

## Committee of the Whole Minutes

Monday, May 5, 2025, 5:15 P.M.

Council Chambers - Hybrid

60 Snyder's Road West

Baden, Ontario

N3A 1A1

Members Present: Mayor N. Salonen  
Councillor S. Cressman  
Councillor K. Wilkinson  
Councillor H. Sidhu  
Councillor L. Dunstall  
Councillor S. Martin

Staff Present: Director of Community Services, C. Catania  
Director of Development Services, H. O'Krafka  
Director of Infrastructure Services, J. Molenhuis  
Manager of Legislative Services / Municipal Clerk, K. Bos  
Supervisor of Legislative Services / Deputy Clerk, M. Dykstra  
Supervisor of Municipal Law Enforcement, E. Merritt  
Desktop Support Technician, R. Ubhi

---

### 1. CALL TO ORDER

**Moved by:** Councillor L. Dunstall

**Seconded by:** Councillor S. Martin

THAT the Committee of the Whole on May 5, 2025 be called to order at 5:22 p.m.

**Motion Carried Unanimously**

### 2. CLOSED SESSION

**Moved by:** Councillor L. Dunstall

**Seconded by:** Councillor S. Cressman

THAT a Closed Meeting of the Committee of the Whole be held on May 5, 2025, at 5:23 p.m. at the Wilmot Administrative Complex, in accordance with Section 239(2) (b) the Municipal Act, 2001, to consider the following:

- CAO Recruitment - Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

**Motion Carried Unanimously**

### 3. RECONVENE INTO OPEN SESSION

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor H. Sidhu

THAT the Committee reconvenes in Open Session at 6:00 p.m.

**Motion Carried Unanimously**

### 4. TERRITORIAL LAND ACKNOWLEDGEMENT

Councillor H. Sidhu read the Territorial Land Acknowledgement.

### 5. ADDITIONS TO THE AGENDA

Item 1 - Call to Order

- Meeting start time changed from 6:00pm to 5:15pm

Item 2 – Closed Session

Item 3 – Reconvene Into Open Session

Item 11 - Consent Agenda

- 11.2 – COR – Council Memorandums Regarding By-law Amendments (By-laws 2025-19 and 2025-04)

Item 14 – Business Arising from Closed

### 6. ADOPTION OF THE AGENDA

**Moved by:** Councillor L. Dunstall

**Seconded by:** Councillor H. Sidhu

THAT the Agenda as presented for May 5, 2025 be adopted.

**Motion Carried Unanimously**

### 7. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT

Councillor S. Cressman declared a conflict of interest with Item 12.4 IS-2025-16 - Victoria Street and Boullee Street Reconstruction - Region Cost Sharing Agreement.

### 8. PRESENTATIONS

There were no presentations.

## 9. DELEGATIONS

There were no delegations.

## 10. CORRESPONDENCE

There was no correspondence.

## 11. CONSENT AGENDA

Councillor L. Dunstall pulled Consent Item 11.3 CS-2025-05 - Castle Kilbride Summary Activities and 11.4 IS-2025-14 - Annual Hot Mix Asphalt Program - Award of Contract.

Councillor K. Wilkinson pulled Consent Item 11.2 Council Memorandums Regarding By-law Amendments (By-laws 2025-19 and 2025-04).

**Moved by:** Councillor L. Dunstall

**Seconded by:** Councillor K. Wilkinson

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

**Motion Carried Unanimously**

### 11.1 COR-2025-12 - Queen St. Municipal Drain Actual Cost By-law

THAT COR-2025-12 - Queen Street Municipal Drain Actual Cost By-law be received for information; and,

THAT Council considers the adoption of the By-Law to Amend By-Law 2022-38 to Provide for the Actual Costs for Drainage Works Known as the Queen Street Municipal Drain at the May 26, 2025 Regular Council Meeting.

### 11.2 COR - Council Memorandums Regarding By-law Amendments (By-laws 2025-19 and 2025-04)

The Committee asked and received a response on the following:

- Clarification regarding the specific amendments made to the by-laws; and,
- Whether any billing processes with the existing rates has been completed.

