



**TOWNSHIP OF WILMOT  
COUNCIL MEETING AGENDA  
MONDAY, SEPTEMBER 8, 2014**

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

- 1. MOTION TO CONVENE INTO CLOSED SESSION (IF NECESSARY)**
- 2. MOTION TO RECONVENE IN OPEN SESSION**
- 3. MOMENT OF SILENCE**
- 4. ADDITIONS TO THE AGENDA**
- 5. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**
- 6. MINUTES OF PREVIOUS MEETINGS**
  - 6.1 Council Meeting Minutes August 25, 2014**

**Recommendation**

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

**Regular Council Meeting August 25, 2014.**

- 7. PUBLIC MEETINGS**
- 8. PRESENTATIONS/DELEGATIONS**
  - 8.1 Ben Broughton, President, Wilmot Agricultural Society  
New Hamburg Fall Fair**
  - 8.2 Mark Hammer, New Dundee Optimists  
New Dundee Soap Box Derby**
  - 8.3 Sustainable Waterloo Region**
    - 8.3.1 REPORT NO. FIN 2014-25  
Sustainable Waterloo Region (SWR) Membership**

**Recommendation**

**THAT the Township of Wilmot join the Sustainable Waterloo Region (SWR) Regional Carbon Initiative (RCI) as an observing organization;**

**AND FURTHER THAT the annual membership fee of \$4,125 be incorporated into the draft 2015 operating budget.**

**9. REPORTS****9.1 CAO****9.1.1 REPORT NO. CAO 2014-04  
Updated 2014 Municipal Work Program****Recommendation**

**THAT the updated 2014 Municipal Work Program, as per the report dated September 8, 2014, prepared by the Chief Administrative Officer, be endorsed.**

**9.2 CLERKS****9.2.1 REPORT NO. CL2014-28  
Appointment of Engineer  
Petition for Municipal Drainage Works  
South Part of Lot 26, Concession South of Bleams Road,  
Township of Wilmot, Regional Municipality of Waterloo****Recommendation**

**THAT Dietrich Engineering of 515 Dotzert Court, Unit 8, Waterloo be appointed as the Engineer relative to the Petition from Stephen and Linda Lichti for drainage works for the South Part of Lot 26, Concession South of Bleam's Road, (parcel between Highway 7 & 8 and Concession Road) in the L.K. Roth Drain watershed, New Hamburg, Township of Wilmot., and authorize the Clerk to proceed accordingly under The Drainage Act.**

**9.3 FINANCE****9.3.1 REPORT NO. FIN 2014-26  
Ontario Community Infrastructure Fund (OCIF)  
And New Building Canada Fund Small Communities Fund (SCF)****Recommendation**

**THAT report FIN 2014-26, prepared by the Director of Finance, regarding the funding application to OCIF and SCF be received for information purposes.**

**9.4 PUBLIC WORKS – no reports**

**9.5 DEVELOPMENT SERVICES**

**9.5.1 REPORT NO. DS 2014-20  
August Building Statistics**

**Recommendation**

**THAT the August 2014 Building Statistics be received for information.**

**9.5.2 REPORT NO. DS 2014-21  
Zone Change Application 05/14  
Dennis Kropf / Steelgate Farms Inc.  
Part of Lot 3, Concession 3, Block A  
1092 Bridge Street**

**Recommendation**

**THAT Report DS 2014-21 be received for information.**

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

**9.7 FIRE – no reports**

**9.8 CASTLE KILBRIDE – no reports**

**10. CORRESPONDENCE**

**11. BY-LAWS**

**11.1 By-law No. 2014-38, Zone Change Application 05/14, Dennis Kropf / Steelgate Farms Inc., Part of Lot 3, Concession 3, Block A, 1092 Bridge Street**

**Recommendation**

**THAT By-law No. 2014-38 be read a first and second time in Open Council.**

**12. NOTICE OF MOTIONS**

**13. QUESTIONS/NEW BUSINESS/ANNOUNCEMENTS**

**14. BUSINESS ARISING FROM CLOSED SESSION**

**15. CONFIRMATORY BY-LAW**

**15.1 By-law No. 2014-37**

**Recommendation**

**THAT By-law No. 2014-37 to Confirm the Proceedings of Council at its Meeting held on September 8, 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, AUGUST 25, 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,  
Planner/EDO A. Martin, Senior MLEO D. Wallace, MLEO K. Way, MLEO D. Zeinstra**

- 1. MOTION TO CONVENE INTO CLOSED SESSION (IF NECESSARY)**
- 2. MOTION TO RECONVENE IN OPEN SESSION**
- 3. MOMENT OF SILENCE**

Following the Moment of Silence, Mayor L. Armstrong made note of the successful groundbreaking ceremony he and the other Members of Council had just attended for the Wilmot Splash Pad.

**4. ADDITIONS TO THE AGENDA**

**4.1 PUBLIC MEETING – REPORT NO. DS 2014-19 ZCA Application 05/14, Dundee Recycling**

**Letter of Support from Customer of Dundee Recycling**

**Planning Report from Zelinka Priamo Ltd. On Behalf Of Dundee Recycling**

**Resolution No. 2014-159**

**Moved by: A. Junker**

**Seconded by: B. Fisher**

**THAT the above documents received in regards to PUBLIC MEETING 7.1 REPORT NO. DS 2014-19  
be added to the Agenda.**

**CARRIED.**

**4.2 REPORTS – CLERKS – REPORT NO. CL2014-26 Country Paws Kennel**

**Letter of Support from Anne Wootton**

**Resolution No. 2014-160**

**Moved by: J. Gerber**

**Seconded by: M. Murray**

**THAT the above documentation received in regards to REPORTS – CLERKS – REPORT NO. CL2014-26 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 July 21, 2014  
Special Council Meeting Minutes August 11, 2014

**Resolution No. 2014-161**

**Moved by: P. Roe**

**Seconded by: M. Murray**

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

**Regular Council Meeting July 21, 2014, and;  
Special Council Meeting August 11, 2014.**

**CARRIED.**

**7. PUBLIC MEETINGS**

- 7.1 REPORT NO. DS 2014-19  
Zone Change Application 05/14  
Dennis Kropf / Steelgate Farms Inc.  
Part of Lot 3, Concession 3, Block A  
1092 Bridge Street

**Resolution No. 2014-162**

**Moved by: M. Murray**

**Seconded by: B. Fisher**

**THAT staff be directed to prepare an amendment to the Zoning By-law for Council's consideration to permit Zone Change Application 05/14, submitted by Dennis Kropf / Steelgate Farms Inc. located at Part of Lot 3, Concession 3, Block A.**

**CARRIED, AS AMENDED, UNANIMOUSLY.**

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 and the additions to the Agenda received concerning 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.

#### **Gregory Stewart, Legal Counsel for the Applicant**

Mr. Stewart advised Council of the applicant's position that the Zone Change Application meets the requirements of the Township's Zoning By-law as an expansion of legally zoned business which does not require an Official Plan Amendment for either the Township of Wilmot or the Region of Waterloo. He described the physical location of the property with regards to the surrounding roads and neighbouring properties and the visual impact the operation would largely be blocked from those locations with the presence of the woodlot and the natural typography. He stated that the operation is on a property that is zoned Agricultural Zone 1 that has been granted a previous Zone Change Amendment that made the operations compliant at that time. He asserted that the expansion only is what requires a Zone Change Amendment.

Mr. Stewart advised Council that the property is 150 acres and that only 4.2 acres would be affected by the Zone Change Application. He further stated that a site plan agreement would be required and that the Regional By-law for salvage yards would be applicable to the operation. He confirmed that provincial policy and the applicable Official Plans would not support the application only if the recycling operation was new to this location. He quoted section 10.19.1 and 10.19.2 of the Township's Official Plan which would make such an expansion permissible without an amendment to the Official Plan. He then stated that the Zone Change Application under discussion meets the requirements of those sections of the Official Plan.

Mr. Stewart stated that no concerns regarding this operation have been raised from by-law enforcement, no complaints have ever been made and there is no nuisance created by the operation. He further stated how the only residential area near the operation is well separated by an agricultural area. He expanded on the land use compatibility requirement of section 6.1 in the Official Plan and how this operation is compliant. He commented that the business does not have a negative effect on the surrounding agriculture or agri-business, does not create noise, dust or vibration and does not create any sight line issues.

Mr. Stewart concluded his presentation by reiterating that the current location is a good location for this business with no adverse effect on the surrounding area or environment. He stressed that the impact of denying the application could include loss of employment opportunities, loss of a needed service to the area and loss in taxes.

#### **Stephen Kropf, 268 Fennell Street, Plattsville**

The applicant, Mr. Kropf, advised Council that the company has sold over 14,000 tons of material which translates to approximately 700 tons per year being kept out of the land fill in addition to the tires which are also diverted from the land fill.

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

Mayor Armstrong asked if anyone else wished to address Council.

**James Jackson, 1335 Bridge Street**

Mr. Jackson spoke on the merit of the business and the amount of tin and other metals seen being recycled at the facility. He expressed that this is a business which has grown and should be allowed to grow as it is a safe operation which is run properly. He advised Council of how farming has changed since he first lived in the area which was a quiet, horse drawn operation and has now changed to a twenty-four/seven, loud business.

**Jeff Bell, 523 County Road 10, Listowel**

Jeff advised Council of the cleanliness of the operation and ease of access. He noted that this operation provides good competition for the much larger businesses in the industry which keeps the rates at a fair price.

**Bob Burnett, 2069 Huron Road**

Mr. Burnett stated for Council that Dundee Recycling does a good job, does a clean job and that the people in attendance support the business.

**John Musselman, 1362 Carmel-Koch Road**

Mr. Musselman stated his opinion that the presentation from the applicant's representative should have convinced Council to approve the application. He also stated that the residents are in favour of the application.

**Bill Hines, 46 Catherine Street**

Mr. Hines advised Council that he and his children enjoy going to the facility to learn about recycling. He stated that he has known the applicants for many years and that they assist in keeping the community clean by recycling.

In response to questions posed by Mr. Jackson, Mayor L. Armstrong explained the Public Meeting process and that Council will make a decision on the recommendation presented by staff after the Public Meeting has been closed and that those in attendance will know how Council voted by a show of hands during the vote.

**Larry Ehnes, 46 Jacob Street, Tavistock**

Advised Council that he has seen Township vehicles patronize the business and that Council should therefore vote in favour of the application.

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 A. Junker presented to Council an amendment to the motion which was accepted by the mover and seconder.

Mayor L. Armstrong responded to Councillor J. Gerber regarding his inquiry as to environmental controls on the property by stating that the response from the Region will likely address the environmental aspects of the application.

**8. PRESENTATIONS/DELEGATIONS**



**9. REPORTS****9.1 CAO****9.1.1 REPORT NO. CAO 2014-03  
Waterloo Regional Economic Development Strategy (WREDS)  
Update Report****Resolution No. 2014-163****Moved by: P. Roe****Seconded by: B. Fisher**

**THAT Wilmot Township approve in principle the Waterloo Region Economic Development Strategy (WRDES) and the creation of the Waterloo Region Economic Development Corporation (WREDC) as described in Report CAO 2014-03; and**

**Further that staff be directed to continue to work in partnership with the Region of Waterloo and the other Area Municipalities to develop associated implementation and transition plans with a target WREDC commencement date of January 2016, subject to Council approval of the future implementation and transition process.**

**CARRIED.**

The CAO highlighted the report.

Mayor L. Armstrong advised that this project is beneficial to the local municipalities and will resolve some of the challenges certain municipalities may be facing.

**9.2 CLERKS****9.2.1 REPORT NO. CL2014-26  
Country Paws Kennel  
Request to Lift Kennel Licence Conditions  
1881 Carmel-Koch Road, St. Agatha  
Township of Wilmot****Resolution No. 2014-164****Moved by: B. Fisher****Seconded by: J. Gerber**

**THAT Council approves the request to lift the kennel licence conditions concerning scheduled hours for outdoor access for Country Paws Kennel.**

**CARRIED, AS AMENDED, UNANIMOUSLY.**

The Deputy Clerk highlighted the report.

Mayor L. Armstrong asked if anyone wished to address Council.

