

## Committee of the Whole Agenda

Monday, May 4, 2026

6:00 pm

Council Chambers - Hybrid

60 Snyder's Road West

Baden, Ontario

N3A 1A1

This meeting will be held in-person and electronically in accordance with Section 238 (3.3) of the Municipal Act, 2001. Please subscribe to the Township of Wilmot You Tube Channel to watch the live stream or view after the meeting.

Delegations must register with the Legislative Services Division. The only matters being discussed at this meeting will be those on the Agenda.

---

### Pages

1. **CALL TO ORDER**  
**RECOMMENDATION**  
THAT the Committee of the Whole on May 4, 2026 be called to order at 6:00 p.m.
2. **CLOSED SESSION**
3. **TERRITORIAL LAND ACKNOWLEDGEMENT**  
S Martin will read the Territorial Land Acknowledgement.
4. **ADDITIONS TO THE AGENDA**
5. **ADOPTION OF THE AGENDA**  
**RECOMMENDATION**  
THAT the Agenda as presented for May 4, 2026 be adopted.
6. **DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**  
*Members of Council and members of the Township's local boards are required to file a written statement when they have a conflict of interest. If a conflict is declared, please review the Policies and Rules for Council and complete the Disclosure of Pecuniary Interest Form.*
7. **MINUTES OF PREVIOUS MEETING**
8. **PRESENTATIONS**
  - 8.1 **Readers Choice – Best Swimming Lessons Instruction (Platinum)**

Director Chris Catania will present the awards.

**8.2 Lifesaving Society Leadership Training Award**

Director Chris Catania will present the awards.

**9. DELEGATIONS**

Pursuant to Council’s Procedural By-law, delegations are permitted to address Council for a maximum of seven (7) minutes. General Interest Delegations are included below. Only three General Interest Delegations are permitted at each Regular Council Meeting. General Interest Delegations must register by 12:00 p.m. on the Monday prior to the Council meeting date. Specific Interest Delegations are only permitted to discuss matters listed on the Council agenda as staff reports, informal and formal public meetings, notice's of motion, and by-laws. All Specific Interest Delegations where possible are encouraged to register prior to the start of the meeting. For Specific Interest Delegates who are attending in-person, registration is permitted up to the start of the meeting. Specific Interest Delegates who are interested in attending virtually must register by 12:00 p.m. on May 4, 2026, in order to participate electronically.

**10. CORRESPONDENCE**

**11. CONSENT AGENDA  
RECOMMENDATION**

THAT Consent Agenda Items 11.1, 11.2, 11.3, 11.4, 11.5, 11.6 be approved.

**11.1 Community Grants Program – Approval of 2026 Recipients - CS-2026-09**

**RECOMMENDATION**

THAT Report CS-2026-09 Community Grants Program – Approval of 2026 Recipients be received for information; and,

THAT Council approve the recommended 2026 Community Grants listed in Appendix A for payment.

**11.2 Level III Structural Assessment – New Hamburg Arena Timber Roof - CS-2026-14**

**RECOMMENDATION**

THAT Report CS-2026-14 Level III Structural Assessment – New Hamburg Arena Timber Roof System be received for information; and,

THAT Council approve award to Wood Research and Development (WRD) in the amount of \$89,556 excluding HST to complete a Level III Structural Assessment of the New Hamburg Arena Timber Roof.

**11.3 Annual Hot Mix Asphalt Program – Award of Tender - IS-2026-10**

**RECOMMENDATION**

THAT Report IS-2026-10 Annual Hot Mix Asphalt Program – Award of Tender be received for information; and,

THAT RFT2026-07 be awarded to Brantco Construction of Cambridge

ON for the Annual Hot Mix Asphalt Program, as per their bid submission dated April 16, 2026, in the amount of \$504,540.00, plus HST.

**11.4 Centennial and Hillview Crescent, Huron Street Sanitary Relining - Award of Tender - IS-2026-11** 30

**RECOMMENDATION**

THAT Report IS-2026-11 Centennial and Hillview Crescent, Huron Street Sanitary Relining - Award of Tender be received for information; and,

THAT Council award Request for Tender RFT2026-02, Centennial and Hillview Crescent, Huron Street Sanitary Relining project, to Capital Sewer Services Inc. of Vaughan, Ontario, in accordance with their tender submission dated April 10, 2026, being the lowest compliant bid in the amount of \$ 274,417.00 plus HST; and

THAT the Director of Infrastructure Services and the Chief Administrative Officer be authorized to execute any agreements and associated documents required to implement the project.

**11.5 Veterans Commemorative Crosswalk - IS-2026-12** 44

**RECOMMENDATION**

THAT Report IS-2026-12 Veterans Commemorative Crosswalk be received for information; and,

THAT Council approve the proposed design options for the Veterans Memorial Crosswalk to be installed on Huron Street approximately 45m east of Union Street; and,

THAT Council approve installation of the proposed crosswalk when \$15,000 in donated funding is received, representing 100% of the cost of installation plus 50% as per approved Policy; and

THAT Council provide delegated authority to the CAO and/or Director of Infrastructure Services to enter into agreement with the New Hamburg Board of Trade to facilitate the proposed crosswalk.

**11.6 Co-operative Purchase – 2026 Annual Surface Treatment Program - IS-2026-15** 55

**RECOMMENDATION**

THAT Report IS-2026-15 Co-operative Purchase – 2026 Annual Surface Treatment Program be received for information; and,

That Council the approve the Township's participation in the co-operative tender with Blandford-Blenheim for the application of surface treatment by Walker Construction Limited for the 2026 Annual Surface Treatment Program, as per their bid submissions dated April 16, 2026, in the amount of \$369,710.00 plus HST.

THAT Council immediately convenes a Special Council Meeting at the conclusion of this meeting to ratify the Township’s participation in the co-operative tender with Blandford-Blenheim and provide delegated authority to the CAO and/or Director of Infrastructure Services to enter into agreement pursuant to the co-operative tender.

**12. REPORTS**

**12.1 Council-Staff Relations Policy - CAO-2026-14 59**  
**RECOMMENDATION**

THAT Report CAO-2026-14 Council-Staff Relations Policy be received for information; and,

THAT the Proposed Council-Staff Relations Policy attached to Report CAO-2026-14 be approved.

**12.2 Procedural By-law Review – Meeting Structure and Notice Provisions - COR-2026-10 69**  
**RECOMMENDATION**

THAT Report COR-2026-10 Procedural By-law Review – Meeting Structure and Notice Provisions be received for information;

THAT Council direct staff to present a By-Law to amend Procedural By-Law 2024-42, as outlined in this report; and,

THAT staff be directed to undertake a review of the Township’s Notice By-law (2003-25) and report back to the next term of Council with recommendations to modernize and strengthen the Township’s public notice framework.

**13. ANNOUNCEMENTS**

**14. ADJOURNMENT**

**RECOMMENDATION**

THAT the Committee of the Whole meeting of May 4, 2026 be adjourned at \_\_\_\_\_p.m.

2025

*Congratulations*  
*Wilmot Recreation*  
*Complex*

*On behalf of the constituents of the Riding of Waterloo,  
congratulations on receiving Platinum  
in the Sports, Recreation, and Fitness Category  
for Best Swimming Instruction  
by the 2025 Record Readers' Choice Awards.*

*Thank you for your contributions to our community.  
Congratulations again to all involved and  
we wish success in all your future endeavours.*



*Sincerely,*

*Bardish Chagger*

Honourable Bardish Chagger  
Member of Parliament/Députée  
Waterloo



LIFESAVING SOCIETY

*The Lifeguarding Experts*

March 9, 2026

Kristy Falk  
 Manager  
 Wilmot Recreation Department  
 60 Snyder's Road West  
 Baden, ON N3A 1A1

Ontario

Dear Kristy:

Congratulations!

On behalf of the lifesaving society Ontario, it is my pleasure to inform you that Wilmot Recreation Department has earned the R. Bredin Stapells cup per capita for 2025. As you may know, the R. Bredin Stapells Cup per capita category is awarded to the municipal affiliate with the largest leadership training program per capita.

The Affiliate Recognition Awards will take place in the Conference Centre at the **Hilton Toronto-Markham suites conference Centre & Spa located at 8500 Warden Avenue, Markham, following the Annual General Meeting.**

We ask that Members sign in at the registration desk. The Annual General Meeting will start promptly at 6 p.m. with a cocktail reception to follow. The Awards Presentation Ceremony will begin at approx. 7:45 p.m.

You may invite guests to celebrate this event with you. please **RSVP** no later than March 23, 2026 using this link: [2026 Affiliate Awards Presentation RSVP – Fill in form](#)

Congratulations on this achievement. I look forward to seeing you at this year's event.

Yours sincerely,

Sheri Stewart  
 Senior Operations Officer

Reg. Charity No. 10809 7270 RR0001

400 Consumers Road  
 Toronto, Ontario M2J 1P8 Canada

Tel: 416-490-8844 Fax: 416-490-8766  
 E-mail: [experts@lifeguarding.com](mailto:experts@lifeguarding.com)  
[www.lifesavingsociety.com](http://www.lifesavingsociety.com)



## Community Services Staff Report

---

REPORT NO:	CS-2026-09
TO:	Committee of the Whole, May 4, 2026
SUBMITTED BY:	Chris Catania, Director of Community Services
PREPARED BY:	Manny O’Krafka, Manager of Community Services
REVIEWED BY:	Jeff Willmer, Chief Administrative Officer
DATE:	April 24, 2026
SUBJECT:	Community Grants Program – Approval of 2026 Recipients

---

### RECOMMENDATION:

THAT Report CS-2026-09 Community Grants Program – Approval of 2026 Recipients be received for information; and,

THAT Council approve the recommended 2026 Community Grants listed in Appendix A for payment

### SUMMARY:

This report makes recommendations to Council for the award of Community Grants under the 2026 Community Grants Program.

### BACKGROUND:

Each year, the Township budgets an amount for the Community Grants Program. Staff prepare and advertise the program, receive applications, review and make recommendations to Council for the award of grants to various community groups. The process for the Community Grants applications is made available online each year and as well giving previous applicants and affiliated groups notification by email of the timing when grant window is open.

Community Services is the lead department. Strategically, Community Services works with many of the applicants, supporting their efforts in delivering of services, events, and programs within the township. The criteria for the program including policy for Community Grants was approved by Council in 2024 and attached to this report.

### REPORT:

Community organizations are of great benefit to the residents of Wilmot as they provide recreation, leisure and wellness programs and services the Township might not otherwise be able to offer. The Township of Wilmot recognizes the fundamental importance of working side by side with these groups and organizations, continually reaffirming the appropriate roles for all parties. Sometimes the municipality is best able to lead and deliver community-wide services.

In other circumstances community groups and organizations are much closer to understanding the evolving needs and interests of residents, and hence better able to provide services specifically tailored to those needs.

The goal of the Community Grants program is to help support not-for-profit organizations in building capacity for the delivery of high quality, inclusive, and well-organized programs. With this in mind, the Township's goal is to balance the needs of not-for-profit organizations with good governance principles of affordability, accountability, accessibility, and transparency.

With the approval of the Township of Wilmot's 2026 Operating Budget, the 2026 Community Grants applications were made available online and were due by April 15, 2026. All applicants from prior years and affiliated groups were notified by email of the availability of the applications and the deadline for submission.

The criteria that guide the review of eligible applications for the Community Grants program include:

- Program/Service Obligation – supports a service delivered by the Township
- Public Need/Benefit – contribution to the community is broad based and impact to all Wilmot residents by strengthening our community and growing our economy
- Financial Need – Evidence that the organization needs the funding and identifies all other grant and fundraising activities
- Quality of Life – Service of program enhances the quality of life for residents and supports the Township's strategic priorities
- Evidence of support from other partners, volunteers and other sources of funding to enable the organization or event to be sustainable
- Additional financial and non-financial resources being leveraged from other sources
- Activities do not unnecessarily duplicate successful efforts that already exist in the community
- Sound organizational track record. The ability of the organization, skills and capacity to undertake the work
- The sustainability of the organization and activity as applicable
- The amount of funding requested by applicants and funding available in the program

All criteria are given specific weighting, based on their relative importance, and assigned values by the Community Grants Evaluation Team. In 2026, the team included management representation from Community Services and Corporate Services ensuring existing subsidies and programs were considered in evaluating the applications. Staff attempted to balance the requests from the groups, with the existing subsidies provided, and services received, while working to approve grants to as many organizations as possible within the scope of the program.

The Township received 27 community grant applications for 2026, requesting total support of \$140,456.79. The approved budget for the 2026 Community Grant program is \$55,000.

Appendix A outlines the applicants, their requested grant amount, a summary of the purpose of their request, and a recommended grant amount for each applicant ensuring the funding envelope of \$55,000 was not exceeded. Staff have provided recommendations for funding based on the criteria established setting out \$52,000 for approval. Council may amend the proposed recommendations as staff has provided a buffer of \$3,000 to allow for minor refinements of Council's choosing.

With final Council approval, a summary of community grants awarded will be published by the Township. Furthermore, successful applicants who receive funding from the Community Grants program are required to report by November 30, 2026, how the funding was spent and the impact the funding achieved. This reporting will be compiled by staff to inform Council of the successes made in the community from 2026. If any recipients fail to report to report back to the Township, that organization would not be eligible for future funding until a report is submitted in full.

#### ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Healthy Community

#### FINANCIAL CONSIDERATIONS:

The approved 2026 budget for the Community Grants Program is \$55,000 included in Community Services branch of the Operating Budget. The list of proposed grants from staff set out in Appendix "A" total \$52,000 leaving a balance of \$3,000 for minor refinements if required.

#### ATTACHMENTS:

1. Appendix A - List of Recommended 2026 Community Grants for Council Approval
2. Community Grants Policy

**THE CORPORATION OF THE TOWNSHIP OF WILMOT  
2026 COMMUNITY GRANTS PROGRAM**

GROUP	Purpose of Grant Funding Request	Capital or Operating	2023 Grant	2024 Grant	2025 Grant	2026	
						amount requested	amount recommended
1 New Hamburg Art Tour	To assist in offsetting costs associated with the annual New Hamburg Art Tour. This project supports the Township's Arts and Culture Master Plan and specifically celebrates its vibrant, cultural community, and the diverse arts and rich heritage within it.	Operating	\$ 629.00	\$ 800.00	\$ 900.00	\$1,000.00	\$ 900.00
2 Interfaith Counselling Centre	ICC's utilizes the Community Operating Grant offered by the Township of Wilmot to provide subsidized counselling for individuals and families who do not have the financial means to afford the cost of counselling services. This operating Grant helps ensure that all Wilmot residents can receive professional high-quality clinical counselling services.	Operating	\$7,790.00	\$6,671.00	\$6,700.00	\$ 8,000.00	\$ 6,000.00
3 New Hamburg Concert Band	The annual Grant received from the Township contributes to help with the annual operating costs of the Band. Grant helps to pay for such expenses as insurance coverage, instrument repairs, music, website maintenance and so on. The Band benefits from having new and functioning instruments, new music, etc.	Operating	\$1,200.00	\$ 1,156.00	\$ 1,200.00	\$ 1,200.00	\$ 1,000.00
4 Wilmot Terry Fox Run	Signage, Tent, Permit fee and Supplies to run the Event.	Capital	\$1,979.00	\$ 889.00	\$ 500.00	\$ 1,000.00	\$ 400.00
5 Wilmot Agricultural Society	The grant money will help cover Fair expenses, in particular, prizes paid to competitors in agricultural divisions and the Grade 4 Education Day program.	Operating	\$2,349.00	\$ 2,224.00	\$ 2,500.00	\$ 3,000.00	\$ 2,200.00
6 Township of Wilmot Recreation Subsidies	Subsidize Participants that do not have ability to pay and participate in recreational programming.	Operating	\$ 642.00	\$ 1,383.00	\$1,300.00	\$1,500.00	\$ 2,000.00
7 Love Your Neighbour Communities	LYNC is seeking to continue with two successful community events began in 2025. These events are provided free and everyone in the community is able to come out and participate. 1. Porch music in the Burg. Event features local and regional musicians performing live on several iconic porches in the Downtown core. 2. LYNC Community Christmas Concert. For 2026 LYNC is also planning on introducing a social service community fair. This fair will provide an opportunity for all the local charities, non-profits and social service clubs to come together and promote their various services to the public.	Operating			\$ 6,500.00	\$ 7,500.00	\$ 4,000.00

**THE CORPORATION OF THE TOWNSHIP OF WILMOT  
2026 COMMUNITY GRANTS PROGRAM**


GROUP	Purpose of Grant Funding Request	Capital or Operating	2023 Grant	2024 Grant	2025 Grant	2026	
						amount requested	amount recommended
8 Community Care Concepts	The purpose of the grant is to maintain existing programs offered to seniors and adults with disabilities living in Wilmot Township, while meeting increased demand for services. This grant will support services not covered through other existing funding and will support service demands that exceed those funded through other funding sources. Services offered to residents of Wilmot include Meals on Wheels, community dining programs, transportation to medical appointments or shopping, adult day programs, homemaking, inside/outside maintenance, friendly visiting, community exercise programs, practical in-home support, community outreach activities, supports to transition from hospital to home and activities within the Active Living Centre at the Wilmot Recreation Complex.	Operating	\$4,743.00	\$ 4,447.00	\$ 4,800.00	\$ 5,000.00	\$ 4,000.00
9 Mannheim Optimist Club	(1) a commercial-grade 48-inch propane BBQ for use at community and fundraising events (this would be stored offsite in a secure location) - \$7307.71 (2) a branded 10 x 20 foot event tent for use at community events - \$2,631.77 These two items will be a tremendous asset to the club's operations as our primary fundraisers are BBQ events.	Capital		see below	see below	\$ 9,939.48	\$ 4,000.00
10 Mannheim Optimist Club	Funds to support essential operating costs for our annual community programs. Specifically, we are seeking assistance for: Halloween event supplies – \$350 Easter event supplies – \$350 Holiday Skate ice rental – \$200 Soccer/baseball program supplies – \$150 Fishing Derby supplies – \$150 These operating expenses are critical to delivering the free community events that residents of Wilmot Township (including Mannheim and the surrounding area) have come to rely on.	Operating		\$ 2,500.00	\$ 3,500.00	\$ 1,200.00	\$ -
11 Wilmot Girls Hockey Association	Coach Development: As a requirement of Hockey Canada and the Ontario Women's Hockey Association, all coaches are required to complete a number of certifications to be eligible to work with our teams. In addition to this mandatory requirements, we encourage our coaches to pursue other courses like "Keeping Girls in Sports"	Operating		\$ 2,500.00	\$ 1,500.00	\$ 2,500.00	\$ 880.00
12 Waterloo Regional Police Service	School Safety Patroller Program	Operating	\$2,032.00	\$ 1,779.00	\$450.00	\$ 420.00	\$ 420.00
13 Wilmot Seniors Woodworking and Craft Centre	The club attempts to balance revenue from sales and repairs with membership fees in order to keep fees as reasonable and attractive as possible. Upgrading and maintaining equipment including safety compliance are primary considerations.	Capital	\$2,803.00	\$ 2,491.00	\$ 2,500.00	\$ 4,400.00	\$ 2,500.00

**THE CORPORATION OF THE TOWNSHIP OF WILMOT  
2026 COMMUNITY GRANTS PROGRAM**

GROUP	Purpose of Grant Funding Request	Capital or Operating	2023 Grant	2024 Grant	2025 Grant	2026	
						amount requested	amount recommended
14 Wilmot Horticultural Society/Garden Wilmot	Civic Gardens volunteers will continue to design, plant and maintain gardens throughout Wilmot township, working with Parks staff and summer students to beautify Wilmot, while at the same time educating the public about the environment and its benefits to all. 50% of the annual grant goes to planting at Castle Kilbride.	Operating	\$2,809.00	\$ 2,491.00	\$ 2,750.00	\$ 2,800.00	\$ 2,500.00
15 New Hamburg Firebirds	The Firebirds have a continued process of equipment and uniform replacement . Annual budget for equipment is in excess of \$11000 annually. With new players and worn equipment it is necessary to replace every year.	Operating	\$2,157.00	\$ 2,224.00	\$ 2,000.00	\$ 2,000.00	\$ -
16 Nith Valley EcoBoosters	This initiative encompasses a series of in-person or online educational webinar, film, guest speaker, or other environmentally-focused public events that are free and open to all residents.	Operating	\$ 478.00	\$ 500.00	\$ 500.00	\$ 600.00	\$ 300.00
17 Wilmot Wellesley Resource Centre	Provide essential resources such as food and clothing for those low resourced and support for individuals and families experiencing homelessness or at risk of losing their homes. It will allow us to offer parenting assistance and mental health services to families, and provide specialized counselling for children navigating gender identity issues. Additionally, this funding will enable us to make critical referrals for individuals at risk of self-harm, harm to others, or experiencing suicidal ideation.	Operating	\$38,055.00	\$31,131.00	\$15,000.00	\$15,000.00	\$ 10,000.00
18 Waterloo Region Community Garden Network	The funds will be used for the day to day activities of the garden/farm and management needs of the farmers. Some of the needs will involve equipment and tools for farming.	Operating	N/A	N/A	\$ 1,000.00	\$ 6,000.00	500
19 Grand River Friendship Society	The Baden Youth & Family Community Connection Program will bring together youth, families, and community dialogue activities. The initiative will include youth leadership workshops, mentor-mentee meetings, family education sessions, and community gatherings that promote intercultural understanding, volunteer engagement, and social connection.	Operating			\$ 1,000.00	\$ 5,000.00	1,000
20 Grand River Friendship Society	Grand River Friendship Society (GRFS) is requesting funding to purchase six outdoor canopy tents (18 x 40	Capital			\$ -	\$8,800.00	-
21 WODSS Bursaries	Commencement Awards for outstanding student community contributions - 2 student awards at \$300 each	Operating	\$ 400.00	\$ 400.00	\$400	\$ 600.00	\$ 400.00

**THE CORPORATION OF THE TOWNSHIP OF WILMOT  
2026 COMMUNITY GRANTS PROGRAM**

GROUP	Purpose of Grant Funding Request	Capital or Operating	2023 Grant	2024 Grant	2025 Grant	2026	
						amount requested	amount recommended
22 Wilmot Lions/Lioness Club	Purchase of one(1) Commercial Grade, TSSA approved, and certified to be used for multiple - annual - fundraising events in Wilmot Township	Capital	N/A	N/A	N/A	\$ 6,500.00	\$ 4,000.00
23 Baden Community Association	Implementation of a wide variety of community programming and events.	Operating	N/A	N/A	N/A	\$ 10,000.00	\$ 3,000.00
23 Immigration Partnership, hosted by the Regional Municipality of Waterloo	Funds will support partnership building, community outreach and engagement culminating in the 2026 Migrant Worker Appreciation Event which will take place in the summer at the Wilmot Rec Complex.	Operating	N/A	N/A	N/A	\$ 1,000.00	-
24 Wilmot Softball Association (Wilmot Thunder)	The Wilmot Softball Association is seeking a capital grant of \$15,000 to purchase two complete portable outfield fencing systems from Sport Direct. These systems will be temporarily installed on existing municipal diamonds during youth games and tournaments, allowing field dimensions to be scaled appropriately for younger age divisions.	Capital	N/A	N/A	N/A	\$ 15,000.00	
25 New Hamburg Hockey Association	New 36"x48" hockey goal nets = \$10,663.81 PLUS New junior goaltender equipment = \$5,333.50	Capital	N/A	N/A	N/A	\$ 15,997.31	
26 Dundee Artisan Festival	The Dundee rtisan Festival is a one day, community focused arts event that showcases local artisans, musicians, and youth creators. The 2026 festival will feature a curated artisan marketplace, live music, interactive workshops, children's activities, and youth led exhibits. Funding will support event logistics, artist engagement, youth mentorship, and accessible programming for residents of all ages.	Operating	\$ 1,300.00	\$ 1,779.00	N/A	\$ 2,500.00	1,000
27 New Dundee Board of Trade	The Board of Trade is keenly interested in supporting the cemetery board with maintenance costs, The cemetery actually comes under board of trade's mandate of supporting the cemetery board and beautification in the town. The money will be used for lawn mowing, across from the cemetery for beautification and parking during internment services.	Operating	N/A	N/A	N/A	\$ 2,000.00	1,000
<b>TOTALS</b>						<b>\$ 140,456.79</b>	<b>\$ 52,000</b>

	<b>Corporate Policy</b>
	Section: <b>Community Services</b>
	<b>CS-2024-34</b>
Revision Date: December 16, 2024	Issue Date: December 16, 2024
Approved by: Council	Review Date: December 16, 2025
Owner: Township of Wilmot	

## PURPOSE

The Township of Wilmot has established the Community Grants Program to:

- Improve the wellbeing of individuals, neighbourhoods and Wilmot as a whole by directing Township grant funding to eligible organizations that can demonstrate the greatest need in the community while supporting Council's strategic priorities.
- Diversify the availability of activities available to all residents of our community.
- Contribute to enhancing the quality of life in our community.
- Through this support, it is hoped that other funding may be leveraged, and participants and volunteers can be supported, attracted and retained.
- Ensure that the process to review and allocate grant funding is transparent, consistent and achieves the optimal impact for the investment provided.

---

## RATIONALE AND NEED

Community organizations are of great benefit to the residents of Wilmot as they provide recreation, leisure and wellness programs and services the Township might not otherwise be able to offer. The Township of Wilmot recognizes the fundamental importance of working side by side with these groups and organizations, continually reaffirming the appropriate roles for all parties. Sometimes the municipality is best able to lead and deliver community wide services. In other circumstances community groups and organizations are much closer to understanding the evolving needs and interests of residents, and hence better able to provide services specifically tailored to those needs.

The goal of the Policy is to help support not for profit organizations in capacity building for the delivery of high quality, inclusive, and well-organized programs. With this in mind, the Township's goal is to balance the needs of not-for-profit organizations with good governance principles of affordability, accountability, accessibility, and transparency.

---

## SCOPE

This policy establishes eligibility requirements, funding categories, evaluation metrics (including Township priority for providing assistance), conditions of funding and the application process.

---

## AUTHORITY

*Despite any special provision of this or any other Act relating to the giving of grants or aid by a*

*municipality, subject to Section 106 (Granting of bonuses for commercial and industrial businesses), a municipality may make grants on such terms as to security and otherwise as the council consider appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that Council considers to be in the interests of the municipality (Section 107, Municipal Act, 2001).*

It is the policy of the Township to consider, within its financial capacity, modest financial support to nonprofit organizations within the municipality. This support is provided in recognition of the value these organizations provide to the well being and growth of the community. The Township recognizes that supporting community groups and voluntary organizations is often fundamental to maintaining our quality of life.

---

## **DEFINITIONS**

**Activities:** what the applicant has requested grant funding for (e.g. programs and services of an organization).

**Benefit to Wilmot Residents:** Organization's service boundaries include Wilmot or portion of and at least one service, program, or activity location is in the Township, or 60% or more of individuals served reside in the Township.

**Community Groups:** is an organized group formed for the purpose of providing services, activities, programs, and opportunities that improve or benefit members of the community. These organizations often have recognized governing bodies i.e., Scouts / 4-H Clubs, but may also be locally organized groups i.e., Wilmot Horticultural Society.

**Community Service Organization:** is a not-for-profit organization such as Wilmot Family Resource Centre and Community Care Concepts, who provide free or low-cost recreation, leisure or wellness programs and services for marginalized or underserved populations.

**Event:** a civic event, such as Canada Day, or festival undertaken in the Township of Wilmot.

**Grant:** a one-time sum of money provided to a not-for-profit organization.

**Not-for-Profit Organization:** an entity incorporated under either federal or provincial not-for-profit legislation. These organizations may or may not have charitable status. Registered charities are included.

**In Good Standing:** that the organization is not in litigation with the Township. The organization must be current on accounts receivable. The organization must have all relevant Township taxes paid.

**In-kind Services:** a Township of Wilmot service or benefit such as a facility rental discount, administrative service, and/or staff resources.

Minor Sport Associations: a group that delivers league-based recreational sport programming and/or services that directly benefit local youth. Minor Sport programs rely on and are run by local volunteers and operate under a recognized governing body i.e., Skate Canada.

Service Club is a voluntary not-for-profit organization where members meet regularly to perform charitable works for local residents that aligns with the intent of this Policy. A service club is defined by its mission statement and its membership benefits and often has a recognized governing body i.e., Optimist Clubs.

Township: Township of Wilmot.

---

## **BUDGET**

On an annual basis, Council will determine the total funding envelope for Community Grants as part of the annual operating budget.

As the number of grant requests may exceed funds available and budget priorities may change from year to year, applicants are not guaranteed funding. A grant approved in any year is not considered a commitment by the Township of Wilmot to continue financial assistance in future years.

Council will consider ongoing requests for support on a case-by-case basis as part of budget deliberations.

---

## **TYPES OF COMMUNITY GRANTS**

The Township provides two types of community grants under this policy:

**Operating Grant** – The operating grant supports enhancing the quality of life in the Township of Wilmot by fostering, strengthening and stimulating wider community appreciation and participation in the community. A request to this stream can be for a project or programming already making a proven impact in the community or to support growth by building capacity, resilience and sustainability.