THAT the COR - Council Memorandums Regarding By-law Amendments (By-laws 2025-19 and 2025-04) be received for information; and,

THAT Council immediately convenes a Special Council Meeting immediately at the conclusion of this meeting to:

- Consider By-law 2025-29 Being a By-law to amend By-law 2025-19 establish the 2025 final tax levy rates of taxation and to provide for the payment of taxes by instalments; and,
- Consider By-law 2025-30 Being a By-law to amend By-law 2025-04 establish water and sanitary fees and charges to users of the Township of Wilmot's water distribution system and sanitary collection system.

### **11.3 CS-2025-05 - Castle Kilbride Summary Activities 2024**

The Committee asked and received a response on the following:

- Whether there are revenue opportunities at Castle Kilbride events such as the sale of souvenirs or snacks.

THAT Report CS-2025-05 regarding Castle Kilbride Activities for 2024, be received for information.

### **11.4 IS-2025-14 - Annual Hot Mix Asphalt Program – Award of Contract**

The Committee asked and received a response on the following:

- Whether contractor proximity is a weighted factor during award evaluation; and,
- Methods for managing quality control of asphalt.

THAT Report IS-2025-14, Annual Hot Mix Asphalt Program - Award of Contract be received for information; and,

THAT Council convenes a Special Council Meeting immediately at the conclusion of this meeting to:

- Award RFT 2025-07 to Brantco Construction of Cambridge, Ontario for the Annual Hot Mix Asphalt Program, as per their bid submission dated April 10, 2025, in the amount of \$467,410.00, plus HST;
- Provide authorization to expand the scope of the contract to include the resurfacing of other streets within the Township in order to fully utilize the approved budget up to a maximum upset limit of \$800,000 as per the 2025 Capital Budget; and,
- Consider By-law 2025-26, being a by-law to authorize the Mayor and the Clerk to enter into an agreement with Brantco Construction for the annual hot mix asphalt program.

### 11.5 IS-2025-15 - Co-operative Purchase – 2025 Annual Surface Treatment Program

THAT Report IS-2025-15, Co-operative Purchase - 2025 Annual Surface Treatment Program be received for information; and

THAT Council immediately convenes a Special Council Meeting immediately at the conclusion of this meeting:

- 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 2025 Annual Surface Treatment Program, as per their bid submissions dated April 9, 2025 in the amount of \$600,134.56 plus HST.

## 12. REPORTS

### 12.1 COR-2025-19 - Fireworks By-law Exemption – 23 Meadowcliff Place, Mannheim

Supervisor of Municipal Law Enforcement, E. Merritt provided an introduction to the report.

The Committee asked and received a response on the following:

- Clarification regarding the information provided within the notice to neighbouring properties;
- The Townships liability as a result of approving a by-law exemption; and,
- The status and timing of the fireworks by-law review.

**Moved by:** Councillor L. Dunstall

**Seconded by:** Councillor H. Sidhu

THAT the Committee receives report COR-2025-19 Fireworks By-law Exemption – 23 Meadowcliff, Mannheim for information; and,

THAT Council approves an exemption to the Township of Wilmot Fireworks By-law 2023-17 for the municipal address known as 23 Meadowcliff Place, Mannheim for Saturday, June 28<sup>th</sup>, 2025, from 9:00 p.m.- 9:30 p.m.

**Motion Carried Unanimously**

### 12.2 CS-2025-06 - Arts and Culture Master Plan Draft Recommendations

Director of Community Services, C. Catania provided an introduction to the report.

The Committee asked and received a response on the following:

- Clarification regarding the author of the draft recommendations.

**Moved by:** Councillor L. Dunstall

**Seconded by:** Councillor K. Wilkinson

THAT Report CS-2025-06, Arts and Culture Master Plan Draft Recommendations be received for information; and

THAT staff be directed to bring a final Arts and Culture Master Plan to Council for adoption in June 2025

**Motion Carried Unanimously**

### **12.3 IS-2025-13 - Annual Non-OSIM Culvert Replacements – Award of Contract**

Director of Infrastructure Services, J. Molenhuis provided an introduction to the report.

The Committee asked and received a response on the following:

- The level of detail for the inspection of smaller culverts; and,
- The calculation of the contingency value.

