



TOWNSHIP OF WILMOT

Council Meeting Agenda

Monday, November 16, 2020

Regular Council Meeting

7:00 P.M.

This meeting is open to the public and is available through an online platform. 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 [Information and Legislative Services Department](#). The only matters being discussed at this meeting will be those on the Agenda.

- 1. MOTION TO CONVENE INTO CLOSED SESSION**
- 2. MOTION TO RECONVENE IN OPEN SESSION**
- 3. MOMENT OF SILENCE**
- 4. LAND ACKNOWLEDGEMENT**
- 5. ADDITIONS TO THE AGENDA**
- 6. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**
- 7. MINUTES OF PREVIOUS MEETINGS**

7.1 Council Meeting Minutes November 2, 2020

RECOMMENDATION

THAT the minutes of the following meeting be adopted as presented:

Council Meeting November 2, 2020.

8. PUBLIC MEETINGS

9. PRESENTATIONS/DELEGATIONS**9.1 REPORT NO. CAO 2020-01**

Township of Wilmot Updated Strategic Plan and 2020 Work Program

RECOMMENDATION

THAT as per the recommendation from the Strategic Plan Steering Committee, the updated Township of Wilmot Strategic Plan, dated November 16, 2020, be endorsed; and,

THAT the 2020 Work Program be affirmed.

10. CONSENT AGENDA**10.1 REPORT NO. ILS 2020-33**

**Consideration of Drainage Engineer's Report
For the Glen Shantz Drain 2020
South Part of Lot 28 and 29
Concession 2, Block A
Township of Wilmot**

10.2 REPORT NO. ILS 2020-34

**Appointment of Drainage Engineer
Karen Wagler
Delton-Reibling Drain, Part Lot 32, Concession 3, Block B
Township of Wilmot**

10.3 REPORT NO. ILS 2020-35

**Appointment of Drainage Engineer
Karen Wagler
Nicklas Drain, Part Lot 32, Concession 3, Block B
Township of Wilmot**

10.4 REPORT NO. ILS 2020-36**Appointment of Drainage Engineer**

**Waterloo Common Element Condo Plan #355, Summers Field
Lane, 1662 Erbs Road, St. Agatha
Township of Wilmot**

RECOMMENDATION

THAT Report Nos. ILS 2020-33, ILS 2020-34, ILS 2020-35, and ILS 2020-36 be approved.

11. REPORTS**11.1 DEVELOPMENT SERVICES****11.1.1 REPORT NO. 2020-025****Zone Change Application 08/20**

Damian Jaworski

Block 99, Plan 58M-414 and Lot 12, Plan 1366

Corner of Astor Cres. and Forrest Ave. E., New Hamburg

RECOMMENDATION

THAT Council approve Zone Change Application 08/20 made by Damian Jaworski affecting Block 99, Plan 58M-414 and Lot 12, Plan 1366 to change the zoning of the subject property from Zone 4a (Residential) to Zone 4 (Residential).

11.2 FIRE SERVICES**11.2.1 REPORT NO. FR 2020-06****Triple Combination Pumper Purchase****RECOMMENDATION**

THAT RFP 2020-25 be awarded to Fort Garry Fire Trucks to supply and deliver one (1) 2021 Spartan Triple Combination Pumper Apparatus as per their proposal dated October 23, 2020, in the amount of \$773,539 plus HST, and further

THAT additional funding of \$62,200 be incorporated within the 2021 Capital Budget and Ten-Year Capital Forecast.

12. CORRESPONDENCE

13. BY-LAWS

13.1 By-law No. 2020-43 Zone Change Application 08/20

RECOMMENDATION

THAT By-law No. 2020-42 be introduced, read a first, second and third time and finally passed in Open Council.

14. NOTICE OF MOTIONS

15. ANNOUNCEMENTS

16. BUSINESS ARISING FROM CLOSED SESSION

17. CONFIRMATORY BY-LAW

17.1 By-law No. 2020-44

RECOMMENDATION

THAT By-law No. 2020-44 to Confirm the Proceedings of Council at its Meeting held on November 16, 2020 be introduced, read a first, second, and third time and finally passed in Open Council.

18. ADJOURNMENT

RECOMMENDATION

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



Council Meeting Minutes
Monday, November 2, 2020
Council Meeting
Electronic Online Participation
7:00 P.M.

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

Staff Present: Chief Administrative Officer G. Whittington, Director of Information and Legislative Services D. Mittelholtz, Director of Public Works J. Molenhuis, Director of Parks, Facilities and Recreation S. Jackson, Director of Development Services H. O'Krafka, Director of Corporate Services / Treasurer P. Kelly, Fire Chief R. Leeson, Director / Curator Castle Kilbride T. Loch, Manager of Municipal Law Enforcement E. Merritt, Manager of Accounting / Deputy Treasurer A. Romany, Manager of Customer Service and Community Development M. Jones

1. MOTION TO CONVENE INTO CLOSED SESSION

Resolution No. 2020-176

Moved by: Councillor B. Fisher

Seconded by: Councillor J. Gerber

THAT a Closed Meeting of Council be held on Monday, November 2, 2020 at 5:30 p.m. in accordance with Section 239(2) of the Municipal Act, 2001, for the purposes of:

- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED.

2. MOTION TO RECONVENE IN OPEN SESSION**Resolution No. 2020-177****Moved by: Councillor C. Gordijk****Seconded by: Councillor J. Pfenning**

THAT Council reconvenes in Open Session at 7:10 p.m.

CARRIED.

3. MOMENT OF SILENCE**4. LAND ACKNOWLEDGEMENT**

4.1 Councillor J. Gerber read the Land Acknowledgement.

5. ADDITIONS TO THE AGENDA**5.1 REPORTS – Item 11.3.2 Report No. ILS 2020-32
Regional Council Composition Review****Resolution No. 2020-178****Moved by: Councillor J. Pfenning****Seconded by: Councillor A. Hallman**

THAT Item 11.2.2 be added to the agenda under REPORTS as Report No. ILS 2020-32, Regional Council Composition Review.

CARRIED.

**6. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL
CONFLICT OF INTEREST ACT****7. MINUTES OF PREVIOUS MEETINGS**

7.1 Council Meeting Minutes October 19, 2020

Resolution No. 2020-179**Moved by: Councillor C. Gordijk****Seconded by: Councillor J. Pfenning**

THAT the minutes of the following meeting be adopted as presented:

Council Meeting October 19, 2020.

CARRIED.

8. PUBLIC MEETINGS

8.1 REPORT NO. DS 2020-024

Zone Change Application 08/20

Damian Jaworski

Block 99, Plan 58M-414 and Lot 12, Plan 1366

Corner of Astor Cres. and Forrest Ave. E., New Hamburg

Resolution No. 2020-180

Moved by: Councillor B. Fisher

Seconded by: Councillor C. Gordijk

THAT Report DS 2020-024 be received for information.

CARRIED.

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

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

The Manager of Planning / EDO outlined the report.

Registered Delegations

Mr. Ian and Mrs. Natasha Burt appeared as a delegation expressing their concerns for the safety of children on the street should the zoning be approved. They noted their concerns of added traffic and additional cars. They also noted their concerns for property values with the addition of an apartment building on the street.

Mr. Damien Jaworski appeared as a delegation and responded to questions from Council concerning the application. Mr. Jaworski confirmed that the development would be retained as a rental property with the goal of affordability. He also noted that the proposed development will include 3 one bedroom apartments, 3 three bedroom and 6 two bedroom apartments.

8.2 Nachurs Alpine Municipal Drain Court of Revision

8.2.1 Motion to Convene Into Court Of Revision for the Nachurs Alpine Municipal Drain

Resolution No. 2020-181

Moved by: Councillor C. Gordijk Seconded by: Councillor B. Fisher

That a Court of Revision now be called for the purposes of the Nachurs Alpine Municipal Drain.

CARRIED.

8.2.2 Motion to Reconvene Into Open Session of Council

Resolution No. 2020-182

Moved by: Councillor C. Gordijk Seconded by: Councillor B. Fisher

THAT Council reconvene into open session.

CARRIED.

9. PRESENTATIONS/DELEGATIONS

10. CONSENT AGENDA

10.1 REPORT NO. PW 2020-18

Q3 Department Activity Report

July – September 2020

Resolution No. 2020-183

Moved by: Councillor Seconded by: Councillor

THAT Report No. PW 2020-18 be approved.

CARRIED. AS AMENDED.

10.2 REPORT NO. FRS 2020-14

Parks, Facilities & Recreation Services Third Quarter Activity Reports

Resolution NO. 2020-184**Moved by: Councillor A. Hallman****Seconded by : Councillor C. Gordijk**

THAT Report No. FRS. 2020-14 be approved.

CARRIED.

Councillor A. Hallman asked that Report No. FRS 2020-14 be removed from the Consent Agenda for discussion.

The Director of Parks, Facilities and Recreation Services confirmed that the fencing in New Hamburg will be removed for the winter to help mitigate flood damage and advised that the fencing in Norm Hill Park will also be adjusted to reduce impact.

11. REPORTS**11.1 PARKS, FACILITIES AND RECREATION SERVICES****11.1.1 REPORT NO. 2020-015****Township of Wilmot Municipal Alcohol Policy****Resolution No. 2020-185****Moved by: Councillor J. Pfenning****Seconded by: Councillor C. Gordijk**

THAT the Township of Wilmot Municipal Alcohol Policy (MAP) be repealed and that Governance Policy GP-004 (Municipal Alcohol Policy) be approved effective January 1, 2021.

CARRIED.

The Director of Parks, Facilities and Recreation Services, the Manager of Customer Services and Community Development along with Rob Clark, Waterloo Region Insurance Pool and Sargent Mark Hammer, Waterloo Regional Police Services provided a presentation highlight the Municipal Alcohol Policy. The presentation is attached as Appendix A.

The Director of Parks, Facilities and Recreation Services confirmed that Township employees currently employed as bartenders will be trained to satisfy the requirements for Township representatives in accordance with the new policy.

11.2 INFORMATION AND LEGISLATIVE SERVICES

11.2.1 REPORT NO. ILS 2020-27

Supplementary Agreement with Createscape Waterloo Region

Resolution No. 2020-186

Moved by: Councillor J. Pfenning Seconded by: Councillor J. Gerber

THAT staff be directed to work with the Township Solicitor to have the missing verbiage from the 2016 Agreement between the Township and Createscape Waterloo Region, as indicated in Report No. ILS 2020-27, be legally incorporated into the 2016 Agreement, and

THAT the Mayor and Clerk be directed to execute the Supplementary Agreement with Createscape Waterloo Region.

CARRIED. AS AMENDED.

Registered Delegation

Mr. Nigel Gordijk appeared as a delegation. His pre-written statement is attached as Appendix B.

The Director of Information and Legislative Services / Municipal Clerk outlined the report.

The CAO confirmed that any records pertaining to the original agreement would have been overseen by a now retired employee and those records would be in the office of Information and Legislative Services.

It was confirmed that Township employees are not creating educational materials, rather, Nipissing University is creating those materials, staff update the website with the materials provided.

Council asked that the website be updated to advise that the educational materials are not a complete historical record and that updates will be made as they become available.

Council engaged in discussions surrounding the concerns of missing information on the original agreement. Council directed that the resolution be amended for staff to work with the Township solicitor to legally incorporate the missing words into the agreement.

12. CORRESPONDENCE

12.1 Aggregate Property Tax – County of Wellington

Resolution No. 2020-187

Moved by: Councillor A. Hallman

Seconded by: Councillor B. Fisher

WHEREAS previous assessment methodologies for aggregate resource properties valued areas that were used for aggregate resources or gravel pits at industrial land rates on a per acre basis of the total site and such properties were formally classified and taxed as industrial lands; and

WHEREAS Council of the Corporation of the Township of Wilmot supports a fair and equitable assessment system for all aggregate resource properties; and

WHEREAS the Municipal Property Assessment Corporation (MPAC) determined, with the participation only of the Ontario Stone, Sand and Gravel Association, revised criteria for assessing aggregate resource properties; and

WHEREAS Council has concerns that the revised criteria does not fairly assess the current value of the aggregate resource properties;

NOW THEREFORE BE IT RESOLVED:

THAT Council of the Corporation of the Township of Wilmot does not consider the revised criteria for assessment of aggregate resource properties as a fair method of valuation for these properties; and

AND FURTHER THAT Council believes there is a need to review the current assessment scheme for aggregate resource properties to address the inequity of property values; and

AND FURTHER THAT Council hereby calls upon the Province to work with the Municipal Property Assessment Corporation to address the assessment issue so that aggregate resource properties are assessed for their industrial value; and

AND FURTHER THAT Council direct the Clerk to provide a copy of this motion to the Ministers of Finance; Municipal Affairs and Housing; and Natural Resources and Forestry; and to AMO, ROMA, and local MPP(s).

CARRIED.

13. BY-LAWS

13.1 By-law No. 2020-37 Authorize the Execution of a Supplemental Agreement with Createscape Waterloo Region

Resolution No. 2020-188

Moved by: Councillor J. Pfenning Seconded by: Councillor J. Gerber

THAT By-law No. 2020-37 be introduced, read a first, second and third time and finally passed in Open Council.

CARRIED.

14. NOTICE OF MOTIONS

15. ANNOUNCEMENTS

- 15.1** Councillor A. Hallman expressed condolences to the family of the loss of Marjorie Carroll, the first female Mayor of Waterloo.
- 15.2** Councillor A. Hallman thanked the community for providing alternative options for children to be able to enjoy Halloween
- 15.3** Councillor A. Hallman advised that the Legion is asking for donations in lieu of in person Remembrance Day ceremony
- 15.4** Councillor A. Hallman advised that it is Treaty Week and there is an event scheduled for November 6, 2020.
- 15.5** Councillor B. Fisher thanked and congratulated the Wilmot Family Resource Centre for their successful Halloween drive-thru event.
- 15.6** Councillor J. Pfenning thanked Wilmot Recreation Complex staff for supporting the memorial car show in the parking lot for the young man that was killed in a motor vehicle accident in October.

15.7 Councillor A. Hallman also noted that Movember kicks off today and that Interfaith Counselling Centre is accepting donations.

15.8 Mayor L. Armstrong noted that Remembrance Day is coming and requested everyone take a moment of silence at 11:00am, on November 11, 2020 to remember lives lost in service to this country.

16. BUSINESS ARISING FROM CLOSED SESSION

17. CONFIRMATORY BY-LAW

17.1 By-law No. 2020-41

Resolution No. 2020-189

Moved by: Councillor C. Gordijk

Seconded by: Councillor B. Fisher

THAT By-law No. 2020-41 to Confirm the Proceedings of Council at its Meeting held on November 2, 2020 be introduced, read a first, second, and third time and finally passed in Open Council.

CARRIED.

18. ADJOURNMENT (9:14 PM)

Resolution No. 2020-190

Moved by: Councillor C. Gordijk

Seconded by: Councillor J. Gerber

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

CARRIED.

In a 2013 speech, Joe Biden said, “Show me your budget, and I’ll tell you what you value.”

From the very beginning, when it was proposed for Victoria Park in Kitchener, the Prime Ministers statues project has been described as educational. When the plan was announced in November 2013, the Waterloo Region Record reported that it would cost about \$2,000,000. Createscape Waterloo Region told The Record that “A curriculum program would also be developed for teachers.”

Createscape co-founder Jim Rodger appeared as a delegation at the July 13, 2020 council meeting, speaking as a member of the Prime Ministers Path committee. He described aspects of the educational program, including some of the curriculum’s details. He also mentioned that he has been actively pursuing grant funding from various levels of government to finance that program.

He said: “Is the educational component of the Prime Ministers Path complete? Obviously not, but it continues to develop to the extent donated financial resources allow.”

Mr Rodger’s presentation gave the impression that his organization was responsible for overseeing the teaching resources.

He was interviewed for an article about the SJAM statue in the September 16 issue of Maclean’s magazine. Talking about the educational aspects of the project, he said, “This isn’t a big town. There isn’t tons of money. And that’s a horrible excuse. The development of those resources lags behind what’s here.”

That – plus another interview in the Christian Science Monitor – further cemented the idea that Createscape is funding and developing the educational resources.

That perception changed last month.

The Supplementary Agreement that is before council this evening was first included as part of the agenda package for the October 5 council meeting. It refers to the “Original Agreement”, a contract between Createscape and the Township that was signed in May 2016.

I reviewed the meeting minutes from May 2016 to the end of that year, and the contract is not referred to, nor included, in any of those documents. This means it was never presented in a council meeting, and, therefore had never been made available to the public.

On Sunday, October 4, I asked the clerk to include the Original Agreement in the agenda package for the following day’s meeting, which she did on Monday morning.

Four and a half years after it was signed, this was the first time that this contract was presented to Wilmot’s residents. It was the first time that the responsibilities for each of the two parties was mentioned.

Section B, clause 7 of the Original Agreement stipulates: “The Township shall oversee the development and ongoing operation of an educational program that is accessible to the public with respect to the PM Statues - their importance to Canada and their times - that is of a quality that meets public expectations. The Township will not be obligated to assume any costs incurred by other parties that may be involved in or contributing to the content or platform for educational programming.”

At no time during any of this year’s public discussions regarding the Prime Ministers Path has the Township clarified that *it* is responsible for producing the educational resources. Presumably, this involves staff time; does that *not* represent a cost to the Township?

At the October 5 meeting, resident John Bailey pointed out that there was at least one section missing from the Original Agreement that was being shown to the public, and that council was being asked to vote on. This evening’s report from the clerk mentions that Don Bourgeois, who signed the contract on behalf of Createscape, recalls seeing an *earlier* draft of the document that included the missing portion, so he proceeded to sign this *incomplete* version anyway.

The report also says that the copy of the Original Agreement that Mr Bourgeois received had already been signed by Mayor Armstrong and the previous clerk.

All three parties signed a legally binding document that was known to be incomplete. Tonight’s report includes that missing text, which consists of just 15 words.

If this is, in fact, all that had been left out of the contract, why not correct the document before it was signed? What was the rush?

The clerk's report today, which is an addendum to the staff report from a month ago, discusses the nature of the PM Path's educational program. It says, "From a Township perspective, the 'educational program' is a collection of resources available for people who wish to visit the Prime Ministers Path."

It adds, "The educational value of the statues and the Prime Ministers Path as a whole is an entirely subjective opinion and not a legislated matter, regardless of the title prescribed to the project."

In January 2016, Wilfrid Laurier University rejected this project after an extensive consultation process. In its final report, Laurier's Special Advisory Committee was emphatic in its assessment that the Prime Minister Statues Project, quote, "doesn't provide opportunities for the intellectual inquiry and critical reflection necessary to understand the full context of the individuals."

That review of the pedagogical value of the PM Path is the conclusion of an internationally-renowned educational establishment. That's *not* a subjective opinion.

In April 2016, the Township's clerk at the time said of the statues project, "It's an artistic endeavour. We felt there was no need to bring in the negativity of the past. I would encourage people to read more, because maybe those people had some faults, but they also had achievements."

This evening's report says: "(T)he Agreement clearly states that the educational program resources are the responsibility of the municipality for development and ongoing operation. To develop the resources in-house would require additional resources at cost to the municipality. As the relationship with Nipissing University exists today, there are no costs for the municipality nor is the Township obligated to assume any of those costs."

That statement raises several issues.

First, why did Createscape relinquish the educational component of its flagship project to the Township? What changed between *their* original plan in 2013 and the Original Agreement in 2016?

Second, why did the Township think *it* was capable of overseeing the development of an educational program on this scale, when it has no previous experience of doing so?

In recent months, delegations have appeared before council to suggest that the statues belong in a museum where they can be part of an in-depth study of Canada's prime ministers. Does the Township believe that a *municipality* is more capable of educating the public about history than a museum would be?

Questioning from councillors at the October 5 meeting revealed that members of the Township's senior management team sit on the PM Path advisory committee. If Createscape has been lobbying various levels of government for educational program funding, is any of that money being used to compensate the Township for the many hours of senior staff time that has been dedicated to this project?

Near the end of the section about educational programs in this evening's report, it says this: "Currently, the resources are available on the Township website."

While Createscape has already raised hundreds of thousands of dollars for the Prime Ministers Path, the Township has said that it doesn't plan on spending a single dime on it. In 2016, Wilmot's former clerk said, "We are not spending tax payers' dollars, we are just providing the space."

It appears that the purpose of Createscape's \$2,000,000 statues is to encourage people to visit a free website, the educational merit of which, according to the Township, is subjective.

"Show me your budget, and I'll tell you what you value."

The Township's handling of this project has been shrouded in secrecy and confusion since the beginning.

In 2016, the Township decided not to reveal the details of a legally binding contract that commits the municipality to the task of developing an educational program, for which it has no experience. Four and a half years after the contract was signed, and following requests by residents, that contract was finally released for public review. This revealed that it was missing a section, but the Township chose to sign it anyway. *Now* we're told by a third party that an earlier draft included the missing text, but *we* aren't being shown a copy of that previous version, merely a quote from it. Time, apparently, was so pressing in 2016 that the three signatories decided to proceed, rather than reinstate 15 missing words.

Learning about the activities of our local government *shouldn't* be this exhausting. It *shouldn't* require months and months of enquiries and council meetings for the public to get to the facts.

While the Township might argue that it has met its *legal* obligations, it has most definitely failed in its duty to be engaging and transparent.

It requires the *will* of the municipality to be open to public scrutiny. But it also takes a conscious effort to hide the truth.

Thank you.

I'm open to any questions council might have, as well as any answers that you may wish to provide.

===

Sources

- **Waterloo Region Record: Victoria Park could become home to gathering of bronze prime ministers** (Nov 28, 2013)
www.therecord.com//news/waterloo-region/2013/11/28/victoria-park-could-become-home-to-gathering-of-bronze-prime-ministers.html
- **Wilfrid Laurier University PM Statues Special Advisory Committee** (Jan 31, 2016) https://wayback.archive-it.org/4635/20160501042224/https://legacy.wlu.ca/page.php?grp_id=2295&p=28980
- **Wilfrid Laurier University PM Statues SAC Final Report** (Jan 31, 2016)
https://wayback.archive-it.org/4635/20160501121758/https://legacy.wlu.ca/documents/63606/PM_SAC_Final_Report_2016Jan31.pdf
- **New Hamburg Independent: Wilmot approves prime minister statues for Castle Kilbride** (Apr 5, 2016) www.newhamburgindependent.ca/news-story/6441629-wilmot-approves-prime-minister-statues-for-castle-kilbride/
- **Maclean's: A statue of John A. Macdonald rests in purgatory** (Sep 16, 2020) www.macleans.ca/news/canada/a-statue-of-john-a-macdonald-rests-in-purgatory/
- **The Christian Science Monitor: Canada's founder oppressed Indigenous peoples. Should his statues stand?** (Oct 19, 2020)
www.csmonitor.com/World/Americas/2020/1019/Canada-s-founder-oppressed-Indigenous-peoples.-Should-his-statues-stand



REPORT NO: CAO 2020-01

TO: COUNCIL

SUBMITTED BY: Grant Whittington, Chief Administrative Officer
Tracy Loch, Director / Curator of Castle Kilbride
Patrick Kelly, Director of Corporate Services / Treasurer
Harold O’Krafka, Director of Development Services
Rod Leeson, Fire Chief
Dawn Mittelholtz, Director of Information and Legislative Services / Municipal Clerk
Sandy Jackson, Director of Park, Facilities and Recreation Services
Jeff Molenhuis, Director of Public Works and Engineering

PREPARED BY: Dawn Mittelholtz, Director of Information and Legislative Services / Municipal Clerk
Tracey Murray, Manager of Information and Legislative Services / Deputy Clerk

DATE: November 16, 2020

SUBJECT: Township of Wilmot Updated Strategic Plan and 2020 Work Program

RECOMMENDATION:

THAT as per the recommendation from the Strategic Plan Steering Committee, the updated Township of Wilmot Strategic Plan, dated November 16, 2020, be endorsed; and,

THAT the 2020 Work Program be affirmed.

This information is available in accessible formats upon request

SUMMARY:

The Township of Wilmot Strategic Plan Steering Committee and staff, under the guidance of WCM Consulting Inc., are recommending that the updated Strategic Plan that incorporates feedback received from stakeholder engagements, open houses and surveys be endorsed. The updated Strategic Plan will replace the previously approved Strategic Plan from 2013.

BACKGROUND:

The current Township of Wilmot Strategic Plan was approved on June 3, 2013. The Strategic Plan is the guiding document for decision making at the Township. This update continues to provide a lens for strategic decision-making, while identifying areas of future growth and focus, to build upon previous successes.

REPORT:**Consultation Process**

On January 14, 2019 Council approved Report No. FIN 2019-05, appointing WCM Consulting Inc. to provide consultation services assisting the Strategic Plan Steering Committee in updating the 2013 Township of Wilmot Corporate Strategic Plan.

WCM Consulting Inc., through their proposal, demonstrated a strong understanding of the Township's needs and provided consulting expertise in assisting staff throughout the consultation process. The Strategic Plan Steering Committee's approach with this consultation process was to utilize external consulting to assist in further developing internal staff skills, thereby allowing staff to take a lead role in current and future updates of the Strategic Plan. This investment in staffing resources and capabilities will be transferable to future strategic documents, including master plans and other internal guidance documents.

In the fall of 2019 and into early 2020, staff undertook extensive public consultation with local business stakeholders, user groups, community members and other members of staff. During the summer of 2020, the community was again asked to participate in providing feedback on the Draft Strategic Plan through the Township website. That engagement received the following citizen feedback:

'An impressive document with good vision. It is important that we all maintain Wilmot Township as a great place to live and (for some) to work. Public consultation on major issues is both necessary and appreciated. Remember the SE corner of the township...New Dundee. Keep up the good work'

As with all engagement, it is important to note the value of such tools, not just to support idea generation, but also as means to further build the community. The Strategic Plan community engagement exercises allowed for the Township to re-examine internal processes and identify

This information is available in accessible formats upon request

key tactics that promote community building for inclusion in the Community Engagement Governance Policy and Framework being proposed within the Strategic Plan.

Updating the 2013 Strategic Plan

The preparation of this update occurred through the Strategic Plan Steering Committee. The Council appointed members of the Committee included Mayor L. Armstrong, Councillor A. Hallman and Councillor J. Gerber. Staff representation included the Chief Administrative Officer and the Directors of Corporate Services, Development Services, Information and Legislative Services, and Park, Facilities and Recreation Services. The Manager of Information and Legislative Services / Deputy Clerk also provided support to the Committee in updating the Strategic Plan.

This update is a continuation of the efforts from previous Council and staff. Through the inclusion of the feedback provided through the consultation process, the updated Strategic Plan reinforces the existing Vision and Mission of the Township and refines the focus through an update of the Core Values, Goals and Strategies.

The Senior Management Team has reviewed, and fully supports the Strategic Plan. The Senior Management Team relies heavily upon the Plan's guiding principles and identified actions in driving the development of Departmental Work Programs, Capital and Operating Budgets and long-term plans. The Senior Management Team has expressed their commitment to holding their teams accountable to ensuring focus on achieving the action items within the Strategic Plan. Staff will be working collectively to fulfil the identified goals of the community and build upon existing successes.

Goals, Strategies and Action Items

Based on the consultation process and outcomes, staff identified additional goals and strategies to better capture the dynamic needs and desires of Township residents, economic opportunities and staffing resources.

The 2013 Strategic Plan identified four (4) main goals to guide the Township:

- 1) We enjoy our quality of life
- 2) We are an engaged community
- 3) We have a prosperous economy
- 4) We protect our natural environment.

Through analysis of the stakeholder feedback provided, staff determined that while the 2013 Strategic Plan recognized goals continue to be valid, this review presented an opportunity to better articulate and refine the goals. No longer presenting them as sentences allows for the goals to be more encompassing of what the goals mean to Wilmot residents and the addition

This information is available in accessible formats upon request

of Responsible Governance expands on the identified goals, allowing for the inclusion of several key actions under a wider reaching goal.

The Updated 2020 Strategic Plan now identifies five (5) goals, namely:

- 1) Quality of Life
- 2) Community Engagement
- 3) Economic Prosperity
- 4) Environmental Protection
- 5) Responsible Governance

Similar to the 2013 Strategic Plan, the update also includes a number of strategies that provide a path forward to achieving each goal. For each of those strategies, a series of actions have been identified to assist in fulfilling the strategy and reaching the overlying Township goals.

Through the extensive community outreach and feedback, several new actions were identified and incorporated into the proposed updated. In addition, the 2019 Novel Coronavirus pandemic resulted in several actions required to continue achieving service delivery expectations. The Strategic Plan actions have been colour coded in the Strategic Plan document, black for ongoing actions, red for new actions from the stakeholder engagement and blue for new actions as a result of the 2019 Novel Coronavirus.

The list below is a high-level overview of new actions, segmented into goal areas:

Quality of Life:

- Develop a Public Art Policy
- Assess the inventory of Cultural Heritage Landscapes, including conservation and promotion
- Identify and promote local history
- As part of the 2024 Arts and Culture Master Plan update, include investigation into a performing arts facility
- Invest in and promote various Fire Education opportunities
- Municipal Law Enforcement Public Education

Community Engagement:

- Expand financial assistance program to include various demographics
- Develop volunteer recognition program

Economic Prosperity:

- Smart growth opportunities through:
 - Optimization of existing infrastructure
 - Sustainable and protected infrastructure
 - Support infrastructure growth needs

This information is available in accessible formats upon request

Environmental Protection:

- Mitigate negative environmental impacts in operating activities
- Develop supporting systems and programs to manage environmental impacts
- Schout Wetlands Development

Responsible Governance:

- Develop Community Engagement Governance Policy and Framework
- Develop and implement Communications Protocol
- Develop 'Who does what' educational program
- Enhance emergency information communications program
- Stormwater rates study
- Investigate shared service agreement opportunities
- Review plans for infrastructure replacement
- Shift away from age-based replacement to prioritized asset replacement
- Develop Asset Condition Assessment program
- Enhance current plans for infrastructure replacement
- Operations and maintenance program improvements
- Establish maintenance program for the trail network
- Develop infrastructure specifications and guidelines
- Programs and system development for data and information improvement
- Review and recommend design for operations facility to ensure efficient and effective operations
- Establish levels of service for Municipally owned infrastructure in accordance with O. Reg. 588/17
- Develop key performance measures
- Implement cyber security strategy and disaster recovery guidelines
- Develop mapping and database information for infrastructure
- Undertake infrastructure master planning
- Implement Fire Master Plan recommendations
- Develop procedural process to maintain service during emergency declarations
- Undertake comprehensive customer service review
- Commitment to working and providing service that helps eliminate systemic and racial discrimination

The Township of Wilmot continues to grow, both as an organization and a community. Internally, Senior Management continues to focus on promoting excellence in service delivery, while maintaining fiscal responsibility. The addition of a fifth goal is in direct response to the growing demands on municipalities across Ontario, and the expressed interest from the community for local governments to be more open and transparent, beyond what is required by legislation. Responsible Governance is more than just accountability and transparency, it includes active communications, fiscal responsibility, investments in infrastructure and smart master planning.

This information is available in accessible formats upon request

Implementation of the updated Strategic Plan will include processes and approaches that will guide departmental operations and planning. Early implementation stages will include the development and/or update of Department Mission Statements that align with the overall corporate mission. This process will be facilitated by Senior Management and is anticipated to occur in 2021.

As Council and community members are aware, a Branding Review is on-going at this time. When the Branding Review is completed with Council endorsement, the Strategic Plan document will reflect the brand colours and a branded cover page, which will be included as part of the final Branding presentation.

Prior to being presented to Council on November 16, 2020, the Senior Management Team and the Strategic Plan Steering Committee have approved the proposed updated Strategic Plan.

Work Program

The Annual Work Program is built to achieve alignment with the Township Strategic Plan. The Work Program, developed by the Senior Management Team, draws from the actions identified in the Strategic Plan, and is presented to Council for consideration. In early 2020, staff began to develop the Work Program; however, with the onset of 2019 Novel Coronavirus, the 2020 Work Program was put on hold to allow for response to the pandemic.

With the completion of the proposed Strategic Plan update, the 2020 Work Program is being presented for Council's information. The 2019 Work Program is also being provided, as it had been concluded pre-pandemic. In conjunction with the annual Work Program, each year the Chief Administrative Officer with all other members of Senior Management Team will provide a report updating Council and the community on the progress of the Strategic Plan. This is anticipated to occur in the spring of 2021 with the presentation of the 2021 Work Program.

2019 Novel Coronavirus

While the majority of part time staff were moved to Designated Emergency Leave, full time staff experienced a significant impact on workload due to the 2019 Novel Coronavirus pandemic. Senior Management Team meetings were replaced with Emergency Control Group meetings, daily operations were shifted to comply with Provincial Orders and Public Health recommendations, and new responsibilities were added to staff workloads. Members of Senior Management and service area managers attended control group meetings with their counterparts across the Region to discuss emerging issues, share knowledge, and build consensus approaches to the pandemic response or transitioning to operations during the recovery phases. Each department required significant modifications in operations throughout the pandemic to meet community needs in accordance with the Pandemic Plan approved by all Councils across the Region in spring 2007.

This information is available in accessible formats upon request

The pandemic allowed for the updated Strategic Plan to incorporate specific action items identified as a result of the dynamic environment, that allow the Township to continue effective service delivery. Such action items as business continuity and recovery planning, community outreach, and collaborative working environments with local stakeholders have been identified. These collaborative efforts have ensured the Township continues to meet service expectations, where possible, and be adaptable to address community needs under a gradual reopening.

The 2020 Work Program has been included in addition to the updated Strategic Plan, for Council consideration.