**Capital Grant** - A capital grant is defined as a one-time grant to an organization for the purpose(s) of acquiring a physical asset for use by the organization to carry out its programs within the Township. Whether it's purchasing equipment, building new space, or completing renovations, retrofits, repairs, Capital grants support projects that will have a positive impact for the community.

---

## **ACTIVITY ELIGIBILITY FOR FUNDING**

The Community Grants Program will provide grants to financially support eligible community-based organizations for operations, activities, programs, services and capital initiatives.

Applications must align with one or more of the Township's strategic priorities.

Both the organization and the investment sought must benefit Wilmot residents, and activities must be open to all Wilmot residents at minimal or no charge.

---

## **GROUP ELIGIBILITY FOR FUNDING**

In order to apply to the grant program, applicant organizations and funding requests must meet ALL of the following eligibility requirements:

- The organization must be not-for-profit organizations or charitable organizations (operating for at least 1 year).
- Organizations must offer activities within the Township of Wilmot that serve the needs of Wilmot residents.
- Serving clearly identified community needs not already addressed through another organization or the Township AND/OR demonstrate evidence the community has shown a commitment to their programs (participation/attendance at functions)
- The organization must release annual audited financial statements, or where audited financial statements are not available, the applicant must provide financial statements that have been verified as correct by two signing officers from the organization.
- The organization must be in good standing with the Township and, if applicable, its own governing bodies.

---

---

## **INELIGIBLE FUNDING**

What the Community Grants Program will not fund:

- Staff travel, accommodation, food, beverage or alcohol
- Conferences, workshops or seminars
- Uniforms, personal equipment
- Administration payroll costs
- Consultant costs
- Debt retirement, deficit reduction, depreciation or financing charges
- Increasing endowment funds
- Funding activities that serve primarily the membership, or for purposes of religious or political organizations
- Achieving an operating surplus that can be donated to a separate group or entity.

- Funds granted under this program are not transferable between projects or groups without prior Council consent and must be used for the specific purposes outlined in Council's original approval.
- Funding requests of more than \$15,000 in any single grant cycle. Organizations requesting more than this amount shall be explicit in their reasoning for requesting a larger grant.
- Retroactive payments. These are activities or costs incurred before grants are approved.

Who the Community Grants Program will not fund:

- Organizations For-Profit
- Political/Religious organizations
- Fundraising activities of Provincial/National organizations
- Organizations who conduct majority of services outside of the Township of Wilmot
- Organizations with surplus funds not identified for a specific purpose.
- Organizations whose activities may breach the Ontario Human Rights Code or Charter of Rights
- Organizations who have failed to provide reports satisfactory to the Township, including financial statements, as to the success of the previous year and specifically with respect to the allocation of grant funds, will not be eligible for grant funding until such time as proper documentation is submitted and evaluated.

\*Note: Council may grant special consideration to entities that do not meet eligibility but are unique in nature and fulfill a specific need in the community.

---

## APPLICATION PROCESS

Information relevant to the grants process including application due dates and guidelines to apply will be communicated to local organizations, advertised in local media and on the Township website at [www.wilmot.ca](http://www.wilmot.ca)

The funding call will occur once per year, usually commencing in the month of September. Grants awarded will cover the period January – December of the following year.

All organizations must complete the application form in full which means that each question must be answered, and all the requested supporting documentation must be submitted. Incomplete applications may not be considered. The Township reserves the right to contact any organization for information which requires clarification.

Applications must be received by the Township on or before 4:00pm on the advertised submission deadline. No late applications will be considered. It is the sole responsibility of the applicant to ensure that the Township receives completed applications.

Funding requests cannot exceed \$15,000 in a single grant cycle.

Requests for in-kind grants such as waiving of Township fees or use of Municipal facilities (That does not apply under the Township Affiliation Policy) should be accompanied with a dollar value estimate that has been confirmed with the applicable Township Department.

The Community Grants Evaluation Team will review each eligible application using assessment criteria outlined in this policy. Following these deliberations, Evaluation Team members will compile a list of approved grant applications and their respective funding allocations.

All applicants will receive notification of Council's decision of whether or not their application was successful.

Following annual Council budget approval, the Corporate Services Department will issue grant payments to the successful applicants.

---

## **EVALUATION OF APPLICATIONS**

The Community Grants Evaluation Team, will consist of staff representatives from Community Services, Corporate Services and Office of the Chief Administrative Officer, will meet to review all qualified applications, and make recommendations to Council based on the established criteria in this policy and the financial parameters set within the annual budget.

The Evaluation Team does not hear delegations. Applications must be clear, concise and complete on their own to facilitate the Evaluation Team's review.

The following criteria will serve as a guide for the review of eligible applications for financial assistance from the Township in the form a Community Grant:

- Program/Service Obligation – supports a service delivered by the Township.
- Public Need/Benefit – contribution to the community is broad based and impact to all Wilmot residents by strengthening our community and growing our economy.
- Financial Need - Evidence that the organization needs the funding and identifies all other grant and fundraising activities. Organizations that have budgets or financial statements indicating a surplus will be required to provide explanations of the surplus and how the organization intends to use it. The level of organizational reserves may be considered.
- Quality of Life – Service of program enhances the quality of residents and supports the Township's strategic priorities.
- Evidence of support from other partners, volunteers and other sources of funding to enable the organization or event to be sustainable.
- Additional financial and non-financial resources being leveraged from other sources.
- That the activities do not unnecessarily duplicate successful efforts that already exist in the community.
- Sound organizational track record. This considers if the organization has the ability, skills and capacity to undertake the work.
- Sustainability of the organization and activity as applicable; and
- The amount of funding requested by applicants and the funding available in the program.

Each of these criteria will be given specific weighting, based on their relative importance, and assigned values by the Community Grants Evaluation Team. Based on this evaluation, staff will generate recommendations for approval by Council.

---

## **REPORTING**

A summary of community grants awarded will be published at least annually by the Township. Successful applicants who receive funding from the program must report on how the funding was spent and the impact the funding achieved.

**Reports must be submitted to the Township by November 30th** of the same year for which the community grant is awarded. For example, if a grant is awarded in February 2025, the community grant recipient must provide a completed report by November 30, 2025.

If the community grant recipient fails to fully complete and submit the report to the Township within the stated time, that organization will not be eligible for future grant funding until such a time that the Township is satisfied that the report has been submitted in full. Reports will be forwarded to Council for review through the Community Services department.



## Community Services Staff Report

---

REPORT NO: CS-2026-14  
 TO: Committee of the Whole, Monday, May 4, 2026  
 SUBMITTED BY: Chris Catania, Director of Community Services  
 PREPARED BY: Amber Schenck, Project Coordinator  
 REVIEWED BY: Jeff Willmer, Chief Administrative Officer  
 DATE: April 23, 2026  
 SUBJECT: Level III Structural Assessment – New Hamburg Arena Timber Roof

---

### RECOMMENDATION:

THAT Report CS-2026-14 Level III Structural Assessment – New Hamburg Arena Timber Roof System be received for information; and,  
 THAT Council approve award to Wood Research and Development (WRD) in the amount of \$89,556 excluding HST to complete a Level III Structural Assessment of the New Hamburg Arena Timber Roof.

### SUMMARY:

Staff are seeking Council approval to proceed with a sole source procurement to retain a highly specialized engineering firm to complete a Level III Structural Assessment of the New Hamburg Arena timber roof system. This work represents the next critical phase in the lifecycle management of the facility, advancing beyond visual inspections to a comprehensive, data-driven evaluation of structural integrity. The recommended approach aligns with the Township's Procurement By-law by leveraging unique expertise, minimizing risk, and ensuring best value in the assessment of this aging community asset.

### BACKGROUND:

The New Hamburg Arena was constructed in 1947 as a 'natural ice' facility. Ice-making refrigeration equipment was added in 1949. The arena portion of the building was not heated or cooled. It served the residents of the Township of Wilmot as their sole ice facility for six decades until being decommissioned in 2007 following the opening of the Wilmot Recreation Complex. During its peak usage, the arena operated at full capacity with daily practices, games and weekend tournaments earning a strong reputation within the community. The arena remains a significant community asset, with deep-rooted community value and continued use for annual events such as Moparfest, the New Hamburg Fall Fair, Mennonite Relief Sale, and productions by The Community Players.

Since being decommissioned as an ice facility, the arena's use has transitioned from intensive daily ice operations to community programming and major events. While this shift has reduced day-to-day operational demands, it has increased the importance of planned, proactive preservation efforts. These efforts include undertaking comprehensive assessments of key building systems to ensure their ongoing structural integrity and safety until such a time as a major rehabilitation or redevelopment of the facility may occur.

The arena's barrel-vault timber roof system has been subject to periodic visual assessments, typically conducted at five-year intervals. These reviews have informed maintenance and repair tasks where deficiencies have become visible; however, they are limited in their ability to detect or predict concealed deterioration within the timber members.

As the New Hamburg Arena approaches its eightieth year of operation, the Community Services department is advancing the 2026 structural assessment beyond visual review toward a more comprehensive, data-driven understanding of the roof system's current structural condition. This assessment represents a continuation of the lifecycle management process as recommended in the 2020 Building Condition Assessments (BCAs). A Level III Structural Assessment incorporating advanced non-destructive testing, laboratory analysis, and structural modelling will provide the necessary information to confirm the condition of the structural members, identify any concealed deterioration, and support decision-making for future capital planning and long-term preservation of the facility.

## REPORT:

### **Requirement for Sole Source Award**

Staff are recommending approval of a sole-source procurement to retain Wood Research and Development (WRD) to complete a Level III Structural Assessment of the New Hamburg Arena timber roof system. In accordance with the Township's Procurement By-Law (2021-43), under section 71, "The Purchasing Agent may under the following conditions negotiate directly with one or more Bidders and in such cases the requirement for inviting tenders and quotations is waived, where there is only one source of supply for the goods or services." This sole source procurement can be permitted where specific conditions exist, including where services are available from a limited number of suppliers, where specialized expertise is required, and/or where a particular supplier demonstrates unique qualifications that provided best value and reduced project risk.

### **Engineering Firm Specializes in Legacy Timber Roof Systems**

The scope of work for the Level III Structural Assessment requires highly specialized knowledge in long-span timber roof systems, including the use of advanced non-destructive testing methods, laboratory analysis, and timber-specific structural modelling. This level of expertise is not available among general structural engineering firms. Wood Research and Development has extensive experience in the inspection and rehabilitation of legacy timber structures, including arena facilities and long-span systems comparable to the New Hamburg Arena. Their team is led by a globally recognized expert with a PhD in timber engineering, 45 years of experience, and more than 1,300 completed projects world-wide. This depth of experience supports a high-level of confidence in both the methodology and the reliability of WRD's findings.

Given the age of the structure and the known risks associated with concealed deterioration in timber systems, selecting a highly specialized firm reduces the likelihood of an incomplete assessment, misinterpretation of structural conditions, or unforeseen failures. This approach represents best value to the Township by prioritizing accuracy, safety, and long-term planning.

The proposed assessment will include a three-day on-site inspection utilizing specialized diagnostic equipment, non-destructive testing and selective core sampling, laboratory analysis of timber samples, structural analysis under current loading conditions (snow, wind, and dead-load), preparation of a comprehensive Level III inspection report, and development of a prioritized five-year asset management plan with cost projections which will provide both immediate verification of structural integrity and a clear roadmap for future maintenance and capital investment.

**ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

Financial Stability

**FINANCIAL CONSIDERATIONS:**

Council approved a 2026 Capital Budget request of \$90,000 to complete a structural condition assessment of the New Hamburg Arena roof and to prepare a long-term maintenance and capital plan for its ongoing maintenance and repairs. Staff recommend Council approve the sole source award to Wood Research and Development in the amount of \$89,556.00 excluding taxes for this specialized structural assessment, which is within the approved 2026 capital budget.

The following table provides a breakdown of the budget costs being funded through the Infrastructure Renewal Reserve Fund.

**Budget and Funding Sources (Amounts listed exclude taxes)**

<b>New Hamburg Arena Barrel Roof Level III Structural Assessment</b>	
2026-17 Capital Budget (Approved)	\$90,000
Award Sole Source (Infrastructure Renewal Reserve Fund)	\$89,556

**ATTACHMENTS:**

N/A



## INFRASTRUCTURE SERVICES

### *Staff Report*

REPORT NO: IS-2026-10  
 TO: Committee of the Whole, May 4, 2026  
 SUBMITTED BY: Ken Vanderwal, Director of Infrastructure Services  
 PREPARED BY: Joey Shearer, Engineering Technologist  
 REVIEWED BY: Jeff Willmer, Chief Administrative Officer  
 DATE: April 24, 2026  
 SUBJECT: Annual Hot Mix Asphalt Program – Award of Tender

#### RECOMMENDATION:

THAT Report IS-2026-10 Annual Hot Mix Asphalt Program – Award of Tender be received for information; and,

THAT RFT2026-07 be awarded to Brantco Construction of Cambridge ON for the Annual Hot Mix Asphalt Program, as per their bid submission dated April 16, 2026, in the amount of \$504,540.00, plus HST.

#### SUMMARY:

This report outlines the tender process, funding sources and recommends award of tender to the successful contractor for the repair and replacement of hot mix asphalt surfaces for the Township's Hot Mix Asphalt Program.

#### BACKGROUND:

In August of 2024, staff presented report IS-2024-25 Township Road Needs Study which established a funding framework for the Township Roads and is generally based upon existing road conditions, average daily traffic and recommendations from the Public Works Department. As part of the 2026 Budget, \$960,000 was approved for this program.

The 2026 Hot Mix Asphalt Program will primarily consist of the partial depth removal of the existing asphalt and placement of hot mix asphalt on the following road sections:

- Forrest Avenue (New Hamburg)
- Fairview Street (New Hamburg)
- Bier Crescent (New Hamburg)

As previously approved in Report No. IS-2025-42, staff have allocated \$ 1,136,530 over 2 years from the Annual Hot Mix Asphalt Program to fund the restoration of asphalt roadways following the first stage of watermain construction under the Petersburg Watermain Replacement Project.

Staff will be allocating \$50,000 of the 2026 Annual Hot Mix Asphalt Program to undertake geotechnical borehole investigations on Sandhills Road, Huron Road, Bender Road, and Berlett's Road. Portions of Sandhills Road, Huron Road, Berlett's Road and the full length of Bender Road are currently surfaced with Tar and Chip and are identified for future upgrading to asphalt due to increases in average daily traffic. The increases in average daily traffic now meet the threshold to upgrade these sections of roads from Class 4 to Class 3. The results of the borehole investigations will be used to confirm the existing pavement structure, determine required roadway upgrades, develop accurate cost estimates and ensure the upgraded roads are designed to accommodate current and projected traffic volumes.

#### REPORT:

On March 26, 2026, the tender document was made available online through the Township's e-bidding site. There was a total of sixteen (16) plan takers, with a total of ten (10) bids received at the time of closing on April 16, 2026.

Bidder	Location	Bid Amount
Brantco Construction	Cambridge, ON	\$ 504,540.00
GIP Paving Inc.	Petersburg, ON	\$ 522,900.00
5 Star Paving inc.	Cambridge, ON	\$ 559,110.55
Steed and Evans Limited	St. Jacobs, ON	\$ 573,453.50
Capital Paving Inc.	Guelph, ON	\$ 584,000.00
D Rock Paving	Brampton, ON	\$ 589,500.90
COX Construction Limited	Guelph, ON	\$ 629,797.27
Rima Con Ltd.	Vaughan, ON	\$ 646,995.45
A. Wesley Paving Ltd.	Burlington, ON	\$ 651,347.00
1108575 Ontario Ltd.	King City, ON	\$ 801,699.15
<i>AVERAGE BID</i>		<i>\$ 576,287.21</i>

The above figures do not include HST. The bids include a \$100,000 contingency allowance for any unforeseen expenses encountered during construction including asphalt indexing.

Costs associated with geotechnical services and testing are not included in the above figures and are estimated to be \$5,000.00.

The construction schedule for this work is anticipated to be completed between July and October 2026 and is subject to the contractor's schedule.

Staff have reviewed the proposals and find that the prices provided are reasonable and recommend this project be awarded to the low bidder from Brantco Construction of Cambridge Ontario.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Financial Stability

FINANCIAL CONSIDERATIONS:

The 2026 budget for this project is \$960,000.

<b>Project</b>	<b>Amount</b>
Annual Paving Hot-Mix	\$504,540
Borehole investigations	\$50,000
Geotechnical QU/QC	\$5,000
Contract Admin/Inspection	\$15,000
Balance for Petersburg Watermain Year 1	\$385,460
<b>Total Budget</b>	<b>\$960,000</b>

The current tender amount of \$504,540.00 is within the budget for this program. Staff expect to use the remaining \$455,460 to complete the following related tasks:

- Geotechnical borehole investigation (\$50,000)
- Geotechnical QA/QC testing (\$5,000)
- Complete the asphalt paving of roads impacted by the Petersburg Watermain Replacement Project (\$385,460).

Any surplus funds will be carried forward to contribute toward anticipated costs associated with next year's planned work. Per report 2025-42, \$1,136,530 was estimated for works within the Petersburg neighbourhood. \$751,070 per the current estimate is proposed to be allocated in the 2027 budget for these works from the annual paving budget.

ATTACHMENTS:

Attachment 1 – Figure 1 – Site Locations



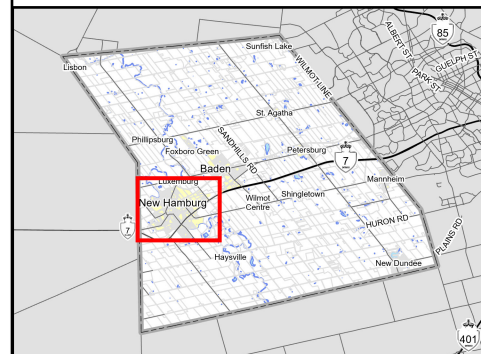
DEPARTMENT OF INFRASTRUCTURE SERVICES

# Hot Mix 2026 Overview: New Hamburg

March 2026



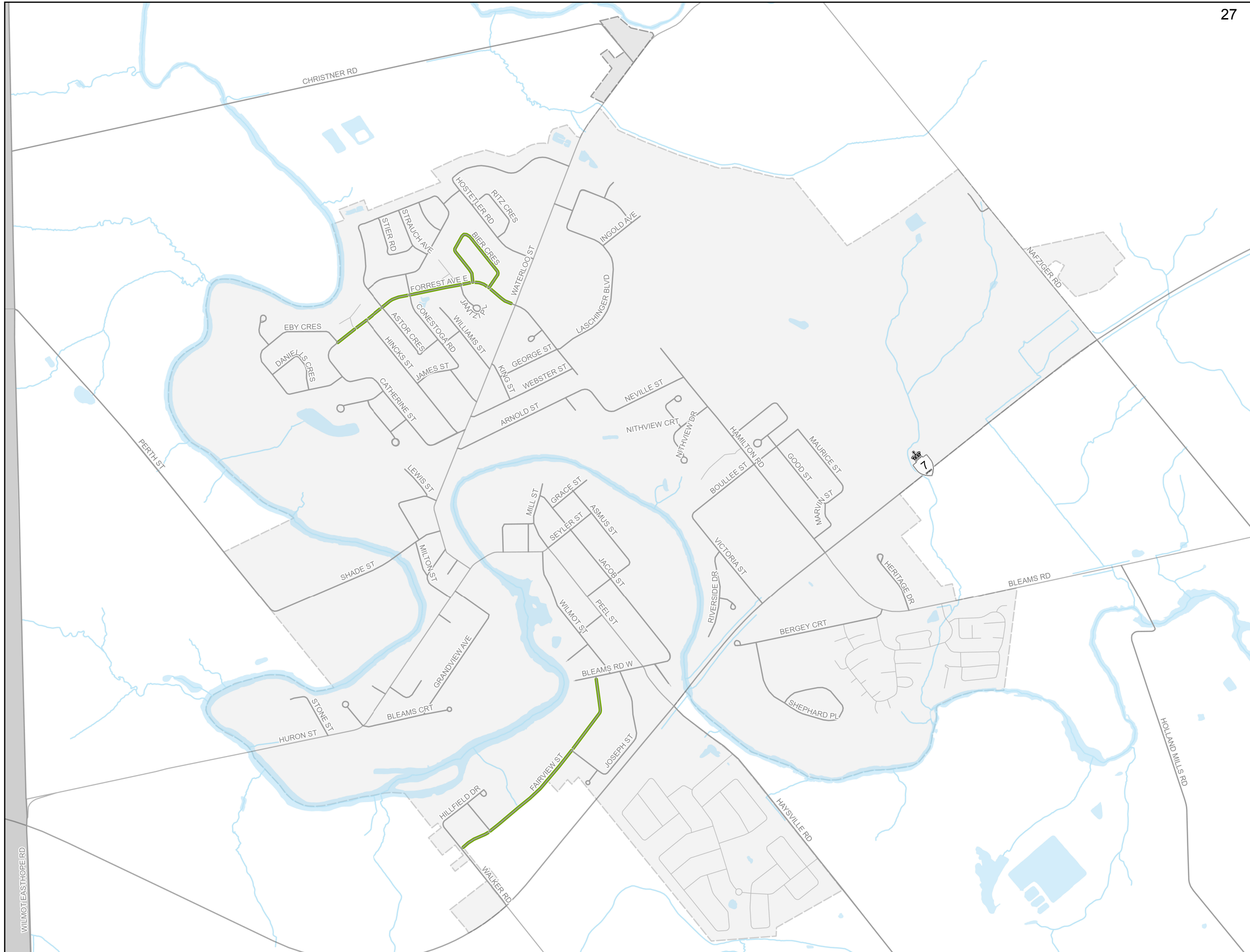
0 0.13 0.25 0.5 km



### Legend

#### Hot Mix Locations 2026

 Partial Depth Asphalt Removal (40mm)



The map is created from a subset of data from the Wilmot Geographic Information System (GIS) database. The Township of Wilmot makes no claims, no representations, and no warranties, express or implied, concerning the validity (express or implied), the reliability or the accuracy of the GIS data and GIS data products furnished by the Township, including the implied validity of any uses of such data.



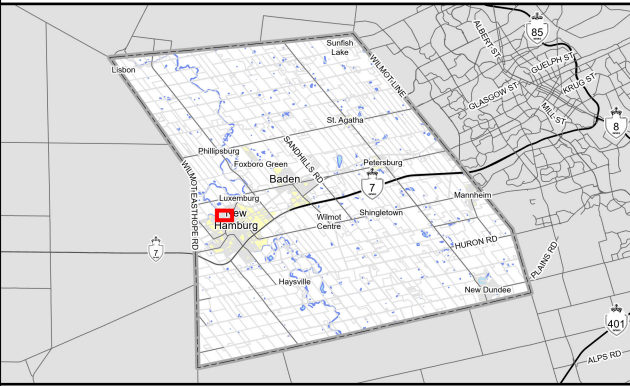
DEPARTMENT OF INFRASTRUCTURE SERVICES

# Hot Mix 2026 Forrest Ave E&W, Bier Cres New Hamburg

March 2026




0 0.03 0.05 0.1 km



### Legend

#### Hot Mix Locations 2026

 Partial Depth Asphalt Removal (40mm)



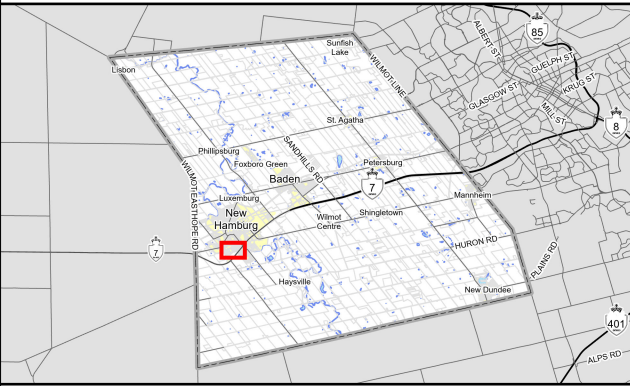
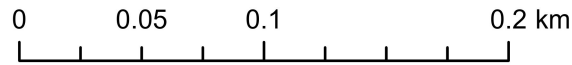
- NOTES:**
1. The limits of concrete sidewalk and concrete curb shall be marked in the field by the Inspector or Contract Administrator.
  2. All structure adjustments shall be marked in the field by the Inspector or Contract Administrator.
  3. Tactile warning plates shall be installed at all pedestrian crossings. Where tactile warning plates currently exist, they shall remain in place unless otherwise directed by the Inspector or Contract Administrator.
  4. All pavement markings shall be reinstated to match existing conditions unless otherwise specified.



DEPARTMENT OF INFRASTRUCTURE SERVICES

# Provisional 2026 Hot Mix Fairview St, New Hamburg

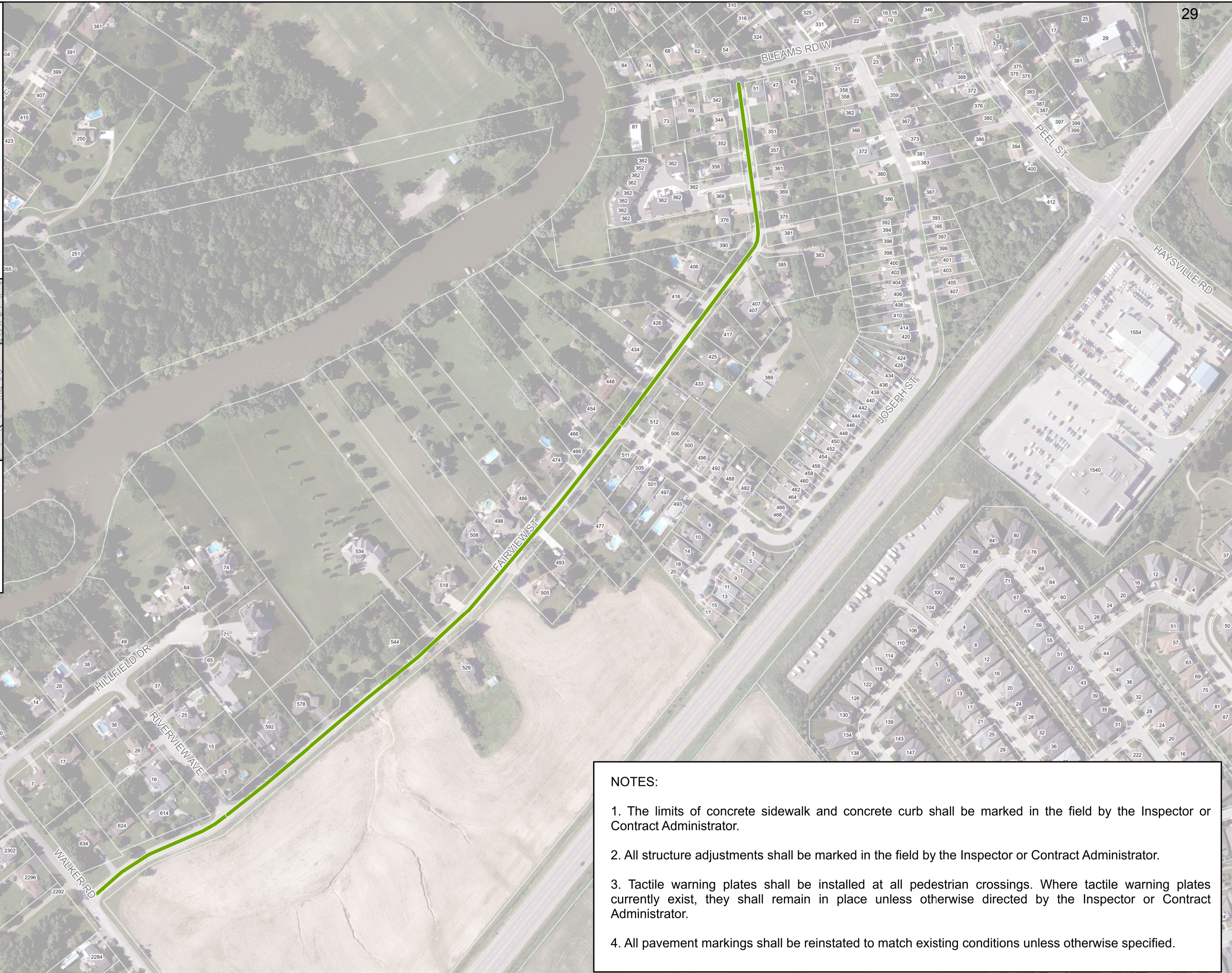
March 2026



## Legend

### Hot Mix Locations 2026

 Partial Depth Asphalt Removal (40mm)



- NOTES:**
1. The limits of concrete sidewalk and concrete curb shall be marked in the field by the Inspector or Contract Administrator.
  2. All structure adjustments shall be marked in the field by the Inspector or Contract Administrator.
  3. Tactile warning plates shall be installed at all pedestrian crossings. Where tactile warning plates currently exist, they shall remain in place unless otherwise directed by the Inspector or Contract Administrator.
  4. All pavement markings shall be reinstated to match existing conditions unless otherwise specified.