**Moved by:** Councillor L. Dunstall

**Seconded by:** Councillor K. Wilkinson

THAT Report IS-2025-13, Award of Tender - Annual Non-OSIM Culvert Replacements be received for information; and,

THAT Council convenes a Special Council Meeting immediately at the conclusion of this meeting to:

- Award RFT 2025-08 to Steed and Evans Limited of St. Jacobs, Ontario for the Annual Non-OSIM Culvert Replacements, as per their bid submission dated Monday April 14, 2025 in the amount of \$176,473.83 plus HST;
- Approve an increased upset limit for the Annual non-OSIM Culvert Replacements to include an emergency repair of Brewery Street Culvert estimated at \$120,000 for a total project estimated amount of \$296,473.83;
- Consider By-law 2025-27, being a by-law authorizing the Mayor and the Clerk to enter into an agreement with Steed and Evans Limited for the annual non-OSIM culvert replacement program within the total budget of \$300,000.00; and,

- Approve a budget increase of \$50,000 for capital account 02-3010-0414, to be funded from the Infrastructure Renewal Reserve Fund (#6125).

**Motion Carried Unanimously**

#### **12.4 IS-2025-16 - Victoria Street and Boullee Street Reconstruction – Region Cost Sharing Agreement**

Councillor S. Cressman declared a conflict of interest with this item and recused themselves from voting.

Director of Infrastructure Services, J. Molenhuis provided an introduction to the report.

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor L. Dunstall

THAT Report IS-2025-16 Victoria Street and Boullee Street Reconstruction – Region Cost Sharing Agreement be received for information; and,

THAT Council convenes a Special Council Meeting immediately at the conclusion of this meeting to:

- Consider By-law 2025-28, being a by-law to authorize the Mayor and Clerk to enter into a cost-sharing agreement with the Region of Waterloo for reimbursement of contract administration fees and construction costs related to the Regional transmission watermain within the Victoria Street and Boullee Street Reconstruction Project.

**Motion Carried Unanimously**

#### **12.5 IS-2025-18 - Township of Wilmot Encroachment By-law**

Director of Infrastructure Services, J. Molenhuis provided an introduction to the report.

The Committee asked and received a response on the following:

- Whether a communications plan will be prepared to communicate the draft by-law to the public;
- Will public comments be summarized and provided to Council; and,
- Frequency of encroachment requests, and the type of requests received.

**Moved by:** Councillor H. Sidhu

**Seconded by:** Councillor S. Cressman

THAT Report IS-2025-18, Township of Wilmot Encroachment By-law Implementation be received for information; and,

THAT Council direct staff to initiate a comment period of approximately three (3) months on the Township's Website regarding the draft Encroachment By-law; and,

THAT Council direct staff to present an Encroachment By-law for consideration at the September 8, 2025 Committee of the Whole meeting.

**Motion Carried Unanimously**

#### **12.6 IS-2025-17 - Draft Sewer Use By-law**

Director of Infrastructure Services, J. Molenhuis provided an introduction to the report.

The Committee asked and received a response on the following:

- Requirements for mandating properties with a private sanitary to connect to the public sanitary collection system.

**Moved by:** Councillor S. Cressman

**Seconded by:** Councillor K. Wilkinson

THAT Report IS-2025-17, Sewer Use By-law, being a by-law to update to the existing Township of Wilmot By-law 73-70 being a by-law to control discharge of sewage into the sewage system of the municipality, and 73-75 requiring the connecting of buildings to sewage works and water works in the Township of Wilmot be received for information;

THAT Council direct staff to initiate a comment period of approximately three (3) months on the Township's Website regarding the draft Sewer Use By-law; and,

THAT Council direct staff to present a Sewer Use By-law for consideration at the September 8, 2025 Committee of the Whole meeting.

**Motion Carried Unanimously**

### **13. ANNOUNCEMENTS**

Mayor N. Salonen provided the following announcements:

- May 5th is Red Dress Day which honours missing and murdered Indigenous women, girls, and two-spirit individuals and raises awareness about the ongoing crisis of violence against Indigenous people.
- May 12 to 18 is National Nursing Week.
- April 27 to May 3 was National Volunteer Week.

Councillor S. Cressman announced that New Dundee Community Centre fireworks are scheduled for Sunday, May 18, 2025.

**14. BUSINESS ARISING FROM CLOSED**

**Moved by:** Councillor L. Dunstall

**Seconded by:** Councillor S. Cressman

THAT Council directs the Mayor to proceed as directed regarding CAO Recruitment.

**Motion Carried Unanimously**

**15. ADJOURNMENT**

**Moved by:** Councillor S. Cressman

**Seconded by:** Councillor S. Martin

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

**Motion Carried Unanimously**