**Russ Straus, 2400 Notre Dame Drive**

Mr. R. Straus advised Council of his opinion that the letters received in support of the kennel are illustrating that the kennel is a good kennel with the conditions in place. He noted the comments from the OSPCA are suggesting that the schedule is acceptable. He characterized the expansion of the kennel since its inception as greatly altering his environment and that it is getting worse. He stated that he was

unaware of any concerns from the kennel owner until the recent letter from the Township was received. He questioned the validity of the observations made by the Municipal Law Enforcement Officers since only half of the time was spent when the dogs were permitted outside. He suggests further study is needed with the hours as they are. He presented a proposal to enter into negotiations with the kennel owner and the opposing neighbours and that Council defer the decision for two months.

#### **Jay Churchill, 1896 Carmel-Koch Road**

Mr. Churchill also suggested that the observations by Township staff were misleading due to the hours present at the location and that none were during weekend hours. He stated that the kennel owner was making this request for the sole benefit of the dogs but that the dog owners have had no issues with their dogs while at the kennel. He stated that the experts, the OSPCA, have no issues with the schedule. He reiterated the earlier comments that he too was surprised by the letter from the Township and that he was unaware of any issues on the part of the kennel owner.

Mr. Churchill responded to Councillor J. Gerber's questions regarding noise levels by stating that it is quieter when the dogs are inside. Councillor J. Gerber commented that the objections to the hours of observation due to the fact that the dogs are indoors is contradictory to the comments heard at the last meeting where it was expressed that the noise is still excessive when the dogs are indoors.

The Director of Clerk's Services added that the two Officers who attended the property did so during the course of the duties throughout their work week (being Monday to Friday) and that they were instructed to observe for noise at different times of the day.

#### **Linda Churchill, 1896 Carmel-Koch Road**

Mrs. Churchill suggested that the presence of the vehicles on the quiet rural road of Carmel-Koch would have notified the kennel owner or the kennel customers of the presence of Township staff or Council which would have tipped off the kennel owner to keep the dogs quiet, thereby negating the value of the monitoring. She stated that the reason for the lack of complaints during the work week despite the noise they heard is because they were leaving for work and would not be around to be bothered by the noise.

#### **Tom Straus, 1836 Carmel-Koch Road**

Mr. T. Straus stated that he has lived in the area of the kennel for his entire life and has been a property owner there for two and half years. He is greatly concerned about the level of noise pollution emitted from the kennel if the restrictions are removed. He stated that businesses must not be allowed to emit noise pollution. He recommended a delay in deciding on the motion until a formal noise study could be conducted and the neighbours be allowed to meet with the kennel owner again. He asked Council what countermeasures will be put into place to protect him and what neighbours could do to protect themselves from noise pollution.

#### **Stacy Straus, 1836 Carmel-Koch Road**

Mrs. Straus stated that she is self-employed, working from home and that with the restrictions in place she finds the noise levels bearable. She expressed concerns that the time during when her children are outside and in the front yard the noise from the kennel is louder. She requested a more quantifiable measure of the noise levels as the past two months are not representative of usual noise. She stated that the fall and winter are louder due to the absence of foliage and the measurements should be taken at that time. She reiterated that the OSPCA has not expressed any concerns with the schedule and that the customers are happy with the service as it exists. She concluded by noting that the lifting of the conditions would cause her family to lose enjoyment of their property, loss of family time and loss of value to their property.

**Glenda Rutherford, 1881 Carmel-Koch Road**

Mrs. Rutherford provided Council with photos she had taken of the vegetation located immediately to the east of the solid board fence which depicted lots of thick and high vegetation including some surviving cedars. She advised Council that it would be impossible for her to know when the Township vehicles were located on the road. She noted that she was twice visited (unannounced) by the Clerk's Department and was unaware of the approaching vehicles. At those times the dogs were outside and this is during the busiest time of the year for her kennel. She suggested that this is an emotional issue for herself and the neighbours. She stated that the Township has an eleven page by-law concerning dogs and kennels but that her kennel always seems to face challenges where others do not and for no apparent reason given the extra measures she has taken and extra inspections she has undergone. She concluded by stating that she would like to be treated the same as all other kennels.

In response to Councillor P. Roe, Mrs. Rutherford confirmed that she is not asking to increase the number of dogs under her kennel licence.

In response to Councillor J. Gerber, Mrs. Rutherford expressed her opinion that a deferral and negotiations would not be productive given that she had been served by their legal counsel. Her legal counsel responded to the initial correspondence and no further response has been given.

Councillor P. Roe expressed regret that legal counsel had to be involved between the two parties and that he had hoped a working relationship could exist. Mrs. Rutherford advised that she is acting on the advice of her counsel and that the neighbours did complain during the scheduled hours despite the agreement.

Mr. R. Straus advised Council that his lawyer did not serve the kennel owner as no statement of claim was made and the letter merely asked that she reconsider her request. He reiterated his surprise at the request from the kennel owner to have the conditions lifted as he believed everything was satisfactory with their agreement. He stated that he contacted the lawyer believing that once the conditions are lifted that it will become unbearable. He stated that all the neighbours are frustrated and that they would like to find a way to make this arrangement work for everyone. He stated again that the lifting of the schedule will create terrible conditions for the neighbours affected. He advised that the agreement made was amicable and legally enforceable. He concluded by stating that he believes they can find a solution but that they currently co-exist because of the conditions.

In response to Mayor L. Armstrong, Mr. R. Straus listed the neighbours to the kennel property which included himself, Mr. and Mrs. Churchill, and other members of his family in the vicinity. He questioned why other kennel neighbours do not have problems and he countered what he felt was the general perception that he and the other neighbours are bullies. He stated that he owns all the property surrounding the kennel. He stated that his son who owns property beside Ms. Banbury does not hear the kennel and questioned the validity of her letter of support with regards to noise. He noted the great effort he has taken to try and curb the noise and to co-exist with the kennel. He concluded by stating that the proposed location for planting the replacement shrubs would be approximately one foot between the fence and the property line.

The Deputy Clerk provided for Council's consideration the various options available for noise studies and the costs involved which would be between \$2,500 to \$5,000 or more for a noise study or the certification and procurement of equipment for Municipal Law Enforcement Officers to be able to use sound measuring devices which would cost several thousand dollars for equipment, software and accessories.

Mr. R. Straus noted that the costs for the noise study were consistent with what he paid several years ago.

**Erik Kuttis, 2118 Wilby Road**

Mr. Kuttis advised that he is a customer and neighbour of the kennel but that he does not abut the property. He stated that he does occasionally hear dogs but that the noise emitted from wildlife and

farming practices are louder. He expressed his belief that the majority of the customers were not aware of the conditions and that they may not be in favour had they known about the conditions. He stressed the importance of the kennels having a level playing field so that all kennels are consistent with the Township By-law. He suggested that if discussions do occur, that the restrictions be lifted as an evaluation of any changes in the noise levels.

The Director of Clerk's Services commented that the request for a noise study as a condition would set a precedent for all other kennel requests, that there is a cost factor to the study and cautioned Council on this suggestion.

Councillor P. Roe expressed his displeasure in the fact that the majority of the time spent observing the noise levels by staff was during times when the dogs were inside. He provided for Council an account of his own observations of the kennel that took place solely while the dogs would be outdoors and in a location where the kennel owner would not see his vehicle. His observations concluded that he heard nothing that would substantiate the claims of excessive noise and that many of the noises heard would at a much louder level than that of the kennel. He advised that he spoke to Mr. Straus and Mr. Churchill regarding the possibility of coming to an agreement with the kennel owner which he felt was a reasonable point of view on their part. He concluded by stating that the approval of recommendation does not preclude the neighbours and kennel owner from having further discussions.

Councillor B. Fisher stated that he came to the same conclusions as Councillor P. Roe during his visits to the area.

Councillor J. Gerber advised that he has no doubt that some noise is emitted from the kennel. He noted that the Municipal Law Enforcement Officers have no stake in the outcome of this process and would provide an unbiased assessment to assist in clarifying the issue. He reiterated the comments made in 2003 that suggested that a schedule may actually amplify the noise during the periods where the dogs are outside, similar to the way children react when let out for recess. He stated that he was in favour of making a decision and letting the neighbours and kennel owner discuss the matter further if they wish.

Mayor L. Armstrong suggested that an independent facilitator may be helpful in any discussions with the neighbours and the kennel owner.

Councillor P. Roe requested an amendment to the motion being that the requirement to install a hedge row conducive to the growing environment be deleted.

**9.2.2 REPORT NO. CL2014-27  
Lottery Licence Request  
Optimist Club of New Hamburg  
Moparfest Car Raffle**

**Resolution No. 2014-165**

**Moved by: M. Murray**

**Seconded by: P. Roe**

**THAT the application from the Optimist Club of New Hamburg be authorized for a raffle lottery licence for an automobile to be awarded at the annual Moparfest event on August 16, 2015 in addition to two early bird prizes with a total value of \$49,257.65;**

**AND FURTHER THAT the authorization to grant this raffle licence be conditional that the lottery be conducted in accordance with the Ministry of Consumer and Commercial Relations, the Lottery Licensing Policy Manual Guidelines on lotteries and raffles and Township of Wilmot Lottery Licensing Policies.**

**CARRIED, AS AMENDED.**

**9.3 FINANCE**

**9.3.1 REPORT NO. FIN 2014-24  
Development Charges Background Study and By-law**

**Resolution No. 2014-166**

**Moved by: P. Roe**

**Seconded by: M. Murray**

**THAT report FIN 2014-24 regarding the Development Charges Background Study and By-law be endorsed.**

**CARRIED.**

The Director of Finance highlighted the report.

**9.4 PUBLIC WORKS**

**9.4.1 REPORT NO. PW-2014-13  
Public Works Activity Report  
April - June**

**Resolution No. 2014-167**

**Moved by: B. Fisher**

**Seconded by: A. Junker**

**THAT the Public Works Department Activity Reports for the months of April, May and June 2014 be received for information**

**CARRIED.**

**9.5 DEVELOPMENT SERVICES**

**9.5.1 REPORT NO. DS 2014-18  
July Building Statistics**

**Resolution No. 2014-168**

**Moved by: A. Junker**

**Seconded by: M. Murray**

**THAT the July 2014 Building Statistics be received for information.**

**CARRIED.**

- 9.5.2 REPORT NO. DS 2014-17  
362 Fairview Street, New Hamburg  
Riverbend Brownstones Inc.  
Requirement for Municipal Sidewalks on Bleams**

**Resolution No. 2014-169**

**Moved by: M. Murray**

**Seconded by: B. Fisher**

**THAT the Council accept the request of Riverbend Brownstones Inc. respecting the requirement for the construction of municipal sidewalks on Bleams Road West at this time.**

**CARRIED.**

The Director of Development Services highlighted the report.

The Director of Development Services advised Councillor B. Fisher that an estimate of the cost could not be given at this time as there may be challenges present that would affect it.

In response to Councillor J. Gerber, the Director of Development Services confirmed that the construction of the sidewalk would be a benefit to the neighbours and that they may have been requested by the community at a later time.

**9.6 FACILITIES AND RECREATION SERVICES**

- 9.6.1 REPORT NO. PRD 2014-11  
Tender 2014-24 Softball Diamond Lighting Systems**

**Resolution No. 2014-170**

**Moved by: B. Fisher**

**Seconded by: M. Murray**

**THAT Tender 2014-24 to Design, Supply and Install Softball Diamond Lighting Systems at Sir Adam Beck Park, Baden and Norm S. Hill Park, New Hamburg, be awarded to Boshart Electric Ltd. For the bid price of \$131,176.55 net of the HST rebate.**

**CARRIED.**

**9.7 FIRE – no reports**

**9.8 CASTLE KILBRIDE – no reports**

**10. CORRESPONDENCE**

- 10.1 Grand River Conservation Authority – July/August 2014 Grand Actions**
- 10.2 Ministry of Municipal Affairs and Housing – 2013 Financial Information Return Certificate**
- 10.3 Grand River Conservation Authority – General Membership / Strategic Planning Meeting Minutes, May 23, 2014**
- 10.4 Grand River Conservation Authority – General Membership Meeting, June 27, 2014**
- 10.5 Grand River Conservation Authority – GRCA Current, July 2014**
- 10.6 Grand River Conservation Authority – GRCA Current, August 2014**

- 10.7 Ministry of Municipal Affairs and Housing – Ice Storm Assistance Program Eligibility
- 10.8 Pioneer Hi-Bred Limited – Letter of Support and Funding for Rural Emergencies

**Resolution No. 2014-171**

Moved by: P. Roe

Seconded by: A. Junker

THAT Correspondence Items 10.1 to 10.8 be received for information.

