



**TOWNSHIP OF WILMOT  
COUNCIL AGENDA  
MONDAY, MARCH 24, 2014**

**CLOSED COUNCIL MEETING  
WILMOT COMMUNITY ROOM  
6:30 P.M.  
REGULAR COUNCIL MEETING  
COUNCIL CHAMBERS  
7:00 P.M.**

**1. MOTION TO CONVENE INTO CLOSED SESSION**

**Recommendation**

**THAT a Closed Meeting of Council be held on Monday, March 24, 2014 at 6:30 p.m. in accordance with Section 239 (2) (b) of the Municipal Act, 2001, for the purposes of considering the following matters:**

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

**2. MOTION TO RECONVENE IN OPEN SESSION**

**3. MOMENT OF SILENCE**

**4. ADDITIONS TO THE AGENDA**

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

**6. MINUTES OF PREVIOUS MEETINGS**

- 6.1 Council Meeting Minutes March 3, 2014**

**Recommendation**

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

**Regular Council Meeting March 3, 2014.**

**7. PUBLIC MEETINGS**

**8. PRESENTATIONS/DELEGATIONS**

**9. REPORTS**

**9.1 CAO**

**9.1.1 REPORT NO. CAO 2014-02  
2014 Municipal Work Program**

**Recommendation**

**THAT the 2014 Municipal Work Program, as per the report dated March 24, 2014, and prepared by the Chief Administrative Officer, be endorsed.**

**9.2 CLERKS**

**9.2.1 REPORT NO. CL2014-09  
Exotic Pet By-law Temporary Exemption Request  
Little Ray's Travelling Reptile Zoo /  
Bring a Splashpad to Wilmot Committee**

**Recommendation**

**THAT a temporary exemption to the Exotic Pet By-law be ratified for Little Ray's Travelling Reptile Zoo / Bring a Splashpad to Wilmot Committee for Saturday, March 15, 2014 at the Wilmot Recreation Complex located at 1291 Nafziger Road, Baden.**

**9.3 FINANCE**

**9.3.1 REPORT NO. FIN 2014-14  
Wilmot Township Water & Wastewater Financial Plan**

**Recommendation**

**THAT report FIN 2014-14 regarding the Wilmot Township Water and Wastewater Financial Plan, prepared by the Manager of Revenue, be approved.**

**9.4 PUBLIC WORKS**

**9.4.1 REPORT NO. PW-2014-03  
2013 Summary Water Distribution Report and  
Drinking Water Quality Management System**

**Recommendation**

**THAT Report PW-2014-03 be received for information purposes.**

**9.4.2 REPORT NO. PW-2014-04  
Culvert Replacement on Haysville Road**

**Recommendation**

THAT the tender submitted by Theo Vandenberg Construction Inc. for replacement of a concrete culvert located on Haysville Road (Structure No. 40 / B-T12), in the amount of \$136,235.27, net of the HST, be accepted.

**9.4.3 REPORT NO. PW-2014-05  
Gravel Excavation, Crushing and Stockpiling**

**Recommendation**

THAT the quotation received from Tri-City Materials Ltd. to excavate, crush and stockpile granular material at the Township Pit, in the amount of \$50,768.64, net of the HST rebate, be accepted.

**9.5 DEVELOPMENT SERVICES**

**9.5.1 REPORT NO. DS 2014-09  
February Building Statistics**

**Recommendation**

THAT the February 2014 Building Statistics 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**

- 10.1 Heritage Wilmot Advisory Committee – Meeting Minutes of February 4, 2014**
- 10.2 Grand River Conservation Authority – General Membership/Election Of Officers Meeting, January 24, 2014**
- 10.3 Association of Municipalities of Ontario – Legislature Supports Motion on Municipal Liability Reform – More Municipal Action Needed**
- 10.4 Ministry of Community Safety and Correctional Services – Municipal Emergency Management Program Annual Review for the Township of Wilmot**
- 10.5 Town of Aurora – Resolution Regarding the Introduction of Municipal Recall Election Legislation**
- 10.6 Grand River Conservation Authority – GRCA Current, March 2014**

**Recommendation**

THAT Correspondence Items 10.1 to 10.6 be received for information.

**11. BY-LAWS**

**12. NOTICE OF MOTIONS**

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

**14. BUSINESS ARISING FROM CLOSED SESSION**

**15. CONFIRMATORY BY-LAW**

**15.1 By-law No. 2014-13**

**Recommendation**

**THAT By-law No. 2014-13 to Confirm the Proceedings of Council at its Meeting held on March 24, 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 AGENDA  
MONDAY, MARCH 3, 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, Manager of Accounting P. Kelly**

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

Mayor L. Armstrong requested that those in attendance remember people that are suffering here and around the world.

**4. ADDITIONS TO THE AGENDA**

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

Councillor B. Fisher declared a conflict with Item 6.1.

**6. MINUTES OF PREVIOUS MEETINGS**

**6.1 Council Meeting Minutes February 10, 2014**

**Resolution No. 2014-35**

**Moved by: M. Murray**

**Seconded by: P. Roe**

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

**Regular Council Meeting February 10, 2014.**

**CARRIED.**

Councillor B. Fisher declared a conflict of interest with the February 10<sup>th</sup> Council Minutes, specifically reference to the Public Meeting for Official Plan Amendment Application 01/13 Zone Change Application 08/13 Labreche Patterson & Associates Inc. / Westcap Development Inc.296, 302 and 308 Snyder's Road East / Brubacher Street, Baden because he is an adjacent property owner and did not take part in the discussion or subsequent voting thereof.

## **7. PRESENTATIONS/DELEGATIONS**

### **7.1 Grants to Groups**

Mayor L. Armstrong presented the municipal grant cheques and extended his appreciation for the works done by those organization in attendance.

## **8. PUBLIC MEETINGS**

### **8.1 REPORT NO. DS 2014-07 Zone Change Application 01/14 Safeguard Homes Ltd. Part of Lot 12, Plan 16 Part 2, Plan 58R-16067 Charlotta Street/Christian Street, Baden**

#### **Resolution No. 2014-36**

**Moved by: P. Roe**

**Seconded by: B. Fisher**

**THAT Zone Change Application 01/14 made by Safeguard Homes Ltd. Affecting Part of Lot 12, Plan 16, being Part 2, Plan 58R-16067 be denied.**

**CARRIED.**

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

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

The Planner/EDO highlighted the report.

Mayor Armstrong asked if the applicant wished to address Council.

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

#### **Registered Delegations**

##### **Larry Stuart, 60 Miller Street**

Mr. Stuart provided Council with a written submission that summarized his views regarding the application (attached as Appendix A).

The Planner/EDO clarified for Council that the OMB decision referenced by the delegate was in regards to a previous application and that the subject application is not a multi-family rental unit, that it is a semi-detached residence.

In response to Mr. Stuart, the Planner/EDO confirmed that there are no provisions within the Planning Act or Zoning By-law to prevent anyone from renting a residential unit, but the application is asking for the allowance of separate ownership of each dwelling unit. Further, the Planner/EDO stated that the recent applications from the developer have been for units that have been sold rather than rented by the developer.

### **Derek Snyder, 174 Charlotta Street**

Mr. Snyder thanked Council for the opportunity to express his views on the application. He asserted that this application is for a multi-family home and that the applicant knew, when he bought the property, that it was zoned for a single family residence but is simply attempting to gain a higher profit. He requested that Council deny the application. He concluded by noting that the applicant was not in attendance at the meeting.

Mayor L. Armstrong informed Council that the applicant has paid an application fee to the Township and the Region which covers the administrative costs relative to the application.

Mayor Armstrong asked if anyone else wished to address Council. There were none.

Mayor L. Armstrong asked if there were questions of a technical nature from Council.

In response to Councillor A. Junker, the Planner/EDO responded that site plan control is only relative to multi-family units so there would be no architectural control with a semi-detached unit. He confirmed that the current plan shows two separate garages for the development.

The Director of Development Services advised Councillor J. Gerber that it is always in the best interest of the Township for Council to make decisions in regards to Zone Change Applications that are consistent with land use planning policy.

The Director of Development Services responded to Councillor J. Gerber regarding the previous OMB decision by stating that decision made at the OMB are based on the property as it is existing currently, based on scale of the development and the background of the board Member. He further clarified on the contributions made by the Planner/EDO at the OMB hearing was the only professional planner in attendance, although he was there as a representative of the Township, he provided planning knowledge in response to comments from the applicant and those opposed to the application.

The Planner/EDO advised Council that prior to the OMB hearing being discussed Council did not have a written interpretation of the Official Plan policies with respect to land use compatibility and housing forms. The recent report with respect to Brewery Street contained this interpretation for use in future planning decisions.

Councillor P. Roe noted for Council that the motion made to deny the application was based on the single-family dwelling zoning designation and the fact that the application is for one of three lots which was created from a previously larger lot.

Mayor L. Armstrong asserted his opinion that there are very few differences between a semi-detached dwelling and a single family home.

Councillor P. Roe rebutted Councillor J. Gerber's comments regarding the zone change being sought by stating that there is very little difference between the application being considered today and the previous application by the same developer for this lot.

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

- 8.2 REPORT NO. DS 2014-08  
Zone Change Application 02/14  
Lisa and Kimberley Winn  
Part of Lot 53, Plan 1293  
Parts 1 and 2, Plan 58R-2539  
425 Huron Street, New Hamburg**

**Resolution No. 2014-37**

**Moved by: B. Fisher**

**Seconded by: J. Gerber**

**THAT Zone Change Application 02/14 made by Lisa and Kimberley Winn, affecting Part of Lot 53, Plan 1293, being Part 1 and 2, Plan 58R-2539 be approved to permit a dwelling unit to be located within an accessory structure, and to increase the maximum area and height of an accessory structure to 148m<sup>2</sup> and 6.0m respectively.**

**CARRIED.**

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

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

The Planner/EDO highlighted the report.

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

Mayor Armstrong asked if the applicant wished to address Council.

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

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

**9. REPORTS**

- 9.1 CAO – no reports**

- 9.2 CLERKS**

- 9.2.1 REPORT NO. CL 2014-06  
RFP 2013 – 33 Legal Counsel For The Township of Wilmot**



**Resolution No. 2014-38****Moved by: P. Roe****Seconded by: A. Junker**

**THAT Miller Thomson LLP be awarded the Contract for legal counsel for The Township of Wilmot for a three (3) year term affective April 1<sup>st</sup>, 2014.**

**CARRIED.**

The Director of Clerk's Services highlighted the report.

In response to Councillor J. Gerber, The Director of Clerk's Serviced advised that exact annual amount for legal services tend to be unknown as unforeseen events can occur in addition to the predictable, annual legal services a municipality would require. She further advised Council that the fees for the recommended firm are lower than the other short-listed firm.

**9.3 FINANCE****9.3.1 REPORT NO. FIN 2014-11  
Honorariums and Expenditures of Council Members and  
Council Appointees for the Year Ended December 31, 2013****Resolution No. 2014-39****Moved by: M. Murray****Seconded by: A. Junker**

**THAT Finance Report FIN 2014-11, prepared by the Director of Finance, be adopted.**

**CARRIED.**

The Director of Finance highlighted the report.

**9.3.2 REPORT NO. FIN 2014-12  
Treasurer's Statement – Development Charges Reserve Funds****Resolution No. 2014-40****Moved by: M. Murray****Seconded by: A. Junker**

**THAT the Development Charges Statement for the year ended December 31, 2013, prepared by the Director of Finance, be received for information purposes.**

**CARRIED.**

The Director of Finance highlighted the report.

**9.4 PUBLIC WORKS****9.4.1 REPORT NO. PW-2014-02  
Repairs to Bridge No. 37/B-OXF  
Oxford-Waterloo Road**

**Resolution No. 2014-41****Moved by: A. Junker****Seconded by: B. Fisher**

**THAT the quotation submitted by Theo Vandenberg Construction Inc. for repairs to Structure No. 37/B-OXF located on Oxford-Waterloo Road, in the amount of \$133,539.65, net of the HST, be accepted.**

**CARRIED.**

The Director of Public Works highlighted the report and added that the Township of Blandford-Blenheim had approved the award of the tender at an earlier Council meeting.

The Director of Public Works responded to Councillor M. Murray's inquiry concerning costs by explaining that the construction cost estimate is \$165,000 and Wilmot will be responsible for fifty percent of the costs for the project but that the full cost of the project is shown in the 2014 Budget. The CAO added that the justification sheet for the project presented to the Ad Hoc Budget Advisory Committee explains the sources of funding which shows Blandford-Blenheim funding the other half of the project.

Further to Councillor M. Murray's questions, the Director of Public Works clarified that the remaining portion of the project's costs are for engineering, tender advertising and other incidental costs.

**9.5 DEVELOPMENT SERVICES****9.5.1 REPORT NO. DS 2014-06  
January Building Statistics****Resolution No. 2014-42****Moved by: M. Murray****Seconded by: P. Roe**

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

**CARRIED.****9.6 FACILITIES AND RECREATION SERVICES****9.6.1 REPORT NO. PRD 2014-02  
Accessibility Advisory Committee  
2013-2014 Accessibility Report****Resolution No. 2014-43****Moved by: M. Murray****Seconded by: P. Roe**

**THAT report PRD 2014-02 regarding the 2013-2014 Facility Tour Report Summary undertaken by the Accessibility Advisory Committee, be received for information.**

**CARRIED.**

The Director of Facilities and Recreation Services highlighted the report.

**9.6.2 REPORT NO. PRD 2014-03**

**Tender 2014-02, Supply Parks Maintenance Tractor and Attachments**

**Resolution No. 2014-44**

**Moved by: M. Murray**

**Seconded by: J. Gerber**

**THAT Brant Tractor be awarded Tender 2014-02 to supply a New Steiner 440 Diesel LC tractor with Deluxe Cab and Attachments, for the bid price of \$36,310.51 plus HST.**

**CARRIED.**

**9.7 FIRE – no reports**

**9.8 CASTLE KILBRIDE – no reports**

**10. CORRESPONDENCE**

**10.1 Grand River Conservation Authority – Grand Actions, January/February 2014**

**10.2 Grand River Conservation Authority – GRCA Current, February 2014**

**Resolution No. 2014-45**

**Moved by: P. Roe**

**Seconded by: M. Murray**

**THAT Correspondence Items 10.1 to 10.2 be received for information.**

**CARRIED.**

**10.3 City of Kitchener – City Council Resolution Regarding Bill 6, Great Lakes Protection Act, 2013**

**Resolution No. 2014-46**

**Moved by: B. Fisher**

**Seconded by: J. Gerber**

**WHEREAS there is an urgent and pressing need for a new, strong and effective law to protect and restore the Great Lakes and St. Lawrence River basin; and**

**WHEREAS 3 of Ontario's 4 great Lakes are in decline and provide more than 80% of the Province's drinking water; and,**

**WHEREAS over 95% of Ontario's agricultural land is in the Great Lakes basin and the health of the lakes contributes \$4.4 trillion to the economy in both Canada and the United States;**

**THEREFORE BE IT RESOLVED THAT the Ontario Legislature be requested to enact Bill 6, Great Lakes Protection Act, 2013 to protect and restore the health of the Great Lakes-St. Lawrence River basin; and,**

**BE IT FINALLY RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, the Ontario Minister of the Environment, Opposition Critics for the Environment, and the Association of Municipalities of Ontario.**

**CARRIED.**

## **11. BY-LAWS**

- 11.1 By-law No. 2014-09, Zone Change Application 01/14, Safeguard Homes Ltd., Part of Lot 12, Plan 16, Part 2, Plan 58R-16067, Charlotta Street/Christian Street, Baden
- 11.2 By-law No. 2014-10, Zone Change Application 02/14, Lisa and Kimberley Winn, Part of Lot 53, Plan 1293, Parts 1 and 2, Plan 58R-2539, 425 Huron Street, New Hamburg
- 11.3 By-law No. 2014-11, By-Law Respecting the Appointment of a Chief Building Official, Inspectors and Plans Examiners

### **Resolution No. 2014-47**

**Moved by: J. Gerber**

**Seconded by: A. Junker**

**THAT By-law Nos. 2014-10 and 2014-11 be read a first, second and third time and finally passed in Open Council.**

**CARRIED, AS AMENDED.**

## **12. NOTICE OF MOTIONS**

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

- 13.1 2014 Annual Association of Municipalities of Ontario Conference

### **Resolution No. 2014-48**

**Moved by: A. Junker**

**Seconded by: B. Fisher**

**THAT Mayor Les Armstrong and Councillor P. Roe attend the AMO Conference in London from August 17<sup>th</sup> to 20<sup>th</sup>, 2014.**

**CARRIED.**

- 13.2 Further to the comments made by the delegations for the earlier Public Meeting, Councillor J. Gerber noted his appreciation for the Director of Development Services in stating the facts regarding who staff is acting on behalf of when a Zone Change Application is received and when there is an OMB hearing. He further stated that he does not endorse any of the comments made regarding the integrity of Township staff.

Mayor L. Armstrong added to Councillor J. Gerber's comments by stating that staff is hired as experts in their field and that is how staff conducts themselves. He noted that the non-approval of the application is not the result of questioning staff's ability in the conduct of their duties.

Councillor P. Roe commented that he also feels it is not appropriate to question staff's integrity or intelligence.

The Director of Development Services advised Council that the applicant may apply repeatedly until an application is approved.

Mayor L. Armstrong stated that the comments made by the delegations regarding the nature of semi-detached homes is inaccurate.

The Director of Clerk's Services advised Council that the delegation did not provide written comments prior to the Meeting.

- 13.3 Councillor A. Junker advised Council of the annual Pancake Supper fundraiser for the new Dundee Board of Trade occurring on March 4, 2014.
- 13.4 Mayor L. Armstrong noted to Council that the new Hamburg Firebirds have ended their season with a very exciting game and that they had an excellent 2013-2014 season.

**14. BUSINESS ARISING FROM CLOSED SESSION**

**15. CONFIRMATORY BY-LAW**

**15.1 By-law No. 2014-12**

**Resolution No. 2014-49**

**Moved by: A. Junker**

**Seconded by: M. Murray**

**THAT By-law No. 2014-12 to Confirm the Proceedings of Council at its Meeting held on March 3, 2014 be introduced, read a first, second, and third time and finally passed in Open Council.**

**CARRIED.**

**16. ADJOURNMENT (8:14 P.M.)**

**Resolution No. 2014-50**

**Moved by: P. Roe**

**Seconded by: B. Fisher**

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

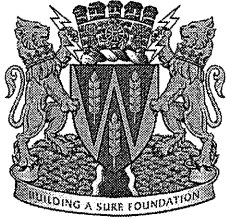
**CARRIED.**

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**Mayor**

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**Clerk**



# **Township of Wilmot REPORT**

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**REPORT NO.**            **CAO 2014-02**

**TO:**                      **Council**

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

**DATE:**                 **March 24 2014**

**SUBJECT:**             **2014 Municipal Work Program**

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## **Recommendation:**

**That the 2014 Municipal Work Program, as per the report dated March 24, 2014, and prepared by the Chief Administrative Officer, be endorsed.**

## **Background:**

On July 22, 2013, Council approved the overall 2013 Municipal Work Program, which included each of the department's 2013 work programs. The Work Programs included the actions identified within the approved Strategic Plan that was approved by Council on June 3, 2013.

## **Discussion:**

To follow up on the approval and implementation of the 2014 Municipal Work Program, the following information is provided:

### **Accomplishments of Year 2013**

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

A majority of the wide range of tasks of year 2013 have been completed. This achievement is worth acknowledgement as again the year 2013 was another year of strong business activity and capital project construction.

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

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

#### 2014 Municipal Work Program

The 2014 Work Program has been prepared outlining the projects to be undertaken by each department for the full year. The work program indicates projects or major tasks and does not list the day to day activities of each of the departments.

The year 2014 represents a very active year involving several major studies such as the completion of the Fire Service Facility Needs Assessment Study, Joint Economic Development Review, New Growth Sanitary Servicing Study, Trails Master Plan Implementation Strategy, Legal Services Review, Development Charges Study and Indoor Arena Ice Usage and Needs Analysis. The work plan involves municipal facilities, such as the Splash Pad, New Dundee Library and New Hamburg Arena/Community Centre Renovations and a wide range of roads, utilities and building infrastructure improvements and programs.

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

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

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

Upon the approval of the 2014 Municipal Work Program, the CAO will provide an updated report to Council after 6 months, to confirm the status of the listed tasks and accomplishments. At the same time, the ability to review and initiate further tasks within the Strategic Plan and new priorities of Council and municipal staff will be provided.

