



**TOWNSHIP OF WILMOT
COUNCIL MEETING AGENDA
MONDAY, NOVEMBER 3, 2014**

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

- 1. MOTION TO CONVENE INTO CLOSED SESSION (IF NECESSARY)**
- 2. MOTION TO RECONVENE IN OPEN SESSION**
- 3. MOMENT OF SILENCE**
- 4. ADDITIONS TO THE AGENDA**
- 5. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**
- 6. MINUTES OF PREVIOUS MEETINGS**
 - 6.1 Council Meeting Minutes October 6, 2014**

Recommendation

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

Regular Council Meeting October 6, 2014.

- 7. PUBLIC MEETINGS**
- 8. PRESENTATIONS/DELEGATIONS**
- 9. REPORTS**
 - 9.1 CAO – no reports**
 - 9.2 CLERKS**
 - 9.2.1 REPORT NO. CL2014-31
By-law Enforcement
Quarterly Activity Report
July 1st, 2014 to September 30th, 2014**

Recommendation

THAT the Enforcement Activity Report for July 1st, 2014 to September 30th, 2014 be received for information purposes.

**9.2.2 REPORT NO. CL2014-32
Proposed 2015 Council Meeting Schedule**

Recommendation

THAT the following schedule for Regular Council Meetings be adopted:

January 12, 2015	February 9, 2015
March 9, 2015 March 30, 2015	April 13, 2015 April 27, 2015
May 11, 2015 May 25, 2015	June 1, 2015 June 22, 2015
July 20, 2015	August 31, 2015
September 14, 2015 September 28, 2015	October 5, 2015 October 19, 2015
November 2, 2015 November 23, 2015	December 7, 2015.

9.3 FINANCE

**9.3.1 REPORT NO. FIN 2014-29
Procurement By-law Update**

Recommendation

THAT Report FIN 2014-29, prepared by the Manager of Accounting, regarding the update to the Township By-Law for the Procurement of Goods and Services and Disposal of Surplus Goods, be received for information purposes;

AND FURTHER, THAT an updated by-law be adopted, with an effective date of January 1, 2015.

9.4 PUBLIC WORKS

**9.4.1 REPORT NO. PW-2014-15
Public Works Activity Report
July - September**

Recommendation

THAT the Public Works Department Activity Reports for the months of July, August and September 2014 be received for information.

**9.4.2 REPORT NO. PW-2014-16
Proposed No Parking Zone
Huron Place, New Hamburg**

Recommendation

THAT the following amendments be made to the Traffic and Parking By-Law:

- 1. THAT the existing Schedule "1," Part V – Section 3 – No Parking to said By-Law No. 2006-44 be amended by adding reference to:**
 - Huron Place, New Hamburg, on the west side, from Huron Street to the south end, at any time.**

9.5 DEVELOPMENT SERVICES

**9.5.1 REPORT NO. DS 2014-23
September Building Statistics**

Recommendation

THAT the September 2014 Building Statistics be received for information.

**9.5.2 REPORT NO. DS 2014-24
Release of Agreement – Ross Roth Sand & Gravel Inc.**

Recommendation

THAT the Township release Agreement WR701396 between the Township of Wilmot and Ross Roth Sand & Gravel Inc. from the title of Pt Lot 22, Concession 3, Block A (PIN 22204-0067 LT).

9.6 FACILITIES AND RECREATION SERVICES

**9.6.1 REPORT NO. PRD 2014-13
Facilities & Recreation Services Quarterly Activity Reports**

Recommendation

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

**9.6.2 REPORT NO. PRD 2014-14
Tender 2014-13 Supply Electric Ice Resurfacer**

Recommendation

THAT Tender 2014-13 to supply one new Electric Ice Resurfacer, be awarded to Joe Johnson Equipment for the bid price of \$152,731.58 net of the HST rebate.

9.7 FIRE

**9.7.1 REPORT NO. FI 2014-06
Quarterly Activity Report**

Recommendation

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

9.8 CASTLE KILBRIDE

**9.8.1 REPORT NO. CK2014-04
Quarterly Activity Report – July, August & September 2014**

Recommendation

THAT the Castle Kilbride Activity Report for the months of July, August and September be accepted for information purposes.

10. CORRESPONDENCE

- 10.1 Ministry of Agriculture, Food and Rural Affairs – Ontario Community Infrastructure Fund – Formula-Based Funding Allocation Notice**
- 10.2 Grand River Conservation Authority – GRCA Current, October 2014**

Recommendation

THAT Correspondence Items 10.1 to 10.2 be received for information.

11. BY-LAWS

- 11.1 By-law No. 2014-44, No Parking on a Portion of Huron Place, Amendment to By-law 2006-44 Being a By-law to Regulate Traffic and Parking on Highways**
- 11.2 By-law No. 2014-45, Procurement By-law Update**

Recommendation

THAT By-law Nos. 2014-44 and 2014-45 be read a first, second and third time and finally passed in Open Council.

12. NOTICE OF MOTIONS

13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS

14. BUSINESS ARISING FROM CLOSED SESSION

15. CONFIRMATORY BY-LAW

15.1 By-law No. 2014-46

Recommendation

THAT By-law No. 2014-46 to Confirm the Proceedings of Council at its Meeting held on November 3, 2014 be introduced, read a first, second, and third time and finally passed in Open Council.

16. ADJOURNMENT

Recommendation

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



**TOWNSHIP OF WILMOT
COUNCIL MEETING MINUTES
MONDAY, OCTOBER 6, 2014**

**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'Krafka, Fire Chief M. Raine, Director of Finance R. Tse,
Curator/Director of Castle Kilbride T. Loch, Manager of Accounting P. Kelly,
Planner/EDO A. Martin, Roads Foreman D. Kleine**

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

4.1 REPORT 9.4.1 – REPORT NO. PW-14-14 Queen Street, New Dundee

Public Support for Report No. PW-14-14

Resolution No. 2014-191

Moved by: A. Junker

Seconded by: M. Murray

**THAT the above document received in regards to REPORT 9.4.1 – REPORT NO. PW-14-14 be
added to the Agenda.**

CARRIED.

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

None disclosed.

6. MINUTES OF PREVIOUS MEETINGS

6.1 Council Meeting Minutes September 22, 2014

Resolution No. 2014-192

Moved by: B. Fisher

Seconded by: P. Roe

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

Regular Council Meeting September 22, 2014.

CARRIED.

7. PUBLIC MEETINGS

- 7.1 REPORT NO. DS 2014-22
Zone Change Application 06/14
Patrick Forristal
Part of Lot 2, Concession 3, Block B
Parts 39-42 and 74-75, Plan 58R-3682
16-1182 Berlett's Road, Sunfish Lake

Resolution No. 2014-193

Moved by: M. Murray

Seconded by: J. Gerber

THAT Zone Change Application 06/14 made by Patrick Forristal, affecting Part of Lot 2, Concession 3, Block B, to pass a temporary use by-law to permit a second seasonal dwelling for a period of one year be approved, subject to the following:

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

CARRIED.

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

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

The Planner/EDO highlighted the report.

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

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

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

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

Councillor P. Roe commented that he agreed with the condition attached to the recommendation to minimize the impact on the area.

8. PRESENTATIONS/DELEGATIONS

9. REPORTS

9.1 CAO – no reports

9.2 CLERKS

9.2.1 REPORT NO. CL2014-30 Encroachment Agreement 3614 Carmel-Koch Rd.

Resolution No. 2014-194

Moved by: P. Roe

Seconded by: B. Fisher

THAT The Township of Wilmot enter into an encroachment agreement with the owner of 3614 Carmel-Koch Rd, Part Lot 22, Block B, Concession 2, Township of Wilmot, subject to the owner / applicant bearing all costs associated with the preparation of such agreement, and further, that the Mayor and Clerk be authorized to execute all associated documentation.

CARRIED.

The Director of Clerk's Services highlighted the report.

9.3 FINANCE

9.3.1 REPORT NO. FIN 2014-27 Statement of Operations as of September 30, 2014 (un-audited)

Resolution No. 2014-195

Moved by: A. Junker

Seconded by: M. Murray

THAT the Statement of Operations as of September 30, 2014, as prepared by the Manager of Accounting, be received for information purposes.

CARRIED.

The Manager of Accounting highlighted the report.

**9.3.2 REPORT NO. FIN 2014-28
Capital Program Review as of September 30, 2014 (un-audited)**

Resolution No. 2014-196

Moved by: P. Roe

Seconded by: M. Murray

THAT the Capital Program Review as of September 30, 2014, as prepared by the Manager of Accounting, be received for information purposes.

CARRIED.

The Manager of Accounting highlighted the report.

9.4 PUBLIC WORKS

**9.4.1 REPORT NO. PW-14-14
Queen Street, New Dundee**

Resolution No. 2014-197

Moved by: A. Junker

Seconded by: M. Murray

THAT the following amendments be made to the Traffic and Parking By-law:

- 1. THAT the existing Schedule “21”, Part XVII – Section 1 – Heavy Truck Prohibitions – No Heavy Trucks to said By-law No. 2006-44 be amended by adding reference to:**
 - **Queen Street, New Dundee, from Bridge Street to Oxford-Waterloo Road at any time**
 - **Hallman Road, from Bridge Street to Oxford-Waterloo Road, at any time**

CARRIED, UNANIMOUSLY.

The Director of Public Works highlighted the report.

Registered Delegation

Nelson Smith

Mr. Smith read from a written submission that he supplied to Council and was added to the Agenda by Resolution No. 2014-191 as Public Support for Report No. PW-14-14 (attached as Appendix A).

Councillor A. Junker thanked the delegation and expressed his hope for Council's support on the recommendation. He noted that this action was brought about by trying other options which were not effective.

Mayor L. Armstrong concurred that other approaches were attempted but did not work which prompts Council to have to try another way to remedy the situation.

9.5 DEVELOPMENT SERVICES – no further reports

9.6 FACILITIES AND RECREATION SERVICES – no reports

9.7 FIRE – no reports

9.8 CASTLE KILBRIDE – no reports

10. CORRESPONDENCE

10.1 WALDA – Letter of Appreciation for Sponsorship of Q'ing for Life BBQ

Resolution No. 2014-198

Moved by: P. Roe

Seconded by: J. Gerber

THAT Correspondence items 10.1 be received for information.

CARRIED.

10.2 Association of Municipalities of Ontario – Double Hatter Firefighters

Resolution No. 2014-199

Moved by: M. Murray

Seconded by: B. Fisher

WHEREAS the training and certification of professional firefighters is established and mandated by the Province of Ontario under the Fire Protection and Prevention Act, 1997;

AND WHEREAS it is the responsibility of municipalities to establish fire departments and appoint fire chiefs to provide fire protection services as they determine may be necessary in accordance with their needs and circumstances;

AND WHEREAS many Ontario municipalities rely on both full time and volunteer firefighters in order to provide fire protection;

AND WHEREAS the International Association of Fire Fighters (“IAFF”) Constitution prohibits full time firefighters from volunteering as firefighters in another municipal jurisdiction (i.e. “Double Hatting”);

AND WHEREAS the IAFF’s stance on Double Hatting is specifically prohibited by legislation in almost all provinces in Canada and much of the United States;

AND WHEREAS a volunteer firefighter in the Innisfil Fire and Rescue Service is challenging the IAFF ban on Double Hatting and their expulsions from that union because of his desire to continue volunteering while being employed as a full-time firefighter in another jurisdiction;

AND WHEREAS the right of individuals to use their free time in service of their community is a fundamental right in a free, open and democratic society.

NOW THEREFORE BE IT RESOLVED that the Council of the Township of Wilmot requests that the Province of Ontario amend the Fire Protection and Prevention Act, 1997 with respect to salaried

firefighters who also work as volunteer firefighters, such that if a person is denied membership in an association of firefighters, is expelled or disciplined by the association or engages in reasonable dissent within the association in connection with this kind of dual role, the association is not permitted to require the employer to refuse to employ the person as a salaried firefighter, terminate his or her employment as a salaried firefighter or refuse to assign the person to fire protection services.

This resolution should be sent to the following:

- Hon. Kathleen Wynne, Premier of Ontario
- Hon. Madeline Meilleur, Attorney General
- Hon. Kevin Flynn, Minister of Labour
- Hon. Yasir Naqvi, Minister of Community Safety and Correctional Services
- Hon. Ted McMeekin, Minister of Municipal Affairs and Housing.

CARRIED, UNANIMOUSLY.

Councillor M. Murray asserted that this is an important recommendation after years of controversy. He noted that the full time fire fighters have very valuable skills to share with volunteer fire fighters.

11. BY-LAWS

- 11.1 By-law No. 2014-40, Zone Change Application 06/14, Patrick Forristal, 16-1182 Berlett's Rd, Sunfish Lake
- 11.2 By-law No. 2014-41, Being a By-law to Amend By-law 2006-44 – No Heavy Trucks – Queen Street, New Dundee
- 11.3 By-law No. 2014-42, A By-law to Authorize the Execution of an Agreement with the owner of 3614 Carmel-Koch Rd

Resolution No. 2014-200

Moved by: A. Junker

Seconded by: P. Roe

THAT By-law Nos. 2014-40, 2014-41 and 2014-42 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 P. Roe presented a request that staff be directed to prepare a letter further to the correspondence attached as Appendix B in favour of the access to the internet for rural residence through rural broadband.

Council directed staff to review the information and the proposed changes to rural broadband.

Mayor L. Armstrong noted that whereas the Township and its residents may not be directly affected that this matter may affect many of the neighbouring municipalities and that the Township should offer support.

Councillor P. Roe commented that it is unknown at this time exactly who may be affected by the proposed changes.

- 13.2 Councillor P. Roe informed Council that the convenience store in St. Agatha is under new ownership by a local resident and that he extending his congratulations to that resident.

14.1 MOTION TO CONVENE INTO CLOSED SESSION

Resolution No. 2014-201

Moved by: J. Gerber

Seconded by: P. Roe

THAT a Closed Meeting of Council be now held in accordance with Section 239 (2) (b) of the Municipal Act, 2001, for the purposes of considering the following matters:

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

CARRIED.

15 MOTION TO RECONVENE IN OPEN SESSION

Resolution No. 2014-202

Moved by: P. Roe

Seconded by: B. Fisher

That we reconvene into Open Session of Council.

CARRIED.

16. CONFIRMATORY BY-LAW

- 16.1 By-law No. 2014-43**

Resolution No. 2014-203

Moved by: M. Murray

Seconded by: P. Roe

THAT By-law No. 2014-43 to Confirm the Proceedings of Council at its Meeting held on October 6, 2014 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

17. ADJOURNMENT

Resolution No. 2014-204

Moved by: A. Junker

Seconded by: P. Roe

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

CARRIED.

Mayor

Clerk

Mr. Mayor, Councillors, Township Staff, Ladies and Gentlemen:

When Councillor Junker informed me that the original petition presented to council in 2012 was once again being discussed by Council, I welcomed the opportunity to address you in support of this initiative. That is because, I believe, that this proposal is in the best interests of the majority of residents of New Dundee and therefore council will support this staff recommendation.

In meeting with and talking to fellow residents of New Dundee over the past 2 years, there is overwhelming support for the staff report in front of you. This majority support was made clear during my participation, along with 5 other individuals, in a door-to-door survey of New Dundee residents regarding the Region of Waterloo's initiative to make the intersection of Queen and Bridge Streets a 4-way Stop. During these "door step" conversations, the vast majority of people felt that the village is overrun with transient heavy trucks causing safety, noise, environmental, infrastructure, and quality of life issues. They agreed that the proposed change to a "4-way" Stop was a step in the right direction, but requested of the Township of Wilmot to restrict transient heavy trucks on Queen Street South and for the Region of Waterloo to initiate a similar restriction on Bridge/Queen Streets (Regional Road 12)¹.

While on the topic of the change of the intersection to a 4-way stop, we would like to thank our Mayor on his amendment to the Region's proposal for this intersection. Mayor Armstrong suggested that the proposal include the change of the "Yield" sign to a "Stop" sign on the by-pass lane for this intersection. We would encourage the Township to lobby the Region of Waterloo to make this a "permanent" change as its positive effectiveness on Bridge Street traffic is starting to show.

Please remember that Queen Street is a residential street with a "set back", in most cases, that is reflective of a residential village. Heavy trucks are inappropriate to this area. While it may bring "happiness" to some outside of the settlement area to see that "the trucks are running", for the residents on Queen Street there is no "happiness" at being awakened from sleep, conversations stopped, windows closed against the fumes from trucks loaded with asphalt, and children endangered by trucks running up and down Queen Street 24 hours per day.

Much has been attempted to find an alternate or negotiated solution to this issue. Over the past 2 years there have been meetings held with "stakeholders" from the business community, contact made with individual companies, meetings with various groups, meetings with councillors, and meetings with the Mayor and Township staff. We have had traffic counts done on roads and studies done on intersections; and yet we still have the same issue before you. Nothing has solved this problem.

Unfortunately, in today's world, some organizations see being a good neighbour as an infringement of their "rights" to operate their vehicles wherever and whenever they please no matter what the impact to New Dundee residents. Some other operators are located so far away as to be totally unaware of the negative impact they are having upon the residents of New Dundee. We see heavy trucks west bound

¹ See Appendix A

on the 401 exit at Cedar Creek Road and turn onto Trussler Road only to leave Trussler at Waterloo-Oxford Line to travel along Queen Street. We see heavy trucks operating from areas south of New Dundee cross over Oxford County Road 8 and travel Queen Street in preference to Trussler Road and we have transport trucks going to and from the 401 at the Drumbo exit using Queen Street. Perhaps it is the quickly deteriorating condition of Trussler Road south of Bridge Street they fear but with the current traffic volume and loads, Queen Street is not far behind. It doesn't take a trained eye to see the increased damage being done to Queen Street.

We are not "anti-truck" or "anti-business"; we are "pro-common sense". We know that a few kilometers here and there is important to anyone who is in the business of transporting goods. But there are other roads available, that do not involve Queen Street or any other road in New Dundee, that hardly alter the kilometer distance and can actually save travel time. Are they as convenient? Probably not. Are they any faster? Sometimes. Does it make sense for "18-wheelers" to be traveling residential streets? NO! Can we rely on the courtesy and common sense of today's drivers? Apparently not.

We love New Dundee, the Township, and the quiet rural village lifestyle together they represent. You, as councillors, heard this time and time again throughout the Township when working on the Wilmot's Strategic Plan. We want all resident's of the village to feel safe from the effects of heavy trucks that are currently transiting New Dundee and to enjoy the quality of life that living in the Township of Wilmot can provide.