CARRIED.

**11. BY-LAWS**

- 11.1 By-law No. 2014-33, By-law to Remove Holding Provisions from the Steinmann Mennonite Church Cemetery expansion
- 11.2 By-law No. 2014-34, Development Charges By-law
- 11.3 By-law No. 2014-35, By-law to Provide for Advance Voting Dates

**Resolution No. 2014-172**

Moved by: J. Gerber

Seconded by: A. Junker

THAT By-law Nos. 2014-33, 2014-34 and 2014-35 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 Mayor L. Armstrong advised Council of the last Petersburg Breakfast in the Park for the season will be on September 7, 2014.

**14. BUSINESS ARISING FROM CLOSED SESSION**

**15. CONFIRMATORY BY-LAW**

- 15.1 By-law No. 2014-36

**Resolution No. 2014-173**

Moved by: A. Junker

Seconded by: J. Gerber

THAT By-law No. 2014-36 to Confirm the Proceedings of Council at its Meeting held on August 25, 2014 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

**16. ADJOURNMENT**

**Resolution No. 2014-174**

**Moved by: B. Fisher**

**Seconded by: P. Roe**

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

**CARRIED.**

---

**Mayor**

---

**Clerk**



Wilmot Ag Society presenting the 160<sup>th</sup> New Hamburg Fall Fair – “160 Years of Farm & Family”

Once again we are excitedly gearing up for the Fall Fair to take place on Sept 11 -14, 2014 at the New Hamburg Fair Grounds. This is a milestone year for us celebrating 160 years of bringing agriculture, competition and family fun to the Wilmot Community.

Highlights this year include traditional favourites like homecraft, livestock competitions, the demolition derby, Ambassador Competition and the midway, to name a few. New additions this year are Food Trucks and a new kid's area for younger children. We are very happy to be working with Council this year to gain access to more space on the grounds to offer this children's area. We'll also be adding a vintage tractor show and shine area to the grounds as well. We are keeping the arena open on Sunday for people to view and trying to increase our programming offered on Sunday to attract and please more patrons through offering more than just the demolition derby on Sunday.

We have put an increased effort into fundraising this year reaching out to many community businesses we've never approached before. Along with our loyal supporters, we have seen a slight increase in donations raised. We hope to continue this going forward and reach out to more parts of the township, hopefully resulting in even more donations which we can put directly towards increased programming for the fair.

This year we are working hard to increase our marketing and advertising exposure. We want to make sure that all residents of Wilmot Township know this fair is for them and want them to join us. We are also connecting on various social media fronts (Grand Social, Snapd KW etc) to share the fair with Waterloo Region in hopes that our neighbours in KW will come to visit the fair. Beside Cambridge Fair, we are the only other true fall fair left in the Region. We have partnered with the KW Record who has sponsored some in-kind advertising space which will see the fair promoted both online and in two editions of the paper just before the fair.

As always, we struggle with recruiting volunteers to help keep the fall fair and Ag Society strong. We are in need of volunteers to help at the gates during the fair weekend – it's a short 3 hour shift and in return you get a free pass to the fair and an invite to our volunteer thank you dinner on Sept 23<sup>rd</sup>. We also need to be mindful of the generational gaps on our working committees and the board at large– ensuring that we have younger people around to 'learn the ropes' and help us evolve with the times along with preserving our heritage. I ask that if you know of anyone who would be willing and able to help out at any level to please encourage them to contact us.

Thank you again for your continued support of the Wilmot Agricultural Society. We love what we do and love bringing our community together through the fall fair.

NEW HAMBURG

PRESENTED BY  
WILMOT  
AGRICULTURAL  
SOCIETY

# FALL FAIR

2<sup>nd</sup> weekend  
after Labour Day

Demolition Derby • Midway • Kids Activities • Animals • Marketplace

Printed Banner 3'x10', hemmed, grommets \$175 + tax

**nAv** GRAPHICS

9 arnold street,  
new hamburg, ontario n3a 2c6

t: 519.662.9998 f: 1.866.615.8597

Approved

Requires Changes

Signature \_\_\_\_\_  
artwork for approval only and remains property of nAv Graphics

We compare up to 9 insurers to find the right coverage for you.

HOME & AUTO INSURANCE

Get a quote

**Bavarian**  
WINDOW WORKS

Click for a Quote



WED, AUG 27, 2014 | 20 °C  
A few clouds

Full Text Archive

- CONTACT US
- THERECORDSTORE.CA
- VIDEO
- TV LISTINGS
- APPS/ALERTS
- ASK THE EXPERT
- COMMUNITY PARTNERSHIPS
- KIDS' SUMMER PROGRAMS

metrolandmedia  
Connected to your community

The Record.com

- HOT TOPICS
- BLOGS
- CONSUMER SHOWS
- AUCTIONS
- EVENTS LISTINGS
- HOW TO SUBMIT AN EVENT
- RECORD READER AWARDS

- TO SUBSCRIBE
- TODAY'S E-PAPER
- DIGITAL PUBLICATIONS
- IN YOUR NEIGHBOURHOOD



SIGNUP LOGIN

What can we find for you?

Waterloo Region

Search News  
Search Entire Site

search

HOME NEWS BUSINESS SPORTS WHAT'S ON OPINION COMMUNITY LIVING OBITUARIES CLASSIFIEDS REAL ESTATE SHOPPING JOBS

**2014 CLEAROUT UP TO \$7,000\*** IN CASH REBATES ON SELECT 2014 MODELS



Click Here for Details

## Low school test rates suggest Ontario should review applied courses



### LATEST NEWS

Girl, 9, fatally shoots Arizona shooting instructor with Uzi

D'Amato: Ice Bucket Challenge may be training a nation of 'slacktivists'

Mississauga couple has won two lottery houses in five years

Twitch deal shows value of gaming as spectator sport

Shell Canada using 'warehouse' approach to drive down costs

Burger King's takeover of Tim Hortons faces few Canadian hurdles

GM to move Cadillac SRX production from Mexico to Tennessee

Saskatchewan man beats drug trafficking charge by arguing he's a heavy pot user

NEW HAMBURG Click Here for Information

# FALL FAIR

SEPTEMBER 11 to 14

#### INSIDE

- Commenting Guidelines
- Obituaries/Births
- Grand Magazine
- Most Magazine
- Food and Drink Show
- How to submit an event
- Total Woman Show
- The Wedding Trends Show

#### IN YOUR NEIGHBOURHOOD TODAY

**20/20 VISION CLINIC**  
Located in Kitchener, 20/20 Vision Clinic offers optician services, frames, contact lenses,...



**SHOES FOR THE SUMMER AND SHOES FOR THE SOUL AT FAIRVIEW PARK MALL**

If you have one of those fabulous closets with shelf upon shelf of stunning shoes, you know there...



**MORRISON AUTOMOTIVE**  
Searching for the perfect place that will provide all of your automotive needs can be a frustrating...

## Traffic chaos looms on move-in weekend

Governments have torn up University Avenue on the weekend it is needed most, when thousands of students move into campus areas.



SEE MORE



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

---

**REPORT NO.** FIN 2014-25  
**TO:** Council  
**PREPARED BY:** Patrick Kelly, Manager of Accounting  
**DATE:** September 8, 2014  
**SUBJECT:** Sustainable Waterloo Region (SWR) Membership

---

### **Recommendation:**

**That the Township of Wilmot join the Sustainable Waterloo Region (SWR) Regional Carbon Initiative (RCI) as an observing organization;**

**And further that the annual membership fee of \$4,125 be incorporated into the draft 2015 operating budget.**

### **Background:**

Sustainable Waterloo Region (SWR) is a dedicated team, motivated by a shared passion for progress towards sustainability across Waterloo Region. Their shared vision is an environmentally and economically resilient community that prioritizes the well-being of current and future generations. The mission of SWR is to foster collaborations that enable local organizations to convert their sustainability interest into action.

Representatives from SWR will be present at the Council meeting to present their annual report to Members of Council and staff, and provide further context to their various ongoing initiatives.

### **Discussion:**

In the spring of 2014 staff attended an event hosted by SWR outlining their achievements over the previous year. Subsequent to this event, a meeting was held with Executive Director Tova Davidson to gain further insight into the organization, the Regional Carbon Initiative (RCI) and the benefits of membership.

The RCI is SWR's flagship program that helps local organizations advance the sustainability of their operations through greenhouse gas (GHG) emission reductions. RCI membership enables organizations to make GHG reduction commitments, collaborate with area leaders in environmental sustainability, and learn how to implement cost-effective reduction projects.

Staff were pleased to learn that many of the initiatives already deployed by the Township, specifically in the areas of facility retrofits and procurement of consumable supplies, are aligned with the overall goals of the RCI.

### ***Membership***

Memberships are divided into two main categories: observing organizations and pledging partners. Observing organizations use programs to track and report their GHG emissions while working towards establishing a future commitment. Pledging partners report and work towards meeting a specific 10-year GHG reduction target commitment.

The main benefit of the observing organization status would be access to a wealth of information on best practices in cost-effective GHG reduction initiatives. Through the experience of other members, specifically municipalities, the Township can learn which initiatives worked in reducing GHG emissions, while providing long-term cost savings to the municipalities.

In addition, membership provides access to SWR's Carbon Accounting Tool. This product allows members to easily track the success of their programs in reducing GHG emissions, and overall carbon footprint. Membership also includes access to events including educational forums and technical workshops, as well as public recognition of successes.

The ultimate goal of an observing organization would be to transition over the long-term into a pledging partner, whereby the municipality will establish a target GHG reduction commitment and take steps to achieve this target.

### ***Resource Requirements***

Upon activation of membership, an internal "Green Team" would be established at the Township. This team would consist of 4-5 staff from cross-functional areas of the organization. The team would meet approximately 4-6 times annually to review existing practices and new initiatives in the area of sustainability.

An initial task would include a review of possible areas where the Township's Procurement By-Law could be updated and enhanced to reflect a focus on sustainability where feasible to do so. The update and inclusion of green procurement initiatives into the existing by-law was included within the 2014 work plan, as well as noted under the Strategic Plan actions in the short-term.

### ***Area Municipalities***

At present the Region of Waterloo, cities of Kitchener, Waterloo and Cambridge and the Township of North Dumfries are members of the RCI through SWR. The Region and City of Waterloo are currently Bronze level pledging partners, while the remaining municipalities are currently observing organizations.

### ***Fees***

Sustainable Waterloo Region, as a non-profit organization, is reliant upon membership fees to fund their on-going operations and services to the membership group. Membership rates are assessed on a range of \$500-\$5,000 based upon the number of full-time equivalent staff within member organizations. The annual fees for the Township based on this calculation would be

\$4,125. In theory, these fees would be more than offset via costs savings generated through the deployment of various energy and resource saving initiatives.

**Strategic Plan Conformity:**

This report is aligned with the Strategic Plan goal of protecting our natural environment through using resources responsibly and considering green procurement policies. Membership would show the corporation is ready to take steps to achieve the goals within this section of our overall strategic plan.

**Financial Considerations:**

The annual membership fees would be included within draft 2015 operating budget. Any resulting cost-savings through energy reductions or process improvements would be reflected in the actual operating results moving forward.

**Conclusion:**

Upon Council's approval, staff would commence with steps in enrolling as an "observing member" of the Regional Carbon Initiative and establish an internal "Green Team" to lead the process.



Patrick Kelly, Manager of Accounting

  
Reviewed by CAO



SWR Overview      2013 Report      Looking Ahead

# Who We Are

**We are a dedicated team, motivated by a shared passion for progress towards sustainability across Waterloo Region. Together we are working to realize our vision for an environmentally and economically resilient community that prioritizes the well-being of current and future generations.**

SWR Overview   2013 Report   Looking Forward



**REGIONAL  
CARBON  
INITIATIVE**

The logo for the Regional Carbon Initiative features a stylized graphic on the left consisting of four rounded squares in shades of blue and green, with a white arrow pointing upwards and to the right. To the right of this graphic, the words "REGIONAL CARBON INITIATIVE" are stacked vertically in a bold, sans-serif font.

SWR Overview   2013 Report   Looking Forward



**TRAVEL***wise*



The Travelwise logo features the word "TRAVEL" in a bold, black, sans-serif font, followed by "wise" in a green, italicized, sans-serif font. Below the text are four circular icons in blue with white symbols: a bus, a bicycle, a pedestrian, and a car with people inside, representing different modes of transportation.