The original intention for 2020 was for both documents, the Strategic Plan and the 2020 Work Program, to be presented in March or April at the same time. In a typical year, the Work Program is a straightforward process where the document naturally flows from the Council approved Budget. However, 2020 has not been typical. The 2020 Work Program is a product of the environment in which staff have been operating as a result of 2019 Novel Coronavirus. Although staff was cognizant of the severity of the pandemic from the beginning, no one could have fully predicted the length of time or profound effect the pandemic would have on the operations and finances of the Township. As a result, the 2020 Work Program focused towards 2019 Novel Coronavirus response and recovery and prioritizing and implementing the projects and tasks as outlined within the approved 2020 Budget as updated to Council through the quarterly Statement of Operations and Capital Program Review plus the Financial Impact Analysis (COVID-19) Updates. When operations allowed, departmental quarterly reports resumed to keep Council and the public apprised of the activities within each department.

The pandemic is not over and the effects on the Corporation and staff have been significant. The Senior Management Team has continuously monitored how the pandemic has affected operations and staff. The psychological impact of this prolonged pandemic, adjustments in work-life balance, financial losses, operational changes, and addition stresses effect all departments in this organization plus the community the Corporation serves. The 2019 Novel Coronavirus is expected to be a factor in the Township Work Program for years to come.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The existing Strategic Plan has an established framework for all Council reports to draw specific reference to how staff recommendations and resolutions align with the Township's Strategic Plan.

This updated Strategic Plan Continues to lay out a path for Township decision making to achieve its Vision, Mission and Goals.

FINANCIAL CONSIDERATIONS:

This information is available in accessible formats upon request

From a project perspective, this project was completed slightly under the budget allocation of \$30,000. This was due in large part to the efforts and commitment from staff, limiting the need for additional consulting time.

The Strategic Plan presents a number of initiatives that will have future budget implications from both an operating and capital perspective. Having said that, the implementation of these specific strategies and actions is subject to the approval of the annual operating and capital budgets.

ATTACHMENTS:

2020 Strategic Plan Update
2020 Municipal Work Program
2019 Municipal Work Program – Year-End Review

This information is available in accessible formats upon request

Township of Wilmot Strategic
Plan Update 2019-2023

**NEW
BRAND
COMING
SOON**

This page left intentionally blank

Contents

1. Executive Summary	1
2. Message from the Senior Management Team.....	2
3. YOUR Wilmot, Message from Mayor Les Armstrong	3
4. Introduction to the Strategic Plan	4
5. How the Strategic Plan is Structured.....	5
6. Community Overview.....	6
7. Vision, Mission, Value	8
8. Goals and Strategies	9
9. Strategies.....	10
10. Actions and Goals	11
11. Implementing our Plan	18
12. Appendices	20

Executive Summary

Wilmot is located in one of the fastest growing areas of Canada. In an effort to solidify Wilmot's position for future growth, the Township has updated our corporate Strategic Plan. This document is critical in providing necessary guidance to elected representatives and staff, as we collectively prepare for the future while reviewing the document with every term of Council.

Throughout 2019 and early 2020, we engaged the community through extensive public consultations, to ensure this Strategic Plan update is an accurate reflection of views from all areas of this community of communities. This update was temporarily put on hold while Township priorities were focused on the response to the COVID-19 pandemic.

This update is a continuation of efforts from previous Council and staff, in creating the Township's 2013 Strategic Plan. By extension this Plan reinforces the existing Vision and Mission of the Township, while refining the focus through an update of Wilmot's Core Values, Goals and Strategies.

Our Strategic Plan continues to offer a roadmap for the future, in providing a guide for decision-making across all Township service areas. Based on the priorities of Township residents and elected representatives on Council, the Plan sets forth tangible actions, which provide a framework for future growth.

The most critical phase of this Strategic Planning process will be its implementation. Staff will reference this document when considering new initiatives brought forth from the community, and further in developing departmental mission statements and annual work programs for the municipality.

This Strategic Plan Update is essential to enabling Wilmot to remain a "cohesive, vibrant and welcoming countryside community."



Message from Senior Management Team

As the Township's corporate leadership group, we understand the important role we play in ensuring all efforts are made to achieve the vision and mission brought forward from this strong community. We continue to be honoured to have the opportunity to lead this organization in meeting the needs of the growing Wilmot community.

The Strategic Plan helps to effectively articulate the desires and needs of Wilmot's residents and businesses to all service areas. As a leadership group, we are committed to holding our teams accountable in ensuring we maintain focus on the core values of Wilmot, while achieving the various goals and strategies.

We are encouraged that through this update, the community identified *Responsible Governance* as a goal for the Township. The various strategies outlined to achieve this goal will directly impact all staff. In providing efficient services, active communications, and infrastructure investments in a fiscally responsible manner, we will show value for the investment of this community in each of us.

As the Senior Management Team for the Township, we are responsible for the success of all staff in achieving the various components of this Plan. We remain committed to provide a healthy and safe work environment for our most important resources. We are confident in the skills, innovation, and talent of our staff. We look forward to working alongside staff, Council and the community as we expand on the successes of the 2013 Strategic Plan and our shared vision for Wilmot is realized.

As we continue to remain committed to this Strategic Plan, events such as the COVID-19 pandemic in early 2020 will remind us that we need to remain flexible in our services while still providing those services to residents and business. As the Senior Management Team, we work closely with our neighbouring municipalities and all levels of government to ensure that the health and safety of residents, visitors and staff is our top priority. Events such as this have an effect on us all, therefore it has an effect on the Strategic Plan. The development of Action Items to aid in recovery of Township services and in the economy are included, along with enhancements of our plans, services and procedures to reflect the lessons learned from the pandemic.

The current discussions around the Prime Ministers Path and the Motion approved at the July 27, 2020 Special Council Meeting required an alteration to how that project was identified within the Plan. Responsiveness to feedback from the community is an ongoing part of the Strategic Plan process and implementation.

1. YOUR Wilmot

On behalf of Council, I would like to introduce you to the updated Township of Wilmot Strategic Plan. This update has been, as the 2013 plan was, a collaborative effort with residents, the business community, several service clubs, volunteer organizations, seniors' groups, youth groups and Township Staff, led by the Strategic Plan Steering Committee. I would like to extend a thank you to everyone that participated.

Our commitment to maintain high levels of service to residents and businesses alike hasn't changed, our commitment to maintain a fiscally responsible government hasn't changed. We continue to move forward providing for the Wilmot community.

Again, thank you to everyone that participated in updating the Strategic Plan, we are proud of Wilmot's community champions.

Respectfully,

Mayor Les Armstrong



Above right: Township of Wilmot Council for the term 2018-2022. Front Row: CAO Grant Whittington, Mayor Les Armstrong, Director of Information and Legislative Services / Municipal Clerk Dawn Mittelholtz. Back Row: Councillor Ward Two Cheryl Gordijk, Councillor Ward One Angie Hallman, Councillor Ward Four Jeff Gerber, Councillor Ward Four Jennifer Pfenning, Councillor Ward Three Barry Fisher

2. Introduction to Wilmot's Strategic Plan

Why Develop a Strategic Plan?

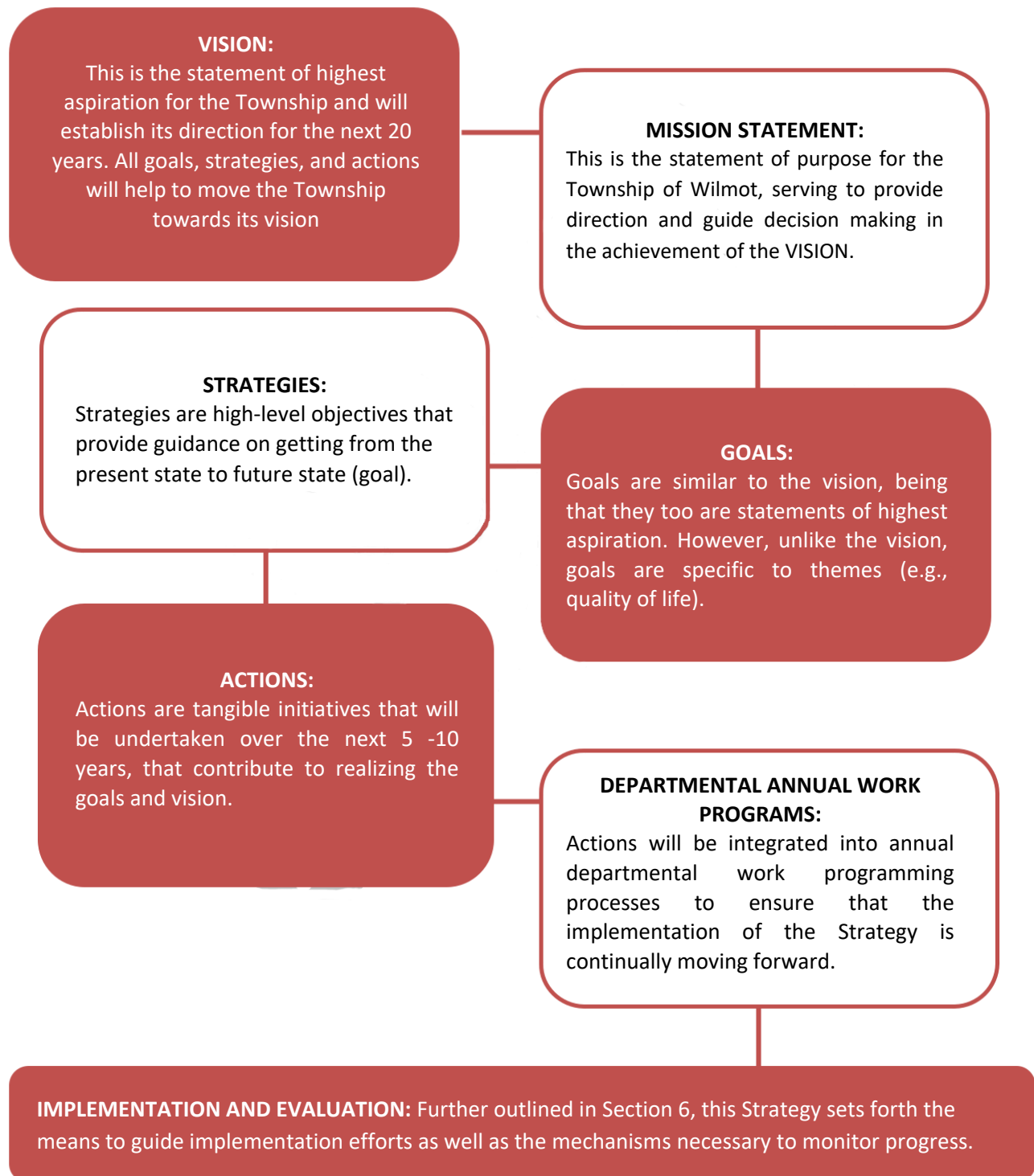
The Township of Wilmot developed this Strategic Plan as a means of establishing a roadmap to guide decision-making in the Township. Created through extensive consultation efforts with the community, the Strategic Plan represents the desired direction and priorities of the Township's residents. The Plan sets a vision and mission statement for the Township, and establishes long-term goals with tangible strategies and actions. A steering committee was formed to complete this document. The steering committee included Mayor L. Armstrong, Councillors A. Hallman and J. Gerber, the Chief Administrative Officer, and the Directors of Corporate Services/Treasurer, Information and Legislative Services/Municipal Clerk, Development Services, and Parks, Facilities and Recreation Services. A consultant was appointed to facilitate the consultation process, WCM Consulting.

The following is a summary of the phased approach that was undertaken in updating the Strategic Plan:

Project Kick Off Discussions (February 2019)	This phase established and confirmed the process that we would follow during the update of the Strategic Plan.
Document Review (March-June 2019)	This phase included a review of existing actions included within the 2013 Strategic Plan and fulfillment of various strategies. Work also included a review of any new Master Plans that were established over the past 5 years.
Public / Community Engagement (July-December 2019)	This phase included both consultant led, and staff led community engagement sessions that solicited feedback and input from a variety of settlements and demographic segments of Wilmot's diverse population.
Council / Staff Consultations (November-December 2019)	Council consultations were undertaken by external consultants to obtain feedback from Wilmot's elected representatives on their future priorities for the community. This feedback was gathered and summarized for the steering committee by external consultant to maintain integrity in the process. Staff consultation sessions were conducted by internal staff, and helped encourage staff engagement, and a greater sense of ownership in the Plan.
Analysis of Data and Outcomes (January – February 2020)	This phase of the project included the review of all feedback obtained through public and Council consultations. In order to ensure the integrity of the process, names were omitted, and feedback was weighted evenly. The outcomes were used in affirming and updating key pillars of the Strategic Plan.
Vision, Mission, Core Values, Goals and Strategy Development (February 2020)	This phase focused on affirming the existing Vision and Mission for Wilmot, while refining and updating Core Values and Goals of the community. The final component of this phase was defining strategies to effectively meet these goals, based on the extensive community engagement.
Action Plans (March 2020)	This phase defined how the Township will reach the goals identified in the previous phase. Members of the Senior Management Team defined how these ideas would become reality. This phase involved a review of existing master plans, work programs and the long-term capital forecast.
Final Plan Preparation (June-July 2020)	A draft plan was prepared by the Steering Committee, with input from external consultants for presentation and adoption by Wilmot Council.
Community Review and Final Draft (August-October 2020)	The final draft plan was made available to the community for review and feedback. The steering committee reviewed the feedback for inclusion in the final document.
Adoption by Council (November 2020)	Presentation to Council for adoption.
Implementation and Reporting (2020-2024)	This phase will serve to verify that the goals, strategies and actions outlined within the Plan are being undertaken by all service areas. Each department will define a Departmental Mission Statement, that aligns with the pillars of the Plan. Through Council Reports, the Municipal Budget and Annual Work Program, staff will reference how recommended directions are aligned with this Plan.

How the Strategy Is Structured

The Strategic Plan can be looked at as being structured in tiered layers, each with their own functionality and implication for the Plan's use.



3. Community Overview



The Township of Wilmot is a lower-tier municipality situated in south-western Ontario in the Region of Waterloo. The Township contains a mix of rural settlement areas (including St. Agatha, Petersburg, Mannheim, New Dundee, Philipsburg, Shingletown, Wilmot Centre, Haysville, Luxemburg, Lisbon, Sunfish Lake and Foxboro Green), two Township Urban Areas (New Hamburg and Baden), and large amounts of farmland and green space.

The delivery of municipal services is coordinated between the Region of Waterloo and the Township of Wilmot. The Region for instance, provides public health services, social services, policing, public transit, water supply and wastewater treatment, and waste management services. The Township is responsible for services including, but not limited to: planning and development services, building code administration and enforcement, road and sidewalk provision and maintenance, parks and recreation services and programs, fire protection, emergency management, water distribution, heritage programs (e.g., Castle Kilbride), municipal law enforcement, storm water management and more.

Census data from 2019 indicates that 21,850 people currently live in Wilmot, with the majority residing in the New Hamburg and Baden urban settlement areas. Population trends for Wilmot, the Region, and Ontario, are presented in the table on the next page.

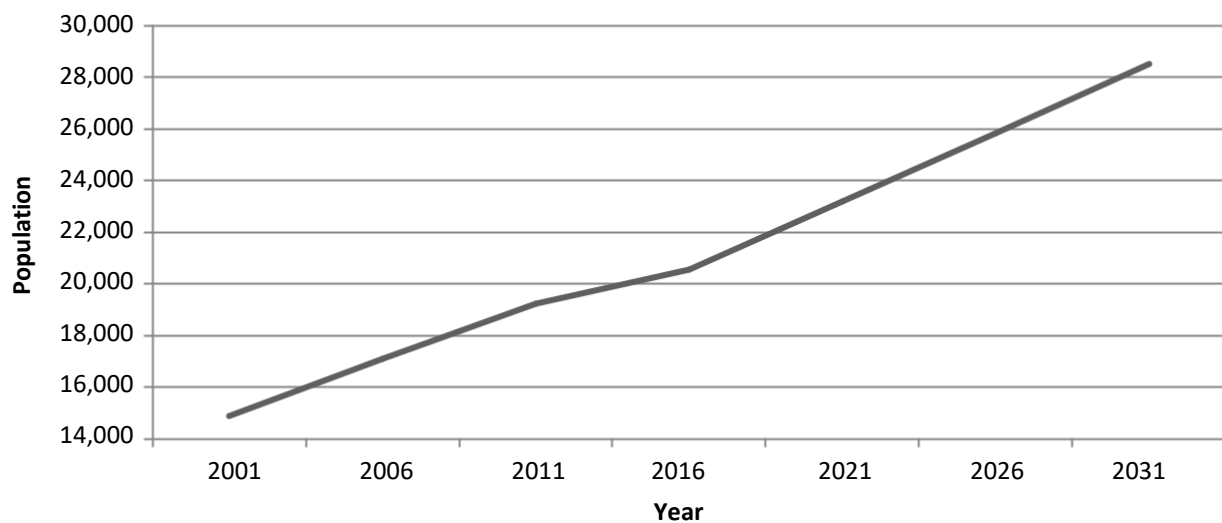
Table 1 Population Change Between 2009-2019

Municipality	Population			10-year Growth Rate
	2009	2014	2019	
Wilmot	18,713	20,541	21,850	14.36%
Region of Waterloo	535,200	569,000	617,870	13.38%
Ontario	13,069,182	13,678,740	14,566,547	10.28%

Source: Statistics Canada

As depicted in the figure below, Wilmot’s population is expected to continue growing, reaching a total of 28,500 residents by 2031. This represents a 30% change in population from 2019 to 2031. This Strategy will help to prepare the Township for the expected continuation of its recent rapid growth.

Projected Population Growth in Wilmot



This is an important time to plan for the future in Wilmot. This plan continues to provide the foundational guidelines needed to prepare for this growth.



4. Vision, Mission and Values

Vision

Wilmot is a cohesive, vibrant and welcoming countryside community.

Mission

To evolve and grow as a community of caring people working together to build upon a sure foundation.

Values

Health and wellbeing
Community
Legacy

Accessibility and inclusivity
Forward-thinking
Balance

Moving forward, these values will act as a lens through which decisions will be made.



5. Goals and Strategies

Goals

The following five goals were identified in the 2020 Strategic Plan Update.



Strategies

A number of strategies were identified that provided direction on how to reach each goal. Progress on these strategies will be communicated through the Annual Reporting, Reports to Council, Online Progress Reporting Tool, and Plan Review noted under Section 7 Implementing the Plan. As identified within the Goals and Action Items, Community Engagement is a vital component of this Plan. The development of a formalized Community Engagement Governance Policy and Framework is identified and will become tightly woven within the fabric of this document once completed and going forward.

Goal	Strategies
Quality of Life	Accessibility and Inclusivity
	Active Transportation and Transit
	Arts, Culture, Heritage
	Health and Wellbeing
	Recreation and Leisure Opportunities
Community Engagement	Belonging
	Community Events
	Support for Community Groups, Volunteers, Youth
Economic Prosperity	Economic Development
	Smart Growth
Environmental Protection	Agriculture and Greenspace
	Climate Adaptation and Mitigation
	Sustainability
Responsible Governance	Active Communications
	Fiscal Responsibility
	Infrastructure Investments
	Service Reviews and Master Planning

For each strategy outlined above, a series of actions have been identified to assist in fulfilling the strategy and reaching the overlying corporate goals.

The following actions are a combination of on-going initiatives that have been a part of Township work programs and master plans for several years, along with a number of new actions that have been identified as part of this update to the Township's Strategic Plan.

New actions as a result of the stakeholder engagement activities undertaken with Council, Staff and the citizens of Wilmot Township. New actions are shown in **red** text for easy reference. New actions as a result of the COVID-19 pandemic are shown in **blue**.

6. Actions

Through the development of the Strategic Plan, a number of new actions were identified – these actions are displayed in **red text** in the table below under each applicable Goal and Strategy. New actions as a result of the COVID-19 pandemic are shown in **blue**.

Goal: Quality of Life

Action	Lead
Accessibility and Inclusivity	
Seek opportunities to encourage accessibility in the built environment to promote active lifestyles for all user groups.	Public Works and Engineering
Plan, support and promote new residential developments which are inclusive through a variety of forms, tenures, accessibility's and affordability's.	Development Services
Active Transportation and Transit	
Support the expansion and further integration of public and active transportation networks and opportunities.	Development Services
Support the implementation of safe, maintainable, active transportation in the cycling facility and multi-use trail network, while being fiscally prudent.	Public Works and Engineering
Support safe and efficient roadway use.	Public Works and Engineering
Arts, Culture and Heritage	
Develop a Public Art Policy.	Castle Kilbride
Consultations on the Prime Ministers Path project.	Information and Legislative Services
Assess the inventory of Cultural Heritage Landscapes throughout Wilmot and promote their long-term conservation and protection.	Development Services / Castle Kilbride
Identify and promote local history through exterior signage.	Castle Kilbride
Investigate the feasibility of a performing arts facility as part of the 2024 Arts and Culture Master Plan update.	Castle Kilbride
Health and Wellbeing	
Invest in our staffing resources to improve their health, wellbeing and benefits, remaining market competitive.	Senior Management Team
Invest in and promote Public Education, Fire Prevention and Emergency Management for all residents through Community Risk Assessments, Reporting and Fire Master Plan.	Fire Services
Develop Municipal Law Enforcement Public Education Program.	Information and Legislative Services
Business Continuity / Community Recovery Post COVID-19.	Senior Management Team

Goal: Quality of Life

Action	Lead
Recreation and Leisure Opportunities	
Implement the Recommendations within the Parks, Facilities and Recreation Services Master Plan.	Parks, Facilities and Recreation Services
Implement the recommendations within the Trails Master Plan and Implementation Guideline.	Parks, Facilities and Recreation Services
Implementation of the recommendations of the Ice Needs Study	Parks, Facilities and Recreation Services
Pursue grants and funding opportunities relative to recreational programming and service provision.	Parks, Facilities and Recreation Services

Goal: Community Engagement

Action	Lead
Belonging	
Respect and acknowledge the urban and rural elements of a growing community to balance competing interests.	Senior Management Team
Completion and Implementation of the Branding Review	Information and Legislative Services
Expand Financial Assistance Program to include Seniors and other demographics.	Corporate Services
Continued outreach with community initiatives to leverage connections established during pandemic.	Development Services / Information and Legislative Services
Community Events	
Assist in the promotion and funding towards Community Events.	Corporate Services / Information and Legislative Services
Support for Community Groups / Volunteers and Youth	
Develop a program to recognize exceptional volunteers in the community.	Parks, Facilities and Recreation Services



Goal: Economic Prosperity

Action	Lead
Economic Development	
Work with regional and local partners on Economic Development Opportunities and Supportive Initiatives.	Development Services
Working with Regional and local stakeholders on economic recovery planning and resiliency based on lessons learned from COVID-19.	Development Services
Action	Lead
Smart Growth	
Seek opportunities to optimize existing infrastructure, including opportunities to improve, consolidate or enhance through growth.	Public Works and Engineering
Ensure sustainable and protected infrastructure through growth periods.	Public Works and Engineering
Ensure that infrastructure growth needs are supported and coordinated through general operations and capital planning.	Public Works and Engineering
Support and promote the implementation of the balanced and efficient approach to growth as developed within the 2019 Official Plan.	Development Services



Goal: Environmental Protection

Action	Lead
Agriculture and Greenspace	
Minimize the use of greenfield lands by supporting intensification within existing neighbourhoods.	Development Services
Climate Adaptation and Mitigation	
Design resilient and robust infrastructure in response to the needs of a changing climate.	Public Works and Engineering
Review and implement opportunities to mitigate negative environmental impacts in operating activities, where feasible.	Public Works and Engineering
Develop the Quality Management System for sewage networks to meet the developing regulatory requirements and establish Storm Water Management Facility Maintenance and Restoration Programs to manage environmental impacts.	Public Works and Engineering
Development of the Schout Wetlands.	Development Services
Sustainability	
Incorporate Environmental Considerations and Technological Advancements into decision-making process for asset replacements / upgrades.	Corporate Services
Support the efforts of the Sustainability Committee in promoting a corporate culture of sustainability.	Senior Management Team



Goal: Responsible Governance

Action	Lead
Active Communications	
Develop a Community Engagement Governance Policy and Framework.	Information and Legislative Services
Develop and Implement a Communications Protocol.	Information and Legislative Services
Review of the Accountability and Transparency Governance Policy.	Information and Legislative Services
Develop a ‘Who Does What’ Educational Program.	Information and Legislative Services
Active Communications	
Invest in Customer Service and Educational Initiatives.	Information and Legislative Services
Enhancement of the Emergency Information communications program including development of Administrative Directives and Departmental Procedures.	Information and Legislative Services
Fiscal Responsibility	
Develop/Update Governance Policy on Debt Utilization.	Corporate Services
Develop/Update Governance Policy on Municipal Investments.	Corporate Services
Complete Stormwater Rates Study including public engagement, to support sustainable stormwater operations, maintenance and capital planning.	Public Works and Engineering / Corporate Services
Investigate opportunity for Shared Service Agreements and joint purchasing opportunities in key services areas.	Public Works and Engineering
Review and improve current plans for medium to long term infrastructure replacement, including work specifications, to enhance asset life cycle costing.	Public Works and Engineering
Adjust current medium to long term plans to shift away from age-based replacement to prioritized asset replacement based on risk.	Public Works and Engineering
Develop sustainable funding mechanisms to invest in asset management and infrastructure improvement activities (Infrastructure Levy).	Corporate Services
Review and Update Corporate Fleet Replacement Strategy.	Corporate Services

Goal: Responsible Governance

Action	Lead
Infrastructure Investments	
Develop and Implement a standardized program for obtaining Asset Condition Assessments.	Corporate Services
Develop / update documented operations and maintenance program for all municipally owned facilities.	Public Works and Engineering / Parks, Facilities and Recreation Services
Utilize lifecycle analytics to enhance current plans for medium to long term infrastructure replacement, including work specifications to enhance overall asset life cycle.	Corporate Services
Update 10-Year Capital Forecasting to shift away from traditional age-based replacement, to risk-based prioritization.	Corporate Services
Document and implement operations and maintenance programs.	Public Works and Engineering
Build capacity and provide resources to review, operate and maintain infrastructure assets.	Public Works and Engineering
Establish Maintenance Program for Wilmot Trails Network.	Parks, Facilities and Recreation Services
Develop Infrastructure Specifications and Guidelines for core assets to ensure long term sustainability of newly constructed or reconstructed assets.	Public Works and Engineering
Develop programs and systems to enhance infrastructure data-sets, and focus resources on the continual improvement of data and information.	Senior Management Team
Service Reviews / Master Planning	
Evaluate contracted services performance in core infrastructure activities, including design, approval, operations and maintenance.	Public Works and Engineering
Review feasibility and implement recommendations for the design and construction of an operations facility to ensure efficient operations and effective resource management.	Public Works and Engineering / Parks, Facilities and Recreation Services
Establish Levels of Service for Municipally owned infrastructure, in accordance with O. Reg. 588/17.	Corporate Services
Develop Key Performance Measures with respect to Asset Management and established Levels of Service.	Corporate Services
Develop and Implement Cyber Security Strategy and Disaster Recovery Guidelines for IT Infrastructure.	Corporate Services

Goal: Responsible Governance

Action	Lead
Service Reviews / Master Planning	
Update and Implement Employee Performance Management System that is aligned with Strategic Plan / Master Plans.	Corporate Services
Develop infrastructure information systems for mapping and database information for core infrastructure to support department work planning and communication with the community.	Public Works and Engineering
Undertake Infrastructure Master Planning for Roads, Water, Sanitary and Stormwater Infrastructure.	Public Works and Engineering
Monitor and adjust staffing resources to support community growth.	CAO
Undertake Joint Service Delivery Review with area Townships.	CAO
Develop procedures relative to pandemic emergency recovery.	Senior Management Team
Update the Township Emergency Plan reflective of lessons learned during the Covid-19 Pandemic, flooding events and the real potential for future events.	Fire Services
Implement the recommendations contained within the Council approved Fire Master Plan.	Fire Services
Development of procedural processes relative to the seamless continuation of government, senior management leadership and service delivery in emergency declarations.	Senior Management Team
Undertake a Comprehensive Customer Service Review with inclusion of recommendations relative to post Covid-19 service delivery modifications.	Information and Legislative Services
Commitment to working and providing service that promotes inclusivity and helps eliminate systemic and individual racism and racial discrimination.	Senior Management Team

7. Implementing the Plan

Departmental Mission Statements

With the guidance of the Strategic Plan, all departments will establish and/or update Department Mission Statements that are aligned with Wilmot's overall Strategic Plan. These staff-built statements will attempt to answer four (4) essential questions:

1. What do we do?
2. How do we do it?
3. Whom do we do it for?
4. What value are we bringing?

It is critical that the approved Departmental Mission Statements are aligned with Wilmot's Mission "to evolve and grow as a community of caring people, working together to build upon a sure foundation."

Annual Work Program

The Actions identified in the Strategic Plan will be incorporated into the annual work programs developed by the Senior Management Team and presented to Council for their consideration. For the broader community, the work programs will continue to be presented online.

When developing potential actions for any given work program, there are key questions that should be considered:

1. Does it move us towards our Vision?
2. Is it consistent with our Mission and Core Values?
3. Is it a steppingstone for future improvements?
4. Is the action already underway or is it a new action that should be discussed?

Consideration of these questions will allow senior staff to develop a range of potential priority actions within the annual work programs. Project leads will be assigned overall responsibility for overseeing the implementation of specific actions.

Engagement and Awareness

The development of the Strategic Plan was based on significant consultation with the community, Council and staff. Many of Wilmot's residents took the time to share their ideas and contribute to the Plan's development. As such, keeping them apprised of and involved in the Plan's implementation is critical to maintaining both interest and transparency through the Annual Reporting, Reports to Council, Online Progress Reporting Tool, and Plan Review described below.

In an effort to ensure all staff recognize their role within the implementation of this Plan, corporate communications will reinforce the vision, mission and core values of this organization. In addition, the recruitment process will include evaluation of potential candidates on their alignment with Wilmot's core values.

Annual Reporting

In conjunction with the annual work program, each year the Chief Administrative Officer (CAO) will provide a report updating Council and the community on the progress of staff in meeting this Strategic Plan.

Reports to Council

To maintain momentum in implementation, and keep the Strategic Plan top-of-mind, all Staff Reports to Council should demonstrate alignment with the Strategic Plan. As such, an alignment checklist has been prepared and is included as Appendix B of this document.

Online Progress Reporting Tool

Township staff will create and update an online progress reporting tool to identify the status of each Action on a quarterly basis.

Plan Review

The plan will be reviewed and updated during each term of Council.



8. Appendices

Appendix A – Community Engagement Outcomes

Introduction

The content of Wilmot's Strategic Plan is reflective of the input received over the course of its development. Accordingly, the Vision, Mission, Core Values, Goals, Strategies and Actions stem from engagement efforts.

Community Engagement and Outreach

Multiple avenues were deployed to solicit feedback from the community and are summarized in the table below.

Avenue	Summary
Strategic Plan Steering Committee¹	Consisting of members of Council and the Senior Management Team, this committee was formed to work alongside external consultants in guiding the update of this Strategic Plan. Over the course of the project, this committee met on multiple occasions to discuss project progress, establish roles/responsibilities, assign tasks/targets, and provide direction for project completion.
Online Survey	An online survey was made available on the Township website to obtain feedback from community members. This feedback was provided directly to external consultants. All information collected was summarized and provided to the steering committee, individual responses were not.
Senior Management Team and Staff Engagement Sessions	This unique opportunity was presented for staff to collaborate and provide input into the direction of the updated Strategic Plan. Three (3) sessions were scheduled for staff to choose from. All staff were invited and encouraged to participate. These fun and engaging sessions generated some useful insights from a staff perspective. The Senior Management Team members were actively involved in confirming the action items and review of the Strategic Plan.
Council Consultation	This consultant led consultation encouraged each member of Council to confidentially provide their priorities and values for the future of Wilmot. This feedback was provided to the steering committee at the conclusion of the consultation process to layer on top of community feedback and ensure strategic alignment.

¹ Steering Committee Membership: Les Armstrong (Mayor), Jeff Gerber (Councillor), Angie Hallman (Councillor), Grant Whittington (CAO); Dawn Mittelholtz (Director of Information and Legislative Services) Patrick Kelly (Director of Corporate Services); Harold O'Kafka (Director of Development Services); Scott Nancekivell/Sandy Jackson (Director of Parks, Facilities and Recreation Services)

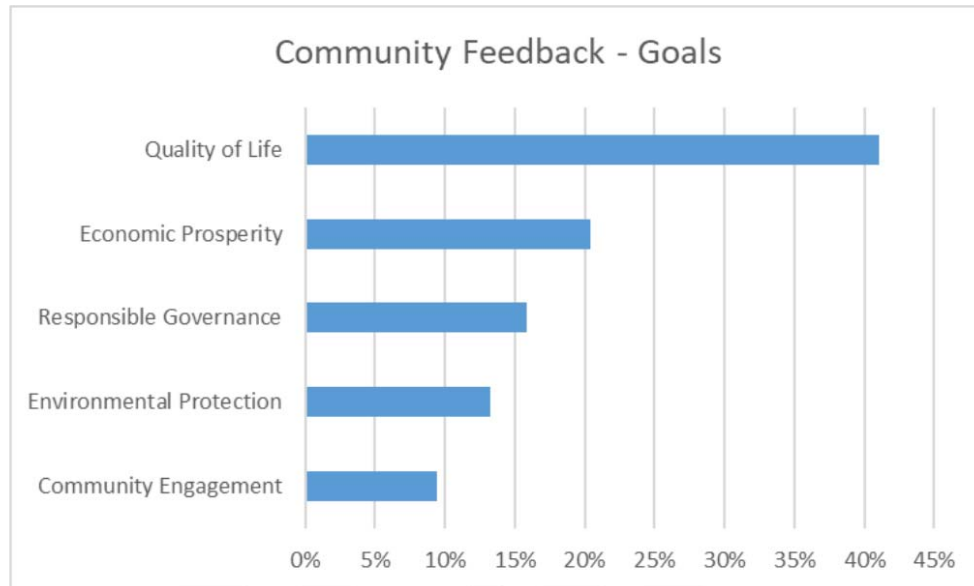
Community Workshops	Both consultant led and staff led session were held throughout all areas of the Township to obtain in-person feedback on Wilmot’s Strategic Direction. Participants provided feedback on their Core values, Supported Directions; Opposed Directions and Big Dreams. Feedback from these sessions were aggregated and analyzed in order to update the values, goals and strategies within the Strategic Plan.
Youth Consultation	In addition to the community workshops held by geographic area, separate consultation were undertaken with members of Wilmot’s youth community. This mechanism of feedback was deployed to ensure this unique demographic segment was provided an opportunity to shape the future of Wilmot.
Seniors Consultation	In addition to the community workshops held by geographic area, separate consultations were undertaken with members of Wilmot’s senior community. This mechanism of feedback was deployed to ensure this unique demographic segment was provided an opportunity to share their values and priorities for the future of Wilmot.