#### **Strategic Plan Conformity:**

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

#### **Financial Considerations:**

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

**Conclusion:**

The approval of the 2014 Municipal Work Program is a continued important step in the implementation of the recently approved Township Strategic Plan



Chief Administrative Officer



## TOWNSHIP OF WILMOT WORK PROGRAM - 2013 (YEAR END REVIEW)

DEPARTMENT: CAO

DATE: December 31, 2013

	Project	Person Responsible	J A S O N D						
			J	A	S	O	N	D	
<b>STRATEGIC PLAN</b>									
1	Strategic Plan	Grant/Management Team							Strategic Plan approved June/13
2	Asset Management Plan	Grant/Management Team	X	X	X	X	X	X	
3	Industrial Land Supply Information Servicing and CTT (Economic Development Review)	Grant	X	X	X	X	X	X	Economic Development Study approved by Council on June 24/13
<b>CAPITAL PROGRAM</b>									
4	Updated 10 year capital forecast	Grant/Management Team			X	X	X	X	
5	Budget 2013	Grant/Management Team							Budget approved Feb/13
6	Budget 2014	Grant/Management Team			X	X	X	X	
7	Provincial/Federal/Other Agency Funding Application	Grant/Rosita							
8	New Dundee Library Branch Implementation	Grant/Scott							
<b>GENERAL</b>									
9	2013 Work Program	Grant/Management Team	X						
10	2013 Work Program Review	Grant/Management Team					X	X	
11	Highway 7&8 MTO EA Corridor Study	Grant/Gary/Harold	X	X	X	X	X	X	
12	New Growth Sanitary Service Study	Grant/Gary/Harold	X	X	X	X			
13	Region EA Sanitary Treatment Plan Expansion	Grant/Gary	X	X	X	X	X	X	
14	Employee Performance Review	Grant/Management Team				X	X	X	
15	CAO's Waterloo Region Tourism Marketing Corporation / CTT Inc	Grant	X	X	X	X	X	X	
16	Review options for surplus pool building in New Hamburg	Grant/Scott	X	X	X	X	X	X	

## TOWNSHIP OF WILMOT WORK PROGRAM - 2013 (YEAR END REVIEW)

DEPARTMENT: CLERK'S SERVICES

DATE: December 31, 2013

	Project	Person Responsible							
			J	A	S	O	N	D	
<b>STRATEGIC PLAN</b>									
1	Strategic Plan	Management Team							Strategic Plan approved June/13
2	Undertake Wilmot "Branding" Process	Management Team						X	Research - 2014
3	Enhance Website - Community Newsletter	Dawn						X	Deferred to 2014
<b>CAPITAL PROGRAM</b>									
4	Replace/Upgrade Mun/Comm Events Sign - Downtown NH	Management Team	X	X	X	X	X	X	In progress-slated for Spring 2014
5	Municipal/Community Events Sign - Baden	Management Team	X	X					Completed
6	Renovation - Interior Office - Administration Complex	Michael/Barb/Scott/ Tracy	X	X	X	X	X	X	In progress -slated for April 2014
<b>GENERAL</b>									
7	Amendment to Dog Keeping Bylaw-Dangerous Dogs	Barb/Dawn/Derek/ Kevin	X	X	X	X	X	X	Review in progress - Bylaw spring 2014
8	2013 Work Program	Barb/Dawn/Derek/ Kevin	X						Completed
9	2013 Work Program Review	Barb/Dawn/Derek/ Kevin					X	X	Year End Review -March 2014
10	Community Newsletter (with interim tax bill)	Barb/Dawn/Dept Hds							Completed
11	Community Newsletter (with final tax bill)	Barb/Dawn/Dept Hds							Completed
12	Hire By-law Summer Student through Federal Grant	Barb/Derek/Lorena							Completed
13	Update Township Property Inventory	Dawn						X	Completed
14	Budget 2013	Barb/Management Tm							Budget approved Feb/13
15	Budget 2014	Barb/Management Tm			X	X	X	X	Budget approved Feb/14
16	Amend Procedural By-law -Restrict Use of Electronic Devices During Council Meetings	Barb/Dawn						X	Deferred to 2014
17	Review Animal Control Service Contracts	Barb/Dawn/Derek/ Kevin				X	X	X	Emerg Vet/PT AC Contracts Completed
18	Employee Performance Reviews	Barb				X	X	X	Completed
19	Re-registration of 40 Year Old Easements	Dawn							Completed
20	Bulk Mailing re Dog Tags	Barb/Dawn/Derek/ Kevin	X						Completed

## TOWNSHIP OF WILMOT WORK PROGRAM - 2013 (YEAR END REVIEW)

DEPARTMENT: CLERK'S SERVICES

DATE: December 31, 2013

	Project	Person Responsible							
			J	A	S	O	N	D	
21	Delegation of Authority to Designate Local Rds - Special Events	Dawn/Gary					X		Completed
22	Gingerich Road Drain	Barb/J. Kuntze	X	X	X	X	X	X	Construction - spring 2014
23	St. Agatha Drain 2013-Kraehling Petition	Barb/J. Kuntze	X	X	X	X	X	X	Revision of Report Underway
24	Finnie Drain	Barb/J. Kuntze	X	X	X	X	X	X	Report - Summer 2014
25	Koch-Leis Drain Maintenance	Barb/J. Kuntze							Completed
26	Phillips-Doehn Drain	Barb/J. Kuntze							Completed
27	Don Zehr Drain Petition	Barb/J. Kuntze	X	X	X	X	X	X	On site meeting held - December
28	Establish Procedures for Tabulation Equipment	Barb/Dawn				X	X	X	In progress throughout election process
29	Update Traffic and Parking By-law	Barb/Dawn/Derek/ Kevin	X	X	X	X	X	X	Bylaw -2014
30	Amend Schedules to Fire Route By-law	Michael/Barb/Derek/ Kevin	X	X	X	X	X	X	Bylaw Amendment - 2014
31	Lottery Licensing Quarterly Reports to Ministry	Dawn	X			X			Completed
32	Preparation of Procedural Manual Bylaw Enf/Animal Ctrl	Derek/Kevin	X	X	X	X	X	X	Ongoing
33	Information/Communication Accessibility Standard	Barb/Lorena	X	X	X	X	X	X	Monitoring Legislation
34	Built Environment Accessibility Standard	Barb	X	X	X	X	X	X	Monitoring Legislation
35	Employment Accessibility Standard	Barb/Lorena	X	X	X	X	X	X	Monitoring Legislation
36	Review of Solicitor Services	Management Team						X	RFP Released-Awarded March 2014
37	Draft Public Consultation Process - OLG Casino	Barb							Report to Council Not Adopted
38	Alternative Voting Methods Review/Vote Counting Equipment	Barb/Dawn							Completed
39	Walda Noise/Park Extension By-law Exemption	Dawn							Completed
40	Minor Update - Discharge of Firearms By-law	Dawn/Barb/Derek/ Kevin							Completed
41	Add'l Smoking Prohibitions Where Children Play	Barb/Region					X	X	Investigative Process Underway
42	Refill Position of Integrity Commissioner	Barb/Grant							Completed

## TOWNSHIP OF WILMOT WORK PROGRAM - 2013 (YEAR END REVIEW)

DEPARTMENT: FINANCE

DATE: December 31, 2013

	Project	Person Responsible							
			J	A	S	O	N	D	
<b>STRATEGIC PLAN</b>									
1	Strategic Plan	Rosita, Management Team							Strategic Plan approved June/13
2	Asset Management Plan for Roads/Bridges/Underground	Patrick, Rosita, Tyler, Management Team	x	x	x	x	x	x	Project completed.
3	Monitor/Pursue Senior Government Funding Opportunities (MIII)	Rosita, Patrick, Management Team	x	x	x	x	x	x	Project on-going.
4	Review Recreation and Culture Financial Assistance Program	Patrick, Recreation			x				Project completed.
5	Municipal Grants Program 2014	Patrick				x	x	x	Project completed.
6	Review Green Procurement Practices/By-Law	Marzena, Patrick				x	x		Deferred to 2014, to be completed in conjunction with Procurement By-Law
7	Review Finance and Procurement Web Page Content	Rosita, Patrick, Tyler, Marzena, Karl					x	x	Departmental review complete. Input to be included within Website Accessibility
<b>CAPITAL PROGRAM</b>									
8	Implementation of Water Meter Radio Read Program	Tyler, Sue, Utilities	x	x	x	x	x	x	Project on-going.
9	Upgrade Desktops and Notebooks	Karl	x	x	x				Project completed.
10	Install/Configure New Data/File Server	Karl		x	x	x			Project completed.
11	Review/Update 10-year Capital Forecast	Rosita, Patrick			x	x	x	x	Project completed.
12	Facility Needs Study (Fire Stations)	Rosita, Patrick, Chief, District Chiefs, Grant, Scott	x	x	x	x	x	x	In progress
<b>GENERAL</b>									
<b>FINANCIAL SERVICES</b>									
13	Budget 2013	Rosita, Patrick, Tyler, Marzena, Management							Budget approved Feb/13
14	2013 Work Program	Rosita, Patrick, Tyler, Marzena, Lorena, Karl	x						Project completed.
15	Update/Amend Trust Fund By-Law	Rosita	x	x					Project completed.
16	Establish Policy for Fundraising Initiatives	Tyler, Rosita, Management Team		x	x	x	x		Project deferred to 2014.
17	Review/Update PSAB Valuations	Patrick, Rosita			x	x			Project deferred to 2014.

## TOWNSHIP OF WILMOT WORK PROGRAM - 2013 (YEAR END REVIEW)

DEPARTMENT: FINANCE

DATE: December 31, 2013

	Project	Person Responsible							
			J	A	S	O	N	D	
18	2014 Budget	Rosita, Patrick, Tyler, Marzena, Management			x	x	x	x	Budget approved Feb/14
19	2013 Work Program Review	Rosita					x	x	Project completed.
20	RFP for Development Charges Study	Rosita, Patrick, Management Team						x	Project completed.
	<b>IT SERVICES</b>								
21	Blackberry 10 Migration	Karl, Patrick	x	x					Project completed.
22	Printer Refresh (Administration Main Floor, Basement)	Karl, Patrick	x	x					Main floor complete, basement printer on order.
23	Update IT Business Plan	Karl, Patrick		x	x				Project deferred to 2014.
24	Review Web Content Compliance with Legislative Guidelines	Karl				x			Project completed.
25	Review/Implementation of Wi-Fi Infrastructure at Admin Building	Karl					x	x	Review complete, implementation planning to occur in 2014.
26	Review Implementation of IT Usage Policy	Karl					x	x	Project deferred to 2014.
	<b>HUMAN RESOURCES</b>								
27	WRC Joint Health and Safety Committee Member Certification	Lorena	x		x				Project on-going.
28	Fall/Winter Part-Time Staffing Recruitment	Lorena		x				x	Project completed.
29	Employee Policy Manual Update	Lorena , Management Team		x	x	x	x	x	Project deferred to 2014.
30	WHMIS Health & Safety Refresher	Lorena			x				Project completed.
31	Review Session on Benefits Management	Lorena				x			Project deferred to 2014.
32	2013 Staff Performance Reviews	Management					x	x	Project completed.

## TOWNSHIP OF WILMOT WORK PROGRAM - 2013 (YEAR END REVIEW)

DEPARTMENT: FACILITIES/RECREATION

DATE: December 31, 2013

	Project	Person Responsible	J	A	S	O	N	D	Status
<b>STRATEGIC PLAN</b>									
1	Strategic Plan	Management Team							Strategic Plan approved Jun/13
2	Install accessible playground	Scott/Geoff/contractor							complete
3	Liase with Wilmot Splashpad Fundraising Committee	Scott/Vicky/Consultant	x	x	x	x	x	x	on-going (2014 construction)
4	Continue to research, develop & implement seniors/youth programs	Vicky/staff	x	x	x	x	x	x	on-going
5	Indoor Arena Ice Usage & Needs Analysis	Scott/Consultant/staff	x	x	x	x	x	x	complete
6	Assist with Healthy Communities Week	Vicky/staff							complete
7	Assist the "Q'ing for Life" organizers establish their event at Norm Hill	Vicky/staff							complete
8	Wilmot Reforestation Program - Parks (Spring & Fall)	Scott				x	x		complete
<b>CAPITAL PROGRAM</b>									
<b>60 Snyder's Road West</b>									
9	HVAC review and recommendation	Geoff/Bruce	x	x	x	x	x	x	on-going monitoring of system performance
10	Complete porch and belvedere repairs at Kilbride	Geoff/Tracy/contractor	x	x	x				Belvedere repairs completed - porch repairs referred to 2014 budget process
11	Continue to investigate replacement of HP controllers/software	Bruce/contractor		x	x	x	x	x	monitoring operations w technical support
12	Install stonedust pathway	Geoff/Contractor	x	x	x				complete
<b>Parks &amp; Facilities Operations</b>									
13	Tender/acquire parks tractor	Geoff/staff	x	x	x				finalizing specifications - 2014 tender
<b>121 Huron St./New Hamburg Library</b>									
14	Seal brick walls	Geoff/contractor	x	x					positive inspection - project has been deferred
15	Window/trim painting	Geoff/contractor				x	x		project commenced but delayed due to poor weather
16	Replace west-side windows	Geoff/contractor		x	x	x			complete
<b>35 Beck Street</b>									
17	Parking lot drainage upgrades	Scott/contractor		x	x	x			postponed - to be re-evaluated in 2014

## TOWNSHIP OF WILMOT WORK PROGRAM - 2013 (YEAR END REVIEW)

DEPARTMENT: FACILITIES/RECREATION

DATE: December 31, 2013

	Project	Person Responsible	J A S O N D						Status
			J	A	S	O	N	D	
	<b>St. Agatha Parks &amp; Facilities</b>								
18	CC - roof drainage repairs			x	x				project carried forward to 2014
19	Install accessible washroom	Geoff/staff/contractor						x	construction underway - March 2014 completion
	<b>Petersburg Park</b>								
20	Replace backstop and fencing at D#1	Scott/Geoff/contractor			x	x			complete
21	Replace park maintenance utility vehicle	Geoff/contractor							complete
	<b>New Hamburg Arena/CC</b>								
22	Replace indoor skatepark equipment	Geoff/contractor	x	x					project to be completed in 2014
23	Arena lobby design/renovations	Scott/consultant/stakeholder	x	x	x	x	x	x	construction is underway - March 2014 completion
24	Arena building structural review	Scott/consultant						x	engineering review/report in January 2014
25	NHCC siding & flat roof replacement	Scott/Geoff/contractor		x	x	x	x	x	construction is underway - March 2014 completion
	<b>Baden Parks &amp; Facilities</b>								
26	Replace D#2 dugouts, LF, RF, OF fences	Scott/Geoff/contractor			x	x	x		project 95% complete - full completion by April 2014
27	Install D#2 field drainage	Geoff/contractor			x	x	x		complete
28	Pathway development	Geoff/contractor	x	x					complete
29	Install Activa North playground	Geoff/contractor			x	x	x		some equipment purchased - summer 2014 installation
	<b>Haysville Parks &amp; Facilities</b>								
30	HCC water system repair/replacement	Scott/Utilities/consultant	x	x					complete
	<b>New Hamburg Parks &amp; Facilities</b>								
31	Playground equipment - Captain McCallum Park	Geoff/contractor			x	x	x		some equipment purchased - summer 2014 installation
	<b>Wilmot Recreation Complex</b>								
32	Install MOLOK waste disposal system	Brandon/contractor	x						complete

## TOWNSHIP OF WILMOT WORK PROGRAM - 2013 (YEAR END REVIEW)

DEPARTMENT: FACILITIES/RECREATION

DATE: December 31, 2013

	Project	Person Responsible	J	A	S	O	N	D	Status
33	Install landscape material storage bunkers	Brandon/contractor		x	x	x			project carried forward to 2014
	<b>GENERAL</b>								
	<b>RECREATION ADMINISTRATION &amp; COMMUNITY PROGRAMS</b>								
34	2013 Operating & Capital Budget	Scott/CAO/Fin/staff							Budget approved Feb/13
35	Community Recreation Guide (spring/summer and fall/winter)	Crystal/Angela/staff	x	x					complete
36	2013 student grant applications	Vicky							complete
37	Complete Fire Safety Plans (NH Arena/CC, Admin. Complex)	Vicky/contractor			x	x	x	x	to be undertaken in 2014
38	Complete annual performance reviews for F/T staff	Scott/Managers					x	x	complete
39	Continue the development of a departmental operating policies manual	Scott/Managers	x	x	x	x	x	x	on-going
40	2014 Budget	Scott/Management Team			x	x	x	x	complete
41	Update 10-year capital forecast	Scott/Management Team			x	x	x	x	complete
42	2013 Work Program	Scott/Managers	x						complete
43	2013 Work Program review	Scott/Managers					x	x	complete
	<b>AQUATICS</b>								
44	Surplus pool building negotiations with school board	Scott/CAO	x	x	x	x	x	x	discussions on-going w WRDSB
	<b>PARKS &amp; FACILITIES</b>								
45	Hire/train summer students	Geoff/Brandon							complete
46	New Dundee Library building - renovation design and construction	Scott/consultant/RoW	x	x	x	x	x	x	design complete/tender awarded
47	Facility Needs Study (Fire Stations)	Scott/Fire Chief/Grant/Rosit	x	x	x	x	x	x	inprocess



## TOWNSHIP OF WILMOT WORK PROGRAM - 2013 (YEAR END REVIEW)

DEPARTMENT: PUBLIC WORKS

DATE: December 31, 2013

	Project	Person Responsible	J	A	S	O	N	D	
<b>STRATEGIC PLAN</b>									
1	Strategic Plan	Gary/Grant/Harold							Strategic plan approved April 2013
2	NH/Baden Wastewater Servicing Strategy	Management Team	x	x	x	x	x	x	Anticipated completion 2nd quarter of 2014
3	Asset Management Plan	Gary/Dave/Sean/ Alastair Management Team	x	x	x	x			Complete
<b>CAPITAL PROGRAM</b>									
4	Hot Mix Asphalt Program	Alastair/Dave	x						Complete
5	Tar & Chip Program	Alastair/Dave	x						Complete
6	Bridge Appraisal Program	Gary/Alastair/Dave	x						Complete
7	Sidewalk Program	Alastair	x	x					Complete
8	Grant & Williams Street Reconstruction - Engineering Design	Gary/Dave/Sean/ Alastair	x	x	x	x	x	x	Project ongoing in 2014
9	Stake Truck (Utilities)	Alastair/Sean							Complete
10	Tandem Axle Truck (Roads)	Alastair/Dave							Complete
11	Haysville Road Culvert Replacement (Design)	Gary	x	x	x	x	x	x	Design complete
<b>BUDGET</b>									
12	2013 Budget	Gary/Dave/Sean/ Alastair Management Team							Budget approved February 2013
13	2014 Budget	Gary/Dave/Sean/ Alastair Management Team			x	x	x	x	Budget approved February 2014
14	Update 10-Year Capital Budget Forecast	Gary/Dave/Sean/ Alastair Management Team			x	x	x	x	Complete
<b>ROADS</b>									
15	Winter Sand Stockpile	Dave				x	x		Complete
16	Prepare Roads for 2014 Hard Surfacing Programs	Dave		x	x	x			Ongoing in 2014
17	Gravel Resurfacing Program	Alastair/Dave	x						Complete
18	SWM Ponds Inspections/Repairs/Maintenance	Dave	x						Complete

## TOWNSHIP OF WILMOT WORK PROGRAM - 2013 (YEAR END REVIEW)

DEPARTMENT: PUBLIC WORKS

DATE: December 31, 2013

	Project	Person Responsible	J	A	S	O	N	D	
	<b>UTILITIES</b>								
19	Replace Lift Pumps at PS#2 & #3 (Milton St & Marvin St.)	Sean							Complete
20	Water Meter Upgrades	Sean	x	x	x	x	x	x	Multi-year program
	<b>GENERAL</b>								
21	Update Municipal Database	Alastair				x	x	x	Complete
22	2013 Work Program	Gary	x						Complete
23	2013 Work Program Review	Gary					x	x	Complete
24	Employee Performance Review	Gary				x	x	x	Complete
25	Reforestation Program	Alastair		x	x	x			Complete

## TOWNSHIP OF WILMOT WORK PROGRAM - 2013 (YEAR END REVIEW)

DEPARTMENT: DEVELOPMENT SERVICES

DATE: December 31, 2013

	Project	Person Responsible	J	A	S	O	N	D	
<b>STRATEGIC PLAN</b>									
1	Strategic Plan	Management Team							Strategic Plan Approved June /13
2	Work with NHBOT re: Signage to promote NH Heritage District	Tracy, Harold	X	X	X	X	X	X	
3	NH/Baden Wastewater Servicing Strategy	Harold, Gary, Grant	X	X	X	X	X	X	Ongoing - Draft Final Document Under Review
4	Website Quarterly Information Update	Harold/Andrew	X	X	X	X	X	X	Initiated and Moved to Std Operating Procedure
<b>GENERAL</b>									
5	Budget 2013	Harold / Management Team							Budget Approved Feb/13
6	Budget 2014	Harold / Management Team			X	X	X	X	Budget Approved Feb/14
7	Updated 10 year Capital Forecast	Harold / Management Team			X	X	X	X	Budget Approved Feb/14
8	2013 Work Program	Harold	X						Completed
9	Highway 7 & 8 Corridor EA	Harold	X						PIC # 6 held Aug/13 awaiting, Minister's Approval
10	Wilmot Trails Master Plan & Wilmot Woodlot Management Plan	Andrew, Harold, Gary, Scott	X	X	X	X	X	X	Trails Master Plan Approved Nov/13
11	Township Official Plan Review	Harold, Andrew	X	X	X	X	X	X	Conformity Review Underway
12	Source Water Protection Strategy Implementation	Harold, Rosita, Gary, Scott	X	X	X	X	X	X	Ongoing
13	2013 Work Program Review	Harold					X	X	Completed
14	Employee Performance Review	Harold, Doug			X	X	X	X	Completed

## TOWNSHIP OF WILMOT WORK PROGRAM - 2013 (YEAR END REVIEW)

DEPARTMENT: FIRE SERVICES

DATE: December 31, 2013

	Project	Person Responsible	J A S O N D						
			J	A	S	O	N	D	
<b>STRATEGIC PLAN</b>									
1	Strategic Plan	Management Team							Strategic Plan approved June/13
<b>MASTER FIRE PLAN</b>									
2	Master Fire Plan	Chief/DCs/Management Team							Approved March/13
3	Purchase of Additional Tanker	John R/DC Otterbein							Completed
4	Apply for Superior Tanker Shuttle Certification	Chief/Staff	x	x	x	x	x	x	In process (cert date May 10/2014)
5	Facilities Needs Study (Fire Stations)	Chief/DCs/Grant/Rosita/Scott		x	x	x			In Process
6	Hiring of part-time Public Education/Training Officer	Chief/Lorena		x	x	x			Hired Feb/2014
<b>CAPITAL PROGRAM</b>									
7	Budget 2013	Chief/Staff/Management Team							Budget approved Feb/13
8	Budget 2014	Chief/Staff/Management Team			x	x	x	x	Approved Feb/14
9	Updated 10 year capital forecast	Chief/Staff/Management Team			x	x	x	x	Completed
10	SCBA Upgrades	Chief/Staff							Completed
11	Pre-emptive Traffic Device Installation	Chief/Region Staff	x	x	x				Completed
12	Pave Tarmac and new parking area New Hamburg Station	Chief/Public Works	x	x	x				2013 1st coat, second coat 2014
<b>GENERAL</b>									
13	Review Fire Agreements (Blandford-Blenhiem/Wellesley)	Chief				x			Deferred 2014
14	Inspections/Fire Drills All Schools	Dale			x	x			Completed
15	2013 Work Program	Chief	x						Completed
16	2013 Work Program review	Chief					x	x	Completed
17	Employee Performance review	Chief				x	x	x	Completed
18	Set up Training Program	Chief/Training Officer				x	x	x	Inprocess
19	Review Emergency Plan	Chief/Staff		x	x	x	x		Completed

## TOWNSHIP OF WILMOT WORK PROGRAM - 2013 (YEAR END REVIEW)

DEPARTMENT: FIRE SERVICES

DATE: December 31, 2013

	Project	Person Responsible	J	A	S	O	N	D	
20	Emergency Table Top Exercise	Chief/Staff			x	x			Completed
21	Review Fire Route By-Law	Chief/Staff/By-law/Clerks		x	x	x	x	x	In Process
22	Review Burn By-law	Chief/Staff/By-law/Clerks		x	x	x	x	x	Deferred 2014
23	Review By-Law to Establish a Fire Department	Chief/Staff		x	x	x	x		Deferred 2014