SWR Overview   2013 Report   Looking Ahead

### RCI Award Winners

Rookie of the Year: **MWCANADALTD**  
material innovations

Most Active Green Team:   
**Crawford**

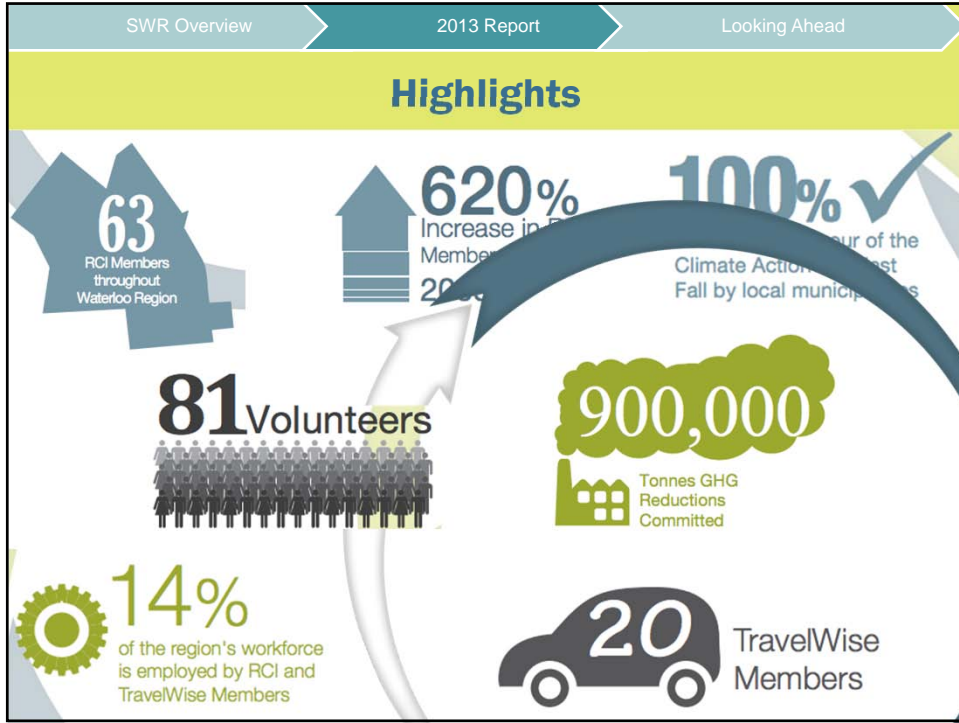
Greatest GHG Reduction:  **MMM GROUP**

SWR Overview   2013 Report   Looking Ahead

### TravelWise Award Winners

Leadership Award:   
**KITCHENER**

Innovation Award:   
**BlackBerry**



SWR Overview   2013 Report   Looking Ahead

### Program Development

#### Electric Vehicle Charging Network

Centre for Sustainability Excellence

The figure displays four images of modern buildings with green roofs and vertical gardens, illustrating the Centre for Sustainability Excellence.

# Stay Connected



[www.sustainablewaterlooregion.ca](http://www.sustainablewaterlooregion.ca)

[Tova.Davidson@sustainablewr.ca](mailto:Tova.Davidson@sustainablewr.ca)

121 Charles St. W Suite 430C  
Kitchener, ON, N2G 1H6  
(519) 603-2223

- Sign up for our Community Update
- Attend upcoming events
- Stay connected



@Sustainablewat





# ***Township of Wilmot***

## **REPORT**

---

**REPORT NO:** CAO 2014-04

**TO:** Council

**PREPARED BY:** G. Whittington  
Chief Administrative Officer

**DATE:** September 8, 2014

**SUBJECT:** Updated 2014 Municipal Work Program

---

### **Recommendation:**

**That the updated 2014 Municipal Work Program, as per the report dated September 8, 2014, prepared by the Chief Administrative Officer, be endorsed.**

### **Background:**

On March 24, 2014, Council approved the overall 2014 Municipal Work Program, which included each of the departments' 2014 work programs. The Work Programs include the actions identified within the Strategic Plan, that was approved by Council on June 3, 2013. As noted, within the previous report, the CAO will provide an updated report to Council, after 6 months, to confirm the status of the listed tasks and accomplishments. At that time, the update would provide the ability to review and initiate further tasks and new priorities of Council and staff.

As noted within the departmental work programs, various further tasks have been incorporated.

### **Discussion:**

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

A majority of the wide range of tasks for the 1<sup>st</sup> half of year 2014 have been completed. The actions not completed are noted and revised accordingly. Staff have been undertaking the tasks outlined for the 2<sup>nd</sup> half of 2014. The highlights include the extensive work undertaken by all staff and Council in the preparation and approval of the 2014 budget, which included the implementation of a number of municipal policies, capital budgets and departmental and corporate procedures.

As noted previously, the working relationship with Council and municipal staff has been very productive and continues to show leadership and positive attitude towards completing the tasks

that are necessary to improve customer service, respond to provincial/federal initiatives and maintain a strong and vibrant local community.

The attached updated 2014 Work Program has been prepared, outlining the projects to be undertaken by each department, for the 2<sup>nd</sup> half of 2012. The Work Program indicates only projects or major tasks and does not list the day-to-day activities of the departments.

The updated list of actions provides a continued focus towards improvements of the municipal organization and services. The list provides the ability of measuring the successful resolution of these matters and a clear understanding between both staff and Council, as to the priorities of the municipality. As noted in the work plans, there is a continued effort towards the implementation of building/roads/servicing infrastructure.

### **Strategic Plan Conformity:**

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

### **Financial Considerations:**

The Municipal Work Program identifies the major capital projects that are within the approved 2014 budget.

### **Conclusion:**

Upon the approval of the updated 2014 Municipal Work Program, the CAO will again provide an updated report to Council, at year-end, to confirm the status of the listed tasks and accomplishments. At that time, a new 2015 Municipal Work Program will be established, which will reflect new tasks and priorities of Council.

The Management Team will monitor the Work Program and issues raised will be acted upon at the weekly meetings.



Grant Whittington CAO

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: CAO

DATE: September 8, 2014

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

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FINANCE

DATE: September 8, 2014

	Project	Person Responsible	J A S O N D						
			J	A	S	O	N	D	
<b>STRATEGIC PLAN</b>									
1	Monitor/Pursue Senior Government Funding Opportunities	Rosita, Patrick, Management Team	x	x	x	x	x	x	Currently reviewing potential projects for the newly established OCIF and SCF programs
2	Fire Services Facility Needs Assessment	Rosita, Patrick, Chief, District Chiefs, Grant, Scott							Project completed
3	Electronic Tax & Water Billing (epost)	Tyler							Project completed
4	Review/Update Procurement By-Law (including Green Procurement Policy)	Marzena, Patrick	x	x	x				Review in progress, anticipate amending by-law for Council in late September
5	Review/Update Finance/Procurement Web Page Content (Accessibility)	Rosita, Patrick, Tyler, Marzena, Karl, Harold, Barb	x	x	x	x	x	x	Web Page upgrade working group established, RFP to be issued in the fall
6	Joint Initiatives Boards of Trade, Chamber of Commerce	Rosita, Grant, Harold, Barb	x	x	x	x	x	x	Project ongoing, various joint initiatives have been successfully implemented
<b>CAPITAL PROGRAM</b>									
7	Implementation of Water Meter Radio Read Program	Tyler, Sue, Utilities	x	x	x	x	x	x	Multi-year project ongoing
8	Upgrade Desktops and Notebooks	Karl	x	x	x				Project ongoing, anticipated September completion.
9	IT Server Room Retrofit (Wiring, Racking, Organization)	Karl							Project completed
<b>GENERAL</b>									
<b>FINANCIAL SERVICES</b>									
10	Budget 2014	Rosita, Patrick, Tyler, Marzena, Management Team							Budget approved Feb/14
11	Legal Counsel Review/Selection Committee	Rosita, Patrick, Tyler, Management Team							Project completed



## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FINANCE

DATE: September 8, 2014

	Project	Person Responsible	J A S O N D							
			J	A	S	O	N	D		
12	Year End Financial Statements, FIR and Audit	Rosita, Patrick, Tyler								Project completed
13	Development Charges Background Study	Rosita, Patrick, Management Team	x	x						Project completed
14	2014 Work Program	Rosita, Patrick, Tyler, Marzena, Lorena, Karl								Project completed
15	Update Water Financial Plan for Council Approval	Tyler								Project completed
16	Establish In-House Tracking System for MPAC Assessments	Tyler	x	x	x	x	x	x	x	In progress - awaiting additional information from MPAC
17	Investigate Water Account Deposit System	Tyler, Sue, Barb								Project completed
18	Review/Update Policy on Tangible Capital Assets	Rosita, Patrick			x	x	x			Project to be completed in conjunction with review of valuations
19	Review/Update PSAB Valuations for Roads and Underground Infrastructure	Patrick, Tyler, Public Works		x	x	x	x			Review and data gathering on-going
20	Establish Policy for Fundraising Initiatives	Tyler, Rosita, Management Team								Project deferred to 2015
21	Interdepartmental Cost Allocation Review	Tyler, Management Team	x	x	x					In progress, anticipated completion prior to 2015 budget
22	Review WSIB Clearance Certificate Process/Compliance	Rosita, Patrick, Marzena			x	x	x	x		Staff reviewing options for internal tracking of clearance certificates
23	Review/Analyze Impact of Bill 69 Prompt Payment Legislation	Rosita, Patrick, Marzena								Project completed, legislation was defeated
24	Review Asset Management Software Solutions	Rosita, Patrick, Management Team	x	x	x	x				RFI released in late August, RFP anticipated for spring of 2015
25	Budget 2015	Rosita, Patrick, Tyler, Marzena, Management Team		x	x	x	x	x		Staff currently drafting proposed schedule for 2015 Budget

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FINANCE

DATE: September 8, 2014

	Project	Person Responsible								
			J	A	S	O	N	D		
26	2015 Municipal Grants Program	Rosita, Patrick, Management Team			x	x	x	x	Packages to be distributed in September	
27	2014 Work Program Review	Rosita, Patrick, Tyler, Marzena, Management Team	x	x				x	x	Mid-year review completed
	<b>IT SERVICES</b>									
28	Complete Inventory and Documentation of IT Infrastructure	Karl	x	x	x	x	x	x	Information gathering on-going	
29	Printer Refresh for Castle Kilbride	Karl, Tracy							Project completed	
30	Blackberry 10 Deployment	Karl, Marzena							Project completed	
31	Update IT Business Plan	Karl, Patrick	x	x	x				Updated draft to be reviewed by Management Team in September	
32	Review Implementation of IT Usage Policy	Karl, Patrick	x	x	x				Updated draft to be reviewed by Management Team in September	
33	Implementation Planning for Wi-Fi Infrastructure at Admin Building	Karl	x	x	x	x	x		Review has been expanded to include Works Yard, Fire Stations and WRC. RFP anticipated to occur in 2015	
	<b>HUMAN RESOURCES</b>									
34	Implement Health and Safety Talks Program	Lorena, Management Team							Project completed	
35	Implement Online Training Environment	Lorena, Karl	x	x	x	x	x	x	Staff researching potential platforms.	
36	Benefits Updates Session	Lorena, Benefits Consultant							Project completed	
37	Implement Employee Accommodation and Return to Work Policy	Lorena, Rosita, Management Team				x	x		Anticipated November completion	
38	Implement Training on New Health & Safety Requirements	Lorena, H&S Committee							Project completed	