Engagement Results

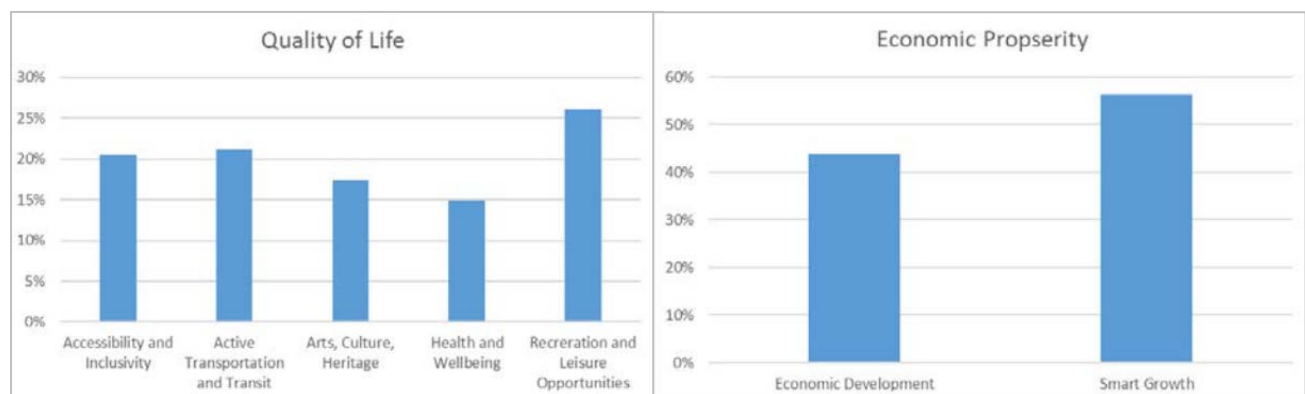
Goals

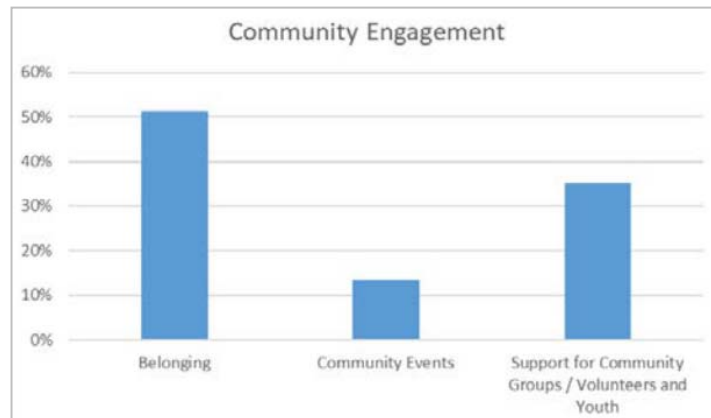
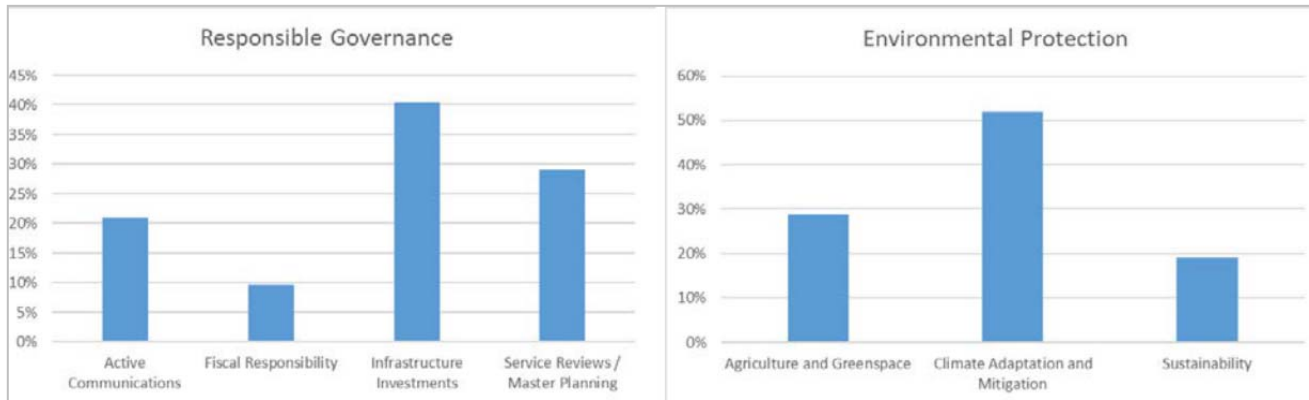
The figure below represents the frequency whereby the five (5) Goal areas for Wilmot's Strategic Plan were mentioned as part of the input received. These results do not include the feedback from Staff Engagement Sessions and Council Consultations. Input from those sessions was used to ensure alignment of values and goals between elected officials, administration and the community at large.



Strategies

The five (5) figures below represent the frequency whereby the strategies within each of the five (5) Goal areas of Wilmot's Strategic Plan were mentioned as part of the input received.





Appendix B – Staff Reports to Council Alignment Checklist

Introduction

Integrating the Strategic Plan into day-to-day Township operations, and aligning future initiatives with its vision, goals, and strategies, are critical components of the Plan's successful implementation. To help staff demonstrate the Strategic alignment of all Reports to Council, this checklist can be completed and included as an appendix to any Staff Report.

Which aspect(s) of the Strategic Plan does this Report pertain to?

The checklists in the below table include the vision, as well as the goals and their related strategies as defined in the Township of Wilmot's Strategic Plan.

Which of the following vision, goals, and strategies do the recommendations in the Council Report contribute to achieving? (check all that apply)

Vision, Goals, Strategies	Yes	No
Vision: Wilmot is a cohesive, vibrant and welcoming countryside community.		
Goal: Community Engagement...		
Belonging		
Community Events		
Support for Community Groups / Volunteers / Youth		
Goal: Economic Prosperity...		
Economic Development		
Smart Growth		
Goal: Environmental Protection...		
Agriculture and Greenspace		
Climate Adaptation and Mitigation		
Sustainability		
Goal: Quality of Life...		
Accessibility and Inclusivity		
Active Transportation and Transit		
Arts, Culture, Heritage		
Health and Wellbeing		
Recreation and Leisure Opportunities		
Goal: Responsible Governance...		
Active Communication		
Fiscal Responsibility		
Infrastructure Investments		
Service Reviews / Master Planning		

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
SENIOR MANAGEMENT TEAM / ALL DEPARTMENTS										
1	Capital Program	CAO / COR	Internal Equity Maintenance Review Program	X	X	X	X	X	X	Review underway with consultant, 50% complete to date, expected completion by year end
2	COVID-19	SMT	Update/Establish Departmental Business Continuity Plans	X	X	X	X	X	X	Updates ongoing as 2019 Novel Coronavirus pandemic evolves.
3	COVID-19	SMT	Regional Review of Critical/Essential Services	X	X	X	X	X	X	Updates ongoing as 2019 Novel Coronavirus pandemic evolves.
4	COVID-19	SMT	Emergency Control Group	X	X	X	X	X	X	Internal control group related to 2019 Novel Coronavirus pandemic, continuous meetings and action items in response to the pandemic.
5	General	SMT	2020 Ten Year Capital Forecast Update							Project Completed.
6	General	SMT	2020 Municipal Budget							Project Completed.
7	General	SMT	2021 Municipal Budget		X	X	X	X	X	Underway.
8	General	SMT	Departmental Quarterly Reporting	X			X			Modified Quarterly reporting completed for 2020 due to COVID-19.
9	General	SMT	Annual Performance Management and Review Program				X	X	X	Underway.
10	General	SMT	Departmental Website Content Review and Update	X	X	X	X	X	X	Ongoing.
11	Strategic Plan	SMT	Strategic Plan Update	X	X	X	X	X	X	Report No. CAO 2020-01
12	Strategic Plan	SMT	Organizational Corporate Culture Review and Implementation							Deferred to 2021 by the consultant.
OFFICE OF THE CAO										
13	Capital Program	CAO / FIRE / COR / ILS	Four (4) Township Joint Service Delivery Review	X	X	X	X	X	X	Underway, All Township Council Meeting occurred October 22, 2020
14	Capital Program	CAO / PFRS / COR	Library Services Facility Review	X	X	X	X	X	X	Discussions to occur with Regional staff regarding their strategic plan priorities and the joint 4 Township service review. Ongoing.
15	COVID-19	CAO	COVID-19 Regional CAOs Working Group	X	X	X	X	X	X	Regional CAOs group related to 2019 Novel Coronavirus pandemic, continuous meetings and action items in response to the pandemic.
16	COVID-19	CAO	Joint Township Wellbeing Committee	X	X	X	X	X	X	Township CAOs and Township Social Services Group to address the wellbeing of the community during related to 2019 Novel Coronavirus pandemic, continuous meetings and action items in response to the pandemic.
17	COVID-19	CAO	Affordable Housing / Homelessness Regional Committee	X	X	X	X	X	X	To continue to address housing and homelessness related to 2019 Novel Coronavirus pandemic, continuous meetings and action items in response to the pandemic.
18	COVID-19	CAO	Region Pandemic Control Group	X	X	X	X	X	X	Overall Regional Control group related to 2019 Novel Coronavirus pandemic, continuous meetings and action items in response to the pandemic.
19	General	CAO	Smart Waterloo Region							Deferred due to 2019 Novel Coronavirus

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
20	General	CAO / DS	Joint Review of Regional/Lower-Tier Planning Approvals	X	X	X	X	X	X	Ongoing
21	General	CAO	Board of Trade - Water Wheel Steering Committee			X	X	X	X	Ongoing
22	General	CAO / FIRE / COR	GRCA Flood Mitigation Study	X	X	X	X	X	X	Project completed - GRCA will use study results to determine projects and funding sources - Township will continue to support GRCA
23	Strategic Plan	CAO / COR / DS / PW&E	Employment Lands Development and Servicing				X	X	X	Meetings held with developer and stakeholders regarding cost sharing of core infrastructure components. Plan of subdivision pending discussions with external agencies.
24	Strategic Plan	CAO	Waterloo Region Tourism and Marketing Corporation	X	X	X	X	X	X	Ongoing, prioritizes focus on COVID-19 initiatives
25	Strategic Plan	CAO	Waterloo Economic Development Corporation	X	X	X	X	X	X	Ongoing, prioritizes focus on COVID-19 initiatives
INFORMATION AND LEGISLATIVE SERVICES										
26	Capital Program	ILS	Replacement of By-Law Enforcement Vehicle							Deferred to 2021
27	Capital Program	ILS	Records Management Modernization Project	X	X	X	X	X	X	Implementation of TOMRMS underway. E-agenda RFP launching in 2020 Q4.
28	Capital Program	ILS	Corporate Branding Exercise and Website Refresh	X	X	X	X	X	X	Branding recommendation to Council in 2020 Q4. Website refresh upon completion of Branding exercise.
29	Capital Program	ILS	Mannheim Digital Sign							Deferred. Recommendation to come forwarding following Branding Exercise.
30	COVID-19	ILS	Governance Policy and Administrative Directive Framework							Framework completed. Conversion of existing documents to new framework is an ongoing operational task.
31	COVID-19	ILS	Enforcement of Provincial Orders Relative to 2019 Novel Coronavirus	X	X	X	X	X	X	Ongoing
32	COVID-19	ILS	Communications Of 2019 Novel Coronavirus Decisions, Updates, and General Information	X	X	X	X	X	X	Ongoing
33	COVID-19	ILS / COR	Amend Procedural By-law and Establish Electronic Meeting Participation Procedures		X	X	X	X	X	Procedural By-law amendments approved. Procedures being developed for ongoing electronic participation.
34	COVID-19	ILS	Area Clerks COVID-19 Working Group	X	X	X	X	X	X	Regional Clerks / Deputy Clerks group related to 2019 Novel Coronavirus pandemic, continuous meetings and action items in response to the pandemic.
35	COVID-19	ILS	Regional Communications COVID-19 Working Group	X	X	X	X	X	X	Regional Communications group related to 2019 Novel Coronavirus pandemic, continuous meetings and action items in response to the pandemic.
36	COVID-19	ILS	Regional Enforcement COVID-19 Working Group	X	X	X	X	X	X	Regional Enforcement group related to 2019 Novel Coronavirus pandemic, continuous meetings and action items in response to the pandemic.
37	General	ILS	Governance Policy - Electronic Participation at Meetings					X	X	For Council consideration in 2021 Q1.
38	General	ILS	Cannabis Retail Policy Statement							Deferred to 2021 due to COVID-19
39	General	ILS	Governance Policy - Information Flow Protocol							Deferred to 2022 with new term of Council due to COVID-19

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
40	General	ILS	Governance Policy - Committee Appointments					X	X	Deferred to 2021 due to COVID-19
41	General	ILS	By-law Review - Notification By-law							Deferred to 2021 due to COVID-19
42	General	ILS	By-law Review - Sale and Disposition of Land							Deferred to 2021 due to COVID-19
43	General	ILS	Council Code of Conduct							Deferred to 2022 with new term of Council due to COVID-19
44	General	ILS	By-law Review / Update - Procedural By-law (Bill 187)							Deferred to 2021 due to COVID-19
45	General	ILS	Social Media Policy Review			X	X	X	X	Report presented in Q1 2021, delayed due to COVID-19
46	General	ILS	Rollout of 'Thank Your Neighbour' Program					X	X	Implementation in 2020 Q4, delayed start due to COVID-19.
47	General	ILS	By-law Review - Animal Control Excluding Dogs							Completed.
48	General	ILS	By-law Review - Property Standards							Deferred to 2021 due to COVID-19
49	General	ILS	Citizen of the Year				X	X	X	Modified program due to COVID-19. Announcement at the December 7, 2020 Council Meeting.
50	General	ILS	Council for a Day Program 2021							Deferred to 2021 due to COVID-19
51	General	ILS	Women's Day and Women's Month Celebration for 2020							Deferred to 2021 due to COVID-19
52	General	ILS	Annual Review of GRAAC Membership			X	X			Completed.
53	New Initiatives	ILS	Township Facebook page			X	X			Completed. Approximately 671 followers to date.
54	New Initiatives	ILS	Access Agreement - 990 Deer Court			X	X	X		Project Completed.
55	Strategic Plan	ILS	Prime Ministers Path	X	X	X	X	X	X	Sir John A. Macdonald statue in storage, Supplemental Agreement regarding the Unfortunate Four approved Nov 2/2020, RFP circulated for Consultations
CORPORATE SERVICES										
56	Capital Program	COR	Asset Management - Building Condition Assessments	X	X	X				Project completed.
57	Capital Program	COR	Network Infrastructure Updates	X	X	X	X	X	X	Hardware purchased, installation ongoing.
58	Capital Program	COR	Office 365 Migration					X	X	Email services completed. Remaining components deferred to 2021 due to COVID-19.
59	Capital Program	COR	Joint GIS Framework							Project deferred to 2021 due to COVID-19.

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
60	Capital Program	COR / DS	Community Benefits Charge (CBC) / Bill 108				X	X		Project completed. No benefit to establishing CBC regime in Wilmot.
61	Capital Program	COR	Review IT Disaster Recovery, Documentation, Administrative Rights, Cloud Based Software							Project deferred to 2021 due to COVID-19.
62	Capital Program	COR	Corporate Phone System Replacement			X	X	X	X	Project specifications under review. Anticipated late Q4 procurement.
63	Capital Program	COR	Asset Management - Lifecycle Events and Analysis				X	X	X	Staff workshop occurred in late October. Consultant recommendations to be reviewed and incorporated into the updated Asset Management Plan as per O. Reg. 588/17.
64	Capital Program	COR	Municipal Accounting Software Needs Assessment							Project deferred to 2021 due to COVID-19.
65	COVID-19	COR	Waterloo Region Area Treasurers COVID-19 Working Group	X	X	X	X	X	X	Meetings occurring weekly to discuss COVID-19 impact on municipal finances.
66	COVID-19	COR	Area Senior HR Managers COVID-19 Working Group	X	X	X	X	X	X	Meetings occurring weekly to discuss COVID-19 impact on municipal HR matters.
67	COVID-19	COR	Transition Affected Staff to Declared Emergency Leave							Project completed.
68	COVID-19	COR	Develop / Implement Cost Containment Strategy							Project completed. Significant cost savings as noted within Council Report COR 2020-037
69	COVID-19	COR	Establish Financial and Economic Relief Programs	X						Project completed.
70	COVID-19	COR	Establish Corporate Web Conference Call Services							Project completed. Microsoft Teams and Zoom platform are being used extensively.
71	COVID-19	COR	Update Employee Identification Cards							Project completed.
72	COVID-19	COR	Review and Update 2020 Capital Program							Project completed. Update provide via memo to Council, in accordance with cost containment.
73	COVID-19	COR	COVID-19 Financial Impact Analysis and Reports	X	X	X	X	X	X	Project completed. Monitoring and Reporting to Council on-going.
74	COVID-19	COR	Develop New Working From Home (WFH) Agreements			X	X			Project completed. WFH agreements were updated by all staff in October 2020.
75	COVID-19	COR	Establish Critical Skills Inventory for Staff Re-Deployment Needs			X	X			Project completed. Skills Inventory is managed and monitored by HR for Business Continuity purposes.
76	COVID-19	COR	Establish Centralized Purchasing Program for Cleaning Supplies and PPE							Project completed. Supervisor of Procurement / Payroll has taken over inventory and purchasing.
77	COVID-19	COR	Develop Staff Re-Deployment Strategy							Project completed. Consistent approach established across area municipalities.
78	COVID-19	COR	Develop Standard Pre-Work Contractor Screening and Authorization Documents							Project completed, in accordance with legislative requirements.
79	COVID-19	COR	Support and Deploy Work From Home Technology/Connectivity	X	X	X				Project completed. Additional stock on inventory in preparation for second wave requirements.
80	COVID-19	COR / ILS	Support Virtual Council Meetings	X	X	X	X	X	X	IT Staff continue to support virtual meeting environment.

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
81	COVID-19	CK/COR	Monthly Newsletter for Wilmot Residents							Designed a new monthly newsletter to communicate township information to residents during COVID that can be used for future communication.
82	General	COR	Staff Recruitment (Levels of Service)	X	X	X	X	X	X	Project substantially completed. PFRS and CK recruitment deferred to 2021 due to COVID-19.
83	General	COR	Network Audit & Security Review	X	X	X	X	X	X	Project on-going.
84	General	COR / PFRS	Solar Assessment (Municipal Facilities)							Project deferred to 2021 due to COVID-19.
85	General	COR	GHG Reporting to Sustainable Waterloo Region							Project completed.
86	General	COR	Green Energy Act Reporting on GHG Emissions							Project completed.
87	General	COR	2019 Year End Financial Statements, FIR and Audit							Project completed.
88	General	COR	Sustainability Committee Coordination	X	X	X	X	X	X	Meeting continue to occur in virtual setting on a monthly basis.
89	General	COR	OMPF Resource Group			X		X		Director continues to participate on committee discussion regarding 2021 OMPF program.
90	General	COR	Annual Legislative Reporting to MMAH							Project completed.
91	General	COR	Review/Update Staff Compensation for On-Call and Standby							Project completed.
92	General	COR	Deploy On-line Training Environment Corporate Wide							Project completed. HR Downloads platform has been deployed for FT and PT personnel.
93	General	COR / ILS	Records Management for HR / Personnel Records				X	X	X	Project to be completed in conjunction with ILS Records Management Digitization.
94	General	COR	Corporate HR Guidelines Update / Training	X	X	X	X	X	X	Project on-going, majority of guidelines approved in alignment with HR Administrative Directive.
95	General	COR	Grant Application - FCM Municipal Asset Management Program	X	X			X	X	Grant application submitted, awaiting follow-up from FCM.
96	General	COR	Recreation Subsidy Analysis							Project deferred to 2021 due to COVID-19.
97	General	COR	Grant Application - Investing in Canadian Infrastructure (ICIP) Program - Community Culture and Recreation Stream							Project completed. Application was unsuccessful for funding toward NH Arena/CC.
98	General	COR	Grant Application - Investing in Canadian Infrastructure (ICIP) Program - Green Stream					X	X	Application submitted for funding towards Snyder's Road underground infrastructure. Awaiting follow-up from Ministry.
99	General	COR	Grant Application - Rural Economic Development (RED) Funding Program							Intake 3 application approved for Nith River Pathway. Intake 5 application was unsuccessful for support of corporate branding exercise.
100	General	COR	Health and Safety Excellence Program			X	X	X	X	Project initiated in fall 2020. Target areas for improvement and growth have been identified and submitted to WSIB.
101	General	COR	IT Help Desk and Ticketing System Deployment		X	X	X	X	X	Project on-going, new software being configured for full deployment in early 2021.

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
102	General	COR	Internal Audit of Training Records / Compliance							Project deferred to 2021 due to COVID-19.
103	General	COR	Discover Your Wilmot Program (2020)		X	X	X	X	X	Intake closed October 31, 2020. Recommendations to be brought forward in 2021 Budget.
104	General	COR	e-Contracts Database Implementation							Project deferred to 2021 due to COVID-19.
105	General	COR	Asset Management - Risk and Criticality Modeling	X	X	X	X			Project completed. Results to be incorporated into the updated Asset Management Plan as per O. Reg. 588/17.
106	General	COR	Violence and Harassment Policy Implementation and Training				X	X	X	Training to occur for all staff in Q4 2020.
107	General	COR / PW&E	Water Meter Audit							Project deferred to 2021 due to COVID-19.
108	General	COR / PW&E	Water Leak Detection Program							Project deferred to 2021 due to COVID-19.
109	General	COR	Server Room Fortification							Project to be completed in conjunction with Admin Complex Security Upgrades in 2021.
110	General	COR	Municipal Accommodation Tax Review and Reserve Fund By-Law Update							Project deferred to 2021 due to COVID-19.
111	General	COR	Update Tangible Capital Asset Valuation and Attributes	X	X	X	X	X	X	Attributed data continually updated through Asset Management Roadmap. Valuations to be reviewed and updated during 2020 year end audit.
112	General	COR	Review/Update Performance Management System	X						Project deferred to 2021 due to COVID-19.
113	General	COR	Employee Group Benefits Review		X	X	X			Project completed. Benefits renewal rates to be incorporated into 2021 Operating Budget.
114	General	COR	Desktop Management Software Deployment							Project deferred to 2021 due to COVID-19.
115	General	COR	Develop Corporate Investment Strategy		X	X				Meetings held with MFOA re: ONE Fund Investment Program. Further review to occur after Budget 2021.
116	General	COR	Develop and Implement Cyber Security; Suspicious Email and Safe Use Practice Training							Project deferred to 2021 due to COVID-19.
117	General	COR	Develop and Implement a new IT Orientation Plan for New Staff							Project deferred to 2021 due to COVID-19.
118	General	COR	IT Business Plan Review / Update							Project deferred to 2021 due to COVID-19.
119	General	COR	Fees and Charges Review		X	X	X	X	X	Project completed. Proposed rates for 2021 to be presented at first meeting of Budget 2021.
120	General	COR	Enhance Year End Financial Statement Package							Project deferred to 2021 due to COVID-19.
121	General	COR	Property Tax Module Investigation (website)							Project deferred to 2021 due to COVID-19.
122	General	COR	Wilmot Water Financial Plan Update					X	X	Project anticipated to be completed in late Q4 2020.

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
123	General	COR	Ergonomic Assessment Program							Project deferred to 2021 due to COVID-19.
124	General	COR	Job Hazard Assessments							Project deferred to 2021 due to COVID-19.
125	General	COR / PFRS	Review/Implement Recreation Financial Assistance for Seniors							Project deferred to 2021 due to COVID-19.
126	New Initiatives	COR	Update Green and Clean Community Webpage							Project Completed.
127	New Initiatives	COR	Grant Application: Amp it up 2.0 (Asset Management Plan Support)	X	X					Application successful for additional consulting support from PSD.
PARKS, FACILITIES AND RECREATION SERVICES										
128	Capital Program	PFRS	NH Library - Replace Rooftop HVAC Unit							Project deferred to 2021 due to COVID-19.
129	Capital Program	PFRS	NH Arena - Engineering/Re-commissioning Study Report to Council				X	X	X	Implementation of recommendations included in the 10-year Capital Plan.
130	Capital Program	PFRS / ILS	Permanent Off-Leash Dog Park	X						Project completed.
131	Capital Program	PFRS	Admin Complex - Boiler replacement							Project deferred to 2021 due to COVID-19.
132	Capital Program	FAC&REC	Kirkpatrick Park Parking Lot Reconstruction	X	X	X				Project completed.
133	Capital Program	PFRS	Admin Complex - LED lighting retrofit							Project deferred to 2021 due to COVID-19.
134	Capital Program	PFRS	NHCC, SACC, NDCC Kitchen Renovations	X	X	X	X			Projects completed.
135	Capital Program	PFRS	Admin Complex - Parking Lot Expansion Design / Temporary Lighting Replacement							Project delayed due to COVID-19. Project to be aligned with Prime Minister Path project.
136	Capital Program	PFRS	Haysville CC - Games Room repurposing	X	X					Project completed.
137	Capital Program	PFRS	Install Automatic Field Irrigation System at WRC							Project deferred to 2021 due to COVID-19.
138	Capital Program	PFRS	LED lighting retrofits at WRC (Aquatic Centre)							Interior lighting complete except Aquatic changerooms. Exterior completed in Q2 of 2020.
139	Capital Program	PFRS	27 Beck Street Parking Lot regrading/resurfacing project	X	X					Project completed.
140	Capital Program	PFRS	Artificial Turf Field at Waterloo Oxford with WRDSB	X	X	X	X	X	X	Project underway - completion scheduled for Q-4 or Q-1 of 2021 depending on weather.
141	Capital Program	PFRS	Trail Development - Beckdale North Trail	X	X	X				Project completed.
142	Capital Program	PFRS	Trail Development - Schneller / Country Creek Pathway	X	X	X				Project completed.

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
143	Capital Program	PFRS	Trail Development - Laschinger Woods Trail	X	X	X				Project completed.
144	Capital Program	PFRS	Trail Development - Nith River Pathway					X	X	Preliminary design underway.
145	Capital Program	PFRS / DS	Trail Development - Gibney Forest / Sandhills Road Multi-Use Pathway			X	X	X	X	Project in design phase; anticipated construction in 2021.
146	Capital Program	PFRS	Update Ice Needs Study	X	X	X	X			Project completed.
147	Capital Program	PFRS	Replace Flooring in NDCC, SACC and WRC Washrooms	X	X	X				Project completed.
148	Capital Program	PFRS	Electric Vehicle Charging Stations	X	X	X	X	X	X	Project underway. Locations are finalized. Project being led by the Region.
149	Capital Program	PFRS	Aquatic Centre Tile Regrouting project	X						Project completed.
150	Capital Program	PFRS	Playground Upgrades - Haysville	X						Project completed.
151	Capital Program	PFRS	Mannheim CC Tile Replacement	X	X					Project completed.
152	Capital Program	PFRS	Playgrounds Upgrades - New Hamburg (Optimist Park and Constitution Park)			X	X	X	X	Projects underway. RFP's awarded and installation expected in Q-4.
153	Capital Program	PFRS	Mausoleum Repairs - Riverside Cemetery							Project deferred to 2021 due to COVID-19.
154	COVID-19	PFRS	Regional Recreation Directors COVID-19 Task Force Committee and Wilmot Emergency Control Group	X	X	X	X	X	X	Ongoing meetings
155	COVID-19	PFRS	COVID-19 Protocols for Reopening of Recreation Facilities	X	X	X	X	X	X	Protocols for ice, pools, rec programs and walking track complete and implemented. Changes are made with each new legislative modification.
156	COVID-19	PFRS	Deep Cleaning and cleaning maintenance of all Recreation Facilities	X	X	X	X	X	X	Project complete. This occurred during the COVID closure. Ongoing cleaning protocols are in use and fogging equipment is being utilized daily in arenas and pools.
157	COVID-19	PFRS	Implementation of COVID-19 Protocols / Procedures for User Groups	X	X	X	X	X	X	Implementing screeners, security, program alterations, interior protocol, exterior protocol
158	General	PFRS	Governance Policy - Municipal Alcohol Policy (MAP)	X	X	X	X	X		Project completed.
159	General	PFRS	Standard Operating Procedures Manual Development	X	X	X	X	X	X	Ongoing review & update Policies and Procedures for WRC and other Parks and Recreation operations.
160	General	PFRS	Green Bin / Organics Collection Program for Community Centres							Project deferred to 2021 due to COVID-19.
161	General	PFRS	NH Arena - Equipment Shed Column Repairs				X	X		Project underway, delay due to COVID-19.
162	General	PFRS	Wilmot Smart Commute Program							Project deferred to 2021 due to COVID-19.
163	General	PFRS	New Dundee Park Concession Booth Investigation				X	X	X	Project underway.

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
164	General	PFRS	Fire Safety/Emergency Plan for WRC	X	X	X				Project completed.
165	General	PFRS	Review and update Fire Safety/Emergency Plan for Admin building & Castle Kilbride.			X	X	X		Project underway. Documents updated; training expected in Q-4.
166	General	PFRS	Review and update Fire Safety/Emergency Plan for New Hamburg CC			X	X	X		Project underway. Documents being updated.
167	General	PFRS	Review Goose Control Program				X	X	X	Research underway.
168	General	PFRS	Review and Gap Analysis of PFRS Procedures		X		X			Review was delayed due to COVID-19 however the Ice Allocation Procedure was completed and a new Graffiti & Vandalism Removal Procedure was developed and implemented.
169	General	PFRS	Update Cemetery procedures and forms				X	X	X	Project underway.
170	Strategic Plan	PFRS	Healthy Communities Week							Event cancelled due to COVID-19.
171	Strategic Plan	PFRS	Volunteer Recruitment, Management, Retention, Recognition Workshop(s)							Project completed.
172	Strategic Plan	PFRS	Research, Develop and Implement Seniors/Youth Programming			X	X	X	X	YAC Employee working on this project.
173	Strategic Plan	PFRS	Trails Master Plan - Implementation and Monitoring	X	X	X	X	X	X	On-going. Completion of several trail links this year.
PUBLIC WORKS AND ENGINEERING										
174	Capital Program	PW&E	Hannah & Lewis Street Reconstruction							Easement work complete. Surface asphalt deferred to 2021/22.
175	Capital Program	PW&E	Vehicle Replacement - Utilities Service Vehicle (402-10)				X	X	X	Awarded in Council Report PW2020-10. Delivery late 2020 or early 2021.
176	Capital Program	PW&E	Wilmot & Church Street Reconstruction (Phase 1 and 2)	X	X	X	X	X		Phase 1 awarded in Council Report PW2020-05. Base asphalt to be complete in November. Phase 2 tender anticipated for late fall for 2021 construction.
177	Capital Program	PW&E	Snyder's Road Reconstruction (Regional Project)	X	X	X	X	X	X	Region project final design on-going, Region to release tender in Q4 2020 or Q1 2021. Anticipate construction 2021-2023.
178	Capital Program	PW&E	Holland Mills Bridge							Heritage Committee working on sign.
179	Capital Program	PW&E	Notre Dame Drive Reconstruction (Regional Project)							Region project delayed to 2021 due to COVID-19.
180	Capital Program	PW&E	Morningside Trunk Sanitary Sewer EA			X	X	X	X	RFP Awarded in Council Report PW2020-14. Study on-going.
181	Capital Program	PW&E	Sanitary System Infiltration Study	X	X	X	X	X	X	RFP Awarded in Council Report PW2019-16. Study on-going.
182	Capital Program	PW&E	Bridge Inspections (OSIM)	X	X	X				Project completed.
183	Capital Program	PW&E	Snow Storage Review							Consolidated with 2021 project for service review/space needs.