## INFRASTRUCTURE SERVICES

### *Staff Report*

---

REPORT NO:	IS-2026-11
TO:	Committee of the Whole, May 4, 2026
SUBMITTED BY:	Ken Vanderwal, Director of Infrastructure Services
PREPARED BY:	Curtis Schaerer, Supervisor of Engineering Projects
REVIEWED BY:	Jeff Willmer, Chief Administrative Officer
DATE:	April 24, 2026
SUBJECT:	Centennial and Hillview Crescent, Huron Street Sanitary Relining - Award of Tender

---

#### RECOMMENDATION:

THAT Report IS-2026-11 Centennial and Hillview Crescent, Huron Street Sanitary Relining - Award of Tender be received for information; and,

THAT Council award Request for Tender RFT2026-02, Centennial and Hillview Crescent, Huron Street Sanitary Relining project, to Capital Sewer Services Inc. of Vaughan, Ontario, in accordance with their tender submission dated April 10, 2026, being the lowest compliant bid in the amount of \$ 274,417.00 plus HST; and

THAT the Director of Infrastructure Services and the Chief Administrative Officer be authorized to execute any agreements and associated documents required to implement the project.

#### SUMMARY:

This report outlines the tendering process and financial considerations for the Centennial Crescent, Hillview Crescent, and Huron Street Sanitary Relining Project and provides information to Council regarding the scope, funding approach, and use of remaining project funds.

The proposed project includes the rehabilitation of existing 150 mm and 200 mm diameter sanitary sewer mains within Centennial Crescent, Hillview Crescent, and Huron Street in New Hamburg. The work represents Step 1 of a broader sanitary relining strategy within the area, focusing on sewer mains, with lateral relining to be addressed in a subsequent phase through a coordinated and grant-supported program.

#### BACKGROUND:

The Centennial Crescent, Hillview Crescent, and Huron Street portions of the sanitary sewer system were identified through previous wastewater servicing studies as an area experiencing elevated levels of infiltration and inflow (I&I). The sanitary infrastructure within this area was constructed in the early 1960s and has reached a stage where rehabilitation is required to extend its service life, improve overall system performance, reduce long-term operating costs, and preserve available sewer capacity.

This area has been identified as experiencing high rates of infiltration and inflow within the sanitary system. It has been recommended that rehabilitation be prioritized in this location to reduce operational costs within the sanitary system and to increase available capacity at the wastewater treatment facility. A combined approach of education, incentives, and coordinated infrastructure rehabilitation is considered essential to achieving long-term reductions in I&I.

The original project planning anticipated the relining of approximately 118m on Centennial Crescent, 56m on Hillview Crescent, and 693m on Huron Street, along with lateral relining for approximately 62 properties. The current contract advances the sanitary main relining portion only, consistent with a phased implementation strategy and optimized project delivery.

While the 2026 capital budget planning documents referenced the Greenwood Drive easement and sanitary lateral relining, these components are not included in the current contract. The Greenwood Drive easement works will instead be incorporated into the Grandview Drive, Hunter Street, and Bleams Court Reconstruction Project scheduled for 2027. Incorporating the sanitary sewer within easement into that project will improve constructability, provide better alignment with the existing sanitary system on Grandview Drive, and allow the works to be completed more efficiently as part of a larger coordinated infrastructure renewal effort.

Similarly, sanitary lateral relining is intentionally excluded from this phase of the project. The current contract represents Step 1 of a staged sanitary rehabilitation approach, focused on the relining of the sanitary sewer mains. Lateral relining will be addressed in a future phase through the Township's Sanitary Lateral Relining and Sump Disconnect Grant Program (annual). This program is intended to work collaboratively with the sanitary relining program and property owners in areas experiencing high I&I by providing financial incentives for sanitary lateral rehabilitation on private property, and the disconnection of sump pumps from the sanitary sewer system.

The grant program supports the broader objective of reducing I&I originating from private property. At present, the Township treats approximately 360,000 to 480,000 cubic metres of infiltration and inflow annually, equating to over \$1,000,000 in additional wastewater treatment costs paid to the Region of Waterloo and reducing available system capacity for development and intensification. The Township has also recently adopted a revised sewer use by-law to further support reductions in infiltration and inflow. In addition, many older sanitary sewer laterals throughout the Township were not constructed to current standards and are prone to infiltration. Targeted lateral relining through the grant program will contribute to a measurable reduction in I&I and associated treatment costs.

## REPORT:

On March 20, 2026, the tender document for RFT2026-02 was made available online through the Township's e-bidding site. There was a total of ten (10) plan takers, with a total of six (6) bids received at time of closing on April 10, 2026

Following the evaluation process, the lowest compliant bid was received from Capital Sewer Services Inc., based in Vaughan, Ontario, with a submission of \$274,417.00, plus HST. The bid met all required procurement conditions, including submission of a valid bid bond, an executed agreement to bond, and satisfactory health and safety documentation. Additionally, project references supplied by the contractor were verified and found to meet Township standards

Results of the bids received are summarized below:

<b>Bidder</b>	<b>Location</b>	<b>Bid Amount</b>
Capital Sewer Services Inc.	Vaughan, Ontario	\$ 274,417.00
Insituform Technologies Ltd.	Hamilton, Ontario	\$ 323,459.00
Clearwater Structures Inc.	Bowmanville, Ontario	\$ 337,019.00
Pipetek Infrastructure Services Inc.	Hamilton, Ontario	\$ 338,870.00
GFL Utility Services ULC	Vaughan, Ontario	\$ 349,567.30
PipeFlo Contracting Corp	Hamilton, Ontario	\$ 352,896.00
<b>AVERAGE BID</b>		<b>\$ 329,371.38</b>

The above figures do not include HST. The bids include a \$50,000.00 contingency allowance for any unforeseen expenses encountered during construction.

Any costs associated with inspection and liner testing are not included in the above figures.

The project location plan, attached to this report, delineates the proposed construction within Centennial Crescent, Hillview Crescent and Huron Street.

The construction is scheduled for this work to be completed between July and October 2026 and is subject to the contractor's availability and submitted schedule.

To minimize disruption and ensure effective communication, hand-delivered notices will be provided to residents and business owners within and adjacent to the project area. These notices will outline anticipated timelines, potential service impacts, and any required resident preparations. This proactive approach aims to keep the community well informed and engaged throughout the duration of the project.

## ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

### Financial Stability

By proactively rehabilitating aging infrastructure and reducing long-term operating costs.

## Healthy Community

By maintaining reliable wastewater services and reducing environmental risks.

### FINANCIAL CONSIDERATIONS:

The 2026 budget for this project is:

<b>Funding Source</b>	<b>Amount</b>
Sanitary Rate	\$836,500
Sanitary Growth	\$ 358,500
<b>Total Estimated Project Cost</b>	<b>\$ 1,195,000</b>

### Operating Investment

	<b>2027</b>
Staff Resources	\$ 25,000
Operating Exp*	\$ 5,000
<b>Total</b>	<b>\$ 30,000</b>

\*QA/QC Geotechnical Testing or Similar

The approved 2026 capital budget for the Centennial Crescent, Hillview Crescent, and Huron Street Sanitary Relining Project totals \$1,195,000, funded through sanitary rate and sanitary growth reserves.

The lowest compliant tender amount of \$274,417.00 is well within the approved project budget. As the tendered price came in significantly below expectations, the remaining project funds will be retained within the sanitary capital program and reallocated to the following priorities:

- Future sanitary relining projects,
- Sanitary lateral relining within the current project area as part of a subsequent phase, and
- Additional rehabilitation initiatives identified through the Infrastructure Asset Conditions and Investment Needs presentation previously reviewed by Council at the March 2nd Committee of the Whole.

This approach ensures responsible stewardship of sanitary funds while continuing to advance long-term infrastructure renewal objectives and maintaining alignment with Council-approved asset management priorities.

Due to the limited number of active construction projects in the wider area, primarily resulting from the Region water supply constraints and slower development activity, competitive pricing was achieved for this project.

Prior to tendering, Township staff undertook due diligence by comparing submitted bid prices against similar sanitary relining projects completed by surrounding municipalities and by consulting with industry contractors to confirm current market pricing and construction costs. Based on this review, staff are satisfied that the bid prices received are competitive and reflective of prevailing market conditions.

#### ATTACHMENTS:

Attachment 1 – Location Plan

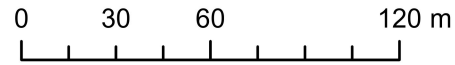
Attachment 2 – Form of Agreement RFT2026-02



DEPARTMENT OF INFRASTRUCTURE SERVICES

# RFT 2026-02 Sanitary Relining Centennial Cres, Hillview Cres, Huron St New Hamburg Overview Map

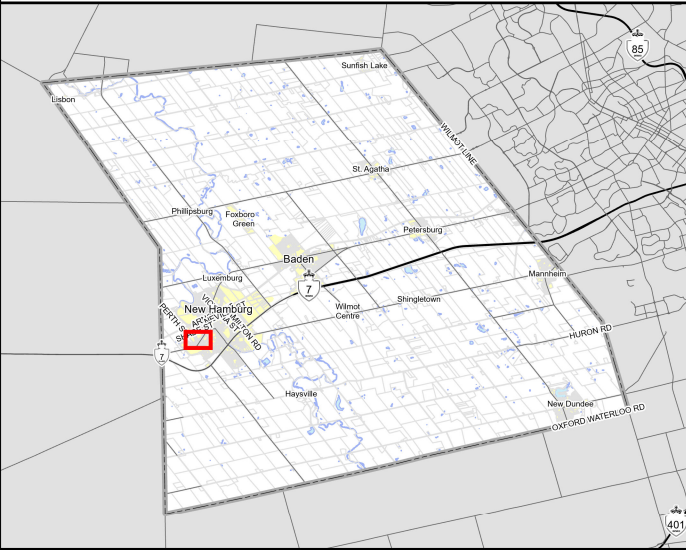
February 2026



### Legend

- Sanitary Main - To Be Relined (Gravity)
- Sanitary Main (Gravity)
- Sanitary Lateral
- Manhole

Asset ID	Sanitary Device Upstream	Sanitary Device Downstream	Segment Length (m)	Diameter (mm)	Max Flow (l/s)
SANLN000142	SANMH000066	SANMH000065	85.32	200	4.94
SANLN000144	SANMH000067	SANMH000066	101.66	200	4.21
SANLN000145	SANMH000068	SANMH000067	94.78	200	3.51
SANLN000146	SANMH000069	SANMH000068	72.18	200	2.73
SANLN000147	SANMH000070	SANMH000069	127.41	200	0.53
SANLN000150	SANMH000070	SANMH000071	54.54	200	0.9
SANLN000151	SANMH000131	SANMH000134	12.07	150	2.25
SANLN000152	SANMH000132	SANMH000131	27.35	150	1.51
SANLN000355	SANMH000071	SANMH000814	93.23	200	1.7
SANLN000356	SANMH000134	SANMH000814	18.31	200	3.53
SANLN000422	SANMH000149	SANMH000070	55.14	200	0.9
SANLN000486	SANMH000133	SANMH000134	117.85	200	1.25

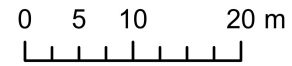




DEPARTMENT OF INFRASTRUCTURE SERVICES

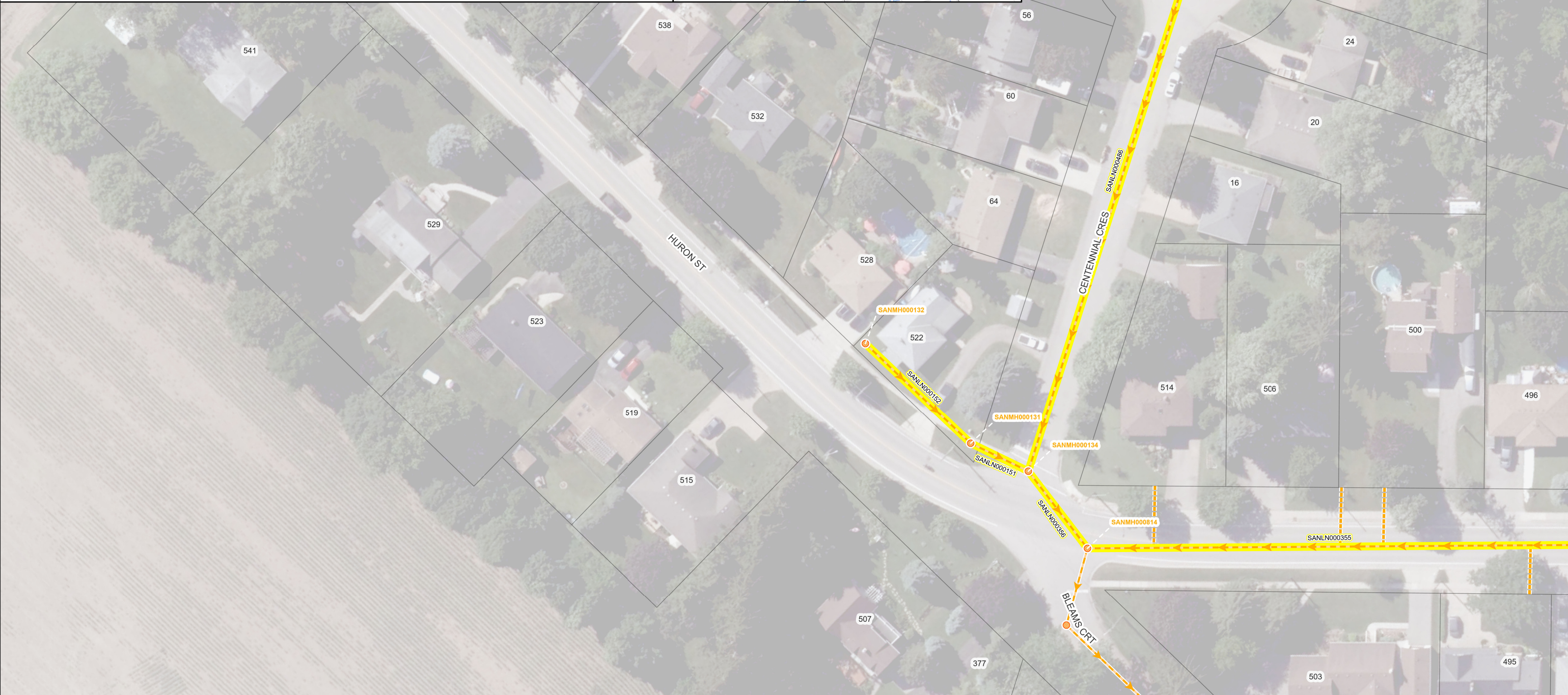
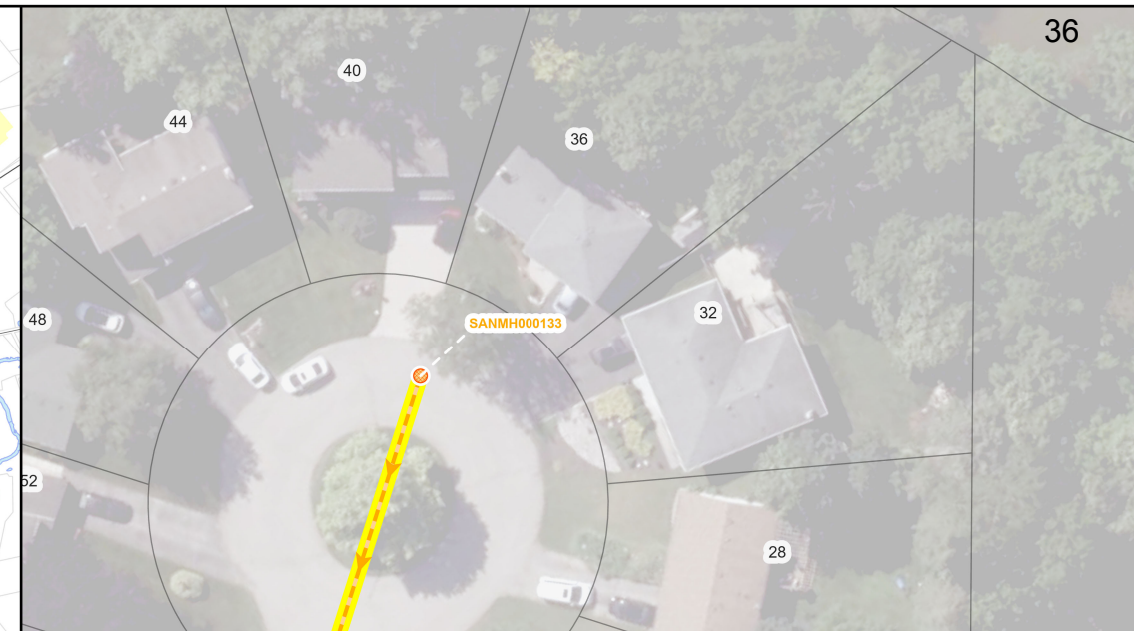
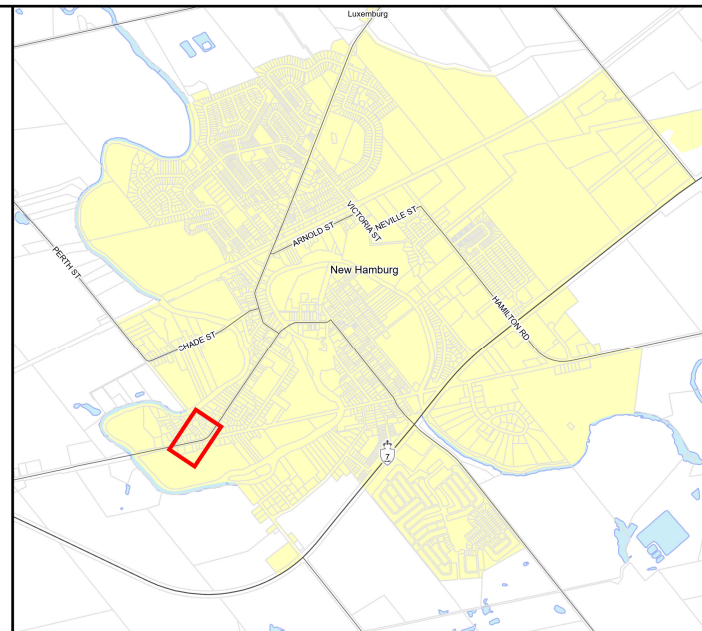
# RFT 2026-02 Sanitary Relining Centennial Cres, Hillview Cres, Huron St New Hamburg Map A

February 2026



## Legend

- Sanitary Main - To Be Relined (Gravity)
- Sanitary Main (Gravity)
- Sanitary Lateral
- Manhole

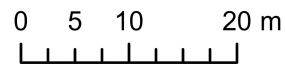








DEPARTMENT OF INFRASTRUCTURE SERVICES

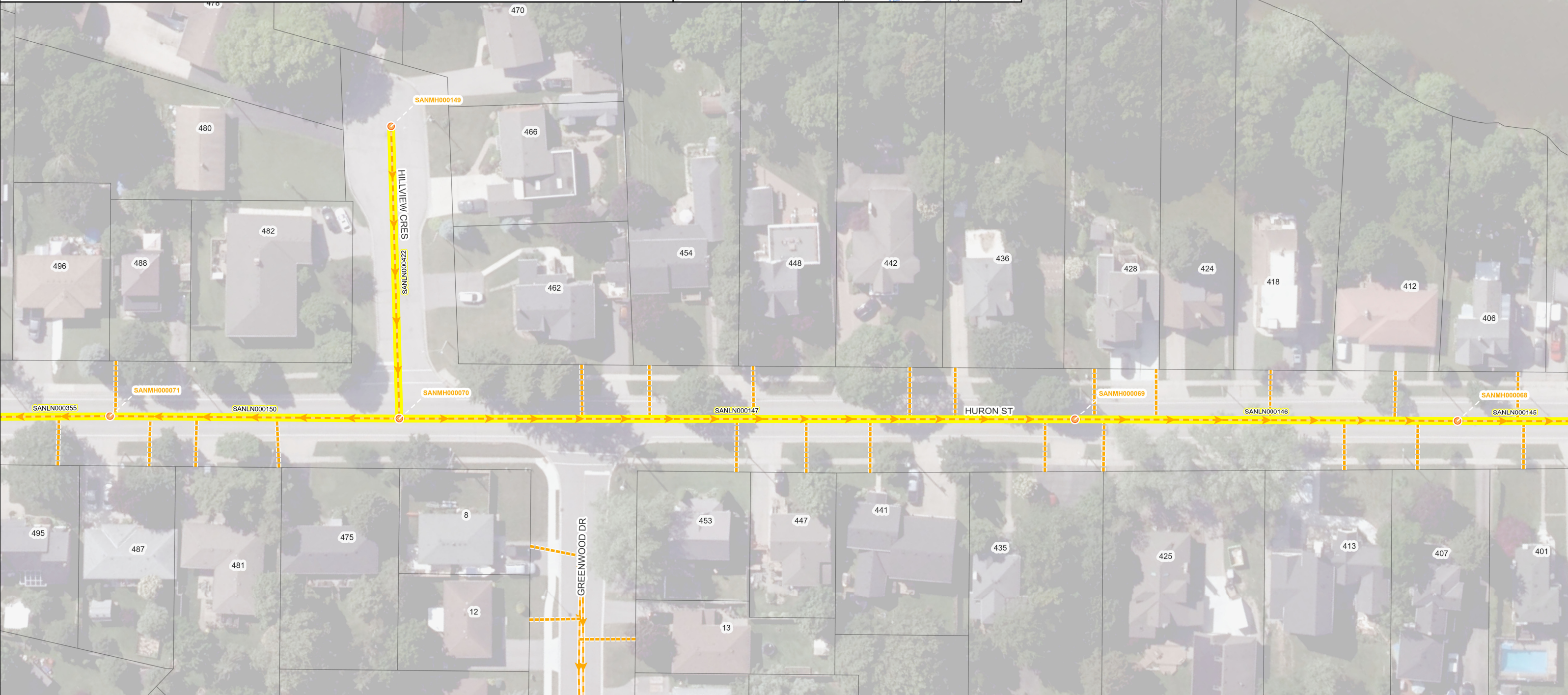
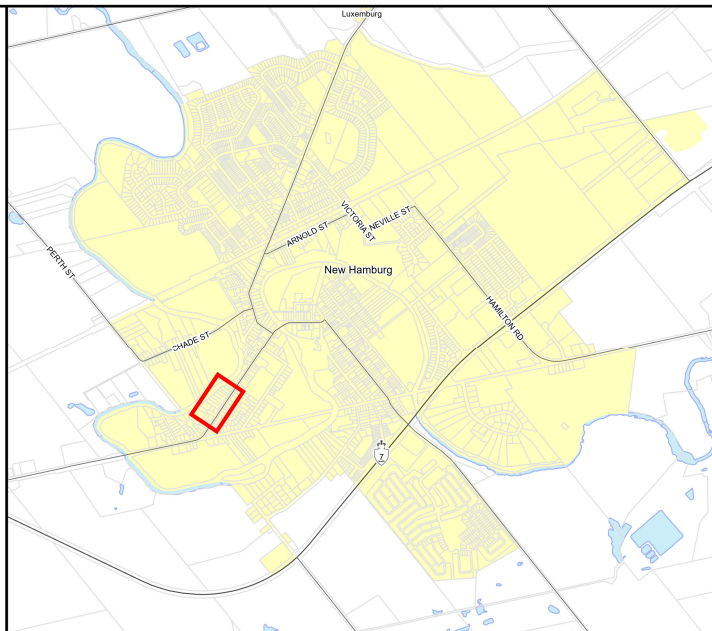
# RFT 2026-02 Sanitary Relining Centennial Cres, Hillview Cres, Huron St New Hamburg Map B

February 2026



### Legend

-  Sanitary Main - To Be Relined (Gravity)
-  Sanitary Main (Gravity)
-  Sanitary Lateral
-  Manhole

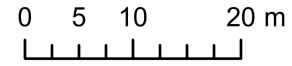




DEPARTMENT OF INFRASTRUCTURE SERVICES

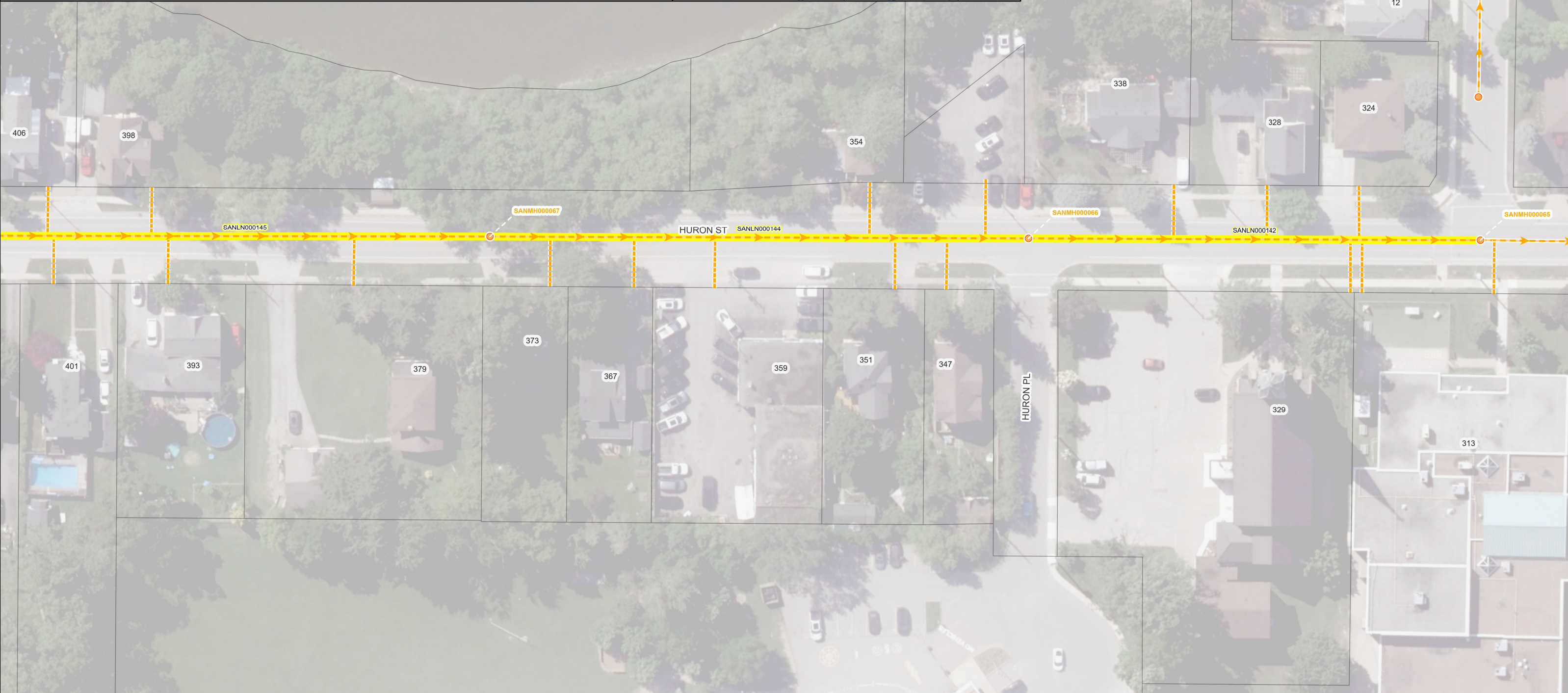
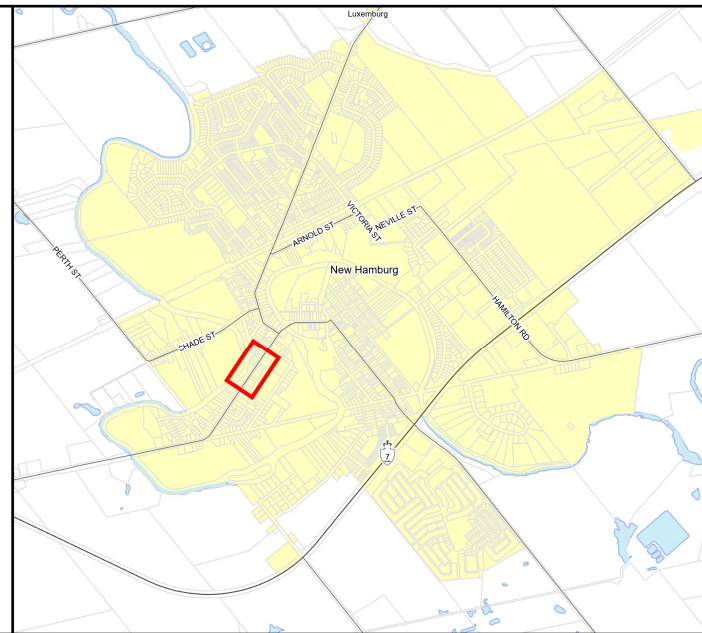
# RFT 2026-02 Sanitary Relining Centennial Cres, Hillview Cres, Huron St New Hamburg Map C

February 2026



## Legend

- Sanitary Main - To Be Relined (Gravity)
- Sanitary Main (Gravity)
- Sanitary Lateral
- Manhole



**FORM OF AGREEMENT**

**CENTENNIAL & HILLVIEW CRESCENT HURON STREET  
SANITARY RELINING**

**RFT # 2026-02**

THIS AGREEMENT made in TRIPLICATE this 25th DAY OF MAY, 2026.