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FINANCE

DATE: September 8, 2014

	Project	Person Responsible	Month						
			J	A	S	O	N	D	
39	Investigate Online Timesheets with InfoHR	Lorena, Rosita	x	x	x				Staff obtaining quotations for software enhancement in 2015
	<b>NEW INITIATIVES</b>								
40	Review Investment and Dividend Policy with Kitchener-Wilmot Hydro	Rosita, Patrick, Grant, K-W Hydro	x				x	x	Meeting was held in summer, follow-up discussion anticipated for Budget 2015
41	Ice Storm Funding Application	Rosita, Scott, Gary	x	x	x	x			Eligibility approved by the Ministry, application for funding in progress
42	Review/Update Boundary Agreements for Fire Service	Grant, Michael, Patrick	x	x					Internal review completed, Municipal Chiefs meeting pending in fall 2014
43	Review/Update Electricity and Natural Gas Procurement Strategy	Rosita, Patrick, Marzena		x	x	x			Staff comparing consultant offerings available
44	RFI for Fuel Management Software	Patrick, Marzena, Karl, Public Works			x	x			Working Group Established, reviewing potential suppliers
45	Sustainable Waterloo Region RCI Membership Review	Patrick, Grant	x	x	x				Report to Council scheduled for September
46	HST External Audit	Rosita, Tyler, Patrick, Marzena				x			On-site audit complete, awaiting summary report from CRA
47	Source Water Protection Fund Implementation Planning	Rosita, Patrick, Public Works, Development Services	x	x	x	x	x	x	Discussions regarding use of funds on-going. Funds must be utilized by December 2015
48	Update Pound Services Agreement with KW Humane Society	Rosita, Patrick, Grant, Clerks, By-Law	x						Project completed
49	Implement Minimum Wage Increase	Lorena, Rosita							Implemented on June 1, 2014
50	Museum Database Software Deployment	Karl, Tracy	x	x					Project completed
51	Microsoft Volume Licensing External Audit	Karl		x	x	x			Data gathering in progress
52	Mannheim/Shingletown Water/Wastewater System Review	Rosita, Tyler, Gary, Sean, Grant	x	x	x	x	x	x	Review on-going with City of Kitchener staff

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: CLERK'S SERVICES

DATE: September 8, 2014

	Project	Person Responsible								
			J	A	S	O	N	D		
<b>STRATEGIC PLAN</b>										
1	Joint Mtg Bylaw/Parent Council (Safety Initiative)	Derek/Kevin			X	X				Schedule Meeting With School Admin
2	Undertake Wilmot "Branding" Process	Management Team				X	X	X		Initiate process
3	NH Municipal/Cmty Events Grd Sign/Fountain Improvements Projec	Barb/Gary								Completed
4	Joint Initiative-Boards of Trade/Chamber of Commerce	Grant/Barb/Rosita/Harold								NH Bof T Various Initiatives Underway / Ongoing
<b>CAPITAL PROGRAM</b>										
5	Administration Building - Interior Office Renovations	Barb/Michael/Scott/Tracy								Completed
<b>GENERAL</b>										
6	Amend Dog Keeping Bylaw re Dangerous Dogs	Barb/Dawn/Derek/Kevin	X	X	X	X	X	X		In progress
7	2014 Work Program	Barb/Dawn/Derek/Kevin								Completed
8	2014 Work Program Mid Year Review	Barb/Dawn/Derek/Kevin			X					
9	Community Newsletter (with interim tax bill)	Barb/Dawn/Dept Hds								Completed
10	Community Newsletter -(with final tax bill)	Barb/Dawn/Dept Hds								Completed
11	Hire/Train By-law Summer Student through Federal Grant	Barb/Derek/Lorena								Completed
12	Update Township Property Inventory	Dawn							X	
13	Budget 2014	Barb								Budget approved Feb/13
14	Budget 2015	Barb			X	X	X	X		
15	Update Retention By-law	Barb/Dawn							X	

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: CLERK'S SERVICES

DATE: September 8, 2014

	Project	Person Responsible								
			J	A	S	O	N	D		
16	Amend Procedural By-law -Review Use of Electronic Devices During Council Meetings	Barb/Dawn							X	
17	Renew Pound Facility Contract	Barb/Dawn/Derek/Kevin/Patrick								Completed
18	Employee Performance Review	Barb				X	X	X		
19	Re-registration of 40 Year Old Easements	Dawn							X	
20	Proposed Designation Livingston Church	Barb/Tracy/Heritage Cm								Tentative
21	Gingerich Road Drain	Barb/J. Kuntze	X	X	X	X	X	X	X	Project Completion September 2014
22	St. Agatha Drain 2013-Kraehling Petition	Barb/J. Kuntze	X	X	X	X	X	X	X	Revised Report in November 2014
23	Finnie Drain	Barb/J. Kuntze	X	X	X	X	X	X	X	Report - January 2015
24	Koch-Leis Drain Maintenance	Barb/J. Kuntze								Completed
25	Phillips-Doehn Drain	Barb/J. Kuntze								Completed
26	Don Zehr Drain Petition	Barb/B. Dietrich	X	X	X	X	X	X	X	Report in progress
27	Richardson Drain	Barb/J. Kuntze	X	X	X	X	X	X	X	Ditch cleanout fall 2014
28	Activa-Region Petition - Trussler Road Mannheim	Barb/B. Dietrich	X	X	X	X	X	X	X	Engineer appointed
29	Lichti Petition	Barb/B. Dietrich	X	X	X	X	X	X	X	Engineer appointed
30	Wiebe Nauta Petition	Barb/B. Dietrich	X	X	X	X	X	X	X	Engineer appointed
31	Establish Procedures for Tabulation Equipment	Barb/Dawn								Completed
32	Update Traffic and Parking By-law	Barb/Dawn/Derek/Kevin	X	X	X	X	X	X	X	Pending Regional Bylaw Approval
33	Amend Schedules to Fire Route By-law	Barb/Michael/Derek/Kevin	X	X	X	X	X	X	X	In progress

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: CLERK'S SERVICES

DATE: September 8, 2014

	Project	Person Responsible							
			J	A	S	O	N	D	
34	Lottery Licensing Quarterly Reports to Ministry	Dawn	X			X			
35	Preparation of Procedural Manual Bylaw Enf/Animal Ctrl	Derek/Kevin	X	X	X	X	X	X	
36	Information/Communication Accessibility Standard	Management Team	X	X	X	X	X	X	Referred to Website Refresh Wrkg Grp
37	Built Environment Accessibility Standard	Management Team	X	X	X	X	X	X	Monitoring Legislation
38	Employment Accessibility Standard	Management Team	X	X	X	X	X	X	Monitoring Legislation
39	Award RFP Legal Counsel Contract	Barb/Management Team							Completed
40	New Kennel Application - 3532 Erb's Rd. W.	Barb/Derek/Kevin/Dawn							Completed
41	Alternative Voting Methods Review/Vote Counting Equipment	Barb/Dawn							Completed
42	Preparations for 2014 Municipal Election	Barb/Dawn	X	X	X	X	X	X	
43	Additional Smoking Prohibitions Where Children Play	Barb/Region	X	X	X	X	X	X	Monitoring Provincial Action
	<b>NEW INITIATIVES</b>								
44	Country Paws Kennel - Lift Restrictions	Dawn/Barb	X	X					Completed

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FACILITIES/RECREATION

DATE: September 8, 2014

	Project	Person Responsible	J A S O N D							Status
<b>STRATEGIC PLAN</b>										
1	Design/Install Wilmot Splashpad at WRC	Scott/Consultant/committee			x	x	x			design complete, contract awarded (PRD 2014-06 and PRD 2014-08)
2	Continue to research, develop & impliment seniors/youth programs	Vicky/staff	x	x	x	x	x	x		on-going
3	Assist with the Trails Master Plan Implimentation Strategy	Planning/PW/Rec	x	x	x	x	x	x		project on-going
4	Assist with Healthy Communities Week	Vicky/staff								complete
5	Wilmot Reforestation Program - Parks	Scott			x	x	x			
6	Install barrier-free washroom at the New Hamburg Library	Geoff/staff				x	x			design complete, fall construction
7	Complete installation of barrier-free washroom at SACC	Brandon/staff								complete
<b>CAPITAL PROGRAM</b>										
<b>60 Snyder's Road West</b>										
8	Interior office renovations - design and construct	Scott/Barb/Architect								complete
9	Tender/complete porch repairs at Kilbride	Tracy/Scott/contractor	x	x	x					contract awarded (CK 2014-03), work nearing completion
10	Tender/complete exterior painting works at Kilbride	Tracy/Scott/contractor		x	x					work awarded, September commencement
<b>Parks &amp; Facilities Operations</b>										
11	Tender/purchase parks maintenance tractor	Geoff/staff								contract awarded (PRD 2014-03), complete
12	Replace service vehicle	Geoff/staff								complete
<b>121 Huron St./New Hamburg Library</b>										
13	Surface asphalt installation at public parking and firehall lots	Scott/contractor	x							contract awarded (PRD 2014-07), complete
14	Window/trim painting	Geoff/contractor		x	x	x				
<b>New Dundee Library</b>										
15	Complete building renovations	Scott/Architect/contractor	x	x	x					substantial completion anticipated the week of September 8/14

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FACILITIES/RECREATION

DATE: September 8, 2014

	Project	Person Responsible	J A S O N D						Status
			J	A	S	O	N	D	
	<b>St. Agatha Parks &amp; Facilities</b>								
16	CC - roof drainage repairs	Brandon/staff/contractor		x	x	x			
	<b>Petersburg Park</b>								
17	Parking lot expansion	Scott/Geoff/contractor				x	x		
	<b>New Hamburg Arena/CC</b>								
18	Replace indoor skatepark equipment	Geoff/contractor			x	x			work awarded, staff working with fabricator
19	Arena lobby design/renovations	Scott/consultant/contractor							complete
20	Arena building structural review	Scott/consultant							complete
21	NHCC siding & flat roof replacement	Scott/Geoff/contractor							complete
	<b>Baden Parks &amp; Facilities</b>								
22	Complete replacement of D#2 dugouts, LF, RF, OF fences	Scott/Geoff/contractor							complete
23	Replace D#2 lighting	Scott/contractor			x	x			contract awarded (PRD 2014-11)
24	Install Activa North playground	Geoff/contractor				x	x		
	<b>New Dundee Parks &amp; Facilities</b>								
25	Pave parking lot expansion at NDCC	Scott/contractor	x						contract awarded (PRD 2014-07), complete
	<b>New Hamburg Parks &amp; Facilities</b>								
26	Playground equipment - Captain McCallum Park	Geoff/contractor			x	x	x		
27	Replace D#1 lighting	Scott/contractor			x	x			contract awarded (PRD 2014-11)
28	Norm Hill Park lower lot grading/drainage	Geoff/contractor				x	x		
	<b>Wilmot Recreation Complex</b>								
29	Replace service vehicle	Geoff/staff							complete
30	Replace ice resurfacer	Geoff/staff	x	x	x	x	x		Tender 2014-13 has been issued for bid purposes



## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FACILITIES/RECREATION

DATE: September 8, 2014

	Project	Person Responsible	J A S O N D							Status
			J	A	S	O	N	D		
31	Retain consultant for permanent generator (design)	Scott			x	x				
32	Install landscape material storage bunkers	Brandon/contractor			x	x				
	<b>Multiple Facilities</b>									
33	Electrical improvements to CC's (back-up power supply)	Scott/Michael/Gary		x	x	x	x	x	x	electrical engineer retained, design underway
	<b>GENERAL</b>									
	<b>Recreation Administration and Community Programs</b>									
34	2014 Operating & Capital Budget	Scott/CAO/Fin/staff								complete - budget approved Feb/14
35	Community Recreation Guide (spring/summer & fall/winter)	Crystal/Angela/staff	x	x						spring/summer complete, fall/winter near completion
36	2014 student grant applications	Vicky								complete
37	Complete Fire Safety Plans for recreation facilities	Scott/Michael/consultant	x	x	x	x	x	x		
38	Complete annual performance reviews for F/T staff	Scott/Managers						x	x	
39	Continue the development of a departmental operating policies manual	Scott/Managers	x	x	x	x	x	x		on-going
40	2015 Budget	Scott/Management Team				x	x	x		
41	Update 10-year capital forecast	Scott/Management Team				x	x	x		
42	2014 Work Program	Scott/Managers	x	x				x	x	
43	Hire/train summer students	HR/Brandon								complete
	<b>Aquatics</b>									
44	Review options for surplus pool building in New Hamburg	Scott/CAO	x	x	x	x	x	x		meetings have occurred - negotiations are on-going
	<b>NEW INITIATIVES</b>									
45	Ice storm funding application	Rosita, Scott, Gary	x	x	x	x				eligibility approved by Ministry, application for funding in progress
46	Foundry Street Parkette	Scott/BCA		x	x	x	x			report to be presented to Council on Sept. 22/14