This staff recommendation that you have before you is supported by the vast majority of the residents of New Dundee. It takes into consideration that for the past 2 years other recommendations have failed to adequately resolve this issue. It also reflects a fiscal responsibility in attempting to extend the life cycle of the Township's road infrastructure. And it aligns with the Township's Strategic Plan.

We feel this staff report before you is important and justified, now and for the future. It deserves your full support.

Thank you.

Nelson Smith
1021 Queen Street
New Dundee, ON

Support for Staff Report PW-14-14

Queen Street New Dundee

Petition to The Region of Waterloo

Bridge/Queen Street Truck RESTRICTION Petition

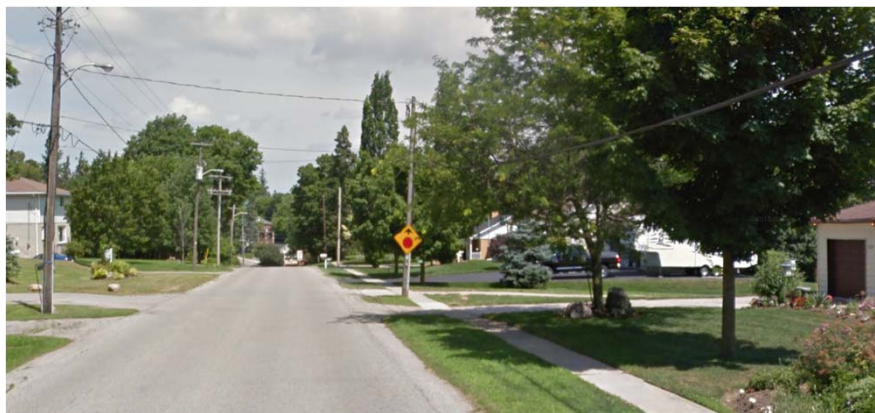
The undersigned residents of the village of New Dundee, want the Township of Wilmot on Queen Street south and the Region of Waterloo to place "a transient heavy truck restriction" on Regional Road 12, Bridge/Queen Streets. The proposed All-Way stop on Bridge/Queen is a positive step. The safety of our children going to New Dundee Public School and to our new library is our priority.

Print name	Address	Phone number	Signature
Jessica Smith	1098 Queen St	519-596-3992	[Signature]
Janey Gure			
Jessica Payette	1093 Queen St	519-501-0771	[Signature]
Vanessa Smith	1097 Queen St		

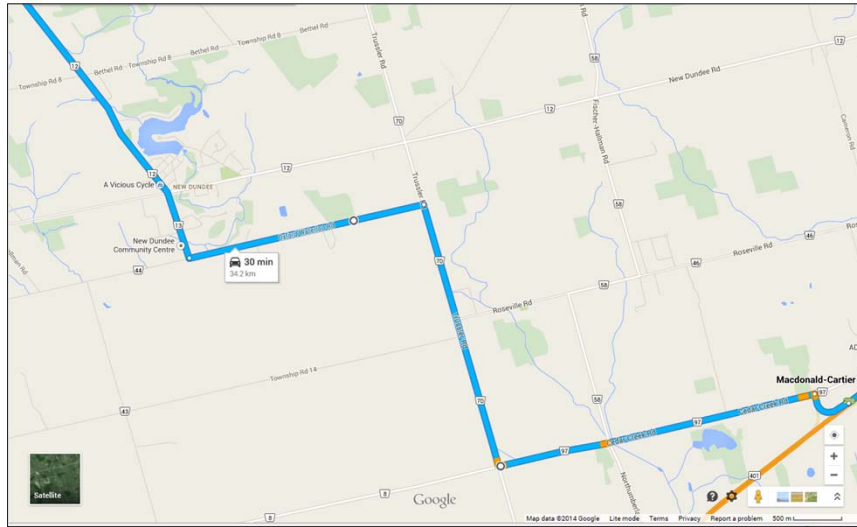
“5-way Stop”

- Many positive comments from New Dundee residents
- Visitors to New Dundee have noted the improved intersection safety
- 5th Stop sign essential and needs to be made “permanent”
- We ask Council to work with the Region to ensure the change from “Yield” to “Stop” is made permanent

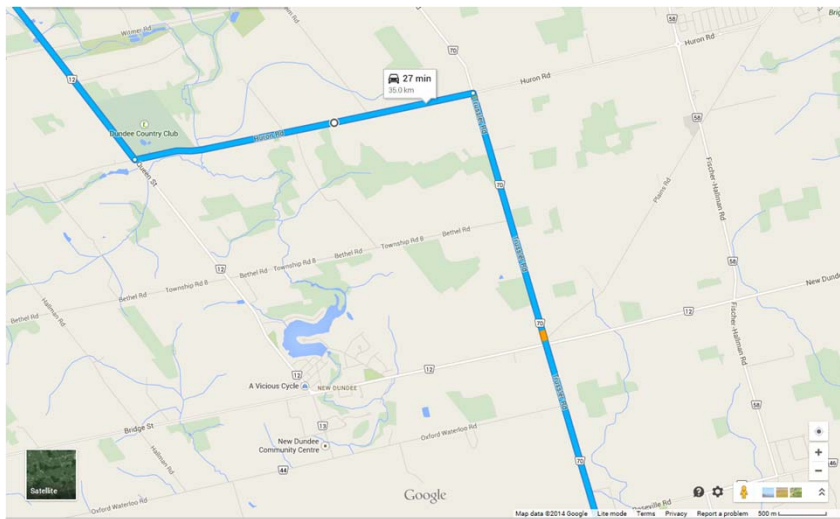
Residential Queen Street



One of the many routes using Queen Street



One of Many Routes around New Dundee



Important Points

- Staff's recommendation is to implement a No Heavy Truck Zone
- Other solutions over the past 2 years have all failed
- Fiscally responsible to protect the road infrastructure within the Township
- Recommendation aligns with the Township's Strategic Plan

Thank You.

Protecting Rural Broadband

AMO Communications [communicate@amo.on.ca]

Sent: Friday, October 03, 2014 3:33 PM

To: Peter Roe



Rural Ontario Municipal Association

Dear Colleagues:

Protecting Rural Broadband

Industry Canada has proposed changes that would seriously affect current rural internet service. The process involves reclassifying vast rural areas as "urban" and for all "urban" licenses to be taken away from rural internet service providers even though licenses are in use providing service to people today in rural Ontario. That spectrum would be allocated to cellular phone companies for future use not yet developed.

In effect, this policy change would see many rural communities across Ontario and Canada lose their existing high speed internet service. In our view, this short sighted proposal appears only to benefit the major telecommunication companies and is contrary to the Federal government's priority of providing high speed internet service to rural communities throughout Canada. For rural communities, access to high speed internet services allows them to compete globally. It also enhances economic returns for local businesses as well as attracts businesses and residents to the community.

The ROMA Board feels that this matter deserves the attention of rural communities across the province and urges municipal governments to raise this matter in submissions to Industry Canada. A draft mock-up of a letter is available for your use on the ROMA website to help in crafting your message to the Federal government. Additional information on this matter is also posted on the ROMA website. The turnaround time on these submissions is short. Comments **are due to Industry Canada electronically by Wednesday, October 8th**. If your Council has an existing position on access to rural high speed internet, we urge you to send that along as well.

Thank you for taking the time to respond to this important issue that affects all rural communities across Canada.

Sincerely,

Ron Eddy
ROMA Chair

Rural Section of the Association of Municipalities of Ontario
200 University Ave., Suite 801, Toronto, Ontario M5H 3C6 Website: www.roma.on.ca

[Your Letterhead]

[Date]

Mr. Peter Hill
Director General, Spectrum Management Operations Branch
Industry Canada
300 Slater Street (JETN, 15th)
Ottawa, ON K1A 0A5
Email: spectrum.operations@ic.gc.ca

Dear Mr. Hill:

**Canada Gazette, Part I, August 19, 2014, DGSO-003-14
Consultation on Policy Changes in the 3500 MHz Band (3475-3650 MHz)
and a New Licensing Process in Rural Areas**

Today the Rural Ontario Municipal Association learned that Industry Canada has proposed changes effecting rural Internet service in the *Consultation on Policy Changes in the 3500 MHz Band (3475-3650 MHz) and a New Licensing Process in Rural Areas*, DGSO-003-14, dated August 19, 2014 (*the "Consultation Paper"*). We are gravely concerned about this proposal.

The Rural Ontario Municipal Association (ROMA) is the rural arm of the Association of Municipalities of Ontario (AMO). The association is an integral part of AMO and a number of its Executive Members serve on the AMO Board of Directors. Policy, research and advocacy activities are undertaken by ROMA through AMO. Matters which affect rural communities are brought to the attention of the provincial and federal governments.

These comments are in response to the proposals in questions 1, 7 and 8 of the Consultation Paper.

While we share the stated goal of ensuring the best possible high-speed Internet in Ontario's rural regions, the proposals in the Consultation Paper would not have that effect. The proposals, as drafted, take away spectrum in use today to provide Internet service to Ontarians outside of the big cities and gives it to telephone companies for future mobile phone use. If that happens, hundreds of thousands of current residential and business customers in rural Canada will lose their existing high-speed Internet service, including people in our area. Access to internet is the foundation of economic enterprise in rural areas. This proposal is a step backwards for rural Ontarians and not in keeping with the stated goal of increasing Internet access for Ontarians.

The proposed reclassification of the licensed areas would designate vast rural areas as “urban” areas. Once this reclassification happens, the proposal then calls for all the “urban” licences to be taken away from rural Internet service providers (ISPs), even though the licences are in use providing service to people today, and for that spectrum to be given to cellular phone companies for future use with smart phones that have not yet been developed.

We do not support any proposal that ignores the current needs of rural Ontarians by taking away ALL of the spectrum and giving it to cellular companies.

The Consultation Paper states that the “Government of Canada is committed to ensuring that Ontarians benefit from the availability of advanced, competitively priced telecommunications services in all regions of the country” and has a commitment “to extend and enhance broadband Internet services in rural and northern communities in order to meet the continued demand for fixed services in rural areas”.¹ However, the proposals in the Consultation Paper do not live up to those promises. Any proposal that would see a large number of rural Ontarians being designated “urban” and having fixed wireless Internet service in their areas shut down does not benefit “all regions of the country”. It sacrifices the current needs of rural communities, takes away the economic and social benefits of the Internet from rural residents and undermines all the hard work that rural areas have done to ensure we connect rural residents to high quality Internet services.

We urge the Minister of Industry and Industry Canada to reject the flawed proposals in the Consultation Paper and, at the very minimum, to do no harm – please leave the licences in place for spectrum that is in use today providing service to Ontarians and exempt the licensees that are delivering high speed fixed wireless internet services today from any requirement to depart from this spectrum. Please do not take away Internet service from rural residents.

Sincerely,

cc. Anne Marie Quinn, Senior Vice President and Partner, FleishmanHillard – email:
annemarie.quinn@fleishman.ca

¹ Consultation Paper, para. 6.



Township of Wilmot **REPORT**

REPORT NO. CL 2014-31

TO: Council

PREPARED BY: Derek Wallace, Senior Municipal Law Enforcement Officer

DATE: November 3, 2014

SUBJECT: By-law Enforcement
Quarterly Activity Report
July 1st, 2014 to September 30th, 2014

RECOMMENDATION:

That the Enforcement Activity Report for July 1st, 2014 to September 30th, 2014 be received for information purposes.

BACKGROUND:

Type of Call	July/ Sept. 2014	July / Sept. 2013
- Property Standards	7	13
- Parking	17	25
- Animal Control Complaints	25	23
- Noise	14	16
- Fire Complaints	6	3
- Grass and Weeds	10	12
- Graffiti	2	1
- Livestock Evaluation	0	3
- Signs	5	5
- General Inquiries	56	164
- Pools	2	0
- Fences	0	1
- Dumping	7	6
- Zoning	6	1
- Discharge of Firearms	1	0

Breakdown of Activities:

Property Standards and Clean Yard:

- 7 properties were investigated by the Township
- 3 are still working towards compliance – the remainder are in compliance

Parking:

- No warnings were issued
- 81 parking tickets were issued

Animal Control:

- 5 dogs were impounded
- 3 tickets issued for dogs running at large
- 19 tickets for failing to procure a dog license

Noise Complaints:

- 14 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 tickets issued

Fire Complaints:

- 6 complaints regarding open burning
- 2 charges issued for illegal open burns with no permit

Grass and Weeds:

- 10 complaints investigated
- 2 properties cut by Township – the remainder complied

Signs:

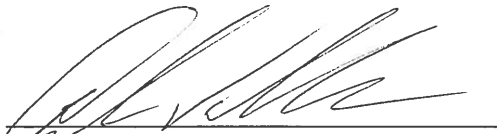
- 5 complaints received
- all sign complaints were investigated and removed by voluntary compliance by the property owners or By-Law officer
- ongoing monitoring of illegal signage is occurring and removal carried out on a regular basis by By-law
- 65 signs removed by By-law Officers

Dumping

- 7 illegal dumping calls investigated and cleaned up

Zoning

- 6 complaints investigated – at the time of this report, 5 have met compliance



Derek Wallace
Senior Municipal By-Law Enforcement Officer



Barbara McLeod
Director of Clerk's Services



Reviewed by CAO



Township of Wilmot **REPORT**

REPORT NO. CL2014-32

TO: Council

PREPARED BY: Dawn Mittelholtz, Deputy Clerk

DATE: November 3, 2014

SUBJECT: Proposed 2015 Council Meeting Schedule

Recommendation:

THAT the following schedule for Regular Council Meetings be adopted:

January 12, 2015	February 9, 2015
March 9, 2015	April 13, 2015
March 30, 2015	April 27, 2015
May 11, 2015	June 1, 2015
May 25, 2015	June 22, 2015
July 20, 2015	August 31, 2015
September 14, 2015	October 5, 2015
September 28, 2015	October 19, 2015
November 2, 2015	
November 23, 2015	December 7, 2015.

Background:

Annually, Council adopts by resolution a Regular Council Meeting schedule in accordance with the Procedural By-law.

Discussion

As in previous years, the members of the senior management team review the proposed schedule before recommendation to Council. The schedule is reviewed for potential conflicts with various events that would affect the availability of Council and/or staff. Such events would include the 2015 Budget process, statutory holidays, municipal conferences and spring break.

Strategic Plan Conformity:

Upon approval the schedule is subsequently posted on the website thereby communicating a current municipal matter and further facilitating future communications whereby residents and other interested parties know when to seek information regarding Council Meetings.

Financial Considerations:

None.

Conclusion:

Staff recommends that the above schedule for Regular Council Meetings be adopted.



Dawn Mittelholz, Deputy Clerk



Barbara McLeod, Director of Clerk's Services



Reviewed by CAO



Township of Wilmot **REPORT**

REPORT NO. FIN 2014-29
TO: Council
PREPARED BY: Patrick Kelly Manager of Accounting
DATE: November 3, 2014
SUBJECT: Procurement By-Law Update

Recommendation:

That Report FIN 2014-29, prepared by the Manager of Accounting, regarding the update to the Township By-Law for the Procurement of Goods and Services and Disposal of Surplus Goods, be received for information purposes;

And further, that an updated by-law be adopted, with an effective date of January 1, 2015.

Background:

In 2010, Council established a by-law (2010-41) to provide for fair, transparent and accountable purchasing and tendering procedures. This by-law replaced an outdated Corporate Policy FIN-05 on government purchasing.

As part of the 2014 municipal work program, finance staff initiated a review of the existing by-law, including the analysis of whether it allowed for the appropriate environmental considerations noted within the Corporate Strategic Plan.

Discussion:

To complete a comprehensive review of the existing procurement by-law, staff analyzed the results of several public bids over the past few years, and identified where the current practice could be enhanced to fall in line with current bids and tendering processes in the municipal field.

This review focused on areas such as digital advertising and tracking of bids, pre-qualification of bidders, contractor supplier valuations, treatment of bidder inquiries, and use of external project managers/general contractors. In addition, the requirements to bond and the roles and responsibilities of Purchasing Agents and the Procurement Analyst were reviewed. Finally any requirements for Council approval were updated to ensure the intent of the by-law was clear.

The Manager of Accounting and Procurement Analyst presented the proposed revisions to Senior Management Team in September 2014. The various updates that follow were reviewed and

endorsed by the Senior Management Team, for inclusion in an updated by-law for Council's consideration.

The main updates to the by-law are noted below:

- Title of Purchasing Clerk was revised to Procurement Analyst as per job title change, which occurred subsequent to passing of original by-law
- Cleared ambiguity in relation to requirement for Council approval in tenders (item 22)
 - Previous version of by-law did not include the word “estimated”
- Inclusion of verbiage on the treatment of large capital projects involving a project manager or general contractor (Item 23)
 - Previous version of by-law did not provide direction on the treatment of hiring sub-trades in the case of a large project handled by a general contractor
- Update Procurement Analyst responsibilities to reflect current practice (Item 24 and 27)
 - Previous version did not specify “digital copy”, nor the requirements for additional copies, etc.
 - Previous version indicated Procurement Analyst would prepare bid document, versus revised version indicating “review for quality assurance purposes”. Bid documents are prepared by the lead Purchasing Agent
- Minimum bid amount requiring vendors to provide bonding was adjusted to \$200,000 (Item 26)
 - In reviewing the existing minimum of \$100,000, it was determined that the costs incurred by the vendor to bond were resulting in higher bid prices submitted to the Township
 - The adjustment to \$200,000 was deemed appropriate to mitigate any risk within the bid process
- Updated the bid inquiries process to reflect the practice of using our website (Item 32)
 - All Q&A during the bid process are now posted to the dedicated Bid Opportunities web page on the wilmot.ca site for review, rather than direct email to the bid takers
- Updated the bid takers tracking to reflect the practice of posting on-line (Item 33)
 - The list of bid takers is now posted to the dedicated Bid Opportunities web page on the wilmot.ca site
- Cleared ambiguity in relation to requirement for Council of term contracts (Item 57)
 - Revised wording avoids any potential to have a term-contract exist in excess of 5 years, including any renewals without seeking Council approval
- Revised advertising requirements to reflect use of digital advertising over newspaper (Item 63)
 - The cost vs benefit of paper advertising was reviewed and it was determined that the majority of bidders retrieved information either directly through wilmot.ca or a third-party site, such as Biddingo or Merx
 - Newspaper ads are no longer mandatory, and will be at the discretion of the Purchasing Agent

- Included new item discussing Request for Pre-Qualification (RFPQ) Process (Item 66)
 - Over the period reviewed a number of instances were noted where pre-qualification of bidders would be beneficial
 - This section ensures RFPQ process is carried out in a fair and transparent manner, similar to guidelines for Tenders, RFPs and RFQs
- Included section regarding contractor/supplier evaluations (Item 87)
 - Additional language to protect the municipality and ensure that contractors are accountable for previous work with the municipality in future bid opportunities
- Established roles and authorities in the declaration of surplus goods (Item 91/92)
 - Previous version did not indicate who declares items surplus

Environmental Considerations

The final step of the review was to ensure that the by-law language did not adversely affect the goals of the Strategic Plan to “protect our natural environment”, and determine whether a specific “Green Procurement Policy” needed to be established.

