



**TOWNSHIP OF WILMOT
COUNCIL MEETING AGENDA
WEDNESDAY, AUGUST 5, 2015**

**SPECIAL COUNCIL MEETING
COUNCIL CHAMBERS
6:15 P.M.**

- 1. MOTION TO CONVENE INTO CLOSED SESSION (IF NECESSARY)**
- 2. MOTION TO RECONVENE IN OPEN SESSION**
- 3. MOMENT OF SILENCE**
- 4. ADDITIONS TO THE AGENDA**
- 5. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**
- 6. REPORTS**
 - 6.1 DEVELOPMENT SERVICES**
 - 6.1.1 REPORT NO. DS 2015-28
Zone Change Application 11/15
Walter Veugen
Part of Lot 7, Concession 3, Block A
Part 1, Plan 58R-18457
20 Kurt Place, New Dundee**

Recommendation

THAT Zone Change Application 11/15 made by Walter Veugen, affecting Part of Lot 7, Concession 3, Block A, being Part 1, Plan 58R-18457, be approved to rezone the subject lands from Zone 5 (Commercial) to Zone 2 (Residential).

6.2 FACILITIES AND RECREATION SERVICES

- 6.2.1 REPORT NO. PRD 2015-06
RFP 2015-28 Consultant Services for the WRC/Schmidt Woods
Multi-Purpose Trail Design**

Recommendation

THAT Seferian Design Group be awarded the contract to complete a preferred multi-purpose trail design for the WRC/Schmidt Woods property as per their proposal dated July 15, 2015 for the upset fee of \$26,442.34, net of the HST rebate, including disbursements.

**6.2.2 REPORT NO. PRD 2015-07
WRC Phase 1 Flat Roof Repairs**

Recommendation

THAT Flynn Canada Ltd. be awarded the contract for the partial flat roof repair/replacement project at the Wilmot Recreation Complex, in accordance with Roofing Project Specification No. 10-07-013-001 as per their tender bid dated July 21, 2015 for the fee of \$84,995.04 net of the HST rebate, AND FURTHER,

THAT the work be funded from the facilities reserve.

7. BY-LAWS

- 7.1 By-law No. 2015-43 – Zone Change Application 11/15, Walter Veugen, Part of Lot 7, Concession 3, Block A, Part 1, Plan 58R-18457, 20 Kurt Place, New Dundee**

Recommendation

THAT By-law No. 2015-43 be read a first, second and third time and finally passed in Open Council.

8. CONFIRMATORY BY-LAW

- 8.1 By-law No. 2015-44**

Recommendation

THAT By-law No. 2015-44 to Confirm the Proceedings of Council at its Meeting held on August 5, 2015 be introduced, read a first, second, and third time and finally passed in Open Council.

9. ADJOURNMENT

Recommendation

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



Township of Wilmot **REPORT**

REPORT NO. DS 2015-28

TO: Council

PREPARED BY: Andrew Martin, Planner/EDO

DATE: August 5, 2015

SUBJECT: Zone Change Application 11/15
Walter Veugen
Part of Lot 7, Concession 3, Block A
Part 1, Plan 58R-18457
20 Kurt Place, New Dundee

Recommendation:

That Zone Change Application 11/15 made by Walter Veugen, affecting Part of Lot 7, Concession 3, Block A, being Part 1, Plan 58R-18457, be approved to rezone the subject lands from Zone 5 (Commercial) to Zone 2 (Residential).

Background:

Notice of the Public Meeting was given to property owners within 120 metres of the subject lands on June 26, 2015 and a Public Meeting was held on July 20 2015. The following is a summary of comments received.

Public: none

Agencies:

GRCA: no comments or concerns

Region of Waterloo: no objections

Discussion:

The subject lands are designated Settlement Core in the Township Official Plan, and are zoned Zone 5 (Commercial) within the Township Zoning By-law. The property is currently undeveloped. This application proposes to rezone the subject property to Zone 2 (Residential) to allow construction of a single family dwelling. The attached sketch outlines the proposed development of the lot.