## TOWNSHIP OF WILMOT WORK PROGRAM - 2013 (YEAR END REVIEW)

DEPARTMENT: CASTLE KILBRIDE

DATE: December 31, 2013

	Project	Person Responsible								
			J	A	S	O	N	D		
<b>STRATEGIC PLAN</b>										
1	Strategic Plan	Management Team								Approved June/13
2	Liaise with New Hamburg Board of Trade to provide support with the promotion of the Heritage District	Grant, Tracy, Howie, Barb, Rosita			X	X	X	X		On-going
<b>CAPITAL PROGRAM</b>										
3	Coordinate exterior repairs on Castle Kilbride	Tracy, Scott	X	X	X					Belvedere repairs completed - porch repairs referred to 2014 budget process
4	Coordinate mural conservation inside Castle Kilbride	Tracy	X	X	X					Completed
5	Write grant for grandstand mural project	Tracy, HW		X	X					Completed
6	New Castle Kilbride book	Tracy, Sherri, CK	X	X	X	X	X	X		In progress
<b>GENERAL</b>										
<b>CASTLE KILBRIDE</b>										
<b>Administration</b>										
7	Write grant applications for summer youth employment	Tracy								Completed
8	Enhance Castle Procedures and Volunteer Training Manuals	Sherri								Completed
9	Interview, hire and train summer staff for Castle/Heritage Wilmot	Tracy, Sherri								Completed
10	Establish and market 2013 Event and Exhibit Schedule	Tracy, Sherri, CK								Completed
11	Write Community Museums Operation Grant (CMOG) for museum	Tracy								Completed
12	Solicit colleges/universities for Internship proposals	Tracy								Completed
13	Complete annual performance reviews for F/T and P/T staff	Tracy						X	X	Completed
14	Plan 2014 budget	Tracy, Management Team						X	X	Approved Feb/14
15	Research and plan draft 2014 special event and exhibit list	Sherri, Tracy				X	X	X		Completed
<b>Programming</b>										
16	Research, develop and install spring/summer exhibits	Sherri								Completed
17	Create, market and implement summer events	Tracy, Sherri								Completed

## TOWNSHIP OF WILMOT WORK PROGRAM - 2013 (YEAR END REVIEW)

DEPARTMENT: CASTLE KILBRIDE

DATE: December 31, 2013

	Project	Person Responsible	J A S O N D						
			J	A	S	O	N	D	
18	Research, plan and market summer camp programs	Sherri, Tracy							Completed
19	Create, market and implement fall/winter events	Tracy, Sherri, CK		X	X	X	X		Completed
20	Review and circulate curriculum material to schools	Sherri			X	X	X		Completed
21	Research, develop and install fall/winter exhibits	Sherri	X	X	X	X			Completed
22	Prepare and deliver winter programs and events	Sherri, Tracy			X	X	X		Completed
23	Prepare and implement Christmas decorating for exterior/interior	Sherri				X	X		Completed
<b>Castle Kilbride Advisory Committee</b>									
24	Plan 2013 initiatives with Chairperson from Castle Kilbride	Tracy, Chairperson							Completed
25	Update mission statement for Castle Kilbride	Tracy, Sherri, CK	X	X	X	X			Completed
26	Update Castle's Five Year Strategic Plan for Ministry of Culture	Tracy, Sherri, CK	X	X	X	X	X	X	In progress
<b>HERITAGE WILMOT</b>									
27	Design new exhibit cases and create new themes in Atrium to enhance current Legion exhibit area.	Sherri, Tracy	X	X	X	X	X		Completed
<b>Heritage Wilmot Advisory Committee</b>									
28	Plan 2013 initiatives with Chairperson from Heritage Wilmot	Tracy, Chairperson							Completed
29	Assist with organizing and marketing 2013 Heritage Day	Tracy, Sherri, HW							Completed
30	Update Non-Designated Register of Heritage Properties	Tracy, HW	X	X	X	X	X		Completed
31	Assist with planning Doors Open 2013 & Heritage Day 2014	Tracy, Sherri, HW	X	X	X	X	X	X	Completed
32	Assist committee to explore designation of a heritage property	Tracy	X	X	X	X	X	X	In progress
33	Enhance walking tour brochures	Tracy, Sherri, HW	X	X	X	X	X	X	Completed, brochures received Jan/14

\* Note: CK = Castle Kilbride    HW = Heritage Wilmot

# TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: CAO

DATE: March 24, 2014

	Project	Person Responsible	J	F	M	A	M	J	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	x	x	x	x	x	x	
2	Fire Services Facility Needs Assessment	Rosita, Fire Chief, Grant, Scott	x	x	x										
3	Joint Initiatives, Boards of Trade, Chambers of Commerce	Grant, Harold, Rosita, Barb	x	x	x	x	x	x	x	x	x	x	x	x	
4	CAO's Waterloo Region Tourism Marketing Corporation / CTT Inc. Boards	Grant	x	x	x	x	x	x	x	x	x	x	x	x	
5	Monitor/Pursue Senior Government Funding Opportunities (MIII)	Grant, Management Team	x	x	x	x	x	x	x	x	x	x	x	x	
6	Region EA Sanitary Treatment Plan Expansion	Grant, Gary	x	x	x	x	x	x	x	x	x	x	x	x	
<b>CAPITAL PROGRAM</b>															
7	Updated 10 Year Capital Forecast	Grant, Management Team	x	x								x	x	x	x
<b>GENERAL</b>															
8	Budget 2014	Grant, Management Team	x	x											
9	Budget 2015	Grant, Management Team									x	x	x	x	
10	Development Charges Background Study	Grant, Management Team		x	x	x	x	x	x						
11	2014 Work Program and Review	Grant			x				x	x			x	x	
12	Employee Performance Reviews	Grant										x	x	x	
13	Surplus pool building negotiations with school board	Scott, Grant	x	x	x	x	x	x	x	x	x	x	x	x	
14	NH/Baden Wastewater Servicing Strategy	Gary, Harold, Grant	x	x	x	x	x								
15	Highway 7&8 EA Corridor Study	Grant, Harold	x	x	x	x	x	x	x	x	x	x	x	x	



## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

**DEPARTMENT: CLERK'S SERVICES**

**DATE: MARCH 24, 2014**

	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
<b>STRATEGIC PLAN</b>														
1	Joint Meeting-Bylaw/Parent Council (Safety Initiative)	Derek/Kevin									X			
2	Joint Initiatives - Boards of Trade, Chamber of Commerce	Grant/Howie/Rosita/ Barb	X	X	X	X	X	X	X	X	X	X	X	X
3	NH Municipal/Community Events Grd Sign/Fountain Improvements Project	Barb/Gary	X	X	X	X	X							
<b>CAPITAL</b>														
4	Administration Building - Interior Office Renovations	Barb/Scott/Tracy/ Michael	X	X	X	X	X							
<b>GENERAL</b>														
5	Amend Dog Keeping Bylaw re Dangerous Dogs	Barb/Dawn/Derek/ Kevin	X	X	X	X	X	X						
6	2014 Work Program & Mid Year Review	Barb/Dawn/Derek/ Kevin			X					X			X	X
7	2013 Work Program Year End Review	Barb/Dawn/Derek/ Kevin			X									
8	Community Newsletter (with interim tax bills)	Barb/Dawn/Dept Hds	X	X										
9	Community Newsletter (with final tax bills)	Barb/Dawn/Dept Hds					X	X						
10	Hire By-law Summer Student through Federal Grant	Barb/Derek/Lorena	X	X	X									
11	Update Township Property Inventory	Dawn												X
12	Budget 2014	Barb	X	X										
13	Budget 2015	Barb								X	X	X	X	X
14	Amend Procedural By-law -Restrict Use of Electronic Devices During Council Meetings	Barb/Dawn								X	X			
15	Renew Pound Facility Contract	Barb/Dawn/Derek/ Kevin	X	X	X	X								
16	Employee Performance Reviews	Barb										X	X	X
17	Gingerich Road Drain	Barb/J. Kuntze	X	X	X	X	X	X	X	X	X	X	X	X

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

**DEPARTMENT: CLERK'S SERVICES**

**DATE: MARCH 24, 2014**

	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
18	St. Agatha Drain 2013-Kraehling Petition	Barb/J. Kuntze	X	X	X	X	X	X	X	X	X	X	X	X
19	Finnie Drain	Barb/J. Kuntze	X	X	X	X	X	X	X	X	X	X	X	X
20	Activa-Region - Trussler Road Mannheim Drain	Barb/J. Kuntze	X	X	X	X	X	X	X	X	X	X	X	X
21	Don Myers Drain	Barb/J. Kuntze	X	X	X	X	X	X	X	X				
22	Don Zehr Drain	Barb/J. Kuntze	X	X	X	X								
23	Preparations for 2014 Municipals Election	Barb/Dawn/Donna/ Elaine	X	X	X	X	X	X	X	X	X	X	X	X
24	Update Traffic and Parking By-Law	Barb/Dawn/Derek/ Kevin	X	X	X	X	X							
25	Amend Schedules to Fire Route By-law	Barb/Michael/Derek/ Kevin	X	X	X	X	X	X	X					
26	Lottery Licensing Quarterly Reports to Ministry	Dawn	X			X			X			X		
27	Preparation of Procedural Manual -Bylaw Enf/Animal Control	Derek/Kevin	X	X	X	X	X	X	X	X	X	X	X	X
28	AODA Integration Standards	Management Team	X	X	X	X	X	X	X	X	X	X	X	X
29	New Kennel Application - 3532 Erb's Rd. W. Baden	Barb/Derek/Kevin			X	X								
30	Add'l Smoking Prohibitions - Where Children Play	Barb/Region	X	X	X	X	X	X	X	X	X	X	X	X
31	Award RFP - Legal Counsel Contract	Barb/Management Team	X	X	X	X								

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

**DEPARTMENT: FINANCIAL SERVICES**

**DATE: March 24, 2014**

	Project	Person(s) Responsible	J	F	M	A	M	J	J	A	S	O	N	D
			<b>STRATEGIC PLAN</b>											
1	Monitor/Pursue Senior Government Funding Opportunities (MIII)	Rosita, Patrick, Management Team	x	x	x	x	x	x	x	x	x	x	x	x
2	Fire Services Facility Needs Assessment	Rosita, Patrick, Chief, District Chiefs, Grant, Scott	x	x	x									
3	Electronic Tax & Water Billing (epost)	Tyler		x	x	x	x	x						
4	Review/Update Procurement By-Law (including Green Procurement Policy)	Marzena, Patrick				x	x	x						
5	Review/Update Finance/Procurement Web Page Content (Accessibility)	Rosita, Patrick, Tyler, Marzena, Karl, Harold,				x	x	x	x					
6	Joint Initiatives Boards of Trade, Chamber of Commerce	Rosita, Grant, Harold, Barb	x	x	x	x	x	x	x	x	x	x	x	x
<b>CAPITAL PROGRAM</b>														
7	Implementation of Water Meter Radio Read Program	Tyler, Sue, Utilities	x	x	x	x	x	x	x	x	x	x	x	x
8	Upgrade Desktops and Notebooks	Karl			x	x								
9	IT Server Room Retrofit (Wiring, Racking, Organization)	Karl					x	x	x					
<b>GENERAL</b>														
<b>FINANCIAL SERVICES</b>														
10	Budget 2014	Rosita, Patrick, Tyler, Marzena, Management	x	x										
11	Legal Counsel Review/Selection Committee	Rosita, Patrick, Tyler, Management Team	x	x										
12	Year End Financial Statements, FIR and Audit	Rosita, Patrick, Tyler		x	x	x								
13	Development Charges Background Study	Rosita, Patrick, Management Team		x	x	x	x	x	x	x				
14	2014 Work Program	Rosita, Patrick, Tyler, Marzena, Lorena, Karl			x									

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

**DEPARTMENT: FINANCIAL SERVICES**

**DATE: March 24, 2014**

	Project	Person(s) Responsible	J	F	M	A	M	J	J	A	S	O	N	D
			15	Update Water Financial Plan for Council Approval	Tyler			x						
16	Establish In-House Tracking System for MPAC Assessments	Tyler			x	x	x	x	x	x	x			
17	Investigate Water Account Deposit System	Tyler, Sue, Barb			x	x	x	x	x	x	x			
18	Review/Update Policy on Tangible Capital Assets	Rosita, Patrick				x	x							
19	Review/Update PSAB Valuations for Roads and Underground Infrastr	Patrick, Tyler, Public Works					x	x	x					
20	Establish Policy for Fundraising Initiatives	Tyler, Rosita, Management Team					x	x	x					
21	Interdepartmental Cost Allocation Review	Tyler, Management Team					x	x	x	x				
22	Review WSIB Clearance Certificate Process/Compliance	Rosita, Patrick, Marzena						x	x					
23	Review/Analyze Impact of Bill 69 Prompt Payment Legislation	Rosita, Patrick, Marzena			x	x	x							
24	Review Asset Management Software Solutions	Rosita, Patrick, Management Team						x	x	x				
25	Budget 2015	Rosita, Patrick, Tyler, Marzena, Management									x	x	x	x
26	2015 Municipal Grants Program	Patrick									x	x	x	x
27	2014 Work Program Review	Rosita							x	x			x	x
	<b>IT SERVICES</b>													
28	Complete Inventory and Documentation of IT Infrastructure	Karl	x	x	x	x	x	x	x	x	x	x	x	x
29	Printer Refresh for Castle Kilbride	Karl, Tracy		x	x									
30	Blackberry 10 Deployment	Karl, Marzena			x									
31	Update IT Business Plan	Karl, Patrick						x	x					
32	Review Implementation of IT Usage Policy	Karl, Patrick							x	x				

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

**DEPARTMENT: FINANCIAL SERVICES**

**DATE: March 24, 2014**

	Project	Person(s) Responsible	J	F	M	A	M	J	J	A	S	O	N	D
			33	Implementation Planning for Wi-Fi Infrastructure at Admin Building	Karl							x	x	x
	<b>HUMAN RESOURCES</b>													
34	Implement Health and Safety Talks Program	Lorena, Management Team	x	x	x	x	x	x	x	x	x	x	x	x
35	Implement Online Training Environment	Lorena, Karl			x	x	x	x						
36	Benefits Updates Session	Lorena, Benefits Consultant					x							
37	Implement Employee Accommodation and Return to Work Policy	Lorena, Rosita, Management Team							x					
38	Implement Training on New Health & Safety Requirements	Lorena, H&S Committee							x					
39	Investigate Online Timesheets with InfoHR	Lorena, Rosita								x	x			

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

**DEPARTMENT: FACILITIES/RECREATION**

**DATE: March, 2014**

	Project	Person Responsible	J F M A M J J A S O N D											
			J	F	M	A	M	J	J	A	S	O	N	D
<b>STRATEGIC PLAN</b>														
1	Design/Install Wilmot Splashpad at WRC	Scott/Consultant/Committee	x	x	x	x	x	x	x	x	x	x		
2	Continue to research, develop & implement seniors/youth programs	Vicky/staff	x	x	x	x	x	x	x	x	x	x	x	x
3	Assist with the Trails Master Plan Implementation Strategy	Planning/PW/Rec	x	x	x	x	x	x	x	x	x	x	x	x
4	Assist with Healthy Communities Week	Vicky/staff												
5	Wilmot Reforestation Program - Parks	Scott				x	x					x	x	
6	Install barrier-free washroom at the New Hamburg library	Geoff/staff				x	x	x	x					
7	Complete installation of barrier-free washroom at SACC	Brandon/staff/contractors	x	x	x	x								
<b>CAPITAL PROGRAM</b>														
<b>60 Snyder's Road West</b>														
8	Interior office renovations - design and construct	Scott/Barb/Architect/Michael/Tracy	x	x	x	x	x							
9	Tender/complete porch repairs at Kilbride	Geoff/Tracy/contractor			x	x	x							
10	Tender/complete exterior painting works at Kilbride	Geoff/Tracy/contractor			x			x						
<b>Parks &amp; Facilities Operations</b>														
11	Tender/purchase parks maintenance tractor	Geoff/staff	x	x										
12	Replace service vehicle	Geoff/staff		x	x									
<b>121 Huron St./New Hamburg Library</b>														
13	Surface asphalt installation at public parking and firehall lots	Geoff/Fire Chief/contractor				x	x	x	x					
14	Complete window/trim painting works	Geoff/contractor		x	x	x								

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

**DEPARTMENT: FACILITIES/RECREATION**

**DATE: March, 2014**

	Project	Person Responsible	J F M A M J J A S O N D													
			J	F	M	A	M	J	J	A	S	O	N	D		
	<b>New Dundee Library</b>															
15	Complete building renovations	Scott/Architect/contractor	x	x	x	x	x	x								
	<b>St. Agatha Parks &amp; Facilities</b>															
16	CC - roof drainage repairs	Brandon/contractor							x	x						
	<b>Petersburg Park</b>															
17	Parking lot expansion	Geoff/contractor													x	x
	<b>New Hamburg Arena/CC</b>															
18	Replace indoor skatepark equipment	Geoff/contractor							x							
19	Arena lobby design/renovations	Scott/consultant/stakeholders	x	x	x											
20	Arena building structural review	Scott/consultant	x													
21	NHCC siding & flat roof replacement	Scott/Geoff/contractor		x	x											
	<b>Baden Parks &amp; Facilities</b>															
22	Complete the replacement of D#2 dugouts, LF, RF, OF fences	Scott/Geoff/contractor				x										
23	Replace D#2 lighting	Geoff/contractor											x	x	x	
24	Install Activa North playground	Geoff/contractor						x	x							
	<b>New Dundee Parks &amp; Facilities</b>															
25	Pave parking lot expansion at NDCC	Scott/Geoff/contractor				x	x	x	x							
	<b>New Hamburg Parks &amp; Facilities</b>															
26	Playground equipment - Captain McCallum Park	Geoff/contractor						x	x							
27	Replace D#1 lighting	Geoff/contractor											x	x	x	

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

**DEPARTMENT: FACILITIES/RECREATION**

**DATE: March, 2014**

	Project	Person Responsible	J F M A M J J A S O N D												
			J	F	M	A	M	J	J	A	S	O	N	D	
28	Norm Hill Park lower lot grading/drainage	Geoff/contractor											x	x	
	<b>Wilmot Recreation Complex</b>														
29	Replace service vehicle	Geoff/staff	x	x											
30	Replace ice resurfacers	Scott/Geoff				x	x	x							
31	Retaining consultant for permanent generator	Scott							x	x	x	x	x	x	
32	Install landscape material storage bunkers	Brandon/contractor										x	x		
	<b>Multiple Facilities</b>														
33	Electrical improvements for Community Centres temporary generators	Scott/Michael/Gary				x	x	x	x	x	x				
	<b>GENERAL</b>														
	<b>RECREATION ADMINISTRATION</b>														
34	2014 Operating & Capital Budget	Scott/CAO/Fin/staff	x	x											
35	Community Recreation Guide (spring/summer and fall/winter)	Crystal/staff	x	x					x	x					
36	2014 student grant applications	Vicky			x										
37	Complete Fire Safety Plans (NH Arena/CC, Admin. Complex)	Scott/Michael/Contractor			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	x	x	x	x	x	x	x
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	x				x	x
43	Hire/train summer students	HR/Brandon			x	x									



## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

**DEPARTMENT: FACILITIES/RECREATION**

**DATE: March, 2014**

	Project	Person Responsible	J F M A M J J A S O N D																			
	<b>AQUATICS</b>																					
<b>44</b>	Surplus pool building negotiations with school board	Scott/CAO	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

**DEPARTMENT: Public Works**

**DATE: March 24, 2014**

	Project	Person Responsible	J	F	M	A	M	J	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	x	x	x	x	x	x
2	NH Municipal Community Events Ground Sign/Fountain Improvements Project	Barb/Gary/Sean	x	x	x	x	x	x						
3	NH/Baden Wastewater Servicing Strategy	Gary/Harold/Grant	x	x	x	x								
<b>CAPITAL PROGRAM</b>														
4	Hot Mix Asphalt Program	Alastair/Dave			x	x	x	x	x					
5	Tar & Chip Program	Alastair/Dave			x	x	x	x	x					
6	Bridge Repairs	Gary/Dave		x	x	x	x	x	x	x	x	x		
7	Sidewalk Program	Alastair					x	x	x	x	x	x		
8	Grant & Williams Street Reconstruction - Engineering	Gary/Dave/Sean/Alastair	x	x	x	x	x	x	x	x	x	x	x	x
9	Main Street Reconstruction - Engineering	Gary/Dave/Alastair		x	x	x	x	x	x	x	x	x	x	x
10	Stake Truck (Roads)	Alastair/Dave			x	x	x							
11	Steel Beam Guiderails - Wilby Road	Alastair/Dave				x	x	x						
12	Replace Streetlights - Good Street	Gary			x	x	x	x	x	x	x			
13	Snowblower Attachment for Loader	Alastair/Dave		x	x	x								
14	Asphalt Hot Box	Alastair/Dave			x	x	x							
15	Traffic Counts	Gary		x	x	x	x	x	x	x				
16	Service Vehicle (Utilities)	Alastair/Sean			x	x	x	x						
17	Haysville Road Culvert Replacement	Gary		x	x	x	x	x	x	x	x	x		

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: Public Works

DATE: March 24, 2014

	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
<b>BUDGET</b>														
18	2014 Budget	Gary/Dave/Sean/Alastair Management Team	x	x										
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	x	x
<b>ROADS</b>														
21	Winter Sand Stockpile	Dave											x	x
22	Preprepare Roads for 2015 Hard Surfacing Programs	Dave						x	x	x	x	x		
23	Gravel Resurfacing Program	Alastair/Dave					x	x	x					
24	SWM Facilities - Inspections/Maintenance/Repairs	Dave						x	x					
25	Concrete Pad @ Fuel Tanks	Alastair/Dave								x	x			
<b>UTILITIES</b>														
26	Water Meter Upgrades	Sean	x	x	x	x	x	x	x	x	x	x	x	x
<b>GENERAL</b>														
27	Reforestation Program	Alastair					x			x	x	x		
28	2014 Work Program and Review	Gary		x	x			x	x				x	x
29	Employee Performance Review	Gary/Dave/Sean										x	x	
30	Update Municipal Database	Alastair	x	x								x	x	x

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: DEVELOPMENT SERVICES

DATE: March 24, 2014

	Project	Person Responsible	J	F	M	A	M	J	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	X	X	X	X	X	X
2	Joint Initiatives, Boards of Trade, Chambers of Commerce	Grant, Harold, Rosita, Barb	X	X	X	X	X	X	X	X	X	X	X	X
3	Wilmot Trails Master Plan Implementation Strategy	Andrew, Harold, Scott, Gary	X	X	X	X	X							
4	NH/Baden Wastewater Servicing Strategy	Gary, Harold, Grant	X	X	X	X								
<b>CAPITAL PROGRAM</b>														
5	Budget 2014	Harold, Management Team	X	X										
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			X									
9	Township Official Plan Review	Harold, Andrew	X	X	X	X	X	X	X	X	X	X	X	X
10	Source Water Protection Implementation	Harold	X	X	X	X	X	X	X	X	X	X	X	X
11	WCDSB St. Agatha Pupil Accommodation Review	Andrew, Harold	X	X	X	X								
12	WRDSB Baden Pupil Accommodation Review	Harold, Andrew	X	X	X	X								
13	Development Charges By-law 2014	Harold, Management Team	X	X	X	X	X	X	X	X				
14	Website Refresh Terms of Reference / RFP	Harold, Andrew, All Depts					X	X	X	X				
15	2014 Work Program Review	Harold						X						X
16	Employee Performance Reviews	Harold, Terry											X	