In reviewing the existing language noted in item 2d), Item 59 and Item 86, staff concluded that the current language is suitable to ensure the Strategic Plan action of “Using our Resources Responsibly” is adhered to. Further to this, the recent approval from Council for Wilmot to join the Regional Carbon Initiative, as an “Observing Organization” of Sustainable Waterloo Region will further the Township’s progress in this specific goal area.

Strategic Plan Conformity:

This report is consistent with the action of “strengthening customer service” through reviewing operational efficiencies and use of resources. This report is aligned with the Townships core value of being “forward thinking” through its advancement in the use of technology within the procurement of goods and services. Finally, the review and continuation of environmental considerations through the Regional Carbon Initiative, meets the action of considering the development of a stand-alone green procurement policy for the Township.

Financial Considerations:

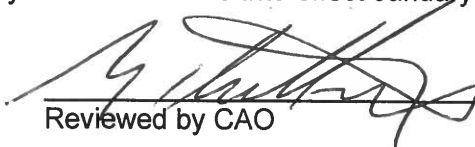
The revisions to the by-law proposed will generate process efficiencies, thereby reducing the overall cost of administering fair and transparent bid opportunities for the Township.

Conclusion:

The preceding report is presented to Council for information purposes. The updated by-law is included within the Council agenda for adoption. This by-law would come into effect January 1, 2015.



Patrick Kelly, Manager of Accounting



Reviewed by CAO



Rosita Tse, Director of Finance



Township of Wilmot REPORT

REPORT NO.: PW-2014-15

TO: Council

PREPARED BY: Gary Charbonneau, Director of Public Works

DATE: November 3, 2014

SUBJECT: Public Works Activity Report
July - September

Recommendation:

That the Public Works Department Activity Reports for the months of July, August and September 2014 be received for information.

Background:

N/A

Discussion:

The attached summaries highlight the activities of the Public Works Department for the third quarter of 2014.

Strategic Plan Conformity:

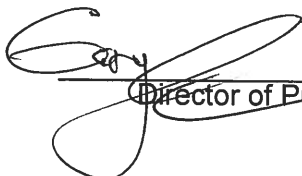
Communicating municipal matters.

Financial Considerations:

N/A

Conclusion:

That the report be received for information.


Director of Public Works


Reviewed by CAO

Road Dept. Report

July 2014

Structures

- ❖ On July 3rd we opened the Nith river bridge on the Waterloo/Oxford boundary after being closed for repairs.

Roadside

- ❖ Roadside mowing of rural roads.
- ❖ Cleaned up roadside dumping on Sandhills Rd.
- ❖ Hired a contractor to grind the tree stumps in towns where we needed to remove dead trees.
- ❖ Trimming grass around guide rails on the rural roads.
- ❖ Removing diseased Ash trees on Livingston Blvd.
- ❖ Rented a gravel shouldering machine to place new gravel on Sandhills Rd and Puddicombe Rd shoulders.

Drainage

- ❖ Replaced a culvert on Holland Mills that eroded.

Loose top

- ❖ Graded the Wilmot line.
- ❖ Graded Cedar Grove Rd.

Hardtop

- ❖ Hot asphaltting road edge and wheel tracks on Berletts Rd for single surface Tar and Chip application.
- ❖ We paved the road cut for an emergency culvert repair on Puddicombe Rd. between the curves.
- ❖ Using our asphalt hot box we did repairs that were noted on the Road Patrol system.

Gravel Pit

- ❖ No Report.

Winter Control

- ❖ No report.

Safety

- ❖ Sign repairs from Road patrol work orders.

Vehicles and Equipment

- ❖ Washed trucks and greased.

Building and Grounds

- ❖ No report.

Road Dept. Report

Aug 2014

Structures

- ❖ No report.

Roadside

- ❖ Finished shouldering Sandhills and Puddicombe Rd.
- ❖ Removing debris and brush in ditch on Bean Rd.
- ❖ Roadside mowing ditches in the north end.

Drainage

- ❖ Box culvert replaced on Haysville rd.

Loose top

- ❖ Placed gravel and graded behind the Baden Fire hall.
- ❖ Fixed washouts on Wilmot line from heavy rains.
- ❖ Started widening Bean rd. from Ox # 5 to Walker Rd.
- ❖ Spot grading sections of gravel roads from the heavy rains.

Hardtop

- ❖ Repaired potholes identified on the road patrol manager.

Winter Control

- No report

Gravel pit

- ❖ Contractor started to bail from below the water table for crushing gravel.

Safety Devices

- Sign repairs made using road patrol work orders.

Vehicles and Equipment

- Washed and greased equipment.

Building and Grounds

- Regular weekly cleaning of the shops.

Road Dept. Report

Sept 2014

Structures

- ❖ Helped contractor remove the Baden pedestrian bridge behind the fire hall.
- ❖ We cleaned up and leveled the ground behind the fire hall prior to this removal.

Roadside

- ❖ New guide rails installed on Wilby Rd by the Alpine campground.
- ❖ Roadside mowing still being done.
- ❖ Fixed washouts on road edge on Wilmot/ Easthope Rd.
- ❖ Rented a skid steer with a forestry head to cut brush in ditches on Bean Rd for two days.
- ❖ Had a large part of a Poplar tree come down on the right of way between Charlotta and Snyder's Rd. We needed to hire a contractor and crane to remove it.

Drainage

- ❖ Utilities flusher truck flushed out four culverts on Wilmot line.
- ❖ Inspected storm drains coming from Hamilton Rd to the 7/8 highway. We called Carillion to meet at the highway to discuss ditching on their part of the ditch
- ❖ Full crew cleaned trees and debris from the inlet and outlet of the retention pond behind Samuel Foster Crt.

Loose top

- ❖ Continuing to widen Bean Rd from Ox #5 to Walker Rd (12 days so far)
- ❖ Graded Wilmot line and Holland Mills.

Hardtop

- ❖ Placed reclaimed asphalt on laneway between Jacob St. and Asmus St.

Winter Control

- ❖ Hauled up winter sand from our pit.

Gravel Pit

- No report.

Safety

- ❖ Sign repairs that were generated by the road patrol.

Vehicles and Equipment

- ❖ Washed and greased trucks.

Building and Grounds

- ❖ Concrete pad poured where vehicles park to fuel up at the pumps.

**Township of Wilmot
Utilities Manager Report
July 1 to July 31, 2014**

Water Main Breaks/Excavations

- Union St @ Mill St easements – Water main break
- 209 Forest Ave – service leak

Locates:

- 243 individual/project locates

Meter - New/Old Installations:

- 16 installations/inspections/change outs

Water Quality Issues

- July 29 - St Agatha – water adverse due to power outage, flushed and sampled

General

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

Sanitary Main/Lateral Blockages/Investigation/Maintenance

None

Lift Stations

#1 - Lift station - Waterloo Street

- Regular checks and monthly maintenance
- Cleaned wet well and Floats
- Power outage - high level

#2 - Lift station - Milton Street

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

#3 - Lift station - Marvin Street

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

#4 - Lift station - Charlotta Street

- Regular checks and monthly maintenance
- Cleaned wet wells and floats
- Power outage - high level

Building & Grounds

- Regular cleaning and maintenance

Fleet

- Regular maintenance/oil changes
- Safety inspections and repairs

Snow Operations

- None

**Township of Wilmot
Utilities Manager Report
August 1 to August 31, 2014**

Water Main Breaks/Excavations

- Arnold Street – Service lot – sanitary service
- 371 Snyder’s Road East – water main break

Locates:

- 243 individual/project locates

Meter - New/Old Installations:

- 15 installations/inspections/change outs

Water Quality Issues

- None

General

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

Sanitary Main/Lateral Blockages/Investigation/Maintenance

None

Lift Stations

#1 - Lift station - Waterloo Street

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

#2 - Lift station - Milton Street

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

#3 - Lift station - Marvin Street

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

#4 - Lift station - Charlotta Street

- Regular checks and monthly maintenance
- Cleaned wet wells and floats
- High level alarm - pump plugged

Building & Grounds

- Regular cleaning and maintenance

Fleet

- Regular maintenance/oil changes
- Safety inspections and repairs

Snow Operations

- None

**Township of Wilmot
Utilities Manager Report
September 1 to September 30, 2014**

Water Main Breaks/Excavations

- Prepped and asphalted 7 Utility cuts
- Theodore Schuler – service leak
- 307 Wilmot st – vac dug service and replaced curb stop
- 69 Front st – vac dug service and replaced curb stop

Locates:

- 196 individual/project locates

Meter – New/Old Installations:

- 21 installations/inspections/change outs

Water Quality Issues

- Sept 5 – St Agatha water adverse – power outage, flushed and sampled

General

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

Sanitary Main/Lateral Blockages/Investigation/Maintenance

None

Lift Stations

#1 - Lift station - Waterloo Street

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

#2 - Lift station - Milton Street

- Regular checks and monthly maintenance
- Cleaned wet well and Floats
- High level alarm - rain event

#3 - Lift station - Marvin Street

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

#4 - Lift station - Charlotta Street

- Regular checks and monthly maintenance
- Cleaned wet wells and floats
- High level alarm - pump plugged with a rag

Building & Grounds

- Regular cleaning and maintenance

Fleet

- Regular maintenance/oil changes
- Safety inspections and repairs

Snow Operations

- None



Township of Wilmot REPORT

REPORT NO.: PW-2014-16

TO: Council

PREPARED BY: Gary Charbonneau, Director of Public Works

DATE: November 3, 2014

SUBJECT: Proposed No Parking Zone
Huron Place, New Hamburg

Recommendation:

That the following amendments be made to the Traffic and Parking By-Law:

1. That the existing Schedule "1", Part V - Section 3 – No Parking to said By-Law No. 2006-44 be amended by adding reference to:
 - Huron Place, New Hamburg, on the west side, from Huron Street to the south end, at any time

Background:

Huron Place in New Hamburg is a short street, approximately 60 metres in length, that connects Huron Street to Grandview Public School. During a routine inspection of the school by the Fire Prevention Officer the principal commented that at certain times (i.e. event at the school or church or a large funeral) vehicles will be parked on both sides of the street making it difficult to reach the school.

Discussion:

While completing an inspection at Grandview Public School the Township Fire Prevention Officer was asked if parking could be restricted on Huron Place so that emergency vehicles could access the school at all times.

The Fire Prevention Officer and the Senior By-Law Officer have reviewed the area and also spoken with the school principal as well as Holy Family Catholic Church. Both are in support of a no parking restriction at all times on one side of the street. On the west side of the street there is no sidewalk and a significant growth of mature trees in the boulevard area. The east side of the street has a sidewalk and no noticeable boulevard obstructions. We are therefore recommending that the no parking zone be created on the west side of Huron Place.

Strategic Plan Conformity:

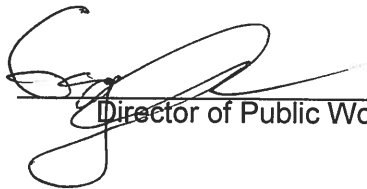
We have a prosperous community through maintaining our infrastructure and ensuring people's safety.

Financial Considerations:

The 2014 Roads Operating includes funding for the installation of signage.

Conclusion:

That a No Parking Zone be established on the west side of Huron Place in New Hamburg from Huron Road to the south end and that the Roads Manager be requested to install the appropriate signage.



Director of Public Works



Reviewed by CAO

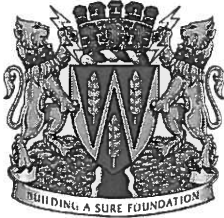


Google earth

feet
meters

300
100





Township of Wilmot **REPORT**

REPORT NO. DS 2014-23
TO: Council
PREPARED BY: Harold O’Krafka, Director of Development Services
DATE: November 3, 2014
SUBJECT: September Building Statistics

Recommendation:

That the September 2014 Building Statistics be received for information.

Background:

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

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

Discussion:

The total number of permits issued in September 2014 was 25% higher than September 2013 and on par with the 10yr average while the number of new home starts was equivalent to September 2013 and significantly lower than the 10 year average.

Year to date permit numbers are lower than 2013 and 10 yr averages while new home starts are on par with 2013 levels but still significantly lower than 10 year averages.

Value of construction in September 2014 was significantly higher than both September 2013 and the 10yr average as a result of ICI construction starts.

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:

Building Permit fees are on par with budget estimates at this time. In the event that year end operating costs exceed permit fees of the Building Division, these funds are drawn from the dedicated Building Reserve Fund as per Bill 124 legislative requirements..

Conclusion:

In conclusion, Building Activity rates remain steady and are expected to achieve budget estimates by year end.



Harold O'Krafka, MCIP RPP
Director of Development



Reviewed by CAO

BUILDING STATISTICS

Source: Township of Wilmot
Development Services

MONTH OF SEPTEMBER	10 Year Average	2013	2014
Number of Permits Issued	39	29	40
Dwelling Units Constructed	12	4	4
Dwelling Units Demolished	0	0	2
Residential - New Dwelling Units	\$ 2,539,500	\$ 915,000	\$ 990,000
Residential - Addition/Alteration	\$ 278,000	\$ 35,000	\$ 190,000
Residential - Accessory	\$ 171,000	\$ 350,000	\$ 330,000
Agricultural - New	\$ 282,500	\$ 90,000	\$ -
Agricultural - Addition/Alteration	\$ 42,500	\$ -	\$ -
Commercial - New	\$ 59,500	\$ -	\$ -
Commercial - Addition/Alteration	\$ 49,000	\$ 100,000	\$ 420,000
Industrial - New	\$ -	\$ -	\$ -
Industrial - Addition/Alteration	\$ 119,500	\$ -	\$ 2,900,000
Institutional - New	\$ 531,500	\$ -	\$ 1,120,000
Institutional - Addition/Alteration	\$ 352,500	\$ 5,000	\$ -
Miscellaneous	\$ 27,000	\$ 125,000	\$ 15,000
Total Construction Value	\$ 4,452,500	\$ 1,620,000	\$ 5,965,000
YEAR TO DATE	10 Year Average	2013	2014
Number of Permits Issued	349	330	318
Number of Dwelling Units	128	80	80
Total Construction Value	\$ 42,144,500	\$ 30,415,000	\$ 35,449,000

September 2014		
Residential - New		Institutional - New
BADEN		1991 Nafziger Road
110 Michael Myers Road	89 Michael Myers Road	1291 Nafziger Road
NEW HAMBURG		Industrial - Add.
1014 Huron Street	1018 Huron Street	141 Hamilton Road
Residential - Alteration		1611 Snyder's Road E
520 Snyder's Road E	139 Piccadilly Square	Commercial - Add.
40 Amberdale Way	113 Thimbleberry Crossing	1457 Gingerich Road
7-250 Hostetler Road		Commercial - Alt.
Residential - Addition		100 Heritage Drive
3054 Berlett's Road	387 Ira Needles Boulevard	2-4-338 Waterloo Str.
Residential - Accessory		
105 Brewery Street	188 Theodore Schuler Boulevard	
89 Goldschmidt Crescent	57 Theodore Schuler Boulevard	
109 Goldschmidt Crescent	1094 Bleams Road	
263 Snyder's Road E	1509 Mannheim Road	
288 Snyder's Road	3 Redford Drive	
1521 Bridge Street	1081 Berlett's Road	
194 Hostetler Road	1686 Erb's Road	
497 Joseph Street	2774 Notre Dame Drive	
Residential - Other		
16 Davenrich Way	105 Thimbleberry Crossing	
38 Stonecroft Way		
Residential - Demolition		
144 Foundary Street	1014 Huron Street	



Township of Wilmot **REPORT**

REPORT NO. DS 2014-24
TO: Council
PREPARED BY: Harold O’Krafka, Director of Development Services
DATE: November 3, 2014
SUBJECT: Release of Agreement – Ross Roth Sand & Gravel Inc.

Recommendation:

That the Township release Agreement WR701396 between the Township of Wilmot and Ross Roth Sand & Gravel Inc. from the title of Pt Lot 22, Concession 3, Block A (PIN 22204-0067 LT).

Background:

Agreement WR701396 between Ross Roth Sand & Gravel Inc. and the Township of Wilmot was registered on July 16, 2012 as a condition of expanding the zoning permitting gravel extraction at the Ross Roth Pit on Bean Road.

The agreement provided that Ross Roth Sand & Gravel Inc. would supply, at no cost, 5000 tonnes of Granular ‘A’ towards the preparation and hardsurfacing of Bean Road..

Discussion:

Bean Road resurfacing is now complete and Ross Roth Sand & Gravel have requested that the agreement be released from the title of the lands.

Strategic Plan Conformity:


The hardsurfacing of Bean Road supported our prosperous economy and improved residents safety and quality of life by maintaining and upgrading our infrastructure.

Financial Considerations:

Costs to release the agreement will be expended through the Development Services contracted services budget.

Conclusion:

In conclusion, the release of the agreement respecting gravel supply for Bean Road is a logical step as the project is concluded. The Township appreciates the generous contribution of Ross Roth Sand & Gravel Inc. to the hardsurfacing of Bean Road.



Harold O'Krafka, MCIP RPP
Director of Development



Reviewed by CAO



Township of Wilmot REPORT

REPORT NO. PRD 2014-13
TO: Council
PREPARED BY: Scott Nancekivell
DATE: November 03, 2014
SUBJECT: Facilities & Recreation Services Quarterly Activity Reports

Recommendation:

That the Facilities & Recreation Services Activity Reports for the third quarter of 2014 be received for information.

Background:

N/A

Discussion:

The Managers from the three activity areas within the department (Aquatics, Parks/Facilities, Recreation/Community Services), have prepared activity reports for the third quarter of 2014. The attached summaries highlight the more notable undertakings by the Managers and their staff, and do not necessarily include all day-to-day operational or administrative activities.

Strategic Plan Conformity:

Communicating municipal matters.

Financial Considerations:

N/A

Conclusion:

That the report be received for information.