In support of the application, the applicant provided a Stationary Noise Study, and preliminary septic design. As well the applicant submitted a record of site condition to the Ministry of the

Environment. At the time of the Public Meeting, the noise study was still being reviewed by the Region of Waterloo and approval of the record of site condition had not been received. Since the Public Meeting on July 20, the Region has provided comments indicating all outstanding issues have been addressed.

No comments or concerns were raised from neighbouring property owners through circulation of the application.

Strategic Plan Conformity:

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

Financial Considerations:

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

Conclusion:

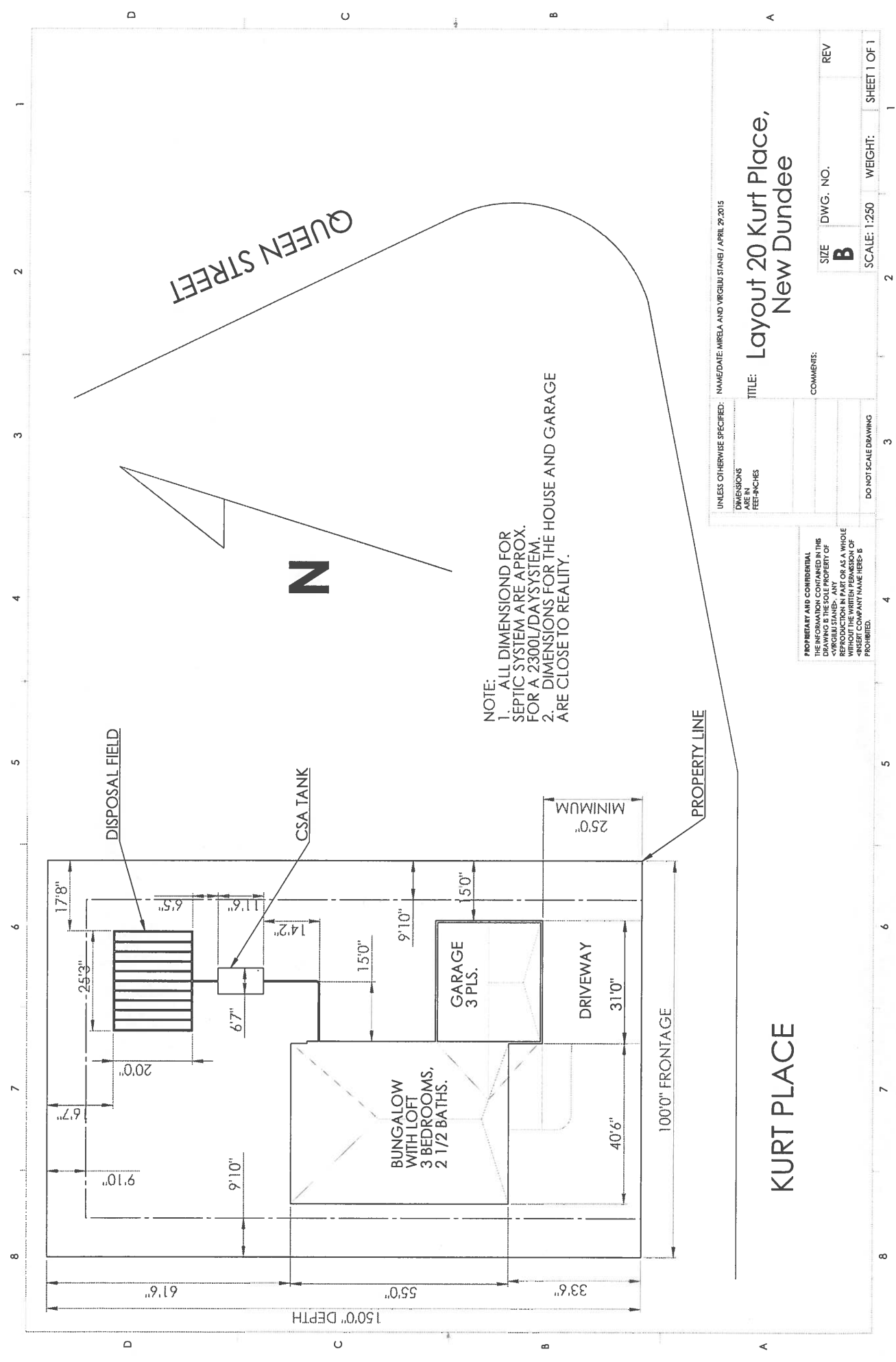
The proposed zoning change simply implements zoning that is consistent with the other properties on Kurt Place and facilitates a land use that is more compatible with abutting residential properties.