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

**DEPARTMENT: FIRE SERVICES**

**DATE: March 24, 2014**

	Project	Person Responsible	J	F	M	A	M	J	J	A	S	O	N	D
			<b>STRATEGIC PLAN</b>											
1	Master Plan Implementation (ongoing)	Fire Chief	x	x	x	x	x	x	x	x	x	x	x	x
2	Review Fire Agreements (Blanford-Blenhiem/Wellesley)	Fire Chief				x	x	x	x	x	x	x	x	x
3	Review Fire Agreement (Wilmot/North Dumfries)	Fire Chief				x	x	x	x	x	x	x	x	x
4	Review Fire Agreement (Wilmot/Waterloo)	Fire Chief				x	x	x	x	x	x	x	x	x
5	Review By-Law to Establish a Fire Department	Fire Chief				x	x	x	x	x	x	x	x	x
<b>CAPITAL PROGRAM</b>														
6	New Dundee Furnaces installation	Fire Chief	x	x	x									
7	Facility Door Openers/Closers	Fire Chief				x	x	x	x	x	x			
8	Fire Prevention/Training Vehicle	Fire Chief			x	x	x							
9	SCBA Replacement Program	Fire Chief	x	x	x	x	x	x	x	x	x	x	x	x
10	Electrical Improvements Fire Stations for Temporary Generators	Fire Chief				x	x	x	x	x	x			
11	NH Pavement 2nd Coat	Fire Chief/Geoff/Contractor				x	x	x	x					
<b>GENERAL</b>														
12	New Dundee Roof Safety Rail	Fire Chief	x	x	x									
13	NH Radio Equipment	Fire DC/Chief				x	x	x	x					
14	New Water PFDs	Fire Chief			x	x								
15	MSA Galaxy Calibration Units	Fire Chief	x	x	x									
16	Fire Training Program	Chief/District Chiefs/Gary			x	x	x	x	x	x	x	x	x	x
17	Review Fire Route By-Law	By-Law/Chief/Barb	x	x	x	x	x	x	x					

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

**DEPARTMENT: FIRE SERVICES**

**DATE: March 24, 2014**

	Project	Person Responsible												
			J	F	M	A	M	J	J	A	S	O	N	D
18	Review burn By-Law	By-Law/Chief				x	x	x						
19	Live Fire Training Program / NFPA requirement for Firefighters	Chief/Dchiefs/Gary/FF				x	x	x	x	x	x	x		

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: CASTLE KILBRIDE

DATE: MARCH 24, 2014

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

## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

DEPARTMENT: CASTLE KILBRIDE

DATE: MARCH 24, 2014

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



## TOWNSHIP OF WILMOT WORK PROGRAM - 2014

**DEPARTMENT: CASTLE KILBRIDE**

**DATE: MARCH 24, 2014**

	Project	Person Responsible	J F M A M J J A S O N D												
37	Assist with planning Doors Open 2015 & Heritage Day 2015	Tracy, Heritage Wilmot											x	x	x

*\* Note: CK = Castle Kilbride    HW = Heritage Wilmot*



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

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**REPORT NO.** CL2014-09

**TO:** Council

**PREPARED BY:** Dawn Mittelholtz, Deputy Clerk

**DATE:** March 24, 2014

**SUBJECT:** Exotic Pet By-law Temporary Exemption Request  
Little Ray's Travelling Reptile Zoo /  
Bring a Splashpad to Wilmot Committee

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### **Recommendation:**

**THAT a temporary exemption to the Exotic Pet By-law be ratified for Little Ray's Travelling Reptile Zoo / Bring a Splashpad to Wilmot Committee for Saturday, March 15, 2014 at the Wilmot Recreation Complex located at 1291 Nafziger Road, Baden.**

### **Background:**

In 2011 Council approved a by-law to regulate and prohibit exotic animals within the Township of Wilmot. The by-law made allowances for exemptions which must be approved by Council and are subject to inspections, a fee, notice being given to neighbours within a certain distance and a public meeting.

### **Discussion:**

In early March the Clerk's Services Department became aware of the intention for Little Ray's Travelling Reptile Zoo to be brought to the Wilmot Recreation Complex as part of the fundraising efforts of the Bring a Splashpad to Wilmot Committee. Upon confirmation of the species of animals that would be part of the show it was realized that this would be in contravention of the Exotic Pet By-law which does not make allowances for temporary housing, keeping or displaying of restricted or prohibited animals. The By-law does allow for Council to grant exemptions. There are also circumstances for

exclusions such as laboratories, pounds, veterinary facilities and educational institutions, but none of these would apply to this event.

The formal process for granting exemptions is intended for animals that are owned, harboured, in possession, kept, sold or offered for sale in Wilmot on a permanent or non-transitory manner. Staff felt that this process would be unnecessarily onerous for the event and the fee would likely negate the fundraising efforts.

Staff felt that this exemption was warranted and that any future exemptions can be considered on a case by case basis. Such exemptions would require the "travelling zoo" to provide proof of competency in handling such animals, be transitory in nature, that the Township is named as additionally insured when the event occurs on municipally owned property and that all Township policies and procedures are followed when the event occurs on municipal owned property. Little Ray's Travelling Reptile Zoo and the Bring a Splashpad to Wilmot Committee complied with these requirements.

Council was circulated a memo regarding this temporary exemption on March 7, 2014 and consensus was reached for the event to occur on March 15, 2014. Staff is now requesting a formal ratification of the resolution to comply with the by-law. No comments were received by the Township regarding the event.

**Strategic Plan Conformity:**

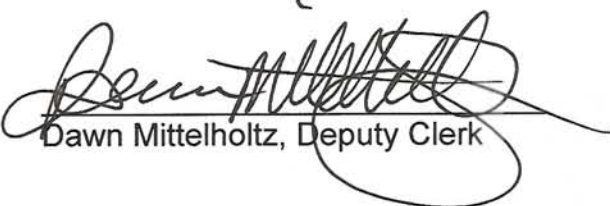
Through the granting of this exemption the Township is supporting community events and is integrating the volunteers and community groups.

**Financial Considerations:**

There is no fee for this temporary Exotic Pet By-law Exemption.

**Conclusion:**

Staff recommends the ratification of this temporary Exotic Pet By-law Exemption.

  
Dawn Mittelholtz, Deputy Clerk

  
Reviewed by CAO



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

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**REPORT NO.**        **FIN 2014-14**

**TO:**                    **Council**

**PREPARED BY:**    **Tyler Wendland, Manager of Revenue**

**DATE:**                **March 24, 2014**

**SUBJECT:**            **Wilmot Township Water & Wastewater Financial Plan**

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### **Recommendation:**

**That report FIN 2014-14 regarding the Wilmot Township Water and Wastewater Financial Plan, prepared by the Manager of Revenue, be approved.**

### **Background:**

The *Safe Drinking Water Act, 2002* requires that owners of a water distribution system be licenced by the Province of Ontario. This licencing ensures that all water distribution systems conform to the Province's quality and management standards. As the owner of three water distribution systems, Wilmot Township is required to meet this licencing requirement.

Section 30 of the Act outlines that financial plans be prepared for water distribution systems covering a period of at least six years, and that outline the system's financial sustainability. Additional requirements are include in Ontario Regulation 453/07.

### **Discussion:**

The Township's first financial plan was approved by Council on May 31, 2010. Since that time, the financial plan has been updated annually as new budgets have been approved by Council.

As 2014 is the re-accreditation year for Wilmot Township's water distributor licence, the Township is once again required to approve these financial plans.

The attached Projected Financial Statements represent Wilmot Township's water and wastewater financial plans. 2014 summarizes the current year budget while years 2015 through 2019 incorporate the Township's 10-Year Capital Plan, current growth projections, Region of Waterloo water and wastewater financial plans, and estimated future operating expenses and rate revenues which reflect historical inflationary increases.

**Strategic Plan Conformity:**

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

Staff provide Council and the community with updated projections of the Township's estimated future water and wastewater finances in accordance with the *Safe Drinking Water Act, 2002*.

**Financial Considerations:**

The financial plan is an accounting document summarizing the current year budget and future year estimates. It is prepared to satisfy the requirements of the *Safe Drinking Water Act, 2002* and has no direct financial implications.

**Conclusion:**

Upon Council approval, the financial plan will be posted to the Township's website and will continue to be updated annually as new budgets are approved and updated as future estimates become available.



Tyler Wendland  
Manager of Revenue



Gary Charbonneau  
Director of Public Works



Rosita Tse  
Director of Finance



Reviewed by CAO



## Corporation of the Township of Wilmot - Wilmot Water Water Component

*Projected Financial Operations*  
for the year ending December 31

	2014	2015	2016	2017	2018	2019
<b>Revenues</b>						
Water Rates	\$ 2,174,388	\$ 2,312,497	\$ 2,427,869	\$ 2,570,612	\$ 2,680,943	\$ 2,822,193
Other User Fees (Local Improvement Charges)	\$ 17,155	\$ 17,155	\$ 17,155	\$ -	\$ -	\$ -
Other Revenues (DC's, Other Government Funding)	\$ 76,895	\$ 48,412	\$ 68,166	\$ 240,950	\$ 648,138	\$ 74,250
Interest Revenue	\$ 10,645	\$ 14,285	\$ 19,620	\$ 26,608	\$ 33,323	\$ 39,754
<b>Total Revenue</b>	<b>\$ 2,279,083</b>	<b>\$ 2,392,349</b>	<b>\$ 2,532,810</b>	<b>\$ 2,838,170</b>	<b>\$ 3,362,404</b>	<b>\$ 2,936,197</b>
<b>Expenses</b>						
Regional Supply Costs	\$ 1,135,000	\$ 1,201,000	\$ 1,272,000	\$ 1,347,000	\$ 1,426,000	\$ 1,511,000
Other Expenses	\$ 720,750	\$ 727,056	\$ 608,676	\$ 615,215	\$ 621,873	\$ 628,653
Amortization	\$ 322,517	\$ 328,350	\$ 328,828	\$ 339,721	\$ 349,359	\$ 349,577
Interest Expense	\$ 2,645	\$ 3,962	\$ 5,616	\$ 4,938	\$ 2,125	\$ -
<b>Total Expenses</b>	<b>\$ 2,180,912</b>	<b>\$ 2,260,368</b>	<b>\$ 2,215,120</b>	<b>\$ 2,306,874</b>	<b>\$ 2,399,357</b>	<b>\$ 2,489,230</b>
<b>Net Effect of Annual Operations</b>	<b>\$ 98,171</b>	<b>\$ 131,981</b>	<b>\$ 317,690</b>	<b>\$ 531,296</b>	<b>\$ 963,047</b>	<b>\$ 446,967</b>
<b>Beginning Accumulated Net Assets Balance</b>	<b>\$ 13,960,806</b>	<b>\$ 14,058,977</b>	<b>\$ 14,190,958</b>	<b>\$ 14,508,648</b>	<b>\$ 15,039,944</b>	<b>\$ 16,002,991</b>
Net Effect of Annual Operations	\$ 98,171	\$ 131,981	\$ 317,690	\$ 531,296	\$ 963,047	\$ 446,967
Donated Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Ending Accumulated Net Assets Balance</b>	<b>\$ 14,058,977</b>	<b>\$ 14,190,958</b>	<b>\$ 14,508,648</b>	<b>\$ 15,039,944</b>	<b>\$ 16,002,991</b>	<b>\$ 16,449,958</b>



## Corporation of the Township of Wilmot - Wilmot Water Water Component

### *Projected Financial Position*

as of December 31

	2014	2015	2016	2017	2018	2019
<b>Assets</b>						
<i>Financial Assets</i>						
Cash & Cash Equivalents	\$ 1,370,780	\$ 1,822,949	\$ 2,312,751	\$ 1,898,143	\$ 2,794,302	\$ 3,502,398
Accounts Receivable	\$ 271,799	\$ 289,062	\$ 303,484	\$ 321,327	\$ 335,118	\$ 352,774
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	\$ 1,642,579	\$ 2,112,011	\$ 2,616,235	\$ 2,219,470	\$ 3,129,420	\$ 3,855,172
<i>Non Financial Assets</i>						
Inventory	\$ 115,000	\$ 115,000	\$ 75,000	\$ 35,000	\$ 35,000	\$ 35,000
Tangible Capital Assets Under Construction (Note 1)	\$ 13,000	\$ -	\$ 20,000	\$ 106,000	\$ 191,563	\$ 43,000
Tangible Capital Assets, net (Note 2)	\$ 12,726,099	\$ 12,539,749	\$ 12,324,921	\$ 12,988,325	\$ 12,792,466	\$ 12,669,389
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	\$ 12,854,099	\$ 12,654,749	\$ 12,419,921	\$ 13,129,325	\$ 13,019,029	\$ 12,747,389
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Assets</b>	<b>\$ 14,496,678</b>	<b>\$ 14,766,760</b>	<b>\$ 15,036,156</b>	<b>\$ 15,348,795</b>	<b>\$ 16,148,449</b>	<b>\$ 16,602,561</b>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Liabilities</b>						
<i>Other Liabilities</i>						
Accounts Payable	\$ 120,734	\$ 126,527	\$ 132,504	\$ 138,814	\$ 145,458	\$ 152,603
<i>Debt Charges</i>						
Operating Line of Credit	\$ 316,967	\$ 449,275	\$ 395,004	\$ 170,037	\$ -	\$ -
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Liabilities</b>	<b>\$ 437,701</b>	<b>\$ 575,802</b>	<b>\$ 527,508</b>	<b>\$ 308,851</b>	<b>\$ 145,458</b>	<b>\$ 152,603</b>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Accumulated Net Assets</b>						
<i>Accumulated Net Assets</i>	\$ 14,058,977	\$ 14,190,958	\$ 14,508,648	\$ 15,039,944	\$ 16,002,991	\$ 16,449,958
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Liabilities and Accumulated Net Assets</b>	<b>\$ 14,496,678</b>	<b>\$ 14,766,760</b>	<b>\$ 15,036,156</b>	<b>\$ 15,348,795</b>	<b>\$ 16,148,449</b>	<b>\$ 16,602,561</b>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>



## Corporation of the Township of Wilmot - Wilmot Water Water Component

*Projected Cash Sources and Uses*  
for the year ending December 31

	2014	2015	2016	2017	2018	2019
<b>Operating Activities</b>						
Cash Collected From Revenues						
Revenue from Operations	\$ 2,267,438	\$ 2,378,064	\$ 2,512,190	\$ 2,811,562	\$ 3,329,081	\$ 2,895,443
Accounts Receivable	\$ (14,037)	\$ (17,264)	\$ (14,422)	\$ (17,843)	\$ (13,791)	\$ (17,656)
	<u>\$ 2,253,401</u>	<u>\$ 2,360,800</u>	<u>\$ 2,497,769</u>	<u>\$ 2,793,719</u>	<u>\$ 3,315,290</u>	<u>\$ 2,877,787</u>
Cash Expended from Operations						
Operating Expenses	\$ (2,178,267)	\$ (2,256,406)	\$ (2,209,504)	\$ (2,301,936)	\$ (2,397,232)	\$ (2,489,230)
Inventory	\$ (5,012)	\$ -	\$ 40,000	\$ 40,000	\$ -	\$ -
Account Payable	\$ 9,808	\$ 5,793	\$ 5,977	\$ 6,310	\$ 6,644	\$ 7,145
Amortization	\$ 322,517	\$ 328,350	\$ 328,828	\$ 339,721	\$ 349,359	\$ 349,577
	<u>\$ (1,850,954)</u>	<u>\$ (1,922,263)</u>	<u>\$ (1,834,699)</u>	<u>\$ (1,915,905)</u>	<u>\$ (2,041,229)</u>	<u>\$ (2,132,508)</u>
<b>Cash Flow from Operating Activities</b>	<b>\$ 402,447</b>	<b>\$ 438,537</b>	<b>\$ 663,070</b>	<b>\$ 877,814</b>	<b>\$ 1,274,061</b>	<b>\$ 745,279</b>
<b>Capital Asset Activities</b>						
Tangible Capital Assets Under Construction	\$ -	\$ 13,000	\$ (20,000)	\$ (86,000)	\$ (85,563)	\$ 148,563
Tangible Capital Assets	\$ (93,000)	\$ (142,000)	\$ (114,000)	\$ (1,003,125)	\$ (153,500)	\$ (226,500)
Proceeds from Disposals	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000
	<u>\$ (92,000)</u>	<u>\$ (129,000)</u>	<u>\$ (133,000)</u>	<u>\$ (1,089,125)</u>	<u>\$ (239,063)</u>	<u>\$ (76,937)</u>
<b>Cash Flow from Capital Asset Activities</b>	<b>\$ (92,000)</b>	<b>\$ (129,000)</b>	<b>\$ (133,000)</b>	<b>\$ (1,089,125)</b>	<b>\$ (239,063)</b>	<b>\$ (76,937)</b>
<b>Investing Activities</b>						
Interest Revenue	\$ 10,645	\$ 14,285	\$ 19,620	\$ 26,608	\$ 33,323	\$ 39,754
<b>Financing Activities</b>						
Operating Line of Credit	\$ 105,396	\$ 132,309	\$ (54,272)	\$ (224,967)	\$ (170,037)	\$ -
Interest Expense	\$ (2,645)	\$ (3,962)	\$ (5,616)	\$ (4,938)	\$ (2,125)	\$ -
	<u>\$ 102,751</u>	<u>\$ 128,347</u>	<u>\$ (59,888)</u>	<u>\$ (229,905)</u>	<u>\$ (172,162)</u>	<u>\$ -</u>
<b>Cash Flow from Financing Activities</b>	<b>\$ 102,751</b>	<b>\$ 128,347</b>	<b>\$ (59,888)</b>	<b>\$ (229,905)</b>	<b>\$ (172,162)</b>	<b>\$ -</b>
<b>Changes to Cash &amp; Cash Equivalents</b>	<b>\$ 423,843</b>	<b>\$ 452,169</b>	<b>\$ 489,802</b>	<b>\$ (414,608)</b>	<b>\$ 896,159</b>	<b>\$ 708,096</b>
<b>Beginning Cash &amp; Cash Equivalents</b>	<b>\$ 946,937</b>	<b>\$ 1,370,780</b>	<b>\$ 1,822,949</b>	<b>\$ 2,312,751</b>	<b>\$ 1,898,143</b>	<b>\$ 2,794,302</b>
<b>Ending Cash &amp; Cash Equivalents</b>	<b>\$ 1,370,780</b>	<b>\$ 1,822,949</b>	<b>\$ 2,312,751</b>	<b>\$ 1,898,143</b>	<b>\$ 2,794,302</b>	<b>\$ 3,502,398</b>





## Corporation of the Township of Wilmot - Wilmot Water Water Component

*Notes to Projected Financial Statements*  
for the year ending December 31

### Note 1 - Tangible Capital Assets Under Construction

	2014	2015	2016	2017	2018	2019
January 1 Balance	\$ 13,000	\$ 13,000	\$ 10,000	\$ 43,000	\$ 244,562	\$ 41,500
Additions	\$ -	\$ -	\$ 10,000	\$ 73,000	\$ 171,563	\$ 21,500
	<u>\$ 13,000</u>	<u>\$ 13,000</u>	<u>\$ 20,000</u>	<u>\$ 116,000</u>	<u>\$ 416,125</u>	<u>\$ 63,000</u>
Removals to Capital Assets	\$ -	\$ 13,000	\$ -	\$ 10,000	\$ 224,562	\$ 20,000
<b>December 31 Balance</b>	<b>\$ 13,000</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 106,000</b>	<b>\$ 191,563</b>	<b>\$ 43,000</b>

#### Projects Under Construction:

William St.	King St.	King St.	Milton St.	Hannah St.	Wilmot St.
		Milton St.	Byron St.	Lewis St.	Church St.
		Byron St.	Employ. Lands	Wilmot St.	Stone St.
			Hannah St.	Church St.	Centennial Cres.
			Lewis St.		