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
184	Capital Program	PW&E	Settlement Signage							Project delayed to 2021 to align with branding exercise.
185	Capital Program	PW&E	Sidewalk Repair and Replacement Program	X	X	X	X			Awarded in Council Report PW2020-09. Work generally completed.
186	Capital Program	PW&E	Guiderail Program				X	X	X	Anticipate RFT/Q release in Q4 or 2021.
187	Capital Program	PW&E	Hot Mix Paving Program	X	X	X				Awarded in Council Report PW2020-07. Project completed.
188	Capital Program	PW&E	Surface Treatment Program	X	X	X				Awarded in Council Report PW2020-06. Project completed.
189	Capital Program	PW&E	Gravel Crushing, Hauling and Maintenance Program	X	X	X				Extraction contract awarded in Council Report PW2020-10. Maintenance completed.
190	Capital Program	PW&E	Vehicle Replacement - Single Axle Dump Trucks (303-10 and 307-11)	X	X	X	X	X	X	RFP Awarded in Council Report PW2020-12
191	Capital Program	PW&E	Stripe/Stall/Template Painter Unit & Trailer	X	X	X				Project Complete.
192	Capital Program	PW&E	Vehicle Replacement - 4x4 Pickup c/w Plow and Salter (304-10)	X	X	X	X			RFP Awarded in Council Report PW2020-16
193	Capital Program	PW&E	Radar Speed Display Signs	X	X	X	X			Signs purchased. Project delayed due to COVID-19
194	Capital Program	PW&E	Trench Box Units	X						Project completed.
195	Capital Program	PW&E	Stormwater Infrastructure Master Plan and Rate Study	X	X	X	X	X	X	Anticipate Q4 release for Master Plan RFP. Rate Study anticipated in 2021.
196	Capital Program	PW&E	Greenwood Drive and Nafziger Road Engineering	X	X	X	X	X	X	Design work on-going.
197	Capital Program	PW&E	Gingerich Road Watermain Connection Improvements	X	X	X	X	X	X	Design work completed. Tendering with Wilmot Street Phase 2 for construction in 2021.
198	Capital Program	PW&E	Municipal Drain Maintenance	X	X	X	X	X	X	Biesel, Doering, Don Meyers, Ivan Gingerich, Krampien, Lisbon, Straus
199	Capital Program	PW&E	Municipal Drain Database Digitization	X	X	X	X	X	X	On-going.
200	Capital Program	PW&E	Oxford Road 5 Culvert Replacements (County Project)	X	X	X	X			Project completed.
201	Capital Program	PW&E	Bridge Street Bridge #34/B-T9 EA		X	X	X	X	X	RFP Awarded in Council Report PW2020-11 to K Smart for Environmental Assessment and Preliminary Design Work. Field work on-going, stakeholder consultant underway.
202	COVID-19	PW&E	Region Public Works Operations Group	X	X	X	X	X	X	On-going
203	COVID-19	PW&E	Region Pandemic Infrastructure COVID-19 Control Group	X	X	X	X	X	X	On-going
204	COVID-19	PW&E	Wilmot Emergency Control Group	X	X	X	X	X	X	On-going

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
205	COVID-19	PW&E	Safe Operating protocols and staff training at PWOC	X	X	X	X	X	X	On-going
206	General	PW&E	Confined Space Entry Program Review	X	X	X	X	X	X	On-going
207	General	PW&E	Maintenance Standard 239/02 Review	X	X	X	X	X	X	On-going
208	General	PW&E	Sidewalk and Parking Lot Maintenance Review	X	X	X	X	X	X	On-going
209	General	PW&E	Public Works & Engineering Website Updates	X	X	X	X	X	X	On-going.
210	General	PW&E	Internal Drinking Water Quality Management System (DWQMS) Audit	X	X	X	X	X		Anticipate completion Q4 2020.
211	General	PW&E	Rogers Telecom Utility Project	X	X	X	X	X	X	On-going.
212	General	PW&E	Infrastructure Standards and Specifications Manual	X	X	X	X	X	X	On-going joint project with Woolwich. Anticipate formal completion in 2021.
213	General	PW&E	Municipal Consent Requirements Manual	X	X	X	X	X	X	On-going. Anticipate formal document in Q4 2020 or 2021.
214	General	PW&E / DS	Sanitary Growth Servicing Study	X	X	X	X	X	X	On-going.
215	General	PW&E	Joint Township Shared Services and Purchasing Initiatives	X	X	X	X	X	X	On-going. Meetings with service or purchasing partners as needed.
216	General	DS / PW&E	Source Water Protection and Salt Management Reporting and Updated Plan	X	X	X	X	X	X	Initiation of Round 2 of SSMMIP complete (over 50% completion in first 6mos of 5 year window)
217	New Initiatives	PW&E	Sewer Approvals Download from Province			X	X	X	X	Project plan being developed to achieve timelines outlined by the Province. Ministry has advanced 2021 timelines substantially.
218	New Initiatives	PW&E	Storm Inventory Field Program	X	X	X	X	X	X	Linear data collection and small sized culverts mostly complete. Facility data collection to be completed in Q2 2021. Mapping updates on-going.
219	New Initiatives	PW&E	Traffic and Parking ByLaw Schedule Review					X	X	Reviewing parking restrictions in urban areas at the request of internal and external stakeholders.
220	New Initiatives	PW&E	Regional Road Maintenance discussions - Townships					X	X	Region of Waterloo requesting discussions with Township staff regarding opportunities for Township maintenance of Regional roads.
FIRE SERVICES										
221	COVID-19	FIRE	Target Solutions - On Line training Platform	X	X	X	X	X	X	Joint Purchase Negotiated by Wilmot with 3 township fire services- Installed and setup system to provide virtual training platform to firefighters
222	COVID-19	FIRE	Comprehensive Pandemic Response Policy	X	X					Project completed
223	COVID-19	FIRE	Wilmot Emergency Control Group	X	X	X	X	X	X	On going support for Pandemic Response
224	COVID-19	FIRE	Re-opening Task Force Committee	X	X	X	X	X	X	Committee to oversee reopening procedures and to support on going weekly changes to maintain safe work locations for township employees

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
225	COVID-19	FIRE	CEMC - Regional COVID-19 Control Group	X	X	X	X	X	X	On-going
226	COVID-19	FIRE	Area Fire Chief COVID-19 Working Group	X	X	X	X	X	X	On-going
227	COVID-19	FIRE	Township Facilities COVID-19 Retrofitting	X	X	X	X	X	X	Procurement, Implementation, Procedure Development, Monitoring, Training
228	Capital Program	FIRE	Mounted Apparatus Pressure Washers	X	X					Project completed
229	Capital Program	FIRE	Coveralls and Safety Boots	X	X					Project completed
230	Capital Program	FIRE	Thermal Imaging Cameras							Project deferred to 2021 due to COVID-19.
231	Capital Program	FIRE	SCBA Replacement Program/RFP	X	X					Project completed
232	Capital Program	FIRE	Water/Ice Rescue Level of Service	X	X	X				Project completed
233	Capital Program	FIRE	Supply and Install Commercial Washers/Dryers	X						Project completed
234	Capital Program	FIRE	Station 3 Renovations	X						Project completed
235	Capital Program	FIRE / CAO	Fire Master Plan	X	X	X	X	X	X	Final Draft to be discussed at Steering Committee - anticipate Fire Master Plan and report to Council Dec 7, 2020
236	Capital Program	FIRE	P-25 Regional Radio System	X	X	X	X	X	X	P25 system operational and being monitored
237	Capital Program	FIRE	Replace Pumper 611	X	X	X	X	X	X	Report to Council November 16, 2020
238	Capital Program	FIRE	Fire Department Pickups	X	X	X	X	X	X	RFP released Q-4 - Recommendations and report to Council pending
239	Capital Program	FIRE	Showers Womens washroom Station 1 Baden							Project deferred to 2021 due to COVID-19.
240	Capital Program	FIRE	Station 2 ND Landscaping	X	X	X	X			Project completed
241	Capital Program	FIRE	Concrete Aprons Station 1 Baden	X	X	X	X	X		Project completed
242	Capital Program	FIRE	Medical Recertification	X	X	X	X			Project completed
243	General	FIRE	Annual Mandatory Fire Pump Testing Program	X						Project completed
244	General	FIRE	Implement H2S Detectors/SOG/Training							Project deferred to 2021 due to COVID-19.
245	General	FIRE	Emergency Management Training							Project completed

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
246	General	FIRE	Fire Safety Plans – Township Facilities	X	X	X				Annual reviews will be conducted as per the FPPA
247	General	FIRE	DZ Licensing							Project deferred to 2021 due to COVID-19.
248	General	FIRE	Live Fire Training							Project completed in 2019, Deferred in 2020 due to COVID-19
249	General	FIRE	Flood Preparedness Open House/Emergency Preparedness	X	X	X	X			Project deferred due to COVID-19 - Public Education Information continues using online content
250	General	FIRE	Alert Waterloo Region Mass Notification System	X	X	X	X	X	X	Promotion continues.
251	General	FIRE	Update H&S SOP's and SOG's	X	X	X	X	X	X	On-going - annual requirement
252	General	FIRE	Firefighter Green Light Program - Research							Project deferred to 2021 due to COVID-19.
253	General	FIRE	FirePro Firefighter Training Records Management	X	X	X	X	X	X	On-going - annual requirement
254	General	FIRE	FirePro Station Inventory Updates	X	X	X	X	X	X	On-going - annual requirement
255	General	FIRE	Revision / Updating of Departmental SOG's	X	X	X	X	X	X	On-going - annual requirement
256	General	FIRE	Recruit Firefighter Training	X	X	X				Recruitment completed.
257	General	FIRE	Burn Bylaw Review/Update							Project deferred to 2021 due to COVID-19.
258	General	FIRE	Fire Route Bylaw/Update							Project deferred to 2021 due to COVID-19.
259	General	FIRE	First Aid Certification - New Recruits	X	X	X				Project completed
260	General	FIRE	Grant Application - Bullex Fire Extinguisher Training System							Grant application unsuccessful
261	General	FIRE	Township Lock Box Program	X	X	X	X	X	X	Project on-going throughout approved within the Township
262	General	FIRE	Door to Door Smoke Alarm Program	X	X	X	X	X	X	Project deferred to 2021 due to COVID-19.
263	General	FIRE	Electrical Safety Training							Project completed
264	General	FIRE	Fire Prevention/Pub Ed - Schools, Rural Residence, Fall Open House	X	X	X	X	X	X	On-going
265	New Initiatives	FIRE	Apparatus Lock Box Program	X	X					Project completed
266	New Initiatives	FIRE	Emergency Management Evacuation Centers	X	X					Project completed

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
267	New Initiatives	FIRE	Hose Testing							Project completed
268	New Initiatives	FIRE	Play Safe/Be Safe School Program			X	X	X		Project deferred to 2021 due to COVID-19.
269	New Initiatives	FIRE	Pro Board Certification	X	X	X	X	X	X	On-going
270	New Initiatives	FIRE	Dry Hydrant Access Point - Alder Lake Dam			X	X	X		Project Completed.
271	New Initiatives	FIRE	P25 Voice Radio Executive Committee	X	X	X	X	X	X	Monthly Committee meeting attendance
272	New Initiatives	FIRE	P25 Operations Committee	X	X	X	X	X	X	Monthly Committee meeting attendance
273	Strategic Plan	FIRE	Review/Update By-Law to Establish a Fire Department	X	X	X	X	X	X	To be completed in conjunction with Fire Master Plan
DEVELOPMENT SERVICES										
274	Capital Program	DS	Township Zoning Bylaw Review (Implementation)	X	X	X	X			Project successfully completed with no appeals.
275	Capital Program	DS / PFRS / CAO	Smith Creek Carbon Sink Design name formally changed to Schout Wetlands	X	X	X	X	X	X	Ongoing - staff support provided to concept design team as needed
276	Capital Program	DS	Building Permit Software	X	X	X	X	X	X	Completed - implementation in field to commence January 2021
277	Capital Program	DS/CK	Cultural Heritage Landscape Study	X	X	X	X	X	X	Ongoing - Directors sit on Project Team - consultant background work underway
278	COVID-19	DS	BESTWR - Industry and Agriculture Working Group	X	X	X	X	X	X	Ongoing - meetings as needed to consider the impacts of Covid on this sector of economy
279	COVID-19	DS	BESTWR - Construction Working Group	X	X	X	X	X	X	Ongoing - meetings as needed to consider the impacts of Covid on this sector of economy
280	COVID-19	DS	BESTWR - Tourism, Culture and Hospitality Industry Sub-Group	X	X	X	X	X	X	Ongoing - meetings bi-weekly to consider the impacts of Covid on this sector of economy
281	COVID-19	DS	Pandemic Patio Regional Working Group	X	X	X	X	X	X	Ongoing - meetings as needed to promote effective, consistent temporary patio policies
282	COVID-19	DS	Transition of Services to online environment							Completed - Planning and Building application portals successfully created and implemented
283	COVID-19	DS	Waterloo Region Area Planners COVID-19 Working Group	X	X	X	X	X	X	Ongoing - meeting weekly to discuss emerging issues and impacts
284	COVID-19	DS	Digital Permit Submission / Review / Issuance Pilot							Completed - transition to fully digital environment expedited due to Covid office closure
285	General	DS	Sign Bylaw Review							Project deferred to 2021 due to COVID-19.
286	General	DS	Municipal Tree Canopy Policy Consolidation Exercise							Project deferred to 2021 due to COVID-19.

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
287	General	DS	Bill 66 / Amendment No. 1 to Growth Plan / Planning Act & PPS Review	X	X	X	X	X	X	Ongoing - will be completed through RMOW MCR process
288	General	DS	Building Permit Fees Review (Non-Res)							Project Completed.
289	General	DS	Green Building Standards Regional Committee							Project deferred to 2021 due to COVID-19.
290	General	DS	High Speed Rail EA / Greenbelt Expansion Study Area							Due to Covid these projects have been delayed or discontinued by the Province
291	General	DS	Region of Waterloo Municipal Comprehensive Review (MCR)	X	X	X	X	X	X	Ongoing - Director sits on Municipal Working Group
292	General	DS	Take Action on Radon - Study Review							Test pilot project completed
293	General	DS	Township Official Plan Review (Implementation)	X	X	X	X			Project completed
294	General	DS / COR	Backwater Valve Program Review							Deferred to 2021 due to delays in GRCA study
295	General	DS / PW&E	Source Water Protection and Salt Management Reporting and Updated Plan	X	X	X	X	X	X	Initiation of Round 2 of SSMMIP complete (over 50% completion in first 6mos of 5 year window)
296	New Initiatives	DS / PW&E	Sanitary Growth Servicing Study					X	X	Initial startup meeting Q4
297	New Initiatives	DS	Development Application Process Review - Lean 6 Sigma	X	X	X	X	X	X	Ongoing - effort to reduce duplication of effort and streamline dev approvals Region wide
298	New Initiatives	DS	RMOW JART (Joint Agency Review Team) for aggregate applications					X	X	Discussions on the potential for a collaborative one window approach to aggregates reviews
299	New Initiatives	DS	Digitization of property files		X	X	X	X	X	Ongoing - a subset of Building Software capital project - approximately 75% of files now scanned
300	New Initiatives	DS	Zone 14 - Extractive Industrial zoning category review				X	X	X	Ongoing - background research initiated - public process anticipated Q2 - 2021
301	New Initiatives	DS	Planning Fees Review				X	X	X	Project completed - to be implemented through Budget 2021
CASTLE KILBRIDE										
302	Capital Program	CK	Castle Kilbride Historic Flooring project			X	X			Project completed
303	Capital Program	CK	Wayfinding Signage for Administration Building							Project completed
304	Capital Program	CK	Wayfinding Interior Signage for Castle Kilbride							Project deferred to 2021 due to COVID-19.
305	Capital Program	CK	Historic front door repair at Castle Kilbride		X					Completed
306	Capital Program	CK/PW	Holland Mills Bridge Heritage Commemoration sign							Project deferred to 2021 due to COVID-19.

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
307	Capital Program	CK	Artifact Storage Room review/assessment							Underway to be completed in Q4 in preparation for rolled storage in 2021
308	COVID-19	CK	Social Media Museum Campaign	X	X	X	X	X	X	Ongoing; Social media presence increased during COVID to engage the public more; Included #MuseumFromHome as well as new videos that highlighted the re-opening of the museum, new flooring project and more to come in Q4.
309	COVID-19	CK	Explore themed online exhibits	X	X	X	X	X	X	On-going
310	COVID-19	CK	Explore online ticket purchasing for museum tours	X	X					Completed; Staff researched and coordinated an online ticketing system using EventBrite. Pre-visit information and COVID protocol is featured as part of the ticket process to assist with screening upon arrival.
311	COVID-19	CK/PFRS	COVID-19 Online Resources #MuseumFromHome and #RecFromHome	X	X					Completed
312	COVID-19	CK	Post-COVID Museum Plan with Re-opening Task Force	X	X					Completed; Worked with Wilmot Task Force and Region of Waterloo Public Health to create a safe reopening plan. Castle Kilbride re-opened August 29.
313	COVID-19	CK	Regional and Provincial Museum and Archives Group	X	X	X	X	X	X	On-going
314	COVID-19	CK	Established a Historic House Museum Reopening Group	X	X	X	X	X	X	On-going
315	COVID-19	CK	Castle Kilbride Reopening Strategy	X	X					In conjunction with Public Health for safe reopening
316	COVID-19	CK	Wilmot Emergency Control Group	X	X	X	X	X	X	On-going
317	COVID-19	CK	Training Manual for staff and volunteers							Completed; Staff further revised the new manual to reflect COVID-19 protocol and procedures for tourism at the museum
318	COVID-19	CK/COR	Monthly Newsletter for Wilmot Residents							Designed a new monthly newsletter to communicate township information to residents during COVID that can be used for future communication.
319	COVID-19	CK	Grant Application - Museums Assistance Program (MAP)							Completed; Grant application for emergency COVID relief for heritage collections was successful and \$28,456 was awarded. Funding will support rolled storage initiative.
320	General	CK	Grant Applications - Summer Youth Employment							Project completed
321	General	CK	Plan 2020 initiatives with Chairperson from Castle Kilbride							Project completed
322	General	CK	Plan 2020 initiatives with Chairperson from Heritage Wilmot							Project completed
323	General	CK	2020 Heritage Day							Completed; Heritage Day was hosted Feb. 22 in New Dundee.
324	General	CK	Castle Outdoor Summer Concert Series							Cancelled due to COVID-19
325	General	CK	Drop-in' family days for recognized PD Days for Public, Separate and Home School groups							Cancelled due to COVID-19
326	General	CK	Recruitment and Onboarding - Full-Time Museum Assistant							Deferred due to COVID-19

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
327	General	CK	Recruitment and Onboarding - Summer Staff		X	X	X	X	X	Underway; Federal and Provincial funding agencies during COVID permitted museums to defer summer start dates for student employment. Students began work at Castle Kilbride mid-August and is a combination of PT and FT hours to accommodate online school.
328	General	CK	Spring/Summer Programs and Events at Castle Kilbride							Cancelled due to COVID-19
329	General	CK	Spring/Summer exhibits							Exhibits planned; implementation deferred due to COVID-19
330	General	CK	Community Museum Operating Grant (CMOG)							Project Completed
331	General	CK	Solicit Colleges/Universities for Internship proposals							Completed in Q1; Implementation Deferred to 2021 due to COVID-19
332	General	CK/ ILS	Review Terms of Reference for the Castle Kilbride and Heritage Wilmot Advisory Committees							Project deferred to 2021 due to COVID-19.
333	General	CK	Update the Castle Kilbride Five Year Museum Plan							Project deferred to 2021 due to COVID-19.
334	General	CK	Fall/Winter Exhibits							Exhibits suspended due to COVID-19
335	General	CK	Winter Programs and Events							Regular programming cancelled due to COVID-19; Modified Christmas tours will be offered
336	General	CK	Research and Plan Draft 2021 Special Event and Exhibit list				X	X		Project Completed
337	General	CK / CAO	Continue Rural Tourism Strategies with Waterloo Region Tourism Marketing Corporation (WRTMC).	X	X	X	X	X	X	Ongoing; Welcomed last FAM Tour coordinated by WRTMC on February 27 which generated additional interest in Castle Kilbride and Wilmot Township from potential tour operators.
338	New Initiatives	CK	Feature Series - New Hamburg Independent	X	X	X	X	X	X	Coordinate featured articles specific to Castle Kilbride and Wilmot Township written by committee members, volunteers and staff
339	New Initiatives	CK/COR	Asset Management - Cultural Asset Inventory	X	X					Completed; Created a detailed inventory of all cultural assets complete with descriptions, value and photographs.
340	New Initiatives	CK	Update and refresh Castle Kilbride and Heritage Wilmot websites	X	X					Completed
341	Strategic Plan	CK	Designate Property under Part IV of the Ontario Heritage Act							Project deferred to 2021 due to COVID-19.
342	Strategic Plan	CK	Update Non-Designated Register of Heritage Properties	X	X	X	X	X	X	Ongoing - Heritage Wilmot to provide updated list Q1 of 2021
343	Strategic Plan	CK	Research a Public Art Policy							Project deferred to 2021 due to COVID-19.
344	Strategic Plan	CK/ILS	Prime Ministers Path	X	X	X	X	X	X	Project paused by Council Resolution No. 2020-104.
345	Strategic Plan	CK/DS	Cultural Heritage Landscape Study							Ongoing; Led by the Region and background work is underway.

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
SENIOR MANAGEMENT TEAM / ALL DEPARTMENTS										
1	General	SMT	2018 Work Program – Year End Review							Project completed.
2	General	SMT	2019 - 10 Year Capital Forecast							Project completed.
3	General	SMT	2019 Budget							Project completed.
4	General	SMT	2019 Quarterly Reporting	x				x		On-going
5	General	SMT	2019 Work Program – Mid-Year Review							Project completed.
6	General	SMT	2019 Work Program							Project completed.
7	General	SMT	Council Orientation							Project completed.
8	General	SMT	Development Charges Background Study							Project completed.
9	General	SMT	Employee Performance Reviews		x	x	x			Project completed.
10	General	SMT	Interdepartmental Charges Review / Update	x	x					Currently under review. Results to be incorporated into the 2020 operating budget process.
11	General	SMT	Legislative & Municipal Leadership Training – SMT and Council		x	x	x	x		On-going.
12	General	SMT	Website Content Review and Update		x	x	x	x	x	Departmental reviews for content accuracy ongoing as part of core operational service.
13	Strategic Plan	SMT	2019 Strategic Plan Update	x	x	x	x	x	x	Final document presented to Council November 16, 2020
14	Strategic Plan	SMT	Health and Safety Program Implementation and Training	x	x	x	x	x	x	Program approved. On-line training environment has been configured for fall deployment. Comprehensive Training Matrix established for all departments.
15	Strategic Plan	SMT	Organizational Corporate Culture Review and Implementation	x	x	x	x	x	x	RFP released in Q3. Consultant hired for leadership and communication facilitation / coaching.
OFFICE OF THE CAO										
16	Capital Program	FAC&REC / CAO / COR	Library Services Facility Review	x	x	x	x	x	x	Discussions to occur with Regional staff regarding their strategic plan priorities and the joint 4 Township service review. Ongoing.
17	General	CAO	Waterloo EDC	x	x	x	x	x	x	On-going
18	General	CAO	Smart Waterloo Region Application			x	x	x	x	Application was shortlisted and funding provided by the Federal Government. City of Montreal won. Steering Committee meeting in September to establish next steps.
19	New Initiatives	CAO / COR / ILS / FIRE	Four (4) Township Joint Service Delivery Review - Consulting Services		x	x	x	x	x	Joint RFP released, closing September 9th. Project schedule outlined in Report CAO 2019-02

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
20	New Initiatives	CAO	Provincial Regional Review	x	x	x	x	x	x	Based on presenting a convincing case, the Province confirmed status quo. Efforts on partnering and efficiencies will continue ex. Joint Service Delivery Review.
21	New Initiatives	CAO / DS	Municipalities within the Region of Waterloo Joint Review of Planning Approvals	x	x	x	x	x	x	CAO's & Planning Directors are meeting to review the process of planning approvals.
22	Strategic Plan	CAO / COR / DS / PW&E	Employment Lands Development and Servicing	x	x	x	x	x	x	Meetings held with developer and stakeholders regarding cost sharing of core infrastructure components. Plan of subdivision pending review by external agencies.
23	Strategic Plan	CAO	Waterloo Region Tourism and Marketing Corporation	x	x	x	x	x	x	Ongoing
24	Strategic Plan	ILS	Undertake Wilmot Branding Process	x	x	x	x	x	x	Budget approval received. Consultant selected.
INFORMATION AND LEGISLATIVE SERVICES										
25	Capital Program	ILS	Mannheim Municipal / Community Event Ground Sign	x	x	x	x	x	x	Deferred as per report ILS 2019-57.
26	General	ILS	Electronic Participation at Meetings Policy				x	x	x	Procedural By-law Amended. Policy under development.
27	General	ILS	Lottery Licensing File Updates	x	x	x				Project completed.
28	General	ILS	Community Newsletter (Interim and Final Tax Bills)							Project completed.
29	General	ILS	Private Property Parking By-law Update							Project completed.
30	General	ILS	Procedural By-law Update							Project completed.
31	General	ILS	Recruitment and On-boarding Communication Specialist							Project completed.
32	General	ILS	Bill 68 Review and Compliance	x	x	x	x	x	x	Project completed.
33	General	ILS	Staff Liaison – GRAAC Monthly Meetings	x	x	x	x	x	x	On-going
34	General	ILS	Council for a Day Program 2019	x	x	x				Program tabled - revamp for 2020
35	General	ILS	Terms of Reference and Recruitment Community Safety and Crime Prevention Engagement Committee	x	x	x	x			Project completed.
36	General	ILS	Annual Review of GRAAC Membership			x	x			Completed for 2019
37	General	ILS	Cannabis Retail Policy Statement					x	x	Deferred to 2020.
38	General	ILS	Corporate Communications Plan Development/Implementation	x	x	x	x	x	x	Content planning and implementation on-going
39	General	ILS	Digital Records Management System				x	x	x	Office 365 training for Records Management to be scheduled in 2020

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
40	General	ILS	Haid Petition for Municipal Drain Improvements			x	x	x	x	Engineer preparing report
41	General	ILS	Nachurs-Alpine Municipal Drain			x	x	x	x	Court of Revision completed.
42	General	ILS	Review of Exotic Pet By-law					x	x	Project Completed.
43	General	ILS	Richardson/Petersburg Drain Maintenance			x	x	x	x	Engineer preparing report
44	General	ILS	Snyder Petition Municipal Drain			x	x	x		Engineer Appointed
45	General	ILS	Social Media Policy Review		x	x	x	x	x	Underway, report to be presented in 2020.
46	General	ILS	Terms of Reference and Recruitment for Trails Advisory Committee							Project Completed.
47	General	ILS	Women's Day and Women's Month Celebration for 2020	x	x	x	x	x	x	Planning underway.
48	New Initiatives	ILS	Discharge of Firearms Review							Project completed
49	New Initiatives	ILS	Heritage Designation - St. James Church	x	x	x	x			Project completed.
50	New Initiatives	ILS	Line Fences Act - Stier Rd. / Theodore Scheuller							Project Completed.
51	New Initiatives	ILS	Line Fences Act - Stier Rd.			x				Project Completed.
52	New Initiatives	ILS	Encroachment Agreement - 231 Peel St.	x		x				Project Completed.
53	New Initiatives	ILS	Encroachment Agreement - 2949 Wilby Rd	x	x					Project Completed.
54	New Initiatives	ILS	Governance Policy - Information Flow Protocol	x	x	x	x	x		Deferred to 2020.
55	New Initiatives	ILS	Governance Policy / Administrative Directives Implementation	x	x	x	x	x	x	Project completed.
56	New Initiatives	ILS / FAC&REC	Dog Park Pilot Project	x	x	x	x	x	x	Pilot project extended to 2020.
57	New Initiatives	ILS	Website Refresh		x	x	x	x	x	Deferred to 2020.
58	Strategic Plan	ILS / CK	Prime Ministers Path Committee Involvement	x	x	x	x	x	x	Sixth statue project unveiling June 20, 2020 as part of a 2 day symposium starting June 19, 2020.
59	Strategic Plan	ILS / COR	Terms of Reference and Recruitment for Sustainability Working Group							Project completed.
CORPORATE SERVICES										

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
60	General	COR	Comprehensive Data Update for HRIS System, including Internal Audit of Training Records / Compliance	x	x	x	x	x	x	Data gathering on-going. New H&S training matrix will assist in updated records and compliance verifications.
61	General	COR	Continuation of Departmental Inventory Program	x	x	x	x	x	x	Data gap analysis incorporated within Asset Management Roadmap.
62	General	COR	Develop Security Camera Use Corporate Guideline	x	x	x				Project Completed.
63	General	COR	Fees and Charges Review			x	x	x	x	Project Completed.
64	General	COR	Develop Corporate Investment Strategy	x	x	x	x	x	x	Deferred to 2020
65	General	COR	Wilmot Water Financial Plan Update	x	x	x	x			Project Completed.
66	General	COR	Waterloo Regional Municipal Insurance Pool (WRMIP) Renewals / Assessments	x	x	x				Project Completed.
67	General	COR	Staff Recruitment (Full-time, Part-time, Seasonal and VFFs)	x	x	x	x	x	x	Project Completed.
68	General	COR	2020 Municipal Grants Program			x	x	x	x	Project Completed.
69	General	COR	Review/Update Performance Management System	x	x	x	x	x	x	Deferred to 2020.
70	General	COR	Violence and Harassment Policy Implementation and Training			x	x	x		Project Completed.
71	General	COR	Develop and Implement Community Engagement Program for Municipal Budget	x	x	x				Project Completed.
72	General	COR	IT Help Desk Deployment							Deferred to 2020.
73	General	COR	Annual Legislative Reporting of Council Remuneration, Development Charges and Parkland Dedication							Project completed.
74	General	COR	Area Rating Review – Regional Library and Regional Transit Services							Project completed.
75	General	COR	Deploy On-line Training Environment (HR Downloads) Corporate Wide							Project completed.
76	General	COR	Establish Safety Talks Program – Corporate Wide							Project completed.
77	General	COR	GHG Reporting to Sustainable Waterloo Region							Project completed.
78	General	COR	Green Energy Act Reporting on GHG Emissions							Project completed.
79	General	COR	Streamline Full-Time and Part-Time Recruitment Process (Checklist)							Project completed.
80	General	COR	Update Offer of Hire Letter and On-Boarding Materials							Project completed.

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
81	General	COR	Wi-Fi Installations at PWOC, Mannheim and New Hamburg CC							Project completed.
82	General	COR	2019 Year End Financial Statements, FIR and Audit							Project completed.
83	General	COR	Update Tangible Capital Assets Policy							TCA recognition will be incorporated within Asset Management Roadmap.
84	General	COR	e-Contracts Database Implementation							Deferred to 2020.
85	General	COR	Desktop Management Software Deployment							Deferred to 2020.
86	General	COR	Develop and Implement Cyber Security; Suspicious Email and Safe Use Practice Training							Deferred to 2020.
87	General	COR	Develop and Implement IT Orientation for New Staff							Deferred to 2020.
88	General	COR	Establish Design and Framework For IT Disaster Recovery Site at Backup EOC							Deferred to 2020.
89	General	COR	IT Business Plan Review/Update							Deferred to 2020.
90	General	COR	Network Audit & Security Review							Deferred to 2020.
91	General	COR	Review IT Disaster Recovery, Documentation, Administrative Rights, Cloud Based Software							Deferred to 2020.
92	General	COR	Review Tax Policy and Infrastructure levy	x	x	x	x	x	x	Project completed.
93	General	COR	Development / Implement Digital Records Management for HR / Personnel Records		x	x	x	x	x	Deferred to 2020.
94	General	COR	Investigate Corporate Web Conference Call Services			x	x	x	x	Project to be completed as part of Office 365 deployment
95	General	COR	OMPF Resource Group		x	x	x	x		Project on-going.
96	General	COR	Enhance Year End Financial Statement Package							Deferred to 2020.
97	General	COR	Municipal Accounting Software Needs Assessment		x	x		x		Assessment completed. RFP deferred to 2020.
98	General	COR	Corporate Phone System Replacement Review				x	x		Project completed. RFP deferred to 2020.
99	General	COR	Explore Opportunities to Leverage HRIS System	x	x	x	x	x	x	Project completed.
100	General	COR	Municipal Accommodation Tax Review and Reserve Fund By-Law Update							Project deferred to 2020 follow full-year of Municipal Accommodation Tax
101	General	COR / CAO	Market Salary Review (Full-Time, Council, CAO)							Project completed.

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
102	General	COR / CAO	Recruitment and On-boarding Human Resources & Health and Safety Coordinator							Project completed.
103	General	COR / FAC&REC	Review/Implement Recreation Financial Assistance for Seniors							Deferred to 2020.
104	General	COR / FAC&REC	First Aid Recertification Program - Staff			x				Project completed.
105	General	COR / PW&E	Review/Implement Work Order Management System and Road Patrol Software	x						Project partially competed, remaining works incorporated within Asset Management Roadmap
106	General	COR / PW&E	Water Meter Audit							Project on-going.
107	New Initiatives	COR	Community Benefits Charge Working Group		x	x	x	x	x	Project on-going.
108	New Initiatives	COR	Ergonomic Assessment Program	x	x	x	x	x	x	Project completed.
109	New Initiatives	COR	Supervisor / Manager Training	x	x					Project completed.
110	New Initiatives	COR	Employee Group Benefits Review							Project completed.
111	New Initiatives	COR	Corporate HR Guidelines Update / Training			x	x	x	x	Deferred to 2020.
112	New Initiatives	COR	Update Green and Clean Community Webpage	x	x	x	x			Deferred to 2020.
113	New Initiatives	COR	Property Tax Module Investigation (website)	x	x	x	x			Investigation to be incorporated within overall Municipal Accounting Software RFP for 2020.
114	New Initiatives	COR	Job Hazard Assessments	x	x	x	x	x	x	Project on-going.
115	New Initiatives	COR / PW&E	Grant Application - Investing in Canadian Infrastructure (ICIP) Program - Rural and Northern Stream	x	x	x				Application approved for the Bridge Street Bridge EA/Reconstruction
116	New Initiatives	COR / FAC&REC	Grant Application - Investing in Canadian Infrastructure (ICIP) Program - Community Culture and Recreation Stream							Application submitted for funding toward NH Arena / CC
117	New Initiatives	COR / PW&E	Grant Application - Investing in Canadian Infrastructure (ICIP) Program - Green Stream							Application submission being reviewed for underground infrastructure replacements on Snyder's Road.
118	New Initiatives	COR / DS	Grant Application - Rural Economic Development (RED) Funding Program		x	x	x	x	x	Project completed. Application submitted for support of corporate branding exercise.
119	New Initiatives	COR	IT Ergonomic Updates				x	x	x	Deferred to 2020.
120	New Initiatives	COR	Property Tax Welcome Letter Update							Project completed.
121	New Initiatives	COR	Server Room Fortification				x	x	x	Deferred to 2020 Work Program.
122	New Initiatives	COR & DS	Bill 108 Review, Feedback and Implementation Planning	x	x	x	x	x	x	Legislation review and feedback submitted. Survey submitted regarding Community Benefits Charge Regulations. Joint-municipal working group established.