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: PUBLIC WORKS

DATE: September 8, 2014

	Project	Person Responsible	J A S O N D						
			J	A	S	O	N	D	
<b>STRATEGIC PLAN</b>									
1	Assist with Trails Master Plan Implementation Study	Planning/PW/Rec	x	x	x	x	x	x	
2	NH Municipal Community Events Ground Sign/Fountain Improvements Project	Barb/Gary/Sean							Complete
3	NH/Baden Wastewater Servicing Strategy	Gary/Harold/Grant							Complete
<b>CAPITAL PROGRAM</b>									
4	Hot Mix Asphalt Program	Alastair/Dave	x						Complete
5	Tar & Chip Program	Alastair/Dave	x						Complete
6	Bridge Repairs	Gary/Dave	x	x	x	x			Complete
7	Sidewalk Program	Alastair	x	x	x	x			Tender awarded PW-14-11
8	Grant & Williams Street Reconstruction - Engineering	Gary/Dave/Sean/Alastair	x	x	x	x	x	x	
9	Main Street Reconstruction - Engineering	Gary/Dave/Alastair	x	x	x	x	x	x	Consultant hired PW-14-08
10	Stake Truck (Roads)	Alastair/Dave							Tender awarded PW-14-07
11	Steel Beam Guiderails - Wilby Road	Alastair/Dave							Complete
12	Replace Streetlights - Good Street	Gary	x	x	x				Completion in 4th quarter
13	Snowblower Attachment for Loader	Alastair/Dave							Complete
14	Asphalt Hot Box	Alastair/Dave							Complete
15	Traffic Counts	Gary	x	x					Complete
16	Service Vehicle (Utilities)	Alastair/Sean							Tender awarded PW-14-12
17	Haysville Road Culvert Replacement	Gary	x	x	x	x			Complete

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: PUBLIC WORKS

DATE: September 8, 2014

	Project	Person Responsible	Month						
			J	A	S	O	N	D	
<b>BUDGET</b>									
18	2014 Budget	Gary/Dave/Sean/Alastair Management Team							Budget approved February 2014
19	2015 Budget	Gary/Dave/Sean/Alastair Management Team		x	x	x	x	x	
20	Update 10-Year Capital Budget Forecast	Gary/Dave/Sean/Alastair Management Team		x	x	x	x	x	
<b>ROADS</b>									
21	Winter Sand Stockpile	Dave				x	x		
22	Preapare Roads for 2015 Hard Surfacing Programs	Dave	x	x	x	x			
23	Gravel Resurfacing Program	Alastair/Dave	x						Complete
24	SWM Facilities - Inspections/Maintenance/Repairs	Dave	x						Complete in 4th quarter
25	Concrete Pad @ Fuel Tanks	Alastair/Dave		x	x				
<b>UTILITIES</b>									
26	Water Meter Upgrades	Sean	x	x	x	x	x	x	

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: PUBLIC WORKS

DATE: September 8, 2014

	Project	Person Responsible	J A S O N D						
			J	A	S	O	N	D	
	<b>GENERAL</b>								
27	Reforestation Program	Alastair		x	x	x			
28	2014 Work Program and Review	Gary	x					x	x
29	Employee Performance Review	Gary/Dave/Sean					x	x	
30	Update Municipal Database	Alastair					x	x	x
	<b>NEW INITIATIVES</b>								
31	Ice Storm Funding Application	Rosita, Scott, Gary	x	x	x	x			Eligibility approved by the Ministry, application for funding in progress
32	RFI for Fuel Management Software	Patrick, Marzena, Karl, Public Works				x	x		Working Group Established, reviewing potential suppliers
33	Source Water Protection Fund Implementation Planning	Rosita, Patrick, Public Works, Development Services	x	x	x	x	x	x	Discussions regarding use of funds on-going. Funds must be utilized by December 2015
34	Mannheim/Shingletown Water/Wastewater System Review	Rosita, Tyler, Gary, Sean, Grant	x	x	x	x	x	x	Review on-going with City of Kitchener

# TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: DEVELOPMENT SERVICES

DATE: September 8, 2014

	Project	Person Responsible	J A S O N D							
			J	A	S	O	N	D		
<b>STRATEGIC PLAN</b>										
1	Work with NHBOT re: Signage to promote NH Heritage District	Tracy, Harold	X	X	X	X	X	X		
2	Joint Initiatives, Boards of Trade, Chambers of Commerce	Grant, Harold, Rosita, Barb	X	X	X	X	X	X	Project Ongoing	
3	Wilmot Trails Master Plan Implementation Strategy	Andrew, Harold, Scott, Gary	X	X	X				Project Ongoing	
4	NH/Baden Wastewater Servicing Strategy	Gary, Harold, Grant							Final Report Submitted by Consultant	
<b>CAPITAL PROGRAM</b>										
5	Budget 2014	Harold, Management Team							Budget Approved Feb/14	
6	Budget 2015	Harold, Management Team			X	X	X	X		
7	Updated 10 year Capital Forecast	Harold, Management Team			X	X	X	X		
<b>GENERAL</b>										
8	2014 Work Program	Harold							Completed	
9	Township Official Plan Review	Harold, Andrew	X	X	X	X	X	X	Ongoing - RMOW negotiating settlement to OMB stalemate	
10	Source Water Protection Implementation	Harold	X	X	X	X	X	X	Ongoing	
11	WCDSB St. Agatha Pupil Accommodation Review	Andrew, Harold							Completed	
12	WRDSB Baden Pupil Accommodation Review	Harold, Andrew							Completed	
13	Development Charges By-law 2014	Harold, Management Team	X	X					Completed	
14	Website Refresh Terms of Reference / RFP	All Departments	X	X	X				Ongoing	
15	2014 Work Program Review	Harold						X	Mid - Year Review Completed	
16	Employee Performance Reviews	Harold, Terry					X			
<b>NEW INITIATIVES</b>										
17	Source Water Protection Fund Implementation Planning	Rosita, Patrick, Public Works, Development	X	X	X	X	X	X	Pending Item 10 above.	
18	New Hamburg Core Area Parking Review	Harold, Andrew				X	X	X		

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FIRE

DATE: September 8, 2014

	Project	Person Responsible	J A S O N D						
			J	A	S	O	N	D	
<b>STRATEGIC PLAN</b>									
1	Master Plan Implementation (ongoing)	Fire Chief		x	x	x	x	x	new structured fire training programs and record management.
2	Review Fire Agreements (Blanford-Blenhiem/Wellesley)	Chief, Grant, Patrick		x	x	x	x	x	In process renewing other agreements with North Dumfries / Blanford Blenheim
3	Review Fire Agreement (Wilmot/North Dumfries)	Chief, Grant, Patrick		x	x	x	x	x	Inprocess as above
4	Review Fire Agreement (Wilmot/Waterloo)	Chief, Grant, Patrick				x	x	x	New agreement to research after other agreements
5	Review By-Law to Establish a Fire Department	Fire Chief				x	x	x	In process and ongoing after all agreements completed.
<b>CAPITAL PROGRAM</b>									
6	New Dundee Furnaces installation	Fire Chief	x						Project completed
7	Facility Door Openers/Closers	Fire Chief			x	x			In Process waiting for all quotes
8	Fire Prevention/Training Vehicle	Chief, Grant, Patrick			x	x	x	x	In process ongoing.
9	SCBA Replacement Program	Fire Chief	x	x	x	x	x	x	Ongoing process
10	Electrical Improvements Fire Stations for Temporary Generators	Chief, Grant Scott. Gary		x	x	x	x	x	project in process
11	NH Pavement 2nd Coat	Fire Chief/Geoff/Contractor	x	x					project completed
<b>GENERAL</b>									
12	New Dundee Roof Safety Rail	Fire Chief	x	x					project completed
13	NH Radio Equipment	Fire DC/Chief				x			project equipment for aerial ordered.
14	New Water PFDs	Fire Chief		x					project completed

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: FIRE

DATE: September 8, 2014

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

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: CASTLE KILBRIDE

DATE: September 8, 2014

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



## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: CASTLE KILBRIDE

DATE: September 8, 2014

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

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: CASTLE KILBRIDE

DATE: September 8, 2014

	Project	Person Responsible	J A S O N D						
			J	A	S	O	N	D	
	<i>Heritage Wilmot Advisory Committee</i>								
34	Plan 2014 initiatives with Chairperson from Heritage Wilmot	Tracy, HW Chairman							Completed
35	Design new exhibit case and install new exhibit in Atrium	Sherri, Tracy							Completed
36	Review Wilmot Walking Tours for 2015	Tracy, Heritage Wilmot				x	x	x	
37	Assist with planning Doors Open 2015 & Heritage Day 2015	Tracy, Heritage Wilmot				x	x	x	



## **Township of Wilmot REPORT**

**REPORT NO.**            **CL2014-28**

**TO:**                        **Council**

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

**DATE:**                   **September 8, 2014**

**SUBJECT:**              **Appointment of Engineer  
Petition for Municipal Drainage Works  
South Part of Lot 26, Concession South of Bleams Road,  
Township of Wilmot, Regional Municipality of Waterloo**

### **Recommendation:**

**THAT Dietrich Engineering of 515 Dotzert Court, Unit 8, Waterloo be appointed as the Engineer relative to the Petition from Stephen and Linda Lichti for drainage works for the South Part of Lot 26, Concession South of Bleam's Road, (parcel between Highway 7 & 8 and Concession Road) in the L.K. Roth Drain watershed, New Hamburg, Township of Wilmot., and authorize the Clerk to proceed accordingly under The Drainage Act.**

### **Background:**

On July 21, 2014 Council accepted a petition from Stephen and Linda Lichti to initiate municipal drainage works for the following lands: South Part of Lot 26, Concession South of Bleam's Road, (parcel between Highway 7 & 8 and Concession Road) in the L.K. Roth Drain watershed, New Hamburg, Township of Wilmot, Township of Wilmot. As required under the Drainage Act, the Clerk's Services Department forwarded notice of Council's Resolution to the petitioners and the appropriate agencies. The GRCA has responded in writing (letter attached as Appendix A to this Report). Staff have consulted with John Kuntze, Drainage Superintendent, who advises that the content of the GRCA letter is not of concern as the identified wetland areas are within the woodlots on the Lichti farm next to Concession Road. The drain is going northeasterly from Highway 7-8 and will not in any way interfere with the wetlands. The blue watercourse line shown on the GRCA aerial photo northeasterly from Highway 7 & 8 does not exist, it has been replaced by highway ditches and the LK Roth Drain.

### **Discussion:**

Pursuant to the Drainage Act, Council must appoint an Engineer by resolution or by-law within sixty days of sending the notice accepting the petition, to make an examination of the area requiring drainage as described in the petition and to prepare a report on the project.

**Strategic Plan Conformity:**

By proceeding with the requirements of the Drainage Act, Council is supporting the infrastructure within the municipality.

**Financial Considerations:**

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

**Conclusion:**

It is recommended that Council appoint Dietrich Engineering as the Engineer for the abovementioned drainage works to proceed with the preparation of a report.



Barbara McLeod, Director of Clerk's Services



Reviewed by CAO



Schedule 'A'

400 Clyde Road, P.O. Box 729, Cambridge, ON N1R 5W6

Phone: 519-621-2761 Toll free: 866-900-4722 www.grandriver.ca

August 19, 2014

Ms. Dawn Mittelholtz, Deputy Clerk  
Township of Wilmot  
60 Snyder's Road West  
Baden, ON N3A 1A1

Dear Ms. Mittelholtz:

**Re: Lichti Drain Petition (2014)  
Proposed New Municipal Drain  
Part of Lot 26, Concession South of Bleams Road  
1229 Concession Road  
Township of Wilmot**

---

It is our understanding that a petition under the Drainage Act was accepted by the Township of Wilmot on July 21, 2014 for new drainage works. It is our further understanding that a drainage engineer has not yet been appointed by Council to undertake a design and prepare a drainage report. As such, staff of the Grand River Conservation Authority (GRCA) offers the following advisory comments for your review and consideration.

#### General Information

Information currently available in this office indicates that the subject lands contain wetlands and areas within 30 metres of these wetlands. Consequently, any proposed development in these areas would be regulated by the GRCA under Ontario Regulation 150/06 (Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation).

At this time, please be advised that any works being proposed under the Drainage Act will not require a permit under Ontario Regulation 150/06 from the GRCA. GRCA staff will review the proposed drainage works as per our mandate (i.e. flooding, hydraulics, erosion/sedimentation, water quantity/quality, pollution, aquatic resources, wetlands, etc.).

As of November 26, 2013, please be advised that the GRCA does not have any agreement with the Federal Department of Fisheries and Oceans (DFO) for the review of any proposals that potentially affect fish habitat. Any proposed new municipal drains and/or improvements to existing municipal drains being considered under the Drainage Act should be forwarded directly to DFO for their review, input and approval under the Federal Fisheries Act.