### Note 2 - Tangible Capital Assets

	2014	2015	2016	2017	2018	2019
January 1 Balance, gross	\$ 18,100,421	\$ 18,147,714	\$ 18,289,714	\$ 18,371,326	\$ 19,374,451	\$ 19,527,951
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additions	\$ 93,000	\$ 142,000	\$ 114,000	\$ 1,003,125	\$ 153,500	\$ 226,500
	<u>\$ 18,193,421</u>	<u>\$ 18,289,714</u>	<u>\$ 18,403,714</u>	<u>\$ 19,374,451</u>	<u>\$ 19,527,951</u>	<u>\$ 19,754,451</u>
Write Downs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Disposals	\$ 45,707	\$ -	\$ 32,388	\$ -	\$ -	\$ 56,157
<b>December 31 Balance, gross</b>	<b>\$ 18,147,714</b>	<b>\$ 18,289,714</b>	<b>\$ 18,371,326</b>	<b>\$ 19,374,451</b>	<b>\$ 19,527,951</b>	<b>\$ 19,698,294</b>
January 1 Accumulated Amortization	\$ 5,144,805	\$ 5,421,615	\$ 5,749,965	\$ 6,046,405	\$ 6,386,126	\$ 6,735,485
Disposals	\$ (45,707)	\$ -	\$ (32,388)	\$ -	\$ -	\$ (56,157)
Annual Amortization*	\$ 322,517	\$ 328,350	\$ 328,828	\$ 339,721	\$ 349,359	\$ 349,577
	<u>\$ 5,421,615</u>	<u>\$ 5,749,965</u>	<u>\$ 6,046,405</u>	<u>\$ 6,386,126</u>	<u>\$ 6,735,485</u>	<u>\$ 7,028,905</u>
<b>December 31 Balance, net</b>	<b>\$ 12,726,099</b>	<b>\$ 12,539,749</b>	<b>\$ 12,324,921</b>	<b>\$ 12,988,325</b>	<b>\$ 12,792,466</b>	<b>\$ 12,669,389</b>

\*Amortization Periods (based on PSAB and GAAP Standards):

- Machinery & Equipment = 10 years
- Vehicles = 10 years
- Water System = 60 years



## Corporation of the Township of Wilmot - Wilmot Water Wastewater Component

*Projected Financial Operations*  
for the year ending December 31

	2014	2015	2016	2017	2018	2019
<b>Revenues</b>						
Water Rates	\$ 1,939,583	\$ 2,104,917	\$ 2,243,090	\$ 2,420,476	\$ 2,569,549	\$ 2,749,644
Other User Fees (Local Improvement Charges)	\$ 17,415	\$ 17,415	\$ 17,415	\$ -	\$ -	\$ -
Other Revenues (DC's, Other Government Funding)	\$ 14,650	\$ 43,050	\$ 125,550	\$ 55,250	\$ 55,250	\$ 13,050
Interest Revenue	\$ 7,760	\$ 11,776	\$ 15,381	\$ 20,100	\$ 26,457	\$ 32,925
<b>Total Revenue</b>	<b>\$ 1,979,408</b>	<b>\$ 2,177,158</b>	<b>\$ 2,401,436</b>	<b>\$ 2,495,826</b>	<b>\$ 2,651,256</b>	<b>\$ 2,795,619</b>
<b>Expenses</b>						
Regional Supply Costs	\$ 1,108,000	\$ 1,209,702	\$ 1,321,447	\$ 1,443,356	\$ 1,576,267	\$ 1,721,273
Other Expenses	\$ 523,520	\$ 599,720	\$ 846,712	\$ 451,700	\$ 461,884	\$ 479,969
Amortization	\$ 273,018	\$ 412,001	\$ 412,001	\$ 412,001	\$ 413,496	\$ 414,991
Interest Expense	\$ 1,600	\$ 2,292	\$ 4,164	\$ 7,516	\$ 7,182	\$ 6,859
<b>Total Expenses</b>	<b>\$ 1,906,138</b>	<b>\$ 2,223,715</b>	<b>\$ 2,584,324</b>	<b>\$ 2,314,573</b>	<b>\$ 2,458,829</b>	<b>\$ 2,623,092</b>
<b>Net Effect of Annual Operations</b>	<b>\$ 73,270</b>	<b>\$ (46,557)</b>	<b>\$ (182,888)</b>	<b>\$ 181,253</b>	<b>\$ 192,427</b>	<b>\$ 172,527</b>
<b>Beginning Accumulated Net Assets Balance</b>	<b>\$ 11,383,291</b>	<b>\$ 11,456,561</b>	<b>\$ 11,410,004</b>	<b>\$ 11,227,116</b>	<b>\$ 11,408,369</b>	<b>\$ 11,600,796</b>
Net Effect of Annual Operations	\$ 73,270	\$ (46,557)	\$ (182,888)	\$ 181,253	\$ 192,427	\$ 172,527
Donated Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Ending Accumulated Net Assets Balance</b>	<b>\$ 11,456,561</b>	<b>\$ 11,410,004</b>	<b>\$ 11,227,116</b>	<b>\$ 11,408,369</b>	<b>\$ 11,600,796</b>	<b>\$ 11,773,323</b>



**Corporation of the Township of Wilmot - Wilmot Water**  
**Wastewater Component**  
*Projected Financial Position*  
as of December 31

	2014	2015	2016	2017	2018	2019
<b>Assets</b>						
<i>Financial Assets</i>						
Cash & Cash Equivalents	\$ 1,039,749	\$ 1,542,001	\$ 2,031,350	\$ 2,543,688	\$ 2,979,029	\$ 3,530,888
Accounts Receivable	\$ 242,448	\$ 263,115	\$ 280,386	\$ 302,560	\$ 321,194	\$ 343,706
	\$ 1,282,197	\$ 1,805,116	\$ 2,311,736	\$ 2,846,248	\$ 3,300,223	\$ 3,874,594
<i>Non Financial Assets</i>						
Inventory	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tangible Capital Assets Under Construction (Note 1)	\$ -	\$ -	\$ -	\$ 42,200	\$ -	\$ -
Tangible Capital Assets, net (Note 2)	\$ 10,467,271	\$ 10,055,270	\$ 9,643,269	\$ 9,231,268	\$ 8,997,172	\$ 8,582,181
	\$ 10,467,271	\$ 10,055,270	\$ 9,643,269	\$ 9,273,468	\$ 8,997,172	\$ 8,582,181
<b>Total Assets</b>	<b>\$ 11,749,468</b>	<b>\$ 11,860,386</b>	<b>\$ 11,955,005</b>	<b>\$ 12,119,716</b>	<b>\$ 12,297,395</b>	<b>\$ 12,456,775</b>
<b>Liabilities</b>						
<i>Other Liabilities</i>						
Accounts Payable	\$ 109,564	\$ 117,267	\$ 126,606	\$ 136,793	\$ 147,897	\$ 160,009
<i>Debt Charges</i>						
Operating Line of Credit	\$ 183,343	\$ 333,115	\$ 601,283	\$ 574,554	\$ 548,702	\$ 523,443
<b>Total Liabilities</b>	<b>\$ 292,907</b>	<b>\$ 450,382</b>	<b>\$ 727,889</b>	<b>\$ 711,347</b>	<b>\$ 696,599</b>	<b>\$ 683,452</b>
<b>Accumulated Net Assets</b>						
<i>Accumulated Net Assets</i>	\$ 11,456,561	\$ 11,410,004	\$ 11,227,116	\$ 11,408,369	\$ 11,600,796	\$ 11,773,323
<b>Total Liabilities and Accumulated Net Assets</b>	<b>\$ 11,749,468</b>	<b>\$ 11,860,386</b>	<b>\$ 11,955,005</b>	<b>\$ 12,119,716</b>	<b>\$ 12,297,395</b>	<b>\$ 12,456,775</b>



## Corporation of the Township of Wilmot - Wilmot Water Wastewater Component

*Projected Cash Sources and Uses*  
for the year ending December 31

	2014	2015	2016	2017	2018	2019
<b>Operating Activities</b>						
Cash Collected From Revenues						
Revenue from Operations	\$ 1,971,648	\$ 2,165,382	\$ 2,386,055	\$ 2,475,726	\$ 2,624,799	\$ 2,762,694
Accounts Receivable	\$ (18,185)	\$ (20,667)	\$ (17,272)	\$ (22,173)	\$ (18,634)	\$ (22,512)
	<u>\$ 1,953,463</u>	<u>\$ 2,144,715</u>	<u>\$ 2,368,783</u>	<u>\$ 2,453,553</u>	<u>\$ 2,606,165</u>	<u>\$ 2,740,182</u>
Cash Expended from Operations						
Operating Expenses	\$ (1,904,538)	\$ (2,221,423)	\$ (2,580,160)	\$ (2,307,057)	\$ (2,451,647)	\$ (2,616,233)
Inventory	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Account Payable	\$ (8,193)	\$ 7,703	\$ 9,339	\$ 10,187	\$ 11,104	\$ 12,112
Amortization	\$ 273,018	\$ 412,001	\$ 412,001	\$ 412,001	\$ 413,496	\$ 414,991
	<u>\$ (1,639,713)</u>	<u>\$ (1,801,719)</u>	<u>\$ (2,158,820)</u>	<u>\$ (1,884,869)</u>	<u>\$ (2,027,047)</u>	<u>\$ (2,189,130)</u>
<b>Cash Flow from Operating Activities</b>	<b>\$ 313,750</b>	<b>\$ 342,996</b>	<b>\$ 209,963</b>	<b>\$ 568,684</b>	<b>\$ 579,118</b>	<b>\$ 551,052</b>
<b>Capital Asset Activities</b>						
Tangible Capital Assets Under Construction	\$ -	\$ -	\$ -	\$ (42,200)	\$ 42,200	\$ -
Tangible Capital Assets	\$ -	\$ -	\$ -	\$ -	\$ (179,400)	\$ -
Proceeds from Disposals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Cash Flow from Capital Asset Activities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (42,200)</b>	<b>\$ (137,200)</b>	<b>\$ -</b>
<b>Investing Activities</b>						
Interest Revenue	\$ 7,760	\$ 11,776	\$ 15,381	\$ 20,100	\$ 26,457	\$ 32,925
<b>Financing Activities</b>						
Operating Line of Credit	\$ 55,378	\$ 149,772	\$ 268,169	\$ (26,730)	\$ (25,852)	\$ (25,259)
Interest Expense	\$ (1,600)	\$ (2,292)	\$ (4,164)	\$ (7,516)	\$ (7,182)	\$ (6,859)
<b>Cash Flow from Financing Activities</b>	<b>\$ 53,778</b>	<b>\$ 147,480</b>	<b>\$ 264,005</b>	<b>\$ (34,246)</b>	<b>\$ (33,034)</b>	<b>\$ (32,118)</b>
<b>Changes to Cash &amp; Cash Equivalents</b>	<b>\$ 375,288</b>	<b>\$ 502,252</b>	<b>\$ 489,349</b>	<b>\$ 512,338</b>	<b>\$ 435,341</b>	<b>\$ 551,859</b>
<b>Beginning Cash &amp; Cash Equivalents</b>	<b>\$ 664,461</b>	<b>\$ 1,039,749</b>	<b>\$ 1,542,001</b>	<b>\$ 2,031,350</b>	<b>\$ 2,543,688</b>	<b>\$ 2,979,029</b>
<b>Ending Cash &amp; Cash Equivalents</b>	<b>\$ 1,039,749</b>	<b>\$ 1,542,001</b>	<b>\$ 2,031,350</b>	<b>\$ 2,543,688</b>	<b>\$ 2,979,029</b>	<b>\$ 3,530,888</b>



## Corporation of the Township of Wilmot - Wilmot Water Wastewater Component

*Notes to Projected Financial Statements*  
for the year ending December 31

### Note 1 - Tangible Capital Assets Under Construction

	2014	2015	2016	2017	2018	2019
January 1 Balance	\$ -	\$ -	\$ -	\$ -	\$ 42,200	\$ -
Additions	\$ -	\$ -	\$ -	\$ 42,200	\$ -	\$ -
Removals to Capital Assets	\$ -	\$ -	\$ -	\$ -	\$ 42,200	\$ -
<b>December 31 Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 42,200</b>	<b>\$ -</b>	<b>\$ -</b>

#### Projects Under Construction:

Employ. Lands

### Note 2 - Tangible Capital Assets

	2014	2015	2016	2017	2018	2019
January 1 Balance, gross	\$ 14,762,954	\$ 14,762,954	\$ 14,762,954	\$ 14,762,954	\$ 14,762,954	\$ 14,942,354
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additions	\$ -	\$ -	\$ -	\$ -	\$ 179,400	\$ -
Write Downs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Disposals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>December 31 Balance, gross</b>	<b>\$ 14,762,954</b>	<b>\$ 14,762,954</b>	<b>\$ 14,762,954</b>	<b>\$ 14,762,954</b>	<b>\$ 14,942,354</b>	<b>\$ 14,942,354</b>
January 1 Accumulated Amortization	\$ 4,235,559	\$ 4,487,154	\$ 4,877,732	\$ 5,268,310	\$ 5,658,888	\$ 6,050,961
Disposals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Amortization*	\$ 251,595	\$ 390,578	\$ 390,578	\$ 390,578	\$ 392,073	\$ 393,568
December 31 Accumulated Amortization	\$ 4,487,154	\$ 4,877,732	\$ 5,268,310	\$ 5,658,888	\$ 6,050,961	\$ 6,444,529
<b>December 31 Balance, net</b>	<b>\$ 10,275,800</b>	<b>\$ 9,885,222</b>	<b>\$ 9,494,644</b>	<b>\$ 9,104,066</b>	<b>\$ 8,891,393</b>	<b>\$ 8,497,825</b>

\*Amortization Periods (based on PSAB and GAAP Standards):

Land = N/A

Buildings = 50 years

Machinery & Equipment = 10 years

Vehicles = 10 years

Water System = 60 years



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

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**REPORT NO.** PW-2014-03

**TO:** Council

**PREPARED BY:** Gary Charbonneau, Director of Public Works

**DATE:** March 24, 2014

**SUBJECT:** 2013 Summary Water Distribution Report and  
Drinking Water Quality Management System

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### **Recommendation:**

**That report PW-2014-03 be received for information purposes.**

### **Background:**

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

### **Discussion:**

#### **Summary Water Distribution Report**

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

### Drinking Water Quality Management System (DWQMS)

The Drinking Water Quality Management Standard (DWQMS), under the Safe Drinking Water Act, 2002 and Regulation 188/07, requires the Township of Wilmot to become licensed to operate and maintain the various Water Distribution Systems within the Township. One of the licensing requirements is the preparation of a Quality Management System (QMS).

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

There were no orders issued against any of the systems, no adverse water quality incidents and no non-compliance issues in 2013.

Section 19 of the Safe Drinking Water Act imposes a statutory standard of care on persons who oversee the municipal drinking water system, which includes Council since they have authority over decision-making. Element 20 of the QMS states that the results of the management review be communicated to the Owner and therefore we have attached the minutes from November 21, 2013 and also the minutes from the City of Kitchener dated March 8, 2014.

### Strategic Plan Conformity

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

### Financial Considerations:

N/A

### Conclusion:

That Report PW-2014-03, 2013 Summary Water Distribution Report and Drinking Water Quality Management System, be received for information purposes.

  
Director of Public Works

  
Reviewed by CAO

**Township of Wilmot**

**Drinking Water Systems**

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

	<u>New Hamburg - Baden Distribution System</u>	<u>New Dundee Distribution System</u>	<u>St. Agatha Distribution System</u>
<b>Water Works Category</b>	Large Municipal Residential	Large Municipal Residential	Large Municipal Residential
<b>Water Works Number</b>	260002642	260002681	260093132
<b>Drinking Water License</b>	078-101	078-102	078-103
<b>Drinking Water Permit</b>	078-201	078-202	078-203



22-Jan-14

### 2013 WATER USAGE

	BADEN	NEW HAMBURG	NEW DUNDEE	ST. AGATHA	TOTAL
January	17,656	70,623	5,644	2,991	96,914
February	15,903	63,614	4,996	2,425	86,938
March	17,537	70,150	5,531	3,204	96,422
April	16,495	65,982	5,536	3,020	91,033
May	20,742	82,967	6,942	3,536	114,187
June	18,816	75,263	6,346	3,401	103,826
July	18,710	74,840	7,633	3,835	105,018
August	18,258	73,032	6,693	4,267	102,250
September	17,617	70,469	5,513	3,553	97,152
October	17,488	69,951	5,446	3,390	96,275
November	16,894	67,578	5,308	3,255	93,035
December	17,631	70,523	5,730	3,441	97,325
<b>TOTAL</b>	<b>213,747</b>	<b>854,992</b>	<b>71,318</b>	<b>40,318</b>	<b>1,180,375</b>

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

## UTILITIES MANAGEMENT REVIEW AGENDA & MINUTES

<b>Meeting Date:</b>	November 21 2013	<b>Next Meeting:</b> November 2014
<b>Attendees:</b>	Gary Charbonneau, Sean Montgomery, Chris Thorne	
<b>Absent:</b>	None	
<b>Minutes by:</b>	Chris	

### MEETING TOPICS AT A GLANCE

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



## UTILITIES MANAGEMENT REVIEW AGENDA & MINUTES

	pending.		
F	<p>Results of relevant emergency response testing</p> <ul style="list-style-type: none"> <li>Emergency response training is scheduled for November 22 2013. At which time training will be provided on relevant policies and procedures, and possible scenarios will be enacted to test the policies and procedures.</li> </ul>	Chris	Nov. 22/13
G	<p>Operational performance</p> <ul style="list-style-type: none"> <li>Water main flushing of New Hamburg/Baden was completed</li> <li>Valve turning New Hamburg, Baden, St Agatha</li> <li>Hydrant Maintenance completed</li> <li>Water meter change out program on going</li> <li>4 water main breaks so far this year; Brenneman street, Snyder's road E, Mill street, Boulee street.</li> <li>Various Hydrant repairs, Valve box repairs, and Man Hole repairs.</li> </ul>		
H	<p>Water quality trends</p> <ul style="list-style-type: none"> <li>No significant water quality trends have been noticed</li> <li>The utility receives more complaints for high consumption than any other complaint.</li> <li>Low water pressure calls are on the decline.</li> </ul>		
I	<p>Follow-up on actions items from previous management reviews</p> <ul style="list-style-type: none"> <li>Council were provided with the results of the infrastructure and management review.</li> <li>The next management review was scheduled</li> </ul>		
J	<p>Status of management action items (if any) identified between reviews</p> <ul style="list-style-type: none"> <li>No action items identified between reviews</li> </ul>		
K	<p>Changes that could affect the QMS</p> <ul style="list-style-type: none"> <li>No major changes to systems that will affect operational plan</li> </ul>		
L	<p>Consumer feedback</p> <ul style="list-style-type: none"> <li>No trends noted</li> </ul>		
M	<p>The resources needed to maintain the QMS</p> <ul style="list-style-type: none"> <li>Currently no additional resources are required to maintain the QMS</li> </ul>		
N	<p>The results of the infrastructure review</p> <ul style="list-style-type: none"> <li>The results of the infrastructure review consist of the foreman's report and the 10 year capital plan</li> <li>There are no major reconstruction jobs planned for next year.</li> <li>The asste management plan is scheduled to be presented to council on December 9<sup>th</sup></li> </ul>	Gary	Dec. 9/13
O	<p>Operational Plan currency, content and updates</p> <ul style="list-style-type: none"> <li>The operational plan is current and up to date.</li> <li>Chris will contact the Engineering tech. to get updates on phases of subdivisions being released to the township.</li> </ul>	Chris	ASAP
P	<p>Staff suggestions</p> <ul style="list-style-type: none"> <li>Operating Procedures have been brought forward to staff during Utility meetings for their input. Over the past year several procedures have been modified as per staff sugestions.</li> </ul>		
Q	Minutes and action items from the Management Review performed by		

**UTILITIES MANAGEMENT REVIEW AGENDA & MINUTES**

	the Operating Authority for the Villages of Mannheim and Shingletown <ul style="list-style-type: none"><li>• Awaiting Kitchener 2013 management review</li></ul>	City Of Kitchener	ASAP
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# Kitchener Utilities 2013 Management Review

Title: Management Review	Control Number: 44
Revision: 5.0	Effective Date: March 8, 2013

**DATE:** February 19, 2014  
**TIME:** 11:00pm – 12:00pm  
**LOCATION:** RM A228

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

### Accomplishments During 2013

- Received re-accreditation after external audits
- Participated in National Water & Wastewater Benchmarking Initiative
- Installed Tyson Ave watermain with City staff
- Update of the Backflow Prevention By-law
- Purchase of Leak Correlator to better pinpoint watermain breaks and decrease restoration costs
- Creation of Supervisor, Loss Prevention & Maintenance position
- Preparation of an Asset Management Report
- Creation of new processes for final asphalt inspection
- Standard of Care- Safe Drinking Water Act training for Council

### Summary

- Although significant improvements have been made, CityWorks does not have all the inspection/data correction functionality required to support the QMS maintenance programs; progress has been made with the manual entry of hydrant inspection and valve turning data however a mobile solution is required (see Table 2). Work on closing the loop on inspections and being able to correct the data is ongoing.
- There are several maintenance programs on the water system (Table 2). Targets were not met for valve turning (approximately 50% was complete), and the chambers were not pumped out (new maintenance item). In addition, some of the follow-up work based on the inspections was not completed. It is anticipated that mobile solutions for maintenance programs will assist with efficiency as well as changes to CityWorks to close the loop on inspections.

- Backflow Prevention – In addition to administrative support, an additional full-time Cross Connection Specialist is required to move the backflow prevention program forward. We are currently only making very small gains in the properties with premise isolation. Continuing with only one cross connection specialist will never allow us to ensure all identified risks have proper premise isolation. Approximately 4190 properties require premise isolation.
- Table 1 outlines grades for the water distribution system based on the 2013 Asset Management Report

Table 1 Water Infrastructure Ratings (2013)		
Category	Grade	Comments
Condition	B-	Large amount of iron watermains
Reliability	B	Some water quality and watermain breakage issues
Capacity	A-	Demands are met
Finance	B-	Potentially significant backlog for watermains

- According to the Asset Management Report (2013), 17% of the watermain scored 50 or below which represents a significant backlog. Trenchless installations methods will likely be dominant in the future, particularly to address areas where the other infrastructure is in good condition.

