

**Council Meeting Minutes****Regular Council Meeting**

May 16, 2022, 7:00 P.M.

Virtual Location

Members Present: Mayor L. Armstrong  
Councillor A. Hallman  
Councillor C. Gordijk  
Councillor B. Fisher  
Councillor J. Gerber  
Councillor J. Pfenning

Staff Present: Director of Parks, Facilities, and Recreation Services, S. Jackson  
Director of Public Works and Engineering, J. Molenhuis  
Director of Corporate Services/Treasurer, P. Kelly  
Director of Development Services, H. O'Krafka  
Director/Curator Castle Kilbride, T. Loch  
Supervisor of IT, K. Jeffreys  
Manager of Planning/EDO, A. Martin  
Chief Administrative Officer, S. Chambers

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

Mayor L. Armstrong noted that Council will not convene into the Closed Meeting because the Closed Meeting item has been withdrawn.

**Resolution No. 2022- 123**

**Moved by:** Councillor A. Hallman

**Seconded by:** Councillor J. Pfenning

THAT Council recess until 7:00 p.m.

**Motion Carried**

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

**Resolution No. 2022- 124****Moved by:** Councillor A. Hallman**Seconded by:** Councillor J. Pfenning

THAT Council reconvene in Open Session.

**Motion Carried****3. MOMENT OF SILENCE**

Mayor L. Armstrong recognized that May 18th is International Museum Day.

This year's theme is "The Power of Museums." Museums bring positive change to communities and are a vital component of tourism across Ontario. May is Museum Month which is celebrated annually by Ontario's 700+ museums, galleries, and heritage sites.

This month is an opportunity to celebrate the contributions of museums to their communities, including Castle Kilbride National Historic Site and the Wilmot Heritage Fire Brigade Museum - both located in Baden. Mayor L. Armstrong invited citizens to visit (or re-visit) these museums to take in their exhibits or participate in upcoming special events and to show appreciation and support by visiting local museums.

**4. TERRITORIAL ACKNOWLEDGEMENT**

Councillor C. Gordijk read the Territorial Acknowledgement.

**5. ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

**6. ADOPTION OF THE AGENDA****Resolution No. 2022- 125****Moved by:** Councillor C. Gordijk**Seconded by:** Councillor B. Fisher

That the Agenda as presented for Monday May 16, 2022 be adopted.

**Motion Carried****7. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**

There were no disclosures of Pecuniary Interest under the Municipal Conflict of Interest Act.

**8. MINUTES OF PREVIOUS MEETINGS - NIL**

The Chief Administrative Officer/Acting Deputy Clerk noted it is anticipated the minutes for the April 25, May 9 and May 16, 2022 meetings will be brought forward for Council's approval to the May 30, 2022 meeting.

**9. PUBLIC MEETINGS - NIL**

**10. PRESENTATIONS**

10.1 Whitesell and Company - Township of Wilmot Organizational Structure Review and People Plan - Overview

S. Chambers, Chief Administrative Officer, reported that Whitesell and Company has been engaged to conduct an Organizational Structure Review and People Plan. The project was launched to the Corporate Leadership Team on April 12, 2022. S. Chambers introduced Dr. John Whitesell who provided an overview of the Organizational Review and People Plan including its purpose and phases. Dr. Whitesell stated the importance of aligning the Review and People Plan with the mission and values of the Corporation as well as its strategic goals in order to achieve overall operational effectiveness in support of the Corporation's vision.

**11. CONSENT AGENDA**

**Resolution No. 2022- 126**

**Moved by:** Councillor C. Gordijk

**Seconded by:** Councillor J. Pfenning

THAT the recommendations for Consent Items 11.1 to 11.5 be approved.

**Motion Carried**

11.1 121 Huron Street Parking Lot Repair Contract Award, PFRS-2022-20

THAT Report PFRS 2022-020 121 Huron Street Parking Lot Repair Contract Award be received; and

THAT RFP 2022-16 be awarded to A. Wesley Paving Ltd. for a maximum value of \$55,700 plus HST.

11.2 Environmental Services, Geotechnical Testing and Investigation - PWE-2022-23

11.3 Inflow and Infiltration Reduction and Capacity Management Study, PWE-2022-20

THAT Report PWE 2022-20, Inflow and Infiltration and Capacity Management Study be received for information, and,

THAT Council award RFP 2022-13, Inflow and Infiltration Reduction and Capacity Management Study to GM Blue Plan Engineering Limited, as per their proposal submission dated April 1, 2022, in the amount of \$190,542.00 plus HST, and,

THAT staff be directed to execute the Consulting Engineering Agreement document required for GM Blue Plan Engineering Limited to proceed with the scope of services and tasks contained in the proposal document.