We would also recommend that you contact the Guelph District Office of the Ontario Ministry of Natural Resources (MNR) with regards to confirming the presence of endangered/rare species data within the study area and available fish data.

Preliminary Drainage Proposal

Given that the drainage proposal is in the preliminary planning stage, the full extent of the proposed drainage works is currently unknown. Please note that the GRCA would not be supportive of drainage works through the wetlands areas. The GRCA would appreciate receiving notice of the appointment of a drainage engineer and any future site meetings. Subsequent to receiving additional details on the drainage proposal, the GRCA may provide further information and advisory comments.

We trust you will find the above of assistance on this matter. Should you have any further questions, please do not hesitate to contact the undersigned at ext. 2223.

Yours truly,



John Brun  
Resource Planner  
Grand River Conservation Authority

JB/

Encl.

**Lichti Drain Petition**

**LEGEND**

- WATERSHED BOUNDARY (GRCA)
- UTILITY LINE (NRVIS)
- ROADS-ADDRESSED (MNR)
- RAILWAY (NRVIS)
- DRAIN CLASSIFICATION (GRCA)
  - A
  - B
  - C
  - D
  - E
  - F
- UNCLASSIFIED STREAMS - NEW (NRVIS)
- COLD WATER
- COOL WATER
- UNKNOWN
- WARM WATER
- DRAINAGE-NETWORK (GRCA)
- PARCELS-ASSESSMENT (MPAC)
- LOTS (NRVIS)
- FLOODPLAIN (GRCA)
- ENGINEERED
- APPROXIMATE
- ESTIMATED
- WETLAND (GRCA)
- SLOPE VALLEY (GRCA)
- STEEP
- OVERSTEEP
- SLOPE EROSION (GRCA)
- STEEP
- OVERSTEEP
- TOE
- OVERSTEEP
- PARKS (GRCA)
- REGULATION LIMIT 2014 (GRCA)
- DRAINAGE-POLY (NRVIS)
- 2010 ORTHO (ONT)

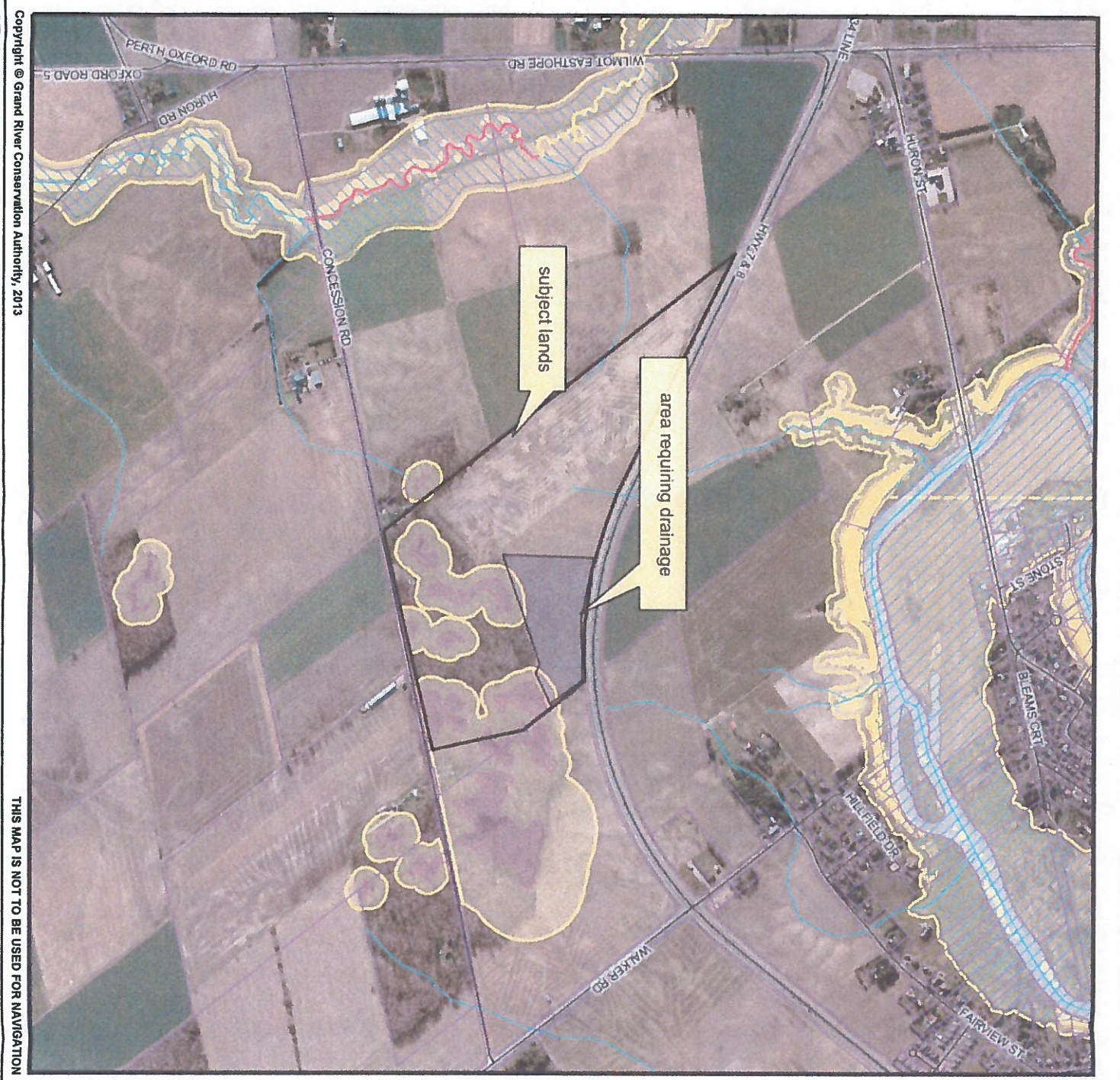
**GRCA Disclaimer**

This map is for illustrative purposes only. Information contained hereon is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from the map are the sole responsibility of the user.

The source for each data layer is shown in parentheses in the map legend. For a complete listing of sources and citations go to:

<http://grins.granriver.ca/datasources/Citations.htm>

NAD 1983, UTM Zone 17 Scale 1:12,854





## **Township of Wilmot REPORT**

**REPORT NO.**            **FIN 2014-26**

**TO:**                      **Council**

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

**DATE:**                 **September 8, 2014**

**SUBJECT:**             **Ontario Community Infrastructure Fund (OCIF)  
and New Building Canada Fund Small Communities Fund (SCF)**

### **Recommendation:**

**That report FIN 2014-26, prepared by the Director of Finance, regarding the funding application to OCIF and SCF be received for information purposes.**

### **Background:**

#### **Ontario Community Infrastructure Fund (OCIF)**

On August 18, 2014, Premier Kathleen Wynne and Jeff Leal, Minister of Agriculture, Food and Rural Affairs announced that the new OCIF program will provide \$100 million per year in funding for critical road, bridge, water and wastewater projects.

Half of this funding, \$50 million, will be allocated annually using a formula- based calculation. This funding will support critical municipal road, bridge, water and wastewater projects and can also be used for asset management planning. Formula allocations are based on municipal fiscal ability and municipal infrastructure stock, and will be confirmed in September 2014.

The remaining funding of \$50 million will flow through an application-based process. Municipalities can apply for up to 90% of the total eligible costs of a project that has been identified under the asset management plan. The maximum provincial share of this funding is \$2 million per project, and the project must be completed by December 31, 2016.

#### **Small Communities Fund (SCF)**

In addition to the OCIF, the Premier also announced that Ontario municipalities can apply to SCF for their infrastructure funding requirements. Canada will enter into these Funding Agreements with each province for the implementation of the SCF. Provincial and federal funding of \$272 Million each has been allocated to this program. There is no cap on the funding application, and municipalities are eligible to get funding for 2/3 of the project costs. The eligible project has to be completed within five years.



Municipalities with population of less than 100,000 (2011 census) are eligible to apply to both funding programs; however, the same project cannot be applied to under both programs.

**Discussion:**

The application process will include two stages: an Expression of Interest (EOI) and a Claim submission. The EOI is due on September 19, 2014 for Ministry review.

During the past week, members of the senior management team reviewed the criteria of the EOI, the Township's 10-year Capital Forecast, as well as the Asset Management Plan. From this review, it was determined that Bridge Street Bridge and Emergency Backup Generators were the most appropriate projects for the OCIF and SCF application respectively.

**OCIF- Bridge Street Bridge**

Bridge Street Bridge has been identified as a priority for replacement within the next five years in the Ontario Structure Inspection Manuel (OSIM) report. As such, this bridge is included within the Township's Asset Management Plan and 10-year capital forecast. Due to the large fiscal impact in replacing a bridge, staff had initially budgeted \$100,000 in minor rehabilitation works for 2015 and deferral of full replacement to 2022, in anticipation of federal or provincial funding coming available. The initial estimate for this replacement is currently at \$2.8M. Funding under the OCIF program of 90% would cover \$2.52M of this substantial capital outlay.

**SCF- Emergency Generators**

Following the 2013 ice storm, disaster mitigation infrastructure, including emergency backup generators, became an essential component to continuing Township operations, and powering established warming centres. In 2014, council approved the design and installation of electrical improvements for external temporary power supply at the New Dundee Community Centre, St. Agatha Community Centre, Public Works yard, Baden and New Hamburg Fire Stations. In addition, \$9,500 was also included in the 2014 budget for the design of emergency backup power at the Wilmot Recreation Complex (WRC). The backup generator at the WRC was identified in the 2014 Development Charges Background Study, and subsequently a portion of the overall costs will be funded through DCs. Pending completion of the preliminary designs of the Township facilities, the refined cost estimates, net of DC funding, will be submitted as part of the EOI to the Ministry.

**Strategic Plan Conformity:**

This report is aligned with the Strategic Plan goal of enjoying our quality of life by ensuring people's safety and protection.

**Financial Considerations:**

Any amount received from the Ministry would offset the funding requirements from Township's sources within the Township's Capital Program.

**Conclusion:**

Staff will prepare the requisite Expression of Interest and submit to the Ministry accordingly.



---

Rosita Tse, Director of Finance



---

Reviewed by CAO



## **Township of Wilmot REPORT**

**REPORT NO.** DS 2014-20

**TO:** Council

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

**DATE:** September 8, 2014

**SUBJECT:** August Building Statistics

### **Recommendation:**

**That the August 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 August 2014 was lower than August 2013 and the 10yr average while the number of new home starts was slightly lower than August 2013 and significantly lower than the 10 year average. As discussed in Report DS 2014-16 and DS 2014-18 this is particularly due to the spike of new home permits issued in July due to the significant increase in the Region of Waterloo Residential Development Charge which took effect on August 1.

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

Recent site plan approvals suggest a busier than normal fall ICI building season will occur.