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
123	New Initiatives	COR / FAC&REC	Solar Assessment (Municipal Facilities)	x	x	x				Deferred to 2020.
124	New Initiatives	COR / FAC&REC	Electric Vehicle Charging Station Investigation (NRCan)	x	x	x	x			Locations selected and project expected to be implemented in 2020.
125	New Initiatives	COR	Municipal Accommodation Tax							New Municipal Accommodation Tax implemented. Approximately \$790 collected in 2019.
126	New Initiatives	COR	RFP - Building Condition Assessments			x	x	x	x	Project completed. BCA program is on-going with external consultant.
127	New Initiatives	COR / FAC&REC	Grant Application - 2020 Celebrate Canada				x	x		Application successful.
PARKS, FACILITIES AND RECREATION SERVICES										
128	Capital Program	FAC&REC	NH Library - Replace Rooftop HVAC Unit							Deferred to 2020.
129	Capital Program	FAC&REC	Beck Park - Replace Tennis Court Lighting							Project completed.
130	Capital Program	FAC&REC	Install Exterior Cladding at Mannheim CC							Project completed.
131	Capital Program	FAC&REC	Norm Hill Park - Utility Vehicle Replacement							Project completed.
132	Capital Program	FAC&REC	Riverside Cemetery Utility Vehicle Replacement							Project completed.
133	Capital Program	FAC&REC	St Agatha CC - Auditorium Floor Replacement							Project completed.
134	Capital Program	FAC&REC	NH Arena - Engineering/Re-commissioning Study Report to Council	x	x	x	x			Consultants report and Council report complete. Implementation of recommendations being reviewed under the 10-year Capital Plan.
135	Capital Program	FAC&REC	Schneller/Country Creek Linkage Construction				x	x	x	Project underway.
136	Capital Program	FAC&REC	Admin Complex - Boiler replacement		x	x	x	x	x	Deferred to 2020.
137	Capital Program	FAC&REC	Kirkpatrick Park Parking Lot Reconstruction	x	x	x	x	x	x	Project underway.
138	Capital Program	FAC&REC	Laschinger Woods Trail Construction	x	x	x	x	x	x	Project underway.
139	Capital Program	FAC&REC	Constitution Park - Replace Playground Elements		x	x	x	x	x	Stage One underway.
140	Capital Program	FAC&REC	Admin Complex - LED lighting retrofit				x	x	x	Project underway.
141	Capital Program	FAC&REC	WRC Parking Lot repairs (crack seal, line painting, trail crossings)	x	x	x				Project completed.
142	Capital Program	FAC&REC	Beck Park - Playground Element Addition	x		x	x	x		Project completed.

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
143	Capital Program	FAC&REC	New Dundee Ball Diamonds - Review grades (design vs existing)				x			Project completed.
144	Capital Program	FAC&REC	NHCC, SACC, NDCC Kitchen Renovations	x	x	x	x	x	x	NDCC & NHCC complete. SACC underway.
145	Capital Program	FAC&REC	Admin Complex - Parking Lot Expansion Design / Temporary Lighting Replacement			x	x	x		Project to be aligned with construction of Prime Minister Path.
146	Capital Program	FAC&REC	Wilmot Reforestation Program - Parks				x	x		Project completed.
147	Capital Program	FAC&REC	Haysville CC - Review re-purposing of former "games room"			x	x	x	x	Project underway.
148	Capital Program	FAC&REC	Install Automatic Field Irrigation System at WRC		x	x	x	x	x	Staff working with suppliers to specify cost appropriate equipment. RFQ to be released in Q2 of 2020.
149	Capital Program	FAC&REC	LED lighting retrofits at WRC (Aquatic Centre)		x	x				Interior lighting complete except Aquatic changerooms. Exterior to be completed in Q2 of 2020.
150	Capital Program	FAC&REC	27 Beck Street Parking Lot regrading/resurfacing project			x	x			To be completed in Q2 of 2020.
151	Capital Program	FAC&REC	Tender/Construction of Artificial Turf Field at Waterloo Oxford with WRDSB		x	x	x	x	x	WRDSB tender over budget. Project deferred to 2020 subject to approved DC By-law and revised budget estimates for full project.
152	Capital Program	FAC&REC / CAS	Castle Kilbride Chimney Repairs	x	x					Project completed.
153	General	FAC&REC	CPTED Audit at WRC			x	x	x		Project completed with no recommended changes from WRPS.
154	General	FAC&REC	Design/Distribute Community Recreation Guide							Project completed.
155	General	FAC&REC	Mannheim CC - Remove Horseshoe Pits							Project completed.
156	General	FAC&REC / COR	Review Alcohol Risk Management Policy	x	x	x	x	x	x	Policy review and draft amendments complete. Amended report to Council in 2020.
157	General	FAC&REC	Standard Operating Procedures Manual Development	x	x	x	x	x	x	On-going
158	General	FAC&REC	"Organics collection" Program for Community Centres				x	x	x	Staff investigating options.
159	General	FAC&REC / CK/ PW&E	Recruitment and On-boarding of Seasonal Staff							Project completed.
160	New Initiatives	FAC&REC	NH Arena - Equipment Shed Column Repairs		x	x				Project awarded with expected completion in Q2 of 2020.
161	New Initiatives	FAC&REC	Assist with Potentially Relocating Wilmot Market to 27 Beck Street							Project completed.
162	New Initiatives	FAC&REC	Mannheim CC - Basketball Net installation							Project completed.
163	New Initiatives	FAC&REC	Resident vs Non-resident Usage Reporting for WRC Aquatic Centre							Project completed.

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
164	New Initiatives	FAC&REC	Correct Sight-line Concerns at WRC's North Driveway/Maintenance Doors							Project completed.
165	New Initiatives	FAC&REC	Initial Stakeholder/Community Group Information Meeting Re: Municipal Alcohol Policy			x	x			Further consultation to occur.
166	New Initiatives	FAC&REC	Beckdale North Trail Layout and Construction		x	x	x	x		Currently under construction - expected completion Q2 of 2020.
167	New Initiatives	FAC&REC	Neighbourhood Survey re: Protective Netting at Sir Adam Beck Park Ball Diamonds		x	x	x	x		Project completed. No netting will be installed at this time, to be monitored.
168	New Initiatives	FAC&REC	Wilmot Smart Commute Program - report				x	x		To be completed in Q4
169	New Initiatives	FAC&REC	Cost Estimate for New Dundee Park Concession Booth					x	x	Deferred to 2020.
170	New Initiatives	FAC&REC / DS	Wilmot Trails Advisory Committee (WTAC) Monthly Meetings	x	x	x	x	x	x	Monthly meetings ongoing.
171	New Initiatives	FAC&REC / DS	Gibney Forest/Sandhills Road Multi-Use Trail and Parking Lot Design		x	x	x	x	x	RFP to be prepared and issued for design services in late Q3
172	Strategic Plan	FAC&REC	Assist with Healthy Communities Week							Project completed.
173	Strategic Plan	FAC&REC	Hire Landscape Architect for Beckdale North, Schneller/Country Creek, Laschinger Woods, Baden-New Hamburg Trailway, Smiths Creek Flats		x	x	x			Projects underway. Work to commence in 2020 -Q2
174	Strategic Plan	FAC&REC	Host Wilmot Community Group Meeting							Project completed.
175	Strategic Plan	FAC&REC	Prepare/Undertake Volunteer Recruitment, Management, Retention, Recognition Workshop(s)			x	x	x	x	Project completed.
176	Strategic Plan	FAC&REC	Research, Develop and Implement Seniors/Youth Programming	x	x	x	x	x	x	On-going
177	Strategic Plan	FAC&REC	Trail development/active transportation opportunities in accordance with the Trails Master Plan	x	x	x	x	x	x	On-going
PUBLIC WORKS AND ENGINEERING										
178	Capital Program	PW&E	Replace 2009 Tandem Axle Dump Truck (305-09)				x			Project Complete.
179	Capital Program	PW&E	Wilmot Street Engineering (Church to Huron)	x	x	x	x	x	x	Tender anticipated for Q4 2020.
180	Capital Program	PW&E	Church & Wilmot Reconstruction	x	x	x	x	x	x	Construction tender anticipated for award, March 23 Council meeting
181	Capital Program	PW&E	Replace 2009 Utilities Service Vehicle (402-10)							Deferred to 2020.
182	Capital Program	PW&E	Milton & Byron Reconstruction-Final							Project Completed.
183	Capital Program	PW&E	Snyder's Road Reconstruction Sanitary/Storm/Sidewalk (Regional Project Committee)	x	x	x	x	x	x	Final design on-going.

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
184	Capital Program	PW&E	Holland Mills Bridge Final Work and Heritage Commemoration	x	x	x	x	x	x	Heritage Committee working on sign.
185	Capital Program	PW&E	Roads Needs Study Final Report							Project Complete. Implementing Capital and Operating impacts.
186	Capital Program	PW&E	Guiderail Program	x	x	x	x	x	x	Initial specification and project development underway for this annual program.
187	Capital Program	PW&E	St. Agatha Watermain Looping (Regional Project Committee)	x	x	x	x	x	x	Region project delayed to 2021.
188	Capital Program	PW&E	Morningside Trunk Sanitary Sewer Engineering		x	x	x	x	x	RFP anticipated for release second and third quarter 2020.
189	Capital Program	PW&E	Sanitary System Infiltration Study		x	x	x	x	x	RFP Awarded to GM BluePlan in Council Report PW2019-16.
190	Capital Program	PW&E	Bridge Inspections (OSIM)	x	x	x	x	x	x	RFQ Awarded. Consultant completed safety inspections, deck investigations in 2019. Final report anticipated in second and third quarter 2020.
191	Capital Program	PW&E	Sidewalk Repair and Replacement Program	x	x	x	x	x	x	2019 work was carried forward to 2020 program.
192	Capital Program	PW&E	Hannah & Lewis Reconstruction							Project substantially complete. Surface asphalt and deficiency work anticipated for 2020.
193	Capital Program	PW&E	Hot Mix Paving Program							Project Completed.
194	Capital Program	PW&E	Surface Treatment Program							Project Completed.
195	Capital Program	PW&E	Municipal Drain Maintenance	x	x	x	x	x	x	Richardson, Doering, Krampien
196	Capital Program	PW&E	Radar Speed Display Signs							Project Completed.
197	Capital Program	PW&E	Tender/Purchase New Engineering Pick-up Truck							Project Completed.
198	Capital Program	PW&E	Gravel Crushing, Hauling and Maintenance Program							Project Completed.
199	Capital Program	PW&E	LED Lighting Upgrades (Works Yard)							Project Completed.
200	Capital Program	PW&E	Mounted Pressure Washer Systems							Project Completed.
201	Capital Program	PW&E	Replace 2007 Sidewalk Tractor (SW1)							Project Completed.
202	Capital Program	PW&E	Snow Storage Review				x	x	x	Consolidated with 2020/21 project for service review/space needs.
203	General	PW&E	Accessibility and Sidewalk Program Expansion Report							Project Completed.
204	General	PW&E	Radar Speed Display Sign Level of Service Report							Project Completed.

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
205	General	PW&E	Settlement Signage Cost Analysis Report				x	x	x	Project delayed to 2021 to align with branding exercise.
206	General	PW&E	Asset Management - Program Status Report							Project Completed.
207	General	PW&E	Asset Management - Risk and Criticality Framework				x	x	x	Anticipate Q4 2020.
208	General	PW&E	Confined Space Entry Program Review				x	x	x	Anticipate Q4 2020.
209	General	PW&E	Crossing Guard Signage Pilot Project	x	x	x				Project Completed.
210	General	PW&E	Maintenance Standard 239/02 Review Report	x	x	x	x	x	x	Anticipate Q4 2020.
211	General	PW&E	Material Management and Seasonal Preparation	x	x	x	x	x	x	On-going.
212	General	PW&E	Pavement Marking Program			x	x	x		Project Completed.
213	General	PW&E	Public Works & Engineering Website Updates	x	x	x	x	x	x	On-going.
214	General	PW&E	Regional Committee Coordination for DGSSMS, Water/Wastewater BMP, Road Supervisors, Traffic Coordinators, Sourcewater Protection	x	x	x	x	x	x	On-going.
215	General	PW&E	Sidewalk and Parking Lot Maintenance Review	x	x	x	x	x	x	Anticipate Q3 2020.
216	General	PW&E / COR	Internal Drinking Water Quality Management System (DWQMS) Audit							Project Complete.
217	New Initiatives	PW&E	Rogers Telecom Utility Project	x	x	x	x	x	x	On-going.
218	New Initiatives	PW&E	Contract General Conditions for Reconstruction Projects							Project Completed.
219	New Initiatives	PW&E	Infrastructure Standards and Specifications Manual	x	x	x	x	x	x	On-going. Joint service/project discussions with Woolwich.
220	New Initiatives	PW&E	Municipal Consent Requirements Manual	x	x	x	x	x	x	On-going.
221	New Initiatives	PW&E	Sanitary Growth Servicing Study	x	x	x	x	x	x	On-going.
222	Strategic Plan	PW&E / COR	Asset Management - Plan Roadmap (Phase II)	x	x	x	x	x	x	Staff continuing to perform data gap analysis and planning for data capture on core infrastructure assets.
FIRE SERVICES										
223	Capital Program	FIRE	Mounted Apparatus Pressure Washers	x	x	x	x	x	x	Station 1 Completed, Station 2 will be completed 2nd quarter, Station 3 will be completed in 2020 during renovation.
224	Capital Program	FIRE	Coveralls and Safety Boots	x	x	x	x	x		Project Completed

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
225	Capital Program	FIRE	Thermal Imaging Cameras	x	x	x	x	x		New technology review will be completed in 2020
226	Capital Program	FIRE	SCBA Replacement Program/RFP	x	x	x	x	x	x	Project Completed.
227	Capital Program	FIRE	Water/Ice Rescue Level of Service	x	x	x	x	x	x	Training Completed, full team deployment contingent on equipment arrival. Anticipate 2nd quarter 2020.
228	Capital Program	FIRE	Supply and Install Commercial Washers/Dryers	x	x	x	x	x	x	Station 1 and 2 completed. Station 3 will be completed during renovations
229	Capital Program	FIRE	Station 3 Renovations	x	x	x	x	x	x	Project will be completed by 2nd quarter 2020.
230	Capital Program	FIRE / CAO	Master Fire Plan	x	x	x	x	x	x	Project delayed into 2020
231	Capital Program	FIRE	P-25 Regional Radio System	x	x	x	x	x	x	WRPS and Region continue to move this project forward, anticipate Fire to go live in 2nd quarter 2020.
232	General	FIRE	Annual Mandatory Fire Pump Testing Program	x						Annual Pump Testing Completed
233	General	FIRE	Implement H2S Detectors/SOG/Training	x	x	x	x	x		Project delayed to 2020
234	General	FIRE	Emergency Management Training	x	x	x	x	x	x	Project Completed.
235	General	FIRE	Fire Safety Plans – Township Facilities				x	x	x	On-going
236	General	FIRE	DZ Licensing	x	x	x	x	x		DZ licensing training on-going
237	General	FIRE	Live Fire Training				x			Project Completed.
238	General	FIRE	Flood Preparedness Open House							Project completed for 2019
239	General	FIRE	Alert Waterloo Region Mass Notification System	x	x	x	x	x		Project Completed.
240	General	FIRE	Update H&S SOP's and SOG's		x	x				Project completed for 2019
241	General	FIRE	Firefighter Green Light Program - Research		x	x	x	x	x	On-going
242	General	FIRE	Firepro Firefighter Training Records Management	x	x	x	x	x	x	On-going
243	General	FIRE	Firepro Station Inventory Updates	x	x	x	x	x	x	On-going
244	General	FIRE	Revision / Updating of Departmental SOG's	x	x	x	x	x	x	On-going
245	General	FIRE	Recruit Firefighter Training	x	x	x	x	x	x	2019 Class completed.

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
246	General	FIRE	Burn Bylaw Review/Update	x	x	x	x	x	x	Research and Development On-going
247	General	FIRE	Fire Route Bylaw/Update	x	x	x	x	x	x	Research and Development On-going
248	General	FIRE	First Aid Certification - New Recruits							Training Completed for 2019
249	General	FIRE	Township Lock Box Program	x	x	x	x	x	x	Project on-going
250	General	FIRE	Grant Application - Bullex Fire Extinguisher Training System	x	x	x				Grant Denied, project will not be pursued at this time.
251	General	FIRE	Door to Door Smoke Alarm Program							Project completed for 2019
252	General	FIRE	Electrical Safety Training			x	x	x		Project completed
253	General	FIRE	Fire Prevention/Pub Ed - Schools, Rural Residence, Fall Open House	x	x	x	x	x	x	Projects for 2019 completed
254	New Initiatives	FIRE	Emergency Management Evacuation Centers	x	x	x	x	x	x	Project on-going
255	New Initiatives	FIRE	Apparatus Lock Box Program							Project completed
256	New Initiatives	FIRE	Hose Testing	x	x	x	x	x		Completed in 2019
257	New Initiatives	FIRE	Play Safe/Be Safe School Program			x	x	x	x	Fall roll-out, corresponds with return of students
258	New Initiatives	FIRE	Pro Board Certification	x	x	x	x	x		New Training Certifications being planned and scheduled for 2020 - Recruits
259	New Initiatives	FIRE / COR / CAO	GRCA Flood Mitigation Study			x	x	x	x	Study on-going through GRCA
260	Strategic Plan	FIRE	Review/Update By-Law to Establish a Fire Department	x	x	x	x	x	x	To be completed in conjunction with Fire Master Plan
DEVELOPMENT SERVICES										
261	Capital Program	DS	Sign Bylaw Review	x	x	x	x	x	x	On-going
262	Capital Program	DS	Township Zoning Bylaw Review (Implementation)	x	x	x	x	x	x	On-going
263	Capital Program	DS / FAC&REC / CAO	Smith's Creek Carbon Sink Design	x	x	x	x	x	x	Background meetings with applicable agencies and community champions are on-going. Report to Council anticipated by end of Q3
264	General	DS	Municipal Tree Canopy Policy Consolidation Exercise							Deferred to 2020.
265	General	DS	Bill 66 / Amendment No. 1 to Growth Plan / Planning Act & PPS Review	x	x	x	x	x	x	On-going

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
266	General	DS	Building Permit Fees Review (Non-Res)		x	x	x			On-going
267	General	DS	Digital Permit Submission / Review / Issuance Pilot	x	x	x				On-going
268	General	DS	Green Building Standards Regional Committee	x	x	x	x	x	x	On-going
269	General	DS	High Speed Rail EA / Greenbelt Expansion Study Area	x	x	x	x	x	x	Waiting Terms of Reference of the Southwest Ontario Transportation Plan
270	General	DS	Region of Waterloo Municipal Comprehensive Review (MCR)	x	x	x	x	x	x	On-going
271	General	DS	Take Action on Radon - Study Review	x		x	x			On-going
272	General	DS	Township Official Plan Review (Implementation)	x	x	x	x	x	x	On-going
273	General	DS / COR	Backwater Valve Program	x	x					Research and Development On-going
274	General	DS / PW&E	Source Water Protection and Salt Management Reporting and Updated Plan	x	x	x	x	x	x	On-going
275	New Initiatives	DS	Planning Fees Review	x	x					On-going
CASTLE KILBRIDE										
276	Capital Program	CK/FAC&REC	Castle Kilbride Chimney Repairs							Project completed.
277	General	CK	Write federal and provincial grant application for summer youth employment							Project completed.
278	General	CK	Plan 2019 initiatives with Chairperson from Castle Kilbride							Project completed.
279	General	CK	Plan 2019 initiatives with Chairperson from Heritage Wilmot							Project completed.
280	General	CK	Plan and deliver 2019 Heritage Day							Project completed. Event was held on February 23, 2019 in New Dundee.
281	General	CK	Interview, hire and train summer staff for Castle Kilbride and Heritage Wilmot.							Project completed
282	General	CK	Prepare and Deliver Summer Programs and Events							Project completed.
283	General	CK	Research and Establish 2019 Event and Exhibit Schedules							Project completed.
284	General	CK	Research, Develop and Install Spring/Summer Exhibits							Project completed.
285	General	CK	Solicit Colleges/Universities for Internship proposals							Project completed.

Item	Functional Area	Department	Project Description	J	A	S	O	N	D	Notes
286	General	CK	Write Community Museum Operating Grant (CMOG) for provincial museum funding							Project completed.
287	General	CK	Update the Castle Kilbride Five Year Museum Plan based on Ministry of Culture's direction for Ontario Museum Operating Grant (CMOG) eligibility				x	x	x	Ongoing. Deadline was extended to 2021 to allow museums a phased-in approach to demonstrate best practices to complete a meaningful Plan. Anticipate completion Q4 2020. - missing from 2020
288	General	CK	Coordinate New Interior/Exterior Signage at Admin Complex and Castle Kilbride	x	x	x	x	x		Admin Complex signage completed. Museum signage to be completed Q2 2020
289	General	CK/ILS	Prime Ministers Path Committee involvement	x	x	x	x	x	x	Sixth statue project unveiling June 20, 2020 as part of a 2 day symposium starting June 19, 2020.
290	General	CK	Artifact Storage Room review				x	x	x	Ongoing. This review is to assess current and future storage needs for the collection that relates to a Museums Assistance Program (MAP) grant application due Q4 2020.
291	General	CK	Research, Develop and Install Fall/Winter Exhibits							Project completed.
292	General	CK / CAO	Continue Rural Tourism Strategies with Waterloo Region Tourism Marketing Corporation (WRTMC).	x	x	x	x	x	x	On-going
293	General	CK	Prepare and Deliver Winter Programs and Events							Completed.
294	General	CK	Research and Plan draft 2020 Special Event and Exhibit list							Completed.
295	General	CK/ILS	Review Terms of Reference for the Castle Kilbride and Heritage Wilmot Advisory Committees							Ongoing. Anticipate completion Q3 2020.
296	New Initiatives	CK	Present new Ghost Walk event							Project completed.
297	New Initiatives	CK	Assist New Hamburg Board of Trade with heritage street sign design concepts following the Heritage Conservation District (HCD) Guidelines.							Information was provided. Heritage Wilmot supports this beautification project in the HCD .
298	New Initiatives	CK/FAC&REC/PW/FIRE	Coordinate filming events at Castle Kilbride and downtown New Hamburg							Completed. Two separate filming events occurred in April and August.
299	New Initiatives	CK	Coordinate 25th anniversary event of museum with the Castle Kilbride Advisory Committee							Completed. The event was celebrated September 22nd at Castle Kilbride.
300	New Initiatives	CK	Enhance and print new Prime Ministers Path brochure							Completed.
301	Strategic Plan	CK	Designate Property under Part IV of the Ontario Heritage Act							Project completed. St. James Lutheran Church in Baden was officially designated on November 3, 2019 by Heritage Wilmot.
302	Strategic Plan	CK	Research a Public Art Policy					x	x	Ongoing. A Public Art Policy is to be completed by 2021-2022 based on the Arts & Culture Master Plan (2018) recommendations. Anticipate completion Q4 2020
303	Strategic Plan	CK	Update Non-Designated Register of Heritage Properties							Project completed.



Strategic Plan Update

Report No. CAO 2020-01

Wilmot is a cohesive, vibrant and welcoming countryside community.

1

2013 Strategic Plan

- Consultant led community engagement and document preparation
- Created the Township's Vision and Mission Statement
- Identified 6 values from the community engagement: health and wellbeing; diversity; legacy; accessibility and inclusivity; forward-thinking; and balance
- 4 identified goals, each with 3-5 strategies and several actions
- Provide guidance for municipal decision making for the next 20 years



Township of Wilmot Strategic Plan
Council Approved – June 3, 2013

Wilmot is a cohesive, vibrant and welcoming countryside community.

2

The Consultant and the Committee

- WCM Consultants Inc. retained to lead and guide stakeholder consultations

- **Committee Members**

Mayor Les Armstrong
Councillor Angie Hallman
Councillor Jeff Gerber

Chief Administrative Officer
Director of Corporate Services / Treasurer
Director of Development Services
Director of Information and Legislative Services /
Municipal Clerk
Director of Parks, Facilities and Recreation Services

Education about
acceptance and
equality

Wilmot is a cohesive, vibrant and welcoming countryside community.



TOWNSHIP
OF WILMOT

3

Stakeholder Consultations

- 3 in-person workshops to kick off the engagement process
- Online and hardcopy surveys
- Business community focused charette
- Community organization focused charette
- Township staff charettes
- One-on-one interviews with Council members

Maintain accessibility
along existing
networks

Wilmot is a cohesive, vibrant and welcoming countryside community.



TOWNSHIP
OF WILMOT

4

Review and Refining

- All feedback received was reviewed and categorized
- Confirmed much of what was included in the 2013 Strategic Plan
- The community has evolved resulting in the need to update the Plan

Streamline services
with Region and area
municipalities eg.
Water / sanitary

Integration between
rural / urban lifestyles &
communities and
respect for the
environment

Wilmot is a cohesive, vibrant and welcoming countryside community.



5

Core Values

2013	Health and Wellbeing	Accessibility and inclusivity
	Diversity	Forward-thinking
	Legacy	Balance
2019	Health and Wellbeing	Accessibility and inclusivity
	Community	Forward-thinking
	Legacy	Balance

Wilmot residents identified “diversity” and “community” as key values that needed to be included in the Plan. Accessibility and inclusivity includes diversity.

Wilmot is a cohesive, vibrant and welcoming countryside community.



6

Goals

2013

- We enjoy our quality of life
- We are an engaged community
- We have a prosperous economy
- We protect our natural environment

2019

- Community Engagement
- Economic Prosperity
- Environmental Protection
- Quality of Life
- Responsible Governance



Wilmot is a cohesive, vibrant and welcoming countryside community.



7

Strategies

Quality of Life

- Accessibility and Inclusivity
- Active Transportation and Transit
- Arts, Culture and Heritage
- Health and Wellbeing
- Recreation and Leisure Opportunities

Community Engagement

- Belonging
- Community Events
- Support for Community Groups/Volunteers and Youth

Economic Prosperity

- Economic development
- Smart Growth

Environmental Protection

- Agriculture and Greenspace
- Climate Adaptation and Mitigation
- Sustainability

Responsible Governance

- Active Communications
- Fiscal Responsibility
- Infrastructure investments
- Service Reviews / Master Planning

Environment - lets do more - Climate change issues are important

Wilmot is a cohesive, vibrant and welcoming countryside community.



8

Actions

Protect farmlands
and keep the
Township Rural

Protect our
communities
identities

Community Engagement

- 2 new actions from consultations, 1 new action from 2019 Novel Coronavirus

Economic Prosperity

- 3 new actions from consultations, 1 new action from 2019 Novel Coronavirus

Environmental Protection

- 3 new actions from consultations

Quality of Life

- 6 new actions from consultations, 1 new action from 2019 Novel Coronavirus

Responsible Governance

- 25 new actions from consultations, 1 new action from 2019 Novel Coronavirus

Wilmot is a cohesive, vibrant and welcoming countryside community.



9

Implementation

- Departmental Mission Statements
- Annual Work Program
- Engagement and Awareness
- Annual Reporting
- Reports to Council
- Online Progress Reporting Tool

Seek feedback
from community
and updates /
communication
back to
community groups

Integrate faith
groups,
volunteerism,
service clubs

Recreational
opportunities -
continue to expand
on diversity

Wilmot is a cohesive, vibrant and welcoming countryside community.



10

Annual Work Program

- Approved by Council and updated mid year
- 2020 Work Program delayed due to the 2019 Novel Coronavirus



Effective evidence
based decision
making

Increasing Youth
community
involvement

Wilmot is a cohesive, vibrant and welcoming countryside community.





REPORT NO: ILS 2020-33

TO: Council

SUBMITTED BY: Dawn Mittelholtz, Director of Information and Legislative Services / Municipal Clerk

PREPARED BY: Dawn Mittelholtz, Director of Information and Legislative Services / Municipal Clerk

REVIEWED BY: Grant Whittington, CAO

DATE: November 16, 2020

SUBJECT: Consideration of Drainage Engineer's Report
For the Glen Shantz Drain 2020
South Part of Lot 28 and 29
Concession 2, Block A
Township of Wilmot

RECOMMENDATION:

THAT the Drainage Engineer's Report dated October 21, 2020 for the Glen Shantz Drain 2020 requiring drainage involving the installation of closed pipe drain for Branch A and incorporation of closed pipe drain for Branch B for South Part of Lot 28 and 29, Concession 2, Block A, Township of Wilmot, Regional Municipality of Waterloo, be received, and further;

THAT the date for the Consideration of the Report be scheduled for Monday, December 7, 2020 at 7:00 pm.

BACKGROUND:

On June 3, 2019, Council accepted the Petition for Drainage Works from Gary Roth for constructing a new tile drain and incorporating an existing private tile drain into an existing

municipal drain. On August 26, 2019 Council appointed K. Smart Associates Limited as the Engineer for this Municipal Drainage Project.

REPORT:

On October 21, 2020, K. Smart Associates Limited filed their Engineer's Report with the Clerk. Pursuant to the requirements of the Drainage Act, within 30 days of the filing of the Report, Council must acknowledge receipt of the Report and send notice of the Council Meeting where the Report will be considered along with a copy of the Report.

A copy of the Report is attached hereto. Notices of the meeting and copies of the Report will be forwarded to the assessed landowners as well as any affected public agencies, as required.

At the December 7, 2020 meeting to consider the Report, the Drainage Engineer will review the Report for Council and answer any questions that may arise. The landowners and all other affected parties will be given the opportunity to voice their concerns relating to any aspect of the Report. At the conclusion of the meeting, the owners affected will be given an opportunity to add or withdraw their names from the petition.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

By proceeding with the requirements of the Drainage Act, Council is supporting the infrastructure within the municipality.

FINANCIAL CONSIDERATIONS:

If the municipal drainage works proceed pursuant to the Drainage Act, then the property owners that are affected would be assessed in accordance with the assessment schedule and levied by by-law upon completion of the project.

The summary of assessment for these works is estimated as follows:

Property Type	Grant Eligibility	Estimated Assessment
Privately Owned - Agricultural	Grant Eligible	\$30,137
Privately Owned – Non-Agricultural	Ineligible	\$19,880
Township of Wilmot	n/a	\$nil
Total Estimated Assessment		\$50,017

ATTACHMENTS:

K. Smart Associates Limited Engineer's Report, Glen Shantz Drain 2020

ENGINEERING REPORT

For

GLEN SHANTZ DRAIN 2020

Township of Wilmot

Region of Waterloo

Date: October 21, 2020

File No. 19-281



K. SMART ASSOCIATES LIMITED
CONSULTING ENGINEERS & PLANNERS

85 McIntyre Drive
Kitchener, ON N2R 1H6

Tel: 519-748-1199
Fax: 519-748-6100

This page intentionally left blank

TABLE OF CONTENTS

1	EXECUTIVE SUMMARY	1
2	DRAINAGE HISTORY	2
3	INVESTIGATION	2
3.1	On-Site Meeting	2
3.2	Site Examination and Survey	3
3.3	Watershed Description.....	4
4	AUTHORITY FOR REPORT	4
5	RECOMMENDED WORK	4
6	DESIGN CONSIDERATIONS	5
6.1	Sufficient Outlet.....	5
6.2	Drain Capacity	5
6.3	Berms.....	6
6.4	Soil Conditions	6
7	MEETING(S)	6
8	ENVIRONMENTAL CONSIDERATIONS	7
8.1	Agency Consultation	7
9	CONSTRUCTION CONSIDERATIONS	7
9.1	Pre-Construction Approvals	7
9.2	Construction Scheduling	7
9.3	Minor Adjustments During Construction.....	7
9.4	Substantial Alterations to the Drain	8
9.5	Alignment of Drains.....	8
10	DRAWINGS AND SPECIFICATIONS	8
10.1	Drawings	8
10.2	Specifications.....	8
11	COST ESTIMATE	8
11.1	Allowances.....	9
11.2	Construction Cost Estimate.....	9
11.3	Engineering Cost Estimate.....	10
11.4	Estimate of Section 73 Costs	10
11.5	Harmonized Sales Tax.....	11
11.6	Estimated Cost Summary	11
12	ASSESSMENTS	12
12.1	Calculation of Assessments	12
12.2	Benefit Assessments (Section 22)	12
12.3	Outlet Liability Assessments (Section 23)	13
12.4	Assessment Schedules.....	13
13	GRANT	14
14	PRIVACY OF LANDS	14
15	MAINTENANCE	15
15.1	General	15
15.2	Updating Future Maintenance Schedules	15
16	BYLAW	15

SCHEDULE A – SCHEDULE OF ASSESSMENT

SCHEDULE B – SCHEDULE OF ASSESSMENT FOR MAINTENANCE

SCHEDULE C – SCHEDULE FOR ACTUAL COST BYLAW

SPECIAL PROVISIONS

STANDARD SPECIFICATIONS

- Section 200 - General Conditions
- Section 300 - Special Provisions (See Drawings 3 & 4)
- Section 400 - Standard Specifications for Construction of Drains
- Section 420 - Standard Specifications for Tile Drains

DRAWINGS 1 TO 5

Definitions:

“Act” means The Drainage Act RSO 1990

“CSP” means corrugated steel pipe

“Drain” means Glen Shantz Drain 2020

“Grant” means grant paid under the Agricultural Drainage Infrastructure Program

“HDPE” means high-density polyethylene

“Municipality” means Township of Wilmot

“OMAFRA” means the Ontario Ministry of Agriculture, Food and Rural Affairs

“Tribunal” or “Drainage Tribunal” means Agriculture, Food and Rural Affairs Appeal Tribunal

<i>Table 11.1-1 – Summary of Allowances</i>	<i>9</i>
<i>Table 11.6-1 – Estimated Cost Summary</i>	<i>11</i>
<i>Table 12.2-1 – Benefit Assessments</i>	<i>12</i>
<i>Table 12.3-1 – Runoff Factors</i>	<i>13</i>



October 21, 2020

File No. 19-281

GLEN SHANTZ DRAIN 2020

TOWNSHIP OF WILMOT

1 EXECUTIVE SUMMARY

This report is prepared pursuant to Section 4 of the Drainage Act RSO 1990 (the Act).