BETWEEN:

**THE CORPORATION OF THE TOWNSHIP OF WILMOT**  
(hereinafter called the "Township")

- and -

**CAPTIAL SEWER SERVICES INC.**  
(hereinafter called the "Contractor")

WITNESSETH that in consideration of the mutual covenants, conditions, and agreements contained herein, the parties hereto and hereby agree as follows:

**ARTICLE I**

(A) The articles of this Agreement here with the Form of Tender, the Contract Drawings, Specifications, General and Special Provisions, Standard Drawings, and General Conditions of Contract, constitute the documents of the "Contract" and shall be read together establishing the Contract as fully and completely, to all the stipulations described herein.

(B) The Contract Documents are listed as follows:

- Section No. 1 – Information to Tenderers
- Section No. 2 – Form of Tender
- Section No. 3 – Form of Agreement
- Section No. 4 – OPSS.MUNI 100 General Conditions of Contract
- Section No. 5 – Supplemental General Conditions
- Section No. 6 – Special & General Provisions
- Section No. 7 – Specifications

Contract Overview Maps and Max Flow Data

## ARTICLE II

The Contractor undertakes and agrees:

- (A) To supply all the materials, labor and equipment necessary to perform all the work in accordance with this Contract.
- (B) If the time limit specified in (B) is not sufficient to permit substantial performance of the work by the Contractor working a normal number of hours each day or week on a single daylight shift basis, it is expected that additional and/or augmented daylight shifts will be required throughout the life of the Contract to the extent deemed necessary by the Contractor to ensure that the work will be completed within the time limit specified. Any additional costs occasioned by compliance with these provisions will be considered to be included in the prices bid for the various items of work and no additional compensation will be allowed therefore.

If the Contractor is delayed in the completion of the work:

- (1) by reason of changes or alterations made under Section GC 3.11 of the General Conditions of Contract;
  - (2) by reason of any breach of contract or prevention by the Township, or other contractor of the Township or any employee of any one of them;
  - (3) by reason of delay by the Township in issuing instructions or information or in delivering materials;
  - (4) by any other act or neglect of the Township or any other contractor of the Township or any employee of any one of them;
  - (5) for any cause beyond the reasonable control of the contractor; or
  - (6) by Acts of God, or of the Public Enemy, Acts of the Province or of any Foreign State, Fire, Floods, Epidemics, Quarantine Restrictions, Embargoes or delays of Sub-Contractors due to such causes, the time of completion shall be extended in writing at any time on such terms and for such period as shall be determined by the Engineer, and notwithstanding such extensions, time shall continue to be deemed of the essence of this contract.
- (C) An application by the Contractor for any extension of time as herein provided shall be made to the Township in writing at least fifteen (15) business days prior to the date of completion fixed by the Contract.

The application for any extension of time will be considered by the Township only for those conditions as outlined under Clause GC3.06 "Extension of Contract Time" of the General Conditions.

All bonds or other surety furnished to the Township by the Contractor shall be amended where necessary at the expense of the Contractor to provide coverage beyond the date of any extension of time granted, and the Contractor shall furnish the Township with evidence of such amendment of the bonds or other surety.

Any extension of time that may be granted to the Contractor shall be so granted and accepted without prejudice to any rights of the Township whatsoever under this Contract and all of such rights shall continue in full force and effect that the time limited. In this Contract for the completion of the work and whenever in this Contract power and authority is given to the Township or the Contract Administrator or any person to take any action consequent upon the act, default, breach, neglect, delay, non-observance or non-performance by the Contractor in respect of the work or Contract, or any portion thereof, such powers or authorities may be exercised from time to time and not only in the event of the happening of such contingencies before the time limited in the case of the Contractor being permitted to proceed with the execution of the work under an extension of time granted by the Township.

- (D) To furnish a Performance Bond and a Labour and Material Payment Bond satisfactory to the Township at Contractor's expense in accordance with the bonding requirements of the Contract.

ARTICLE III

The Township undertakes and agrees:

- (A) That during the progress and completion of the work under this Contract, the Contractor shall receive payment in accordance with the terms and conditions contained herein.

ARTICLE IV

If and whenever either party hereto desires to give notice to the other concerning any matters related to this contract, such notice shall be given sent by prepaid registered mail correctly address to follows:

**The Contractor:** CAPITAL SEWER SERVICES INC.  
 Attn: Arlene Bagsican  
 31 Keyes Court  
 Vaughan, ON L4H 4V6

**The Township:** TOWNSHIP OF WILMOT  
 Attn: Director of Infrastructure Services  
 Ken VanderWal  
 60 Snyder's Road West  
 Baden, ON N3A 1A1

TOWNSHIP OF WILMOT  
 Attn: Supervisor of Engineering Projects  
 Curtis Schaerer  
 60 Snyder's Road West  
 Baden, ON N3A 1A1

**The Contract Administrator:**

TOWNSHIP OF WILMOT  
 Attn: Supervisor of Engineering Projects  
 Curtis Schaerer  
 60 Snyder's Road West  
 Baden, ON N3A 1A1

ARTICLE V

This agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of this day and year set out above.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Officials  
of the Contractor and position held.

\_\_\_\_\_  
Seal of the Contractor

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Officials  
of the Township and position held.

\_\_\_\_\_  
Seal of the Township of Wilmot



## INFRASTRUCTURE SERVICES

### *Staff Report*

---

REPORT NO:	IS-2026-12
TO:	Committee of the Whole May 4, 2026
SUBMITTED BY:	Jeff Willmer, Chief Administrative Officer
PREPARED BY:	Ken VanderWal, Director of Infrastructure Services
REVIEWED BY:	Jeff Willmer, Chief Administrative Officer
DATE:	April 27, 2026
SUBJECT:	Veterans Commemorative Crosswalk

---

#### RECOMMENDATION:

THAT Report IS-2026-12 Veterans Commemorative Crosswalk be received for information; and,

THAT Council approve the proposed design options for the Veterans Memorial Crosswalk to be installed on Huron Street approximately 45m east of Union Street.

THAT Council approve installation of the proposed crosswalk when \$15,000 in donated funding is received, representing 100% of the cost of installation plus 50% as per approved Policy; and

THAT Council provide delegated authority to the CAO and/or Director of Infrastructure Services to enter into agreement with the New Hamburg Board of Trade to facilitate the proposed crosswalk.

#### SUMMARY:

Pursuant to the recently approved Commemorative or Decorative Crosswalk Policy CG-IS-2025-002, the New Hamburg Board of Trade is presenting the Veterans Memorial Crosswalk design to be located on Huron Road for Council approval.

Council has previously per Report IS 2025-40 provided delegated authority to the CAO and/or Director of Infrastructure Services to enter into agreements with the Region of Waterloo and the Canadian Legion Branch 532 for installation of this crosswalk.

The proposed crosswalk meets the requirements of the approved policy and has an estimated installation cost of \$approximately \$10,000 based on a quote received in July of 2025.

## BACKGROUND:

As per the recently approved Decorative and Commemorative Crosswalk Policy, all designs are to be considered for approval by Council.

Further, installations are to be completed by Township forces or through contracts procured as per the Township of Wilmot By-law Number 2021-43 being a by-law to provide for procurement of goods and services and the disposal of surplus goods. Installation of the proposed crosswalk will therefore be completed through Township procurement or through Region of Waterloo resources.

Also, as per the Policy, decorative crosswalks shall be provided for review and comment to the Grand River Accessibility Advisory Committee or other Accessibility Advisory Committee as required by AODA for comment and review. Following Township approval staff will be forwarding the crosswalk designs to GRAAC for comment prior to installation.

Staff have reviewed the proposed crosswalk and find that it meets the requirements laid out in the Ontario Traffic Manual (OTM) Book 15 for Pedestrian Crossing Treatments. Further, the existing crossing currently has tactile plates and all other aspects of Accessibility for Ontarians with Disabilities Act.

Following approval by Council, as per the policy, the approved design(s) will be provided to the Grand River Accessibility Committee. The Proposed Crosswalk design(s) have been provided to the Region of Waterloo for comment as Peel Street is a Regional Right of Way.

A donation portal has been provided to accept donations for the proposed works, and donations are eligible for charitable donation tax receipts.

## REPORT:

Pursuant to the Commemorative or Decorative Crosswalk Policy as approved by Council October 6<sup>th</sup>, 2025, The New Hamburg Board of Trade has presented a Commemorative Crosswalk design for installation on Huron Street at the existing crosswalk location located between Mill Street and Union Street in New Hamburg.

As Huron Street is a Regional Right of Way, Staff have initiated the agreement with the Region of Waterloo for this installation which Council previously approved delegated authority to the CAO and/or Director of infrastructure services to enter into.

Per the policy, the installation will be completed by Township Forces pursuant to the Township Purchasing By-Law, as such Staff have reached out to Gentem for an updated quotation on this installation.

Also, per the Policy, the Crossing is only permitted at locations meeting the most current requirements of the Accessibility for Built Environment (Ontario Regulation 413/12 or Ontario Regulation 191/11 with amendment Regulation 143/12) AODA.

The applicant shall be responsible for all costs associated with the Commemorative or Decorative Crosswalk.

The proposed design provides visual contrast and will be reflective as per the requirements of the OTM and contains ladder (or zebra) markings which conform to the requirements of the Highway Traffic Act (HTA) and OTM.

Township Staff have no concerns regarding the design of the proposed Commemorative Crosswalk

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Healthy Community

- Strengthen relationships with community groups by developing partnership agreements that include clear and consistent policies, processes, roles, and responsibilities.

FINANCIAL CONSIDERATIONS:

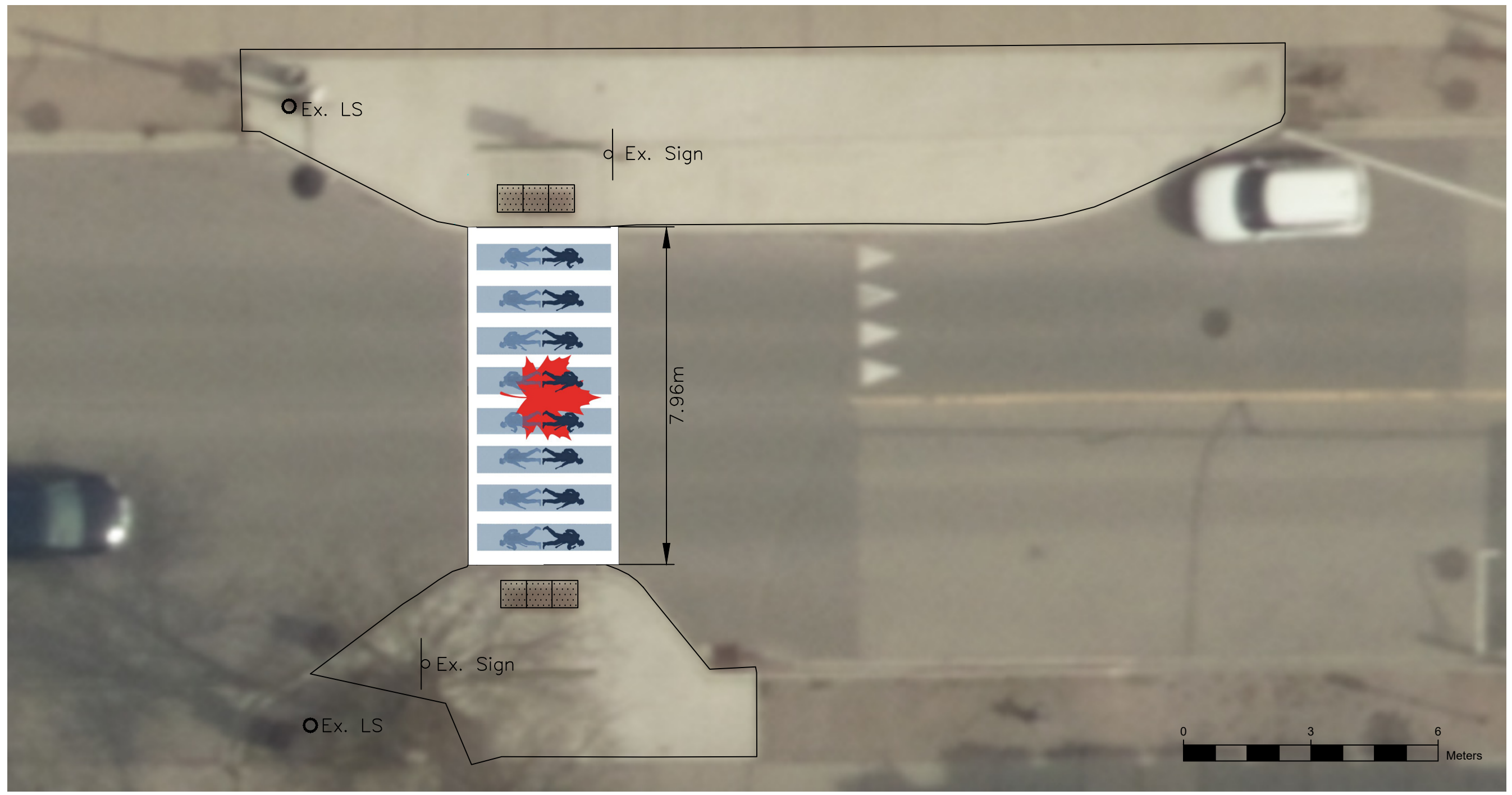
Funding for the crosswalk is to be provided by donations received by the Township. Finance Staff have already provided a donations link.

Per a quotation received in 2025, the anticipated cost for installation of the crosswalk is approximately \$10,000. Recently approved Commemorative and Decorative Crosswalk Policy requires an additional 50% of the costs to address repairs and/or removal of the crosswalk.

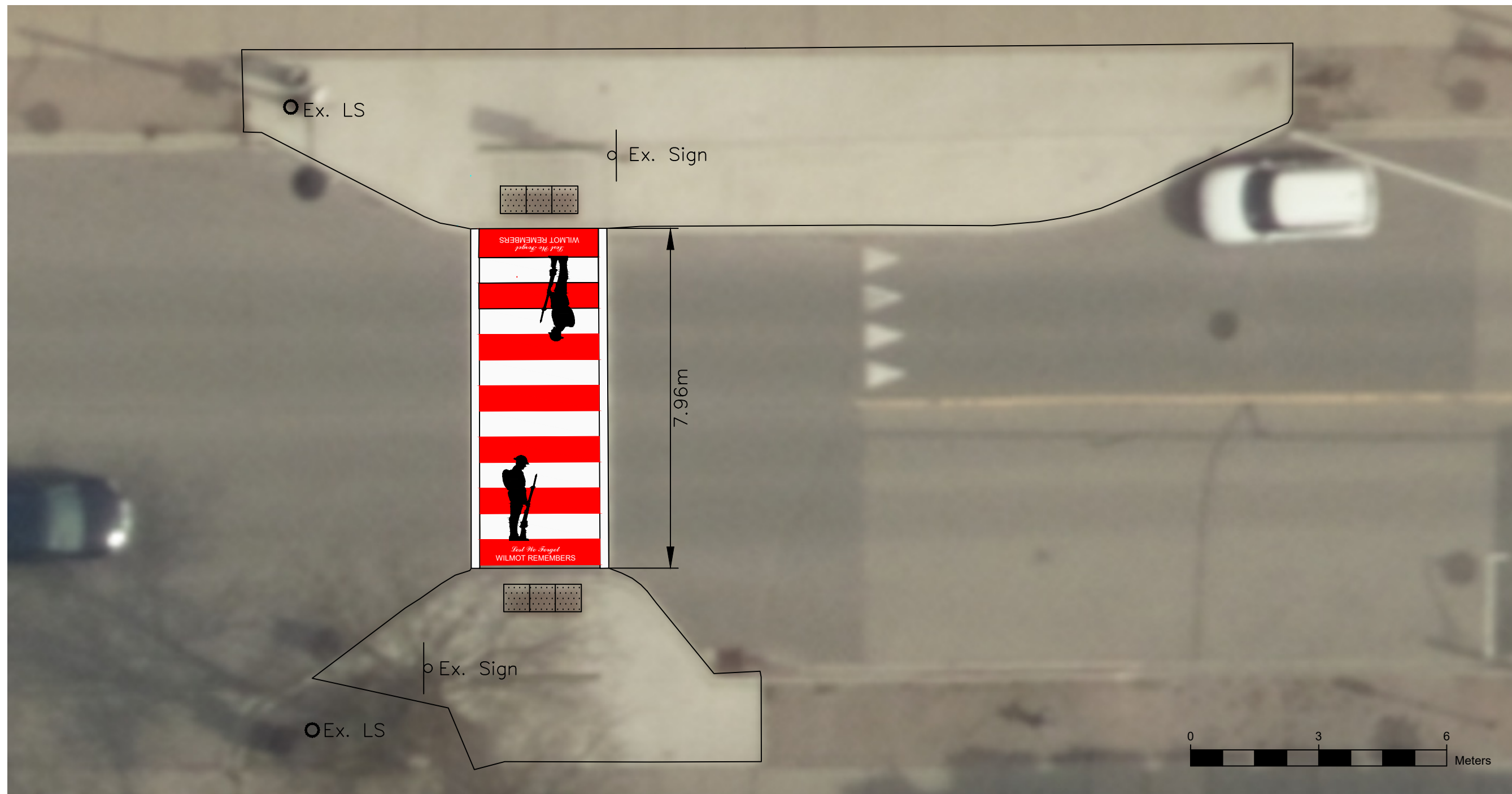
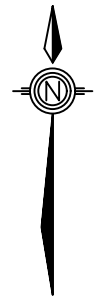
As such the anticipated required donation level for installation of the Veterans Memorial Crosswalk on Peel Street in New Hamburg is \$15,000.

ATTACHMENTS:

Huron Street Crosswalk-Veterans Memorial Crosswalk Option 1  
Huron Street Crosswalk-Veterans Memorial Crosswalk Option 2  
CG-IS-2025- Commemorative or Decorative Crosswalk Policy  
Crosswalk Price Quote



SCALE	HOR. 1:100 VERT. N/A	<b>HURON STREET NEW HAMBURG CROSSWALK</b>  <b>Infrastructure Services</b> Engineering Department
DATE:	MARCH 2026	
DRAWN BY:	AH	
FILE No.		



SCALE	HOR. 1:100 VERT. N/A
DATE:	MARCH 2026
DRAWN BY:	AH
FILE No.	

HURON STREET  
NEW HAMBURG  
CROSSWALK

**Infrastructure Services**  
Engineering Department



## Corporate Policy Manual

Section: Council

**Title: Commemorative or Decorative Crosswalks Policy**

Policy Number: CG-IS-2025-002

Approved by: Council

Administered by: Infrastructure Services

Effective: October 28, 2025

### POLICY STATEMENT

This policy establishes the criteria for the implementation of a decorative crosswalk design when requested by an individual, community group or organization.

This policy ensures that all requests for decorative crosswalk designs are made in a non-biased, fair, and equitable manner.

---

### PURPOSE

To establish a framework for evaluating commemorative or decorative crosswalk installations on Township Roads.

---

### SCOPE

This policy applies to commemorative or decorative crosswalks located on Township-owned roads and rights-of-way within the Township of Wilmot. It outlines the process for reviewing and approving requests, ensures compliance with applicable legislation and standards, and sets responsibilities for installation, maintenance, and renewal.

---

### DEFINITIONS

**Accessibility for Ontarians with Disabilities Act (AODA)** – Provincial legislation governing the use of highways, roadways, and traffic control devices in Ontario.

**Highway Traffic Act** - a product, service or infrastructure that has been planned or designed to provincial standards to remove and prevent barriers for persons with disabilities.

**Pedestrian Crossing** - where portions of a roadway are marked for pedestrian use, no pedestrian shall cross the roadway except within a portion so marked R.S.O. 1990, c. H.8, s 144(22)

**Ontario Traffic Manual (OTM)** - A set of provincial guidelines for traffic control devices, including Book 15 - Pedestrian Crossing Treatments and Book 17 – Markings and Pavement Lines.

**OPSS MUNI** - Ontario Provincial Standards and Specifications for Municipal Works.

---

## **STANDARDS AND PROCEDURES**

Individuals, community groups, and organizations with the desire to install commemorative or decorative crosswalks are required to apply to the Township of Wilmot for review.

Applicants must be residents of the Township of Wilmot, or an established incorporated organization within the Township.

All commemorative or decorative designs shall be subject to Council Approval. If approved, an agreement between the applicant and the Township shall be formalized to outline installation and maintenance costs, terms and responsibilities.

Council reserves the right to approve or deny any application and may modify or remove any existing crosswalk treatments at any time without reimbursement to the applicant for fees associated with the application.

- a) Installations are to be completed by Township Forces or through contracts procured as per the Township of Wilmot By-law Number 2021-43 BEING A BY-LAW TO PROVIDE FOR PROCUREMENT OF GOODS AND SERVICES AND THE DISPOSAL OF SURPLUS GOODS.
- b) All installations are to meet the requirements of OPSS MUNI 710.
- c) All designs shall meet the requirements as laid out in Ontario Traffic Manual Book 15, Pedestrian Crossing Treatments.
- d) Crossings shall only be permitted at locations meeting the most current requirements of the Accessibility for Built Environment (Ontario Regulation 413/12 or Ontario Regulation 191/11 with amendment Regulation 143/12) AODA.
- e) The applicant shall be responsible for all costs associated with the Commemorative or Decorative Crosswalk including but not limited to:
  - a. Topographic survey and scale drawings of the proposed lay-out.
  - b. Professional evaluation for adherence to the Ontario Traffic Manual (OTM).
  - c. Initial Installation of the proposed crosswalk.
  - d. Application and administration fees.
- f) The commemorative or decorative design shall provide visual contrast and be reflective as per the requirements of the OTM and shall contain ladder (or zebra) markings which conform to the requirements of the Highway Traffic Act (HTA) and OTM.
- g) Commemorative or Decorative Crosswalks shall be provided for review and comment to the Grand River Accessibility Advisory Committee or other Accessibility Advisory Committee as required by AODA for comment and review, including:

- a. Scale drawings of proposed crossing.
- b. Details and samples of proposed colors to ensure high contrast with existing pavement.
- c. Recent photographs of the proposed crosswalk location.
- h) All commemorative or decorative designs are restricted to the 2.5 m spacing as per OTM Book 17 and shall contain two transverse 0.20 m high contrast lines.
- i) The commemorative or decorative design shall be limited to the spacing between the curbs and shall not extend into the sidewalk or any islands that may be present.
- j) Commemorative or decorative designs shall not include any form of advertising or copyright-protected material, or political or religious content, or hate speech.
- k) Commemorative or decorative designs including elements that may encourage interaction from road users or pedestrians shall not be permitted.
- l) All commemorative or decorative crosswalk installations will be subject to regular maintenance requirements of the Township, and any renewal and/or reinstatement shall be at the applicant's cost. Should funds not be available, The Township's standard crosswalk will be installed following maintenance activities.
- m) A deposit or letter of credit in the amount of 50% of the original installation shall be provided for renewal or removal/rehabilitation as per item l).

## **RESPONSIBILITIES**

### **1. Council**

- 1.1. Approve the Commemorative or Decorative Crosswalk Policy and recommend amendments thereto.
- 1.2. Consider approval of applications for Commemorative or Decorative Crosswalks.

### **2. Director of Infrastructure Services**

- 2.1. Support the installation and upgrade of administration of Commemorative or Decorative Crosswalks throughout the Township of Wilmot.

### **3. Staff**

- 3.1. Review Commemorative or Decorative Crosswalk applications and provide recommendations to Council.
- 3.2. Provide Commemorative or Decorative Crosswalk applications to GRAAC for accessibility review.

---

## **COMMUNICATION**

The Commemorative or Decorative Crosswalk Policy will be posted with other policies within the Corporate Policy Manual, and on the Township website for reference, and distributed to relevant stakeholders.

---

## **EVALUATION**

The Decorative Crosswalk Policy will be reviewed at minimum every four years.

---

**LEGISLATIVE REPORTING REQUIREMENTS**

Crosswalks are reviewed under AODA as well as MTO Book 15



**SHERWIN  
WILLIAMS®**

# Thermoplastic Project

*CORPORATION OF THE  
TOWNSHIP*

*July 23, 2025*

Quote ID: 7928941  
Quote Date: 7/23/2025  
Quote Expiration: 9/01/2025

SHERWIN-WILLIAMS  
239 WEBER ST N UNIT 1  
WATERLOO, ON N2J3H5  
(519) 725-9120

**Jose Ochoa Riera**

**SALES- Sales Representative PC Property Management**

jose.ochoariera@sherwin.com



ACCOUNT # 8500-7964-1  
 Thermoplastic Project  
 QUOTE # 7928941  
 VALID FROM: JUL 23, 2025 - SEP 01, 2025

**PROJECT: Thermoplastic Project**

Purchase Type: Annual Purchase

Description	Class #	Sales #	Rex #	Size	Gallons/ Units	Price Per Gallon/ Unit	Extended Price
CUSTOM THERMOPLASTIC	5046040	102499969	102499969	EACH	1	\$9,425.00	\$9,425.00
PRIMER/SEALER- 1GAL	1824014	102234093	102234093	EACH	1	\$75.00	\$75.00
XYLENE-GAL-SW	5062011	1548684	.01548684	GALLON	1	\$19.12	\$19.12

**Total: \$9,519.12**

***All prices are per gallon/unit***

NOTICE: This quotation is not a contract. It is an estimate and excludes taxes and fees, which may vary. The pricing and recommendations represent confidential information and we request that it not to be copied or shared with others outside your company. Please refer to product data pages for surface prep, mixing and application instructions. Any orders placed pursuant to this quotation will be subject to The Sherwin-Williams Company Terms and Conditions of Sale, which are incorporated in full by this reference and are available at <https://www.sherwin-williams.com/terms-and-conditions>.



## INFRASTRUCTURE SERVICES

### *Staff Report*

---

REPORT NO:	IS-2026-15
TO:	Committee of the Whole May 4, 2026
SUBMITTED BY:	Ken VanderWal, Director of Infrastructure Services
PREPARED BY:	David Kleine, Manager of Public Works
REVIEWED BY:	Jeff Willmer, Chief Administrative Officer
DATE:	April 24, 2026
SUBJECT:	Co-operative Purchase – 2026 Annual Surface Treatment Program

---

#### RECOMMENDATION:

THAT Report IS-2026-15 Co-operative Purchase – 2026 Annual Surface Treatment Program be received for information; and,

That Council the approve the Township's participation in the co-operative tender with Blandford-Blenheim for the application of surface treatment by Walker Construction Limited for the 2026 Annual Surface Treatment Program, as per their bid submissions dated April 16, 2026, in the amount of \$369,710.00 plus HST.

THAT Council immediately convenes a Special Council Meeting at the conclusion of this meeting to ratify the Township's participation in the co-operative tender with Blandford-Blenheim and provide delegated authority to the CAO and/or Director of Infrastructure Services to enter into agreement pursuant to the co-operative tender.

#### SUMMARY:

This report outlines the procurement process and recommends participation in the co-operative contract through Blandford-Blenheim's contract with Walker Construction Limited for the application of surface treatment as part of the Township's Annual Surface Treatment Program.

#### BACKGROUND:

As per the Procurement By-Law 2021-43, purchasing through co-operatives and/or joint contracts is encouraged when such purchases are in the best interest of the Township. Council approval is required if the Corporation's portion exceeds \$100,000 in value.

The surface treatment program's primary purpose is to upgrade loose top roads to hard surface roads. The program also considers life-cycle replacement/renewal/repair for existing low class bituminous roads to maintain adequate hard surface.

The 2026 Infrastructure Services Work Program identified the application of surface treatment to the following Township roads:

- Carmel Koch Rd (Sandhills Rd-Notre Dame Dr) – Single Surface Treatment
- Berlett's Rd (Wilmot-Easthope Rd-Nafziger Rd) – Single Surface Treatment
- Wilmot Easthope Rd (Hutchinson Rd-Line 47) – Single Surface Treatment

Locations are shown in *Attachment 1 – 2026 Surface Treatment*.

### REPORT:

Blandford-Blenheim closed their tender for the 2026 surface treatment application through their standard purchase process RFT#2026-08. The low bid contractor for their surface treatment program was Walker Construction for the 2<sup>nd</sup> year in a row.

The contract will address hard surface sections of road with tar and chip surface treatment and support the ongoing maintenance of low class bituminous (LCB) hard surface assets. The segment of Wilmot Easthope Rd is classified as part of a boundary road shared with the Perth East Township. As such, the associated costs for this section will be equally shared, with both Townships contributing 50% of the total expenses. Based on the tender rates and anticipated work in 2026, the estimated cost for surface treatment to Wilmot Township for the three (3) sections of road mentioned above is \$369,710.00 net of HST rebate.

### ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Financial Stability

### FINANCIAL CONSIDERATIONS:

<b>Project</b>	<b>Amount</b>
<b>Total Budget (2026)</b>	<b>\$ 625,000</b>
Overbudget 2024	(\$123,873.58)
Overbudget 2025	(\$24,776.46)
<b>Available Budget (2026)</b>	<b>\$476,349.96</b>
Current Co-Operative Tender with Blandford-Blenheim	\$369,710
Contingency/Carry-Forward	\$106,639.96

The 2026 budget for this project is \$625,000 due to previous year budget over-runs, the available budget is \$476,350.