#### Work Program for 2014

- Installation of a bulk water fill at Battler Yards
- Submission of Financial Plan as part of licence renewal in February 2014
- Light Rapid Transit – additional capital projects (workload and budget)
- Benchmarking – working with CityWorks to extract reports
- Development of a strategy to deal with watermain backlog (trenchless)
- Trenchless construction – relining approximately 1.3km of watermain in 2014
- Mannheim/Shingletown – operation of the system
- Various Regional initiatives relating to the Water Supply and Distribution Operations Master Plan, Zone 2 and 4 Optimization Study Update, Kitchener Zone 4 Trunk Watermain
- Enter into OnWARN agreement to improve emergency preparedness
- Collaboration with other Municipalities to confirm water appurtenances along the border interconnections
- Development of interim process for as-builts
- Switch to AMANDA for backflow prevention program
- Continue to work on CityWorks inspections to close the loop on existing inspections and to develop new inspections
- CityWorks Mobile Pilot Program
- Develop a watermain cleaning strategy in 2014

Item #	Item Discussed	Action By	Timing
1.	Incidents of Regulatory Non-Compliance <ul style="list-style-type: none"> <li>• The MOE inspected on January 8, 2014. The 2013-14 MOE Inspection Report (January 23, 2014) did not identify any non-compliances.</li> </ul>	No Further Action Required – Information Only	
2.	Incidents of Adverse Drinking Water Tests <ul style="list-style-type: none"> <li>• There were 23 Adverse Water Quality Incidents (AWQI) during 2013, the majority of which were low chlorine. Other noted AWQI's were due to the presence of Total Coliforms and Lead exceedances.</li> <li>• There was one Boil Water Advisory (Aug 10-14) on a temporary watermain and one precautionary Drinking Water Advisory (Oct 25-29)</li> <li>• There were 4 lead exceedances in the plumbing system, 1 in the distribution system in 2013. Therefore, we can continue to complete a reduced lead sampling program in 2013.</li> <li>• Graphs have been provided at the end of the report</li> </ul>	No Further Action Required – Information Only	
3.	Deviations from Critical Control Points Limits and Response Actions <ul style="list-style-type: none"> <li>• There have been 108 watermain breaks between January 1, 2013 and December 31, 2013. Incident debriefs are completed for watermain breaks. Watermain break information is available in GIS and is updated at least annually. This information will help to determine priorities for replacement (see graphs at end of report – yearly comparison of breaks and breaks by pipe material)</li> <li>• Using the benchmarking data graphed the Average Number of Units Affected per Watermain Break and Average Number of Hours Without Water Per Watermain Break were analyzed for years 2011 to 2013. No significant change has been observed in the average number of units affected per watermain break; however the average number of hours without water per watermain break has steadily increased (see attached graphs).</li> </ul>	No Further Action Required – Information Only	



Item #	Item Discussed	Action By	Timing
4.	<p>Efficacy of the Risk Assessment Process</p> <ul style="list-style-type: none"> <li>• A risk assessment was completed on June 18, 2013 with supervisors, temporary crew leader, QMS rep, and QMS Specialist. The following is a summary of changes made to the risk assessment table in 2013: <ul style="list-style-type: none"> <li>○ Risk criteria was changed from a 5-pt to a 3-pt scale</li> <li>○ Risks were categorized: source water, administration, maintenance/operation of distribution system, security/external and equipment.</li> <li>○ Halls Lane risk was removed due to reconstruction</li> <li>○ Added 8 additional risks for review</li> <li>○ There are 3 Critical Control points: Exceeding legislated limits in the distribution system, backflow and back siphonage, unauthorized hydrant use. All three have associated emergency procedures, and two are addressed via a revised By-Law.</li> </ul> </li> <li>• Summary of Cross Connection Program (includes the Bulk Water Fill) as of December 31, 2013: 1574 services that are protected by Backflow Prevention (BFP) devices (premise isolation) and a total of 2265 devices (includes internal devices). Approximately 4190 properties require premise isolation (see graph at end of Report).</li> <li>• The Bulk Water Fill station will be installed at Battler Yards in 2014 – currently in the site plan process</li> </ul>	No Further Action Required – Information Only	
5.	<p>Results of DWQMS Internal and External Audits</p> <ul style="list-style-type: none"> <li>• An External Audit was completed by an external contractor (SAI Global) on May 9, 2013. Two minor non-conformances were found related to Document Control and ensuring the quality of supplies and services.</li> <li>• Elements of the standard are internally audited monthly from September to February. We are moving towards process audits rather than elemental audits. To date there have been no non-conformances.</li> </ul>	No Further Action Required – Information Only	
6.	<p>Results of Emergency Response Training/Testing</p> <ul style="list-style-type: none"> <li>• An Emergency Training program was developed and staff is to be trained every three years (changed from every two). The last training was completed in October/November 2011.</li> <li>• Testing on watermain breaks are actual events and debriefs are completed for each event.</li> <li>• Training for Top Management and supervisors completed on December 9, 2013</li> <li>• In addition debriefs are also completed for selected events – Boil Water and Drinking Water Advisories to improve processes</li> </ul>	On Going Training – Information Only	

Item #	Item Discussed	Action By	Timing
7.	<p>Operational Performance</p> <ul style="list-style-type: none"> <li>There needs to be an action plan regarding how we address pressures that are &gt;80psi and &lt;100psi in the City e.g. individual Pressure Reducing Valves (PRVs), Regional PRVs. This is an issue causing damage and an action plan for affected residents is required. There is a Regional Master Plan where this issue has been brought forward. The Master Plan was expected to be complete in July 2012; however, it has been delayed until spring 2014.</li> <li>Static pressures continue to be mapped in GIS</li> </ul>	Regional Master Plan	Spring 2014
8.	<p>Follow-up Action Items from Previous Management Reviews</p> <ul style="list-style-type: none"> <li>Data entry/inspection development continues.</li> <li>Laptops with direct CityWorks inspection data entry capability is required. 2014 pilot program anticipated</li> </ul>	Mobile Strategic Plan	Unknown
9.	<p>Status of Action Items Identified Between Management Reviews</p> <ul style="list-style-type: none"> <li>Hydrant inspections (spring and fall) and water valve maintenance are being entered.</li> <li>Significant work has been done on inspections, however there is some additional work to close the loop (capture that the follow-up has been completed) – see Table 2 for list</li> <li>Significant work has been done on the ability to correct data however some fields (e.g. valve size) are not editable; however a new release of CityWorks is anticipated to fix this issue.</li> <li>On-going meeting with the Region to discuss Operational Issues and keep communication channels open</li> <li>Backflow Prevention – a memo was provided in 2011 outlining data entry requirements relating to the BFP program. Part time administrative support has been allocated to maintain the administrative side of the program; however there are areas of the program that are not being maintained – tracking of tester certificates, equipment calibration. The By-Law has been updated. It is anticipated that the program will be changed to AMANDA in 2014</li> <li>Backflow Prevention – In addition to the required administrative requirement, an additional full-time Cross Connection Specialist is required to move the backflow prevention program forward. We are currently only making very small gains in the properties with premise isolation. Continuing with only one cross connection specialist will never allow us to ensure all identified risks have proper premise isolation.</li> </ul>	<p>CityWorks Team</p> <p>CityWorks Team</p> <p>New release of City works</p> <p>All</p> <p>Top Management</p> <p>Top Management</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Spring 2014</p>
10.	<p>Regulatory Changes</p> <ul style="list-style-type: none"> <li>NSF/ANSI 61 (no lead) – came into effect in January 2014. Supplies containing lead are to be eliminated from Stores</li> </ul>	No Further Action Required – Information Only	

Item #	Item Discussed	Action By	Timing
11.	<p>Changes that May Affect DWQMS</p> <ul style="list-style-type: none"> <li>• Corporate Asset Management Project</li> <li>• Watermain breaks standard/procedure – there is a provincial committee working on watermain break standards, will likely be released in 2014</li> <li>• Regulated Drinking Water Systems and the Building Code Act – some discussion regarding condos and definitions of private water, financial responsibilities with respect to maintenance of the water service</li> <li>• MOE looking into making changes to DWQMS Program. Staff attended a two-day training session – minor changes, mainly regarding Continual Improvement</li> <li>• Development of Regional All-Pipes model (GIS changes required)</li> </ul>	No Further Action Required – Information Only	
12.	<p>Consumer Feedback</p> <ul style="list-style-type: none"> <li>• A process has been developed in CityWorks to capture customer complaints (see chart at back of report). This consists of Problem, Cause and Remedy and is working well</li> </ul>	No Further Action Required – Information Only	
13.	<p>Resources Needed to Maintain the QMS</p> <ul style="list-style-type: none"> <li>• A mobile solution for inspection data entry would decrease administrative assistance</li> </ul>	Information Only	
14.	<p>Results of Infrastructure Review</p> <ul style="list-style-type: none"> <li>• Held meetings to finalize the 2014 reconstruction projects</li> <li>• A Trenchless Watermain Program is required to address the backlog (structurally line problem watermains who are not candidates for triple funded projects).</li> <li>• Kitchener Zone 2 and 4 Optimization Study identifies the Regional trunk watermains and other infrastructure for the newly developing area in southern Kitchener. On-going meetings with the Region and City's Development group to ensure these recommendations are incorporated in the development (both Regional and Municipal watermain/infrastructure requirements). Additional projects are required in the 2015 budget</li> <li>• Light Rapid Transit (LRT) – additional projects are required in the 2015 budget</li> <li>• Region has commenced an Environmental Assessment to install a 750mm trunk zone 4 watermain from Mannheim Water Treatment Plant to Strasburg Road</li> <li>• The Development Charges study will be updated in 2014 – report includes identification of any major watermains required for development.</li> <li>• Corporate Asset Management Project – unknown how this will impact the way projects are prioritized for replacement in the capital forecast. Identified trenchless as a future strategy to deal with the backlog</li> <li>• Region's Water Supply and Distribution Operations Master Plan may impact infrastructure requirements</li> </ul> <p>Mannheim/Shingletown</p>	No Further Action Required – Information Only	

Item #	Item Discussed	Action By	Timing
	<ul style="list-style-type: none"> <li>There are no plans for new/replacement infrastructure in Mannheim/Shingletown.</li> </ul>		
15.	<p>Summary of Maintenance (see Table 2 for list of maintenance programs)</p> <ul style="list-style-type: none"> <li>Hydrant maintenance - spring and fall for all hydrants (includes Mannheim/Shingletown) was completed, however all of the follow-up work was not completed</li> <li>Hydrant painting was not complete in 2013 due to process changes – want to paint hydrants that need it, not just those in a geographic area</li> <li>Dead end main flushing (includes Mannheim/Shingletown).</li> <li>Valve turning was changed to a third of the city instead of half. The target of a third was not met</li> <li>Leak detection survey – 1/3 of city completed each year (include Mannheim/Shingletown every 3 years). Follow-up is completed with any identified leaks (in 2013, 225km of mains were surveyed resulting in the identification of 1 watermain break, 2 service leaks and ten confirmed hydrant leaks)</li> <li>Watermain cleaning was not completed in 2013. There was an increase in discoloured water calls in 2013. A program should be developed for 2014</li> <li>Anodes are installed on the existing watermain whenever it is exposed (e.g. watermain breaks, valve repairs, hydrant repairs)</li> <li>PRV chambers were maintained by an outside firm, with expertise in the area, in 2013</li> <li>Camber pump outs were a new item added to the maintenance schedule in 2013, however they were not completed.</li> </ul>	No Further Action Required – Information Only	
16.	<p>Effectiveness of Maintenance</p> <ul style="list-style-type: none"> <li>The effectiveness of the maintenance program is determined by the following factors (see graphs at end of report): <ul style="list-style-type: none"> <li>Number of Adverse Water Quality Incidents</li> <li>Water quality complaints</li> <li>Number of watermain breaks</li> <li>New – average number of units affected and average number of hours without water per main break. Improvements in 2013 include purchase of leak detection equipment and development of a watermain break trailer should result in a smaller excavation and decreased number of hours without water.</li> <li>It is anticipated that further indicators will be developed through the benchmarking process</li> </ul> </li> <li>Water purchases/water sales are presented in a graph at the end of the report. The target is to have a water loss of less than 10%. 2012 water loss values is approximately 8.5% (includes other water uses that are accounted for but not billed – see graph at end of report).</li> </ul> <p>Mannheim/Shingletown</p> <ul style="list-style-type: none"> <li>There were no watermain breaks in Shingletown in 2013 on a Regional watermain.</li> <li>Kitchener is not responsible for reporting AWQIs</li> </ul>	No Further Action Required – Information Only	

Item #	Item Discussed	Action By	Timing
17.	Operational Plan <ul style="list-style-type: none"> <li>• There were no significant changes to the Operational Plan, however there have been new work instructions and forms developed as part of the continuous improvement, watermain ownership has been summarized in the Operational Plan</li> <li>• There were no significant changes to the Mannheim/Shingletown Operational Plan.</li> </ul>	No Further Action Required – Information Only	
18.	Staff Suggestions <ul style="list-style-type: none"> <li>• Refresher of water quality related information as well as general information – a refresher training program has been developed and will be incorporated as part of the training program</li> <li>• Paperwork Training – has been incorporated in as part of new Crew Lead Training program to be rolled out in 2014</li> </ul>	Supervisor, Loss Prevention and Maintenance	2014
19.	Other <ul style="list-style-type: none"> <li>• Mannheim/Shingletown system – discussions in 2013 and 2014</li> <li>• Discussion of alternative of City-owned data loggers</li> <li>• A copy of this Management Review is to be provided to the Township of Wilmot via Gary Charbonneau.</li> <li>• Water consumption has steadily decreased. Investigation of a Fixed Rate funding model since many operating expenses are incurred regardless of consumption</li> <li>• Consider taking the Operational Plan to new Council for Endorsement in 2015</li> </ul>	Top Mgt Angela Mick  Angela Mick  Angela Mick  Top Management	2014 2014  2014 2014  2015
20.	Summary of Infrastructure (end of 2013) <ul style="list-style-type: none"> <li>• 4,104 hydrants – 4,059 Kitchener owned, 45 Mannheim/Shingletown</li> <li>• 889km of watermain – 735km Kitchener owned, 27km Dual owned, 118km Regional owned (22 km is supply), 6km Mannheim/Shingletown owned</li> <li>• 7,279 valves – 6,520 Kitchener owned, 272 Dual and 429 Regional and 58 Mannheim/Shingletown owned.</li> <li>• 62,162 service connections – 61,771 Kitchener and 391 for Mannheim/Shingletown.</li> <li>• A breakdown of watermain infrastructure by age and material are included at the back of the report.</li> </ul>	No Further Action Required – Information Only	
21.	Next Meeting <ul style="list-style-type: none"> <li>• Council date set for the Financial Plan – Feb 24, 2014</li> <li>• Council date for Summary of Management Review – March 17, 2014</li> </ul>	Tammer Gaber & Angela Mick	March 2014
	Please report any errors or omissions. Report prepared by: Angela Mick & Parmi Takk		

Table 2 – Scheduled Maintenance Programs and CityWorks				
Maintenance Program	Schedule	Data Collection Method	Notes	Status for CityWorks Component
Water Valve Operating Check	Entire system every 3 years (~2500/year)	In CityWorks, need to close the loop on inspections	Significant data entry required. Require a mobile solution.	On-Going
Dead End Main Flushing	Spring (all), Fall (trouble locations)	Spreadsheets. Hydrants are identified in CityWorks, Blow-off are not		Not started
Spring Hydrant Checks	All hydrants (4100) every spring	In CityWorks, need to close the loop on inspections	Significant data entry required. Require a mobile solution	On-Going
Fall Hydrant Checks		In CityWorks, need to close the loop on inspections	Significant data entry required. Require a mobile solution	On-Going
Hydrant Painting	As required	In CityWorks	Contractor	Complete
Hydrant flags	As required	In CityWorks		Complete
Snow Clearance	As required	N/A		Not Required
Leak Survey	Entire system every 3 years (300km/year)	Follow-up is in CityWorks	Contractor	Not Required
Watermain Bridge Inspections	Every year	Spreadsheet		Not Started
Watermain Cleaning	As required	Program is not yet developed		Unknown
Water Quality Investigations	As required	CityWorks		Complete
PRV Maintenance	Annual	Contractor report, input in ArcReader	Contractor	Not Required
Pump out Chambers	New in 2013	Spreadsheet		Not started
<b>Notes:</b>				
<ol style="list-style-type: none"> <li>Many of the maintenance programs generate follow-up work/repairs (e.g. closing the loop that the problem identified was fixed and is no longer an issue).</li> <li>Although not a maintenance item, being able to edit attribute data in CityWorks is important. Many fields can be edited, however there is an issue with editing some (believe this will be fixed with a CityWorks upgrade)</li> </ol>				



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

**REPORT NO.**            **PW-2014-04**

**TO:**                      **Council**

**PREPARED BY:**      **Gary Charbonneau, Director of Public Works**

**DATE:**                 **March 24, 2014**

**SUBJECT:**             **Culvert Replacement on Haysville Road**

**Recommendation:**

**That the tender submitted by Theo Vandenberg Construction Inc. for replacement of a concrete culvert located on Haysville Road (Structure No. 40/B-T12) , in the amount of \$136,235.27, net of the HST, be accepted.**

**Background:**

The 2011 structure appraisal report, prepared by K. Smart Associates Limited, recommended that the concrete culvert located on Haysville Road, approximately 100 metres north of Huron Road, be replaced based on observed site conditions which, include exposed foundation footings and a partially detached west headwall.

Engineering services, which are being provided by K. Smart, were previously approved by Council in 2012. The engineering design has been completed and approval received from GRCA. A new poured-in-place concrete box culvert will replace the existing structure at the south end of Haysville Road.

**Discussion:**

We received tenders for the replacement of the existing culvert located on Haysville Road and the results are as follows:

<b><u>Bidder</u></b>	<b><u>Amount (Net HST)</u></b>
Theo Vandenberg Construction Inc. (Denfield)	\$136,235.27
Xterra Construction (Kitchener)	\$196,766.40
McLean Taylor Construction Limited (St. Mary's)	\$231,224.40
Velez Construction Inc. (Etobicoke)	\$236,497.87

**Strategic Plan Conformity:**


Maintaining our infrastructure ensures a prosperous economy for our municipality.

**Financial Considerations:**

The approved 2014 capital budget has \$155,000 allocated for this project which includes construction, site inspection and geotechnical testing. The recommended tender is within budget.

**Conclusion:**

K. Smart has reviewed the tenders and is recommending that the work be awarded to Theo Vandenberg Construction Inc. K. Smart has worked with this company on similar projects and they successfully completed a similar project in 2011 on Oxford-Waterloo Road. The contractor has the ability to complete this project in a satisfactory and timely manner.

  
\_\_\_\_\_  
Director of Public Works

  
\_\_\_\_\_  
Reviewed by CAO





## Township of Wilmot REPORT

**REPORT NO.** PW-2014-05

**TO:** Council

**PREPARED BY:** Gary Charbonneau, Director of Public Works

**DATE:** March 24, 2014

**SUBJECT:** Gravel Excavation, Crushing and Stockpiling

### **Recommendation:**

That the quotation received from Tri-City Materials Ltd. to excavate, crush and stockpile granular material at the Township Pit, in the amount of \$50,768.64, net of the HST rebate, be accepted.

### **Background:**

The granular material to be crushed at the Township Pit will be used by the Roads Section for the maintenance and repairs of the road system. In 2014 the following roads are scheduled to be re-graveled:

Holland Mills Road from Nith River to Huron Road  
Diamond Road from Oxford Road 5 to Oxford-Waterloo Road

### **Discussion:**

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

<b><u>Tenderer</u></b>	<b><u>Amount</u></b>
Tri-City Materials (Petersburg)	\$50,768.64
Donegan's Haulage Ltd. (Listowel)	\$56,985.60
Joe Kerr Ltd. (Wingham)	\$58,410.24

**Strategic Plan Conformity**

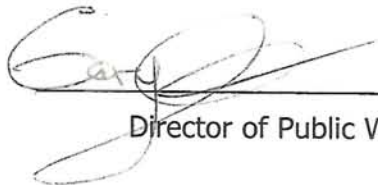
Maintaining our infrastructure ensures a prosperous economy for our municipality.

**Financial Considerations:**

The approved 2014 Township Budget includes \$50,000 for this program. During the course of the year we receive many competitive quotations, proposals and/or tenders that are under or over budgeted amounts. The additional costs associated with this project will be reconciled with the overall capital expenditure statement at year-end.

**Conclusion:**

Tri-City Materials Ltd. completed the gravel crushing program in 2013 and they are the low bidder for the 2014 crushing program. Therefore we are recommending that they be approved to undertake this work in 2014.



Director of Public Works



Reviewed by CAO



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

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**REPORT NO.** DS 2014-09  
**TO:** Council  
**PREPARED BY:** Harold O’Krafka, Director of Development Services  
**DATE:** March 24, 2014  
**SUBJECT:** February Building Statistics

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### **Recommendation:**

**That the February 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 February 2014 was on par with February 2013 and the 10yr average. The number of new home starts was also on par with the 10yr average and February 2013.

Year to date, building activity remains on par with budget projections for 2014.

### **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 remain in line with budget estimates. In the event that year end permit fees exceed operating costs of the Building Division, these funds are placed into a dedicated Building Reserve Fund as per Bill 124 legislative requirements..

**Conclusion:**

In conclusion, Building Activity rates remain steady and in line with budget estimates.



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Harold O'Krafka, MCIP RPP  
Director of Development



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Reviewed by CAO

# BUILDING STATISTICS

Source: Township of Wilmot  
Development Services

MONTH OF FEBRUARY	10 Year Average	2013	2014
Number of Permits Issued	15	13	15
Dwelling Units Constructed	7	5	6
Dwelling Units Demolished	0	0	0
Residential - New Dwelling Units	\$ 1,728,500	\$ 1,215,000	\$ 1,060,000
Residential - Addition/Alteration	\$ 81,300	\$ 150,000	\$ 110,000
Residential - Accessory	\$ 25,500	\$ 30,000	\$ -
Agricultural - New	\$ 12,000	\$ -	\$ -
Agricultural - Addition/Alteration	\$ 18,000	\$ -	\$ 75,000
Commercial - New	\$ -	\$ -	\$ -
Commercial - Addition/Alteration	\$ 296,500	\$ 5,000	\$ 5,000
Industrial - New	\$ -	\$ -	\$ -
Industrial - Addition/Alteration	\$ 500	\$ -	\$ -
Institutional - New	\$ -	\$ -	\$ -
Institutional - Addition/Alteration	\$ 40,000	\$ -	\$ 1,165,000
Miscellaneous	\$ -	\$ -	\$ -
<b>Total Construction Value</b>	<b>\$ 2,202,300</b>	<b>\$ 1,400,000</b>	<b>\$ 2,415,000</b>
YEAR TO DATE	10 Year Average	2013	2014
Number of Permits Issued	31	27	31
Number of Dwelling Units	13	10	7
<b>Total Construction Value</b>	<b>\$ 3,806,900</b>	<b>\$ 2,755,000</b>	<b>\$ 4,090,000</b>

February 2014	
Residential - New	Institutional - Alt.
BADEN	341 Huron Place
51 Geiger Place	437 Waterloo Street
19 Geiger Place	133 & 135 Snyder's Road W
NEW HAMBURG	1761 Erb's Road
139 Piccadilly Square	Agricultural - Alt.
Residential - Alteration	1065 Gingerich Road
79 Geiger Place	48 Amberdale Way
3358 Huron Road	12 Fieldstone Walk
	Demolition
	157-161 Peel Street
	198 Jacob Street



# HERITAGE WILMOT

## Township of Wilmot Heritage Wilmot Advisory Committee

Minutes of February 4<sup>th</sup>, 2014

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

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

Meeting was held at Swartenzentruber Room, Township of Wilmot.  
Meeting started at 7:10 p.m.

### Welcome

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

### Review of the Minutes from January 14, 2013

MOVED by Lindsay  
SECONDED by Rene  
ALL in favour

### New Business

#### **2014 Heritage Wilmot Community Outreach**

The committee discussed new ways in which Heritage Wilmot can increase their presence throughout the Township and be more involved within the community. Tracy mentioned the Living Well Festival that will be held on the weekend of April 25-26 at the Wilmot Recreation Complex contacted her to invite Heritage Wilmot to participate. The theme of the festival is Wilmot Then and Now. <http://www.trujoy.ca/documents/WHCC.pdf>

After a short discussion the committee expressed interest. Tracy also mentioned that she had been in contact with other heritage organizations (those who normally exhibit at Wilmot's Heritage Day) about the possibility of joining together to form a "heritage corner" and the New Hamburg Fall Fair. Many of them were interested in the idea.

**ACTION:** Tracy to email the organizers of the Living Well Festival for more details.; also to contact the Fall Fair to enquire if it would be possible to set up an exhibit as a larger group.

The committee also mentioned Strawberry Fest (June) and Corn Fest (August) as other possibilities for outreach opportunities.

**ACTION:** Tracy will put together a list of festival in the local area and distribute at the next meeting for the committee to review.

## **Business**

### **2014 Meeting Schedule**

Tracy provided the committee with a handout listing the dates for the 2014 Heritage Wilmot meetings. Generally, they are on the first Tuesday of the month with some exceptions for holidays. She also included the dates of the televised council meetings for reference.