On June 3, 2019, the Township of Wilmot received a petition from Gary Roth for constructing a new tile drain and incorporating an existing private tile drain as a municipal drain in the South Part of Lot 28 and 29, Concession 2, Block A. Pursuant to Section 8 of the Act, on August 26, 2019, K. Smart Associates Limited was appointed by resolution of Council to prepare a report on the petition received.

To address the petition received, this report recommends the following:

- Installation of 712m of closed pipe drain (Branch A) and incorporation of 176m of closed pipe drain (Branch B)

The estimated cost of this project is \$86,500.

The watershed served is 63.5 hectares for Branch A (approximately 157 acres with 11.8 hectares of subsurface water tiled out of the watershed), and 31.8 hectares for Branch B (approximately 79 acres).

Assessment schedules are for construction and future maintenance of the drainage works.

- Schedule A shows the assessment of the total estimated cost
- Schedule B is for prorating future maintenance cost
- Schedule C is for levying the final cost of the Drain

2 DRAINAGE HISTORY

The Glen Shantz Drain was originally established in accordance with a report under the Drainage Act by John Kuntze, P. Eng. & Kenn Smart, P. Eng. dated February 27, 1981. Under the 1981 report, the Main Drain tile extended from its outlet into Wilmot Creek as a 675mm concrete tile on the South Part of Lot 29, Concession 2, Block A northerly through the north parts of Lot 28 & Lot 27, across Huron Road and ending at a point in the middle of Lot 27, Concession 1, Block A as a 200mm concrete tile. The total distance of tile being approximately 2,700m. No other drain reports for improvements have been made to the Glen Shantz Drain since the 1981 report.

In 1997, a memo was prepared by the township drainage superintendent John Kuntze, P. Eng. by request of Mr. Gary Roth for the size of tile required to be constructed from the Glen Shantz Drain for approximately 176m to the northerly property limits of the farm. From this memo, a 300mm concrete tile was constructed by Bruce Cook Drainage Limited with a 900x1200mm ditch inlet catchbasin on the property line. The cost of the work was paid for by Mr. Roth.

3 INVESTIGATION

3.1 On-Site Meeting

On November 8, 2019, an on-site meeting was held in accordance with Section 9(1) and 9(2) of the Act. Notice of the meeting was sent to the landowners most affected by the drain and the affected agencies. Curtis MacIntyre welcomed everyone and explained briefly the petition submitted to the township by Mr. Roth and that the current meeting was a required first stage in the Drainage Act process. The petition contained two components. First, a new tile drain, and second, an incorporation of an existing tile. The following attended the on-site meeting:

Attendees:

Gary Roth (Roll No. 001-09400)	John Kuntze, P. Eng. (K. Smart Associates)
Mark Lass (Roll No. 001-10100)	Curtis MacIntyre, E.I.T. (K. Smart Associates)
Gary Wagler (Roll No. 001-10900) (representing his son)	

The following input was provided by those in attendance broken down into the two components of the petition:

New Tile Drain

Gary Roth (Roll No. 001-09400) (Petitioner)

Gary explained that his main concern was the surface water that rushes through the middle of his farm from the east and causes large amounts of erosion. He would be looking at trying to install possibly two catchbasins along the route of this new drain

to catch the surface water. He was not opposed to the construction of berms with the catchbasins.

Gary Wagler (Roll No. 001-10900)

Gary told the engineer that his field is tiled to the south and out of the watershed. He also recalled that a tee was provided at the north end of his field to service the currently untiled Myersview Farm (Roll No. 001-10700).

All Owners

All owners agreed that the capacity of the existing Glen Shantz Drain downstream of this junction point with the new tile drain should be looked into. If capacity becomes a concern, the new tile drain may be best suited to run along the Glen Shantz Drain to the south and outlet into Wilmot Creek. Most owners agreed that large stones could be an issue in this area.

Incorporate Existing Tile

Gary Roth (Roll No. 001-09400) (Petitioner)

Recalled that the drain was constructed in 1998 and 300mm concrete tile was used. Gary provided information for the cost of construction at the time. He thought that some work still needed to be done to stop the erosion at the catchbasin on the property line between his and the Lassdale Farms property.

Mark Lass (Roll No. 001-10100)

Mark discussed a private tile drain that they put in on their property that came down from the Max Lass farm (2031534 Ontario Inc. - Roll No. 001-10200) and then turned west before the property line with the Roth farm and was tee'd into the Glen Shantz Drain. Mark thought that this tile could be dug up near the existing tile to be incorporated and brought into the catchbasin. The engineer thought that a tee connection should be used and that the area around the existing catchbasin could be re-graded and riprapped at the time this work is done.

3.2 Site Examination and Survey

The route of the existing drain was examined after the on-site meeting and on several occasions during the spring of 2020. A Topographic survey was completed in January 2020 from the outlet of the Drain to the Lot 28/29 line, as well as the route of the existing tile to be incorporated.

During a walkthrough of the watershed limits in the spring of 2020, it was determined that although the Wagler farm (Roll No. 001-10900) is tile drained out of the watershed, it is obvious that a small portion of land in the northwest corner still drains surface water from the upstream Myersview farm through the Wagler farm within the watershed of the new tile drain. Therefore, the Wagler farm will be assessed at half rate for outlet considerations. Furthermore, the same half rate for outlet considerations will be used for the area of land on the easterly Myersview

Farms Inc. property to match the neighbouring Don Myers Drain watershed in a report by John Kuntze, P. Eng. in 1995.

3.3 Watershed Description

The perimeter watershed of the Drain has been established from on-site investigations, topographic information provided by the province and the historical reports of the Glen Shantz and Don Myers Drains.

The watershed area is approximately 98% agricultural lands, and 2% forested lands, with no roads or residential properties present.

4 AUTHORITY FOR REPORT

Section 4 of the Drainage Act provides for the construction of new drainage works for an area requiring drainage. As a result of discussion at the site meeting and on-site examination, the first area requiring drainage was determined to be the surface water flow path commencing at the eastern property limits of Roll No. 001-09400 westerly across the farm to the Glen Shantz Drain. The second area requiring drainage was determined to be the area along the existing tile drain in the north/northwest part of Roll No. 001-09400 and a small portion of adjacent land on the neighbouring northerly property with Roll No. 001-10100 that drain southerly to the Glen Shantz Drain. The signature on the petition represent greater than 60% of the area requiring drainage in both cases; thus, the petition is valid under Section 4(1)(b) of the Drainage Act.

5 RECOMMENDED WORK

Major Work items are listed below. Further detail regarding the construction and maintenance of the Drain can be found in the Special Provisions/Drawings.

BRANCH A

G. & J. Roth (Roll No. 001-09400)

- 5m² of riprap and 6m of 450mm diameter solid plastic pipe outlet into Wilmot Creek.
- 154m of 450mm diameter concrete tile, 150m of 400mm diameter concrete tile, and 111m of 300mm diameter concrete tile, consecutively along the surface water flow path.
- 25m long X 0.6m high berm at centre and 900x1200mm ditch inlet catchbasin with birdcage grate.
- 291m of 300mm diameter concrete tile to easterly property line at bush.
- 12m long X 0.6m high berm at centre located on property line.

2031534 Ontario Inc. (Roll No. 001-10200)

- “.....berm at centre located on property line” (as mentioned above).
- 900x1200mm catchbasin with birdcage grate located inside the edge of the bush, in front of proposed berm.

BRANCH B

G. & J. Roth (Roll No. 001-09400)

- Incorporate 176m of existing 300mm diameter concrete tile.
- Incorporate 12m of existing berm with a top elevation of approximately 342.50 on property line.

Lassdale Farms Inc. (Roll No. 001-10100)

- “Incorporate 12m of existing berm.....on property line” (as mentioned above).
- Incorporate an existing 900x1200mm ditch inlet catchbasin.
- Connect existing plastic tubing tile on Lassdale Farms Inc. property to existing north wall of ditch inlet catchbasin, backfill with $\frac{3}{4}$ " clear stone and place 2m² of riprap around the catchbasin.

6 DESIGN CONSIDERATIONS

6.1 Sufficient Outlet

Section 15 of the Act requires that the proposed work be continued downstream to a sufficient outlet. Section 1 of the Act defines sufficient outlet as “a point at which water can be discharged safely so that it will do no damage to lands or roads.” For this project, although the 675mm (27") diameter tile of the Glen Shantz Drain Main Drain would provide a sufficient outlet, it was decided to continue the drainage works parallel to the existing Glen Shantz Drain to an even better outlet at Wilmot Creek which will allow the proposed drainage works to function as intended. Furthermore, the 525mm (21") diameter Glen Shantz Drain Main Drain tile at approximate Station 472 provides sufficient outlet for the second area requiring drainage and has been functioning for a considerable time without complaint of the owners.

6.2 Drain Capacity

The size of the proposed tile drain was determined using the Drainage Coefficient Method outlined in the *Drainage Guide for Ontario*, published by OMAFRA. The drainage coefficient is a measure of the amount of runoff that a closed drain can remove from an upstream watershed in a 24-hour period. Based on the watershed

examination and landowner discussions, the proposed tile drain on this project has been designed for a 25mm (1") drainage coefficient.

The existing tile drain to be incorporated has been reviewed and determined to also be sized to provide for a 25mm (1") drainage coefficient.

6.3 Berms

Berms have been proposed at the upstream limit of Branch A (0+712) as well as a location where the surface slopes begin to increase to a grade greater than 4% (0+421). The main purpose of the berms is to direct as much of the surface water into the subsurface tile drain during a rain event as possible. The actual storage capacity of the berms is considered minimal. The potential storage volume of the berm at STA. 0+421 is anticipated to be between 60 to 70m³.

An existing berm at the top end of Branch B is also proposed to be incorporated.

6.4 Soil Conditions

The 1996 soil surveys mapping for the Region of Waterloo indicates that the soils adjacent to the Drain are 60% Tuscola Loam with imperfect drainage, and 20% each of Bennington Loam and Brant Loam that are well drained for the area of the proposed Branch A construction, with each soil containing a negligible stoniness factor.

Based on available information, adverse subsurface conditions are not expected on this project, and the use of conventional construction equipment is anticipated. Refer to the Standard Specifications for drain construction procedures when adverse subsurface conditions are encountered.

7 MEETING(S)

On August 20, 2020, an information meeting with landowners was held. Notice for the meeting was sent to all landowners assessed by the proposed work and affected agencies. At the meeting, the results of the investigation to-date were presented along with a summary of the proposed work, preliminary cost estimates and assessments. The following attended the meeting:

Attendees:

Gary Roth (Roll No. 001-09400)	John Kuntze, P. Eng. (K. Smart Associates)
Mark Lass (Roll No. 001-10100)	Curtis MacIntyre, P. Eng. (K. Smart Associates)
Don Myers (Roll No. 001-10700 & 001-10800)	

Those present at the meeting were in general agreement with the work proposed.

A revision was made to the proposed work on Branch A to change the originally proposed 600x600mm catchbasin at STA. 0+421 to a 900x1200mm catchbasin to allow for improved inlet capacities, as well as including 160m of eroded surface regrading downstream of the proposed berm and catchbasin mentioned above.

After the meeting, the proposed work and assessments were discussed with Gary Wagler (representing his son David Wagler, Roll No. 001-10900).

8 ENVIRONMENTAL CONSIDERATIONS

8.1 Agency Consultation

8.1.1 Grand River Conservation Authority

The Grand River Conservation Authority did not request an environmental appraisal under Section 6 of the Act. The Conservation Authority were sent notices for the public meetings. Email correspondence with Trevor Heywood, Resource Planner, prior to the public meeting stated that they had no concerns given no work was proposed in Wilmot Creek.

9 CONSTRUCTION CONSIDERATIONS

9.1 Pre-Construction Approvals

Before starting work, the Contractor shall ensure all public utilities are located and shall contact all landowners along the proposed drain route to determine the location of any private utilities. Permits are not required for the proposed work.

9.2 Construction Scheduling

Construction cannot commence until ten days after a bylaw to adopt this report is given third reading in accordance with the Act.

9.3 Minor Adjustments During Construction

Minor changes to the Drain may be made during construction subject to the approval of the Engineer, the Municipality, and the Specifications in this report. Such changes must occur before final costs are levied.

Additional work desired by landowner(s), which is not part of the drainage works, may be arranged with the Contractor provided the cost of the work is paid by the landowner(s), and the additional work is reviewed by the Engineer in advance. Such additional work is not part of the drainage works for future maintenance.

9.4 Substantial Alterations to the Drain

Any alterations that would affect the function of the Drain, which are requested by landowners, agencies or other authorities after the bylaw is passed, cannot be undertaken unless the report is amended.

If a substantial alteration is required, a revised report can be prepared and processed through the Act, or an application can be made under the Act to the Drainage Tribunal to recognize the substantial alteration. The application to the Tribunal must occur before final costs are levied.

9.5 Alignment of Drains

All drains shall be constructed and maintained generally to the alignment, as noted on the plans and specified by the Special Provisions. In the absence of survey bars, existing fences and similar boundary features are assumed to represent property lines.

Should landowners desire a more precise location for the drains in relation to their property line or if there is a dispute about the location of any property line, landowners may obtain a legal survey at their own cost before construction.

10 DRAWINGS AND SPECIFICATIONS

10.1 Drawings

The location of the Drain, watershed boundary and the affected properties are shown on Drawing No. 1 included with this report. The numbers adjacent to the Drain are station numbers, which indicate in metres the distance along the Drain from the outlet.

The profiles for the Drain are on Drawings 2 and 3. The profiles show the depth and grade for proposed work and future maintenance.

Drawings 3 and 4 contain details at specific locations as well as the Special Provisions – Construction Specifications. Drawing 5 contains sections along Branch A.

10.2 Specifications

This report incorporates the General Conditions, Standard Specifications and Special Provisions listed in the Table of Contents, which govern the construction and maintenance of the Drain.

11 COST ESTIMATE

The estimated cost of this project includes allowances to owners, the construction cost, the engineering cost and other costs associated with the project.

11.1 Allowances

Sections 29 to 33 of the Drainage Act provides for allowances (compensation) to owners affected by proposed drain construction. On this project, there are only allowances for Section 30 and 31.

11.1.1 Section 30 - Damages

Section 30 provides for payment of an allowance to landowners along the Drain for damages caused by the construction of the Drain. In agricultural areas, crop damages are computed based on published crop values and declining productivity loss in the years following construction. The allowance for damage to land and crops was calculated using a rate of \$1,650 per hectare applied to the defined working area. A 25m corridor along the drain in the area of the proposed work was the basis for the Section 30 allowance calculations. There is a minimum Section 30 allowance of \$100.

11.1.2 Section 31 – Existing Drains

Section 31 provides for payment of an allowance to the owner of an existing drain that is to be incorporated as part of the new Drain. The allowance for incorporating the 176m of 300mm dia. existing concrete tile and 900x1200mm concrete ditch inlet catchbasin on the G. & J. Roth property (Roll #001-09400) was determined to be \$4,500. This is equal to the cost paid by Mr. Roth as outlined on an invoice from Bruce Cook Drainage Ltd. dated November 26, 1998. Considering the significantly higher estimated construction cost to complete the same amount of work today, depreciation of the asset was determined to not be necessary.

Table 11.1-1 – Summary of Allowances

Roll Number	BRANCH A	BRANCH B		Total
	Sec.30	Sec.30	Sec. 31	
	Allowances	Allowances	Allowances	
	(\$)	(\$)	(\$)	(\$)
BRANCH A				
001-09400	2,950		4,500	7,450
001-10100		100		100
001-10200	100			100
TOTAL ALLOWANCES:	3,050	100	4,500	7,650

In accordance with Section 62(3) of the Act, the allowances shown may be deducted from the final assessment levied. Payment to the owner would only be made when the allowance is greater than the final assessment. The allowances are a fixed amount and are not adjusted due to construction.

11.2 Construction Cost Estimate

The estimated cost for Labour, Equipment and Materials to construct the proposed Drain is outlined in detail in **Table 11.6-1 – Estimated Cost Summary**. The

construction cost estimate is based on recent costs for comparable work. A contingency amount is included to cover additional work that may be required due to field conditions or minor alterations to the project.

The contract for the Drain will be awarded by public tender. If the contract price is more than 33% over the engineer's estimate, Section 59 of the Act requires a Council meeting with the petitioner to determine if the project should proceed.

11.3 Engineering Cost Estimate

Engineering costs include report preparation and attending the Council meeting to consider the report and the Court of Revision.

Construction Phase Services may include: preparing tender documents and tender call, review of tenders, attending the pre-construction meeting, periodic construction inspection, payments, final inspection, post-construction follow-up, final cost analysis and preparation of the grant application.

The cost for report preparation is usually not altered at the conclusion of a project unless the report is referred back or the report is appealed to the Drainage Tribunal, which would result in additional costs. The amount shown for meetings is an estimate. The final cost will be based on the actual time required for meetings. The estimate shown for construction phase services is based on experience and assumes good construction conditions and a Contractor who efficiently completes the construction. The final cost for the construction phase will vary as per the actual time spent during and following drain construction. Engineering costs are summarized in Table 11.6-1 – Estimated Cost Summary.

11.4 Estimate of Section 73 Costs

Section 73(2) and 73(3) of the Act direct that the cost of services provided by municipal staff and the Council to carry out the Act process shall not form part of the final cost of the Drain. However, Section 73(1) outlines that the following costs incurred by the Municipality can be included in the cost of the Drain: "*cost of any application, reference or appeal and the cost of temporary financing.*"

The estimate of Section 73 costs is included to cover the above-referenced items from Section 73(1) and primarily provides for interest charges on financing the project until it is completed. This cost estimate may not be adequate to cover legal or engineering costs incurred by or assessed to the Municipality should the project be appealed beyond the Court of Revision though such costs will form part of the final drain cost.

Grant policy indicates that municipal cost for photo-copying and mailing required to carry out the required procedures under the Act can be included in the final drain cost. Section 73 costs are summarized in Table 11.6-1 – Estimated Cost Summary.

11.5 Harmonized Sales Tax

The Harmonized Sales Tax (HST) will apply to most costs on this project. The Municipality is eligible for a partial refund on HST paid, the net 1.76% HST is included in the cost estimates in this report.

11.6 Estimated Cost Summary

Table 11.6-1 – Estimated Cost Summary

DESCRIPTION				TOTAL
ALLOWANCES:				\$7,650
CONSTRUCTION COST ESTIMATE				
Item	Stations	Description	Cost	
i) Branch A				
A1	0+000 to 0+006	6m of 450mm solid plastic pipe at outlet with rodent gate and 5m ² of riprap	800	
A2	0+006 to 0+160	154m of 450mm conc. tile with joint wrap by wheel machine	8,500	
A3	0+160 to 0+310	150m of 400mm conc. tile with joint wrap by wheel machine	7,500	
A4	0+310 to 0+421	111m of 300mm conc. tile with joint wrap by wheel machine	4,400	
A5	0+261 to 0+421	160m of minor ditch erosion re-grading	1,200	
A6	0+421	900x1200mm concrete DICB, including grate and connections	2,800	
A7	0+421	Construct 25m of new berm, 0.5m top width. Top width to be 343.20, 2:1 side slopes. Use existing material from site	1,200	
A8	0+421 to 0+712	291m of 300mm conc. tile with joint wrap by wheel machine	11,600	
A9	0+712	900x1200mm concrete DICB, including grate and connections	2,800	
A10	0+712	Construct 12m of new berm, 0.5m top width. Top width to be 348.30, 2:1 side slopes. Use existing material from site	600	
Sub Total Part i):				41,400
ii) Branch B				
B1	0+706 to 0+300	Install 3m of 300mm solid plastic pipe out of existing catchbasin and connect plastic pipe to existing plastic tubing with 150mm plastic tubing. Backfill around CB with 19mm clear stone and place 2m ² of riprap around CB.	1000	
Sub Total Part ii):				1,000
iii) Contingencies				
C1		Increased cost to install 50m of tile by backhoe in stony conditions, where authorized and with thin bedding of clear crushed stone	1,500	
C2		Lump sum contingency allowance	2,700	
Sub Total Contingencies (Part iii):				4,200
Net HST (1.76%)				820
TOTAL CONSTRUCTION COST ESTIMATE:				\$47,420

DESCRIPTION	TOTAL
ENGINEERING	
Report Preparation	21,000
Consideration of Report Meeting	500
Court of Revision	500
Construction Phase Services	6,000
Net HST (1.76%)	490
TOTAL ENGINEERING COSTS:	28,490
TOTAL SECTION 73 COSTS:	2,940
TOTAL ESTIMATED COST:	\$86,500

12 ASSESSMENTS

The Drainage Act requires that the total estimated cost be assessed to the affected lands and roads under the categories of Benefit (Section 22), Outlet Liability (Section 23), Injuring Liability (Section 23), Special Benefit (Section 24) and Increased Cost (Section 26). On this project assessment for Benefit and Outlet Liability are involved only.

12.1 Calculation of Assessments

For each branch, the first step in the assessment calculation is to determine the benefit assessment to the affected lands and roads, then special assessments to roads and utilities are determined, where applicable. After deducting the total benefit and special assessments from the total cost of each branch, the balance of the cost is then assessed as outlet liability on a per hectare basis to all lands and roads in the watershed.

12.2 Benefit Assessments (Section 22)

Section 22 benefits were determined for lands that receive improved drainage as a result of the project. Improved drainage includes better control of surface or subsurface water, direct outlet for private drainage improvements and cut-off benefit to diversion of flow away from lands or roads.

Table 12.2-1 – Benefit Assessments provides a summary of the benefit assessments separated for each proposed branch.

Table 12.2-1 – Benefit Assessments

<u>Roll Number</u>	<u>Branch A</u>	<u>Branch B</u>	<u>Description</u>
001-09400	33,500	4,000	-for improved drainage along drain
	1,500		-for improved direct outlet
001-10100		2,000	-for improved direct outlet
001-10200	3,000		-for improved direct outlet

12.3 Outlet Liability Assessments (Section 23)

Section 23(3) of the Drainage Act states that outlet liability assessment is to be based on the volume and rate of flow of the water artificially caused to flow. Therefore the lands and roads in the watershed are assessed on a per hectare basis, with adjustments made to recognize the different amount of runoff generated by different land uses. The basis for the adjustments is 1 hectare of cleared agricultural land contributing both surface and subsurface water to the Drain. Land uses with a different runoff rate are adjusted by the factors given in Table 12.3-1 – Runoff Factors.

Table 12.3-1 – Runoff Factors

Land Use	Runoff factor
Agricultural	1
Forest	0.5
Lands Tiled Away	0.5

12.4 Assessment Schedules

12.4.1 Schedule A- Schedule of Assessments

The estimated cost for the drainage works in this report is distributed among lands, roads and utilities, as shown in Schedule A, the Schedule of Assessments. In Schedule A each parcel of land assessed has been identified by the municipal assessment roll number at the time of the preparation of this report. The size of each parcel was established using the assessment roll information. If an "F" is shown in the first column, it denotes lands with current Farm Property Tax Class designation that may qualify for Grant. For convenience only, each parcel is also identified by the owner name(s) from the last revised assessment roll.

12.4.2 Schedule B -Schedule of Assessments for Maintenance

In accordance with Section 74 of the Act, the Drain shall be maintained by the Municipality, and the cost of maintenance shall be assessed to lands and roads upstream of the maintenance location, pro rata with the amounts in Schedule B. The \$ amounts in Schedule B are listed solely for calculating percentages (share of future maintenance costs) and will not be levied with the final cost of the drainage works.

Roll numbers are per the Municipality's last revised assessment roll, names included for convenience. The Municipality will confirm eligibility for the grant at the time the maintenance cost is levied.

Schedule B is divided into columns to reflect the different branches where maintenance work may be undertaken. The percentages shown in Schedule B determine the share of future maintenance to be levied to property or road. For

example, a \$1,000 tile repair will result in a \$50 assessment to a property with a 5% maintenance assessment.

12.4.3 Schedule C – Schedule for Actual Cost Bylaw

After the construction of the Drain is certified, complete by the Engineer, the Municipality will determine the actual cost of the Drain. Actual assessments will be determined by prorating the actual cost of the Drain using Schedule C. Schedule C illustrates the estimated net assessments after deducting allowances and grants from the total assessments shown in Schedule A. Eligibility for the grant will be confirmed by the Municipality at the time the actual cost is levied. Actual assessments in Schedule C will be levied to the owner of the identified parcel at the time the Actual Cost Bylaw is passed. Roll numbers are per the Municipality's last revised assessment roll, and the names are included for convenience.

13 GRANT

In accordance with the provisions of Section 85 of the Act, a grant not exceeding 1/3 (33-1/3%) may be available on the assessments against lands used for agricultural purposes. The current OMAFRA grant policy defines agricultural lands as privately owned parcels of land which have the Farm Property Class Tax Rate. Based on Municipal assessment roll information, parcels that have the Farm Property Tax Class are identified with an 'F' in the first column of the assessment schedules.

Section 88 of the Act provides for the Municipality to apply for this grant after the construction of the Drain is certified complete by the Engineer. The Municipality must confirm the Farm Property Tax Class on the assessed parcels at the time the grant application is completed and submitted to OMAFRA. OMAFRA has the authority to determine grant eligibility regardless of the designation herein.

If any portion of the drainage works is not eligible for the grant, those ineligible costs have been separately identified in this report.

14 PRIVACY OF LANDS

A right of way for the Municipality will exist along the Drain once constructed on each property. However, the property on which the right of way is located remains private property. Other landowners or the public may not enter or use the drain right of way. Persons authorized to enter the drain right of way to carry out duties authorized under the Act include: Engineers, Contractors and the appointed Drainage Superintendent and/or their assistants.

15 MAINTENANCE

15.1 General

Section 74 of the Act requires the Drain, as outlined in this report, to be maintained by the Municipality, and the cost of maintenance to be assessed to the upstream lands and roads pro rata with the assessments in Schedule B.

All parties affected by the Drain, are encouraged to periodically inspect the Drain and report any visible or suspected problems to the Municipality.

A right of way along the drain and access routes to the Drain exist for the Municipality to maintain the Drain.

Any landowner making a new connection to the Drain shall notify the Drainage Superintendent before making the connection. If the Drainage Superintendent is not notified, the cost to remedy new connections that obstruct or otherwise damage the Drain will be the responsibility of the owner.

15.2 Updating Future Maintenance Schedules

To ensure future maintenance assessments are equitable, the assessments provided in this report should be reapportioned under Section 65 when severances or amalgamations occur when new lands are connected to the Drain or when a land-use change occurs that can be accommodated by the existing Drain. If a future land-use change will cause the drain capacity to be exceeded, a report under Section 4 or 78 may be required to provide increased capacity.

16 BYLAW

This report including the drawings, specifications, and assessment schedules, when adopted by bylaw in accordance with the Act, provides the basis for construction and maintenance of the Drain.

All of which is respectfully submitted,

K. SMART ASSOCIATES LTD.



Curtis MacIntyre, P. Eng.



**SCHEDULE A - SCHEDULE OF ASSESSMENTS
GLEN SHANTZ DRAIN 2020
TOWNSHIP OF WILMOT**

				BRANCH A					BRANCH B					Gross Total
Con	Lot	Roll No.	Owner	Total ha affected	Total ha adjusted	Benefit (Sec. 22)	Outlet (Sec. 23)	Total	Total ha affected	Total ha adjusted	Benefit (Sec. 22)	Outlet (Sec. 23)	Total	Assessment (\$)
Township of Wilmot (Roll No. 30-18-010-)														
F 2 BLK A	Pt. Lot 28 & Pt. Lot 29	001-09400	G. & J. Roth	8.0	4.0	35,000	2,830	37,830	-	-	4,000	-	4,000	41,830
F 2 BLK A	Pt. Lot 28 & Pt. Lot 29	001-10100	Lassdale Farms Inc.	-	-	-	-	-	12.2	12.2	2,000	1,918	3,918	3,918
F 2 BLK A	Pt. Lot 28	001-10200	2031534 Ontario Inc.	9.6	8.9	3,000	6,297	9,297	10.4	10.4	-	1,635	1,635	10,932
F 2 BLK A	Pt. Lot 27	001-10400	G. Richardson	17.0	17.0	-	12,028	12,028	9.2	9.2	-	1,447	1,447	13,475
F 2 BLK A	Pt. Lot 27	001-10700	Myersview Farm Inc.	16.4	16.4	-	11,604	11,604	-	-	-	-	-	11,604
F 2 BLK A	Pt. Lot 26	001-10800	Myersview Farm Inc.	8.2	4.5	-	3,184	3,184	-	-	-	-	-	3,184
F 2 BLK A	Pt. Lot 27	001-10900	D. & J. Wagler	4.3	2.2	-	1,557	1,557	-	-	-	-	-	1,557
TOTAL ASSESSMENT GLEN SHANTZ DRAIN 2020:				63.5	53.0	38,000	37,500	75,500	31.8	31.8	6,000	5,000	11,000	86,500

Notes:

- Lands noted with an "F" are classified as agricultural and according to current OMAFRA policy qualify for the 1/3 grant
Eligibility for the 1/3 grant will be confirmed at the time the final cost is levied.
- Section 21 of the Drainage Act, RSO 1990 requires that assessments be shown opposite each parcel of land and road affected.
The affected parcels of land have been identified using the roll number from the last revised assessment roll for the Municipality/Township.
For convenience the owner's names as shown by the last revised assessment roll have also been included.

SCHEDULE B - Schedule of Assessments for Future Maintenance
GLEN SHANTZ DRAIN 2020
TOWNSHIP OF WILMOT

					BRANCH A		BRANCH B	
					0+000 to 0+712		0+000 to 0+176	
Con	Lot	Roll No.	Owner		\$	%	\$	%
2 BLK A	Pt. Lot 28 & Pt. Lot 29	001-09400	G. & J. Roth		19,130	33.85	2,400	30.00
2 BLK A	Pt. Lot 28 & Pt. Lot 29	001-10100	Lassdale Farms Inc.		0	0.00	2,518	31.47
2 BLK A	Pt. Lot 28	001-10200	2031534 Ontario Inc.		8,997	15.92	1,635	20.44
2 BLK A	Pt. Lot 27	001-10400	G. Richardson		12,028	21.29	1,447	18.09
2 BLK A	Pt. Lot 27	001-10700	Myersview Farm Inc.		11,604	20.54	0	0.00
2 BLK A	Pt. Lot 26	001-10800	Myersview Farm Inc.		3,184	5.64	0	0.00
2 BLK A	Pt. Lot 27	001-10900	D. & J. Wagler		1,557	2.76	0	0.00
TOTAL ASSESSMENTS					56,500	100.00	8,000	100.00
Note:								
1. Agricultural designation not included as grant eligibility has to be confirmed at the time of maintenance cost levy.								

**SCHEDULE C - Schedule for Actual Cost Bylaw
GLEN SHANTZ DRAIN 2020
TOWNSHIP OF WILMOT**

Con	Lot	Roll No.	Owner	Ha. Affected	Gross Assessment	1/3 Grant	Allowances	NET
<i>Township of Wilmot (Roll No. 30-18-010-)</i>								
F	2 BLK A Pt. Lot 28 & Pt. Lot 29	001-09400	G. & J. Roth	8.0	41,830	13,943	7,450	20,437
F	2 BLK A Pt. Lot 28 & Pt. Lot 29	001-10100	Lassdale Farms Inc.	12.2	3,918	1,306	100	2,512
F	2 BLK A Pt. Lot 28	001-10200	2031534 Ontario Inc.	20.0	10,932	3,644	100	7,188
F	2 BLK A Pt. Lot 27	001-10400	G. Richardson	26.2	13,475	4,492		8,983
F	2 BLK A Pt. Lot 27	001-10700	Myersview Farm Inc.	16.4	11,604	3,868		7,736
F	2 BLK A Pt. Lot 26	001-10800	Myersview Farm Inc.	8.2	3,184	1,061		2,123
F	2 BLK A Pt. Lot 27	001-10900	D. & J. Wagler	4.3	1,557	519		1,038
TOTAL ASSESSMENT GLEN SHANTZ DRAIN 2020:				95.3	86,500	28,833	7,650	50,017

Notes:

1. Lands noted with an "F" are classified as agricultural and according to current OMAFRA policy qualify for the 1/3 grant
Eligibility for the 1/3 grant will be confirmed at the time the final cost is levied.
2. Section 21 of the Drainage Act, RSO 1990 requires that assessments be shown opposite each parcel of land and road affected.
The affected parcels of land have been identified using the roll number from the last revised assessment roll for the County/Township.
For convenience the owner's names as shown by the last revised assessment roll have also been included.
3. Actual assessment is levied to the owner of the parcel at the time the final cost is levied.