Staff reviewed roads requiring works, with a goal to allow for \$50,000-\$70,000 in contingency room as the contract is quantity-based with the potential for estimated quantities to be less than actual when work is being completed.

Staff intend to have some flexibility within the budget to allow for unforeseen additions to the contract if required. Any unspent within the 2026 budget will be utilized within the 2027 program to allow staff to proceed at the scale of works required to meet the roads needs study goals of rehabilitation and repair works on Township roads.

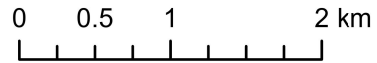
ATTACHMENTS:

Attachment 1 – 2026 Surface Treatment Locations



# 2026 Surface Treatment

April 2026



## Legend

 2026 Surface Treatment





**OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER**  
***Staff Report***

---

REPORT NO: CAO-2026-14  
 TO: Committee of the Whole on May 4, 2026  
 SUBMITTED BY: Jeff Willmer, Chief Administrative Officer  
 PREPARED BY: Jeff Willmer, Chief Administrative Officer  
 REVIEWED BY: Harold O’Krafka, Deputy CAO / Director of Corporate Services  
 DATE: April 21, 2026  
 SUBJECT: Council-Staff Relations Policy

---

**RECOMMENDATION:**

THAT Report CAO-2026-14 Council-Staff Relations Policy be received for information; and, THAT the Proposed Council-Staff Relations Policy attached to Report CAO-2026-14 be approved.

**SUMMARY:**

This report recommends a new Council-Staff Relations Policy to replace the current policy approved in 2019.

**BACKGROUND:**

The current Council-Staff Relations Policy was approved February 25, 2019. Proposed revisions to the policy were considered in January 2025 but were not approved.

**REPORT:**

The current policy quotes sections of the Procedural By-law, the Violence and Harassment in the Workplace Policy, the Employee Code of Conduct, and the Council Code of Conduct. It does not provide additional policy content but does set out procedures for dealing with complaints or concerns.

The recommended policy is modeled after the policy which has been in place since 2011 in Woolwich Township. It sets out a series of principles to promote and encourage teamwork, trust founded on respect, accountability, respect for boundaries, appreciation of differing perspectives, the importance of confidentiality, healthy debate, and a climate of excellence.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Trustworthy Leadership

FINANCIAL CONSIDERATIONS:

No direct financial implications.

ATTACHMENTS:

A: Proposed Council-Staff Relations Policy

B: Existing Council-Staff Relations Policy



<b>Corporate Policy Manual</b>	
	Section:
	Policy # Pg.
Revision Date:	Issue Date: May 2026 (pending)
Approved by: Council (pending)	Review Date: May 2030

## **PURPOSE**

The Township of Wilmot will promote a respectful, tolerant and harassment-free relationship and workplace between members of council and the officers and employees of the Township, guided by this Council-Staff Relations policy, the Code of Conduct for Members of Council, the Employee Code of Conduct, Conflict of Interest Policy, Violence and Harassment in the Workplace Policy and the Procedural Bylaw.

---

## **SCOPE**

This policy applies to all members of Wilmot Township Council and all Township of Wilmot employees.

---

## **DEFINITIONS**

- None applicable

---

## **STANDARDS AND PROCEDURES**

### **Principle 1 – Working as a Team**

The residents and businesses of the Township of Wilmot expect elected officials and staff to work together on their behalf, therefore:

1. Members of Council are encouraged to publicly demonstrate that results were achieved by Council and staff working as a team.
2. Staff and Members of Council are encouraged to work jointly on projects.
3. Once a decision has been made, it will be supported by Council and Staff.

### **Principle 2 - Trust Founded on Respect**

Council respects the role of the neutral, professional civic service; staff respects the responsible, political role of Council, therefore:

1. Members of Council should reinforce respect for the staff role by publicly referring to it at Council meetings.
2. Senior Management should discuss the importance of the Mayor's role and Councillors' roles with the staff in their departments.

### **Principle 3 - Demonstrate Respect in Words and Actions**

The residents of the Township of Wilmot, staff and the media will understand and appreciate the relationship between Council and Staff when they see it in action, therefore:

1. The Members of Council should use public and private events to emphasize the importance of an effective civic service.

2. The Senior Management Team will invite the Mayor and Councillors to address meeting/meetings of broader staff to demonstrate the importance of the political role.

**Principle 4 - Accepting Accountability**

Council is accountable for setting direction and publicly accepting responsibility for that direction; staff is accountable for providing sound advice and professional implementation, therefore:

1. The Members of Council will not ask staff to defend political decisions, and understand that staff has a supporting role to play in the communication of Council decisions.
2. Staff will accept responsibility for administrative errors or omissions.

**Principle 5 - Respecting the Boundaries**

Council must exercise fiduciary and representative responsibilities concerning the operations of the Township; staff is responsible for management and implementation, therefore:

1. The Members of Council will not interfere with day-to-day management of the Township.
2. Staff will provide the Members of Council with sufficient information on an ongoing basis so that they can exercise their fiduciary and representative responsibilities.
3. The Members of Council acknowledge that they cannot direct staff to represent the municipality or testify in matters that are before the courts or an administrative tribunal in a manner that is contrary to staff's professional opinions.

**Principle 6 - Political and Managerial Perspectives**

The residents and businesses of the Township of Wilmot are well served when the best political and managerial ideas are brought to bear on problems, therefore:

1. The Members of Council will seek out and hear out staff views on policy options and operational imperatives.
2. Staff will not denigrate or dismiss political views on policy options or their impact on administration.

**Principle 7 - Timeliness and Confidentiality of Information**

Council cannot carry out its role if it does not have timely information about issues, problems and proposals; staff cannot carry out their roles if confidential information is publicly disclosed, therefore:

1. Council will decide on actions to be taken when a Member of Council makes confidential information public.
2. The Chief Administrative Officer will determine actions to be taken when a staff member makes confidential information public.
3. The Chief Administrative Officer will take corrective action with staff that does not provide adequate and timely information to Council/Committee about issues, problems and proposals.

**Principle 8 - How Disagreements are dealt with**

In a healthy relationship between politicians and civic servants, there may be differing opinions on policy and administrative matters, therefore:

1. The Members of Council commit that these differences will not result in public criticism of staff at Council meetings, in discussions with the media, or through any other form of communication.
2. Staff commit that they will offer frank advice in a professional manner.

**Principle 9 - A Climate of Leadership and Openness**

The Members of Council accept their leadership responsibilities, therefore:

1. Council will make decisions in a timely and informed manner.
2. The Members of Council are encouraged to use opportunities at Council/Committee meetings to encourage input from senior staff.

**Principle 10 - A Climate of Excellence and Support**

Staff wants to excel and to help Council advance its priorities, therefore:

1. Staff will set clear goals for managerial achievement.
2. Staff will continually look for ways to assist Council in its decision-making processes.
3. Staff will implement Council's direction, as they understand it, with no surprises. If minor changes need to be made at the time of implementation, then Staff will appropriately communicate those changes to Council.

**Principle 11 – Conduct of Committees of Council**

Council expects that all Committees of Council will follow the following set of principles:

1. Members will work together in a team environment.
2. Members will operate and conduct business in a climate that is open and transparent, respectful of due process and applicable legislation.
3. Members will treat each other, as well as members of the public and outside agencies/organizations, in a professional, respectful and fair manner.
4. Members will respect confidentiality and not disclose confidential matters.
5. Members will respect that their role is to advise Council or, where so delegated by Council, to make decisions within the parameters of approved policies. Members will respect that Council has a political role to play in the municipal governance system.

**Complaint Procedure**

Written complaints related to the implementation of this policy shall be directed to

1. the CAO if the complaint is about staff other than the CAO;
2. the Integrity Commissioner if the complaint is about a Member of Council or the CAO.

**RESPONSIBILITIES**

**CAO**

- Ensure that this policy is communicated as part of orientation for Council and staff

**Senior Staff**

- Discuss with their staff the importance of the Mayor’s role and Councillors' roles

**Members of Council**

- Understand and abide by this policy

**Staff**

- Understand and abide by this policy

**COMMUNICATION**

This policy is communicated through:

- orientation of Council members
- orientation of employees
- coaching of employees found to have contravened this policy

**EVALUATION**


- This policy will be reviewed every four (4) years

**LEGISLATIVE REPORTING REQUIREMENTS**

- None applicable

**REVISION LOG**

Revision Date	Description

	<b>Corporate Policy Manual</b>
	Section: <b>CORPORATE ADMINISTRATION</b>
	Policy # <b>CA-007</b> <span style="float: right;">Pg. 1 of 4</span> <b>COUNCIL – STAFF RELATIONS POLICY</b>
Revision Date:	Issue Date: February 25, 2019
Approved by: Council	Review Date: February 25, 2022

**PURPOSE**

The Township of Wilmot will promote a respectful, tolerant and harassment-free relationship and workplace between Members of Council and the officers and employees of the Township, guided by the Code of Conduct for Members of Council, the Employee Code of Conduct, Conflict of Interest Policy, Violence and Harassment in the Workplace Policy and the Procedural By-law.

**SCOPE**

This policy applies to all members of Council and Township of Wilmot employees.

**1. The Procedural By-law**

Section 10. of the Procedural By-law 2007-63, titled “Conduct of Members in Council” states:

10.1 No member shall:

- i) speak disrespectfully of the Reigning Sovereign, the Governor General, the Lieutenant Governor of any province, or any person administering the Government of Canada or this Province;
- ii) use offensive words or unparliamentarily language in or against the Council or against any member;
- iii) speak on any subject other than the subject in debate;
- iv) criticize any decision of Council except for the purpose of moving in accordance with the provisions of Section 12 that the question be reconsidered.
- v) disobey the rules of Council, or a decision of the Mayor or presiding officer, or of Council on questions of order or practice, and upon the interpretation of the rules of Council, and in the case where a member persists in any such disobedience after having been called to order by the Mayor or presiding officer, the Mayor or presiding officer may forthwith put the question, no amendment, adjournment or debate being allowed, "that such member be ordered to leave his/her seat for

the duration of the meeting of Council", but if the member apologizes he/she may, by vote of Council, be permitted to retake his/her seat.

- 10.2 No charge shall be made which involves the character, conduct or language of a member of Council unless such member is present to reply or unless due notice has been given to such member to be present to offer a defence.
- 10.3 A question put to a member may not contain imputations, epithets, ironical expressions or hypothetical cases, nor may a question refer to debates or answers to questions in the same meeting. A question may not be put which publishes the names of persons, or contains statements not strictly necessary to render the question intelligible, or contains charges which the member who asks the question is not prepared to substantiate. The solution of an abstract legal case may not be sought by a question. A question cannot be made a pretext for a debate, and when a question has been fully answered it cannot be renewed.
- 10.4 When a member has been called to order by the Mayor or presiding officer for breach of parliamentary decorum, it is the member's duty to defer at once to the decision of the Mayor or presiding officer and to make apology by explaining that there was no intent to infringe on any rule of debate, or by immediately withdrawing the offensive or unparliamentarily language which may have been used. However, if a member persists in unparliamentarily conduct, the Mayor or presiding officer shall be compelled to name such member and submit such conduct to the decision of Council. In such a case, the member whose conduct is in question should explain and withdraw and it shall be for Council to decide what action to take.

## **2. Violence and Harassment in the Workplace Policy**

The Violence and Harassment in the Workplace Policy States:

- The Township of Wilmot is committed to providing a safe and healthy working environment, including a violence and harassment-free workplace for its employees. The Township is committed to providing the appropriate tools to aid in the prevention of, and to provide a framework for handling any incidence of workplace violence and harassment that may arise. In support of the Township of Wilmot's pledge to provide a safe and healthy working environment, the Township will provide, maintain and enforce policies, procedures and practices that will aid in the prevention of potential incidents of violence, harassment, bullying or the like, to the best of its ability. The Township of Wilmot is committed to taking immediate action in the event of any act of violence or harassment occurring against any employee while the employee is carrying out his or her duties on behalf of the Township. The Township of Wilmot will not tolerate behaviours of violence or harassment at any of its workplaces and the Township will take appropriate disciplinary or legal actions as deemed necessary to deter such behavior.

### **3. Employee Code of Conduct**

The Code of Conduct Policy states:

The Township expects employees to:

- conduct themselves in a friendly, courteous and professional manner with all co-workers;
- maintain the highest ethical standards and refrain from gossip;
- contribute to the efforts of the team and offer your assistance wherever required, whether or not such assistance falls within the normal duties of their job;
- be honest, trustworthy, reliable and dependable in fulfilling all of their duties;
- take direction from and work cooperatively with their Department Head.

### **4. Council Code of Conduct**

The Code of Conduct for Members of Council establishes the ethical behavior expected of Members of Council.

Schedule A of By-law 2007-66, Being a By-law to Establish a Code of Conduct for the Township of Wilmot states:

Harassment of another member of Council, staff or any member of the public is misconduct. It is the policy of the Township of Wilmot that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment.

### **5. Responsibilities**

Members of Council and Employees are required to adhere to this policy and its governing provisions, including the Code of Conduct for members of Council, the Employee Code of Conduct, the Violence and Harassment in the Workplace Policy and the Procedural By-law.

### **6. Procedures**

The CAO shall be responsible for receiving complaints and / or concerns related to this policy. Upon receipt of a complaint and / or concern, the CAO shall notify:

1. In the case of employees, the Manager or Director responsible for the employee and Human Resources; or
2. In the case of Council, the Integrity Commissioner.

Where there is a discrepancy between the Council-Staff Relations Policy and the Code of Conduct for Members of Council or the Employee Code of Conduct, the language of the Code prevails.

---

## **DEFINITIONS**

**Members of Council:** means persons elected to Township Council

**Employee(s):** means persons employed by the Township of Wilmot

---

## **COMMUNICATION**

This Procedure is communicated through:

- orientation of members of Council and employees
  - Council and/or employee discussions
  - coaching of employees found to have contravened this procedure
- 

## **EVALUATION**

- This Policy will be reviewed every four (4) years.
- 

## **LEGISLATIVE REQUIREMENTS**

- Section 270 of the Municipal Act 2001, as amended, requires Council to adopt and maintain a policy with respect to the relationship between Members of Council and the officers and employees of the Township. The Council-Staff Relations Policy identifies the legislation, policies, procedures and practices that the Township complies with in order to promote a respectful relations between Members of Council and the officers and employees of the Township of Wilmot.

See also:

Code of Conduct for Members of Council

Code of Conduct for Township employees

Violence and Harassment in the Workplace Policy

Procedural By-law



## CORPORATE SERVICES

### *Staff Report*

REPORT NO: COR-2026-10  
 TO: Council on May 4, 2026  
 SUBMITTED BY: Harold O’Krafka, Deputy CAO / Director of Corporate Services  
 PREPARED BY: Amelia Jaggard, Manager of Legislative Services/ Municipal Clerk  
 REVIEWED BY: Jeff Willmer, Chief Administrative Officer  
 DATE: April 20, 2026  
 SUBJECT: Procedural By-law Review – Meeting Structure and Notice Provisions

#### RECOMMENDATION:

THAT Report COR-2026-10 Procedural By-law Review – Meeting Structure and Notice Provisions be received for information;

THAT Council direct staff to present a By-Law to amend Procedural By-Law 2024-42, as outlined in this report; and,

THAT staff be directed to undertake a review of the Township’s Notice By-law (2003-25) and report back to the next term of Council with recommendations to modernize and strengthen the Township’s public notice framework.

#### SUMMARY:

In January 2025, Council implemented a Committee of the Whole (CofW) structure and extended agenda publication timelines from three (3) business days to ten (10) calendar days.

Staff have reviewed the implementation of these changes, based on meeting data and experience to date, to assess their effectiveness.

Based on this review, staff recommend that Council revert to a two Regular Council Meetings per month model and amend related notice provisions to improve transparency, clarity, and administrative efficiency.

The amendments are proposed to take effect June 15, 2026.

The 2027 Meeting Schedule is attached to provide clarity for the incoming Council.

**BACKGROUND:**

In July 2024, Council considered a comprehensive review of the Township's Procedural By-Law, and approved amendments to delegation processes and public participation requirements. This review was informed by a municipal scan of other jurisdictions.

In November 2024, Council approved amendments to the Procedural By-Law to introduce a Committee of the Whole structure and extend agenda publication timelines.

The intent of these changes was to:

- Increase opportunities for public participation;
- Provide additional time for Council review and debate;
- Improve planning consistency;
- Enhance transparency through earlier agenda publication.

Under the structure implemented in January 2025:

- Committee of the Whole meetings are held on the first Monday of each month;
- Regular Council Meetings are held on the fourth Monday of each month;
- Recommendations from Committee of the Whole require ratification at a subsequent Regular Council Meeting;
- Agendas are published ten (10) calendar days prior to meetings.

**REPORT:****1. One-Year Operational Review**

Staff have completed a one-year operational review of meeting frequency, agenda practices, and administrative impacts associated with the current structure. This review assesses the effectiveness of the current structure and identifies amendments to improve clarity, transparency, and administrative efficiency.

**Special Council Meetings**

In 2025 (excluding budget-related meetings), twelve (12) Special Council Meetings were convened.

Several of these meetings were required to address time-sensitive matters that would otherwise have experienced delay under the two-step Committee of the Whole to Council approval structure.

In 2026, two Special Council Meetings were held as part of the budget process, during which additional routine administrative matters were also addressed, and one additional Special Council Meeting has since been convened.

Special Council Meetings require full agenda preparation, public notice, confirmatory by-law, and administrative coordination, increasing overall administrative workload.

**Revised Agendas**

In 2025, twenty-five (25) revised agendas were issued (excluding budget meetings). This number includes Committee of the Whole, Regular Council, and Special Council meetings and does not account for multiple revised versions issued for a single meeting.

In 2026, revised agendas have been issued for each Committee of the Whole and Regular Council meetings convened from January to March.

While the ten (10) day notice period was intended to improve transparency, the frequency of revised agendas has reduced predictability and clarity for Council, staff, and members of the public.

In several cases, revised agendas were published fewer than three (3) business days prior to a meeting, which reduced public review time below the Township’s previous standard.

Transparency is strengthened not only by the length of notice provided, but by certainty and reliability of published materials.

**Decision-Making Efficiency**

Under the current structure, most items require:

1. Committee of the Whole debate and recommendation; and
2. Formal ratification at a subsequent Regular Council Meeting.

This creates a minimum three-to-four-week approval cycle for routine matters. Where operational timelines require more immediate action, Special Council Meetings have been necessary.

**Decision-Making Timeline Comparison**

The following example shows the difference in timelines between the current and proposed structure:

<b>Step</b>	<b>Current Structure (CofW + Council)</b>	<b>Proposed Structure (Regular Council)</b>
Agenda Publication	April 24 (CofW)	May 20
Meeting / Debate	May 4 (CofW)	May 25
Decision	May 25 (Regular Council)	May 25

The extended timeline under the current structure creates challenges for planning matters, procurement approvals, and other time-sensitive operational decisions that require timely consideration. Under the proposed structure, the same matter can be considered and decided at a single meeting within a shorter and more predictable timeframe.

**Administrative Impact**

In 2025, the combined impact of:

- Twelve (12) Special Council Meetings; and
- Twenty-five (25) revised agendas

has increased administrative demands on Legislative Services, including agenda preparation, publication, meeting coordination, and communication.

The duplication in the two-step approval process has resulted in additional staff time and complexity without a corresponding increase in transparency or clarity.

## **2. Governance Considerations**

Based on the operational review, staff have identified the following governance priorities:

- Clarity in when decisions are made;
- Predictability of agenda publication;
- Efficient use of administrative resources;
- Timely approval of operational and procurement matters;
- Consistency in meeting start times for public accessibility.

### **Council Authority and Flexibility in Decision-Making**

Under the Procedural By-law, Council retains full authority to manage the timing and consideration of matters before it.

At any Regular Council Meeting, Council may:

- Defer a matter to a subsequent meeting to allow for additional review or consideration;
- Refer a matter to a Committee or back to staff for further information or analysis;

These procedural tools provide Council with the flexibility to ensure decisions are made with an appropriate level of information and deliberation.

This approach is consistent with standard municipal practice, where Regular Council Meetings serve as the primary forum for both discussion and decision-making.

### **Public Awareness and Communication**

In addition to agenda publication timelines, staff continue to identify opportunities to enhance public awareness of Council business.

Recent initiatives include the introduction of social media “Coming up @ Council” updates to highlight key items for Council consideration, as well as “Key Decisions @ Council” updates summarizing outcomes of Council meetings.

These measures help make Council proceedings more accessible and easier to understand for the public. Staff will continue to explore opportunities to enhance communication and public awareness of Council business.

### **Public Notice and Transparency Framework**

Through this review, staff have identified an opportunity to strengthen the Township’s approach to public notice and transparency.

The Township currently has a Notice Policy (By-Law 2003-25, approved in 2003) establishing procedures for the provision of notice as required by the *Municipal Act, 2001*. While this by-law

fulfills statutory requirements, it has not been updated to reflect current communication practices or broader expectations for transparency and accessibility.

A Notice Policy establishes consistent standards for public notice across the organization, including methods of communication and timelines. Areas addressed usually include: budget public participation meetings, budget adoption, fees and charges updates, procedural by-law changes, and acknowledgment of notice requirements within the Planning Act.

An updated Notice Policy would:

- Provide consistent and transparent standards for public notice across the organization;
- Support accountability in the application of notice provisions;
- Complement the Procedural By-law by providing clarity beyond meeting-specific requirements; and
- Enhance public confidence in how and when information is communicated.

Staff recommend that the Township's current Notice Policy be reviewed and that staff report back to the next term of Council with recommendations to modernize and strengthen the Township's public notice framework.

### **3. Proposed Amendments**

#### **A. Meeting Structure**

Staff recommend reverting to two (2) Regular Council Meetings per month, held on the second and fourth Mondays at 6:00 p.m.

July, August, and December would remain one-meeting months.

This structure:

- Allows debate and decision at the same meeting;
- Eliminates duplication of approval processes;
- Reduces need for Special Council Meetings;
- Provides consistent meeting start times;
- Improves clarity for the public regarding when decisions are made.

Currently, Committee of the Whole meetings commence at 6:00 p.m., while Regular Council Meetings commence at 7:00 p.m. Establishing a consistent 6:00 p.m. start time improves predictability and clarity for the public.

#### **B. Agenda Publication**

Staff recommend amending the agenda publication timeline to five (5) calendar days prior to the meeting (Wednesday prior to the Monday meeting date).

This timeline:

- Is consistent with common municipal practice;
- Is operationally achievable;

- Supports predictable publication;
- Eliminates reliance on revised agendas.

While a longer notice period may appear to provide additional time for review, its effectiveness is dependent on the reliability of the information provided. The frequent use of revised agendas has reduced the benefit of extended notice, as materials are often added or changed following initial publication.

The proposed five (5) day notice period supports the publication of a complete agenda, providing the public with a reliable opportunity to review all materials in advance of the meeting.

### **C. Presentation, Delegations and Correspondence**

Staff recommend the following amendments to presentation, delegation and correspondence timelines and requirements to align with the proposed agenda publication timeline:

- Presentations and general interest delegation requests, including presentation material: submission deadline seven (7) calendar days prior to the meeting;
- Specific interest delegations (agenda items) request: deadline 4:00 p.m. on the day of the meeting;
- Correspondence copied to the Clerk: submission deadline seven (7) calendar days prior to the meeting for inclusion on the public agenda, otherwise to be included on the next public agenda where appropriate.

The proposed amendments reduce submission timelines to the previous standard and allow members of the public to submit requests closer to the meeting date, while aligning with the agenda process. Requiring presentation materials for inclusion on the public agenda ensures that any materials intended to inform or influence Council decision-making are available to Council, staff, and the public at the same time.

These amendments support:

- Increased transparency, by ensuring all materials considered by Council are publicly available in advance of the meeting;
- Improved fairness, by providing all members of Council and the public with equal access to the same information;
- Greater clarity, by establishing consistent expectations for delegation submissions; and
- Alignment with agenda publication timelines.

The proposed amendments reinforce the integrity of the agenda as a reliable record of matters to be considered by Council.

### **D. Removal of Late Additions to Regular Council Meeting Agendas**

Staff recommend the removal of Section 4.15 of the Procedural By-law, which currently permits the addition of reports, materials, and By-laws to an Agenda after it has been published.

Currently, late additions are permitted up to four (4) hours prior to a meeting, subject to administrative approval. In practice, this has resulted in frequent revisions to published agendas and has undermined the intent of extended notice provisions.

While the intent was to accommodate time-sensitive matters, its application has created a reliance on revised agendas as a routine practice rather than an exception. This reduces predictability for Council, staff, and members of the public, and limits the effectiveness of advance notice.

The removal of this provision establishes a clear expectation that agendas are a reliable record of matters to be considered by Council upon publication. This supports:

- Increased transparency, by ensuring the public can rely on the agenda as published;
- Improved clarity, by eliminating multiple versions of the same agenda;
- Strengthened public trust, by ensuring consistent and predictable notice of matters to be considered; and
- Greater alignment with the purpose of notice provisions under the Procedural By-law.

The need for late additions is also expected to be significantly reduced, as reverting to two (2) Regular Council Meetings per month shortens the time between meetings, and a five (5) day agenda publication timeline allows for more responsive internal report preparation. These changes reduce the likelihood that matters will arise that cannot reasonably be included through standard agenda processes.

Where an urgent matter arises following agenda publication, staff may, in exceptional circumstances, bring forward a recommendation at the meeting to add the item for Council's consideration. Any such addition would require Council's approval at the meeting to proceed. Such additions are expected to be rare and not form part of routine meeting practice.

The Procedural By-law provides for the calling of Special or Emergency Meetings to address matters of urgent or extraordinary nature.

The proposed amendments balance transparency, administrative feasibility, and public accessibility.

#### **4. Implementation – Effective date June 15, 2026**

As the Committee of the Whole (CofW) meeting structure was implemented during the current term of Council, it is appropriate that Council consider and, where necessary, refine the framework based on operational experience prior to the next term. This ensures the incoming Council begins the term with an effective meeting structure.

If adopted May 25, 2026:

- The Procedural By-law amendments are recommended to take effect June 15, 2026;
- The June 1, 2026 Committee of the Whole meeting will proceed as scheduled as the agenda for that meeting will be published prior to the effective date of the proposed amendments;

The 2027 Meeting Schedule is attached to provide clarity for the incoming Council; the schedule is subject to change by the new Council.

Staff will continue to monitor and identify opportunities for further refinement of the Procedural By-Law, which may be considered as part of a broader review in the next term of Council.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Trustworthy Leadership

FINANCIAL CONSIDERATIONS:

There are no direct financial implications associated with this report. The proposed amendments are expected to reduce administrative duplication and improve operational efficiency.

ATTACHMENTS:

Attachment 1 – Redlined By-Law 2024-42

Attachment 2 – Draft By-Law to amend By-law 2024-42

Attachment 3 – 2027 Council Meeting Schedule



# The Corporation of the Township of Wilmot

## By-Law 2024-42 Procedural By-Law

(Last updated: Consolidated By-Law 2024-54: November 25, 2024

By-Law 2024-42: August 26, 2024)

## Contents

PART 1 DEFINITIONS ..... 4

PART 2 GENERAL PROVISIONS AND APPLICATION ..... 8

PART 3 ROLES AND DUTIES ..... 11

PART 4 MEETINGS ..... 13

PART 5 CLOSED MEETINGS..... 22

PART 6 PRESENTATIONS, DELEGATIONS AND WRITTEN SUBMISSIONS..... 24

PART 7 RULES OF DEBATE ..... 29

PART 8 CONDUCT IN MEETINGS ..... 30

PART 9 MOTIONS ..... 31

PART 10 VOTING ..... 37

PART 11 VOTE RECONSIDERATION ..... ~~39~~<sup>38</sup>

PART 12 BY-LAWS – COUNCIL ..... ~~40~~<sup>39</sup>

PART 13 COMMITTEES OF COUNCIL ..... 40

PART 14 REVIEW AND AMENDMENTS TO THIS BY-LAW ..... ~~41~~<sup>40</sup>

PART 15 SHORT TITLE ..... 41

PART 16 REPEAL - ENACTMENT ..... 41

**THE CORPORATION OF THE TOWNSHIP OF WILMOT BY-LAW NO. 2024-42**

**Being a By-Law to provide for the rules and order and procedure of the Municipal Council and Committees of the Corporation of the Township of Wilmot and to Repeal By-Law 2023-43.**

**WHEREAS** Section 5 (1) of the Municipal Act, 2001, S.O., c. 25, as amended, states the powers of a municipality shall be exercised by its council;

**AND WHEREAS** Section 5 (3) of the Municipal Act, 2001, S.O., c. 25, as amended, states a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** Section 8 (1) of the Municipal Act, 2001, S.O., c. 25, as amended, states the powers of a municipality under that or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** Section 238 (2) of the Municipal Act, 2001, S.O., c.25, as amended, requires that every municipality and Local Board shall pass a procedural by-law for governing the calling, place and proceedings of meetings;

**AND WHEREAS** section 238 (3.1) of the Municipal Act, 2001, S.O., c.25, as amended, allows for a municipality's procedural by-law to permit a member of Council, of a Local Board or a committee of either of them, to participate electronically in a meeting to the extent and in the manner set out in the by-law;

**AND WHEREAS** section 238 (3.3) of the Municipal Act, 2001, S.O., c. 25, as amended, allows the procedural by-law to provide that,

- (a) a member of a council, of a Local Board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and
- (b) a member of a council, of a Local Board or of a committee of either of them can participate electronically in a meeting that is open or closed to the public;

**AND WHEREAS** the Township of Wilmot Accountability and Transparency Policy states that accountability, transparency and openness are standards of good governance that enhance public trust and are achieved through the municipality adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its stakeholders;

**AND WHEREAS** the general principles of parliamentary law should be upheld in the rules of any meeting, these rules are based on a regard for the rights of:

- the majority,

## Procedural By-Law 2024-42

- the minority, especially a strong minority – greater than one third,
- of individual members,
- of absentees, and
- of all these together.