Director of Facilities & Recreation Services



Reviewed by CAO

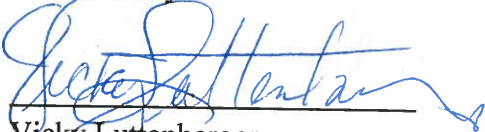
FACILITIES & RECREATION SERVICES

Recreation and Community Services Division

Quarterly Activity Report (July-September 2014)

- Staff continued to work on the Fall/Winter Community Recreation Guide. It was distributed to residents during the third week in August.
- Continued to meet and work with Wilmot Family Resource Centre and Community Care Concepts regarding programming at the Wilmot Recreation Complex.
- Staff continued to work with the Youth Action Council.
- Hired and trained two students for three weeks in the summer to run 2 – weeklong Sports Camps in the summer. We also offered two weeks of camps which was taught by Mad Science. All of the camps were successful.
- Staff began planning the recreation and fitness programs for the 2015 Spring/Summer sessions.
- Worked with the Mayor on recruiting members for the Citizen of the Year Committee and nominations
- Online program registration for the aquatics, recreation and fitness programs for the Fall/Winter programs began on September 3, 2014. In-person and Non-resident registration began on September 10, 2014
- Continued to support the activity leaders of the Seniors Shuffleboard Program.
- Completed and submitted the final reports for the funding we received from the Summer Jobs Service Program (Provincial Government) to subsidize the wages.
- Continued to provide support to the Wilmot Splashpad Fundraising Committee for the Groundbreaking Ceremony, etc.
- Worked with the Baden Cornfest Organizing Committee to coordinate the use of former Beck Street property, and parkland surrounding the Township Administration Complex.
- Attending a debriefing meeting with the Victoria Day Celebration Committee and Fireworks Committee
- Met with representatives from the New Hamburg Neighbourhood Association relative to the Township assuming their programs.
- Attended meetings of the Township's Website Refresh Working Group

Submitted by:



Vicky Luttenberger

Manager of Recreation and Community Services

FACILITIES & RECREATION SERVICES

Parks and Facilities Division

Quarterly Activity Report (July-September 2014)

- Met with representatives after Canada Day, it was reported that the day went well with very few issues.
- Met with subcontractors and worked with the general contractor during the renovations at ND Library.
- Met with Wal-dor Welding in NH, to measure the entrance ways onto the NH Arena floor for accessible ramps to be constructed from aluminum checker plate. The ramps will be durable, portable and constructed in accordance with the current accessibility standard.
- Junker Construction was hired to repair the concrete/asphalt ramp leading onto the NH Arena floor from the Jacob Street access.
- Met with electrical contractors at Beck Park and Norm S Hill, to allow them access to the electrical panels and observe existing conditions prior to submitting tenders for the pole and light replacement work at these locations.
- Parks staff assisted the B of T to make sure the downtown garbage containers were bagged and emptied over the Mopar weekend.
- Worked Friday night of Mopar and assisted where needed. Also made sure our staff were ready for the busy weekend.
- WFRC was forced to cancel the Carnival at Hinck's St and move to NH Arena due to thunder storms threatening during the event. Staff managed to help assist with the move and the event was successful.
- Ice was installed on the WRC Schout Pad in late August; it was ready for rentals on Sept 2nd.
- Assisted with the Ground Breaking event for the Splash pad, helped get the grounds ready for the event.
- Open Space commenced the splash pad installation works. The exterior installation works went extremely well due to no rain and warm temperatures.
- Facilities staff worked the Fall Fair. Rain on Saturday made things interesting but the event went well over all.
- Firebirds home opener was held Friday Sept 12th.
- Poor Boys Lunch went well again this year at the NHCC.

Geoff Dubrick
Parks and Facilities Manager

FACILITIES & RECREATION SERVICES

Aquatics Division

Quarterly Activity Report (July - September 2014)

- We currently have 3 full time staff members and 35 active part-time staff members. We also have 4 staff members at university who are on our substitution list. We hired 6 new staff for the fall session, 2 new Instructor/ Guards; Tamara Alderson and Calin Doroftei, and 4 new Assistant Instructors; Emma Atkinson, Elise Coffey, Isaac Miller and Abby Toman.
- For the Fall session, we will be operating with fewer fully certified staff members than needed for our programming demands. In September we had five staff members resign as they were going away to school. We had three staff members resign prior to the summer session. We received several applications and only two were from applicants with the full instructor/ lifeguard certification...the rest were from applicants looking for Assistant Instructor/Guard positions. We are fortunate that several staff took on shifts over and above their original requests on their fall hour request forms. We also had two staff members who are delaying post-secondary education this fall in order to earn money to pay for future schooling. These staff members have picked up several shifts which have helped us immensely. However, due to a shortage of qualified staff, we were unable to accommodate numerous people from the fall session waitlist. We do have several younger staff members who will be encouraged to take courses for additional qualifications over the next few months which should help in future sessions. Their progression will be monitored as they work through the awards process.
- Our Summer 2014 session had a total of 522 Learn-to-Swim participants, 11 Leadership participants, 22 – 5 private block participants, 17 – 4 block private participants and 250 Drop-in lesson participants. In comparison, the Summer 2013 session had a total of 513 Learn-to-Swim participants, 12 Leadership participants, 25 – 5 private block participants, 29 – 4 block private participants and 265 Drop-in lesson participants.
- Over, July and August, there were 5184 admissions for our recreational swim programs. These programs include length swims, open and family swims and Aquafit classes. Tim Horton's sponsored 3 open swims this year and that is reflected in our rental numbers rather than our admissions. In 2013 we had 4470 admissions for our recreational swims and Tim Horton's sponsored 4 open swims that summer.
- We once again offered daytime Aquafit throughout July and August. Due to the popularity of these classes last summer, we added a second aquafit class each morning, one deep end and one shallow end. These classes are held during our daily learn-to-swim. This limits the space that can be used, as we are not able to impact

the space required to teach the swimming lessons as well as offering aquafit participants adequate room in which to exercise. Each class was 45 minutes with the shallow water class limited to 20 participants and the deep water class limited to 16 participants. The daytime classes this year had 869 participants. In 2013 we had 579 participants.

- We began taking Registration for our Fall 2014 programs on September 3rd online. September 10th was the start of in-person registration for residents. The first week of registration is reserved for Township Residents only. We do not reserve spots for in-person registration. Non-resident and in-person registration began on September 10th. The fall session began on Friday, September 19th. Our Preschool programs are 92% filled and our Learn-to-Swim classes are also 90% filled.
- We had 224 people on wait lists for various classes for the Fall session. Of those, several are already registered in another time slot but would prefer a specific time. There are also several people who are on several different class waitlists.
- The pool was closed for a maintenance shut down September 2nd until 7:00 pm on September 12th, 2014. Items that were completed were;
 - A very thorough cleaning of the deck and change rooms.
 - Washed all the windows on the viewing galleries
 - Clean and waxed the railings around the pool deck and galleries.
 - Lowering and adding extra fresh water into the pools. Pool chemical balancing.
 - Evacuation training and follow up meeting.

Submitted by:

Angela Bylsma Anderson
Aquatics Manager



Township of Wilmot REPORT

REPORT NO.	PRD 2014-14
TO:	Council
PREPARED BY:	Scott Nancekivell
DATE:	November 3, 2014
SUBJECT:	Tender 2014-13 Supply Electric Ice Resurfacer

Recommendation:

That Tender 2014-13 to supply one new Electric Ice Resurfacer, be awarded to Joe Johnson Equipment for the bid price of \$152,731.58 net of the HST rebate.

Background:

The 2007 Zamboni ice resurfacer utilized within WRC operations has reached end of life, and has been scheduled for replacement in accordance with the approved 2014 capital budget.

The machine has over 6100 hours on the meter and has been used to resurface two sheets of ice at the WRC for 8 months per year, and 1 sheet of ice for 4 months during the summer. Ice maintenance has become a twelve month operation at the complex.

In an effort to become more environmentally responsible and improve public safety in our facilities, an electric ice resurfacer was specified to replacement the current propane-powered machine. Technological advancements have hastened the movement away from propane or natural gas fired machines, to resurfacers driven by electric motors throughout the industry. It is considered "green technology", with zero emissions produced by the engine.

In addition to reduced vehicle maintenance expenditures (i.e. oil changes, filters, etc.) the elimination of propane fuel in the primary ice resurfacer will generate approximately \$5,500 in net operating savings annually.

As part of staff's initial investigation into the acquisition of an electric ice resurfacer, suppliers for the 3 manufacturers/distributors of electric resurfacing equipment available in the marketplace, were contacted. Each was required to transport one of their units to the WRC for demonstration purposes. Full-time WRC operators were briefed on the basic operations and safety features associated with each unit, and were asked to operate the machine to perform a flood of the ice surface.

Discussion:

On September 4, 2014 a total of three (3) tenders were received for the required equipment (see attached chart).

The tender document also required that bidders submit prices for 2 essential features for the ice resurfer; an ice levelling system, and a “fastIce” water flow management system. The Engo included all features within the bid price. The Olympia prices were an additional \$18,800 plus HST for an ice levelling system, and the “fastIce” system was not available on that unit. The Zamboni prices were an additional \$21,100 for an ice levelling system, and no price was submitted for the “fastIce” system (although it is available).

Ice Quality

To address ice quality concerns/complaints, the Township purchased the “fastIce” water flow management system which was installed on the existing Zambini ice resurfer in 2011. At that time, the cost of the system was \$22,500 + HST. Since the installation of the “fastIce system, ice user groups have been extremely pleased with ice quality, and there have been no complaints.

Staff Review of New Equipment

Following the review of tender submissions by management personnel, full-time WRC operations staff were requested to provide their thoughts on the new equipment that was demonstrated, citing pro’s and cons for each machine.

In addition, the operators were asked to conducted cold water towel flood tests with the “fastIce” system deactivated on our existing machine. Results showed an uneven distribution of water around corners, resulting in frozen ridges on the fresh ice surface. As well, the cold water towel floods took 30-50% longer to freeze than the “fastIce” system, which could result in delays to ice usage between periods, and additional load on the refrigeration plant. All in all, operations staff concurred that the “fastIce” system provides a superior sheet of ice for cold water floods. In order to maintain a high level of customer service/satisfaction, the “fastIce” system is an integral part of the ice resurfacing process at the WRC.

Staff have contacted all of the references supplied by the bidders as required. Suppliers were advised via the tender document that only those facilities that have used the bidders’ equipment (i.e. electric ice resurfer) within a twin-pad ice arena for more than one year, were eligible to be listed as a valid reference.

Equipment Maintenance

Repair and maintenance of the preferred resurfer will be undertaken by Joe Johnson Equipment Inc., based out of Innisfill, Ontario. Although they did not supply our existing Zamboni resurfer, technicians from Joe Johnson Equipment currently undertake repairs to the machine as required, in a timely manner.

Strategic Plan Conformity:

Strategy: Maintaining our infrastructure.

Strategy: Ensuring people's safety.

Financial Considerations:

The total funding approved within the 2014 capital budget for the new electric ice resurfer is \$150,000.00. The cost of the preferred equipment is approximately \$2,700 over the budgeted amount. These costs will be reconciled with the overall capital expenditure statement at year-end.

Conclusion:

Staff recommend that Joe Johnson Equipment Inc. be awarded the contract to supply the necessary ice resurfacing equipment for the WRC.



Director of Facilities & Recreation Services



Reviewed by CAO

**Tender 2014-13
Bid Results**

<u>Bidder</u>	<u>Unit</u>	<u>Base Bid</u>	<u>FastIce System</u>	<u>Ice Levelling System</u>	<u>Total Price (net of HST rebate)</u>
Joe Johnson Equipment	Engo 200SX	\$150,090.00	included	included	\$152,731.58
Resurfice Corp.	Olympia Millennium E	\$145,000.00	not available	\$18,800.00	\$166,682.88
Zamboni	Zamboni 560AC	\$134,900.00	no bid	\$22,100.00	\$159,763.20



Township of Wilmot REPORT

REPORT NO. FI 2014-06
TO: Council
PREPARED BY: Michael Raine, Fire Chief
DATE: November 3, 2014
SUBJECT: Quarterly Activity Report

Recommendation:

That the Fire Department Activity Report for the third quarter of 2014 be received for information purposes.

Background:

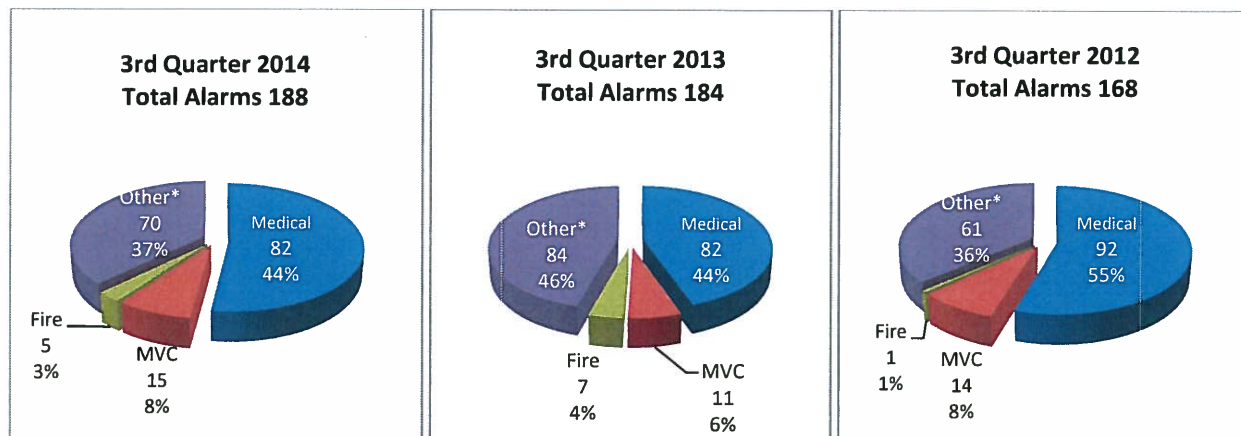
Not applicable.

Discussion:

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

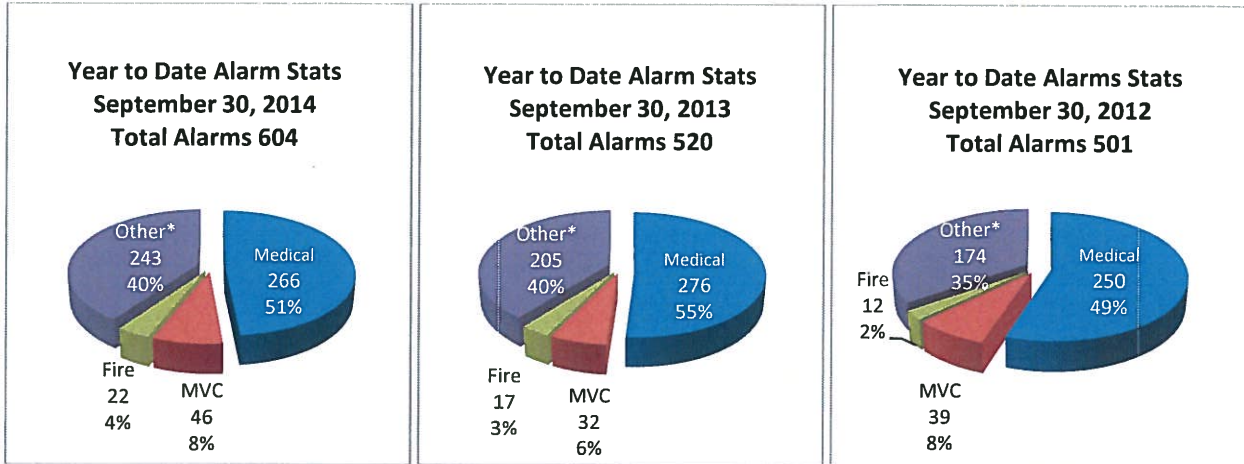
In total during the third quarter, the Fire Department responded to a total of 188 alarms. For the same period in 2013, the number was 184 and 168 in 2012 respectively.

Third Quarter Alarm Stats Comparison



Comparing the year-to-date alarm stats, from January 1st to September 30th, the Fire Department responded to a total of 604 alarms. For the same period in 2013, the department responded to 520 alarms and in 2012, they responded to 501 alarms.

**Year-to-Date Alarm Stats Comparison
(September 30, 2014)**



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

Strategic Plan Conformity:

Communicating municipal matters.

Financial Considerations:

Not applicable.

Conclusion:

That the report be received for information.

