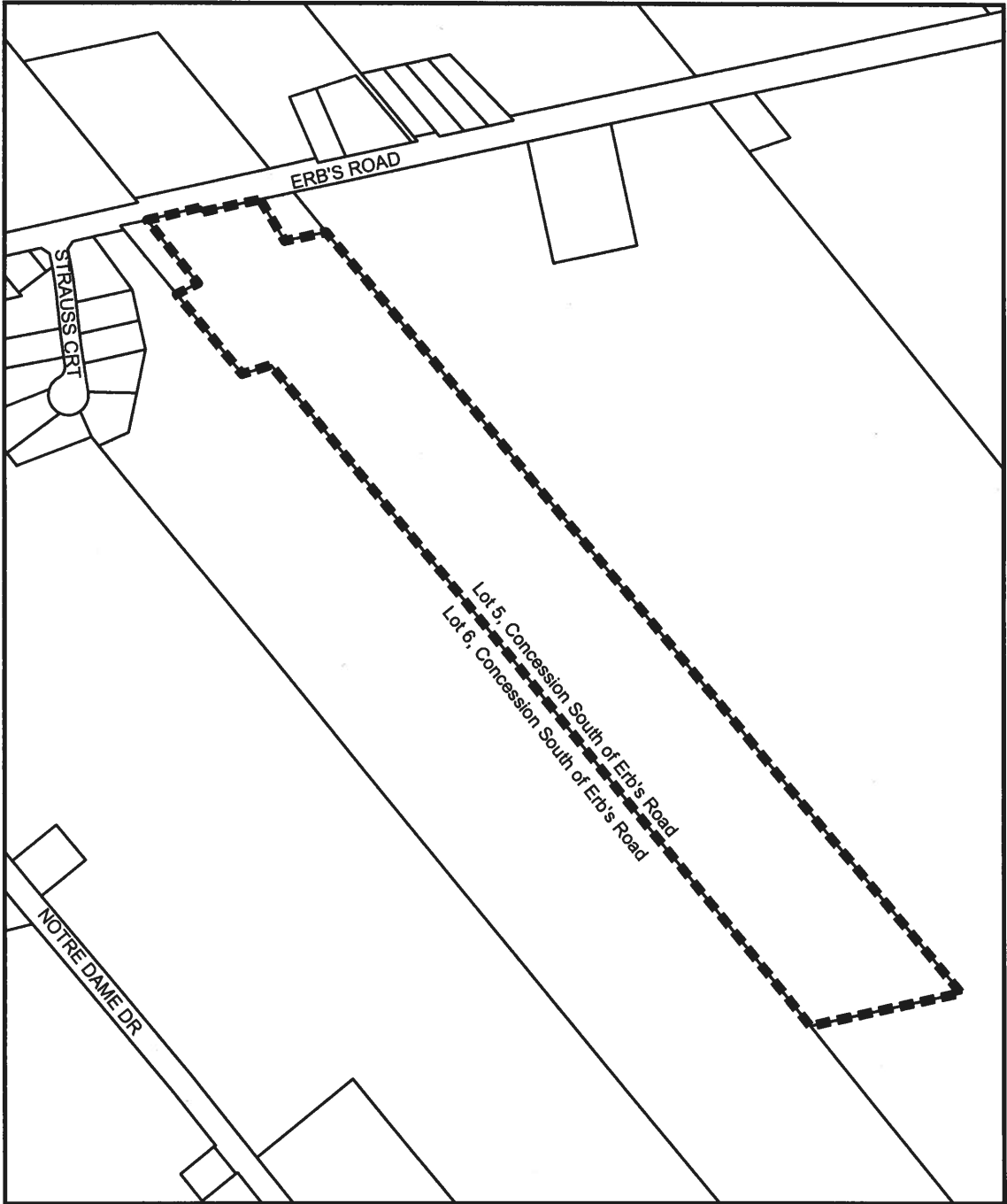
PASSED this **9th** day of **March, 2015**.

MAYOR

CLERK

SCHEDULE "B"
PART OF LOT 5 AND 6
CONCESSION SOUTH OF ERB'S ROAD
TOWNSHIP OF WILMOT

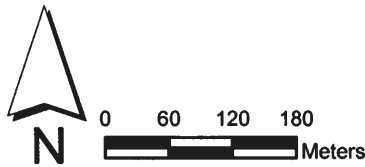
SUBJECT LANDS OUTLINED THUS: - - - - -



THIS IS SCHEDULE "B" TO BY-LAW NO. 2015-13
PASSED THIS 9TH DAY OF MARCH, 2015.

MAYOR

CLERK



TOWNSHIP OF WILMOT

BY-LAW NO. 2015-14

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.

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

1. That the Holding Zone symbol (H) R is hereby removed from the lands described on Schedule "A" and illustrated on Schedule "B" attached to and forming part of this by-law and the zoning designation for the said lands shall be Zone 15, all in accordance with the provisions of Section 36 of the Planning Act, R.S.O. 1990.
2. The permitted uses, on the lands described on Schedule "A" attached to and forming part of this by-law and illustrated on Schedule "B" attached to and forming part of this by-law, shall be in accordance with the provisions of 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 9th day of **March, 2015**.

READ a third time and finally passed in Open Council on the 9th 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 Lot 23, Concession South of Bleams Road.

This is Schedule "A" to By-law No. **2015-14**.