**AND WHEREAS** it is deemed expedient to adopt by by-law, rules governing the order and procedure of the Council of The Corporation of the Township of Wilmot.

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

### **PART 1 DEFINITIONS**

- 1.1 “Abstain” means a Member who declines to vote on a motion, in which case the abstention counts as not in favour, unless the abstention is due to a previously-declared Pecuniary Conflict of Interest or disqualification from voting under any Act in which case the vote is neither counted in favour nor not in favour of a motion.
- 1.2 “Acting Mayor” means the Member of Council appointed by by-law to act from time to time in the place and stead of the Mayor, pursuant to Section 242 of the Municipal Act, 2001.
- 1.3 “Ad Hoc Committee” means a Committee comprised only of Members of Council as appointed by Council and established for a specific purpose and which is disbanded once the purpose for which it was established is no longer required.
- 1.4 “Advisory Committee” means a Committee comprising members of the public appointed by Council under specified Terms of Reference to advise and make recommendations on matters in accordance with its mandate/purpose.
- 1.5 “Agenda” means the Notice of a Meeting which sets out the order of proceedings for a Meeting and the business to be conducted at the Meeting.
- 1.6 “Agenda Package” means the compilation of the Agenda, reports and other materials for the purpose of conducting Township business by Council or Committee at a Meeting.
- 1.7 “Agent” means an individual appointed by an Applicant to act in professional capacity on behalf of or as a representative of that Applicant.
- 1.8 “Amendment” means a change in the wording of a Motion that alters or varies the Motion. It may propose that certain words or phrases be added/inserted, omitted or replaced by other words/phrases.
- 1.9 “Applicant” means a property owner in a matter relative to a development application under the Planning Act submitted to the Township.
- 1.10 “Business Day” means the days of the week the Township Administration Complex is open for business, typically Monday to Friday, excluding holidays. The day on which a Meeting occurs is not included in the calculation of a “business day.”
- 1.11 “By-law” means a municipal rule established by the Township as approved by Council which regulates a particular area of jurisdiction.

## Procedural By-Law 2024-42

- 1.12 “Call the Question” means a Member has moved for Council/Committee to vote immediately, without further debate, on a Motion that has been moved and seconded and stated by the Mayor/Chair.
- 1.13 “Chair” means the individual presiding over a Meeting who is charged with deciding questions and Points of Order and Privilege as well as preserving order and maintaining decorum. The Chair, except where specifically disqualified, may vote on all Motions/Questions.
- 1.14 “Closed Meeting” means a Meeting or part of a Meeting closed to the public in accordance with the open Meeting exemptions as defined by the Municipal Act, 2001.
- 1.15 “Code of Conduct” means a set of principles and standards of behaviour expected of Members of Council or a Committee when carrying out their roles, responsibilities and obligations as elected or appointed representatives for the Township.
- 1.16 “Committee” means a Committee of Council including but not limited to Ad Hoc, Advisory, Quasi-judicial or Special Purpose Committees as established by Council.
- 1.17 “Committee Administrator” means a Township of Wilmot employee responsible for providing administrative support to a Township advisory or quasi-judicial committee.
- 1.18 “Confirmatory By-law” means a By-law to confirm and ratify the actions and decisions of Council at a Meeting of Council.
- 1.19 “Consent” means the grouping of routine, non-controversial business/reports into a single agenda item on a Council/Committee agenda that do not require debate. Consent items can be approved in one action rather than voting on each item separately unless a Member requests that a Consent item be dealt with separately.
- 1.20 “Council” means the elected officials of the Township and refers collectively to the Mayor and Ward Councillors of the Township.
- 1.21 “Council Chambers” means the room or building identified for the holding of Council Meetings, generally the room identified as such located at 60 Snyder’s Road West, Baden, Ontario.
- 1.22 “Declared Emergency” means any period where an emergency has been declared to exist in all or part of the Township under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E. 9, as amended.
- 1.23 “Emergency Meeting” means a Meeting of Council held to consider any business of the Council which is deemed by the Mayor/Chair to be of an emergency nature.
- 1.24 “Ex Officio” means by virtue of office or position and carries with it the right to participate fully in the Meeting and vote unless prohibited by law.
- 1.25 “Friendly Amendment” means an amendment made to a Motion with the consent of the Mover and Seconder of the Motion, and without the requirement for the Amendment to be formally moved and seconded.
- 1.26 “General Interest Delegation” means a delegation that is permitted to address Council on a matter of public interest within the jurisdiction of the Township of Wilmot.
- 1.27 “Hybrid Meeting” means a Meeting where some Members and/or Delegations are participating virtually, and some are participating in-person.

## Procedural By-Law 2024-42

- 1.28 "Improper Conduct" means conduct which offers any obstruction to the deliberations of proper action during a Meeting and/or contravenes either this By-law or the Code of Conduct.
- 1.29 "Inaugural Meeting" means the first Meeting of the new term of Council held after a municipal election in a regular election year as per Section 230 of the Municipal Act, 2001, at which the Members of Council are sworn into their respective offices.
- 1.30 "Integrity Commissioner" means the person appointed by By-law as the Integrity Commissioner of the Township and whose duties are therein prescribed in Section 223.3 of the Municipal Act, 2001.
- 1.31 "Local Board" means a local board as defined in subsection 1(1) of the Municipal Act, 2001.
- 1.32 "Majority" means a minimum of 50% + 1 of the votes, including those cast by the Members who voted and taking into account any abstentions counting as negative votes as per Section 1.1 of the Procedural By-law.
- 1.33 "Meeting" means any in-person, hybrid or electronic Meeting whether regular, special or other of Council, a Local Board or a Committee of either of them, where:
- (i) A quorum of members is present; and,
  - (ii) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of that body or the Township.
- 1.34 "Member" means a member of Council, or an individual appointed to a Committee or Local Board.
- 1.35 "Minutes" means a record, without note or comment, of all Resolutions, decisions and other proceedings at a Meeting whether it is closed to the public or not.
- 1.36 "Motion" means a Question to be considered by Members through the process of being moved, seconded, and stated by the Mayor/Chair, subject to debate, and finally put to the Members for a vote.
- 1.37 "Point of Information" is a request directed to or through the Mayor/Chair to another Member or to staff, for information relevant to the business at hand but not related to a Point of Order or Point of Privilege.
- 1.38 "Point of Order" means a statement made by a Member during a Meeting, drawing the attention of the Mayor/Chair to a breach or possible breach of this By-law.
- 1.39 "Point of Privilege" or "Personal Privilege" means the raising of a question which concerns an individual Member, Council/Committee as a whole, staff or the public, when a Member believes that their individual rights or integrity, those of Council/Committee as a whole, staff, or the public, have been impugned.
- 1.40 "Presentation" means information being provided verbally to the Members which does not require debate/discussion or a vote by the Members; and may include the use of a presentation medium such as PowerPoint, overheads, video, slide show, etc.. The following types of Presentations are permitted:
- (i) Presentations made by Council/Committee to recognize the contributions or achievements of individuals or organizations.
  - (ii) Presentations made to Council/Committee by individuals or organizations at the invitation of Council/Committee;

## Procedural By-Law 2024-42

- (iii) Presentations made to Council by a Committee, Local Board, local organization, registered charity, or Township-affiliated agency or organization;
- (iv) Presentations from senior levels of government or other municipal governments; and,
- (v) Presentations by consultants retained by the Township providing information related to municipal operations that are not accompanied by a staff report.

Presentations are not permitted for commercial business purposes and do not include Delegations for Agenda items.

- 1.41 "Public Meeting" means a Meeting of Council/Committee or any portion of a Meeting of Council/Committee which is subject to the requisite advanced public notice requirements and has been given authority by By-law or statute to conduct a Meeting in matters pursuant to any legislation which requires Council/Committee to afford interested parties to be heard before taking action, passing a By-law or making a decision. A Public Meeting requires a Mover and Seconder to convene, reconvene and/or adjourn the Public Meeting.
- 1.42 "Question" means a question to be considered by Members at a Meeting.
- 1.43 "Quorum" means the majority of the whole of Council or a majority of the voting members of a Committee unless otherwise stated.
- 1.44 "Recess" means a short intermission in a Meeting's proceedings which does not adjourn the Meeting, and after which business will immediately resume at the point where it stopped at the point when the recess was called.
- 1.45 "Recorded Vote" means the recording in the Minutes of the names of each Member of Council present and the manner of their vote on a Motion/Question. Recorded Votes will be taken upon request by any Member of Council. In the case of a Member of Council who has a declared conflict or pecuniary interest for the Motion/Question, the Minutes will reflect the Member of Council who declared the conflict and did not take part in the discussion and subsequent voting thereof.
- 1.46 "Refer" means to send a matter currently under consideration by the Members to an individual, a Township department or a Committee for their consideration.
- 1.47 "Regular Meeting" means an open Meeting held in accordance with the approved schedule of Meetings or a revision of the schedule by resolution of Council.
- 1.48 "Resolution" means a Motion/Question that has been placed before the Members in a Meeting for debate and voted on in the affirmative and adopted by the Members (i.e., carried).
- 1.49 "Special Meeting" means a Meeting not scheduled in accordance with the approved calendar of Meetings called in accordance with this By-law.
- 1.50 "Specific Interest Delegation" means a delegation that is permitted to address Council on a matter listed on an agenda in accordance with Section 6.3.
- 1.51 "State the Question" means reading or displaying a Motion that has been moved and seconded. A Motion can only be debated by the Members once it has been stated and "on the floor". A Motion that has been stated belongs to the Members.
- 1.52 "Terms of Reference" means a document that defines the purpose and structure adopted by Council to establish, at a minimum, the mandate, standards, practices, and responsibilities for a Committee, Task Forces and Working Groups.

## Procedural By-Law 2024-42

- 1.53 “Territorial Land Acknowledgement” means a statement made at the beginning of a Meeting or Township event that, at a minimum, recognizes the awareness of treaty and traditional Indigenous rights.
- 1.54 “Tie Vote” means an equality of votes for and against a Motion. Motions subject to a tie vote are considered “lost” (i.e., not approved/not carried).
- 1.55 “Township” means The Corporation of the Township of Wilmot.
- 1.56 “Virtual” means that Members and/or Delegations are participating in the Meeting through an online or telecommunications medium that allows for audio and/or video interactions during a Meeting including voting in the case of Members.
- 1.57 “Waive Notice” means the ability for Members to consider a Motion during a Meeting without prior notice being given. Notice may be waived with two-thirds of the Members voting in favour of waiving notice. Notice must be waived before considering the Motion for which Notice is being waived.

## **PART 2 GENERAL PROVISIONS AND APPLICATION**

### 2.1 Rules and Procedures

The rules and procedures contained in this By-law will be observed in all Meetings of Council and its Committees and will be the rules and procedures for the order and dispatch of business of Council and Committees thereof unless otherwise indicated.

### 2.2 Robert’s Rules of Order

In all unprovided for cases in the proceedings of Council or Committee, resort will be had to latest edition of Robert's Rules of Order as a rule for guidance on the question, and in such cases the decision of the Mayor/Chair will be final without debate.

### 2.3 Quorum – Determining

A majority of Members will be necessary to constitute Quorum, unless otherwise permitted by the Municipal Act, 2001, or any other Act, or by Township By-law, policy, or Terms of Reference.

### 2.4 Quorum – Not Present at the Start of a Meeting

If Quorum is not present fifteen minutes after the time appointed for a Meeting, the Clerk/Committee Administrator will record the names of the Members present and the Meeting will stand adjourned until the date of the next Meeting.

### 2.5 Quorum – Lost During a Meeting

2.5.1 If Quorum is lost during a Meeting, the Meeting will stand adjourned, not ended, to reconvene at the same time of commencement on the next day, or at such other time and place as the Mayor/Chair announces.

2.5.2 If in the Mayor/Chair's opinion it is not essential that the balance of the Agenda be dealt with before the next Regular Meeting, the Mayor/Chair will announce the unfinished business of Council/Committee will be taken up at the next Regular Meeting.

2.5.3 Where the number of Members who, by reason of provisions of the Municipal Conflict of Interest Act, are disabled from participating in a Meeting is such that the remaining Members are not of sufficient number to constitute Quorum, then the

## Procedural By-Law 2024-42

remaining Members will constitute Quorum, provided such number is not less than three (3).

### 2.6 Minutes

2.6.1 The Clerk/Committee Administrator will be the secretary of all Council or Committee Meetings as appropriate and will record the proceedings of the Meetings in the form of Minutes without note or comment that will contain the following at a minimum as relevant:

- (i) The place, date, and beginning and ending time of Meetings;
- (ii) The names of the Members present;
- (iii) The names of staff present and their titles;
- (iv) The time Members arrive and leave the Meeting;
- (v) Any declaration of pecuniary interest by any Member of Council;
- (vi) Adoption of the Minutes of prior Meeting(s) including any amendments made to the Minutes;
- (vii) The names of those making presentations to Council/Committee as well as any organizations or entities they represent;
- (viii) The names of delegations appearing at the Meeting;
- (ix) Recommendations and Notices of Motion to Council/Committee for each item;
- (x) A record of the decision by the Members for each item put to a vote;
- (xi) The names and votes of Members on a recorded vote, when requested;
- (xii) The passing of the Confirmatory By-law for the Council Meeting; and,
- (xiii) A record of Adjournment of the Meeting.

2.6.2 Such Minutes, as referred to in Section 2.6.1, may be adopted by the Members without having been read in full at the Meeting where their adoption is being considered.

2.6.3 The Clerk/Committee Administrator as appropriate will endeavour to post the Minutes to the Township website within 72 (seventy-two) hours of the Meeting but no later than 1 Business Day before the next Meeting and are considered the official record of the Meeting proceedings once adopted.

2.6.4 Video recordings of a Meeting, where available, will be retained in accordance with the Township's Records Retention By-law.

### 2.7 Errors, Corrections, and Other Changes

2.7.1 The Clerk/Committee Administrator with the approval of the Clerk may make changes to Minutes, By-laws, resolutions, presentations, written submissions, correspondence, etc. as appropriate without the approval of the Members provided such changes do not substantively alter that which Council/Committee originally approved as follows:

## Procedural By-Law 2024-42

- (i) Correct spelling, punctuation or grammatical errors, or errors that are of a clerical, typographical or similar nature;
- (ii) Alter the style or presentation of text or graphics to improve electronic or print presentation or to conform to requirements under the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 (AODA);
- (iii) Correct an erroneous description of a date or time with the actual date or time;
- (iv) Correct any name or other information that was incorrectly recorded;
- (v) Change any reference to a title, location or address to reflect any alteration of same;
- (vi) Correct errors in the numbering of Agenda items, resolutions, provisions or other portions of a By-law and make any changes in cross-references that are required as a result; and,
- (vii) Make a correction if it is obvious both that an error has been made and what the correction should be.

2.7.2 When making changes to Minutes, By-laws, resolutions, presentations, written submissions, correspondence, etc. as per Section 2.7, the Clerk/Committee Administrator with the approval of the Clerk may provide notice of the changes made in the manner they consider appropriate including stating the change or the nature of the change.

2.7.3 In determining whether to provide notice of changes as per Section 2.7, the Clerk/Committee Administrator with the approval of the Clerk may consider the following:

- i) The nature of the change; and,
- ii) The extent to which notice, and the information provided in it, would aid in understanding what and why the changes were made.

2.7.4 Regardless of when a change is made to a By-law under this section, the change will be read into the By-law as of the date the By-law was originally enacted.

2.7.5 The Clerk/Committee Administrator with the Clerk's approval will not make changes without the approval of Council/Committee when the change substantively alters that which Council/Committee originally approved.

## 2.8 Directing the Work of the Township

2.8.1 No Member as an individual will direct or interfere with the work of the Township.

2.8.2 Any officer of the Township will be subject only to the Council and/or the Committee to which the Council may give authority on its behalf.

## 2.9 Execution of Documents

Whenever the execution of any document is required to give effect to any resolution or By-law of the Township, the Mayor and Clerk have general authority for in the name of the Township to execute and to affix the seal of the Township to such documents.

## 2.10 Audio-visual Recordings of Meetings

## Procedural By-Law 2024-42

2.10.1 Council and Committee Meetings will be recorded, wherever possible, through live audio/visual streaming on the Township's website and select online platforms.

2.10.2 The use of audio and video recording equipment in the Meeting room by the public or the media may be permitted provided it is not disruptive to the Meeting and prior permission for recording and the location of the recording equipment has been given by the Mayor/Chair. Approval will be granted at the discretion of the Mayor/Chair.

### 2.11 Municipal Freedom of Information and Protection of Privacy Act

All forms of participation (e.g., written submissions to Council or a Committee, in-person or electronic Meeting participation, submissions of petitions, or communications with the Township regarding an item on a Council agenda) of Open Council and Committee Meetings will become part of the permanent record, as per the Municipal Freedom of Information and Protection of Privacy Act.

### 2.12 Severability

Should any section, sub-section, clause or paragraph or provision of this By-law be declared by a Court or competent jurisdiction to be invalid, the same will not affect the validity of this By-law as a whole or any part thereof, other than the provisions so declared to be invalid.

## **PART 3 ROLES AND DUTIES**

### 3.1 General

3.1.1 It is the role and duty of all elected representatives, appointed Local Board and Committee members, and all staff to serve the residents of the Township. Business of the Township will be conducted in the best interest of the residents as a whole and not to serve the interests of any one individual or group of individuals above the common good. Business will be conducted with transparency and openness and will facilitate open and accessible communication with and to members of the public.

3.1.2 The general principles of parliamentary law should be upheld in the rules of any Meeting, these rules are based on a regard for the rights of:

- (i) the majority,
- (ii) the minority, especially a strong minority – greater than one third,
- (iii) of individual members,
- (iv) of absentees, and
- (v) of all these together.

3.1.3 All Meetings and ceremonies initiated, organized, or led by the Township will be devoid of all religious or spiritual readings, texts, references, prayers, or invocations to ensure a neutral space, while allowing for the freedom of religious expression for members of the public.

### 3.2 Duty of Mayor/Chair

It is the duty of the Mayor/Chair to preside over all Meetings and to:

## Procedural By-Law 2024-42

- (i) Take the Chair and call the Meeting to order;
- (ii) Receive and submit, in the proper manner, all Motions presented by the Members and staff;
- (iii) Ensure all Motions are moved, seconded, and stated before putting the Motion to a vote, and to publicly-announce the result;
- (iv) Decline to put Motions to a vote which infringe upon the Rules of Procedure or are ultra vires (i.e., out of the jurisdiction of Council);
- (v) Inform the Members of the proper procedure to be followed and to enforce the Procedural By-law and the Code of Conduct;
- (vi) Enforce at all Meetings, the observance of order and decorum among the Members;
- (vii) Name any Member persisting in a breach of the Procedural By-law and/or the Code of Conduct and to order the Member to exit the Meeting if the breach is not rectified;
- (viii) Permit questions to be asked through the Mayor/Chair, of any staff of the Township for information, and to assist in any debate when the Mayor/Chair deems it proper;
- (ix) Provide information to Members on any matter relating to the business of the Township as appropriate;
- (x) Authenticate by signature all agreements, By-laws and Minutes as approved by Council/Committee as appropriate;
- (xi) Rule on any Points of Order or Privilege raised by Members;
- (xii) Maintain order and, where it is not possible to maintain order, the Mayor/Chair may, without any resolution being put, adjourn the Meeting to a time to be named by the Mayor/Chair;
- (xiii) Adjourn the Meeting when the business is concluded; and,
- (xiv) Act in accordance with the Declaration of Office and/or the Code of Conduct as appropriate.

### 3.3 Duty of Members

Notwithstanding the provisions of the Municipal Act, 2001, it is the duty of Members to attend all Meetings of which they are a Member and to:

- (i) Prepare for Meetings, including reviewing the Agenda and associated materials provided prior to the Meeting;
- (ii) Speak only to the subject under debate at Meetings;
- (iii) Vote on all Motions before the Council/Committee unless prohibited from voting by law as appropriate;
- (iv) Observe proper procedure and decorum at all Meetings;
- (v) State questions or requests for information through the Mayor/Chair; and,

## Procedural By-Law 2024-42

(vi) Act in accordance with their Declaration of Office as appropriate.

### 3.4 Acting Mayor

3.4.1 Council will appoint by By-law for the entire term, in Ward Number order, each Member of Council to serve for one calendar month as Acting Mayor when the Mayor is absent and/or unable to act or refuses to act.

3.4.2 The Acting Mayor will have, and may exercise, all rights, powers, and authority the Mayor in the Mayor's absence.

## PART 4 MEETINGS

### 4.1 Place and Time – Council/Committee Meetings

4.1.1 Council Meetings will be held in the Council Chambers pursuant to the Municipal Act, 2001, at ~~7:00~~6:00 p.m. unless the Notice of the Meeting stipulates the Meeting will be held at another time and location or via another means.

4.1.2 Committee Meetings will be held at the Township Administrative Complex unless the Notice of the Meeting stipulates the Meeting will be held at another location or via another means such as electronically.

4.1.3 As soon after the hour fixed for the holding of the Council/Committee Meeting and subject to achieving Quorum, the Mayor/Chair will take the chair and call the Meeting to order.

### 4.2 Electronic Participation

4.2.1 In accordance with provisions of the Municipal Act, 2001, and notwithstanding any other provisions of this By-law, a Member:

(i) May participate electronically in any Meeting, which is either open or closed to the public subject to the protocols approved by Council;

(ii) Will be permitted to vote and have their vote counted when participating electronically;

(iii) Will be counted in determining whether a quorum of Members is present at any point in time during the Meeting when participating electronically, subject to Sections 4.2.1 to 4.2.5. of this By-law; and,

(iv) Must provide the Clerk/Committee Administrator with notice, in writing, at their earliest opportunity and in advance of the Meeting of their intention to participate electronically in that Meeting.

4.2.3 The Clerk and Meeting support staff, as directed by their Department Head will participate in person in a Meeting at the location specified in the Agenda, except during a Declared Emergency, in which case they will be permitted to participate electronically.

4.2.4 Individuals who have been approved to make a Presentation as per Section 6.2 of this By-law will be permitted to participate either in person or electronically via computer or telephone. Such individuals must indicate the method by which they are participating by noon on the day of the Meeting and if participating electronically, must

## Procedural By-Law 2024-42

provide their email address and/or telephone number to enable Township staff to facilitate such participation.

4.2.5 Delegations as per Section 6.3 of this By-law will be permitted to participate either in person, electronically via computer or telephone, or via a written submission for any matter listed on the Agenda. Delegations must indicate the method by which they are participating by noon on the day of the Meeting and if participating electronically, must provide their email address and/or telephone number to enable Township staff to facilitate such participation.

### 4.3 Seating Arrangement of Council

Councillors will be seated to the left of the Mayor in the Council Chambers in Ward Number order. For wards with more than one Councillor, those Members will be seated in alphabetical order by last name.

### 4.4 Mayor/Chair – Addressing

The Mayor/Chair will be addressed as “Mayor or Chair (surname inserted)” or as “Mr. or Madam Mayor or Chair” as appropriate.

### 4.5 Councillors – Addressing

Members of Council are to be addressed as: “Councillor (surname inserted).”

### 4.6 Staff and Members of the Public – Addressing

Staff and members of the public are to be addressed as “Dr.”, “Mr.”, “Mrs.”, “Ms.”, “Miss.”, “Mx.”, or “Ind.” (surname inserted) or by their first name as indicated by the individual. Members of staff may also be addressed by title within the corporate structure.

### 4.7 Inaugural Meeting of Council

4.7.1 The Inaugural Meeting of Council following a regular municipal election will be held in accordance with the Municipal Act, 2001, at 7:00 p.m., in the Council Chambers or other location as specified in the Agenda.

4.7.2 The Agenda for the Inaugural Meeting will be established by the Mayor, CAO and the Clerk, and will reflect the values of the community with respect for diversity and inclusion of all members of the community.

4.7.3 No business will be conducted at the Inaugural Meeting of Council until the Declarations of Office have been signed by the majority of the Members of Council.

4.7.4 The order of proceedings at the Inaugural Meeting will be as follows:

Procession

- (i) Piper
- (ii) Flag Bearers (Canada/Ontario/Township)
- (iii) Mayor
- (iv) Members of Council in ward number order

National Anthem

## Procedural By-Law 2024-42

Indigenous Welcoming Ceremony

Territorial Land Acknowledgement (Read by the Mayor)

Investiture of Mayor's Chain of Office (Lead by Municipal Clerk)

Declarations of Office (Read aloud by each member of Council)

- (i) Mayor
- (ii) Members of Council in ward number order

Inaugural Address by the Mayor

Passing of Confirmatory By-Law

### 4.8 Regular Meetings of Council – Schedule

Following the Inaugural Meeting, Regular Meetings of Council will be held at ~~7:00~~6:00 p.m., ~~local time~~, on the second and fourth Mondays of the month, save and except ~~for in~~ July, August, and December as per the schedule approved by Council Resolution or By-law.

### 4.9 Regular Meetings of Council – July, August, and December

During the months of July, August and December in each year, there will be one Regular Meeting of Council per month as per the schedule approved by Council Resolution or By-law ~~to be held on the fourth Monday to accommodate items of a time sensitive nature, or in which direction was previously given by the Committee of the Whole.~~

### 4.10 Regular Meetings of Council – Election Year

During the year of a regular election, there will be no scheduled Council Meetings for the month of September and October.

### 4.11 Regular Meetings of Committees – Schedule

4.11.1 Regular Meetings of Committees will be held in accordance with the schedule as determined by the Committee's Terms of Reference and such schedule will be posted on the Township's website.

4.11.2 Committee Meetings will be held at the time as indicated in the Notice of the Meeting.

4.11.3 Changes to the Committee Meeting Schedule will be posted on the Township's website as soon as possible after the change to the Schedule is made but at least 24 hours before the affected Meeting is due to take place.

### 4.12 Regular Meetings of Council – Religious Holidays

Regular Meetings of Council will not be held on religious days which are celebrated by more than three (3) percent of the Township of Wilmot population as indicated in the latest Canadian Census.

### 4.13 Regular Meetings of Council – Altering the Schedule

## Procedural By-Law 2024-42

Council may, by resolution or By-law, alter the time, day, or place of any Regular Meeting of Council.

### 4.14 Regular Meetings – Notice (Agenda)

4.14.1 The annual schedule of Regular Meetings of Council as adopted by Council or in accordance with the Committee's Terms of Reference as appropriate will be posted on the Township's website as soon as possible after being approved.

4.14.2 The Agenda will be considered the Notice of a Meeting and all items listed on the Agenda will be the only items considered at that Meeting unless otherwise indicated or dispensed with differently by the Members during the Meeting in accordance with this Procedural By-law.

4.14.3 The Clerk/Committee Administrator will ensure the Agenda is available to the Members and the Chief Administrative Officer, staff, the public and the media as appropriate not later than five (5) Days prior to ten (10) Days before the holding of such Regular Meeting.

### ~~4.15 Regular Meetings – Late Additions~~

~~4.15.1 Late addition reports, associated materials, and By-laws for an already published Agenda must be approved by the Chief Administrative Officer in the case of Council Meetings or the Department Head responsible for the Committee in the case of Committee Meetings; and must be submitted in writing to the Clerk/Committee Administrator not later than 4 (four) hours in advance of the Meeting.~~

~~4.15.2 Only reports and associated materials or By-laws that are time sensitive or deemed necessary by the Chief Administrative Officer for Council Meetings, or Department Head responsible for the Committee, to be included on an Agenda that is already published will be accepted as late additions to the Agenda.~~

~~4.15.3 When a report and associated materials or By-laws are included as late additions on an Agenda, the Clerk/Committee Administrator will list the item(s) being added to the Agenda under "Additions to the Agenda" and the added item(s) will be placed under the appropriate heading of the Agenda in the order deemed appropriate by the Clerk/Committee Administrator.~~

~~4.15.4 When an Agenda has been revised as indicated in Section 4.13, the Clerk/Committee Administrator will ensure the Members, the Chief Administrative Officer, and staff are informed via email, the Township's website and social media channels as appropriate that the Agenda has been revised and is available on the website, and also make the item available for pick-up if hardcopies have been requested.~~

~~4.15.4 Late addition reports and associated documents will not be permitted for any Public Meeting held or for any By-law for which advance notice is required.~~

### 4.16 Special Meetings – Notice (Agenda)

4.16.1 In addition to Regular Meetings, Special Meetings of Council or Committees may be held at the call of the Mayor/Chair to the Clerk/Committee Administrator or stating the date, time, place, and purpose of such Special Meeting.