**MOTION** to approve the 2014 Heritage Wilmot schedule.

MOVED by Peter

SECONDED by Lindsay

ALL in favour

### **Report from meeting with owners of the Waterlot**

Nick and Tracy recently met with Leslie (owner of the Waterlot) and Steve. They are in the planning stages of a major renovation, both of the interior and the exterior. They wanted to understand the process of the renovations with regards to the property's designation. They also wanted some information about the process of applying grants to help with some of the renovation costs. Tracy and Nick mentioned that the by-law pertaining to the designation indicates that three of the facades of the building are designated, which means that these facades will require careful consideration during renovations and may be eligible for restoration funding. They also plan to have the interior be more "heritage" in design.

Leslie and Steve have asked for help with the application for funds from the Regional Heritage Foundation. Tracy mentioned that they would need three separate quotes for the costs of renovations. She also said that Heritage Wilmot could assist by providing a recommendation to the foundation at their request.

## **Other Business**

### **Eddly's**

Grant mentioned that the Eddly's property in downtown New Hamburg has been purchased by Marie Voisin, and that she plans to do renovations on the interior and exterior of the property. The committee should expect to see some permit applications in the future.

### **New Hamburg Community Centre**

Grant advised that renovations are continuing at the community centre foyer and that the need for supplying more black and white photographs from the archives collections is to be added to the décor.

### **HPAC Driving Tours**

Tracy noted that the driving tours have been completed and a box of them should be arriving at the offices within the next week.

### **Atrium Display Cases**

Tracy informed the committee that there will be another display case in the atrium in the township administrative offices.

### **Grandstand Mural Project**

A grant application to Arts Fund has been submitted once again for consideration. If the Township receives the requested funding, six murals will be completed this year. If the Township does not receive the funding, four murals will be completed this year - and the remainder to be completed the following year. Tracy mentioned that she would like to have

a meeting with the artist to discuss the timeline of the project. She also said that she would like to invite him to the next committee meeting.

#### **Letter to Metroland**

Tracy advised that the Archives is looking into a partnership with Metroland for a digitization project. The plan is to have the microfilm updated with OCR technology. This will allow the films to be searchable making it faster and easier for individuals to do research. Tracy seemed confident in the application for this project's grant. The partnership with Metroland will provide an opportunity to have a permanent display in the exhibit case in the reading room highlighting the Beland Honderich family.

#### **Steinman advertisement**

Tracy found a rare N. M. Steinman advertisement at an antique market. She was able to purchase it for the township collection. Steinman was a furniture maker and undertaker in Baden. The ad is professionally framed and in very good condition. A great addition to the archives.

#### **New Hamburg Independent Heritage Edition**

The theme of the edition will be prohibition. The Independent plans to include stories of pertaining to Baden and New Hamburg. The paper will also feature HPAC's driving tours and the new Heritage Wilmot walking tours.

#### **Castle Kilbride**

The new exhibit will discuss the 150<sup>th</sup> anniversary of the J & J Livingston business. There will be lots of information about flax and the industry that the Livingstons created.

**Adjournment** at 8:10 p.m.

MOVED by Marg

SECONDED by Rene

**Next meeting – March 4, 2014**





**GRAND RIVER CONSERVATION AUTHORITY  
GENERAL MEMBERSHIP/ELECTION OF OFFICERS MEETING  
JANUARY 24, 2014**

The following are the minutes of the General Membership/Election of Officers Meeting held at 9:30 a.m. on Friday, January 24, 2014 in the Auditorium/Boardroom, Administration Centre, 400 Clyde Road, Cambridge, Ontario.

- Members Present:** J. Mitchell, Chair, L. Armstrong, B. Banbury, B. Bell, L. Boyko, B. Coleman, T. Cowan\*, J. d'Ailly, J. Haalboom, R. Hillier\*, J. Jamieson, R. Kelterborn, M. Laidlaw, B. Lee, G. Lorentz, C. Millar, T. Nevills, V. Prendergast, J. Ross-Zuj, S. Schmitt, W. Stauch, G. Wicke
- Members Regrets:** J. Brennan, R. Deutschmann, F. Morison
- Staff:** J. Farwell, K. Murch, D. Bennett, D. Boyd, N. Davy, J. Griffin, S. Radoja, T. Ryan, D. Schultz, B. Brown, B. Dixon, J. Etienne, L. Heyming, B. Parrott, S. Shifflett, S. Wilbur
- Also Present:** J. Rzadki, Watershed Stewardship Coordinator, Conservation Ontario;  
L. Jetchick, Friends of Dumfries

**1. Call to Order**

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

**2. Roll Call and Certification of Quorum – 13 members constitute a quorum (one-half of the members appointed by participating municipalities)**

The Secretary-Treasurer called the roll and certified a quorum with 21 members present. A total of 23 members attended the meeting.

**3. Chair's Remarks**

J. Mitchell introduced Jo-Anne Rzadki, the Watershed Stewardship Coordinator at Conservation Ontario who will be conducting the election of officers later in the meeting. The members were reminded that a copy of the GRCA's Procedure for Election of Officers was included in their agenda package.

On January 2, 2014 J. Mitchell conducted a presentation relating to the history and geography of the Grand River before the Probus Club of Kitchener Waterloo.

**General Membership Meeting  
Minutes of January 24, 2014**

J. Mitchell advised that she attended a number of Mayor's New Year's Levees.

On January 23, 2014, J. Farwell, S. Radoja, J. Jamieson and J. Mitchell presented GRCA's preliminary 2014 budget to City of Hamilton council.

J. Mitchell advised the members that registration for the 2014 Heritage Day Workshop is closed because it is full.

Each of the members were asked to update their biography for inclusion in the 2014 budget book.

J. Mitchell pointed out that each of the members have been issued a complimentary Membership Pass to Grand River Conservation Authority (GRCA) conservation areas. A report relating to the passes will be dealt with later in the agenda.

**4. Review of Agenda**

There were no additions to or deletions from the agenda.

Moved by: J. d'Ailly  
Seconded by: S. Schmitt (carried)

THAT the agenda for the General Membership Meeting/Election of Officers of January 24, 2014 be approved as circulated.

**5. Declarations of Pecuniary Interest**

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

**6. Minutes of the Previous Meeting – December 13, 2013**

There were no questions or comments with respect to the minutes of the December 13, 2013 General Membership Meeting.

Moved by: B. Banbury  
Seconded by: L. Armstrong (carried)

THAT the minutes of the General Membership/ Meeting of December 13, 2013 be approved as circulated.

**7. Business Arising from the Previous Minutes**

None

**8. Hearing of Delegations**

- a) Nancy Goucher, Program Manager, Environmental Defences Re: Ontario Bill 6 – Proposed Great Lakes Protection Act

## General Membership Meeting Minutes of January 24, 2014

N. Goucher conducted a PowerPoint presentation entitled “*At the Edge of Stronger Protection – Great Lakes – St. Lawrence River Restoration*” and indicated that:

- The Great Lakes Protection Act Alliance includes ecojustice; environmental defence; Ducks Unlimited Canada and the Canadian Environmental Law Association
- She wished to convey three key messages: 1) the Great Lakes are in need of help; 2) the fate of the proposed act is very uncertain and 3) she is asking the members to pass a resolution supporting the bill

\*T. Cowan joined the meeting at 9:35 a.m.

- The broad purpose of the *Great Lakes Protection Act* is: to protect and restore the ecological health of the Great Lakes-St. Lawrence River basin; to encourage individual and community engagement and to empower people to restore the watershed: its water, wetlands, beaches and coastlines
- Elements of the proposed act include a guardian council; geographically focused initiatives, targets and public report and empowering the community
- Bill 6 passed second reading at the Standing Committee for Regulations and Private Bills and the House of Commons will resume on February 18, 2014
- Bill 6 may not pass third reading before the next provincial election is called
- Conservation Ontario supports the purpose of the act and believes Bill 6 provides new tools for lake protection
- Water is not a partisan issue and every person of every political stripe requires water to survive

\*R. Hillier joined the meeting at 9:40 a.m.

M. Laidlaw asked if talks have broken down or the legislation is not strong enough. N. Goucher said that some people think the legislation is not strong enough and there is disagreement with respect to how to go about improving water.

L. Boyko asked how the alliance works with the International Joint Commission. N. Goucher said there are all sorts of international and federal agreements and the act recognizes those agreements. The act is meant to compliment other agreements. She also said that the International Joint Commission involves Canada and the United States and the proposed act is provincial legislation.

B. Coleman asked if the National Farmers' Union is supportive of the proposed act. N. Goucher answered that the Ontario Federation of Agriculture originally supported the proposed act but later changed its position. The alliance has been discussing some of the federation members' issues and the federation will continue to be involved.

C. Millar asked for confirmation that the City of Hamilton has passed the requested resolution. N. Goucher confirmed that the resolution passed unanimously.

J. Haalboom asked that the delegate review threats to the Great Lakes. N. Goucher referred to the largest algae bloom that occurred in 2011; the decline in quality and health of the Great Lakes in the 1970's; and an influx of toxic chemicals. J. Haalboom said the opportunities to purchase fish caught in the Great Lakes are scarce and most fish are farmed. She asked what the effect of the toxic buildup on the fishing industry has been.

**General Membership Meeting  
Minutes of January 24, 2014**

N. Goucher indicated that she did not have exact figures in that regard.

V. Prendergast said that one of the reasons that Conservation Ontario is supportive is because the proposed act embraces watersheds that feed the Great Lakes. He then asked J. Farwell whether this has been discussed at Conservation Ontario. J. Farwell responded that the proposed act does recognize watersheds and Conservation Ontario was represented on the standing committee.

**Res. No. 01-14**

Moved by: M. Laidlaw  
Seconded by: T. Cowan

(carried)

WHEREAS Conservation Ontario supports the purpose of the Great Lakes Protection Act to protect and restore the ecological health of the Great Lakes and St. Lawrence River watershed, and to create opportunities for individuals and communities to become involved in its protection and restoration;

THEREFORE BE IT RESOLVED:

THAT the members of Grand River Conservation Authority request the Ontario Legislature to enact the proposed *Great Lakes Protection Act* (Bill 6);

AND THAT a copy of this resolution be forwarded to the Premier of Ontario, the Provincial Minister of the Environment, local Members of Provincial Parliament and the environment critics of the opposition parties.

**9. Presentations**

None

**10. Correspondence**

a) Copies for Members:

None

b) Not Copied:

None

**11. 1<sup>st</sup> & 2<sup>nd</sup> Reading of By-laws**

None

**12. Presentation of Reports to the General Membership**

a) **GM-01-14-01** Grand River Conservation Authority Complimentary Membership Passes 2014

J. Haalboom complimented staff on the appearance of the new Membership Passes.

**General Membership Meeting  
Minutes of January 24, 2014**

**Res. No. 02-14**

Moved by: J. d'Ailly

Seconded by: J. Haalboom

(carried)

THAT complimentary 2014 Membership Passes be issued to the following:

- Members of the Grand River Conservation Authority and the Grand River Conservation Foundation
- Grand River Conservation Authority regular, part time, seasonal, temporary and casual staff;
- Grand River Conservation Authority retirees
- Living members of the Grand River Conservation Authority Honour Roll
- Others on authorization of the Chair or Chief Administrative Officer

**b) GM-01-14-02 Cambridge West Master Environmental Servicing Plan (MESP)**

J. Haalboom said that it is hard to determine the traffic pattern from the mapping provided. She then said, according to provincial policy developers are supposed to be working on green space and density. N. Davy said that the municipality defined the lands as a demand area and they are included in the Cambridge Official Plan as a growth area.

J. Haalboom reiterated her question concerning traffic. L. Heyming said that it is proposed to connect to Bismark Drive and to re-align Blenheim Road. She confirmed that GRCA staff sat on the steering committee. J. Haalboom asked what the GRCA staff comments were. L. Heyming said that GRCA staff do not comment on traffic patterns. J. Haalboom then asked about salt. L. Heyming said that chloride was identified in the storm water management study.

C. Millar referred to the map and asked that two particular areas be identified. L. Heyming said they were wetlands. C. Millar asked whether this is the area that allows all run off to go into Barrie's Lake. L. Heyming referred to the storm water management plan that was described in her report to the members in October, 2013. She said there has been a change since then which includes a bioswale with vegetation at the outlet to filter run off. C. Millar said that to approve the staff recommendation would be a tragedy and Barrie's Lake will disappear. She also said that the developer has the privilege of dumping everything into Barrie's Lake and GRCA should not be the body that allows it.

R. Hiller asked what the return period will be. L. Heyming indicated that the answer was not within her knowledge. D. Boyd indicated that the reason storm water is being directed to Barrie's Lake from backyards and roof tops is to maintain the volume of water for Barrie's Lake. C. Millar said she has never heard anything like "this business about roof water". She said the contamination will come from what the residents put on their land and to suggest that it is only roof top water that is being directed to the lake is how the developer is "trying to sell it". D. Boyd reiterated that the runoff is being directed to Barrie's Lake to maintain the balance and the roads are designed so as not to drain to the lake.

G. Lorentz said he would like more information with respect to the biofilter. He asked whether agricultural drainage would be more contaminated than what is being proposed. L. Heyming said that this would be dependent upon the management of the lands. L.

## **General Membership Meeting Minutes of January 24, 2014**

Heyming described the bioswale. G. Lorentz indicated that he was not familiar with this and asked how long bioswales have been in practice and how effective they are. N. Davy answered that the Ministry of the Environment had bioswales as an option in 1993 and they were heard about in low scale developments approximately 20 years ago. G. Lorentz asked if there are any bioswales in this area. J. Mitchell said she believed there was one at Conestoga College. N. Davy said there are also some bioswales in south Guelph.

W. Stauch said that this is a significant wetland and it is scheduled for new residential development. He asked the size of the lands south of Blenheim Road. L. Heyming answered that those lands comprise 255 acres. W. Stauch spoke about his home having a cistern to collect water from the roof. He asked whether GRCA could make it incumbent upon developers to require that houses have cisterns. He felt this would be an opportunity for developers to “score points” with members of the public.

M. Laidlaw said that Barrie’s Lake is probably already polluted from the agricultural lands, but the GRCA should not add to this. She indicated that she would not support the recommendations.

G. Lorentz asked what would happen if the members do not support the recommendations. L. Heyming said that the MESA was considered by the City Committee in November, 2013 and will go before Cambridge council in February, 2014. She said that staff believes that all GRCA concerns have been addressed. G. Lorentz asked again what will happen if the members do not support the recommendations. N. Davy said that staff could go to Cambridge council with any substantive concerns and this will affect the timing of the project. G. Lorentz asked if there was anything more that the GRCA could/should be doing. L. Heyming repeated that staff are satisfied with what is being proposed.

J. d’Ailly said that this item reminded him of concerns regarding an Environmentally Sensitive Area near Laurel Creek. He said there were controversial issues but people had to be careful not to intervene without knowing all the facts. C. Millar said Waterloo and Barrie’s Lake are entirely different things. She said that Waterloo had community support and the two situations cannot be compared.

G. Lorentz called the question and requested a recorded vote.

K. Murch said that the Chair would ask the members in favour of the recommendations to stand and be counted and then she would ask the members opposed to the recommendations to stand and be counted.

**General Membership Meeting  
Minutes of January 24, 2014**

RECORDED VOTE

MEMBER	IN FAVOUR	OPPOSED	ABSENT
Armstrong	X		
Banbury	X		
Bell	X		
Boyko	X		
Brennan			X
Coleman	X		
Cowan	X		
D'Ailly	X		
Deutschmann			X
Haalboom		X	
Hillier	X		
Jamieson	X		
Kelterborn		X	
Laidlaw		X	
Lee	X		
Lorentz	X		
Millar		X	
Mitchell	X		
Morison			X
Nevills	X		
Prendergast	X		
Ross-Zuj	X		
Salter	X		
Schmitt	X		
Stauch	X		
Wicke	X		
	19	4	3

**Res. No. 03-14**

Moved by: V. Prendergast  
 Seconded by: B. Coleman (carried – 4 opposed)

THAT the Cambridge West Master Environmental Servicing Plan, prepared by MHBC dated November 2013, be endorsed for use as the guiding document when dealing with planning matters and permit applications in the study area (Devil's Creek, Newman Creek, Barrie's Lake and Cruickston Creek).

AND THAT amendments to Grand River Conservation Authority's Ontario Regulation 150/06 mapping be approved to incorporate the revisions to the natural feature boundaries (wetlands, watercourses and flood plains) and their associated regulated allowances resulting from detailed study completed as part of the Cambridge West MESP.

**General Membership Meeting  
Minutes of January 24, 2014**

**c) GM-01-14-03 2014 Budget (DRAFT #2) [see separate attachment]**

R. Kelterborn asked how much was in the budget relating to construction and repair of small dams, in particular the Wellesley dam. D. Boyd answered that there is \$20,000 in the preliminary 2014 budget for concrete repair to Wellesley dam.

J. Haalboom referred to a subwatershed study in Kitchener and asked what the name of it was. S. Radoja responded that the study is the Blair Creek Subwatershed study and it is ongoing.

**Res. No. 04-14** Moved by: P. Salter  
Seconded by: T. Cowan (carried)

THAT member municipalities be forwarded a letter advising them of the General Membership meeting to be held February 28, 2014 to approve the 2014 Budget and the municipal levy and that the most recent budget draft be forwarded with this letter.

**d) GM-01-14-04 Drimmie Dam Reconstruction Update**

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

**Res. No. 05-14** Moved by: S. Schmitt  
Seconded by: T. Nevills (carried)

THAT the Grand River Conservation Authority approve an increase of \$150,000 (plus HST) to the total value of the contract with Xterra Construction Inc. of Kitchener to complete the Drimmie Dam Reconstruction project in 2014.

**e) GM-01-14-05 Cash and Investments Status Report as at December 31, 2013**

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

**Res. No. 06-14** Moved by: M. Laidlaw  
Seconded by: C. Millar (carried)

THAT Report No. GM-01-14-05 – Cash and Investments Status Report as at December 31, 2014 be received as information.

**f) GM-01-14-06 Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation**

M. Laidlaw referred to Permit Application #509/13 – Victoria Wood Dallon GP Inc. She asked how two wetlands could be removed and not negatively affect the hydrologic function. B. Brown said there are three wetlands on the property and one will remain.

M. Laidlaw referred to various Permit Applications and the variance of distance from wetlands within which construction was being permitted. She asked if there is a standard distance for projects near wetlands. B. Brown said that the distance is dependent upon the property, the wetlands and the sensitivity.



**General Membership Meeting  
Minutes of January 24, 2014**

M. Laidlaw referred to Permit Application #738/13 – Rogers Communications Inc. noting that the project involved construction of an access lane and the application is within the riverine flooding hazard. She said that she presumed GRCA staff based approval upon taking into account flooding and did not comment on any other environmental concerns.

Moved by: R. Kelterborn  
Seconded by: L. Armstrong (carried)

**Res. No. 07-14** THAT Report No. GM-01-14-06 – Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation be received as information.

**g) GM-01-14-07 Environmental Assessments**

J. Haalboom referred to Item #1 – First Notice – Robert Ferrie Drive Extension, City of Kitchener. She asked where the alignment will be located. B. Brown said the study has just commenced and the proposed alignment has not yet been determined.

**Res. No. 08-14** Moved by: B. Coleman  
Seconded by: J. Rss-Zuj (carried)

THAT Report No. GM-01-14-07 – Environmental Assessments be received as information.

**h) GM-01-14-08 Adjustment to Per Diems and Honorariums**

J. Mitchell noted the amended chart before the members. She explained that the Consumer Price Index was released this morning. She also indicated that the Ontario Municipal Board has verbally confirmed that the members' recent resolutions regarding per diems, honorariums and mileage reimbursement rates have been approved.

**Res. No. 09-14** Moved by: M. Laidlaw  
Seconded by: T. Cowan (carried)

THAT Report No. GM-01-14-08 – adjustment to Per Diems and Honorariums be received as information.

**i) GM-01-14-09 Ice Storm Damage Update**

D. Bennett indicated that the information contained in this report is still relevant. Most cleanup efforts are presently being conducted at Conestogo Lake cottage lots. Parks have been signed as being closed with a warning that hazardous conditions exist. People have been asked to refrain from entering GRCA lands and trails.

R. Kelterborn asked whether any comments have been received from GRCA's insurer. K. Murch said that staff have been asked to calculate the total cost of cleanup and repairs. He also said that trees are not insured however the insurer may respond to tree removal costs incurred in order to re-establish access to buildings and facilities caused during the ice storm.



**General Membership Meeting  
Minutes of January 24, 2014**

- A third set of charges were laid in 2013
- One landowner entered a plea of guilty and was sentenced in 2013
- Court Orders have been registered on title to the property
- Rehabilitation required by Court Order has not taken place

M. Laidlaw noted that the final costs related to the second and third set of charges was \$35,000. She asked what the costs related to the first set of charges were. B. Brown indicated that the total costs related to the first set of charges were \$91,281, however some Ministry of Natural Resources funding by way of two special grants was received reducing that amount to \$71,076. The total cost of all three sets of charges was approximately \$106,000. M. Laidlaw asked why the fines were only \$1,250 for the second and third series of charges. B. Brown said that the fines were part of a settlement agreement that included the guilty pleas and the fact that no further staff resources would be required to be expended. M. Laidlaw noted that the Rehabilitation Order was to be completed by August 1, 2013 and asked what staff are doing about it. B. Brown referred to the confidential report to be addressed later on the agenda.

**Res. No. 12-14**

Moved by: M. Laidlaw  
Seconded by: L. Armstrong (carried)

THAT Report No. GM-01-14-11 – Convictions Under Section 28(16) of the Conservation authorities Act (GEIL et al) be received as information.

**I) GM-01-14-11 Current Watershed Conditions as of January 21, 2014**

S. Shifflett conducted a PowerPoint presentation indicating that:

- Precipitation in January, 2014 has been close to the long term average.
- Results from the last snow survey on January 15, 2014 indicate that there is average to above average water in the snowpack throughout the watershed
- The average air temperature to January 21, 2014 has been below the long term average at the Shand Dam climate station
- The level of Lake Erie is above the long term average – Lake Erie is mostly ice covered with some small open sections
- Observations of river conditions were conducted on January 13, 2014 – at that time large sections of the river system were ice covered with open water in the urban areas and areas with high groundwater discharge – there were ice jams observed at various places along the Nith River
- Reservoir levels at Shand, Conestogo, Luther and Guelph Dams are slightly above normal operating levels for this time of year
- Increased release from the large reservoirs will be scheduled based on weather conditions to avoid generating frazil ice which could increase the potential for ice jams
- Environment Canada’s forecast for the January to March, 2014 period for southern Ontario is for normal temperatures and precipitation, although the upper watershed is forecast for above normal precipitation
- The GRCA issued a Watershed Conditions Statement – Water Safety Message on January 10, 2014 based upon the forecast for above freezing temperatures and rainfall
- A meeting of the Watershed Police Agencies and Community Emergency

**General Membership Meeting  
Minutes of January 24, 2014**

Planners is scheduled for January 29, 2014 to review the role of police in the flood warning system.