Andrew Martin, MCIP RPP
Planner/EDO



Reviewed by CAO



NOTE:
 1. ALL DIMENSIONS FOR SEPTIC SYSTEM ARE APPROX. FOR A 2300L/DAYS SYSTEM.
 2. DIMENSIONS FOR THE HOUSE AND GARAGE ARE CLOSE TO REALITY.

UNLESS OTHERWISE SPECIFIED: NAME/DATE: MRELA AND VIRGIU STANEI / APRIL 29, 2015

TITLE: **Layout 20 Kurt Place,
New Dundee**

COMMENTS:

DO NOT SCALE DRAWING

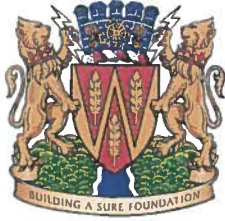
PROPERTY AND CONFIDENTIAL INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF MRELA AND VIRGIU STANEI. ANY REPRODUCTION OR TRANSMISSION OF THIS DRAWING WITHOUT THE WRITTEN PERMISSION OF MRELA AND VIRGIU STANEI IS PROHIBITED.

SIZE DWG. NO. REV

B

SCALE: 1:250 WEIGHT: SHEET 1 OF 1

KURT PLACE



Township of Wilmot **REPORT**

REPORT NO. PRD 2015-06
TO: Council
PREPARED BY: Scott Nancekivell
DATE: August 5, 2015
SUBJECT: RFP 2015-28 Consultant Services for the WRC/Schmidt Woods Multi-Purpose Trail Design

Recommendation:

That Seferian Design Group be awarded the contract to complete a preferred multi-purpose trail design for the WRC/Schmidt Woods property as per their proposal dated July 15, 2015 for the upset fee of \$26,442.34, net of the HST rebate, including disbursements.

Background:

In November 2013, Council approved the Wilmot Trails Master Plan (WTMP). Subsequently, in January 2015, "Appendix B: Implementation Plan" for the WTMP was also approved.

The WTMP identified the design and construction of a multi-use trail spine, including connecting loops, within the Wilmot Recreation Complex woodlot as a priority within the 0-5 year time horizon.

In June 2015, the Township was gifted a parcel of wooded land north of the WRC woodlot (Schmidt Woods), as well as other lands for the purpose of trails and parkland, by the Schmidt Estate, Shantz Mennonite Church and Mennonite Church Eastern Canada (MCEC), (staff report DS 2015-21). The combined area of the WRC woodlot and the Schmidt Woods is approximately 55 acres in size.

Discussion:

The Township issued a formal Request for Proposal (RFP) for Consultant Services for the Wilmot Recreation Complex/Schmidt Woods Multi-Purpose Trail Design on June 30, 2015. Proponents were asked to submit proposals to undertake the completion of a background information review, a detailed site review, stakeholder consultations, and the preparation of preliminary trail design drawings by mid-October 2015. The preparation and presentation of final design drawings, construction cost estimates, and a draft construction tender document are to be completed by December 1, 2015.

Pending the approval of the Township's 2016 Capital Budget, but included within the scope of work, the consultant will also be responsible for construction management, including tendering

for the necessary works, contractor supervision, and site inspections throughout the construction process during the summer of 2016.