## Procedural By-Law 2024-42

4.16.2 The Agenda will be considered the Notice of a Special Meeting and will state the date, time, place, and purpose of the Special Meeting and only the item(s) listed on the Agenda will be considered at that Meeting.

4.16.3 The Agenda for a Special Meeting will be provided a minimum of twenty-four (24) hours in advance of the hour for that Special Meeting via the publication of the Agenda on the Township's website.

4.16.4 The Members, the Chief Administrative Officer, staff, the public, and the media will be notified of the publication of the Agenda for a Special Meeting via one or more of the following means as appropriate and available: a telephone call, voicemail message, email, electronic message, the Township's website, and social media channels.

4.16.5 Where the Mayor/Chair has not called a Special Meeting, but the Clerk/Committee Administrator has received a petition from the majority of the remaining Members, the Clerk/Committee Administrator will summon the Members to a Special Meeting by stating the date, time, place, and purpose of the Special Meeting as stated in the petition.

4.16.6 The Clerk/Committee Administrator may provide the Agenda of the Special Meeting at the Special Meeting or via the most expedient means possible where time constraints do not allow the Agenda to be provided at least 24 hours in advance of the hour for that Special Meeting.

4.16.7 Notwithstanding Section 4.16.6, the Agenda for the Special Meeting will still be published on the Township's website as soon as it is available to do so.

4.16.8 Notwithstanding Sections 4.16.1 and 4.20.1, for Special Council Meetings the Clerk may adjust the order of business on the agenda and dispense with any one or more agenda items with the exception of items (i), (iv), (vi), (vii), (xvii), (xix) and (xx). The Clerk may dispense with any one of the following agenda items if there is no Closed Session scheduled for the Council Meeting (ii) (iii) (xviii)

### 4.17 Emergency Meetings

4.17.1 Notwithstanding any other provision of this By-law, an Emergency Meeting may be held without notice, to deal with an emergency or extraordinary situation provided that an attempt has been made by the Clerk/Committee Administrator to notify the Members about the Emergency Meeting as soon as possible and in the most expedient manner available.

4.17.2 No business except business dealing with the emergency or extraordinary situation will be transacted at the Emergency Meeting.

### 4.18 Rescheduling and Cancellation of Meetings

When it is deemed advisable, the Mayor/Chair is authorized to change the date and/or time of, or cancel a Meeting, subject to the agreement of the majority of the Members having been polled by the Clerk/Committee Administrator, provided that a minimum of three (3) Business Days' notice is given of the change of date of the Meeting. The Township website will be updated if the date and/or time of the Meeting is changed or if the Meeting is cancelled.

## Procedural By-Law 2024-42

### 4.19 Notice (Agenda) – Validity if Notice Not Received

Lack of receipt of any Notice (Agenda) of a Meeting will not affect the validity of the Meeting, or any action lawfully taken thereat.

### 4.20 Order of Proceedings

4.20.1 The order of proceedings for Council Meetings (Regular and Special) are as follows:

- (i) Call to Order
- (ii) Closed Session
- (iii) Reconvene Into Open Session
- (iv) Territorial Land Acknowledgement
- (v) Additions to the Agenda
- (vi) Adoption of the Agenda
- (vii) Disclosure of Pecuniary Interest Under the Municipal Conflict of Interest Act
- (viii) Minutes of Previous Meeting(s)
- (ix) Public Meetings
- (x) Presentations
- (xi) Delegations
- (xii) Correspondence
- (xiii) Consent Agenda
- (xiv) Reports
- (xv) By-laws
- (xvi) Notices of Motion
- (xvii) Announcements
- (xviii) Business Arising from Closed Session
- (xix) Confirmatory By-law
- (xx) Adjournment

4.20.2 The order of proceedings for Committee Meetings not including Quasi-judicial Committee Meetings are as follows:

Call to Order

Territorial Land Acknowledgement Additions to the Agenda

Adoption of the Agenda

Disclosure of Pecuniary Interest Under the Municipal Conflict of Interest Act Minutes of Previous Meeting(s)

Presentations Delegations Correspondence Reports Announcements Adjournment

## Procedural By-Law 2024-42

4.20.3 Notwithstanding Section 4. 20.1, for Special Council Meetings the Clerk may adjust the order of business on the agenda and dispense with any one or more agenda items with the exception of items (i), (iv), (vi), (vii), (xvii), (xix) and (xx). The Clerk may dispense with any one of the following agenda items if there is no Closed Session scheduled for the Council Meeting (ii) (iii) (xviii)

4.20.4 The Mayor/Chair may, with the approval of two-thirds of the Members present, vary the order of business to expediently deal with matters before Council/Committee where deemed practical or necessary.

### 4.21 Territorial Land Acknowledgement

4.21.1 The Territorial Land Acknowledgement, as approved by Resolution of Council, will be read at the beginning of every Council and Committee Meeting. The Members will read the Territorial Land Acknowledgement on a rotating basis starting with the Ward Councillor for Ward One (1) in the case of Council Meetings or the Chair in the case of Committee Meetings. Any Member can decline to read the Territorial Land Acknowledgement and may do so without providing any explanation.

4.21.2 The Territorial Land Acknowledgement may be read at official functions of the Township or other community events at the discretion of the organizer.

4.21.2 Any amendments to the Territorial Land Acknowledgement shall be considered in conjunction with engagement with the Township's Indigenous Community.

### 4.22 Disclosures of Pecuniary Interest

4.22.1 It will be the responsibility of each individual Member to determine if a conflict exists for any item listed on the Agenda and to disclose any such conflict of interest and the nature thereof in accordance with the provisions of the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended, during the Meeting.

4.22.2 Every disclosure of pecuniary interest and the general nature thereof made at a Meeting will be recorded in the Minutes of the Meeting by the Clerk.

4.22.3 Where the Mayor/Chair declares a conflict of interest for an item on the Agenda, the Acting Mayor or Vice-chair as appropriate will assume the role of chair for the duration of discussion and voting for said item. Upon conclusion of the item, the Mayor/Chair will resume the chair position.

### 4.23 Consent Agenda – Council

4.23.1 In preparing the Agenda for Council Meetings, the Chief Administrative Officer or the Clerk, may identify items to place under the heading "Consent Agenda".

4.23.2 All the items listed under Consent Agenda may be considered by Council in one Motion rather than as separate items unless a Member specifically requests that an item or items be treated separately.

4.23.3 Any Member of Council or staff member may, before the Consent Agenda is voted on, add to or remove items from the Consent Agenda to be dealt with separately. Any item removed from the Consent Agenda will be disposed of immediately following the Consent Agenda.

## Procedural By-Law 2024-42

4.23.4 In the event a Member of Council declares a conflict of interest on an item included in the Consent Agenda, that item will be removed from the Consent Agenda and dealt with separately.

4.23.5 Members of Council may ask clarifying questions for any item on the Consent Agenda without removing it from the Consent Agenda. Questions of a substantive nature may require the item to be removed from the Consent Agenda. The Mayor may interrupt questions and declare the item will be removed from the Consent Agenda.

4.23.6 The Consent Agenda may include reports of a general nature, but is not limited to the following routine items:

- (i) Meeting Minutes, other than those of Open Regular or Special, or Closed Session Council Meetings;
- (ii) Staff appointments;
- (iii) Committee appointments;
- (iv) Legislative reports by statutory officers of the municipality;
- (v) Reports provided for information only; and,
- (vi) Awards of tenders.

### 4.24 Correspondence – General

4.24.1 The following types of communications including emails will be listed under “Correspondence” on the Agenda:

- (i) Correspondence from individuals, organizations, institutions, businesses, other municipal governments or other levels of government addressed to Council/Committee as a whole as general information that does not relate to any matter listed on the Agenda;
- (ii) Resolutions from other municipalities addressed to Council. Such resolutions will be posted on the “Municipal Resolutions and Correspondence” webpage and Members of Council and the Corporate Leadership Team will be notified as new content is added to that webpage;
- (iii) Resolutions from other municipalities in support of a resolution passed by the Township’s Council;

4.24.2 Communications that will not be listed under “Correspondence” on the Agenda include:

- (i) Correspondence, written submissions, presentations, speaking notes regarding matters listed on the Agenda. Such communication will be included with the Agenda item to which it relates or the Minutes of the Meeting subject to submission deadlines;
- (iii) Communications directed to staff and/or only a portion of Council;
- (iv) Communications regarding issues, complaints, concerns with respect to Township services, operations, projects, staff, Council. Such communication will be directed to the appropriate party (e.g., department head, Council member, Integrity Commissioner, etc.) to address.

## Procedural By-Law 2024-42

4.24.3 Every communication designed to be presented to Council will be legibly written or printed and will not contain any impertinent or improper language and will be signed by at least one person and filed with the Clerk.

4.24.4 Communications listed under Correspondence are for information only.

### 4.25 Correspondence – Petitions for Council

4.25.1 Any person who files a petition for Council's consideration must include their name and contact information on the petition. Anonymous letters will not be permitted on a Council Agenda.

4.25.2 Any person who signs a petition must be made aware by the person filing the petition that all petitions are considered to be public documents and so all information they supply in the petition including but not limited to their name, signature, and contact information will be made available to the public including being published on the Township's website unless the petition is withdrawn by the person submitting it. No information on the petition will be redacted from the petition before being made public.

4.25.3 Only the individual submitting the petition may be permitted to amend or withdraw the petition and may do so only if the petition has not yet been published as part of the Agenda or the Minutes as the case may be.

4.25.4 Every petition must indicate the topic of the petition and must be submitted to the Clerk not less than twelve (12) Days before the date of the Council Meeting for inclusion in the Agenda of a Council Meeting, subject to the following:

- (i) Petitions containing profanity, hate speech, pornography, or content of a violent and/or sexual nature will be rejected;
- (ii) Petitions containing negative allegations or comments towards members of the public will be returned to the submitter and not permitted; and,
- (iii) Petitions containing criticisms of a personal nature against Members or staff will be returned to the submitter and not permitted.

4.25.5 Petitions submitted less than twelve (12) Days before the date of the Council Meeting will not be included in the Agenda of the Meeting but will be attached to the Minutes of that Meeting.

4.25.6 Every petition received will be circulated to the Department Head responsible for the general service area the petition pertains to, or their designate and may arrange contact with the person who filed the petition to discuss the matter before the petition is added to the Agenda if sufficient time is available to do so. After discussions with the Department Head, their designate, or the Chief Administrative Officer have concluded, the person who filed the petition may contact the Clerk to withdraw the petition if the Agenda has not already been published.

### 4.26 Announcements

Members may make any special event announcements or report on community activities.

### 4.27 Confirmatory By-law – Council Meetings

## Procedural By-Law 2024-42

The Clerk will include a By-law at the end of each Council Meeting for a first, second, and third reading to confirm all decisions and proceedings of the Meeting and to confirm that Council complied with the legal requirement that it acted by By-law.

### **PART 5 CLOSED MEETINGS**

#### 5.1 Open Meeting Requirement

All reasonable efforts on the part of the Members and staff will be made to keep Meetings open to the public unless closure is specifically authorized under the Municipal Act, 2001, and it is deemed necessary and appropriate. No person will be excluded except for improper conduct, or if a Declaration of Pecuniary Interest has been made for an item, and as otherwise provided for in this By-law.

#### 5.2 Closed Meeting Notice

5.2.1 Closed Meetings and parts of Open Meetings that are closed, may be held as deemed necessary by the Mayor/Chair in consultation with the Clerk/Committee Administrator. Such Closed Meetings may only be closed to the public in accordance with the requirements of the Municipal Act, 2001.

5.2.2 Notice of Closed Meetings will take place via a Resolution passed by at least a Majority of the Members present in an Open Meeting to go into a Closed Meeting. The resolution will state the following:

- (i) That a Closed Meeting will be held;
- (ii) The time and place where the Closed Meeting will be held;
- (iii) The general nature of each matter to be considered at the Closed Meeting; and,
- (iv) The Open Meeting exemption(s) which permit each matter to be considered in the Closed Meeting.

#### 5.3 Attendance in Closed Meetings and Disclosure of Materials

5.3.1 Any reports, presentations, correspondence, discussion, or other communications included as part of a Closed Meeting will not be disclosed to any person who is not in attendance at the Closed Meeting for each particular item.

5.3.2 The Clerk will attend all Closed Meetings of Council. Where the CAO has determined it is not appropriate for the Clerk to be in attendance for an item, the Clerk must delegate their authority in writing and in advance of the Meeting to the CAO or other as authorized by the CAO.

#### 5.4 Confidentiality of Closed Meeting Proceedings

5.4.1 Any Member who breaches the confidentiality of a Closed Meeting may be subject to an investigation under the Code of Conduct for Members.

5.4.2 Any member of staff who breaches confidentiality of a Closed Meeting may be subject to disciplinary action consistent with HR Policy 002.

#### 5.5 Closed Meeting Procedure – Modifications

## Procedural By-Law 2024-42

The Procedural By-law will be observed in Closed Meetings, with the necessary modifications, except that:

- (i) A member will not speak more than once to a Motion until every member who desires to speak has spoken once;
- (ii) The number of times to speak on any Motion will not be limited; and,
- (iii) Recorded votes are not permitted in Closed Meetings.

### 5.6 Closed During a Vote – Exception

A Meeting or part of a Meeting will not be closed to the public during the taking of a vote unless:

- (i) Provisions of the Municipal Act, 2001, applies; and,
- (ii) The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Township or Local Board or persons retained by or under contract with the Township or Local Board.

### 5.7 Closed Meeting Agendas

5.7.1 Agendas for Closed Meetings will be circulated to Members no later than ten (10) Days before the holding of the Meeting. If Closed Meeting Agendas and reports are circulated by hardcopy, the Clerk/Committee Administrator will collect all the materials for destruction at the adjournment of the Closed Meeting.

5.7.2 Electronic distribution of a Closed Meeting Agenda may be permitted through a secure means provided the confidentiality of the Closed Meeting materials can be maintained.

5.7.3 In preparing the Agenda, the Clerk/Committee Administrator will identify the most amount of detail possible to allow for Members to consult with the Integrity Commissioner with respect to identifying a potential conflict of interest.

5.7.4 The public titles for Closed Meeting Agenda items will balance the requirements of openness and transparency with the need to maintain the confidentiality of the items listed on the Closed Meeting Agenda.

### 5.8 Closed Meeting Minutes

5.8.1 Minutes of all or part of a Closed Meeting will be recorded by the Clerk/Committee Administrator, approved by the Members at the following Open Meeting of Council/Committee as appropriate, and will be retained in confidence by the Clerk/Committee Administrator and such Minutes will not be open to inspection by any member of the public unless the Majority of the Members waive privilege or as required by law or court proceeding.

5.8.2 Minutes of all or part of a Closed Meeting will only be made available to the whole of the Members and the Chief Administrative Officer, and those staff or their designate who were in attendance for their individual item. Minutes of Closed Meetings may be disclosed to new Township staff at the written approval and direction of the Chief Administrative Officer.

## Procedural By-Law 2024-42

5.8.3 The Clerk/Committee Administrator, in making the Minutes will not record any personal information as defined in the Municipal Freedom of Information and Protection to Privacy Act, R.S.O. 1990, c. M.56.

## **PART 6 PRESENTATIONS, DELEGATIONS AND WRITTEN SUBMISSIONS**

### 6.1 General Provisions

6.1.1 Requests to appear before Council/Committee to make a Presentation as per Section 6.2 or be a Delegation as per Section 6.3 must contact the appropriate Clerk/Committee Administrator.

6.1.2 All audio-visual materials associated with a Presentation, or a Delegation must be submitted to the Clerk/Committee Administrator as appropriate according to the provisions of Sections 6.2 and 6.3.

6.1.3 The Clerk or the Chief Administrative Officer reserves the right to determine what is acceptable or unacceptable materials as per Sections 6.2 and 6.3.

6.1.4 Where any provisions or regulations of or under any Act in relation to Presentations, Delegations, Applicants/Agents or Written Submissions contradict any of the provisions of this By-law, the provisions of that Act will prevail.

### 6.2 Presentations

6.2.1 Presentations shall be restricted to the following:

- (i) Presentations made by Council/Committee to recognize the contributions, achievements or awards of individuals or organizations;
- (ii) Presentations made to Council/Committee by individuals or organizations at the invitation of Council/Committee;
- (iii) Presentations made to Council by a Committee, Local Board, local organization, registered charity, or Township-affiliated agency or organization;
- (iv) Presentations from senior levels of government or other municipal governments; and,
- (v) Presentations by consultants retained by the Township providing information related to municipal operations that are not accompanied by a staff report.

Presentations are not permitted for commercial business purposes and do not include Delegations for Agenda items.

6.2.2 Any person making a Presentation to Council/Committee in accordance with Section

6.2 are subject to the following provisions:

- (i) Must have received prior approval by the Chief Administrative Officer or Clerk to appear before Council or Department Head to appear before a Committee;
- (ii) Must contact the Clerk/Committee Administrator in writing and indicate how they wish to be a presenter as per Section 4.2.4 of this By-law; and,

## Procedural By-Law 2024-42

(iii) Will be limited to speaking not more than ten (10) minutes.

6.2.3 Audio-visual materials associated with Presentations may include, but are not limited to, audio recordings, slideshows, photos, videos and handouts but does not include the presenter's speaking notes.

6.2.4 All audio-visual materials associated with Presentations are subject to the following:

(i) ~~Will be attached to the Agenda and heard or shown at the Meeting if received no less than twelve (12) days~~ Will be submitted for inclusion on the public agenda seven (7) days prior to the date of the Meeting;

~~(ii) Will not be attached to the Agenda but will be heard or shown at the Meeting and attached to the Minutes if received less than twelve (12) days but not less than one (1) Day prior to the date of the Meeting;~~

~~(iii) Will not be attached to the Agenda and will not be heard or shown at the Meeting but will be attached to the Minutes if received less than one (1) Day prior to the date of the Meeting;~~

(iv) Will be rejected and not permitted to be re-submitted if contains profanity, hate speech, pornography, or content of a violent and/or sexual nature; and,

(v) Will be returned to the submitter to remove inappropriate content such as negative allegations or comments towards members of the public, and/or criticisms of a personal nature against any Member or staff, and/or personal information about identifiable individuals as per the Municipal Freedom of Information and Protection of Privacy Act; ~~and must be resubmitted not less than three (3) Days prior to the date of the Meeting.~~

~~6.2.5 Revised materials for Presentations previously submitted will not be accepted if received less than twelve (12) days prior to the date of the Meeting unless subject to Section 6.2.4 (v).~~

## 6.3 Specific Interest Delegations

6.3.1 Specific Interest Delegations may only register to speak to the following agenda items:

- (i) staff reports;
- (ii) informal and formal public meetings;
- (iii) consideration of notice of motion provided by members of Council; and,
- (iv) By-laws

6.3.2 Registration to participate in person for Specific Interest Delegations will be accepted up to 4:00 p.m. on the day of ~~to the time~~ the Meeting ~~is convened~~.

6.3.3 Registration to participate electronically as a Specific Interest Delegations will be accepted up to noon on the day of the Meeting, and Delegations must provide their email address and telephone number to enable Township staff to facilitate such participation.

## Procedural By-Law 2024-42

### 6.4 General Interest Delegations

6.4.1 General Interest Delegations may register to speak to matters that are of a general interest of the Township of Wilmot.

6.4.2 Any person who wishes to appear before Council as a Delegation on a matter of general interest shall submit the prescribed "Delegation Request Form" to the Clerk by 12:00 Noon on the Monday preceding the Regular Council Meeting.

6.4.3 Not more than three (3) General Interest Delegations will be permitted at each Regular Council Meeting.

6.4.4 The Clerk shall have the authority to determine if the subject matter does in fact relate specifically to a matter contained in the Regular Council Meeting Agenda for purposes of allowing or denying the Delegation and the Clerk will introduce such Delegation Request Form(s) at the time of adopting the Published Agenda.

6.4.5 The Clerk, Mayor, Chief Administrative Officer shall review the General Interest Delegation Request Form to determine if the subject matter and nature of the request falls within the jurisdiction of Council, or if the request needs to be referred to Administration for comments.

6.4.6 The Mayor, in consultation with the Chief Administrative Officer, has the authority to deny a General Interest Delegation requests under the following circumstances:

- (i) the request is not submitted within the time required of this By-Law;
- (ii) no written summary of the request together with any handouts or materials is provided with the request or the submission is incomplete;
- (iii) the subject matter is deemed to be beyond the jurisdiction of Council;
- (iv) the issue has been or is to be considered by the Committee of Adjustment, Dangerous Dog Designation Appeals Committee, or Property Standards Appeal Committee;
- (v) Council previously indicated it will not hear further from this Delegation; or
- (vi) the issue should first be referred to Administration for action.

6.4.7 General Interest Delegations that are for the sole purpose of generating publicity for an event shall not be permitted.

6.4.8 After hearing the delegation, Council shall resolve to:

- (i) Receive the delegation for information only; or
- (ii) Refer the matter to staff for additional information.

6.4.9 General Interest Delegations will be scheduled in the order in which they were received by the Clerk.

6.4.10 General Interest Delegations are subject to a three (3) month waiting period before appearing before Council again on the same subject matter.

### 6.5 Delegations – Guidelines

## Procedural By-Law 2024-42

6.5.1 Notwithstanding Section 6.3.1., no delegation, General or Specific Interest shall appear before Council on a matter that is not on the agenda if the matter is one which:

- (i) is eligible for resolution under any process for formal complaints or appeals, or for requesting compensation, where such processes have been established by the Township of Wilmot, unless and until all municipal proceedings of such a process have been completed;
- (ii) is related to an employment matter;
- (iii) is undergoing judicial or court process or litigation to which the delegation is a party to the proceeding;
- (iv) has already been the subject of consideration by Council, if a decision on the matter by Council was reached within the last six months.

6.5.2 Notwithstanding this provision, in emergency situations, Council by affirmative vote of a Majority of its members present at a regular Council Meeting, may agree to hear a delegation on any matter provided the presentation material is in writing and available whenever possible for distribution to Council prior to the commencement of the said Meeting.

6.5.3 That where Council has passed a motion to permit a delegation to speak to a matter that is not on a Meeting agenda, members of Council shall not be permitted to ask questions of that delegation.

6.5.4 Delegations are subject to the following provisions:

- (i) Must contact the Clerk's Office for Council Meetings or the Committee Administrator for Committee Meetings in writing and indicate the means by which they wish to be a delegation as per Section 4.2.5 of this By-law;
- (ii) Members may ask questions of delegates. There shall be no debate between Members and delegates.
- (iii) Are limited to speaking not more than seven (7) minutes not including responding to questions from Members, if any;
- (iv) Delegations consisting of seven (7) or more persons may be permitted to have two (2) spokespersons address Council, in which case each such spokesperson will be limited to speaking for not more than seven (7) minutes each; and,
- (v) Where more than twenty (20) or more delegates register for an Agenda Item, Council may by vote Majority vote, limit the speaking time for delegations for that specific item to three (3) minutes.
- (vi) Are permitted to speak only once on an Agenda item per Meeting unless the speaker is presenting new information to Council.

6.5.5 During in-person Meetings, no member of the public will be allowed to approach the Members, Township staff, or the podium once a Meeting has been called to order without the permission of the Mayor/Chair.

## Procedural By-Law 2024-42

6.5.6 Delegations who are Applicants or Agents for Applicants (Agent) will be limited to speaking for not more than ten (10) minutes and may elect to address Council before any Delegation if they so request.

6.5.7 Audio-visual materials submitted by a Delegation or Applicant/Agent may include, but are not limited to, audio recordings, slideshows, photos, videos and handouts but does not include the presenter's speaking notes.

6.5.8 All audio-visual materials associated with Delegations are subject to the following:

- (i) ~~Will be attached to the Agenda and will be heard or shown at the Meeting if received no less than twelve (12) days before prior to the date of the Meeting; Will be submitted for inclusion on the public agenda seven (7) days before prior to the date of the Meeting;~~
- (ii) ~~Will not be attached to the Agenda but will be heard or shown at the Meeting and attached to the Minutes if received less than twelve (12) days but not less than one (1) Day prior to the date of the Meeting;~~
- (iii) ~~Will not be attached to the Agenda and will not be heard or shown at the Meeting but will be attached to the Minutes if received less than one (1) Day in prior to the date of the Meeting;~~
- (iv) Will be rejected if contains profanity, hate speech, pornography, or content of a violent and/or sexual nature; and,
- (v) Will be returned to the submitter to remove inappropriate content such as negative allegations or comments towards members of the public, copyrighted material, and/or criticisms of a personal nature against any Member or staff, and/or personal information about identifiable individuals as per the Municipal Freedom of Information and Protection of Privacy Act; ~~and must be resubmitted not less than three (3) Days prior to the date of the Meeting in order to be shown at the Meeting.~~

~~6.5.9 Revised materials for Delegations previously submitted will not be accepted if received less than twelve (12) days prior to the date of the Meeting unless subject to Section 6.3.11 (v).~~

6.5.10 Delegations who have not yet addressed Council on a matter may do so even though the matter has been considered at a previous Meeting.

6.5.11 Delegations who have addressed a matter at a Committee Meeting may address Council on the same matter at a Council Meeting.

## 6.6 Written Submissions

6.6.1 Members of the public may submit Written Comments regarding any item on the Agenda that is not listed as a Public Meeting item, subject to the following:

- (i) ~~Will be attached to the Agenda if received not less than twelve (12) days before the date of the Meeting; Will be submitted for inclusion on the public agenda (7) days prior to the date of the Meeting;~~

## Procedural By-Law 2024-42

~~(ii) Will not be attached to the Agenda but will be attached to the Minutes if received less than twelve (12) days, but not less than four (4) hours prior to the commencement of the Meeting;~~

(iii) Will be rejected if contains profanity, hate speech, pornography, or content of a violent and/or sexual nature; and,

(iv) Will be returned to the submitter to remove inappropriate content such as negative allegations or comments towards members of the public, and/or criticisms of a personal nature against any Member or staff, and/or personal information about identifiable individuals as per the Municipal Freedom of Information and Protection of Privacy Act; ~~and must be resubmitted before the commencement of the Meeting to be attached to the Minutes.~~

6.6.2 Members of the public may submit Written Comments regarding any Public Meeting item listed on the Council Agenda, subject to the following:

(i) Will be included as part of the Staff Report for the Council Agenda if received by the due date stipulated in the Notice of Public Meeting circulated to affected property owners;

(ii) Will be included in a subsequent Staff Report, if any, for the Council Agenda if not received in time for the Staff Report as per Section 6.4.2 (i); and,

(iii) Will not be accepted once Council has made a decision on the item.

## PART 7 RULES OF DEBATE

### 7.1 Commencement of Debate

A Motion/Question must be first moved and seconded and then stated by the Mayor/Chair before debate can commence.

### 7.2 Raising of Hand

Any Member who desires to speak will so indicate by raising their hand and, upon being recognized by the Mayor/Chair, will address the Mayor/Chair by stating "Through you, Mayor/Chair (surname)..." or "Through you, Mr./Madam Mayor/Chair..."

### 7.3 Simultaneous Raising of Hands – Recognition

When two (2) or more Members raise their hands to speak the Mayor/Chair will recognize the Member who raised their hand first.

### 7.4 Mayor/Chair – Permitted to Debate

The Mayor/Chair may debate a Motion/Question and state their position on any matter without leaving the chair but only after all other Members have spoken first.

### 7.5 Mayor/Chair – Address Between Proceedings

The Mayor/Chair may, without leaving the chair, address Council/Committee between proceedings on any matter pertinent to the business of the Township.

### 7.6 Speaking – No Interruption

## Procedural By-Law 2024-42

7.6.1 When a Member is speaking no other Member will pass a note between them and/or to the Mayor/Chair or interrupt the Member who is speaking except to raise a Point of Order or Point of Privilege.

7.6.2 A Member must raise their hand and wait to be recognized to raise a Point of Information.

### 7.7 Speaking – General

7.7.1 A Member may ask a question only for the purpose of obtaining information relating to the matter under discussion and such question must be stated concisely and asked only through the Mayor/Chair.

7.7.2 Notwithstanding Section 7.7.1, a Member who has been recognized as the next speaker, may first ask a question through the Mayor/Chair on the matter under discussion for the purpose of obtaining information, following which the Member may then speak.

7.7.3 When a Member is speaking to a Motion/Question, they will confine their remarks to that Motion/Question.

### 7.8 Speaking Order

7.8.1 The Mayor/Chair will determine, by order of hands raised, and administer the speaking order for Members.

7.8.2 If requested, the Mover or Secunder of a Motion/Question, has the right to be the last Member to speak on that Motion/Question.