**Motion Carried**

11.4 Municipal Election Compliance Audit Committee Terms of Reference, ILS-2022-16

THAT Report ILS 2022-16, Terms of Reference for the Municipal Election Compliance Audit Committee (MECAC), be approved.

**Motion Carried**

11.5 Norm Hill Park Playground Resurfacing Contract Award, PFRS-2022-21

THAT Report PFRS 2022-021 Norm Hill Park Playground Resurfacing Contract Award be received; and

THAT RFP 2022-21 Pour-In-Place Rubber Playground Surfacing at Norm S. Hill Park be awarded to Softline Solutions AB Inc. at a cost of \$99,900 plus HST.

**Motion Carried**

## 12. REPORTS

12.1 Committee Request for Council to Cover Rental Fees for Insurance for a Bike Safety Event, ILS-2022-17

S. Chambers, Chief Administrative Officer, stated Report ILS 2022-17 asks Council to consider a request from the Community Safety and Crime Prevention Committee to cover facility rental and insurance fees for an

upcoming Bike Safety Event for youth ages 4 to 12 on May 29, 2022 from 1:00 p.m. to 4:00 p.m. S. Chambers indicated that since no work plan or event schedule had been planned at the time of preparing or considering the 2022 budget, there are no dedicated funds for the Committee's initiatives and as such, staff are seeking approval to fund \$280 of event costs from the Council Special Events budget.

**Resolution No. 2022- 127**

**Moved by:** Councillor J. Pfenning

**Seconded by:** Councillor A. Hallman

THAT Report ILS 2022-17 be received for information, and further,

THAT the rental fees and insurance premiums for the Community Safety and Crime Prevention Engagement Committee's Bike Safety Event on May 29, 2022 from 1:00 pm to 4:00 pm at the Wilmot Recreation Complex arena floor be funded from the Council Special Events budget.

**Motion Carried**

12.2 Draft Plan of Condominium Application 30CDM-22601, 101 Arnold Street, New Hamburg, DS-2022-12

A. Martin, Manager of Planning, was present and answered questions regarding when parkland dedication was collected and where the revenue goes; whether it was common practice to have separate ownership for metering/billing purposes; and if there are any potential negative implications with respect to the condominium application.

**Resolution No. 2022- 128**

**Moved by:** Councillor B. Fisher

**Seconded by:** Councillor J. Pfenning

THAT That Draft Plan of Condominium Application 30CDM-22601 (Dixie Developments Inc.) be recommended to the Regional Municipality of Waterloo for draft approval subject to the following conditions:

1. That this approval applies to Draft Plan of Condominium 30CDM-22601 prepared by Guenther Rueb Surveying Limited and with a Surveyor's Certificate of January 10, 2022;
2. That the condominium declaration shall include the following:

3. That the owner shall grant any additional easements or rights of access required for utility or municipal services purposes to the satisfaction of the Director of Public Works and Engineering.
4. The owner acknowledges and agrees that the property shall contain one (1) Township owned water meter for metering/billing purposes by the Township to the owner. Secondary meters may be purchased for sub-metering individual units. The purchase, installation, maintenance and billing through the secondary meters is the responsibility of the owner.
5. The owner acknowledges and agrees to ensure that the minimum designed liquid retention volume of the on-site storm water management system is maintained at all times and to inspect the facility at least once in the spring and once in the fall each year (and as per manufacturer recommendations) and, if necessary, clean and maintain the facility to prevent excessive build-up of sediments and/or vegetation.
6. That, prior to or concurrent with the registration of the plan, the owner shall pay to the Township of Wilmot a parkland dedication fee of \$3100.

**Motion Carried**

12.3 Under 15 Canadian National Softball Tournament Funding Request, PFRS-2022-19

S. Jackson, Director of Parks and Recreation, reported the Wilmot Softball Association has been awarded the hosting rights for the 2022 Under 15 (U-15) Canadian National Championship and provided details regarding the event and staff's rationale for supporting the event with funding from the Economic Development Fund. S. Jackson and P. Kelly responded to questions regarding whether the Township has other ways to support this event by redirecting funds from other events; the number of anticipated

attendees; and the value of the in-kind contribution the Township is making.

The following friendly amendments were consented to by Councillor J. Gerber and C. Gordijk:

1. To increase the Township's sponsorship to \$1,500 from \$1,000 to be funded from the Economic Development operating budget and the Special Events budget; and,
2. That staff report back at a future Council meeting after the event with information regarding the success of the event including the number of attendees and who were they, how was the community impacted, and what was the return on investment/benefits of hosting the event.