Michael Raine
Fire Chief

Reviewed by CAO



Township of Wilmot Fire Department

Fire Chief: Michael Raine

3rd Quarter Alarm Stats Comparison – Baden Station

Response Type	# of Incidents		
	2014	2013	2012
1 Fire	5	3	0
3 No Loss Outdoor Fire	4	2	0
21 Overheat (no fire, e.g. engines, mechanical devices)	1	0	1
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	1	2	3
25 Lightning (no fire)	1	1	0
31 Alarm System Equipment - Malfunction	6	4	3
32 Alarm System Equipment - Accidental activation (exc. code 35)	1	1	3
33 Human - Malicious intent, prank	0	2	1
34 Human - Perceived Emergency	0	3	0
35 Human - Accidental (alarm accidentally activated by person)	1	3	0
36 Authorized controlled burning - complaint	0	0	3
38 CO false alarm - equipment malfunction (no CO present)	5	1	4
39 Other False Fire Call	2	0	0
47 Spill - Miscellaneous	1	0	0
50 Power Lines Down, Arcing	0	3	3
53 CO incident, CO present (exc false alarms)	1	0	0
57 Public Hazard no action required	2	0	0
59 Other Public Hazard	1	1	0
61 Vehicle Extrication	0	1	1
62 Vehicle Collision	7	5	6
701 Oxygen administered	7	2	4
702 CPR administered	0	0	1
703 Defibrillator used	1	1	0
71 Asphyxia, Respiratory Condition	0	2	0
73 Seizure	0	2	0
76 Chest pains or suspected heart attack	1	5	1
84 Medical Aid Not Required on Arrival	2	0	16
85 Vital signs absent, DOA	0	0	1
86 Alcohol or drug related	0	1	0
88 Accident or illness related - cuts, fractures, person fainted, etc	4	2	1
89 Other Medical/Resuscitator Call	1	1	2
898 Medical/resuscitator call no action required	0	1	0
913 Assisting Other FD: Other	0	4	0
93 Assistance to Other Agencies (exc 921 and 922)	4	2	0
94 Other Public Service	0	3	0
96 Call cancelled on route	5	5	4
98 Assistance not required by other agency	6	7	0
99 Other Response	0	0	1
Total Number of Responses	70	70	59



Township of Wilmot Fire Department

Fire Chief: Michael Raine

3rd Quarter Alarm Stats Comparison – New Dundee Station

Response Type	# of Incidents		
	2014	2013	2012
1 Fire	0	1	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	1	3	1
31 Alarm System Equipment - Malfunction	0	2	1
32 Alarm System Equipment - Accidental activation (exc. code 35)	0	2	1
38 CO false alarm - equipment malfunction (no CO present)	0	0	2
57 Public Hazard no action required	0	0	1
61 Vehicle Extrication	0	2	1
62 Vehicle Collision	5	1	3
701 Oxygen administered	5	2	6
71 Asphyxia, Respiratory Condition	1	0	0
73 Seizure	1	1	0
76 Chest pains or suspected heart	1	0	0
84 Medical Aid Not Required on Arrival	0	0	8
88 Accident or illness related - cuts, fractures, person fainted, etc.	1	1	0
89 Other Medical/Resuscitator Call	0	0	3
898 Medical/resuscitator call no action required	3	0	0
910 Assisting Other FD: Mutual Aid	0	2	1
913 Assisting Other FD: Other	3	1	0
96 Call cancelled on route	2	0	0
97 Incident not found	1	0	0
98 Assistance not required by other agency	2	2	0
99 Other Response	0	0	2
Total Number of Responses	26	20	30



Township of Wilmot Fire Department

Fire Chief: Michael Raine

3rd Quarter Alarm Stats Comparison – New Hamburg Station

Response Type	# of Incidents		
	2014	2013	2012
1 Fire	0	3	1
3 No Loss Outdoor Fire	0	0	1
22 Pot on Stove (no fire)	1	0	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	2	3	2
24 Other Cooking/toasting/smoke/steam (no fire)	1	0	3
31 Alarm System Equipment - Malfunction	1	2	1
32 Alarm System Equipment - Accidental activation (exc. code 35)	2	3	2
34 Human - Perceived Emergency	0	1	1
35 Human - Accidental (alarm accidentally activated by person)	0	0	1
36 Authorized controlled burning - complaint	0	0	2
37 CO false alarm - perceived emergency (no CO present)	0	0	1
38 CO false alarm - equipment malfunction (no CO present)	0	2	2
41 Gas Leak - Natural Gas	0	1	1
45 Spill - Gasoline or Fuel	1	0	0
50 Power Lines Down, Arcing	0	2	0
53 CO incident, CO present (exc false alarms)	1	0	1
59 Other Public Hazard	2	0	0
62 Vehicle Collision	3	2	3
701 Oxygen administered	32	18	30
702 CPR administered	1	0	1
703 Defibrillator used	1	0	0
71 Asphyxia, Respiratory Condition	3	2	0
73 Seizure	1	3	0
76 Chest pains or suspected heart attack	3	8	1
84 Medical Aid Not Required on Arrival	0	1	10
85 Vital signs absent, DOA	1	1	1
88 Accident or illness related - cuts, fractures, person fainted, etc.	4	7	3
89 Other Medical/Resuscitator Call	19	17	2
898 Medical/resuscitator call no action	5	4	1
913 Assisting Other FD: Other	1	4	1
921 Illegal grow operation (no fire)	0	1	0
94 Other Public Service	0	1	3
96 Call cancelled on route	6	8	4
99 Other Response	1	0	0
Total Number of Responses	92	94	79



Township of Wilmot Fire Department

Fire Chief: Michael Raine

3rd Quarter 2014 – Alarm Stats Comparison – All Stations

Response Type	# of Incidents		
	2014	2013	2012
1 Fire	5	7	1
3 No Loss Outdoor Fire	4	2	1
21 Overheat (no fire, e.g. engines, mechanical devices)	1	0	1
22 Pot on Stove	1	0	0
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	4	8	6
24 Other Cooking/toasting/smoke/steam (no fire)	1	0	3
25 Lightning (no fire)	1	1	0
31 Alarm System Equipment - Malfunction	7	8	5
32 Alarm System Equipment - Accidental activation (exc. code 35)	3	6	6
33 Human - Malicious intent, prank	0	2	1
34 Human - Perceived Emergency	0	4	1
35 Human - Accidental (alarm accidentally activated by person)	1	3	1
36 Authorized controlled burning - complaint	0	0	5
37 CO false alarm - perceived emergency (no CO present)	0	0	1
38 CO false alarm - equipment malfunction (no CO present)	5	3	8
39 Other False Fire Call	2	0	0
41 Gas Leak - Natural Gas	0	1	1
45 Spill - Gasoline or Fuel	1	0	0
47 Spill - Miscellaneous	1	0	0
50 Power Lines Down, Arcing	0	5	3
53 CO incident, CO present (exc false alarms)	2	0	1
57 Public Hazard no action required	2	0	1
59 Other Public Hazard	3	1	0
61 Vehicle Extrication	0	3	2
62 Vehicle Collision	15	8	12
701 Oxygen administered	44	22	40
702 CPR administered	1	0	2
703 Defibrillator used	2	1	0
71 Asphyxia, Respiratory Condition	4	4	0
73 Seizure	2	6	0
76 Chest pains or suspected heart attack	5	13	2
84 Medical Aid Not Required on Arrival	2	1	34
85 Vital signs absent, DOA	1	1	2
86 Alcohol or drug related	0	1	0
88 Accident or illness related - cuts, fractures, person fainted, etc.	9	10	4
89 Other Medical/Resuscitator Call	20	18	7
898 Medical/resuscitator call no action required	8	5	1
910 Assisting Other FD: Mutual Aid	0	2	1
913 Assisting Other FD: Other	4	9	1
921 Illegal grow operation (no fire)	0	1	0
93 Assistance to Other Agencies (exc 921 and 922)	4	2	0
94 Other Public Service	0	4	3
96 Call cancelled on route	13	13	8
97 Incident not found	1	0	0
98 Assistance not required by other agency	8	9	0
99 Other Response	1	0	3
Total Number of Responses	188	184	168



TOWNSHIP OF WILMOT FIRE DEPARTMENT

FIRE PREVENTION PROGRESS REPORT

July, August, September 2014

Occupancies Inspected:

Group A – Assembly Occupancy	2
Group B – Care and Detention	3
Group C – Multi Unit Residential	23
Group D – Business	0
Group E – Mercantile	3
Group F – Industrial	<u>0</u>
Total	31

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

Fire Investigations: 3

Additional Activities:

- Inspections stemming from complaints: 10
- Site Plan Review: 2
- Inspection Request: 1
- Joint Fire Bylaw & Building Inspections: 1
- Meetings: 21
- Burn Permits: 6
- Public Education and Training: 2 hours

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



TOWNSHIP OF WILMOT FIRE DEPARTMENT

PUBLIC EDUCATION & TRAINING PROGRESS REPORT

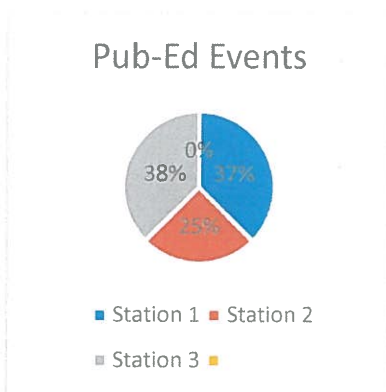
QUARTERLY REPORT
JULY, AUGUST, SEPTEMBER (2014)

Since the inception of the New Training Officer/ Public Education Officer position we have implemented a number of tools to assist us in tracking events and training initiatives. Public Education events are based on a request basis and are fulfilled by station firefighters or the Training Officer/Public Education Officer. Training Initiatives are conducted during Monday night training times 7pm-9pm or on a pre-determined weekend established by the Training Officer/Public Education Officer & the 3 District Chiefs. The following information is a reflection of events that were conducted over the current quarter. Over this quarter we conducted Fire Prevention Week and provided Fire Safety Tips on Smoke detector Safety in the home.

Public Education (Station Tours, School Fire Safety Education, Static Displays)

Events:

Station #1	Baden	3
Station #2	New Dundee	2
Station #3	New Hamburg	3



Training Initiatives:

Over this quarter our firefighters have been very involved with a wide variety of training opportunities outside of Monday night practices. A couple of these over this quarter include: Live Fire Training & Education development. Work is being done to achieve Grandfathering for firefighters to the NFPA standards. This process will allow us to determine what development courses we will need to be provided to our officers in the future year. We will also be working to achieve the first level of Firefighter achievement that is recognized by NFPA. This is referred to as NFPA 1001-Firefighter 1. It is our goal to have all firefighters achieve this benchmark. The Wilmot Fire Department will be working diligently to adapt to the new standards through our training initiatives. It is our goal to become a Unified Fire Department through training and operations.

Completed Training:

- Recruit Fire Training (Started in July & Finished at the end of October)
- Live Fire Training (Complete for this year)
- Recruit Medical (Defibrillation, CPR, Oxygen Therapy & First Aid)
- Wilmot Township Intranet & FIRE PRO
- B.E.M 200 (Basic Emergency Management)-First step to become CEMC.

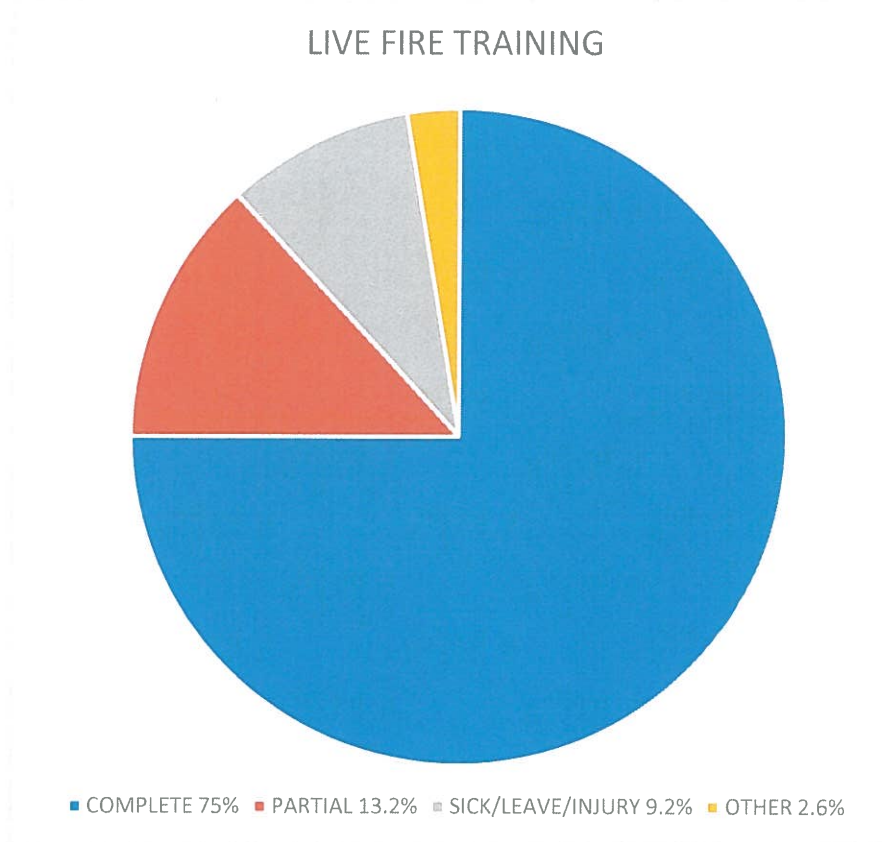
Upcoming Training

- Ventilation Saws (Ongoing)
- Auto Extrication (Next Quarter)
- Pump Ops, Tanker Ops, Aerial Ops (Ongoing)
- Forcible Entry
- Union Gas & Kitchener Wilmot Hydro
- Note Taking

LIVE FIRE TRAINING 2014

Live Fire Training 2014 consisted of two full days 7-8 hours a day. Each participant was asked to pick a weekend that would best suit their schedule. The dates picked were chosen to reflect an appropriate time of year to conduct live fire training. Therefore a weekend in the spring and two weekends in the fall were selected.

The following numbers indicate personnel who have completed both day, personnel who have completed only one day or less. The Personnel who had become sick, injured or those on leave from the department were collectively put into the same category. A fourth category will reflect other.



Report Prepared By:

Gary Mosburger
Chief Training Officer/Public Educator
Wilmot Township Fire Department



Township of Wilmot **REPORT**

REPORT NO. CK2014-04

TO: Council

PREPARED BY: Tracy Loch

DATE: November 3, 2014

SUBJECT: Quarterly Activity Report – July, August & September 2014

Recommendation:

That the Castle Kilbride Activity Report for the months of July, August and September be accepted for information purposes.

Background:

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

Discussion:

Curator/Director's Summary :

- Oversaw summer staff who were employed under the Canada Summer Jobs student grant program; Ensured grant stipulations were followed and final report submitted. For the first time in fifteen years, the museum did not receive the requested funding this year. As a result staff were unable to have additional support from students to assist with specific heritage/curatorial/archival projects. Two staff were hired under Castle Kilbride to solely assist with various summer events, tours and summer camp. In past years Castle Kilbride has had four students.
- Coordinated the Castle Summer Concert Series. Each summer the concerts continue to grow in attendance. This past summer the weather cooperated and all concerts were very well attended. Reviewed concert program with Castle Kilbride Advisory Committee. Discussed draft 2015 line up of performers.
- Oversaw 15-week internship of a student from the post-graduate museum studies program at Sir Sandford Fleming College that concluded mid August.
- Welcomed a returning Intern from Laurier University from the Fine Arts program to assist at the museum.
- Distributed marketing material to direct cultural venues and attractions within Waterloo Region and throughout Ontario. Included a distribution of Castle brochures to all border crossings and On Route centres within Ontario.
- Created media releases and tweets promoting the Castle's summer events and exhibits.

- Met with WRTMC new staff for orientation of Castle Kilbride and Township of Wilmot. Discussed upcoming FAM tour at Castle Kilbride; discussed German travel writer interested in German influence in Wilmot Township.
- Provided support to the Baden Cornfest with the coordinating of an antique car show. The museum offered discounted tours that day with tours tying in with the corn theme.
- Coordinated exhibit displays for Heritage Wilmot and Castle Kilbride at the Fall Fair.
- Assisted Heritage Wilmot with the organization and updated photography inventory of Philipsburg for the non-designated municipal register.
- Assisted Livingston Presbyterian Church with guidance pertaining to a possible designation in 2015.
- Began coordination of Christmas event and marketing associated with the Christmas season.
- Participated in webinar to enhance current museum operations: Teaching History at the Secondary Level using the New Ontario Curriculum led by Ontario History and Social Sciences Teachers' Association.
- Coordinated exterior repairs/painting project at Castle Kilbride.
- Assisted various researchers and responded to genealogical requests.

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

Strategic Plan Conformity:

The report implements the following goals from the Strategic Plan:

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

Financial Considerations:

Actions and report reflect approved budget.

Conclusion:

The report CK2014-04 noting the activities of the Castle Kilbride department be received.



Tracy Loch, Curator/Director



Reviewed by CAO

Assistant Curator's Report

SUBJECT: Quarterly Report for July, August and September 2014

SUBMITTED TO: Tracy Loch

SUBMITTED BY: Sherri Gropp

Education:

Summer Camp: The 2014 camp theme was *Medieval Merriment*. We welcomed 339 enthusiastic children to participate in our summer day camps. We offered two one-week blocks of camp in July with 240 children registered. For the month of August we offered camp solely on Wednesdays called *Wonderful Wednesdays* with 99 children attending. Compared to previous years, the number of campers continues to grow in numbers each year with 2014 being our best year to date. Camp was sold out before July. Children who attended were aged 5 to 10 years old. Children enjoyed the themed days along with the activities and crafts that were planned and conducted by our summer staff. A tour of the Castle was always the highlight for the children. To assist with conducting camp, we also welcomed three junior volunteers that were able to gain valuable experience working with children, camp and within a museum setting. I oversaw camp staff and the programs, along with greeting parents and children each day; processed payments and ensured accuracy of registration forms. At the conclusion of summer camp, receipts were administered and mailed to camp parents.

Creative Beginnings Childcare - We also welcomed 45 day campers from Creative Beginnings in Baden. They participated in Castle Kilbride's *Playing in the Past* program. It included a tour of the museum followed by an opportunity to play with historic reproduction toys from the Castle and making of a historic craft to take home.

Fall Fair- To support Education Day at the Fall Fair, I created a specific historic walking tour of New Hamburg for approximately 100 Grade 4 students based on the Wilmot Walking Tours. This program was very well received and we are looking at creating similar historic walking tours for Baden and New Dundee with a focus on our younger audience. The walking tours created for the Fall Fair were offered and used by all grade 4 teachers/students in Wilmot Township.

Exhibit/Events:

Summer Concert Series at Castle Kilbride

There were 9 concerts offered this year. July 3, 10, 17, 24, 31 August 7, 14, 21, 28

- Set up and take down of the event.
- Organized volunteers; Greeted visitors, gave information about the concerts

Cornfest- August 9th

- Created a special activity for children to enjoy while looking through the house based on the corn theme.
- Coordinated a travelling exhibit featuring artifacts related to corn and assisted the KW Rug Hooking guild with their hands-on demonstrations for the public.

Exhibits:

- Dismantled the *Flax Empire Exhibit*; inspected and returned artifacts
- Researched, created and designed installation plan for new exhibit celebrating Fisher-Price toys. This exhibit will be featured October 1, 2014 to Jan 4, 2015.
- Began draft 2015 exhibit and event schedule.

Other:

Summer staff

- Supervised students (2 students on 12 week work term)
- Supervised intern (May- August)
- Created staff schedules and organized students for front cash coverage.
- Gave guidance and supplied information for summer camp activities.

Castle Maintenance & Collection

- Conducted routine cleaning of Castle.
- Exterior construction, exterior painting

Administration

- Collected, input, and evaluated information on visitor statistics. (See below)
- Managed the site and its operations in the absence of the Curator.
- Ordered new items for the gift shop.
- Responsible for booking for tours and school programs.
- Conducted group tours.
- Greeted guests and processed admissions.
- Inspected rooms and insured security of their contents.
- Booked weddings and handled many inquiries.
- Prepared a weekend museum staff "To Do List" each week.
- Managed and added content on Castle Kilbride's website and Facebook page.

Castle Kilbride Visitor Statistics

The third quarter of 2014 shows the highest visitation to Castle Kilbride in five years. See chart below.