## **PART 8 CONDUCT IN MEETINGS**

### 8.1 Meeting Decorum – All Persons Present

8.1.1 All persons present in a Meeting will conduct themselves with decorum and in accordance with this By-law and Code of Conduct as appropriate. Accordingly, no one present in a Meeting will:

- (i) Speak disrespectfully of anyone present or not present in the Meeting including but not limited to the Reigning Sovereign, the Governor General, the Lieutenant Governor of any province, or any person administering the Government of Canada or this Province;
- (ii) Use offensive words or discriminatory language in a Meeting or against the Council or against any Member or Township staff;
- (iii) Speak on any subject other than the subject in debate or the subject for which they have received approval to address Council/Committee;
- (iv) Criticize any decision of Council/Committee except to provide Notice for a Motion to Reconsider in accordance with the provisions of Part 11;
- (v) Interrupt, speak-over, or continue to speak when advised by the Mayor/Chair to desist, or otherwise disrupt the proceedings of the Meeting or the ability of Council/Committee or staff to conduct business;

## Procedural By-Law 2024-42

- (vi) Disobey this By-law, Code of Conduct, other rules of Council/Committee, or a decision of the Mayor/Chair or of Council/Committee on points of order;
- (vii) Make any charge or allegation against a Member unless such Member is present to reply or notice has been given to such Member to be present to offer a defence;
- (viii) Question a Member or staff that contains imputations, epithets, ironical expressions, or hypothetical cases, nor refer to debates or answers to questions in the same Meeting;
- (ix) Ask a question which publishes the names of persons or contains statements not strictly necessary to render the question intelligible, or contain charges which the Member who asks the question is not prepared to substantiate;
- (x) Ask a question seeking the solution of an abstract legal case;
- (xi) Ask a question as a pretext for a debate when out of order; or,
- (xii) Ask a question that has already been fully answered.

### 8.2 Breach of Conduct

8.2.1 A Member who has been called to order by the Mayor/Chair for breach of this By-law or the Code of Conduct must defer at once to the decision of the Mayor/Chair, make an apology, and immediately withdraw the offensive or improper language that was used or desist with the improper conduct.

8.2.2 If the Member who has been called to order refuses to apologize, withdraw the offensive or improper language and/or persists with improper conduct, the Mayor/Chair will put a Motion/Question with no amendment, adjournment, or debate for a vote to the remaining Members "That such Member be ordered to leave their seat for the duration of the Meeting". If two-thirds of the remaining Members vote in the affirmative, the Member called to order will leave the Meeting.

8.2.3 Staff, delegations, members of the public and media who have been called to order by the Mayor/Chair will be immediately removed from the Meeting for failure to comply with the decision of the Mayor/Chair. The Mayor/Chair need not put the removal to the Members for a vote.

8.2.4 All Code of Conduct inquiries and formal requests for investigations will be referred to the Township's Integrity Commissioner in accordance with the Code of Conduct.

## **PART 9 MOTIONS**

### 9.1 Ruled Out of Order

9.1.1 A Motion in respect of a matter which is ultra vires the jurisdiction of Council/Committee will not be in order.

9.1.2 Whenever the Mayor/Chair is of the opinion that a Motion is contrary to the Procedural By-law, the Mayor/Chair will rule the Motion out of order.

### 9.2 Moved and Seconded

## Procedural By-Law 2024-42

9.2.1 All Motions must be moved and seconded before being stated by the Mayor/Chair.

9.2.2 Moving and seconding a Motion by Members does not constitute agreement or being in favour with the Motion/Question or any part thereof and does not bind the Mover and Secunder to vote in the affirmative for that Motion.

### 9.3 Stating the Motion

After a Motion has been moved and seconded by a Member, it must then be stated by the Mayor/Chair either by being read or displayed at the discretion of the Mayor/Chair before it can be debated. Motions printed on the Agenda do not need to be read aloud by the Mayor/Chair.

### 9.4 In Writing

A Motion must be presented in writing unless it is a procedural Motion which is permitted to be introduced orally as per Section 9.8.

### 9.5 Voting

9.5.1 After debate on the Motion/Question has concluded, the Mayor/Chair must Put the Question before a vote can be taken. Once the vote has concluded, the Motion/Question will be recorded in the Minutes with the result of the Vote.

9.5.2 All Motions/Questions require a Majority vote of the Members present to carry unless otherwise indicated in this By-law.

### 9.6 Disposition

A Motion/Question properly before Council/Committee for consideration/decision must receive disposition before any other Motion/Question can be received except procedural Motions in respect of matters listed in Section 9.8 of this By-law or Motions to Amend a Motion/Question.

### 9.7 Order of Consideration

A Motion/Question called in the order in which it stands on the Agenda of the routine of business of a Meeting and which is not decided by Council/Committee, will stand retaining its precedence on the Agenda of the routine of business for the next Regular Council Meeting.

### 9.8 Procedural Motions

9.8.1 Procedural Motions listed in this section will be considered immediately upon receipt and will have precedence over any Motion/Question. Procedural Motions are debatable and/or amendable as indicated:

Item #	Procedural Motion Name	Debateable	Amendable
(i)	Points of Information, Order or Privilege	No	No
(ii)	Call the Question	No	No
(iii)	Refer To Whom and Time	Yes	
(iv)	Postpone or Defer to a Day	Certain	Time only Yes

## Procedural By-Law 2024-42

(v)	Postpone or Defer Indefinitely	Yes	No
(vi)	Lay on the Table	No	No
(vii)	Lift off the Table	No	No
(viii)	Waive Notice	No	No
(ix)	Extend the Time of the Meeting	No	No
(x)	Recess	Yes	Yes
(xi)	Suspend the Procedural By-law	No	No
(xii)	Adjourn	No	No

### 9.9 Points of Information, Order and Privilege

9.9.1 The Mayor/Chair will preserve order and decide on Points of Information, Points of Order, and Points of Privilege.

9.9.2 When settled, the Motion/Question that was interrupted by the Point of Information, Order or Privilege will be resumed at the point where it was suspended in order to consider the Point of Information, Order or Privilege.

9.9.3 When a Point of Information, Point of Order, or Point of Privilege is raised or when a person present is called to order by the Mayor/Chair, the person speaking will immediately cease until the Point of Information has been addressed or the Mayor/Chair has ruled on the Point of Order or Point of Privilege as the case may be and may further address the Members only for the purpose of appealing to the Council/Committee from such decision.

9.9.4 When a Member considers their integrity, or that of Council/Committee as a whole, staff, or the public has been questioned, they may, as a Point of Privilege, at any time, with the consent of the Mayor/Chair, draw the matter to the attention of Council/Committee.

9.9.5 The Mayor/Chair, in giving their decision regarding a Point of Order or Point of Privilege, should cite the rule or law governing the case. The Mayor/Chair may ask for the assistance of the Clerk or Council in deciding the matter but the Mayor/Chair's decision will be final if there is no appeal.

9.9.6 If the decision of the Mayor/Chair is appealed by any Member, the Mayor/Chair will restate the point in issue and ruling thereon and, without further debate, will put the Question "Will the ruling of the Mayor/Chair be sustained?" The Mayor/Chair may vote on this Question and in the event of an equality of votes, the decision of the Mayor/Chair will be deemed to be sustained.

### 9.10 Call the Question

9.10.1 A Member may move for Council/Committee to vote immediately (i.e., Call the Question) during the debate, on a Motion/Question that has been moved, seconded and stated by the Mayor/Chair.

9.10.2 A Motion to Call the Question:

## Procedural By-Law 2024-42

- (i) Cannot be moved when there is an amendment under consideration for the Motion/Question being debated;
- (ii) Will preclude any further amendments of the Motion/Question;
- (iii) Cannot be called by a Member who has already debated the Motion/Question unless all Members have already commented on the Motion/Question;
- (iv) Cannot be called so as to interrupt a Member who is speaking;
- (v) Must be moved using the following words "Call the question";
- (vi) Must be voted on before considering the Motion/Question to which calling the question applies;
- (vii) Requires two-thirds of Members present voting in the affirmative to pass; and,
- (viii) When resolved in the affirmative, the Motion/Question to which calling the question applies is to be put forward for a vote without any further debate.

### 9.11 Refer, Postpone or Defer – to specific date

9.11.1 A Motion to Refer a matter under discussion to Township staff or a Committee will preclude all amendments of the Motion/Question and any Motion to Postpone, Defer or Lay on the Table until the Motion to Refer is decided.

9.11.2 A Motion to Postpone or Defer to a specific date will have precedence over all other business on the date to which the Motion has been postponed or deferred.

### 9.12 Postpone or Defer Indefinitely

9.12.1 A Motion to Postpone or Defer Indefinitely enables the Members to decline to vote on a Motion for the purpose of suppressing that Motion.

9.12.2 If a Member desires to have the Motion to which a Motion to Postpone or Defer Indefinitely was applied return to the floor at some future time, the Motion to Postpone or Defer Indefinitely would first need to be subject to a Motion to Reconsider as per Part 11 of this By-law.

### 9.13 Lay on the Table and Lift from the Table

9.13.1 A Motion to Lay on the Table allows the Members to temporarily suspend consideration of the Motion/Question that is currently on the floor in order to deal with an urgent matter of business. It is not used in the place of a Motion to Postpone or Defer Indefinitely.

9.13.2 A Motion to Lift from the Table will bring the Motion that has been laid on the table back to the floor to resume consideration.

### 9.14 Waive Notice

Any motion, except as indicated in Section 9.17.2 and any Motion to Amend or Repeal the Procedural By-law can only be introduced without notice if the Members, without debate, Waive Notice with the affirmative vote of at least two-thirds of the whole of Council.

### 9.15 Extend the Time of the Meeting

## Procedural By-Law 2024-42

The Mayor/Chair may request a Motion to Extend the Time of Meeting past 11:00 p.m. to midnight by obtaining a Mover and Seconder. Such Motion requires the unanimous consent of all Members present in the Meeting.

### 9.16 Recess

A Majority vote of the Members present is required to recess a Meeting, and the time of return will be announced by the Mayor/Chair.

### 9.17 Suspend the Rules

9.17.1 Any rules or procedures established by this By-law may be suspended during or for a particular Meeting, by a Motion to Suspend the Rules which must be moved and seconded and passed unanimously by the Members present.

9.17.2 Exceptions to 9.17.1 are:

- (i) Quorum requirement.
- (ii) Notice for an amendment or repeal of this By-law or any part of thereof; and,
- (iii) If prohibited by law.

### 9.18 Adjournment

9.18.1 A Motion to Adjourn may be made at any time by a Member who has the floor and provided such Motion is not made during the taking of a vote on any Motion/Question.

9.18.2 Where a Motion to Adjourn is duly moved, seconded, and carried, and there is any item of business or any By-law that is left undisposed of, such item of business or By-law may be considered at the appropriate place in the order of business at any subsequent Regular Meeting of Council/Committee.

9.18.3 Where a Motion to Adjourn is lost, no second Motion to the same effect may be made until after some intermediate proceeding has occurred during the Meeting.

9.18.4 On a Motion to Adjourn, no Member will leave their seat until the Mayor/Chair has declared the Meeting adjourned.

9.18.5 A Regular or Special Meeting of Council or Committee will adjourn at the hour of 11:00 p.m. if in session at that time and will reconvene at such other day and time as the Members may direct by resolution or in accordance with the pre-approved Meeting schedule.

9.18.6 If a Motion to Adjourn a Regular or Special Council Meeting is moved, seconded and carries prior to moving and seconding the Confirmatory By-law, the Confirmatory By-law for the current Meeting will be deferred to the next Regular Meeting of Council and handled separately from the Confirmatory By-law for that next Regular Meeting.

### 9.19 Withdrawal of a Motion

9.19.1 A motion may be withdrawn by the Mover without the agreement of the Seconder and without consent of Council/Committee up to the point the Motion is stated by the Mayor/Chair.

## Procedural By-Law 2024-42

9.19.2 Once the Motion/Question has been stated by the Mayor/Chair, it is deemed to be in possession of Council/Committee and can only be withdrawn before the vote is taken if there are no objections from any Member. If there is an objection, the withdrawal will be granted with two-thirds of Members present voting in the affirmative.

### 9.20 Notices of Motion

9.20.1 A Notice of Motion is required for all Motions that a Member wishes to bring forward for consideration by Council/Committee except for procedural Motions listed in section 9.8 and Amendments to Motions.

9.20.2 A Notice of Motion will:

- (i) Be in writing, which may include email and will be delivered to the Clerk/Committee Administrator at least twelve (12) Days preceding the date of the Regular Meeting at which the Motion is to be considered unless otherwise directed by the Member;
- (ii) Be printed in full and unaltered on the Agenda for the Meeting at which the Motion will be considered; and,
- (iii) Be dropped from the Agenda and considered withdrawn if it has been called by the Mayor/Chair in two successive Meetings and not proceeded with unless Council/Committee otherwise directs.

9.20.3 The right to move a Notice of Motion will be deemed to be that of the Member who introduced the Notice of Motion and must be seconded by another Member.

9.20.4 If the Mayor/Chair wishes to bring forward a Notice of Motion, the Mayor/Chair must relinquish the chair in order to move the Motion and will resume the chair position only after consideration of the Motion has concluded.

9.20.5 Members are expected to prepare their Notice of Motion in accordance with traditional parliamentary formatting and use traditional parliamentary language. Assistance with formatting or language may be sought from the Clerk or Committee Administrator as appropriate.

9.20.6 Members considering a Notice of Motion are strongly encouraged to speak with the Clerk, appropriate Department Head or the Chief Administrative Officer or Committee Administrator as appropriate as well as any stakeholders to seek assistance with content and to ensure the Notice of Motion is well-constructed, legal, accurate and clear, properly formatted, timed appropriately, and is the most efficient and effective means of dealing with the matter.

9.20.7 Review of the Notice of Motion by staff will not constitute support from staff on the content of the Motion.

9.20.8 "Whereas" clauses should be used only to provide background and context in order to assist Members with understanding the Motion.

### 9.21 Amendments to Motions

9.21.1 Amendments to motions where permitted:

- (i) Shall be presented in writing unless it is agreed to be a Friendly Amendment;

## Procedural By-Law 2024-42

- (ii) Shall receive disposition of Council/Committee before the Motion is considered;
- (iii) Shall be germane (i.e., relevant) to the Motion or an Amendment to the Motion being considered;
- (iv) Shall not negate the Motion or an Amendment to the Motion;
- (v) May propose a separate and distinct disposition of a Motion;
- (vi) Shall be put in the reverse order in which the Amendments were moved if there are multiple Amendments; and,
- (vii) Shall contain only one Amendment to the Motion and not more than one Amendment to an Amendment at one time unless the Amendment has been withdrawn or voted on and lost, in which case another Amendment may be made to the Motion but not to an Amendment. In the case of an Amendment to an Amendment, the Amendment to the Motion cannot be withdrawn until the Amendment to the Amendment has been withdrawn or voted on and lost.

9.21.2 An Amendment to a Motion which has been Referred, Postponed or Deferred Indefinitely or to a specific date, is not permitted.

9.21.4 Friendly Amendments are not permitted in instances where the proposed Friendly Amendment represents a substantive change to the Motion or to an Amendment including adding a further clause(s) to the Motion.

## **PART 10 VOTING**

### 10.1 Putting the Question

10.1.1 No Vote will be taken unless the Motion/Question has been moved and seconded, and the Mayor/Chair has Put the Question in the precise form in which it will be voted on and recorded in the Minutes.

10.1.2 When the Mayor/Chair calls for the Vote on a Motion/Question, each Member will occupy their seat until the result of the Vote has been declared by the Mayor/Chair. During the taking of the vote, no Member will walk across the room or speak to any other Member or make any noise or disturbance. A Member not in their seat is not entitled to Vote.

10.1.3 After a Motion/Question is Put by the Mayor/Chair, no Member will speak to the Motion/Question or will make any other Motion or Amendment to the Motion after the Vote is taken and the result has been declared.

### 10.2 Qualification and Requirement to Vote

10.2.1 Each Member has one Vote only and Votes are not weighted.

10.2.2 No Member will have precedence or seniority over any other Member except as may be provided for in the Municipal Act, 2001.

10.2.3 The Mayor/Chair does not need to relinquish the chair to vote on any Motion/Question.

## Procedural By-Law 2024-42

10.2.4 Every Member present at a Meeting when a Motion/Question is Put or Called will vote unless prohibited by statute, in which case the reason for why the Member did not vote will be recorded in accordance with the statute.

10.2.5 Any Member who refuses to vote will be recorded as voting in the negative.

### 10.3 Secret Ballot – Prohibited

10.3.1 No Vote will be taken in a Meeting by any method of secret voting, and every Vote so taken will be of no effect.

10.3.2 Any Vote taken by ballot must be read aloud with the name of the Member and whether the Member has voted in favour of or opposition to the Motion/Question.

10.3.3 A Meeting will not be Closed to the public during the taking of a Vote, unless the vote relates to a procedural matter, or is in relation to providing direction to staff in accordance with the Municipal Act, 2001.

10.3.4 Despite Section 10.3.3, a Meeting may be Closed to the public during a Vote in accordance with Section 5.6 of this By-law.

### 10.4 Tied Vote

In the event of an equality of votes, the Motion/Question being voted on is deemed to be lost.

### 10.5 Severability of the Question

10.5.1 When two or more separate recommendations, propositions or clauses are embodied in one Motion/Question or in an Amendment to a Motion/Question, a Member may request or the Mayor/Chair may put each recommendation, proposition or clause separately, restricting debate to each proposition in its turn.

10.5.2 A Member not present before the result of the division on a Motion/Question is declared, will not be entitled to vote on that Motion/Question.

### 10.6 Unrecorded Vote – Determining Method

The manner of determining the decision of the Council/Committee on a Motion/Question is at the discretion of the Mayor/Chair and may be by voice, show of hands, standing or otherwise.

### 10.7 Recorded Vote – Council Meetings

10.7.1 Any Member of Council, before the taking of the Vote has begun, except a Member who is prohibited by statute to vote or has declared a pecuniary interest, may request that the Vote be recorded.

10.7.2 When a Recorded Vote is requested by a Member on any Motion/Question, the Mayor will ask the Clerk to proceed with taking a Recorded Vote. The Clerk will say each member's name in numerical order by Ward (than alphabetically if there is more than one Councillor in the Ward). The Councillor will verbally express their vote either in favour or against the motion. The Clerk will record the Vote and the name of each Member who voted in the Minutes and announce the decision.

## Procedural By-Law 2024-42

10.7.3 When a Recorded Vote is taken, and no dissent is declared, such Vote is deemed to be Unanimous.

### 10.8 Disputing a Vote

If a Member disagrees with the announcement of the Mayor/Chair that a Motion/Question is carried or lost, the Member may, but only immediately after the declaration of the result of the Vote by the Mayor/Chair, object to the declaration and require a re-vote to be taken by the same means as the original Vote.

## **PART 11 VOTE RECONSIDERATION**

### 11.1 General Provisions

11.1.1 A resolution, By-law or any Motion/Question, which has been adopted previously by Council/Committee may be reconsidered by the Members by bringing forward a Motion to Reconsider subject to the following:

- (i) The Motion to Reconsider is made in writing by a Member and has been introduced according to the procedure for a Notice of Motion;
- (ii) The Motion to Reconsider cannot be applied to an affirmative vote where the provisions have been partly carried out or to any vote that has caused something to be done that is impossible to undo;
- (iii) In the case of Committees, a Motion to Reconsider cannot be applied to any matter which has already been disposed of by Council;
- (iv) Debate on a Motion to Reconsider must be confined to the reasons for or against the reconsideration;
- (v) The Motion to Reconsider is passed by a two-thirds majority of the Members present and voting;
- (vi) If the Motion to Reconsider is decided in the affirmative, the Motion to which the Motion to Reconsider applies will become the next order of business unless the Motion to Reconsider calls for consideration of the original Motion at a future date; and,
- (viii) Debate on the Motion being reconsidered will proceed as though the original Motion had previously never been voted on.

### 11.2 Reconsideration of Amendments to Motions

A Motion to Reconsider an Amendment may not be submitted until after the original Motion to which the amendment was proposed has been reconsidered and disposed of in the affirmative by two-thirds of the Members present and voting.

### 11.3 Limitations Per Term of Council/Committee

A Motion to Reconsider the same Motion will not be permitted more than once during the term of Council/Committee.

### 11.4 Reconsideration of By-laws

When a By-law has been defeated at any stage of the order of procedure, it can be subject to a Motion to Reconsider and the foregoing rules will apply thereto, except that,

## Procedural By-Law 2024-42

when a Motion to Reconsider a By-law is carried by the required majority, a Motion that leave be given to introduce the said By-law will become the next order of business and, if this Motion is carried, the By-law will be dealt with in accordance with the usual order of procedure as if it had been first introduced at the Meeting during which the Motion to reconsider was voted on.

### **PART 12 BY-LAWS – COUNCIL**

#### 12.1 General Provisions

12.1.1 Copies of all By-laws to be considered by Council will be provided in the Agenda Package for the Meeting at which the By-laws will be considered.

12.1.2 All By-laws when introduced will be in type-written form, will contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act.

12.1.3 The Clerk will record on all By-laws enacted by Council, the date of the first, second and third reading.

12.1.4 Every By-law which has been enacted by Council will be:

- (i) Numbered;
- (ii) Dated;
- (iii) Signed by the Mayor and the Clerk;
- (iv) Sealed with the seal of the Township; and,
- (v) Securely kept by the Clerk in compliance with the Municipal Act, 2001 and the Township's Records Retention By-law.

#### 12.2 Reading of By-laws

12.2.1 All By-laws, except as otherwise required by legislation, will be introduced and receive first, second and third reading by a single Motion in order to be passed.

12.2.2 It is permissible to refer or defer the passing of a By-law for further consideration, or that the third reading be deferred indefinitely or be postponed to a definite time.

#### 12.3 Provisional By-laws

Notwithstanding Section 12.1.1, Provisional By-laws will be read a first and second time and provisionally passed as one motion and then read a third time and finally passed separately at a subsequent Meeting as per the requirements of the applicable legislation.

#### 12.4 Amendments to By-laws

An amendment to a By-law must strictly relate to the subject matter of the By-law.

### **PART 13 COMMITTEES OF COUNCIL**

#### 13.1 Governance

## Procedural By-Law 2024-42

13.1.1 All Committees shall be established, amended or disbanded in accordance with the Committee Governance Policy.

13.1.2 All Committees shall be subject to the Rules and Procedures outlined in this By-law, unless the rules and procedures are provided by provincial or federal legislation.

## **PART 14 REVIEW AND AMENDMENTS TO THIS BY-LAW**

### 14.1 Review

14.1.1 Within one (1) year of the new term of Council, the Clerk shall review this By-law. If amendments are required, the Clerk will follow the requirements of Section 14.2. If no amendments are deemed necessary, the Clerk shall report same to Council.

### 14.2 Amendments

14.2.1 If deemed necessary by Council, the Chief Administrative Officer or the Clerk, the Clerk may propose amendments to this By-law in accordance with Section 14.2.2.

14.2.2 No amendment or repeal of this By-law or any part of thereof will be considered at any Council Meeting unless notice of the proposed amendment or repeal has been given at a previous Regular Meeting of Council; and the waiving of this notice by Council is prohibited.

14.2.3 Amendments to this By-law and subsequent Procedural By-laws will be reviewed by the Township Solicitor prior to being considered by Council.

## **PART 15 SHORT TITLE**

This By-law may be referred to as either the "Procedural By-law" or the "Rules of Procedure."

## **PART 16 REPEAL - ENACTMENT**

### 16.1 Repeals

By-law Nos. 2023-43 any other Amendments, and any previous Procedural By-laws are hereby repealed and of no force or effect.

### 16.2 Effective Date

This By-law will come into force and effect on the date of passage.

**READ a First, Second, Third and Final time and passed this 26th day of August, 2024.**

Original signed by \_\_\_\_\_

MAYOR

Original signed by \_\_\_\_\_

Procedural By-Law 2024-42

CLERK



**THE CORPORATION OF THE TOWNSHIP OF WILMOT**

**BY-LAW NO. 2026-\_\_\_**

**A BY-LAW to amend By-Law 2024-42, to provide for the rules and order and procedure of the Municipal Council and Committees of the Corporation of the Township of Wilmot.**

**WHEREAS** Section 238 (2) of the Municipal Act, 2001, S.O., c.25, as amended, requires that every municipality and local board shall pass a procedural by-law for governing the calling, place and proceedings of meetings; and

**WHEREAS** Council deems it is necessary and expedient to amend By-Law 2024-42.

**BE IT THEREFORE ENACTED** by the Council of the Corporation of the Township of Wilmot as follows:

1. That By-Law 2024-42 be deleted and replaced with the following:
  - 1.1. Part 4, Section 4.1, Subsection 4.1.1, be amended to reflect the following:  
Council Meetings will be held in the Council Chambers pursuant to the Municipal Act, 2001, at 6:00 p.m. unless the Notice of the Meeting stipulates the Meeting will be held at another time and location or via another means.
  - 1.2. Part 4, Section 4.8, be deleted and replaced with the following: Regular Meetings of Council will be held on the second and fourth Mondays of the month at 6:00 p.m., save and except in July, August, and December.
  - 1.3. Part 4, Section 4.9, be deleted and replaced with the following: During the months of July, August and December in each year, there will be one Regular Meeting of Council per month as per the schedule approved by Council Resolution or By-Law.
  - 1.4. Part 4, Section 4.14, Subsection 4.14.3, be deleted and replaced with the following: The Clerk/Committee Administrator will ensure the Agenda is available to the Members and the Chief Administrative Officer, staff, the public and the media as appropriate not later than five (5) Days prior to the holding of such Regular Meeting.
  - 1.5. Part 4, Section 4.15 (Late Additions), be deleted.
  - 1.6. Part 6, Section 6.2, Subsection 6.2.4, be deleted and replaced with the following:

6.2.4 All audio-visual materials associated with Presentations are subject to the following:

- (i) Will be submitted for inclusion on the public agenda seven (7) days prior to the date of the Meeting;
- (ii) Will be rejected and not permitted to be re-submitted if contains profanity, hate speech, pornography, or content of a violent and/or sexual nature; and,
- (iii) Will be returned to the submitter to remove inappropriate content such as negative allegations or comments towards members of the public, and/or criticisms of a personal nature against any Member or staff, and/or personal information about identifiable individuals as per the Municipal Freedom of Information and Protection of Privacy Act;

1.7. Part 6, Section 6.2, Subsection 6.2.5, be deleted.

1.8. Part 6, Section 6.3, Subsection 6.3.2, be deleted and replaced with the following:  
Registration to participate in person for Specific Interest Delegations will be accepted up to 4:00 p.m. on the day of to the Meeting.

1.9. Part 6, Section 6.5, Subsection 6.5.8, be deleted and replaced with the following:

6.5.8 All audio-visual materials associated with Delegations are subject to the following:

- (i) Will be submitted for inclusion on the public agenda seven (7) days prior to the date of the Meeting;
- (ii) Will be rejected if contains profanity, hate speech, pornography, or content of a violent and/or sexual nature; and,
- (iii) Will be returned to the submitter to remove inappropriate content such as negative allegations or comments towards members of the public, copyrighted material, and/or criticisms of a personal nature against any Member or staff, and/or personal information about identifiable individuals as per the Municipal Freedom of Information and Protection of Privacy Act;

1.10. Part 6, Section 6.5, Subsection 6.5.9, be deleted.

1.11. Part 6, Section 6.6, Subsection 6.6.1, be deleted and replaced with the following:

6.6.1 Members of the public may submit Written Comments regarding any item on the Agenda that is not listed as a Public Meeting item, subject to the following:

- (i) Will be submitted for inclusion on the public agenda (7) days prior to the date of the Meeting;
- (ii) Will be rejected if contains profanity, hate speech, pornography, or content of a violent and/or sexual nature; and,
- (iii) Will be returned to the submitter to remove inappropriate content such as negative allegations or comments towards members of the public, and/or criticisms of a personal nature against any Member or staff, and/or personal

By-Law 2026-\_\_\_\_

information about identifiable individuals as per the Municipal Freedom of Information and Protection of Privacy Act;

2. That this by-law shall come into force and take effect on June 15, 2026.

**READ a First, Second, Third and Final time and passed this 25th day of May, 2026.**

---

MAYOR – Natasha Salonen

---

CLERK – Amelia Jaggard

Authority: Council Resolution 2026-  
Staff Report Number: COR-2026-10  
Staff Report Date: May 25, 2026

### COR-2026-10 Attachment 3 - 2027 Council Meeting Schedule

(schedule subject to change by new Council)

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Notes</b>
January 11, 2027	Monday	6:00 p.m.	
January 25, 2027	Monday	6:00 p.m.	
February 8, 2027	Monday	6:00 p.m.	
February 22, 2027	Monday	6:00 p.m.	
March 8, 2027	Monday	6:00 p.m.	
March 22, 2027	Monday	6:00 p.m.	
April 12, 2027	Monday	6:00 p.m.	
April 26, 2027	Monday	6:00 p.m.	
May 10, 2027	Monday	6:00 p.m.	
May 25, 2027	Tuesday	6:00 p.m.	Rescheduled due to Victoria Day
June 14, 2027	Monday	6:00 p.m.	
June 28, 2027	Monday	6:00 p.m.	
July 12, 2027	Monday	6:00 p.m.	
August 9, 2027	Monday	6:00 p.m.	
September 13, 2027	Monday	6:00 p.m.	
September 27, 2027	Monday	6:00 p.m.	
October 12, 2027	Tuesday	6:00 p.m.	Rescheduled due to Thanksgiving Monday
October 25, 2027	Monday	6:00 p.m.	
November 8, 2027	Monday	6:00 p.m.	
November 22, 2027	Monday	6:00 p.m.	
December 13, 2027	Monday	6:00 p.m.	