GENERAL CONDITIONS**TABLE OF CONTENTS**

200.1	SCOPE	1
200.2	ORDER OF PRECEDENCE	1
200.3	MUNICIPALITY	1
200.4	TENDERS	1
200.5	EXAMINATION OF SITE, PLANS AND SPECIFICATIONS	1
200.6	COMMENCEMENT AND COMPLETION OF WORK	2
200.7	NOTICES RE COMMENCEMENT OF WORK	2
200.8	PERMITS, NOTICES, LAWS AND RULES	2
200.9	HEALTH AND SAFETY	2
200.10	LIMITATIONS OF OPERATIONS	2
200.11	SUPERVISION	3
200.12	CHARACTER AND EMPLOYMENT OF WORKERS	3
200.13	SUB-CONTRACTORS	3
200.14	PAYMENT	3
200.15	TERMINATION OF CONTRACT BY THE MUNICIPALITY	3
200.16	LIQUIDATED DAMAGES	4
200.17	CONTRACTOR'S LIABILITY	4
200.18	LIABILITY INSURANCE	5
200.19	LOSSES DUE TO ACTS OF NATURE, ETC.	5

200 GENERAL CONDITIONS**200.1 SCOPE**

The work to be done under this contract consists of supplying all labour, equipment and materials to construct the drainage work as outlined in the Instructions to Tenderers, the Form of Tender and Agreement, the Schedule of Tender Prices, the Drawings, the General Conditions, Special Provisions and the Standard Specifications.

200.2 ORDER OF PRECEDENCE

In case of any inconsistency or conflict between the drawings and specifications, the following order of precedence shall apply: Addenda, Form of Tender and Agreement, Schedule of Tender Prices, Special Provisions, Contract Drawings, Standard Specifications, General Conditions.

200.3 MUNICIPALITY

Municipality refers to a municipal corporation in the Province of Ontario. Where reference to Township, County, Region, Town, City or Owner appears it shall be deemed to be the same as the word Municipality. Where reference to owner appears in the specifications it is usually in reference to the owner of the property on which the drain is being constructed.

200.4 TENDERS

Tenders are to be submitted on a lump sum basis for the complete works or a portion thereof, as instructed by the Municipality. The Schedule of Tender Prices must be completed and submitted with the Form of Tender and Agreement even though the Contract will be a lump sum. As outlined in the Instructions to Tenders a deposit in the form of a certified cheque, bank draft, bonding or irrevocable letter of credit must accompany each tender as a guarantee of good faith. The deposit shall name the Municipality as the payee. All deposits, except that of the Tenderer to whom the work is awarded, will be returned within 10 days of the time the contract is awarded. The certified cheque of the Tenderer awarded the work will be retained as Contract Security and returned with the Completion Certificate for the work. A Performance Bond may also be required to ensure maintenance of the work for a period of one year after the date of the Completion Certificate.

200.5 EXAMINATION OF SITE, PLANS AND SPECIFICATIONS

Prior to the submission of the Tender, the Tenderer must examine the premises and site to compare them with the Drawings and Specifications in order to be satisfied with the existing conditions and the extent of the work to be done. The Tenderer must ensure that the meaning and intent of the drawings, estimated quantities and specifications is clearly understood before submission of the Tender. No allowances shall be made on behalf of the Contractor by reason of any error made in the preparation of the tender submission.

Any estimates of quantities shown or indicated on the drawings or elsewhere in the tender document are provided for the convenience of the Tenderer. The Tenderer should check the estimate of quantities for accuracy. Any use made of the estimated quantities by the Tenderer in calculating the tendered amounts is done at the Tenderers risk.

200.6 COMMENCEMENT AND COMPLETION OF WORK

The work must commence immediately after the Tenderer is notified of the contract award or at a later date, if set out as a condition in the Form of Tender and Agreement. If weather and ground conditions are unsuitable, work may be started at a later date from either of the above two dates if such delay is approved by the Engineer. The Contractor shall provide a minimum of 48 hours advance notice to the Engineer and the Municipality before commencement of any work. The work must proceed in such manner as to ensure its completion at the earliest possible date consistent with first class workmanship and within the time limit set out in the tender/contract document. Failure to commence or complete the work as set out in the tender/contract document may result in a forfeiture of all or part of the Contract Security if the Engineer deems that damages have been sustained to the Municipality or to any landowner because of the non-commencement or non-completion of the contract as awarded and that the failure to meet the specified dates has been the fault of the Contractor.

200.7 NOTICES RE COMMENCEMENT OF WORK

If the Contractor leaves the job site for a period of time after initiation of work, a minimum of 48 hours advance notice shall be given to the Engineer and the Municipality before commencement of any further work. If any work is commenced without the advance notice the Contractor shall be fully responsible for all such work undertaken prior to such notification and shall make good any works or materials judged to be inadequate or constructed in any manner that may have been subject to alteration if made known to the Engineer prior to commencement of construction.

200.8 PERMITS, NOTICES, LAWS AND RULES

The Contractor shall apply and pay for all necessary permits or licenses required for the execution of the work. This shall not include the obtaining of permanent easements or rights or servitude. The Contractor shall give all necessary notices and pay all fees required by the law and comply with all laws, ordinances, rules and regulations relating to the work and to the preservation of the public's health and safety and if the specifications and drawings are at variance therewith, any resulting additional expense incurred by the Contractor shall constitute an addition to the contract price.

200.9 HEALTH AND SAFETY

Contractor must comply with the Occupational Health and Safety Act (OHSA) and the associated Regulations for Construction Projects. Contractor will also follow any site-specific safety and training requirements of the Municipality, agencies, utility companies or other authorities.

Communication about site-specific hazards and safety requirements shall occur at the pre-construction meeting. If no pre-construction meeting is conducted, Contractor will communicate site-specific hazards and safety requirements before beginning work.

Contractor shall immediately report any workplace incidents, near misses, injuries and occupational illnesses to the Engineer.

200.10 LIMITATIONS OF OPERATIONS

Except for such work as may be required by the Engineer to maintain the works in a safe and satisfactory condition, the Contractor shall not carry out operations under the contract on Sundays or Statutory Holidays without permission in writing from the Engineer. The Engineer may direct in writing to the Contractor to cease or limit operations under the contract on any day or days if the operations are of such a nature, or if the work is so located, or if the traffic is of such a volume, that the Engineer deems it necessary or expedient to do so.

200.11 SUPERVISION

The Contractor shall provide constant supervision of the construction work and shall keep a competent foreman in charge at the site.

200.12 CHARACTER AND EMPLOYMENT OF WORKERS

The Contractor shall employ only orderly, competent and skillful workers to do the work and shall give preference to available qualified residents in the area of the contract. Whenever the Engineer informs the Contractor in writing that any workers are, in the opinion of the Engineer, disorderly, incompetent, or breaking the law, such workers shall be discharged from the job site and shall not again be employed on the job site without the written consent of the Engineer.

200.13 SUB-CONTRACTORS

If the Municipality so directs, the Contractor shall not sublet the whole or any part of this contract without the approval of the Engineer.

200.14 PAYMENT

Progress payments in cash equal to about 90% of the value of the work done and materials incorporated in the work will be made to the Contractor monthly. If directed by the Engineer the Contractor may be required to provide a written request for the progress payment amount. An additional 7% will be paid 45 days after the date of the Completion Certificate by the Engineer and 3% of the contract price may be reserved by the Municipality as a maintenance holdback for one year from the date of the Completion Certificate.

The holdbacks noted above may be increased by the Municipality if, in the written opinion of the Engineer, particular conditions of the contract require such greater holdback.

After the completion of the work any part of maintenance holdback may be used to correct defects from faulty construction and/or materials provided that notice shall first be given by the Engineer in writing to the Contractor stating that the Contractor has seven (7) days in which to remedy the defect in construction and/or materials.

200.15 TERMINATION OF CONTRACT BY THE MUNICIPALITY

Termination of the contract by the Municipality may be considered if the Contractor:

1. should be adjudged bankrupt or make a general assignment for the benefit of creditors or if a receiver should be appointed on account of insolvency;
2. should refuse or fail to supply enough properly skilled workmen or proper materials after having received seven (7) days' notice in writing from the Engineer to supply such additional workmen or materials in order to commence or complete the works;
3. should fail to make prompt payment to sub-contractors or for materials or labour;
4. should persistently disregard laws, ordinances, or instructions from the Engineer, or otherwise be guilty of a substantial violation of the provisions of the contract;

then the Municipality, upon Certificate of the Engineer that sufficient cause exists to justify such action, may without prejudice to any other right or remedy, give written notice to the Contractor to terminate the employment of the Contractor and take possession of the premises, and of all materials, tools and appliances thereon, and may finish the work by whatever method the Municipality may deem expedient, but without undue delay or expense. In such case, the Contractor shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the contract price will exceed the expense of finishing the work including compensation to the Engineer for additional

services and including other damages of every name and nature, such excess shall be paid to the Contractor. If such expense will exceed such unpaid balance including the Contract Security, the Contractor shall pay the difference to the Municipality. The expense incurred by the Municipality, as herein provided, shall be certified by the Engineer. If the contract is terminated by the Municipality due to the Contractor's failure to properly commence the works, the Contractor shall forfeit the Contract Security and furthermore shall pay to the Municipality an amount to cover the increased costs, if any, associated with a new tender for the contract being terminated.

If any unpaid balance and the Contract Security do not equal the monies owed by the Contractor upon the termination of the contract, the Municipality may also charge such expenses against any money which is or may thereafter be due to the Contractor from the Municipality.

200.16 LIQUIDATED DAMAGES

It is agreed by the parties to the Contract that in case all the work called for under the Contract is not finished or complete within the period of time as set forth in the Tender/Contract Document, damage will be sustained by the Municipality. It is understood by the parties that it will be impracticable and extremely difficult to ascertain and determine the actual damage which the Municipality will sustain in the event of and by reason of such delay. The parties hereto agree that the Contractor will pay to the Municipality a sum as set out in the Form of Tender and Agreement for liquidated damages for each and every calendar day delay, including Saturdays, Sundays and Statutory Holidays, in finishing the work in excess of the number of working days prescribed. It is agreed that the liquidated damages amount is an estimate of the actual damage to the Municipality which will accrue during the period in excess of the prescribed number of working days.

The Municipality may deduct any amount due under this section from any monies that may be due or payable to the Contractor on any account whatsoever. The liquidated damages payable under this section are in addition to and without prejudice to any other remedy, action or other alternative that may be available to the Municipality.

The Contractor shall not be assessed with liquidated damages for any delay caused by acts of nature, or of the Public Enemy, Acts of the Province or of any Foreign State, Fire, Flood, Epidemics, Quarantine Restrictions, Embargoes or any delays of Sub-Contractors due to such causes.

If the time available for the completion of the work is increased or decreased by reason of alterations or changes made under the provisions of the Contract, the number of working days shall be increased or decreased as determined by the Engineer.

If the Form of Tender and Agreement does not show an amount for Liquidated Damages then Liquidated Damages do not apply for this contract.

200.17 CONTRACTOR'S LIABILITY

The Contractor and all workers, agents or any party under the Contractor's control, including Sub-Contractors, shall use due care that no person or property is injured and that no rights are infringed during the construction work outlined in the contract. The Contractor shall be solely responsible for all damages by whomsoever claimable in respect of any injury to persons or to lands, buildings, structures, fences, livestock, trees, crops, roadways, ditches, drains and watercourses, whether natural or artificial, or property of whatever description and in respect of any infringement of any right, privilege or easement wherever occasioned in the carrying on of the work or any part thereof, or by any neglect, misfeasance or non-feasance on the Contractor's part or on the part of any workers, agents or parties under the Contractor's control including Sub-Contractors, and shall bear the full cost thereof. The Contractor shall be fully responsible to make such temporary provisions as may be necessary to ensure the avoidance of any such damage, injury or infringement and to prevent the interruption of or danger or menace to the traffic in any railway or any public or private road entrance or sidewalk and to secure to all persons and corporations the uninterrupted enjoyment of all their

rights, in and during the performance of the work. The Contractor shall indemnify and save harmless the Municipality and the Engineer from and against all claims, demands, losses, costs, damages, actions, suits or other proceedings by whomsoever made, brought or prosecuted in any manner based upon, occasioned by, or attributed to any such damage, injury or infringement.

Wherever any work is of such an extent and nature that it must necessarily be confined to particular areas of a roadway, a working area, or private property, the Contractor shall use reasonable care not to damage or deface the remaining portions of the property, and if any damage is occasioned as a result of the Contractor's operations, it shall be rectified by and at the expense of the Contractor, to the satisfaction of the Engineer. Notwithstanding the indemnity provisions contained in this section, where in the opinion of the Engineer the Contractor has failed to rectify any damage, injury or infringement or has failed to adequately compensate any person for any damage, injury or infringement for which the Contractor is responsible under the contract, the Engineer, following notice in writing to the Contractor of an intention so to do, may withhold payment of any monies due the Contractor under this or any other contract until the Contractor has rectified such damage, injury or infringement or has paid adequate compensation for such damage, injury or infringement, provided however, that the Municipality will not withhold such monies where in the opinion of the Engineer there are reasonable grounds upon which the Contractor denies liability for such damage, injury or infringement and the Contractor has given the claimant a reasonable time in which to establish the validity of the claim, and provided further that the amount withheld under this section shall not exceed the amount of such claims against the Contractor.

Where the Contractor uses privately owned lands for pits or waste disposal areas, the Contractor shall comply with applicable laws and provide the Engineer with a release signed by or on behalf of the owner of each pit or waste disposal area used by the Contractor. If the said release is not obtained, then sufficient monies will be withheld from the Contractor except, however, where the owner's signature is withheld solely on the basis of damage, injury, or infringement it will be dealt with as provided elsewhere in this subsection.

Nothing herein contained shall be construed as in any way restricting or limiting the liability of the Contractor under the laws of the country, province or locality in which the work is being done. Neither the Completion Certificate nor final payment thereunder, nor any provision in the Contract Document shall relieve the Contractor from this liability.

200.18 LIABILITY INSURANCE

The Contractor shall take out and keep in force until the date of acceptance of the entire work by the Engineer, a comprehensive policy of public liability and property damage insurance providing insurance coverage of at least \$3,000,000 for each and every accident, exclusive of interest and cost, against loss or damage resulting from bodily injury to or death of one or more persons and loss of or damage to property and such policy shall where, and as requested by the Municipality, name the Municipality and the Engineer as an additional insured thereunder and shall protect the Municipality against all claims for all damage or injury including death to any person or persons and for damage to any property of the Municipality or any other public or private property resulting from or arising out of any act or omission on part of the Contractor or any of his servants or agents during the execution of the Contract.

200.19 LOSSES DUE TO ACTS OF NATURE, ETC.

All damage, loss, expense and delay incurred or experienced by the Contractor in the prosecution of the work, by reason of unanticipated difficulties, bad weather, strikes, wars, acts of nature, or other mischances, shall be borne by the Contractor and shall not be the subject of a claim for additional compensation.

TABLE OF CONTENTS

400.1	ABBREVIATIONS	1
400.2	PRE CONSTRUCTION MEETING	1
400.3	COLD WEATHER	1
400.4	WORKING AREA	1
400.5	ACCESS.....	1
400.6	ACCESS TO PROPERTIES ADJOINING THE WORK	2
400.7	DRAINAGE SUPERINTENDENT	2
400.8	ALTERATIONS TO WORK	2
400.9	ERRORS AND UNUSUAL CONDITIONS	2
400.10	TESTS	2
400.11	BENCHMARKS AND STAKES	3
400.12	OPENING UP OF FINISHED WORK	3
400.13	FINAL INSPECTION	3
400.14	WARRANTY	3
400.15	MATERIALS	4
400.16	RIPRAP	5
400.17	GEOTEXTILE	5
400.18	DISPOSAL OF MATERIALS.....	5
400.19	NOTIFICATION OF RAILROADS, ROAD AUTHORITIES AND UTILITIES	5
400.20	WORKING IN ROAD ALLOWANCES	6
400.21	LOCATIONS OF EXISTING UTILITIES	6
400.22	LANEWAYS.....	7
400.23	EXISTING CROSSING CLEANOUT	7
400.24	FENCES.....	7
400.25	LIVESTOCK.....	8
400.26	STANDING CROPS	8
400.27	CLEARING VEGETATION	8
400.28	ROCK REMOVAL	9
400.29	SEEDING.....	10
400.30	EROSION CONTROL BLANKETS	11
400.31	SEDIMENT CONTROL	11
400.32	GRASSED WATERWAYS AND OVERFLOW SWALES	12
400.33	BUFFER STRIPS	13
400.34	MAINTENANCE CORRIDOR	13
400.35	POLLUTION	13
400.36	SPECIES AT RISK	13

400 STANDARD SPECIFICATIONS FOR CONSTRUCTION OF DRAINS**400.1 ABBREVIATIONS**

- i) MTO means the Ministry of Transportation of Ontario.
- ii) ASTM means the American Society for Testing Materials.
- iii) CSA means the Canadian Standard Association.
- iv) OPSD means Ontario Provincial Standard Drawings
- v) OPSS means Ontario Provincial Standard Specifications
- vi) DFO means Fisheries and Oceans Canada
- vii) MNRF means Ministry of Natural Resources and Forestry
- viii) MECP means Ministry of Environment, Conservation and Parks

400.2 PRE CONSTRUCTION MEETING

The Contractor should arrange a pre-construction meeting with the Engineer, Municipality, affected landowners prior to commencement of construction.

If there is no pre-construction meeting or if a landowner is not present at the pre-construction meeting, the following shall apply. The drain is to be walked by the Contractor and each landowner prior to construction to ensure that both agree on the work to be done. Any difference of opinion shall be referred to the Engineer for decision. If the landowner is not contacted for such review, they are to advise the Engineer and/or Municipality.

400.3 COLD WEATHER

When working in cold weather is approved by the Engineer, the Contractor shall provide suitable means for heating, protection, and snow and ice removal. All work completed in cold weather conditions shall be to the satisfaction of the Engineer and any additional cost to remedy unsatisfactory work, or protect the work shall be borne by the Contractor. All backfilling operations shall be done as soon as possible to avoid backfilling with ground containing frozen particles. The Contractor will assume all responsibility for damages to any tile drains and for settlements or bank slippages that may result from work in cold weather.

400.4 WORKING AREA

Where any part of the drain is on a road allowance, the road allowance shall be the working area. For a closed drain the working area shall be a 10 metre width on either side of the trench or any combination not exceeding 20 metres. A 10m x 10m working area shall exist around any catchbasin, junction box or access point. For an open drain the working area shall be 17 metres on the side for leveling and 3 metres on the opposite side. A 10m working area shall exist for any overflow swale or grassed waterway. If any part of the drain is close to a property line then the fence line shall be one of the limits of the work area. Reduced or increased working areas will be described in detail on the Drawings.

400.5 ACCESS

The Contractor shall have access to the drain by entering the working area directly from road allowances or along access routes shown on the Drawings. All specifications governing fences, livestock and crops during drain construction apply to access routes. No other access routes shall be used unless first approved by the Engineer and the affected landowner. The Contractor shall contact each landowner prior to using the designated access routes. Contractor shall make good any damages caused by using the designated access routes.

400.6 ACCESS TO PROPERTIES ADJOINING THE WORK

The Contractor shall provide at all times and at no additional cost, adequate pedestrian access to private homes and commercial establishments unless otherwise authorized by the Engineer. Where interruptions to access have been authorized by the Engineer, reasonable notice shall be given by the Contractor to the affected landowners and such interruptions shall be arranged to minimize interference to those affected.

400.7 DRAINAGE SUPERINTENDENT

Where a Drainage Superintendent (Superintendent) is appointed by the Municipality, the Engineer may designate the Superintendent to act as the Engineer's representative. If so designated, the Superintendent will have the power to inspect and direct the execution of the work.

Any instructions given by the Superintendent which change the proposed work or with which the Contractor does not agree shall be referred to the Engineer for final decision.

400.8 ALTERATIONS TO WORK

The Engineer shall have the power to make alterations, additions and/or deletions in the work as shown or described in the Drawings or Specifications and the Contractor shall proceed to implement such changes without delay. Alterations ordered by the Engineer shall in no way render the contract void.

If a landowner desires deviations from the work described on the Drawings, the landowner shall submit a written request to the Engineer, at least 48 hours in advance of the work in question.

In every such case, the contract amount shall be increased or decreased as required according to a fair evaluation of the work completed. Where such changes involve additional work similar to items in the contract, the price for additional work shall be determined after consideration is given to the tendered price for similar items.

In no case shall the Contractor commence work considered to be extra work without the Engineer's approval. Payment for extra work is contingent on receipt of documentation to the satisfaction of the Engineer. Refer to the Extra Work Summary included in the Special Provisions.

400.9 ERRORS AND UNUSUAL CONDITIONS

The Contractor shall notify the Engineer immediately of any error or unusual conditions which may be found. Any attempt by the Contractor to correct the error without notice shall be done at the Contractor's risk. Any additional cost incurred by the Contractor to remedy an error or unusual condition without notice shall be borne by the Contractor. The Engineer shall direct the alteration necessary to correct errors or unusual conditions. The contract amount shall be adjusted in accordance with a fair evaluation of documentation for the work added, deleted or adjusted.

400.10 TESTS

The Engineer reserves the right to subject any materials to a competent testing laboratory for compliance with the standard. If any materials supplied by the Contractor are determined to be inadequate to meet the applicable standards, the Contractor shall bear full responsibility to remove and/or replace all such inadequate materials with materials capable of meeting the standards.

The cost of testing the materials supplied by the Contractor shall be borne by the Contractor.

400.11 BENCHMARKS AND STAKES

Prior to construction, the Engineer will confirm the benchmarks. The Contractor shall be held liable for the cost of replacing any benchmarks destroyed during construction.

If the Engineer provides layout stakes, the Contractor shall be held liable for the cost of replacing any layout stakes destroyed during construction.

Where property bars are shown on the Drawings, they are to be protected and if damaged by the Contractor, they will be reinstated by an Ontario Land Surveyor at the expense of the Contractor. Where property bars not shown on the Drawings are damaged, they will be reinstated by an Ontario Land Surveyor at the expense of the project.

400.12 OPENING UP OF FINISHED WORK

If ordered by the Engineer, the Contractor shall make such openings in the work as are needed to re-examine the work, and shall forthwith make the work good again. Should the Engineer find the work so opened up to be faulty in any respect, the whole of the expense of opening, inspecting and making the work good shall be borne by the Contractor. Should the Engineer find the work opened up to be in an acceptable condition the Contractor shall be paid for the expense of opening and making the work good, unless the Contractor has been obligated by any specification or by the direction of the Engineer to leave the work open for the Engineer's inspection.

400.13 FINAL INSPECTION

Final inspection by the Engineer will be made within twenty (20) days after receiving notice in writing from the Contractor that work is complete, or as soon thereafter as weather conditions permit. All the work included in the contract must at the time of final inspection have the full dimensions and cross-sections.

Prior to commencing the final inspection an on-site meeting may be held by the Engineer and landowners directly affected by the construction of the drain. The Contractor will attend this meeting upon notice by the Engineer.

If there is no on-site meeting with the Engineer and landowners, the Contractor shall obtain from each landowner a written statement indicating that the work has been performed to the owner's satisfaction. If the Contractor is unable to obtain a written statement from the landowner, the Engineer will determine if further work is required prior to issuing the Completion Certificate.

400.14 WARRANTY

There shall be a one-year warranty period on all completed work. The warranty period will commence on the date of the Completion Certificate.

When directed by the Engineer, the Contractor shall repair and make good any deficiencies in the work that may appear during the warranty period.

Before the work shall be finally accepted by the Municipality, the Contractor shall complete all work as directed by the Engineer and remove all debris and surplus materials and leave the work neat and presentable.

400.15 MATERIALS**400.15.1 Concrete Drain Tile**

Concrete drain tile shall conform to the requirements of the most recent ASTM C412 specifications for heavy duty extra quality, unless a stronger concrete tile is required by the Special Provisions or Drawings. All tile furnished shall be subject to the approval of the Engineer.

The minimum nominal lengths of the tile shall be 750mm for 150 to 350mm diameter tile and 1200mm for 400 to 900mm diameter tile.

All tile should be of good quality, free from distortions and cracks and shall meet the standards specified. The ends should be smooth and free from cracks or checks. All rejected tile are to be immediately removed from the site.

Granular backfill, where required, shall consist of approved sand or gravel having no particles retained on a screen having 50mm square openings.

Earth backfill shall consist of approved material having no large lumps or boulders.

400.15.2 Corrugated Plastic Tubing

Corrugated plastic tubing shall conform to the *Land Improvement Contractors of Ontario Standard Specification for Corrugated Plastic Drainage Tubing, 2006*. Type of material (solid or perforated) and need for filter sock will be specified on the Drawings or in the description of the work in the Special Provisions. Filter sock where specified shall be a standard synthetic filter material as provided by a recognized plastic tubing manufacturer unless noted differently on the contract drawings or elsewhere in the contract document. Protect coils of plastic tubing from damage and deformation.

400.15.3 Corrugated Steel Pipe

Corrugated Steel Pipe (CSP) shall be according to OPSS 1801 (CSA G401). Unless stated otherwise in the Special Provisions the pipe shall be:

- galvanized
- helical corrugation with lock seam and re-rolled annular ends
- 68mm x 13mm corrugation profile for diameters up to 1200mm
- 125mm x 25mm corrugation profile for diameters 1200mm and larger
- minimum wall thickness of 1.6mm for diameters up to 500mm
- minimum wall thickness of 2.0mm for diameters 600mm and larger
- joined using standard couplers matching the pipe diameter and material

Other coatings that may be specified include aluminized Type 2 or polymer. Polymer coating shall be a 254mm polymer film laminated to both sides of the pipe.

400.15.4 Plastic Pipe

Plastic Pipe shall be a high density polyethylene (HDPE) double wall corrugated pipe with smooth inner wall, solid with no perforations in accordance with OPSS 1840.

A minimum stiffness of 320 KPa at 5% deflection

The pipe shall be joined with snap-on or split couplers.

400.15.5 Concrete Sewer Pipe

Concrete sewer pipe shall be in accordance with OPSS 1820.

Non-reinforced concrete sewer pipe shall be used for pipe 375mm in diameter and smaller and reinforced concrete sewer pipe shall be used for pipe over 375mm.

Classes shall be as shown on the Contract Drawings or as described in the Form of Tender.

All new concrete sewer pipe shall have rubber-type gasket joints.

Where concrete sewer pipe “seconds” are specified, the pipe should exhibit no damage or cracks on the barrel section and shall be capable of satisfying the crushing strength requirements of OPSS 1820. The pipe may contain cracks or chips in the bell or spigot which prevent the use of rubber gaskets but the joints must be protected with filter cloth.

400.16 RIPRAP

All riprap is to be placed on a geotextile underlay (Terrafix 360R or equal) unless directed otherwise in the specific construction notes. The riprap is to be graded heavy angular stone (quarry stone is recommended) with particles averaging in size from 200mm to 300mm and is to be placed at 300mm thickness. Fine particles may be included to fill voids. Along upstream edges of riprap, where surface water will enter, underlay is to extend a minimum of 300mm upstream from riprap and then be keyed down a minimum of 300mm. Wherever riprap is placed, the area is to be over-dug so that finished top of riprap is at design cross-section, at design elevation or flush with existing ground.

400.17 GEOTEXTILE

To be non-woven fabric that is rot proof, non-biodegradable, chemically resistant to acidic or alkaline soils and is dimensionally stable under different hydraulic conditions. The filter fabric is to be a material whose primary function is to act as a highly permeable, non-clogging soil separator for fine soils (Terrafix 360R or equal). Contractor is to follow the manufacturer's recommendations for cutting, installation and precautions necessary to avoid damage to fabric. Other approved equals will be considered by the Engineer prior to construction.

400.18 DISPOSAL OF MATERIALS

The Contractor shall remove all surplus materials from the job site at the end of the project. The Contractor shall locate the disposal site for all materials to be disposed of. Disposal of materials shall comply with applicable regulations.

400.19 NOTIFICATION OF RAILROADS, ROAD AUTHORITIES AND UTILITIES

Contractor will notify any Railroad, Road Authority or Utility at least 48 hours in advance regarding work to be performed on their property or affecting their infrastructure. The notice will be in writing and is exclusive of Saturdays, Sundays and Holidays.

A utility includes any entity supplying the general public with necessities or conveniences.

400.20 WORKING IN ROAD ALLOWANCES**400.20.1 General**

Work within public road allowances shall be done in accordance with the Ontario Traffic Manual Book 7, latest edition.

400.20.2 Road Crossings

If no specific detail is provided for road crossings on the drawings or in the specifications the following shall apply:

- A Road Authority will supply no labour, equipment or materials for the construction of the road crossing.
- Contractor will not commence road crossing work until any required permits have been obtained. The Engineer may apply for any required permits prior to construction.
- Contractor will notify the Road Authority at least 72 hours in advance of any construction in the road allowance.
- Road crossings may be made with an open cut unless otherwise noted.
- Exact location of crossing shall be verified with the Road Authority and the Engineer.
- Pipe shall be placed on a minimum 150mm depth of Granular A shaped for the pipe.
- Pipe backfill shall be compacted Granular A and extend 300mm above the top of the pipe.
- Trench shall be backfilled with acceptable native material for the base width of the road bed.
- The material shall be placed in lifts not exceeding 300mm in depth and shall be thoroughly compacted with an approved mechanical vibrating compactor.
- Top 600mm of the road bed backfill shall consist of 450mm Granular B and 150mm of Granular A placed in lifts and fully compacted.
- Any surplus excavated material within the road allowance may be spread on the right-of-way with consent of the Road Superintendent otherwise the surplus material shall be hauled away.
- Existing asphalt or concrete pavement or surface treatment shall be replaced by the Contractor to the satisfaction of the Engineer and Road Authority.
- Contractor shall be responsible for correcting any backfill settlement during construction and during the warranty period. Upon approval of the road authority, surplus gravel shall be stockpiled near gravel road crossings to provide backfill for future trench settlement.
- All road crossings shall meet the approval of the Road Authority.
- If any road crossing is not left in a safe manner at the end of the working day barricades and warning signs shall be erected to guarantee the safety of the travelling public.
- If the Engineer deems a road to surface to have been damaged by the construction of a drain, either across or along the road, the Engineer may direct the Contractor to restore the road surface to existing or better condition at no additional cost.

400.20.3 Maintenance of Traffic

Unless directed otherwise on the drawings or in the specifications the Contractor shall keep the road open to traffic at all times. The Contractor shall provide suitable warning signs and/or flagging to the satisfaction of the Road Authority to notify of the construction work.

If a detour is required, the Contractor shall submit a proposal as to the details of the detour for approval by the Road Authority. If necessary to close the road to through traffic, the Contractor shall provide for and adequately sign the detour route. Contractor shall undertake all notifications required for a road closure in consultation with the Municipality.

400.21 LOCATIONS OF EXISTING UTILITIES

The position of pole lines, conduits, watermains, sewers and other underground and overhead utilities are not necessarily shown on the Contract Drawings, and, where shown, the accuracy of the position of such utilities and structures is not guaranteed. Before starting work, the Contractor shall have all utilities located in accordance with the Ontario Underground Infrastructure Notification System Act.

All utilities shall be exposed to the satisfaction of the utility company to verify that the construction proposed will not conflict with the utility structure. Additional payment will be allowed for relocation of utilities if conflicts should occur.

The Contractor is responsible for protecting all located and exposed utilities from damage during construction. The Contractor shall assume liability for damage caused to all properly located utilities.

400.22 LANEWAYS

If no specific detail is provided for laneway crossings on the Drawings or in the Specifications the following shall apply:

- Pipe backfill shall be acceptable native material that can be compacted in place.
- Top 450mm of laneway backfill shall consist of 300mm Granular B and 150mm of Granular A placed in lifts and fully compacted.
- Minimum cover on laneway culverts shall be 300mm.
- Existing asphalt or concrete pavement or surface treatment shall be replaced by the Contractor.
- The width of surface restoration shall match the existing laneway.
- Contractor shall be responsible for correcting any backfill settlement during construction and during the warranty period.

The timing of laneway closures will be coordinated by the Contractor to the satisfaction of the landowner.

400.23 EXISTING CROSSING CLEANOUT

Where the Special Provisions require an existing crossing to be cleaned, the Contractor shall provide a bottom width and depth that provides capacity equivalent to the capacity of the channel on either side. Excavated materials shall be hauled away unless adjacent landowners give permission for leveling. Care shall be taken to ensure that existing abutments or any portion of the structure are not damaged or undercut. The method of removing the material is to be pre-approved by the Engineer.

400.24 FENCES

If the Contractor is responsible to remove and install fences, the following shall apply:

- All fences removed by a Contractor are to be re-erected in as good a condition as existing materials permit.
- All fences shall be properly stretched and fastened. Where directed by the Engineer, additional steel posts shall be placed to adequately support a fence upon re-erection.
- Where practical and where required by the landowner, the Contractor shall take down an existing fence at the nearest anchor post and roll the fence back rather than cutting the fence and attempting to patch it.
- Where fence materials are in such poor condition that re-erection is not possible, the Contractor shall replace the fence using equivalent materials. Such fence material shall be approved by the Engineer and the landowner. Where the Engineer approves new fence material, additional payment will be provided.

Any fences paralleling an open drain, that are not line fences, that hinder the proper working of the excavating machinery for drain construction or maintenance shall be removed and rebuilt by the landowner at their own expense. If such parallel fences are line fences they shall be removed and reinstalled by the Contractor.

No excavated or cleared material shall be placed against fences.

The installation of all fences shall be done to the satisfaction of the Engineer and the landowner.

400.25 LIVESTOCK

If any construction will be within a fenced field containing livestock that are evident or have been made known to the Contractor, the Contractor shall notify the owner of the livestock 48 hours in advance of access into the field. Thereafter, the owner shall be responsible for the protection of the livestock in the field during construction and shall also be liable for any damage to or by the livestock.