Month	School	Bus	Regular	Event	Total
July	240	86	428	1705	2459
August	144	9	558	1512	2223
September	100*	21	191	20	332
Total	484	116	1177	3237	5014
2013	352	77	1419	3055	4903
2012	440	287	1172	2116	4015
2011	511	209	1542	2117	4379
2010	528**	250	1182	1319	3279
2009	309	162	1835	716	3022

(* participation in New Hamburg Fall Fair Education Day)

**Ministry of Agriculture,
Food and Rural Affairs**

4th Floor
1 Stone Road West
Guelph, Ontario N1G 4Y2
Tel: 1-877-424-1300
Fax: 519 826-4336

**Ministère de l'Agriculture,
de l'Alimentation et
des Affaires rurales**

4^e étage
1 Stone Road West
Guelph (Ontario) N1G 4Y2
Tél. : 1-877-424-1300
Télééc. : 519 826-4336



Rural Programs Branch

Version française à la page suivante

October 8, 2014

Grant Whittington, Chief Administrative Officer
Township of Wilmot
60 Snyder's Road W.,
Baden, Ontario
N3A 1A1

Ontario Community Infrastructure Fund – Formula-Based Funding Allocation Notice

Dear Grant Whittington,

I am pleased to confirm your eligibility in the Ontario Community Infrastructure Fund – Formula-based Component (OCIF-Formula). Enclosed you will find your municipality's allocation notice, which identifies the amount of funding you will receive each year over the next three years of the program. In the coming weeks, the ministry will provide you with a Contribution Agreement that must be completed and returned to the ministry no later than Wednesday, December 31, 2014. Funding for the OCIF-Formula component will flow by Spring 2015, subject to the return and execution of the completed OCIF-Formula Contribution Agreement, as well as other conditions outlined in the agreement. We ask that you keep your allocation confidential until the province makes a formal announcement.

The letter accompanying your Contribution Agreement will contain more details on requirements and process for completing the agreement. The ministry will also provide a webinar session to assist in understanding the process for the OCIF Formula-based component and answer any questions you may have.

Should you have questions regarding this process, please call our Contact Centre at 1-877-424-1300.

Sincerely,

Joel Locklin, Manager (A)
Program Operations

encl.



Good Things Grow in Ontario
À bonne terre, bons produits



Ministry of Agriculture,
Food and Rural Affairs

Ministère de l'Agriculture,
de l'Alimentation et
des Affaires rurales



4th Floor
1 Stone Road West
Guelph, Ontario N1G 4Y2
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1 Stone Road West
Guelph (Ontario) N1G 4Y2
Tél. : 1 877 424-1300
Télééc. : 519 826-4336

Direction des programmes pour les collectivités rurales

Le 8 octobre 2014

Grant Whittington, Chief Administrative Officer
Township of Wilmot
60 Snyder's Road W.,
Baden, Ontario
N3A 1A1

Fonds ontarien pour l'infrastructure communautaire – Volet des subventions basées sur une formule

Monsieur,

J'ai le plaisir de vous informer que vous avez droit à une subvention du Fonds ontarien pour l'infrastructure communautaire – Volet des subventions basées sur une formule. Vous trouverez ci-joint l'avis indiquant le montant de la subvention que recevra votre municipalité chaque année au cours des trois prochaines années du programme. Le ministère vous enverra, au cours des prochaines semaines, une entente de contribution que vous devrez signer et lui remettre au plus tard le mercredi 31 décembre 2014. Vous recevrez votre première subvention annuelle au printemps 2015, pourvu que vous ayez signé et remis l'entente de contribution, et rempli les autres conditions stipulées dans celle-ci. Nous vous demandons de respecter la confidentialité de votre avis jusqu'à qu'il y ait une annonce formelle.

Vous trouverez, dans la lettre annexée à votre entente de contribution, de plus amples renseignements sur la façon de ratifier l'entente et sur les autres conditions à remplir. Le ministère organisera un webinaire qui vous aidera à comprendre le fonctionnement du Fonds ontarien pour l'infrastructure communautaire – Volet des subventions basées sur une formule. Il pourra alors répondre à vos questions si vous en avez.

Si vous avez des questions au sujet de la marche à suivre pour obtenir votre subvention, veuillez appeler le Centre d'information agricole au 1 877 424-1300.

Veuillez agréer, Monsieur, l'expression de mes sentiments les meilleurs.

Joel Locklin
Le chef (par intérim) de l'Unité de la gestion des programmes,

p. j.



Good Things Grow in Ontario
À bonne terre, bons produits





**Ontario Community Infrastructure Fund (OCIF)
Formula-based Component**

Allocation Notice

Ministry of Agriculture, Food and Rural Affairs
Ministry of Economic Development, Employment and Infrastructure

Township of Wilmot

September 2014

Ontario Community Infrastructure Fund (OCIF)
Formula-based Component: Allocation Notice

Township of Wilmot

Highlights	
Annual Grant Allocation (2014 - 2016)	\$128,861
Infrastructure Index	-0.048
Percentage points away from median	-3.1
Funding per \$100K core Infrastructure	\$97

Table of Contents

Table 1	Calculation of Adjusted Core Infrastructure
Table 2a	Calculation of Indicator 1 (ratio of core infrastructure to weighted property assessment)
Table 2b	Calculation of Indicator 2 (ratio of core infrastructure per household to median household income)
Table 3	Calculation of Grant

*Please Note: Due to rounding, some calculations may vary from the results shown.
 For a detailed step-by-step explanation of the calculations, please consult the program manual.*

$$\begin{array}{r}
 132,971,901 \cdot \div \\
 100,000 \cdot \times \\
 97 \cdot = \\
 128,982 \cdot 74 \cdot *
 \end{array}$$

Ontario Community Infrastructure Fund (OCIF)

Township of Wilmot

Adjusted Core Infrastructure

Table 1 - Calculation of Adjusted Core Infrastructure

A	Adjusted Core Infrastructure: A1 + (A2 x A3)	\$212,759,090
1.	Municipality's core infrastructure	\$132,971,901
2.	Core infrastructure of upper tier	\$2,073,148,471
3.	Weighted assessment ratio (% of upper tier)	3.849%

Data Sources

- **Core Infrastructure:** assets valued at cost as reported in Schedule 51 of the Financial Information Return (FIR).

The best of 2012 or 2013 FIR data is used - whichever yields a higher total core infrastructure value for the municipality.

FIR Categories included are:

<u>Line</u>	<u>Item</u>
611	Roads - Paved
612	Roads - Unpaved
613	Roads - Bridges and Culverts
614	Roadways - Traffic Operations & Roadside Maintenance
621	Winter Control - except Sidewalks, Parking Lots
622	Winter Control - Sidewalks, Parking Lots only
650	Street Lighting
811	Wastewater Collection/Conveyance
812	Wastewater Treatment and Disposal
821	Urban Storm Sewer System
822	Rural Storm Sewer System
831	Water Treatment
832	Water Distribution/Transmission

- **Weighted property assessment:** Measures the size of the municipality's tax base. Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes (PILs) retained by the municipality). Data sources: 2013 returned roll and 2014 starting tax ratios (Municipal Property Assessment Corporation (MPAC) and municipal tax rate bylaws) and Municipal FIRs (2012 or 2011 for PILs).

Ontario Community Infrastructure Fund (OCIF)

Township of Wilmot

Calculation of Indicators

Table 2a - Indicator 1 (ratio of adjusted core infrastructure to weighted property assessment)

Indicator 1 Value for Municipality

A	Indicator 1 Value: (A1 ÷ A2)		0.078
	1. Municipality's adjusted core infrastructure	\$212,759,090	
	2. Municipality's weighted property assessment	\$2,737,065,157	

Indicator 1 of Eligible Municipalities: Median, Lowest, Highest Value

B	Lowest Value	0.002
C	Median Value	0.086
D	Highest Value	0.311

Calculation of Re-weighted Indicator 1

E	Difference between Indicator Value and Median (A - C)	-0.008
F	Difference between the Median and the Minimum Value (C - B)	0.084

G	Re-weighted Indicator 1 (E + F)	-0.098
----------	---------------------------------	--------

Note

Line F: Since the indicator is below the median, the difference between the median and the lowest value is calculated (C - B)

Line G: The re-weighted indicator is on a scale of -1 to +1.

Ontario Community Infrastructure Fund (OCIF)

Township of Wilmot

Calculation of Indicators

Table 2b - Indicator 2 (ratio of core infrastructure per household to median household income)

Indicator 2 Value for Municipality

A	Indicator 2 Value: $((A1 + A2) \div A3)$	0.342
	1. Municipality's adjusted core infrastructure	\$212,759,090
	2. Municipality's number of households	7,504
	3. Municipality's median household income	\$82,802

Indicator 2 of Eligible Municipalities: Median, Lowest, Highest Value

B	Lowest Value	0.013
C	Median Value	0.340
D	Highest Value	1.082

Calculation of Re-weighted Indicator 2

E	Difference between Indicator Value and Median (A - C)	0.002
F	Difference between Median and Maximum Value (D - C)	0.742
G	Re-weighted Indicator 2 (E ÷ F)	0.003

Note

Line F: Since the indicator is above the median, the difference between the median and the highest value is calculated (D - C)

Line G: The re-weighted indicator is on a scale of -1 to +1.

Data Sources

Median household income: Statistics Canada's measure of median income for all private households (2011).

Ontario Community Infrastructure Fund (OCIF)

Township of Wilmot

Table 3 - Total Grant

Infrastructure Index

A	Infrastructure Index: $((A1 + A2) \div 2)$	-0.048
	1. Re-weighted Indicator 1	-0.098
	2. Re-weighted Indicator 2	0.003

Calculation of Funding per \$100,000 of Core Infrastructure

B	Funding per \$100,000 Core Infrastructure: $(\\$100 - \\$10 \times (B1 - A) \div 10\%)$	\$96.91
	1. Median of Infrastructure Indices of all Eligible Municipalities	-0.017

Calculation of Grant

C	Total Grant: Maximum of $(B \times C1 \div \\$100,000)$ or \$25,000 (i.e. whichever is greater)	\$128,861
	1. Municipality's total core infrastructure	\$132,971,901

Note

Line B: Since the index is below the median of eligible municipalities, the funding per \$100,000 of core infrastructure less than \$100.
The minimum funding is \$75 per \$100,000 core infrastructure and the maximum funding is \$150.

GRCA Current



October 2014 • Volume 19, Number 9

GRCA General Membership

Chair Jane Mitchell

Vice-Chair Vic Prendergast

Townships of Amaranth, East Garafraxa, Melancthon and Southgate and Town of Grand Valley
Tom Nevills

Townships of Mapleton and Wellington North Pat Salter

Township of Centre Wellington
Joanne Ross-Zuj

Town of Erin, Townships of Guelph/Eramosa and Puslinch
John Brennan

City of Guelph
Bob Bell, Maggie Laidlaw

Region of Waterloo
Les Armstrong, Todd Cowan,
Jan d'Ailly, Rob Deutschmann,
Jean Haalboom, Ross Kelterborn,
Geoff Lorentz, Claudette Miller,
Jane Mitchell, Warren Stauch

Municipality of North Perth and Township of Perth East
George Wicke

Halton Region J. Barry Lee

City of Hamilton Jeanette Jamieson

Oxford County Bruce Banbury

County of Brant
Brian Coleman, Steve Schmitt

City of Brantford
Robert Hillier, Vic Prendergast

Haldimand and Norfolk Counties
Lorne Boyko, Fred Morison

Hydro corridor restoration

A hydro corridor restoration project is taking place at the GRCA Administration Centre in Cambridge.

The project is expected to reduce the number of non-native invasive shrubs in the corridor, reduce the need for periodic herbicide treatments and improve aesthetics. It will also establish a seed source collection area for native plants and provide a demonstration site for alternative hydro corridor maintenance.

The area was cleared in August and will be seeded with native grasses and wildflowers in late fall.

Five vacant houses to be demolished

The GRCA plans to demolish five vacant houses on GRCA property.

These buildings are located at Luther Marsh, Everton, Puslinch Township and two at Guelph Lake. Most of the buildings have been vacant for some time and would be very costly to repair. An additional house on the Apps' Mill property was also slated for demolition. However it was destroyed by fire a couple days before the GRCA board meeting.

Municipalities have been consulted regarding these proposed demolitions which are expected to cost \$180,000 to \$230,000. They will save the GRCA money in the longer term. None of these buildings are considered suitable to be put up for sale because of the location or other issues.

Water Management Plan endorsed by partners

A plan to address water supply, water quality and flooding in the Grand River watershed has been endorsed by water management agencies from all levels of government and is ready for implementation.

The Grand River Watershed Water Management

Plan has been five years in the making. It's a product of a collaborative partnership of municipalities, provincial ministries, the federal government, Six Nations of the Grand River and the Grand River Conservation Authority.

Copies of the plan and more information are available on www.grandriver.ca/wmp.

Representatives of the plan partners met in September at the GRCA head office to mark the completion of the plan and to discuss its implementation. The plan includes 43 recommendations and 165 action items that the partners have already agreed to undertake. The action items respond to the three key challenges facing the watershed today: high population growth, extensive agriculture and a changing climate.

As the action items are implemented there will be improvements in water quality in the Grand River and its tributaries. In addition, that will also have a positive impact on the health of Lake Erie because the Grand is one of the largest sources of nutrient pollution in the eastern basin of the lake.

New boardwalk at Laurel Creek Park

The Kitchener-Grand River Rotary Club completed a new boardwalk at Laurel Creek that was used at the Mud Puppy Trail Race in September.

About 250 metres of new trail now connect the boardwalk to the trail system. The boardwalk is on the green trail in the park brochure. The new water crossing means that an old route from a number of years ago has been reopened.

This is a significant improvement at the park and is the first of many trail enhancement projects that are expected at Laurel Creek in coming years.

Herbicide used to remove invasive plants

Portions of Snyder's Flats Conservation Area in Woolwich Township were closed to the public during the week of Sept. 29 while a herbicide was used to control an outbreak of phragmites, an



Riverfestival
Riverprize 2000
For excellence in river management



Conservation
ONTARIO
Natural Champions



invasive plant species.

The affected sections of the trail network within the conservation area were marked as closed. GRCA staff will be applying the herbicide glyphosate, which is better known by the trade name Roundup, that has been adopted by conservation organizations as a safe and effective way to remove invasive species.

In most areas, the herbicide will be applied by hand to individual plants. Some larger areas will be tackled with backpack-style sprayers.

Phragmites australis, also known as European common reed, is a species that came to North America from Eurasia. The plant spreads quickly and out-competes native species for water and nutrients. It releases toxins from its roots into the soil to hinder the growth and kill surrounding plants.

Warm wet September

September was wet with most rain falling during two storms early in the month.

The first rainstorm was Sept. 5 to 6 and widespread. However the central areas received the heaviest rainfall while very little rain fell in the headwaters area. Less than a week later, a second weather event covering the entire watershed resulted in saturated conditions and high runoff across the watershed. Shand Dam received the most rain in September with 187 mm, more than double the long-term average of 81 mm. The GRCA issued three warning messages in September.

September was also warm with an average of 14.5 degrees, about 0.5 degrees warmer than usual.

Reservoirs were above the normal operating range for the time of year with the exception of Conestogo, which needed to be drawn down due to maintenance on the dam gates that was planned for early October.

Ice storm funding request update

The GRCA has received an application package from the Ministry of Municipal Affairs and Housing to be used to submit a claim for the ice storm cleanup costs.

The ice storm took place in December 2013 and GRCA forestry staff and contractors have been working to clean up the damage to trees that resulted from this storm.



Hundreds of Grade 4 students from Haldimand County, Six Nations of the Grand River and Mississaugas of the New Credit attended the first ever Haldimand Children's Water Festival that took place Oct. 1 and 2 at Taquanyah Nature Centre. This is the third such festival within the Grand River watershed. It was a project initiated by the Grand River Conservation Foundation.

This was an unanticipated expense for this year's budget. However, the GRCA hopes that through this program, the province will provide financial assistance for the clean up.

The deadline for submitting claims has been extended from Oct. 31 to Dec. 31, 2014.

300,000 trees available for spring 2015

The GRCA has an inventory of 300,000 trees available to private landowners for spring 2015.

Trees help improve the water quality in many ways. These trees are available to rural landowners with property that is greater than one hectare (2.5 acres) exclusive of buildings, within the Grand River watershed.

Landowners who plan to plant their own trees can purchase a minimum order of 200 seedlings or 20 saplings or potted plants. They can order online or by mail anytime before March 1 for spring pick up at the GRCA. Orders opened Oct. 2 and the best selection is early on, as some more popular species sell out.

But for plantings that will be done by GRCA staff, the deadline is Dec. 1. The minimum order is 500 seedlings or 30 saplings

or potted plants. A site visit by a member of the GRCA staff is a necessary first step prior to Dec. 1.

This is part of the GRCA's long-term commitment to increase tree cover within the Grand River watershed. Information about funding assistance for trees through a variety of programs is also provided by GRCA staff.

This issue of GRCA Current was published in October 2014.

It is a summary of the September business conducted by the Grand River Conservation Authority board and committees as well as other noteworthy happenings and topics of interest.

The Grand River Conservation Authority welcomes the photocopying, forwarding and distribution of GRCA Current.

Next board meeting: Friday, Oct. 24 at 9:30 a.m., GRCA Administration Centre.

Reports mentioned in GRCA Current: www.grandriver.ca/MeetingReports.

For coming events, please see www.grandriver.ca/Calendar.

The August-September issue of Grand Actions newsletter is available at: www.grandriver.ca/GrandActions

THE CORPORATION OF THE TOWNSHIP OF WILMOT

BY-LAW 2014-44

**BY-LAW TO AMEND BY-LAW NO. 2006-44
BEING A BY-LAW TO REGULATE TRAFFIC AND PARKING
ON HIGHWAYS UNDER THE JURISDICTION OF THE
CORPORATION OF THE TOWNSHIP OF WILMOT**

WHEREAS the Council of the Corporation of the Township of Wilmot wishes to further amend existing Traffic By-Law No. 2006-44 as hereinafter set forth.

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

1. That the existing Schedule "1", Part V - Section 3 – No Parking to said By-Law No. 2006-44 be amended by adding reference to:
 - Huron Place, New Hamburg, on the west side, from Huron Street to south end, at any time

READ a first and second time this 3rd day of November, 2014.

READ a third time and finally passed in Open Council this 3rd day of November, 2014.