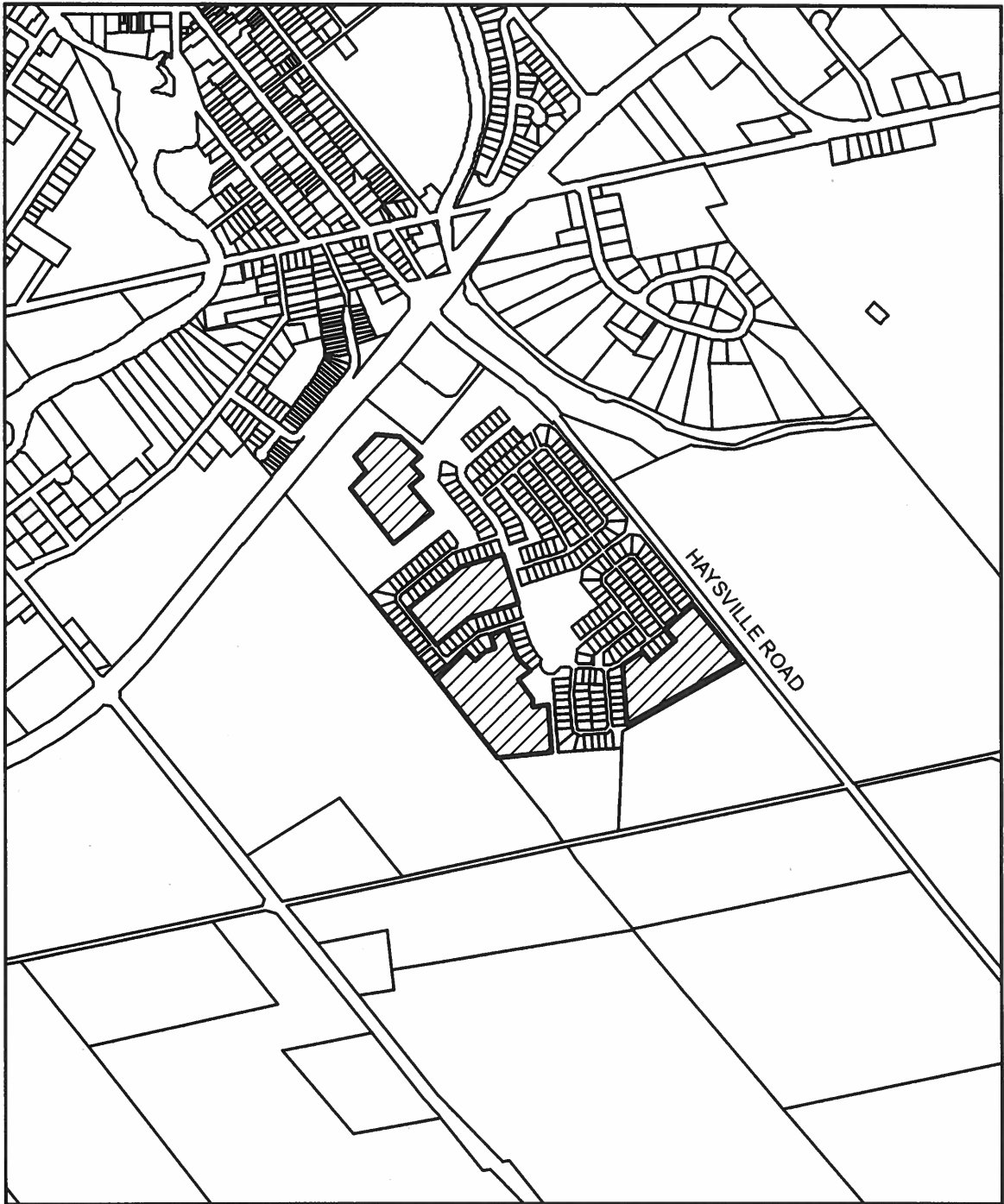
PASSED this 9th day of **March, 2015**.

MAYOR

CLERK

SCHEDULE "B"
PART OF LOT 23
CONCESSION SOUTH OF BLEAMS ROAD
TOWNSHIP OF WILMOT

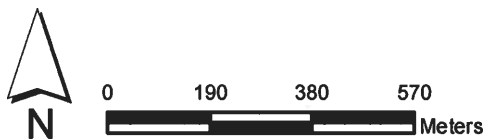
SUBJECT LANDS OUTLINED THUS: 



THIS IS SCHEDULE "B" TO BY-LAW NO. 2015-14
PASSED THIS 9TH DAY OF MARCH, 2015.

MAYOR

CLERK



THE CORPORATION OF THE TOWNSHIP OF WILMOT

BY-LAW NUMBER 2015-16

**BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK ENTERING INTO AN
AGREEMENT WITH HER MAJESTY THE QUEEN IN THE RIGHT OF ONTARIO
AS REPRESENTED BY THE MINISTER OF MUNICIPAL AFFAIRS AND HOUSING,
ATTACHED AS SCEHDULE "A"**

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 the By-law.

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

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, second and third time this 9th day of March, 2015.

READ a third time and finally passed in Open Council this 9th 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 Bleam'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 9, 2015

SECOND READING: March 9, 2015

PROVISIONALLY ADOPTED THIS 9th DAY OF MARCH, 2015.

Mayor

Clerk

THIRD READING

PASSED THIS DAY OF , 2015 .

Mayor

Clerk