### **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

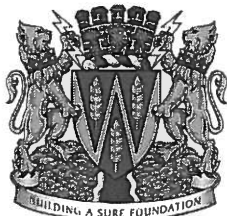
# BUILDING STATISTICS

Source: Township of Wilmot  
Development Services

MONTH OF AUGUST	10 Year Average	2013	2014
Number of Permits Issued	50	45	38
Dwelling Units Constructed	18	7	6
Dwelling Units Demolished	1	0	0
Residential - New Dwelling Units	\$ 4,275,800	\$ 1,815,000	\$ 2,285,000
Residential - Addition/Alteration	\$ 248,500	\$ 265,000	\$ 185,000
Residential - Accessory	\$ 222,500	\$ 255,000	\$ 170,000
Agricultural - New	\$ 143,500	\$ 30,000	\$ 245,000
Agricultural - Addition/Alteration	\$ 234,500	\$ 50,000	\$ -
Commercial - New	\$ 13,000	\$ -	\$ -
Commercial - Addition/Alteration	\$ 33,500	\$ 105,000	\$ 50,000
Industrial - New	\$ 244,500	\$ -	\$ -
Industrial - Addition/Alteration	\$ 18,500	\$ 45,000	\$ 460,000
Institutional - New	\$ 942,000	\$ -	\$ 10,000
Institutional - Addition/Alteration	\$ 78,889	\$ -	\$ 5,000
Miscellaneous	\$ 35,500	\$ 105,000	\$ -
Total Construction Value	\$ 6,482,800	\$ 2,670,000	\$ 3,410,000
YEAR TO DATE	10 Year Average	2013	2014
Number of Permits Issued	311	301	278
Number of Dwelling Units	116	76	78
Total Construction Value	\$ 37,692,000	\$ 28,795,000	\$ 29,484,000

## August 2014

Residential - New		Institutional - New
<b>BADEN</b>		99 Foundry Street
14 Bettschen Lane	106 Michael Myers Road	251 Jacob Street
120 Kropf Drive	114 Michael Myers Road	<b>Institutional - Alt.</b>
101 Michael Myers Road		145 Huron Street
<b>NEW HAMBURG</b>		<b>Industrial - Add.</b>
1425 Tye Road		29 Bleams Road
Residential - Alteration		Industrial - Alt.
40 Honderich Place	6-250 Hostetler Road	202 Bergey Court
57 Village Green Way	5-250 Hostetler Road	1554 Haysville Road
20 Amberdale Way	206 Theodore Schuler Boulevard	<b>Commercial - Alt.</b>
61 Greenwood Drive	1825 Huron Road	374 Hamilton Road
Residential - Accessory		Agricultural-New
3127 Sandhills Road	24 Piccadilly Square	B-65 Brubacher Street
59 Dundee Avenue	67 Stone Street	1950 Erb's Road
40 Captain McCallum Drive	1140 Tye Road	1381 Huron Road
614 Fairview Street	76 Walter Perry Place	
198 Hostetler Road	1686 Erb's Road	
1018 Huron Street		
Residential - Addition		
12 Alice Crescent		
Residential - Demolition		
57 Mill Street	1014 Huron Street	



## **Township of Wilmot REPORT**

---

**REPORT NO.** DS 2014-21

**TO:** Council

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

**DATE:** September 8, 2014

**SUBJECT:** Zone Change Application 05/14  
Dennis Kropf / Steelgate Farms Inc.  
Part of Lot 3, Concession 3, Block A  
1092 Bridge Street

---

### **Recommendation:**

**That Report DS 2014-21 be received for information..**

### **Background:**

At its meeting of August 25, 2014 Council directed staff to prepare a zoning by-law to implement the request of Dennis Kropf / Steelgate Farms Inc. (Dundee Recycling) to legalize their operations.

### **Discussion:**

Subsequent to that meeting Township staff have discussed the matter of drafting an implementing zoning by-law with Regional staff in the context of what would typically be required for such an approval - were the proposal to be in conformity with the Regional and Township Official Plans.

### **Environmental Testing**

Staff recommend that an implementing by-law should include a holding provision that would not be lifted until such time as standard environmental studies and requirements were received, reviewed and approved.

In addition, the by-law should include environmental protection requirements given the sensitive location of the lands with respect to the business being a “Category A Source Water Protection Land Use Category which are defined as “Very High Risk Uses”.

Typically these protections would include an outright prohibition on automobile recycling/salvage yard as part of the business. While prohibiting outdoor operations and a ‘yard’ the draft by-law attempts to find a middle ground by allowing such activities to occur within enclosed buildings

having impermeable floors and appropriate spill containment and contingency plans. The prohibition of outdoor recycling activities occur on site aligns with the existing, very narrow limits on the business originally approved by Council in 1990.

The supporting Planning Report of Zelinka Priamo Ltd., provided to Council at the meeting of August 25, 2014 concludes "As part of the environmental documentation the applicant must demonstrate no adverse impacts on the Regional water recharge area and the adjacent woodlot which have been identified in the ROPP 2009. Compliance with Section 10.10 Site Plan Control and the Regional Salvage By-law 05-603 is required."

Given the support of the applicants consultants for environmental documentation staff would expect that no concerns would be raised with the inclusion of holding provisions pending the completion of same.

#### Area of Operation / Expansion

As Council is aware the business has expanded substantially beyond the original approval. It will certainly be necessary within the by-law to establish a reasonable boundary for the operation to ensure that the operation minimizes the impacts on the agricultural viability of the property. Utilizing airphotos staff have proposed an area of approximately 1.5ha within which the buildings containing the recycling depot could be contained.



2010 Imagery



2012 Imagery

Staff believe that the area identified for the operation of the Recycling Depot provides a reasonable balance between historic use with some potential for expansion – subject of course to the construction of additional building(s) in which to contain the operation.

#### Employees

The proposed by-law does not limit the number of employees of the Recycling Depot. The current restriction of one (1) employee contained within By-law 90-68 would be repealed in conjunction with the lifting of the holding zone.

In this manner the existing zoning provisions remain in place until such time as the necessary environmental analysis of the expanded Recycling Depot is completed.

#### Strategic Plan Conformity:

This by-law provides for the legalization of the expansion of a local business which supports our prosperous economy. The inclusion of environmental controls ensures we protect our natural environment..

#### Financial Considerations:

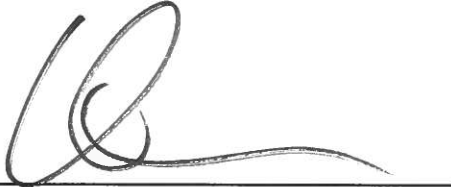
Appeal of the implementing zoning by-law by the Region of Waterloo or the applicants may require the expenditure of legal fees by the Township to defend its decision on the by-law.



**Conclusion:**

Council directed staff to prepare a by-law to provide for the legalization of the Dundee Recycling operation.

Staff have prepared a by-law which incorporates typical control mechanisms which would be included in any similar by-law for a similar use on appropriately designated lands.



Harold O'Krafka, MCIP RPP  
Director of Development Services



Reviewed by CAO

## TOWNSHIP OF WILMOT

### BY-LAW NO. 2014-38

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

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

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

1. That the lands described on Schedule "A" and illustrated on Schedule "B" attached to and forming part of this by-law, are hereby removed from Zone 1 (Agriculture) and are placed within Zone 1 (Agriculture) and Zone 1(H) (Agriculture), in accordance with Section 36 of the Planning Act, R.S.O. 1990, as amended.
2. That the lands described on Schedule 'A' and illustrated as "Part 1" on Schedule "B" may be used for a Recycling Depot defined as follows:  
*"Recycling Depot: A building or buildings used for the collection, grading and sorting and temporary storage of materials or agricultural products, but not including the production, compounding, processing, packaging or assembly of raw, semi-processed or fully processed goods, materials or agricultural products."*
3. The "Recycling Depot" defined in Clause 2 shall be subject to the following regulations:
  1. All components of the Recycling Depot shall occur within enclosed building(s) having impermeable floors and incorporating spills management and containment systems. There shall be no outdoor collection, grading, sorting or storage of materials permitted.

4. The (H) symbol affecting the lands described on Schedule "A" and illustrated as "Part 1" on Schedule "B" attached to and forming part of this by-law indicates a development restriction pending the completion of the following studies to the satisfaction of the Regional Municipality of Waterloo:
- i) a Record of Site Condition;
  - ii) a scoped Environmental Impact Statement (EIS); and,
  - iii) a Spills Management & Containment Plan.
5. Council of the Township of Wilmot will remove the holding provision identified in Clause 4, upon confirmation from the Regional Municipality of Waterloo that the requirements of Clause 4 have been completed in accordance with their requirements.
6. Except as amended by the preceding regulations, the lands described on Schedule "A" and illustrated on Schedule "B", attached to and forming part of this by-law, shall be subject to all other applicable regulations as set down in By-law No. 83-38, as amended.
7. This by-law shall come into effect on the final passing thereof by the Council of The Corporation of the Township of Wilmot subject to compliance with the provisions of The Planning Act, R.S.O., 1990 and amendments thereto.

READ a first and second time on the 8<sup>th</sup> day of **September, 2014**.

READ a third time and finally passed in Open Council on the \_\_\_\_ day of \_\_\_\_\_, **201**\_\_.

---

MAYOR

---

CLERK

## SCHEDULE "A"

**ALL AND SINGULAR** that certain parcel or tract of land and premises situate, lying and being in the Township of Wilmot, in the Regional Municipality of Waterloo and Province of Ontario being composed of Part of Lot 3, Concession 3, Block A in the said Township of Wilmot.

This is Schedule "A" to By-law No. **2014-38**.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 201\_.

---

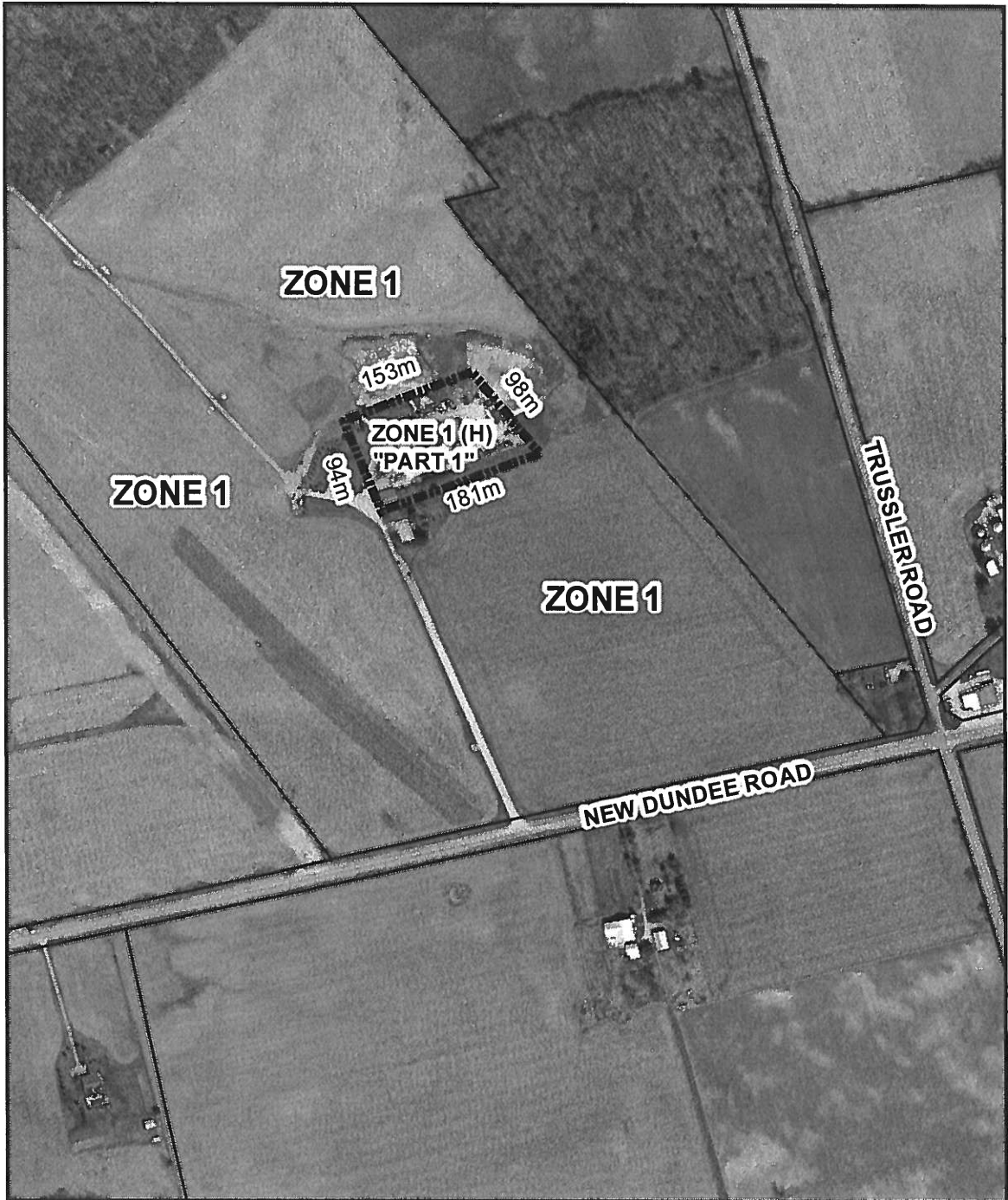
MAYOR

---

CLERK

**SCHEDULE "B"**  
**PART OF LOT 3, CONCESSION 3, BLOCK A**  
**TOWNSHIP OF WILMOT**

SUBJECT LANDS OUTLINED THUS: - - - - -



THIS IS SCHEDULE "B" TO BY-LAW NO. 2014-38

PASSED THIS \_\_\_ DAY OF \_\_\_\_\_, 201\_.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