Report:

The Township received one (1) proposal from the following consulting firm:

- Seferian Design Group (Burlington)

The proposal submission was reviewed by members of the Trails Interdepartmental Working Group (TIWG), which consists of staff from Facilities & Recreation Services, Development Services, and Public Works, using the following criteria:

- Project Understanding
- Experience with Similar Projects
- Project Manager
- Project Team
- Price

With only one submission, a comparative evaluation could not be performed. However, the submission itself was of high quality and would have received relatively high scores based on the evaluation criteria. TIWG members concurred that the Seferian Design Group project manager/team possess the necessary knowledge and experience to successfully undertake the WRC/Schmidt Woods multi-purpose trail design.

Seferian Design Group has worked with the Township of Wilmot in the past, through the recent completion of “Appendix B: Implementation Plan” for the Wilmot Trails Master Plan, with the assistance of TIWG staff (January 2015). The resulting document provided a comprehensive guide for the development, operation, and maintenance of trails throughout the Township in the short, medium, and long term.

Strategic Plan Conformity:

Providing recreational opportunities for everyone.
Enhancing our mobility.

Financial Considerations:

The approved 2015 capital budget includes \$24,000 for the design portion of this project. A preliminary budget allocation of \$240,000 for trail construction was included within the 10-year capital forecast for 2016. Once staff receive the final design and detailed construction cost estimates from the consultant in December 2015, a more precise figure for trail construction will be proposed during the 2016 budget deliberation process.


The Township has applied for funding from the Canada 150 Community Infrastructure Program (staff report FIN 2015-22), as well as the Ontario Municipal Cycling Infrastructure Program (OMCIP) for this project. On July 30, 2015 the Township received formal confirmation of our successful Canada 150 CIP application and the \$150,000.00 in funding that was requested for this project.

Conclusion:

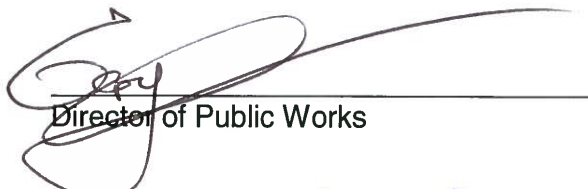
The TIWG recommends that the proposal from Seferian Design Group for \$26,442.34 net of the HST rebate, be accepted. The proposed timeline for final design, construction cost estimates, and a draft tender document is December 1, 2015.



Director of Facilities & Recreation Services



Reviewed by CAO



Director of Public Works



Planner/EDO



Township of Wilmot **REPORT**

REPORT NO. PRD 2015-07
TO: Council
PREPARED BY: Scott Nancekivell
DATE: August 5, 2015
SUBJECT: WRC Phase 1 Flat Roof Repairs

Recommendation:

That Flynn Canada Ltd. be awarded the contract for the partial flat roof repair/replacement project at the Wilmot Recreation Complex, in accordance with Roofing Project Specification No. 10-07-013-001 as per their tender bid dated July 21, 2015 for the fee of \$84,995.04 net of the HST rebate, And further,

That the work be funded from the facilities reserve.

Background:

In May, 2013 North American Roof Management Services Ltd. (NARMSL) was hired to undertake a comprehensive investigation into the cause of the water entering the WRC upper lobby, adjacent to the viewing areas of both ice pads. A facility condition report which included both invasive and non-invasive investigations into the issue, as well as a roof moisture survey, were prepared for the Township by the consultant.

The consultant concluded that the majority of the water entering the building was the result of condensation build-up and release at the flat roof and arena roof south gable interface, due to issues associated with the vapour barrier and insulation.

Discussion:

Based on a thorough investigation and analysis by NARMSL, the consultant recommended that a partial replacement of the flat roof in the vicinity of the arena roof (to remove the water-saturated roof insulation), and a proper re-construction of the adjoining wall connection was necessary to fix the problem.