Mayor

Director of Clerk's Services

THE CORPORATION OF THE TOWNSHIP OF WILMOT

BY-LAW NUMBER 2006 - 44

SCHEDULE "1"

PART V - SECTION 3

NO PARKING

<u>REFERENCE</u>	<u>HIGHWAY</u>	<u>SIDE (S)</u>	<u>FROM</u>	<u>TO</u>	<u>TIMES/DAYS</u>	<u>AMENDING BY-LAW NO.</u>
New Hamburg	Mill Street	East	Huron Street	Burns Street	Any Time	
New Hamburg	Mill Street	West	30 m. northerly	Burns Street	Any Time	
New Hamburg	Jacob Street	West	Seyler Street	Boulee Street	Any Time	
New Hamburg	Jacob Street	West	Seyler Street	Mill Street	Any Time	2001-19
New Hamburg	Jacob Street	West	Boulee Street	250 m. southerly	Any Time	
New Hamburg	Seyler Street	South	Peel Street	Jacob Street	Any Time	
New Hamburg	Asmus Street	West	Boulee Street	Grace Street	Any Time	
New Hamburg	Hamilton Road	East	Highway 7/8	138 metres northerly	Any Time	
New Hamburg	Bleams Road West	North	Peel Street	Fairview Street	Any Time	2003-35
New Hamburg	Bleams Road East	Both	Peel Street	Jacob Street	Any Time	2003-35
New Hamburg	Huron Place	West	Huron Street	South End	Any Time	2014-44

**The Corporation of the
Township of Wilmot**

By-law Number 2014-45

**BEING A BY-LAW TO PROVIDE FOR PROCUREMENT OF GOODS AND SERVICES AND THE
DISPOSAL OF SURPLUS GOODS**

WHEREAS the Council for the Corporation of the Township of Wilmot has deemed it desirable to have a by-law to provide for fair, transparent and accountable purchasing and tendering procedures and thereby to protect Council, vendors and staff involved in the process by providing clear direction and accountabilities; and

WHEREAS pursuant to Section 270 (1) 3 of the Municipal Act, S.O. 2001, c. 25, a municipality and a local board shall adopt policies with respect to its procurement of goods and services;

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

PART I – DEFINITIONS:

1. In this By-law:

- a. **“Authority”** or **“Authorized”** means the legal right to conduct tasks outlined in this By-law as directed by Council and delegated to Department Heads. **“Authorized purchases”** are those that have prior approval of Council either through resolution or through the Annual budget.
- b. **“Authorized Requisitioner”** means a person authorized in writing by the Department Head or Designate to make purchases under the limits prescribed within this By-law.
- c. **“CAO”** means the Chief Administrative Officer of the Corporation of the Township of Wilmot or designate.
- d. **“Clerk”** means the Director of Clerk Services of the Corporation of the Township of Wilmot or designate.
- e. **“Consultant”** means a person or firm, who by virtue of a particular expertise, is hired by the Corporation to undertake a specific task or assignment that may include, but is not limited to designing specification or preparing plans or programs.
- f. **“Contract”** means any formal legal agreement for supply of goods, services, equipment or construction.
- g. **“Corporation”** or **“Township”** means the Corporation of the Township of Wilmot
- h. **“Council”** means the Municipal Council of the Corporation of the Township of Wilmot
- i. **“Department”** means any Department within the Corporation of the Township of Wilmot
- j. **“Department Head”** means a member of the Senior Management Team.
- k. **“Designate”** means a person authorized in writing by the Department Head or by the CAO or Clerk or Treasurer to act on his/her behalf, for the purposes of this By-law.
- l. **“Emergency”** means an event that occurs, which in the opinion of the CAO or designate, requires immediate repair or replacement of equipment, services, or facilities in order to maintain a required public service or to prevent danger to life, limb or property within the Township of Wilmot
- m. **“Goods and Services”** means all supplies, materials or equipment and related procurement services. This may include installation, training, inspection, maintenance and repairs and related procurement services, but does not include land purchases, land sales and property leases.
- n. **“Lowest Ultimate Cost”** means the costs that results in the lowest cost of ownership, operation or purchase to the Corporation. This cost is derived from the consideration of all factors, such as price, quality, service, terms, conditions and warranties.
- o. **“Mayor”** means the elected Mayor of the Corporation or the person duly appointed to act in place of the Mayor.
- p. **“Procedures”** means internal instructions or guidelines to Departments, approved by the Senior Management Team.
- q. **“Proposal”** means an offer to supply goods or services on which end results are outlined but no detailed specifications given to the Bidders as to the goods or how the work is to be performed, that is obtained through a formal Request for Proposal (RFP).
- r. **“Purchasing Agent”** means a Department Head or designate.
- s. **“Procurement Analyst”** means the Accounting/Procurement Analyst of the Corporation of the Township of Wilmot.
- t. **“Purchase ID”** means the individually assigned purchasing identification for each authorized requisitioner of the Corporation.
- u. **“Purchase Order”** means the legal document that is the Corporation’s commitment to the supplier for the value of the goods or services ordered. It is also the supplier’s authority to ship and charge for the good specified on the order. A **“Blanket Purchase Order”** is an agreement between the Township and a supplier to sell goods for a specified period of time with a dollar limitation that is prepared by the Procurement Analyst under the authority of the Treasurer.
- v. **“Quotation”** means a request for prices on specific goods or services obtained formally through a Request for Quotations (RFQ) or informally from selected sources.
- w. **“Receiver”** means an individual(s) designated by the Purchasing Agent to accept shipment(s) on behalf of the Corporation of the Township of Wilmot.
- x. **“Relationship”** means a parent, spouse, child, brother or sister.

- y. **“Requisition”** means a written or electronically transmitted request on an approved form, authorized by a purchasing agent, sent to the Treasurer to procure goods or services.
- z. **“Responsible”** means a Bidder or Offerer who is deemed to be fully technically and financially capable of supplying the goods or services requested in the solicitation.
- aa. **“Responsive”** means a Bidder or Offerer who correctly and completely responds to all of the significant requirements outlined in the solicitation.
- bb. **“Senior Management Team”** means the Senior Management Team of the Corporation of the Township of Wilmot.
- cc. **“Tender”** means an offer in writing by way of a Call for Tender to execute certain specified work or to supply certain specified goods or services at a specific rate in response to the information contained in the Call for Tender.
- dd. **“Treasurer”** means the Director of Finance/Treasurer of the Corporation of the Township of Wilmot or designate.

PART II – OBJECTIVE

2. The objectives of this By-law are to establish and maintain a high level of confidence in the purchasing process by ensuring that the Township of Wilmot’s procurement of the goods and services necessary to provide the programs and services of the municipality is carried out in an open, fair, consistent, efficient and competitive manner that strikes a balance between public accountability, competition, quality and innovation. Therefore, the Township of Wilmot is committed to:
 - a. Basing all acquisition decisions for goods on total acquisition costs from suppliers who meet the Township’s requirements for quality, delivery and warranty;
 - b. Ensuring that the Township’s requirements for goods and services are met through an open and fair process that provides the highest possible degree of competition and value to the Township;
 - c. Encouraging innovation in purchasing and acquisition whether it be through partnerships, purchasing co-operatives, joint contracts or any other mechanism that best meets the interests of the municipality while maintaining the integrity of this By-Law;
 - d. Ensuring when and where appropriate, environmental consideration is given to the purchases made by the Township;
 - e. Ensuring when and where appropriate, consideration is given to the accessibility of the goods and services for persons with disabilities;
 - f. Ensuring that purchasing decisions are free of any conflict of interest between suppliers and Members of Council, officials or employees and members of their immediate families; and,
 - g. Ensuring that, all other things being equal, the Township will seek to purchase Canadian goods and services from local (i.e. Wilmot Township), regional, provincial or national sources, in that order.

PART III – AUTHORITY

3. This By-law authorizes Department Heads and their designate(s) to act as legal Purchasing Agents of the Corporation of the Township of Wilmot.
4. The signatures of the Treasurer, CAO or the Mayor and Clerk when legally required, are necessary on all agreements to purchase, lease or contract for goods and services. The Treasurer shall have signing authority up to \$50,000.00. The CAO shall have signing authority up to \$50,000.00 if less than 3 competitive quotations are received. Except where delegation of authority has been expressly assigned by By-Law, the Mayor and Clerk shall be authorized to sign contracts over \$50,000.00 as approved by Council.
5. Where any tender or contract has been authorized under this By-law, the CAO may authorize disbursement of additional funds provided that the additional funds:
 - a. Shall not exceed ten percent (10%) of the original contract price;
 - b. Are available within the program budget; and
 - c. Are required to complete works that are necessary as part of the original contract.
6. The Procurement Analyst shall monitor adherence to the provisions of this By-law and the procedures adopted for its use. Failures to comply with the provisions of the By-law and procedures shall be reported to the Treasurer. Continued non-compliance shall be reported to the CAO and may lead to disciplinary action up to, and including, dismissal.
7. The Procurement Analyst shall assist Purchasing Agents in maintaining good vendor relations and in the conduct of all negotiations with vendors, subject to the other provisions of this By-law.
8. Throughout the bidding process, all inquiries regarding materials, prices, services, delivery, terms, conditions and adjustments, are to be conducted by or through the Procurement Analyst.

PART IV – PURCHASING GUIDELINES

9. Responsibilities of Purchasing Agents
 - a. To ensure that, except otherwise stipulated, any purchase of goods, services or equipment shall be made on a competitive basis, in keeping with accepted public purchasing practices and in accordance with applicable federal, provincial and municipal laws;

- b. To ensure that purchases are made at the lowest ultimate cost, with due consideration to the importance of quality and service, and in accordance with the approved policies and procedures of the Corporation;
 - c. To, wherever possible, promote and coordinate standardization of goods with the cooperation of all Departments and where beneficial to the Corporation, participate with other levels of government and other local agencies in co-operative purchasing plans
 - d. To be responsible for the return of all supplies and termination of all contracts that do not meet the specifications set out in the Purchase Order or contract
10. Except in accordance with this By-law, Purchasing Agents shall not:
- a. Order goods that have not been provided for in the annual budgets of each department;
 - b. Split a purchase to avoid any of the purchasing processes outlined in this By-law;
 - c. Make or authorize personal purchases;
 - d. Solicit in-house bids in competition with outside firms; and
 - e. Utilize the Purchase ID of another Purchasing Agent to avoid any of the purchasing processes outlined in this By-law.
11. The Corporation of the Township of Wilmot reserves the right in its sole discretion, to reject any or all bids, and the lowest or highest bid, as the case may be, will not necessarily be accepted.

PART V – PURCHASING PROCESSES

12. The Methods of Procurement for the Corporation of the Township of Wilmot are summarized in ‘Schedule A’ of this By-law.
13. Dollar amounts shown in this By-law setting parameters for the purchasing process, except otherwise stated, shall be the total cost excluding taxes and freight.
14. Payment Vouchers are to be utilized only in cases where the payee does not issue an invoice for the goods or services rendered or in the case of a refund from the Corporation.

EXEMPTIONS

15. The following items are exempt from the purchasing process and Purchase Order requirements under Part V of this By-law, and will be paid by the Treasurer upon an invoice signed by a Purchasing Agent certifying the goods or services have been received along with appropriate general ledger coding:

Exemption	Description
Petty Cash Items	Purchases made in accordance with the Petty Cash Policy
Blanket Purchase Order Items	Items that have been placed under a blanket purchase order by the Procurement Analyst as per the authority of the Treasurer
Conference, Training and Seminars	Conferences, Conventions, Courses, Seminars, Memberships, Staff Workshops, Subscriptions
Refundable Employee Expenses	Meal Allowances, Miscellaneous Non-Travel, Travel Expenses
Employer’s General Expenses	Payroll Deductions, Licenses, Debenture Payments, Insurance Premiums, Grants to Agencies, Damage Claims, Petty Cash Replenishment, Tax Remittances, Building Lease Payments, Postage, Freight Charges, Township Vehicle Fuel and Maintenance, Charges to or from other Government Agencies
Professional and Special Services	Laboratory Services, Legal Services, Temporary Help, Banking and Investment Fees, Real Estate Fees, Audit Fees, Insurance Adjuster Fees, Honorarium, Municipal Election Costs
Utilities	Water, Wastewater, Hydro, Gas, Telephone, Cell Phone and Internet Service Charges

LOW-DOLLAR VALUE ITEMS

16. Authorized requisitioners are permitted to make direct acquisitions for items with a **value less than \$1,000.00**, provided that they utilize the small- order purchasing procedure outlined in ‘Schedule B’ of this By-law.
17. Purchasing Agents are permitted to make direct acquisitions for items with a **value between \$1,000.00 and \$4,999.99**, provided that they use their individual Purchase ID.

18. Where the requirement for goods or services has an estimated **value between \$5,000.00 and \$19,999.99**, the purchasing agent, with a properly signed or electronically transmitted Purchase Order, is empowered to make the purchase from such suppliers and upon such terms and conditions that are best for the Corporation. The purchasing agent is to solicit a minimum of three written quotations wherever possible. These quotations must be submitted to the Procurement Analyst with the signed Purchase Order. Where it is deemed that it is not possible to obtain the number of quotations specified under this section, an explanation must be provided with the signed Purchase Order.
19. Authorized requisitioners are permitted to use Corporate Credit Cards up to the limit prescribed on the card that has been assigned to them. The maximum credit limit for a Corporate Credit Cards is assigned based on the decision of the Treasurer.

INFORMAL AND FORMAL SEALED QUOTATIONS:

20. Where the requirement for goods or services is estimated to **cost \$20,000.00 or more, but less than \$50,000.00**, the Purchasing Agent will work with the Treasurer and the purchase may be made on the authority of the Treasurer provided that a minimum of three competitive quotations have been obtained. Formal Sealed Quotations will be called if deemed beneficial by the Treasurer. Sealed Quotations will be opened by the Purchasing Agent and the Procurement Analyst, or designate(s).
21. Where information supplied indicates that three quotations cannot be obtained for the goods or services estimated to **cost \$20,000.00 or more, but less than \$50,000.00**, justification to and approval to make the purchase is required by the CAO.

TENDERS

22. All requirements for goods, services, equipment or construction estimated to cost **\$50,000.00 or more**, shall be obtained by sealed tender or proposal and shall be awarded by Council approval.
23. In the case of large capital projects where a project manager/general contractor is hired, the requirements outlined in Section 22 will only apply to the initial tendering for project management purposes. Subsequent to the award of contract through Council approval, the project manager/general contractor will work with the Purchasing Agent to hire any requisite sub-trades.
24. The Procurement Analyst with the assistance of the Purchasing Agent shall distribute (hard copy or digital copy when applicable), and receive all tender, proposal and consultant calls. The Procurement Analyst shall monitor and print additional hard copies for distribution as required. The Purchasing Agent will be responsible to obtain any drawings from outside consultants.
25. The Procurement Analyst shall provide the tender documents upon every Bidders request accompanied by payment of any required fee thereto.
26. The Treasurer, in consultation with the Purchasing Agent, will determine whether or not Performance and Labour and Materials bonding, tender deposits or bid bonds are required, subject to the following:
 - a. Bid Bonds and Performance and Labour and Material bonding will be required for purchases over \$200,000.00;
 - b. Purchase less than \$200,000.00 may include bonding requirements if it is deemed by the Treasurer to be in the best interest of the Township;
 - c. Where tender deposits or bid bonds are required, the Treasurer shall determine the amount and form of deposit;
 - d. Under no circumstances will interest be paid on tender deposits;
 - e. The Treasurer or designate shall retain, in safekeeping, the deposits of all tenders until an award has been determined, accepted, and a contract executed;
 - f. Should a tender not be awarded, the Treasurer or designate shall forthwith arrange the return of tender deposits to the Bidders; and
 - g. The tender deposit or bid bond may be used to mitigate costs or damages to the Corporation where a successful Bidder fails to execute the contract, or furnish any required documents within ten calendar days or as specified within the tender documents after notice to them to do so, or where a Bidder withdraws their tender after tenders have been opened.
27. The Procurement Analyst shall review all tender documents for quality assurance purposes, with technical assistance from the Purchasing Agent. All tender documents, where applicable shall be issued in a standardized format, and will have clearly stated criteria and specifications, defined quality and servicing standards. All tender documents shall include the following items:
 - a. Terms and conditions of the specific tender as well as the Township's standard terms and conditions document;
 - b. The tender form, which provides the following:
 - i. A statement by the Bidder that the Bidder reviewed and understands the tender documents and that the Bidder is capable of and willing to perform the requirements of the contract and enter into a legal agreement with the Corporation in regard thereto;

- ii. An execution by the Bidder. Where the tender is submitted by a corporation, it shall be signed by the duly authorized officer(s) of the corporation, or in the case of a partnership, by all signing partners;
 - iii. Irrevocable period of the tender response;
 - iv. The time limit for signing the contract shall be clearly stated; and
 - v. The following terms and conditions:
 - 1. "The Corporation of the Township of Wilmot reserves the right in its sole discretion, to reject any or all bids, and the lowest or highest bid, as the case may be, will not necessarily be accepted."
 - 2. "Notwithstanding and without restricting the generality of the statement immediately above, the Township of Wilmot shall not be required to award or accept a tender, or recall the tenders at a later date if the tenders:
 - a. Do not meet the specifications of the Tender Terms and Conditions;
 - b. Are too high based on estimated costs of the goods or services;
 - c. Are too low based on estimated costs of the goods or services;
 - d. Are submitted late;
 - e. Are illegible or incomprehensible;
 - f. Are not signed and sealed;
 - g. Are from an ineligible bidder; or
 - h. Will not be completed as outlined within the tender documents, in the opinion of the Purchasing Agent.
 - c. Special provisions where applicable; and
 - d. Specifications
28. Tender submissions to the Township are to:
- a. Be signed and submitted in the time and manner required by the Township,
 - b. Be in a sealed envelope referencing the following:
 - i. Name and Address of the Township;
 - ii. The official that has been designated to receive tenders;
 - iii. The closing date and time;
 - iv. The contract or tender number; and
 - v. The name and general description of the tender
 - c. Include evidence of good standing with WSIB;
 - d. Include bonding or deposit, when applicable;
 - e. Include the unit cost and/or hourly rate;
 - f. Include the total cost of like items or total cost for hours required to complete task;
 - g. Include the freight charges;
 - h. Include any applicable travel expenses;
 - i. Itemize other sundry expenses;
 - j. Include all applicable taxes; and
 - k. Include the Total cost of the Tender
29. Where it is deemed necessary invitations to tender and Request for Quotation or Proposal (RFQ/RFP) may be sent to potential Bidders by the Purchasing Agent or designate, to ensure the best possible response to the call, and the Procurement Analyst shall be notified accordingly.
30. Where it is deemed necessary by the Corporation to revise the tender documents or extend the closing date, an addendum shall be forwarded by the Procurement Analyst to every person who obtained tender documents for the contract and/or posted on the Township website. The addendum shall be attached to all tender forms not yet distributed. Where an addendum is prepared too late to allow notification by mail, every person who obtained tender documents for the contract shall be notified by telephone, facsimile, or technological equivalent.
31. Where it is deemed necessary by the Corporation to cancel a tender call, the Procurement Analyst will ensure an advertisement shall be placed in the electronic medium and/or publication in which the original advertisement appeared stating that the tender call has been cancelled and every person who obtained tender documents shall be notified by telephone, facsimile or technological equivalent of the cancellation. Where a tender call is cancelled prior to closing, no tenders shall be accepted. All tenders received shall be returned unopened by registered mail with a covering letter.
32. All Bidder inquiries should be sent via facsimile or e-mail to the Procurement Analyst, who shall obtain a response from the Purchasing Agent. These questions and their respective answers shall be posted on the Township website for review by all bidders prior to closing. Any questions occurring during Bidders' meetings, site visits or information sessions will be treated in the same fashion where possible.
33. The Procurement Analyst shall maintain a list of all bid takers. This list shall be updated on the Township website.
34. Every tender envelope received shall be noted with the date and time received, initialed by the Procurement Analyst and forthwith deposited unopened in the secured tender container.
35. Tenders received after the closing time shall be returned unopened to the Bidder by the Treasurer or designate, together with a covering letter.