**Resolution No. 2022- 129**

**Moved by:** Councillor J. Gerber

**Seconded by:** Councillor C. Gordijk

THAT Report PFRS 2022-019 be received for information purposes; and,

THAT the Township support the upcoming Under 15 (U-15) Canadian National Championship Softball Tournament through sponsorship of \$1,500 from the Economic Development operating budget and the Special Events budget; and further,

That staff report back at a future Council meeting after the event with information regarding the success of the event including the number of attendees and who were they, how was the community impacted, and what was the return on investment/benefits of hosting the event; and finally,

THAT in-kind support for marketing and promotions as well as event planning be provided to the organizing committee.

**Motion Carried**

**13. CORRESPONDENCE**

**Resolution No. 2022- 130**

**Moved by:** Councillor J. Pfenning

**Seconded by:** Councillor C. Gordijk

THAT Correspondence Items 13.1 to 13.3 be received for information.

**Motion Carried**

- 13.1 Heritage Wilmot Advisory Committee Minutes
- 13.2 City of Waterloo Council Resolution Ontario Building Code
- 13.3 Township of West Lincoln Funeral, Burial and Cremation Services Act

**14. BY-LAWS****Resolution No. 2022- 131**

**Moved by:** Councillor J. Gerber

**Seconded by:** Councillor C. Gordijk

THAT By-law Nos 2022-23 and 2022-24 be read a first, second and third time and finally passed in Open Council.

**Motion Carried**

- 14.1 By-law No. 2022-23 To Rescind By-law No. 2018-26
- 14.2 By-law 2022-24 To Appoint a Clerk

**15. NOTICE OF MOTIONS - NIL****16. ANNOUNCEMENTS**16.1 Introduction of Acting Clerk

S. Chambers, Chief Administrative Officer, introduced A. Flach to the role of Elections Administrator and Municipal Clerk on a contract basis until after the election to oversee the upcoming municipal election and perform all the legal responsibilities and statutory duties of the Clerk under provincial legislation.

16.2 Mayor's Quarterly Education Update

Mayor L. Armstrong provided information regarding various training and learning opportunities he has had including Land Acknowledgement training; attending the State of the Region address which included guest speaker Clarence Cachagee of Crow Shield Lodge; engaging with members of the Indigenous community; continuing with educational and learning sessions from a number of online resources; and attending a learning and growth session with other Regional leaders which focused primarily on white supremacy to help advance anti-racism and equity

efforts across the region. Mayor Armstrong also recognized that June is National Indigenous History Month and emphasized the need to recognize the rich history, heritage and diversity of First Nations, Inuit and Metis Peoples across Canada.

16.3 Bike Rally Event - May 29, 2022

Councillor A. Hallman announced the upcoming Bike Rally Event on May 29, 2022 from 1:00 p.m. to 4:00 p.m. sponsored by the Community Safety and Crime Prevention Committee. The event focuses on bike safety for youth.

16.4 Terry Fox Fundraiser

Councillor C. Gordijk thanked members of the community and staff at Mimi's Cafe for participating in a Terry Fox fundraiser called "Coffee for Terry" which took place on May 13 and 14, 2022.

16.5 Crow Shield Lodge Fundraiser - May 27, 2022

Councillor J. Pfenning announced a fundraiser for Crow Shield Lodge at Victoria Park Pavilion in Kitchener on May 27, 2022 at 7:00 p.m. The fundraiser will assist Crow Shield Lodge with providing opportunities for healing, understanding, connection and community through education and conversation for all nations on the land. The teaching lodge represents a space where all nations can come together to learn on the land. The Feed the Fire fundraiser will bring people together to enjoy music, laughter and connection. The fundraiser will include a silent auction, community, connection and entertainment. Tickets are \$15.00 per person available via EventBrite and there will also be donation option. More information is available on Facebook.

16.6 Citizen of the Year Award

Mayor L. Armstrong announced that the New Hamburg Fall Fair is coming back in September and with that, the Township is asking the community to put forward their nominations this year for the Citizen of the Year Award. This year there are five (5) main categories: Athletics, Community Service, Culture, Senior, and Youth. These awards are given to individuals who have demonstrated all-round community involvement, recognizing local residents who build communities and show what can be achieved with passion and determination. For more information or to fill out an electronic nomination form, visit the Township's social media pages or [wilmot.ca/citizenoftheyear](http://wilmot.ca/citizenoftheyear). Hardcopy paper nomination packages will also

be available at the front counters of the Wilmot Administrative Complex and the Wilmot Recreation Complex.

**17. BUSINESS ARISING FROM CLOSED SESSION - NIL**

**18. CONFIRMATORY BY-LAW**

**Resolution No. 2022- 132**

**Moved by:** Councillor A. Hallman

**Seconded by:** Councillor J. Pfenning

THAT By-law No. 2022-25 be read a first, second and third time and finally passed in Open Council.

**Motion Carried**

**19. ADJOURNMENT**

**Resolution No. 2022- 133**

**Moved by:** Councillor C. Gordijk

**Seconded by:** Councillor J. Pfenning

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

**Motion Carried**