Prior to preparing specifications for the repair solution, NARMSL undertook a second roof moisture survey to determine the limits of the required flat roof replacement. The roof scan determined that the amount of saturated roof insulation had increased in the northwest section of flat roof, and that it too would require removal and replacement.

In mid-July 2015 NARMSL issued a tender with detailed specifications to prequalified roofing contractors for the partial replacement of the flat roof area at the WRC.

Report:

On July 22, 2015 North American Roof Management Services Ltd. received three (3) tender bids for the necessary roofing works as follows:

<u>Bidder</u>	<u>Bid Price (net of HST rebate)</u>
WM. Green Roofing Ltd. (Guelph)	\$91,337.74
LaFleche Roofing 1992 Ltd. (London)	\$96,468.48
Flynn Canada Ltd. (Cambridge)	\$84,995.04

NARMSL has reviewed all bids for completeness and mathematical correctness, and has recommended that the Township award the work to the low bidder. Flynn Canada Ltd. is a very reputable roofing contractor and has stated that they will commence work within 30 days of contract award, and complete same within 15 days of commencement (weather permitting).

Strategic Plan Conformity:

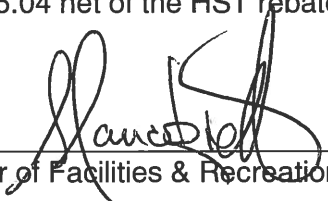
Maintaining our infrastructure.

Financial Considerations:

The preliminary cost estimate for this project was approximately \$85,000 in 2013. The bid price for the roof repair is \$84,995.04 (net of HST rebate), which includes the replacement of the additional saturated roof insulation discovered on July 6, 2015. NARMSL's fees for project management (tender preparation, contract administration, site supervision and inspection) are \$3,400. Costs for the removal and replacement of a custom closure plate at the 'Behlen' roof gable and the flat roof interface, is estimated at \$6,600 (Vic's Contracting). Therefore, the total roof repair costs are estimated to be \$95,171.04 net of the HST rebate. These costs will be funded through the facilities reserve.

Conclusion:


Staff concur with NARMSL, and recommend that the tender submitted by Flynn Canada Ltd., for \$84,995.04 net of the HST rebate, be accepted.



Director of Facilities & Recreation Services



Reviewed by CAO



Director of Finance

TOWNSHIP OF WILMOT

BY-LAW NO. 2015-43

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

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

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

1. That the lands described on Schedule "A" and illustrated on Schedule "B" attached to and forming part of this by-law are hereby removed from Zone 5 (Commercial) and placed within Zone 2 (Residential) under By-law No 83-38, as amended.
2. Except as amended by the preceding regulations, the lands described on Schedule "A" attached to and forming part of this by-law and shown on Schedule "B" attached to and forming part of this by-law, shall be subject to all other applicable regulations as set down in By-law No. 83-38, as amended.
3. This by-law shall come into effect on the final passing thereof by the Council of The Corporation of the Township of Wilmot subject to compliance with the provisions of The Planning Act, R.S.O., 1990 and amendments thereto.

READ a first and second time on the 4th day of **August, 2015**.

READ a third time and finally passed in Open Council on the 4th day of **August, 2015**.

MAYOR

CLERK

SCHEDULE "A"

ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the Township of Wilmot, in the Regional Municipality of Waterloo and Province of Ontario being composed of Part of Lot 7, Concession 3, Block A, being Part 1, Plan 58R-18457 in the said Township of Wilmot.

This is Schedule "A" to By-law No. 2015-43.