36. Tenders shall be opened at the appointed time in the presence of any member of the public in attendance for the opening, the Purchasing Agent that requested the tender, the Procurement Analyst or designate(s), and a witness.
37. The Procurement Analyst or Purchasing Agent or designate(s) shall announce for each contract the contract number, contract description, the name of the Bidder, the total amount of the tender, and shall prepare a summary thereof on a standardized form signed by Purchasing Agent, Procurement Analyst and witness. The unofficial bid results will be posted to the Township website for the public.
38. Where two or more tenders are submitted in the same tender envelope, the one bearing the lowest price shall be considered as the tender.
39. Where two or more tenders are submitted by the same bidder, and no withdrawal request has been received, only the bid received at the latest time shall be considered.
40. The Purchasing Agent or Procurement Analyst, following approval of Council of the award of the contract, shall notify the successful Bidder. Where a formal contract is required and approved, it shall be submitted to the successful Bidder for execution.
41. Where a contract has been awarded and the successful Bidder fails to execute the contract or any other required documents within the specified time, the CAO may:
 - a. Grant the successful Bidder additional time to fulfill the requirements; or
 - b. Award the contract to the second most qualified bidder.
42. Where the Corporation contracts work out in an agreement with the private sector, the policies and procedures of the Corporation will prevail in all tender, quotation and proposal calls.

PROPOSALS

43. Requests for Proposals (RFP) may be called when the requirement for goods or services needed cannot be definitely specified. In these cases a proposal call will be made to obtain specific offers from Bidders to fulfill the requirements for the goods and services at a particular price.
44. Requests for Proposals, where applicable shall be issued in a standardized format, and will:
 - a. Clearly establish required project outcome or requirements and contain existing conditions if applicable;
 - b. Specifically outline response requirements at time of proposal receipt; and
 - c. Clearly outline the 'evaluation criteria'.
45. In the case of RFP's, these submissions will be opened by the Purchasing Agent or designate, and their receipt acknowledged. Prices for proposals will not be disclosed. The list of proponents will be posted to the Township website.
46. Proposal values or contents of vendor proposal response and evaluation comments from the selection committee will not be disclosed and will be held in confidence. Scoring activities of the Selection Committee will also be held in strict confidence until after the award of contract.
47. Requests for Proposals may include requests for initial expressions of interest from consultants and the subsequent submission of detailed proposals.
48. Proposals for other than consulting services shall be called in accordance with the Procurement By-Law, evaluated by an appropriate selection committee and awarded in keeping with proper purchasing and tendering procedures.
49. Proposals for any type of consulting services shall be called and managed according to the 'Consultants' section of this By-law.

CONSULTANTS

50. The Methods of Procurement regarding use of Consultants are summarized in 'Schedule A' of this By-law.
51. Where the requirement for Consultant Services is estimated to cost **less than \$10,000.00**, the Purchasing Agent will select the Consultant, and notify the CAO of this selection.
52. Where the requirement for Consultant Services is estimated to cost **\$10,000.00 or more, but less than \$20,000.00**, a minimum of three written proposals are required. The selection shall be made by the Purchasing Agent, and final approval of the selection shall be provided by the CAO.

53. Where the requirement for Consultant Services is estimated to cost **\$20,000.00 or more**, a minimum of three written proposals are required. The selection shall be made by the Purchasing Agent and reviewed by the CAO, prior to being presented in report format to Council for approval of the Consultant choice.

TERM CONTRACTS

54. Where it is deemed to be beneficial to the Corporation, term contracts shall be issued for on-going services required by the Township. These services include, but are not limited to, custodial services, grass cutting, plumbing/electrical or HVAC maintenance agreements, audit services, banking services, IT consulting services, animal control, veterinary services, winter maintenance of parking lots, and municipal drainage superintendent services.
55. Term contracts shall follow the same procurement processes as tenders and proposals do for one-time items.
56. Term contracts will be maintained on file by the Procurement Analyst and Purchasing Agent.
57. Term contracts and any renewals thereto shall not exceed a 5-year term. Renewals within the 5-year term that avoid re-tendering the contract must be justified and approved by the CAO.

SPECIFICATIONS

58. Purchasing Agents shall be responsible to prepare and provide to the Procurement Analyst, specifications when required as part of the tender and proposal documents.
59. Purchasing Agents shall review their contracts and tender specifications for goods and services, to ensure that wherever possible and economical, specifications are amended to provide for expanded use of products and services that contain post-consumer recyclable waste and/or recyclable content to the maximum level allowable, without significantly affecting the intended use or performance of the product or service. It is also recognized that a cost analysis may be required in order to ensure that the products are made available at competitive prices in order to increase the development and awareness of Environmentally Sound Products.
60. When preparing specifications for good or services for the Township, the Purchasing Agent shall have regard to accessibility for persons with disabilities to the goods or services.

CO-OPERATIVE PURCHASING

61. Purchasing through co-operatives, such as the Co-op Purchasing Group of Waterloo Region (CPGWR), joint ventures, joint contracts and other such ventures are encouraged and may be used, if in the opinion of the Senior Management Team, such purchases ensure the procurement of supplies and services that meet the objectives of this By-law.
62. Purchases made through co-operative buying procedures involving the Corporation require approval of Council only where the Corporation's portion of the purchase will be or exceeds **\$50,000.00** in value, excluding taxes and freight.

ADVERTISING

63. The Procurement Analyst shall ensure that advertising for all formal tenders, quotations or proposals, is placed on the Township website and social media. Advertisements may also be placed in third-party mediums (i.e. Newspaper, Industry Newsletter, etc.) at the discretion of the Purchasing Agent.
64. The advertising shall be advertised at least ten working days prior to the closing date, unless otherwise directed by Council.
65. The Procurement Analyst or designate shall review all advertisements prepared by the Purchasing Agent, prior to posting. The following contents shall be included in every tender advertisement:
- a. The name of the Corporation;
 - b. The contract or tender number as assigned by the Procurement Analyst;
 - c. A general description of tender complete with securities required;
 - d. The official designated to receive responses;
 - e. The date and time of closing and any mandatory Bidder's meetings or site visits;
 - f. The location of the performance of the contract;
 - g. A statement that the lowest or any tender will not necessarily be accepted; and
 - h. Fax number and e-mail address for vendor inquiries
66. Where it is deemed beneficial to the Corporation to pre-qualify bidders for any tender or proposal, a formal Request for Pre-Qualification (RFPQ) will be completed. This RFPQ will be advertised in the same manner as any other tender or proposal. Through the RFPQ process, the Purchasing Agent will

determine the eligible bidders to bid on the formal tender or proposal. This list of eligible bidders must be approved by the Treasurer, and subsequently be submitted to the Procurement Analyst for distribution and receipt of bid documents.

EMERGENCY PURCHASES

67. When an emergency occurs, the Treasurer has the authority to issue a Purchase Order, upon receiving written or verbal request from a Purchasing Agent, for the goods and services required.
68. After the emergency is over, any expenditure over and above this By-law's authorization, shall be reported according to the requirements of the By-law.
69. Emergency purchases must have regard for the provisions of this By-law and related procedures wherever practical, and must be concluded as swiftly and cost effectively as possible.

PHASED ACQUISITION PROCESS

70. The Township may consider a phased process for acquisition or service provision if:
 - a. Detailed specifications are not available or it is impractical to prepare specifications based on price;
 - b. The project is of a significant nature and is a long-term project; and/or
 - c. The project may be broken into various project phases.
71. The phased purchasing process may take a number of forms, depending on the complexity and requirements of the Township at the time requisitions are being considered.
72. Phased acquisitions must have regard for the provisions of this By-law and related procedures wherever practical, and must be approved by Council where applicable.

PURCHASE BY NEGOTIATIONS

73. The Purchasing Agent may under the following conditions negotiate with one or more Bidders and in such cases the requirement for inviting tenders or quotations is waived:
 - a. When in the judgment of the Purchasing Agent, goods are judged to be in short supply due to market conditions;
 - b. Where there is only one source of supply for the goods or services;
 - c. Where two or more identical bids have been received;
 - d. Where the lowest tender or quotation meeting specifications substantially exceeds the estimated cost and it is impractical to recall the tender or quotation;
 - e. When all bids received fail to meet the specification of tender terms and conditions and it is impractical to recall tenders or quotations;
 - f. When no bids are received in the tender or quotation call; or
 - g. When only one bid received in a tender or quotation.
74. When negotiations are deemed necessary they shall be carried out in consultation with the Treasurer.
75. Any negotiated purchase contract for \$50,000.00 or more in value, excluding taxes and freight, shall be subject to approval from Council.
76. The methods of negotiation shall be those accepted as standard negotiating procedures that employ fair ethical practices, as outlined in the Purchasing *Code of Ethics* of the Purchasing Management Association of Canada (PMAC) and the National Institute of Governmental Purchasing (NIGP).

UNSOLICITED PROPOSALS

77. Purchasing Agents may review unsolicited proposals received by the Township. Any procurement activity resulting from the receipt of an unsolicited proposal shall comply with the provisions of this By-law. A contract resulting from an unsolicited proposal shall be awarded on a non-competitive basis only when the procurement requirements comply with the non-competitive procurement policies and procedures.

RECEIVING AND INSPECTION OF GOODS

78. When a shipment is received, the Receiver is responsible to ensure that there is no evidence of damage and that the goods and quantities described in the Bill of Lading are correct.
79. In the event that there are discrepancies, the Receiver is responsible to note the details on the Bill of Lading and, if possible, the delivery agent should sign the Bill of Lading to indicate his/her concurrence.
80. Bills of Lading, Freight bills and/or packing slips should then be signed by the Receiver and forwarded to Accounts Payable.

PART VI – CONFLICT OF INTEREST

81. Elected officials and employees are expected to avoid actual or perceived conflicts of interest and are to abide by the provisions of the Municipal Conflict of Interest Act. In the case of a tender or RFP, the Procurement Analyst shall not open and consider any bid from an elected official or employee of the Township, when the involvement of the elected official or employee is known, unless the elected official or employee obtains approval from Council prior to the close of the bid.
82. The Procurement Analyst shall report other routine purchases from elected officials or employees to Council, when the involvement of an elected official or employee is known, prior to the award of a contract or the acquisition of goods or services, for Council's information, without any action required on the part of Council, unless Council wishes to provide alternative direction to staff.
83. No Council member or employee of the Township may purchase goods or services for personal use through the Corporation.
84. Except in accordance with this By-law, no elected officials or employees of the Township shall have contact with a person, or any officer, employee or agent of the person who has submitted a bid to the Township, unless the bid call has been awarded, the contact is for the purpose of receiving a complaint or the contact is for a purpose entirely unrelated to the bid or contract.

PART VII – SUPPLIERS AND SUCCESSFUL BIDDERS

85. All suppliers and contractors to the Township are required to maintain confidentiality with respect to any and all work conducted for or on behalf of the Township. Suppliers or successful bidders will direct any and all queries pertaining to Township business or activities to the Township.
86. All suppliers and contractors to the Township are required to ensure strict compliance with any and all applicable Federal and Provincial legislation, including, but not limited to, Worker's Safety Insurance Board coverage, the Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities Act (AODA), environmental standards and requirements for the supply and transportation of materials and supplies, including: the Transportation of Dangerous Goods Act, the Hazardous Products Act, and Provincial Legislation regarding WHMIS for hazardous products. All costs associated with such compliance will be borne by contractors and suppliers. Failure to comply will result in the disqualification of the supplier.
87. At the conclusion of each contract, previously awarded by Council under a tender or proposal, the Purchasing Agent will complete an evaluation of the work/service performed by the contractor or supplier. This evaluation will be held on file with the Purchasing Agent, and considered if/when the contractor bids for another project with the Township.

SUPPLIER DISQUALIFICATION:

88. The Township may disqualify any supplier or bidder for failure to meet quality, service, project budget, specifications, requirements, after sales service and contract adherence.
89. Suppliers will be immediately disqualified when:
 - a. The supplier is convicted of a criminal offence relating to the obtaining of (or, an attempt to obtain) a contract or subcontract.
 - b. The supplier is in serious breach of a contract, or terms of contract, or unwillingness to perform a contract in accordance with the terms and conditions of that contract.
 - c. The supplier is determined to have a record of unsatisfactory performance on one or more contracts.
 - d. The supplier has made any slanderous comments about the Township on any public medium, included, but not limited to print medium, social media and blogs.
 - e. The supplier is a party in a legal action against the Township.
90. Suppliers will be notified in writing of potential disqualification and accorded a reasonable opportunity to respond. If response is not obtained or in the event the response is deemed inadequate, the supplier will be placed on the disqualification list. Disqualification lists and documentation on suppliers disqualified will be maintained by the Finance Department. Such disqualification will mean submissions from any disqualified supplier are not considered for a period of three years from the time the supplier is placed on the disqualification list.

PART VIII – DISPOSAL OF SURPLUS

91. Where any goods are surplus, obsolete or unrepairable, they shall be declared surplus by the Purchasing Agent or designate.
92. When a Purchasing Agent or designate declares that no other use can be found for these items in other Departments, they shall be added to the surplus list at the discretion of the Treasurer, disposed through public auction, tender or quotation, whichever is in the best interests of the Corporation.

93. At the discretion of the Treasurer, and in consultation with the affected Department Head, rolling stock that is declared surplus may be offered, for a fair price, to the other municipal agencies within the Region of Waterloo prior to public disposal.

94. Where the item has limited market value, the Treasurer may, to the benefit of the Corporation, dispose of the item in a manner other than the ones listed above (i.e. Donation).

PART IX – PAYMENT

95. The Treasurer shall honour and pay for all goods or services covered by a Purchase Order, Contract, Progress Certificate on Construction or other authorized purchase methods available to Township departments.

96. No prepayment of all or part of any goods, services or equipment shall be made unless provision for it is included in the Purchasing agreement as evidence by a tender, Purchase Order, or other form of purchasing contract.

97. The Procurement Analyst may prepare forms of the certificates and approvals referred to in this By-law, which will be used by all Members of Council, Purchasing Agents and other officers and employees.

PART X – LITIGATION POLICY

98. The Procurement Analyst or Purchasing Agent shall not open and consider any sealed bid or otherwise acquire any goods or services from a person with whom the Township is in litigation or pending litigation unless approval allowing such is obtained by the person from Council prior to the close of the bid call or the acquisition of the goods or services.

PART XI – COMPLAINTS

99. Resolution of a complaint from any vendor shall not cause delay in awarding contracts.

100. Any complaint that the Township failed to abide by the provisions of this By-law that is significant in nature shall be reported to the Treasurer and the Treasurer shall investigate the complaint and report to Council as necessary.

PART XII – ADMINISTRATION

101. Failure to adhere to the provisions of this By-law shall not render any acquisition, contract or other document to be void or voidable.

102. Council may waive any provisions or requirements of this By-law by resolution.

103. If any section or sections of this By-law or parts thereof are found by any Court to be invalid or beyond the power of Council to enact, such section or sections or parts thereof shall be deemed to be severable and all other sections or parts of this By-law shall be deemed to be separate and independent therefrom and shall continue in full force and effect unless and until similarly found invalid or beyond the power of Council to enact.

104. The Treasurer will bring forward from time to time, amendments to this By-law to update, whether adding new clauses or adjusting those currently in force.

105. This By-law will repeal By-Law 2010-41 and shall come into force and effect on January 1, 2015.

READ a first and second time this 3rd day of November, 2014

READ a third time and finally passed this 3rd day of November, 2014

MAYOR _____

CLERK _____



TOWNSHIP OF WILMOT METHODS OF PROCUREMENT

ESTIMATED COST	TYPE OF QUOTATION	SOURCE OF APPROVAL	PURCHASE DOCUMENTS	REPORTING STATUS
GOODS AND SERVICES				
a. Under \$1,000	N/A	Department Head or Designate	Direct acquisition with "small order" purchase ID	N/A
b. \$1,000-\$4,999.99	N/A	Department Head	Direct acquisition by Department Head or Designate with "small order" purchase ID	N/A
c. \$5,000-\$19,999.99	Three (3) written quotations	Department Head	System Purchase Order	N/A
d. \$20,000-\$49,999.99	Three (3) written quotations, (sealed quotations when deemed necessary by the Treasurer)	Department Head & Treasurer	System Purchase Order	N/A
e. Over \$50,000	Sealed Tender or Proposal	CAO & Council	System Purchase Order	Report to Council required for approval
CONSULTANTS				
a. Under \$10,000	N/A	Department Head	System Purchase Order	N/A
b. \$10,000.00-\$20,000	Three (3) written proposals	CAO	System Purchase Order	Report to Council required for information
c. Over \$20,000	Three (3) written proposals	CAO, Council	System Purchase Order	Report to Council required for approval

* Please Note: Purchasing Agents shall inform the Treasurer of any perceived or known involvement of any elected official of the Township in order to avoid conflict of interest.



TOWNSHIP OF WILMOT
METHODS OF PROCUREMENT

Small Order Purchasing Procedure

- Purpose:** For purchasing of products in small quantities or on a frequent basis. System is designed to streamline the buying process at businesses such as hardware suppliers, electrical suppliers and other vendors.
- Process:** Under this system, a unique P.O. # is given to each employee for making purchases. This PO # will identify the department and the employee making the purchase for future invoice approval. Table -1 below outlines the numbering methodology.
- Thresholds & Authority:** The Small Order PO# could be used by authorized requisitioners up to \$1,000; and by Department Heads or designates up to \$5,000.

Table -1

Department	P.O. Structure
Council	CO+ 4-digit employee number
CAO, Clerks	CC+ 4-digit employee number
Finance	FN+ 4-digit employee number
Fire Department	FD+ 4-digit employee number
Development Services	DS+ 4-digit employee number
Engineering	EN+ 4-digit employee number
Roads	RD+ 4-digit employee number
Utilities	UT+ 4-digit employee number
Recreation & Facilities	RF+ 4-digit employee number
Pool	PL+ 4-digit employee number
Castle Kilbride	CK+ 4-digit employee number