**13. Election of Officers**

J. Rzadki thanked the members for inviting her to conduct the election of officers and indicated that this is the third year she has had this privilege. She advised the members that she is a resident of the Grand River watershed. She congratulated GRCA staff and members for the work that they are doing. She said that Conservation Ontario is aware of the funding pressures on the Conservation Authorities. She noted one accomplishment of Conservation Ontario during 2013 was the completion of the White Paper. She referred to severe flooding in 2013 and said that while this is unfortunate, it allows an opportunity to focus on the work of Conservation Authorities and to promote infrastructure funding from the province. She indicated that Conservation Ontario is developing a strategy for the anticipated provincial election and working to promote the role of Conservation Authorities on Great Lakes issues.

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

J. Rzadki called for a motion to appoint scrutineers.

**Res. No. 13-14**

Moved by: M. Laidlaw  
Seconded by: G. Wicke

(carried)

THAT J. Farwell and K. Murch be appointed scrutineers for purposes of this election.

**a) Election of Chair**

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

R. Kelterborn nominated J. Mitchell.

J. Mitchell accepted the nomination.

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

**Res. No. 14-14**

Moved by: W. Stauch  
Seconded by: V. Prendergast

(carried)

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

**General Membership Meeting  
Minutes of January 24, 2014**

J. Rzaccki declared J. Mitchell Chair of the Grand River Conservation Authority for 2014 by acclamation.

**b) Election of Vice-Chair**

J. Rzaccki called for nominations for the position of Vice-Chair from the floor.

B. Coleman nominated V. Prendergast.

V. Prendergast accepted the nomination.

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

**Res. No. 15-14**

Moved by: M. Laidlaw

Seconded by: C. Millar

(carried)

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

J. Rzaccki declared V. Prendergast Vice-Chair of the Grand River Conservation Authority for 2014 by acclamation.

J. Rzaccki congratulated those elected as officers and invited J. Mitchell to resume the chair.

J. Mitchell resumed the chair. She thanked the members for their continued support and R. Kelterborn for his nomination. She said she was pleased that V. Prendergast had been acclaimed as Vice-Chair and thanked J. d'Ailly for his previous participation as Second Vice-Chair. She noted that the past year has been one of change involving many staff retirements as well as a number of accomplishments including:

- The Taquanyah New View Project was completed
- The grassland habitat at Conestogo Lake which will be the home of bobolinks was completed
- The draft of the Water Management Plan was completed
- There were 12 babies born into GRCA's family
- Staff began addressing the Emerald Ash Borer challenge that GRCA faces
- Staff are currently assessing and working to clean up ice and wind storm damage on GRCA lands

J. Mitchell said that GRCA has a good reputation for operating efficiently and thanked staff for their efforts.

**14. General Business**

J. Mitchell reminded the members that an additional participant in the Labour Relations Steering Committee is to be appointed at this meeting. She indicated that J. d'Ailly has expressed an interest in participating in the committee and she then nominated him for

**General Membership Meeting  
Minutes of January 24, 2014**

the position.

**Res. No. 16-14**

Moved by: L. Armstrong

Seconded by: C. Millar

(carried)

THAT J. d'Ailly be appointed as a Member to the Labour Relations Steering Committee.

**15. 3<sup>rd</sup> Reading of the By-laws**

None

**16. Other Business**

- a) W. Stauch congratulated T. Cowan, as Mayor of the Township of Woolwich with respect to the Township's new logo which features the West Montrose covered bridge, a local heritage site.
- b) W. Stauch noted that an additional logo has been placed on GRCA letterhead in commemoration of the 20<sup>th</sup> anniversary of the Heritage River designation.
- c) W. Stauch confirmed that registration for the 2014 Heritage Day Workshop closed three weeks ago.

**17. Closed Meeting** (*motion required – pursuant to Section 36 of By-Law No.1-2009*)

**GM-01-14-13** Court Orders Under Section 28(16) of the *Conservation Authorities Act*  
**[confidential]**

**Res. No. 17-14**

Moved by: M. Laidlaw

Seconded by: B. Coleman

(carried)

THAT the General Membership/Election of Officers Meeting of January 24, 2014 adjourn into closed session to discuss a legal matter.

The meeting adjourned at 11:10 a.m.

The meeting reconvened at 11:30 a.m.

**18. Next Meetings:**

- i) Audit Committee Meeting  
Wednesday, February 19, 2014 – 9:30 a.m.  
Conference Room, Administration Centre, Cambridge
- ii) Annual General Meeting  
Thursday, February 28, 2014 – 9:30 a.m.  
Auditorium/Boardroom, Administration Centre, Cambridge

**General Membership Meeting  
Minutes of January 24, 2014**

- iii) General Membership Meeting  
Friday, March 22, 2014 – 9:30 a.m.  
Auditorium/Boardroom, Administration Centre, Cambridge

***\*to be followed by Special Recognition Committee\****

**20. Adjourn**

The meeting adjourned at 11:35 a.m.

**21. Grand River Source Protection Authority Meeting [if required]**

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Chair

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Secretary-Treasurer

## TO THE IMMEDIATE ATTENTION OF THE CLERK AND COUNCIL

March 4, 2014

### **Legislature Supports Motion on Municipal Liability Reform – More Municipal Action Needed**

On February 27, 2014, MPPs from all parties supported a motion calling on the government to reform joint and several liability. Passage of this resolution marks a significant milestone in the municipal campaign for reform. Now that the issue has captured the attention of the Legislature, it is time for your municipality to consider the endorsement of a more detailed legislative solution.

Nearly 200 municipalities supported the motion introduced by Randy Pettapiece, MPP for Perth-Wellington which called on the government to implement a comprehensive, long-term solution no later than June 2014. Many more also wrote to the Attorney General, the Honourable John Gerretsen in response to AMO's February 7, 2014 call for support.

Currently, the Ministry of the Attorney General is consulting municipalities and the legal community on a comprehensive long-term solution. The Ministry describes three options below:

**The Saskatchewan model:** This modification to joint and several liability was adopted in Saskatchewan in 2004. Under the Saskatchewan model, where there is a shortfall due to one defendant being insolvent and the plaintiff's own negligence contributed to the harm, the shortfall is to be divided among the remaining defendants and the plaintiff in proportion to their fault. This model would apply to all types of defendants in all types of negligence claims.

**The Multiplier model:** In road authority cases (auto accident cases in which a municipality is sued for breach of duty to maintain a public road), where there is a shortfall due to one defendant being insolvent, the municipality would never be liable for more than two times its proportion of damages, even if this means that a plaintiff does not fully recover. Because this rule has the potential to result in a seriously injured plaintiff being unable to fully recover, the proposal would be limited to municipalities and to the specific subset of cases that municipalities tell us impose the most significant and unfair burden – road authority cases.

**The Combined model:** The Saskatchewan model and the Multiplier model could be combined. In a case in which both models would apply – a road authority case involving contributory negligence on the part of the plaintiff – the Saskatchewan model would be applied first. The Multiplier model would be applied if needed to ensure that the municipality would not be liable for more than two times its proportion of damages.



AMO supports the adopted of the "Combined model" listed above. This places some reasonable limits on the damages that may be recovered from a municipality under limited circumstances. It is a significant incremental step to address a pressing municipal issue.

The Ministry of the Attorney General is seeking your comments by April 16, 2014. We urge all municipalities to express their support for this combined model. This includes municipalities which supported either the Pettapiece motion or AMO's form letter of February 7, 2014.

Below is a draft letter for municipalities to submit to the provincial government by April 16, 2014. Please add your community's voice of support to this solution.

The Honourable Kathleen Wynne  
Premier of Ontario  
Legislative Building - Room 281  
Queen's Park  
Toronto ON M7A 1A1

The Honourable John Gerretsen  
Attorney General  
McMurtry-Scott Building  
720 Bay Street – 11th Floor  
Toronto ON M7A 2S9

The Honourable Linda Jeffrey  
Minister of Municipal Affairs and Housing  
777 Bay Street - 17th Floor  
Toronto ON M5G 2E5

Dear Premier, Attorney General, MMAH Minister:

[I or we] support the government's consideration and adoption of measures which limit the impact of joint and several liability on municipalities. Specifically, we understand three options are under consideration – the Saskatchewan Model, the Multiplier Model, or a third model which combines both.

I write to you in support of this third Combined Model as described by AMO's March 4, 2014 policy update. We support AMO's advice to the government that such changes would represent a significant incremental step to address a pressing municipal issue. This places some reasonable limits on the damages that may be recovered from a municipality under limited circumstances.

The provisions of the Negligence Act have not been updated for decades and the legislation was never intended to place the burden of insurer of last resort on municipalities. It is entirely unfair to ask municipalities to carry the lion's share of a

damage award when at minimal fault or to assume responsibility for someone else's mistake.

For this reason, [I or we] support the adoption of the Combined Model under consideration. We strongly encourage the government to immediately proceed with legislation which gives effect to this model.

Sincerely,

Name

cc: AMO

AMO Contact: Matthew Wilson, Senior Advisor, 416-971-9856 Ext. 323 or [mwilson@amo.on.ca](mailto:mwilson@amo.on.ca).

PLEASE NOTE AMO Breaking News will be broadcast to the member municipality's council, administrator and clerk. Recipients of the AMO broadcasts are free to redistribute the AMO broadcasts to other municipal staff as required. We have decided to not add other staff to these broadcast lists in order to ensure accuracy and efficiency in the management of our various broadcast lists.

DISCLAIMER These are final versions of AMO documents. AMO assumes no responsibility for any discrepancies that may have been transmitted with the electronic version. The printed versions of the documents stand as the official record.

**Ministry of  
Community Safety and  
Correctional Services**

Office of the  
Fire Marshal and  
Emergency Management

77 Wellesley Street West  
Box 222  
Toronto ON M7A 1N3  
Tel: 416-314-3723  
Fax: 416-314-3758

**Ministère de la  
Sécurité communautaire et  
des Services correctionnels**

Bureau du  
commissaire des incendies et  
de la gestion des situations d'urgence

77, rue Wellesley Ouest  
C.P. 222  
Toronto ON M7A 1N3  
Tél. : 416-314-3723  
Télééc. : 416-314-3758



February 18, 2014

Township of Wilmot  
His Worship Les Armstrong  
60 Snyder's Road West  
Baden ON N3A 1A1

Dear Mayor Armstrong:

The Office of the Fire Marshal and Emergency Management (OFMEM) has conducted an annual review of your municipal emergency management program and its elements. Municipalities are required, in accordance with the *Emergency Management and Civil Protection Act* (EMCPA) to provide the following:

**Municipal emergency management programs**

**2.1 (1)** Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program. 2002, c. 14, s. 4.

**Same**

**(2)** The emergency management program shall consist of,  
(a) an emergency plan as required by section 3;  
(b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;  
(c) public education on risks to public safety and on public preparedness for emergencies; and  
(d) any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 4.

Based on our review of your emergency management program and its elements, your municipality has complied with all of the following requirements of the EMCPA:

Community Emergency Management Coordinator (CEMC) appointed (O.Reg.380/04,s.10(1))	✓
CEMC completed the required training (O.Reg.380/04,s.10(2))	✓
The Municipality Emergency Management Program Committee met once this year (O. Reg. 380/04, s.11 (6))	✓
Current by-law for the municipality's adoption of its emergency management program (EMCPA s. 2.1(1))	✓

Municipal Community Risk Profile reviewed by the Emergency Management Program Committee (EMCPA s. 2.1(3))	✓
Municipality's Emergency Response Plan reviewed and the most current copy submitted to EMO (EMCPA s.3(1), s.3(6) s. 6.2 (1))	✓
Current by-law for the municipality's Emergency Response Plan? (EMCPA s. 3(1))	✓
Municipal Emergency Operations Centre designated (O.Reg.380/04,s.13 (1))	✓
Municipality's EOC communications system deemed to be appropriate (O. Reg. 380/04,s.13 (2))	✓
Municipality's Critical Infrastructure reviewed by the Emergency Management Program Committee (EMCPA s. 2.1 (3))	✓
Four (4) hours of annual municipal training conducted for the Municipal Emergency Control Group, staff and others identified in the ER Plan (EMCPA s.2.1(2), O. Reg. 380/04,s.12 (3))	✓
Municipal annual Exercise for the Municipal Emergency Control Group, staff and others identified in the ER Plan (EMCPA s.2.1(2), O.Reg.380/04 s. 12 (6))	✓
Municipal designated employee appointed to act as Emergency Information Officer (O.Reg.380/04, s. 14 (1))	✓
Public Education Strategy completed (EMCPA s. 2.1 (2c))	✓
Municipality's Emergency Management Program Committee conducted an Annual Review of the Program (O.Reg.380/04,s.11 (6))	✓

OFMEM staff are available to further discuss this review, as well as to provide you with ongoing advice and assistance to enhance the delivery of emergency management programming in your municipality.

Sincerely,



Tadeusz (Ted) Wieclawek  
 Fire Marshal of Ontario, and  
 Chief of Emergency Management

- c. Barbara McLeod, Municipal Clerk  
 Michael Raine, Community Emergency Management Coordinator  
 Daphne Farrell, Sector Field Officer



Warren Mar  
 Director Legal and Legislative  
 Services/Town Solicitor  
 905-727-3123 ext. 4758  
 wmar@aurora.ca

Town of Aurora  
 100 John West Way, Box 1000  
 Aurora, ON L4G 6J1

March 10, 2014

C03-C14-06

Hon. Kathleen Wynne, Premier  
 Legislative Building  
 Queen's Park  
 Toronto ON M7A 1A1

via email: premier@ontario.ca

Dear Premier Wynne:

**Re: Introduction of Municipal Recall Election Legislation**

Please be advised that this matter was considered by Council at its meeting held on February 11, 2014 and in this regard Council adopted the following resolution:

WHEREAS there are few means to remove an elected official from office other than through the election process; and

WHEREAS the time between municipal election periods has grown to four years; and

WHEREAS significant damage can be caused in a four-year period should an elected official act to the detriment of the municipality; and

WHEREAS it is not the most effective use of time for municipal representatives to police one another through Codes of Conduct and Integrity Commissioners; and

WHEREAS the penalties that can be imposed through Codes of Conduct are relatively minor; and

WHEREAS there is a problem with Codes of Conduct and Integrity Commissioners being used for political purposes; and

WHEREAS Codes of Conduct have proven ineffective in curtailing detrimental behaviour; and

WHEREAS establishing Codes of Conduct and employing Integrity Commissioners can be an expensive endeavour; and



WHEREAS the detrimental behaviour of some elected officials reflects poorly upon all elected officials, especially if they are not held accountable for this behaviour; and

WHEREAS it is incumbent upon all elected representatives to maintain a high standard of integrity; and

WHEREAS Progressive Conservative MPP Randy Hillier has introduced a Private Member's Bill to introduce recall elections for provincially-elected officials but omits municipally-elected officials.

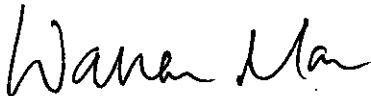
NOW THEREFORE BE IT HEREBY RESOLVED THAT the Town of Aurora formally requests that the Government of Ontario consider the implementation of recall legislation for municipally-elected officials; and

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to every municipality in the province of Ontario for endorsement; and

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to every Member of Provincial Parliament in the province of Ontario.

The above is for your information and any attention deemed necessary.

Yours truly,



Warren Mar  
Director of Legal & Legislative Services/Town Clerk (Acting)

WM/rm

- Copy: Every Municipality in Ontario  
Every MPP in Ontario  
Mr. Geoffrey Dawe, Mayor, Town of Aurora  
Mr. Paul Pirri, Councillor, Town of Aurora



# GRCA Current



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## GRCA General Membership

**Chair** Jane Mitchell

**Vice-Chair** Vic Prendergast

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

**Townships of Mapleton and Wellington North** Pat Salter

**Township of Centre Wellington**  
Joanne Ross-Zuj

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

**City of Guelph**  
Bob Bell, Maggie Laidlaw

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

**Municipality of North Perth and Township of Perth East**  
George Wicke

**Halton Region** J. Barry Lee

**City of Hamilton** Jeanette Jamieson

**Oxford County** Bruce Banbury

**County of Brant**  
Brian Coleman, Steve Schmitt

**City of Brantford**  
Robert Hillier, Vic Prendergast

**Haldimand and Norfolk Counties**  
Lorne Boyko, Fred Morison

## GRCA cuts budget in 2014

The cost of doing business is dropping for the Grand River Conservation Authority in 2014.

The GRCA board approved a budget Feb. 28 calling for total expenditures of \$29.4 million this year, a drop from the \$30.7 million budgeted last year.

About \$10.3 million, or 34 per cent, comes from municipalities of the watershed which collect the money from residents through property taxes or water bills. The municipal share of the budget is about \$10.45 per person this year.

Even though the overall budget is smaller this year, the cost to municipalities is up about 2.5 per cent. That's because other sources of revenue, such as provincial grants and some types of self-generated revenues do not grow as much as basic operating costs.

For example, a provincial operating grant was reduced in 2013 and remains frozen at the lower level. In addition, provincial grants for drinking water source protection planning are down, as the bulk of the work of that program has been completed.

Government grants in 2014 total \$3.6 million, about 12 per cent of the budget, while 46 per cent of the GRCA's revenues — about \$14 million — comes from self-generated revenues.

## Major projects for 2014

The 2014 budget includes major projects to improve the environment, reduce flood damages and protect water supplies. For projects involving work on dams and dikes, the provincial government covers half of the cost. These are the projects expected for this year.

**Emerald ash borer** — \$900,000. The invasive pest has spread through most of the southern part of the watershed, creating potentially hazardous situations in GRCA parks, trails and other properties. Effort will go into assessing the potential risks and beginning to remove or treat trees as required. The actual amount spent will depend on how far the disease has progressed and the amount of work that needs to be done.

**Cambridge dike work** — \$280,000. The bulk of the money (about \$250,000) will be spent to repair a section of the flood wall in Galt that has deteriorated since it was built about 25 years ago. About \$30,000 will be spent on the next phase of a dike safety study. These studies are done regularly on GRCA dikes.

**Drayton channel restoration** — \$200,000. Removal of a buildup of material in the Conestogo River channel to increase flow capacity and reduce the potential for flooding.

**Major Dam upgrades and maintenance** — \$385,000. This covers investments in six of the GRCA's flood control dams for a variety of projects to ensure their continued safe operation. Projects are scheduled at Conestogo, Guelph, Luther, Shand, Woolwich and Shade's Mills dams.

**Luther Marsh Wildlife Management Area Grassland Restoration** — \$73,500. This project will create about 49 hectares of grassland habitat suitable for Henslow's sparrow, an endangered species. Financial support is provided by Environment Canada and Hydro One.

**Conestogo Lake Conservation Area Restoration** — \$20,000. The first year of a multi-year project to create grassland habitat for bobolinks, a threatened species.

## High risk of spring floods

After a cold and snowy winter, residents along the Grand River could be facing a spring of high water.

The possibility of flooding in the Grand River system is the highest it's been in years, according to flood control staff.

Municipal flood co-ordinators were told recently that the snow pack is higher than it has been in about 30 years. Almost the entire river system is covered in ice, as is Lake Erie.

A rapid melt or a rapid melt in combination with rainfall will result in very high runoff, high river flows and break up river ice.

The high volume of ice in the river system increases the risk of ice jams. Ice jam flooding can result in a very quick rise in water levels which means there





In March there is still lots of snow on the ground, including at the GRCA Administration Centre. Three parks will be open for March break and there is also a high risk of spring floods because of the cold snowy winter.

is sometimes little opportunity to issue flood warnings. Communities such as Grand Valley, West Montrose, New Hamburg, Ayr, Paris, Brantford, Cayuga and Dunnville are particularly prone to ice jam flooding.

A further complicating factor this year is the debris left behind by the December ice storm. As branches and trees are carried downstream, there is the chance that they will clog bridges and culverts, resulting in localized flooding. This year, many of the snow survey locations are recording two or even three times as much water content in the snowpack as the long-term average.

## Do you know a watershed hero?

They're the individuals, families, groups and businesses that put their time and energy into improving the Grand River watershed.

Many do it without recognition, satisfied with the legacy they leave for future generations.

The GRCA thinks they deserve to be acknowledged, so is looking for nominations for its annual Watershed Awards. The GRCA has presented the awards since 1976.

Once again, there are the two regular categories for environmental work. But this year a special one-time category was added in honour of the 20th anniversary of the designation of the Grand River system as a Canadian Heritage River. Here are the award categories:

- **Honour Roll Awards** are presented for a sustained record of environmental achievement over an extended period of time.

- **Watershed Awards** for outstanding examples of environmental work.
- **Special Heritage Awards** for those who have advanced the river-related heritage and recreational attributes that were recognized in the Canadian Heritage River designation.

More information on the Heritage River designation can be found in the "Heritage River" section of the GRCA website.

Nominations can be made by May 1 and can come from anyone in the watershed. The form is posted online at [www.grandriver.ca/awards](http://www.grandriver.ca/awards).

## Spring tree planting

The GRCA is hiring two companies to plant 200,000 trees on private land at a cost of about \$200,000.

Black River Tree Planting and Bartram Woodlands Ltd. will carry out the planting projects this spring.

The cost of the reforestation projects on private lands are paid for by the individual property owners, who may also receive grants to help pay for the costs. Reforestation on GRCA lands is funded through grants from agencies such as Trees Ontario.

In addition, there are many community tree planting events that GRCA staff work with partners to carry out.

Members of the public are invited to help out at the events listed online at [www.grandriver.ca/calendar](http://www.grandriver.ca/calendar).

## Enjoy Spring Break at a Grand River park

While some jet off to warmer climates for March break, three GRCA parks are offering a full slate of winter activities.

Shade's Mills in Cambridge, Laurel Creek in Waterloo and Belwood Lake east of Fergus will be open daily during March Break for cross-country skiing, snowshoeing and ice fishing. Skis, and snowshoes are available to rent at Laurel and Shade's, while the latter also offers ice huts.

More information including hours of operation and fees can be found in the Winter Activities section of the GRCA website at [www.grandriver](http://www.grandriver).

This issue of *GRCA Current* was published in March 2014.

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

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

**Next board meeting:** Friday, March 28 at 9:30 a.m., GRCA Administration Centre.

Reports mentioned in *GRCA Current*: [www.grandriver.ca/MeetingReports](http://www.grandriver.ca/MeetingReports).

For coming events, please see [www.grandriver.ca/Calendar](http://www.grandriver.ca/Calendar).

The January-February issue of *Grand Actions* newsletter is available at: [www.grandriver.ca/GrandActions](http://www.grandriver.ca/GrandActions)