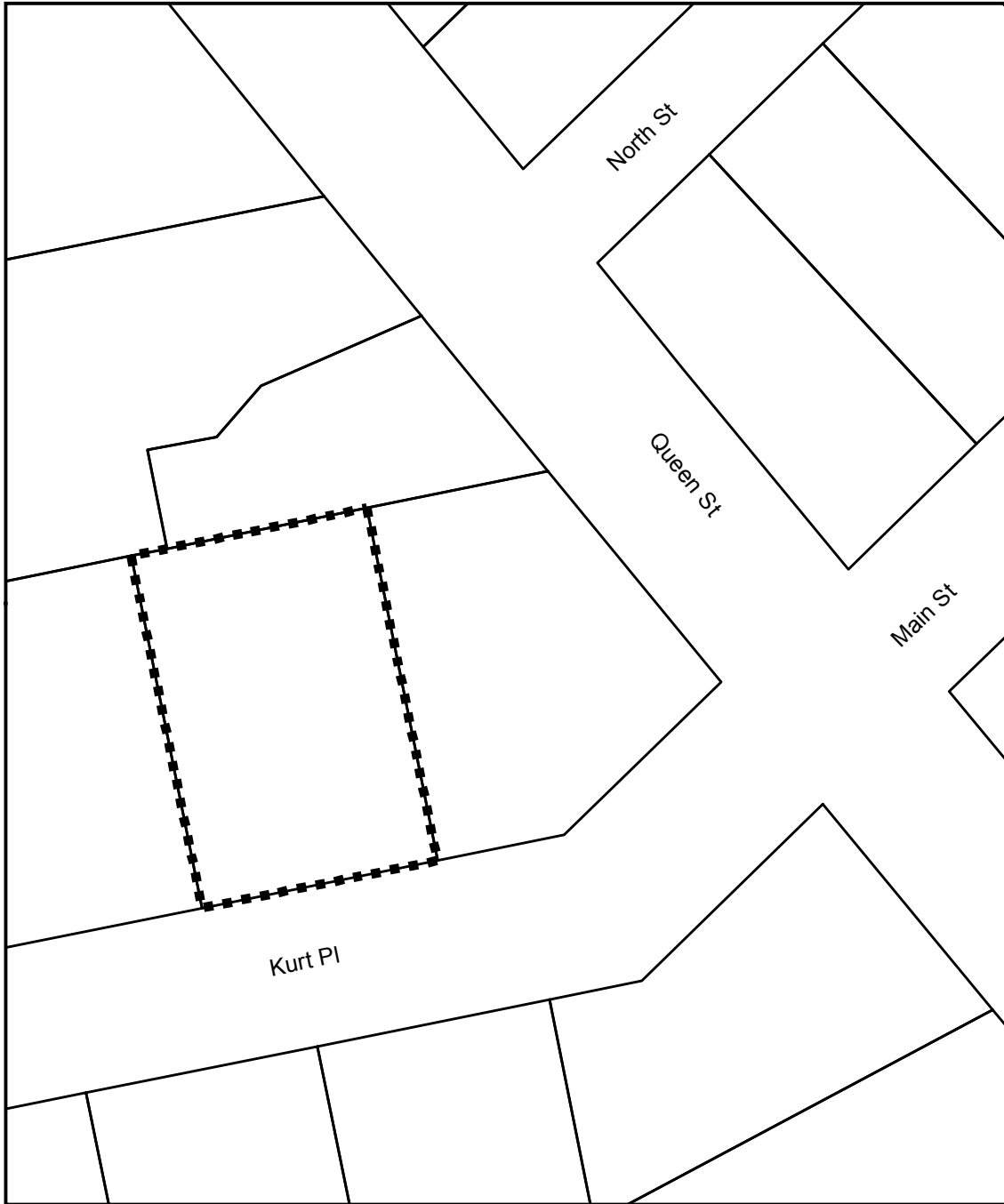
PASSED this 4th day of August, 2015.

MAYOR

CLERK

SCHEDULE "B"
PART OF LOT 7, CONCESSION 3, BLOCK A
BEING PART 1, PLAN 58R-18457
TOWNSHIP OF WILMOT

SUBJECT LANDS OUTLINED THUS: - - - - -



THIS IS SCHEDULE "B" TO BY-LAW NO. 2015-43
PASSED THIS 4TH DAY OF AUGUST, 2015.

MAYOR

CLERK