Where the owner so directs or where the Contractor has failed to reach the owner, the Contractor shall adequately re-erect all fences at the end of each working day. No field containing livestock shall have a trench left open at the end of the working day, unless the trench has been adequately backfilled or protected. Failure of the Contractor to comply with this paragraph shall render the Contractor liable for any damage to or by the livestock.

Where livestock may be encountered on any property the Contractor shall notify the Engineer to arrange for inspection of the work prior to backfilling.

400.26 STANDING CROPS

The Contractor shall not be held responsible for damages to standing crops within the working area for the drain. However, the Contractor shall notify the owner of the crops 48 hours prior to commencement of construction so as to allow the owner an opportunity to harvest or salvage the crop within the drain working area. If this advance notice is not given the Contractor may be liable for the loss of the standing crops.

400.27 CLEARING VEGETATION

400.27.1 General

The area for clearing, if not defined elsewhere, shall be 15m on each side of the drain.

400.27.2 Trees to Remain

Where it is feasible to work around existing trees that do not impede the function of the drainage works, the Contractor shall not remove any deciduous tree larger than 300mm and any coniferous tree larger than 200mm, unless authorized by the Engineer.

400.27.3 Incidental Clearing

Incidental clearing includes removal of trees, brush or other vegetation with an excavator during construction activities, and the cost is to be included in the price for the related construction activity.

400.27.4 Power Brushing

Power brushing includes removal of above-ground vegetation with a rotary brush cutter or other mechanical means. Stump and root removal is not required. Power brushed vegetation in a channel cross-section shall be removed and leveled in the working area. Excavated material may be placed and leveled on power brushed vegetation.

400.27.5 Close-Cut Clearing

Close-cut clearing includes removal of above-ground vegetation cut flush with the ground. Stump and root removal is not required.

400.27.6 Clearing And Grubbing

Clearing and grubbing includes removal of vegetation, including stumps and roots. Removal of earth from the grubbed area into the windrows or piles is to be minimized.

400.27.7 Disposal of Cleared Vegetation**400.27.7.1 In Bush Areas**

Cleared vegetation is to be pushed into windrows or piles at the edge of the cleared area. Stumps and roots are to be piled first at the edge of the cleared area, followed by other vegetation (trunks, branches, etc.). Provisions for lateral drainage are required through all windrows. Windrows are not to block any laneways or trails. After removing cleared vegetation, the working area shall be leveled to the satisfaction of the Engineer.

400.27.7.2 In Field Areas

Cleared vegetation resulting from incidental clearing or power brushing may be hauled away, mulched in place or reduced to a size that permits cultivation using conventional equipment without causing undue hardship on farm machinery.

Cleared vegetation resulting from close-cut clearing or clearing and grubbing is to be hauled away to an approved location. Disposal sites may be in bush areas or other approved locations on the same farm. No excavated material shall be levelled over any logs, brush or rubbish of any kind.

400.27.8 Landowner Requested Salvage

A landowner may request that wood be separated from the windrows for the landowner's future use. This additional work would be eligible for extra payment, subject to the approval of the Engineer. The cost of the additional work would be assessed to the landowner.

400.27.9 Clearing by Landowner

Wherever the Special Provisions indicate that clearing may be undertaken by the landowner, work by the landowner shall be in accordance with the Clearing Vegetation requirements of this specification and must be completed so as not to cause delay for the Contractor. If the landowner does not complete clearing in accordance with these requirements, the Contractor will undertake the clearing at a price approved by the Engineer.

400.28 ROCK REMOVAL**400.28.1 General**

Rock shall be defined as bedrock and boulders that are greater than one-half cubic metre in size and that require blasting or hoe-ram removal. Bedrock or boulders that can be removed with a standard excavator bucket are not considered rock removal.

400.28.2 Blasting Requirements

All blasting shall be performed by a competent, qualified blaster in accordance with OPSS 120. Blasting mats are required. A pre-blast survey meeting the requirements of OPSS 120 must be completed for any structure within 200m of any blasting. The cost for pre-blast survey shall be included in the tender price for rock removal.

400.28.3 Typical Sections and Pay Limits

For tile drains and road culverts, rock shall be removed to 150mm below the proposed grade shown on the profile so that pipes are not in direct contact with rock. The width of rock removal shall be 1m minimum or the diameter of the pipe plus 600mm.

For open drains, rock removal shall match the proposed grade and bottom width shown on the Drawings. Side slopes shall be vertical or sloped outward. Side slopes shall be free of loose rock when excavation is completed.

Payment for the quantity of rock removed will be based on the typical sections described in these specifications and confirmed by field measurements. There will be no payment for overbreak.

400.28.4 Disposal of Rock

Excavated rock shall be piled at the edge of the working area at locations designated by the landowner. The cost to pile excavated rock shall be included in the tender price for rock removal. If the Special Provisions or the landowner require excavated rock to be hauled away, additional payment will be considered.

Where approved by the Engineer, excavated rock may be used in place of imported riprap.

400.29 SEEDING

400.29.1 General

Contractor responsible for re-seeding as necessary for uniform catch during warranty period. Areas that remain grassed after construction may not need to be seeded unless directed otherwise by the Engineer.

400.29.2 Drainage Works and Road Allowances

All disturbed ditch banks, berms and road allowances are to be seeded at the end of the day.

The following seed mixture shall be applied at 60kg/ha using a mechanical (cyclone) spreader:

- 35% Creeping Red Fescue
- 25% Birdsfoot Trefoil
- 25% Kentucky Bluegrass
- 10% Cover Crop (Oats, Rye, Barley, Wheat)
- 5% White Clover

Provide temporary cover for late fall planting by adding an additional 10 kg/ha of rye or winter wheat.

400.29.3 Hydroseeding

Where hydroseeding is specified, disturbed areas will be restored by the uniform application of a standard roadside mix, fertilizer, mulch and water at a rate of 2,000 kg/ha and be in accordance with OPSS 804.

400.29.4 Seeding Lawns

Unless specified otherwise, lawn areas shall be seeded with Canada No. 1 lawn grass mixture applied at 300 kg/ha using a mechanical (cyclone) spreader on 100mm of topsoil. Fertilizer shall be 5:20:20 or 10:10:10 applied at 300 kg/ha. Seed and fertilizer shall be applied together. Contractor shall arrange for watering with landowners.

400.29.5 Sod

Where sod is specified, sod is to be commercial grade turfgrass nursery sod, Kentucky Bluegrass placed on 50mm of topsoil. Fertilizer shall be 5-20-20 applied at 10kg/ha. Place sod in accordance with supplier instructions. Contractor is responsible for saturating the sod with water on the day of sod placement. Subsequent watering is the responsibility of the landowner.

400.30 EROSION CONTROL BLANKETS

Erosion Control Blankets (ECB) shall be biodegradable and made of straw/coconut (Terrafix SC200, Nilex SC32 or equal) or coconut (Terrafix C200, Nilex C32 or equal) with photodegradable, double net construction. The blanket and the staples shall be supplied and installed as per OPSS 804.

Erosion control blanket shall be placed and stapled into position as per the manufacturer's installation instructions on slopes as directed by the Engineer. Blankets shall be installed in direct contact with the ground surface to form a uniform, cohesive mat over the seeded earth area. The blankets are to be single course with 150mm overlap between blankets and joints are to be staggered. The Contractor shall ensure that the ECB is anchored to the soil and that tenting of the ECB does not occur.

On slopes, when the ECB cannot be extended 1m beyond the crest of the slope, the uppermost edge of the ECB shall be anchored in a 150mm wide by 150mm deep trench. The trench shall be backfilled with earth and compacted.

400.31 SEDIMENT CONTROL**400.31.1 General**

Contractor shall install sediment control features at the downstream limits of the project and at other locations as shown on the drawings or directed by the Engineer.

Sediment control features shall be installed prior to any excavation taking place upstream of that location. The Contractor shall maintain all sediment control features throughout construction and the warranty period.

Sediment that accumulates during construction shall be removed and levelled as required.

400.31.2 Flow Check Dams**400.31.2.1 Temporary Straw Bale Flow Check Dam**

The straw bale flow check dam shall consist of a minimum of 3 bales. Each bale is to be embedded at least 150mm into the channel bottom and shall be anchored in place with 2 T-bar fence posts or 1.2m wooden stakes driven through the bale.

Straw bales shall be hauled away at the end of the warranty period. Accumulated sediments shall be excavated and levelled when the temporary straw bale flow check dam is removed.

400.31.2.2 Temporary Rock Flow Check Dam

The temporary rock flow check dam shall extend to the top of the banks so that dam overtopping does not cause bank erosion. Rock shall be embedded a minimum of 150mm into the ditch bottom and banks. No geotextile is required for temporary rock flow check dams.

Accumulated sediments shall be excavated and levelled when the temporary rock flow check dam is removed at the conclusion of the warranty period.

400.31.2.3 Permanent Rock Flow Check Dam

The requirements of temporary rock flow check dams shall apply except rock shall be placed on geotextile and the dam shall remain in place permanently.

400.31.3 Sediment Traps**400.31.3.1 General**

The channel bottom shall be deepened in accordance with the dimensions provided in the Drawings or Special Provisions. If dimensions are not specified on the Drawings, the sediment trap shall be excavated within the channel cross-section at least 0.3m below the design grade.

The Contractor will monitor the sediment trap during construction and cleanout accumulated sediments as required to maintain the function of the sediment trap.

If specified to be temporary, no sediment trap maintenance is required after construction is complete.

If specified to be permanent, the contractor will clean out the sediment trap at the conclusion of the warranty period, unless directed otherwise by the Engineer.

400.31.3.2 Sediment Trap with Flow Check Dam

A permanent rock sediment trap shall include a permanent sediment trap and a rock flow check dam.

A temporary rock/straw sediment trap shall include a temporary sediment trap and a rock/straw flow check dam.

400.31.4 Turbidity Curtains

A turbidity curtain is required when there is permanent water level/flow and a sediment trap is not feasible.

Turbidity curtains shall be in accordance with OPSS 805 and installed per manufacturer's instructions.

Turbidity curtains shall be sized and anchored to ensure the bottom edge of the curtain is continuously in contact with the waterbody bed so that sediment passage from the enclosed area is prevented. The curtain must be free of tears and capable of passing the base flow from the drainage works. Turbidity curtain locations may be approved by the Engineer.

Turbidity curtains are to remain functional until work in the enclosed area is completed. Prior to relocating or removing turbidity curtains, accumulated sediment is to be removed from the drain and levelled.

Where a turbidity curtain remains in place for more than two weeks it shall be inspected for damage or clogging and replaced, repaired or cleaned as required.

400.31.5 Silt Fence

Silt fence shall be in accordance with OPSS 805.07.02.02 and OPSD 219.110 (light-duty).

400.32 GRASSED WATERWAYS AND OVERFLOW SWALES

Grassed waterways and overflow swales typically follow low ground along the historic flow route. The cross-section shall be saucer shaped with a nominal 1m bottom width, 8:1 side slopes and 300mm depth unless stated otherwise in the Special Provisions.

All grassed waterways are to be permanently vegetated. Grassed waterways shall be seeded with the following permanent seed mixture: 50% red fescue, 45% perennial ryegrass and 5% white clover, broadcast at 80 kg/ha. Fertilizer to be 7-7-7 applied at 80 kg/ha.

Provide temporary cover for late fall planting by adding an additional 10 kg/ha of rye or winter wheat.

Overflow swales may be cropped using conventional farming practice.

400.33 BUFFER STRIPS

Open drains shall include minimum 3m wide, permanently vegetated buffer strips on each side of the drain. Catchbasins shall include a minimum 1m radius, vegetated buffer strip around the catchbasin.

Cultivation of buffer strips using conventional farming practice may be undertaken, provided sediment transport into the drain is minimized.

400.34 MAINTENANCE CORRIDOR

The maintenance corridor along the route of the drain, as established in the report, shall be kept free of obstructions, ornamental vegetation and structures. When future maintenance is undertaken, the cost of removing such items from the corridor shall be assessed to the landowner.

400.35 POLLUTION

The Contractor shall keep their equipment in good repair. The Contractor or any landowner shall not spill or cause to flow any polluted material into the drain that is not acceptable to the MECP. The local MECP office and the Engineer shall be contacted if a polluted material enters the drain. The Contractor shall refill or repair equipment away from open water. If the Contractor causes a spill, the Contractor is responsible to clean-up the spill in accordance with MECP clean-up protocols.

400.36 SPECIES AT RISK

If a Contractor encounters a known Species At Risk designated by the MECP, MNRF or DFO, the Contractor shall notify the Engineer immediately and follow the Ministry's guidelines for work around the species.

STANDARD SPECIFICATIONS**FOR****TILE DRAINS****TABLE OF CONTENTS**

420.1	DESCRIPTION	1
420.2	MATERIALS	1
420.3	CONSTRUCTION.....	1
420.3.1	Outlet	1
420.3.2	Line	1
420.3.3	Grade Control	2
420.3.4	Variation from Design Grade	2
420.3.5	Installation	2
420.3.6	Backfilling	3
420.3.7	Tile Connections.....	3
420.3.8	Stones and Rock	4
420.3.9	Brush, Trees and Debris	4
420.3.10	Subsoil Instability.....	4
420.3.11	Broken or Damaged Tile	4
420.3.12	Excess Tile	4
420.3.13	Catchbasins	5
420.3.14	Junction Boxes	5

420 STANDARD SPECIFICATIONS FOR TILE DRAINS**420.1 DESCRIPTION**

Work under this specification will consist of supplying, hauling, laying and backfilling subsurface drainage conduit with the conduit materials as described on the Drawings and in the location, depth and invert grade as shown on the Drawings. In this specification the word "tile" will apply to all described conduit materials. Lengths are in millimeters (mm) and meters (m).

The work shall include the supplying of all labour, tools, equipment and extra materials required for the installation of the tile; the excavation and backfilling of the trenches; the hauling, handling, placing and compaction of the excavated material for backfill, the loading, hauling, handling and disposal of surplus excavation material; the removal and replacing of topsoil and sod where required by the Engineer.

All existing laterals crossed by the new line shall be reconnected in an approved manner. Either special manufactured connections shall be used or another method of sealing connections as approved by the Engineer. The Contractor shall also construct catchbasins, junction boxes and other structures where directed by the Engineer.

Except where complete removal of an existing pipe is required by new construction, existing pipes to be abandoned shall be sealed with a concrete or mortar plug with a minimum length of 300mm to the satisfaction of the Engineer.

Sections 6 and 7 of the current version of the *Drainage Guide for Ontario*, OMAFRA Publication 29 shall provide a general guide to all methods and materials to be used in the construction of tile drains except where superseded by this Contract.

The licensing requirements of the *Agricultural Tile Drainage Installation Act, 1990* will not be applicable to this Contract unless specified otherwise by this Contract.

420.2 MATERIALS

Refer to Section 400, Standard Specifications for Drain Construction for any materials required for tile drain construction.

420.3 CONSTRUCTION**420.3.1 Outlet**

A tile drain outlet into a ditch or creek shall be protected using a 6m length of rigid pipe with a hinged grate for rodent protection. Maximum spacing between bars on the rodent grate shall be 50mm. Material for rigid pipe will be specified in the Special Provisions, plastic pipe is preferred. The joint between the rigid pipe and the tile drain shall be wrapped with filter fabric. All outlets will be protected with rock riprap to protect the bank cut and as a splash apron. In some locations riprap may also be required on the bank opposite the outlet. The quantity of riprap required will be specified in the Special Provisions. A marker stake as approved by the Engineer shall be placed at each tile outlet.

420.3.2 Line

The Engineer will designate the general location of the new drain. A landowner may indicate a revised location for the drain which must be approved by the Engineer. Where a change in alignment is required that is not accommodated in a catchbasin, junction box or similar structure the alignment change shall run on a curve with a radius not less than the minimum installation radius specified for the tile material.

The Contractor shall exercise care to not disturb any existing tile drains which parallel the course of the new drain, particularly where the new and existing tile act together to provide the necessary capacity. Where an existing tile is disturbed or damaged the Contractor shall perform the necessary correction or repair with no additional compensation.

NOTE: It is the Contractor's responsibility to ascertain the location of, and to contact the owners of all utility lines, pipes and cables in the vicinity of drain excavations. The Contractor shall be completely responsible for all damages incurred.

420.3.3 Grade Control

Tile is to be installed to the elevation and grade shown on the profiles. Accurate grade control must be maintained by the Contractor at all times during tile installation. The tile invert elevation should be checked every 50m and compared to the elevation on the profile.

Benchmarks are identified on the Contract Drawings. The Engineer will confirm all benchmark elevations prior to construction.

420.3.4 Variation from Design Grade

No reverse grade will be allowed. A small variation in grade can be tolerated where the actual capacity of the drain exceeds the required capacity. The constructed grade should be such that the drain will provide the capacity required for the drainage area. Constructed grade should not deviate from design grade by more than 10% of the internal diameter for more than 25m. Grade corrections shall be made gradually over a distance not less than 10m.

420.3.5 Installation

At each work stoppage, the exposed end of the tile shall be covered by a tight fitting board or metal plate. No installed tile shall be left exposed overnight. Any tile damaged or plugged during construction shall be replaced or repaired at the Contractor's expense.

Topsoil over the trench shall be stripped, stockpiled separately and replaced after the trench is backfilled. Where installation is across a residential lawn, existing sod over the trench shall be cut, lifted and replaced in a workmanlike manner or new sod laid to match pre-construction conditions.

420.3.5.1 *Installation of Concrete Tile*

Concrete tile shall be installed by a wheel trencher unless an alternate method of construction is noted on the Drawings.

Digging of the trench shall start at the outlet end and proceed upstream. The location and grade shall be as shown on Drawings but shall be liable to adjustment or change by the Engineer on site with no additional payment allowed except where the change involves increased depth of cut beyond the limitation of the wheel trencher in use at the time of the change. The trench width measured at the top of the tile should be at least 150mm greater than the tile diameter.

The bottom of the trench is to be cut accurately to grade and shaped so that the tile will be embedded in undisturbed soil or in a compacted bed at least for 10% of its overall height. Where hard shale, boulders or other unsuitable bedding material is encountered, the trench shall be excavated to 75mm below grade and backfilled with granular material compacted to a shaped, firm foundation. If the trench is overcut below the proposed grade, it is to be backfilled with granular material to the correct grade and compacted to a shaped, firm foundation.

Where the depth for the tile installation exceeds the depth capacity of the wheel trencher the Contractor shall excavate a trench of sufficient depth so that the wheel trencher can install the tile at the correct depth

and grade. The tender price shall include the cost of the additional excavation and backfilling and stripping and replacing topsoil over the trench.

The inside of the tile is to be kept clean during installation. All soil and debris should be removed before the next tile is laid. Maximum spacing at joints between tiles should be about 3mm. Directional changes can be made without fittings or structures provided the centre-line radius of the bend is not less than 15m radius. The tiles are to be beveled, if necessary, to ensure close joints on all bends.

All tile joints and connections with other pipe materials are to be fully and tightly wrapped with a minimum 300mm width of geotextile drain wrap. A 150mm overlap on top is required. No additional payment will be made for joint wrapping.

420.3.5.2 *Installation of Corrugated Plastic Tubing*

Corrugated plastic tubing shall be installed by a drainage plow or wheel trencher unless an alternate method of construction is specified on the Drawings. For other installation methods, proper bedding and backfill is required to maintain the structural integrity of the plastic tubing so that surface and earth loads do not deflect the tubing by more than 20% of its nominal diameter.

For all installation methods:

- the plastic tubing should not be stretched by more than 7% of its normal length
- protect tubing from floating off grade when installing in saturated soil conditions
- directional changes can be made without fittings provided the centre-line radius of the bend is not less than five times the tubing diameter

Drainage plow equipment should construct a smooth bottomed opening in the soil and maintain the opening until the tubing is properly installed. The size of the opening in the soil should conform closely to the outside diameter of the tubing.

420.3.5.3 *Installation of Concrete Sewer Pipe or Plastic Pipe*

The Contractor may install pipe using a wheel trencher. For concrete sewer pipe, the bells must be recessed.

The Contractor may install pipe using an excavator by shaping the bottom of the trench to receive and support the pipe over 10% of its diameter if the trench is backfilled with native material. Shaping the trench bottom is not required where 150mm of granular bedding is placed to the satisfaction of the engineer.

420.3.6 **Backfilling**

All tile should be blinded by the end of the day's work to protect and hold them in place against disturbances. After tile is inspected, it shall initially be backfilled with a minimum cover of 300mm.

For blinding and initial backfilling use clean native soil with no organic matter. Initial backfill shall be tamped around the pipe by backhoe bucket or similar if directed by the Engineer.

The tile shall be backfilled with native material such that there is a minimum cover of 600mm. In addition, a sufficient mound must be placed over the trench to ensure that no depression occurs after settling along the trench.

420.3.7 **Tile Connections**

All lateral drains encountered along the route of the new tile drain are to be connected to the new drain if the intercepted tile are clean and do not contain polluted water. Lateral drains that are full of sediments or contain polluted waters will be addressed by the Engineer at the time of construction. All lateral drains are to be connected to the new tile using a pipe material and size that will provide the same flow capacity as the existing lateral drain unless a different connection is described in the Special Provisions. Corrugated plastic tubing can be used for all tile connections. Tubing can be solid or perforated, filter sock is not required.

Contractor is responsible for installation and backfilling in a manner than maintains the structural integrity of the connection. Manufactured fittings should be used to ensure tight connections. Where an opening must be made in the new tile drain for a connection, the opening shall be field cut or cored. After the opening is cut in the new tile any gaps or voids around the connection shall be sealed with mortar, low-expanding spray foam or geotextile. Lateral tubing shall not protrude more than 25mm beyond the inside wall of the new tile drain. The Contractor shall ensure that any material used to seal the connection does not protrude beyond the inside wall of the new tile drain.

All connections that are described in the Special Provisions are considered to be part of the original Contract price. For all other connections the Contractor will be paid in accordance with the price established in the Schedule of Tender Prices. The Contractor must list all connections on the Lateral Connection Summary sheet, if included in the Special Provisions, in order to qualify for payment. The Lateral Connection Summary sheet describes all tile encountered based on location (station), side of trench, size and type of tile and approximate length and type of material used for the connection.

420.3.8 Stones and Rock

The Contractor shall immediately contact the Engineer if bedrock or stones of sufficient size and number are encountered such that installation by wheel trencher cannot continue. The Engineer may direct the Contractor to use some other method of excavation to install the tile. The basis of payment for such extra work shall be determined by the Engineer. Stones greater than 300mm in diameter that are removed during excavation shall be disposed of by the Contractor at an offsite location. No additional payment for excavating or hauling these stones will be provided.

420.3.9 Brush, Trees and Debris

Unless stated otherwise in the Special Provisions, the following requirements shall apply for installation of a tile drain in a wooded area. The Contractor will clear and grub a minimum corridor width of 30m centered on the tile drain alignment. The resulting debris shall be placed in a windrow along the edge of the working area. No additional payment will be made for such work.

420.3.10 Subsoil Instability

If poor subsoil conditions are encountered during tile installation by wheel trencher an attempt shall be made to install the tile with a continuous geotextile underlay in the trench bottom. The cost of the underlay, if approved by the Engineer, will be paid as an extra. If the continuous geotextile underlay is not sufficient then the tile will be installed by backhoe or excavator on a bedding of 19mm clear crushed stone (300mm depth) to achieve trench bottom stability for the new tile. If approved, the above work will be paid based on the unit price provided on the Form of Tender. The unit price shall include the cost to supply and place the stone. If more than 300mm depth of stone is required for bottom stability, additional payment will be allowed for the additional depth of stone. The additional quantity of stone shall be supported by weigh tickets and the suppliers invoice.

If poor subsoil conditions are encountered during tile installation by backhoe or excavator, the tile shall be installed on stone bedding as noted above. For this installation only the material cost of the stone will be paid as an extra. Supply of stone and cost to be supported by weigh tickets and supplier's invoice.

If the subsoil is a fine grained soil it may necessary to place the stone on a geotextile with the geotextile wrapped over the stone before laying the tile. Additional payment will be allowed to supply and install the geotextile.

420.3.11 Broken or Damaged Tile

The Contractor shall dispose of all damaged or broken tile and broken tile pieces off-site.

420.3.12 Excess Tile

All excess tile shall be removed from the job site.

420.3.13 Catchbasins**420.3.13.1 General**

All catchbasins shall have minimum inside dimensions matching the dimensions shown on the Drawings. Contractor is responsible for ordering catchbasins to match the inlet and outlet connections and top elevations required by the Special Provisions and the Drawings.

420.3.13.2 Materials

Requirements in this section apply to catchbasins in non-travelled locations. Where catchbasins are proposed for travelled locations, refer to the Special Provisions and the Drawings for applicable OPSD information.

Precast concrete catchbasins shall be manufactured by as Coldstream Concrete or approved equal. Minimum wall thickness for catchbasins without reinforcement is 150mm and with reinforcement 100mm. The joints between precast catchbasin sections shall be protected with geotextile to prevent soil material from entering into the catchbasin. Joint protection using mortar or water tight barrier is also acceptable. Grates are to be birdcage grates as manufactured by Coldstream Concrete or approved equal unless specified otherwise on the Drawings. All grates to be secured with corrosion resistant hardware.

HDPE catchbasins shall be as fabricated by ADS, Armtec, Hancor or approved equal. Steel catchbasins shall be the Heavy Duty Steel Catch Basin as manufactured by AgriDrain or approved equal. PVC catchbasins shall be Nyloplast as manufactured by ADS or approved equal. HDPE, steel and PVC catchbasins shall be supplied with integral stubouts fabricated by the manufacturer and sized according to the pipe connections shown on the Drawings. Grates for HDPE, steel or PVC catchbasins shall be in accordance with the Special Provisions and manufacturer recommendations.

Marker stakes as supplied by Coldstream Concrete or equal are to be placed beside each catchbasin unless specified otherwise on the Drawings.

420.3.13.3 Installation

All tile or pipe connected to concrete catchbasins shall be mortared or secured in place so that no gaps remain at the connection. Mortar is to be applied on both the inside and outside wall surfaces.

Backfill around all new catchbasins is recommended to be 19mm clear crushed stone to avoid future settlements. The Contractor shall be responsible for backfilling all settlement areas around catchbasins during the contract warranty period. No additional payment will be provided for adding backfill to settlement areas around catchbasins.

All catchbasin sumps to be fully cleaned by the Contractor after completion of drain installation and backfilling.

420.3.14 Junction Boxes

Junction boxes shall be precast concrete to the same specification as above for catchbasins except that the junction box shall have a solid lid. The lid shall be a minimum of 125mm thick with wire mesh reinforcement and 2 lifting handles. The top of the junction box should have a minimum ground cover of 450mm.




PLAN LEGEND

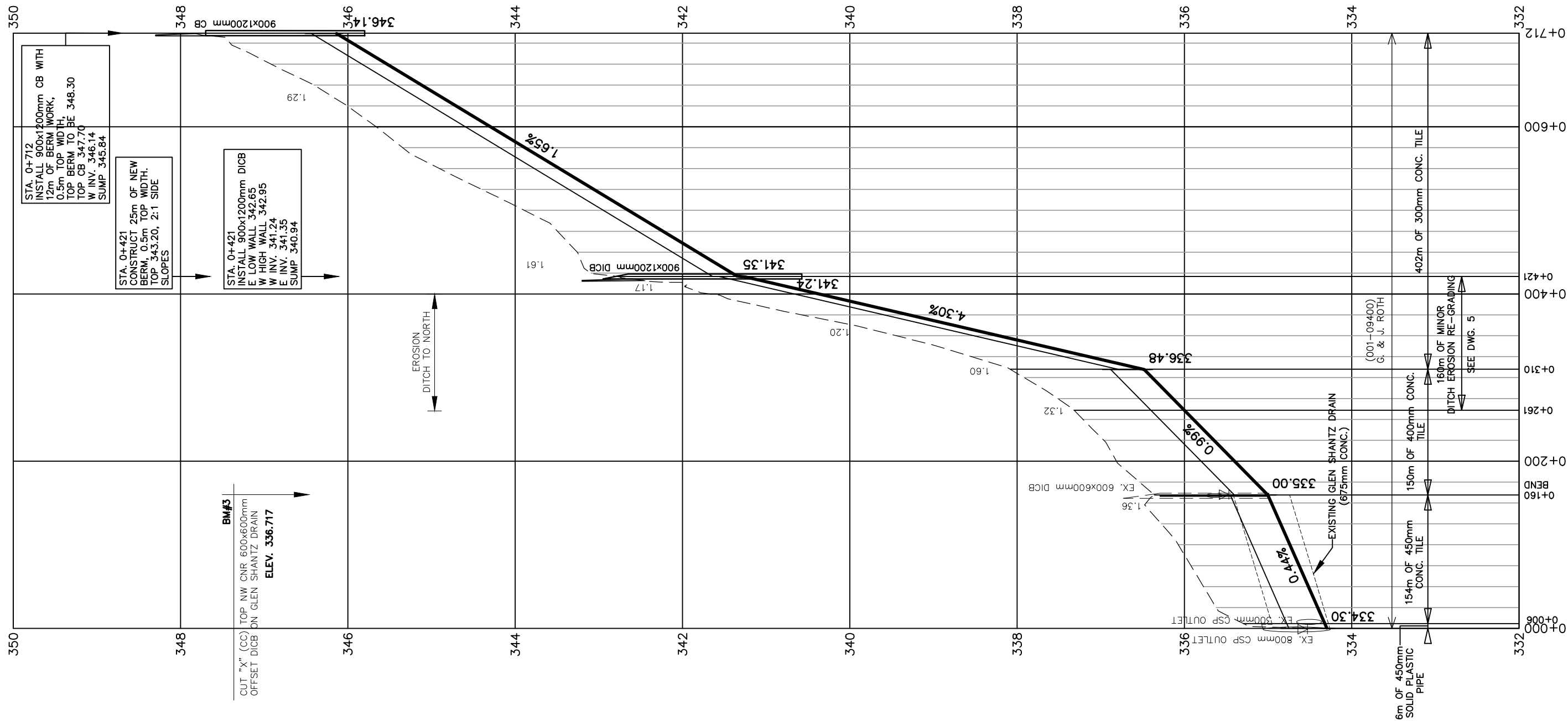
- WATERSHED
- 1980 GLEN SHANTZ DRAIN WATERSHED
- SUBWATERSHED
- PROPOSED WORK OR INCORPORATION
- EXISTING DRAIN
- DITCH OR WATERCOURSE
- ACCESS
- (12.8) — APPROXIMATE HECTARES IN WATERSHED
- (001-10800) — ASSESSMENT ROLL NUMBER
- BUSH

DESIGNED BY: C.J.M.
CHECKED BY: J.W.K.
DRAWN BY: D.C.P.
CHECKED BY: J.W.K.



SCALE
0 125 250m
(1:12,500 ON 11"x17")

GLEN SHANTZ DRAIN 2020	
REGION OF WATERLOO	TOWNSHIP OF WILMOT
WATERSHED PLAN	OCT. 21, 2020
 K. SMART ASSOCIATES LIMITED CONSULTING ENGINEERS AND PLANNERS KITCHENER SUDBURY	REVISED:
	JOB NUMBER: 19-281
	DRAWING
1 OF 5	



BRANCH A

GLEN SHANTZ DRAIN 2020

REGION OF WATERLOO

TOWNSHIP OF WILMOT

PROFILE: BRANCH A

OCT. 21, 2020



K. SMART ASSOCIATES LIMITED
CONSULTING ENGINEERS AND PLANNERS
KITCHENER SUDBURY

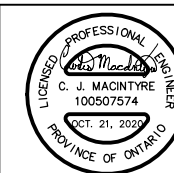
REVISED:

JOB NUMBER: 19-281

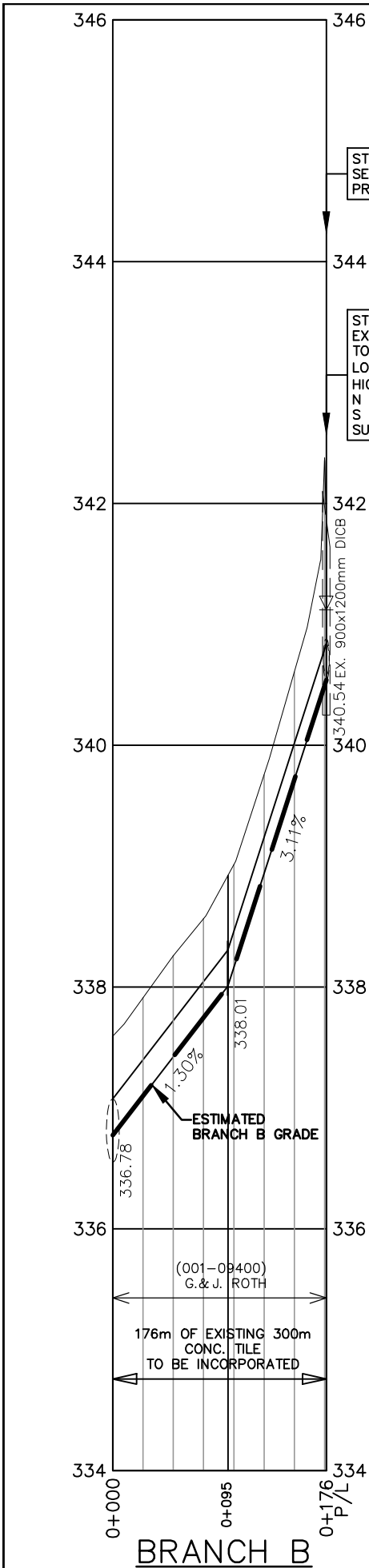
DRAWING

2 OF 5

DESIGNED BY: C.J.M.
CHECKED BY: J.W.K.
DRAWN BY: N.M.B.
CHECKED BY: C.J.M.

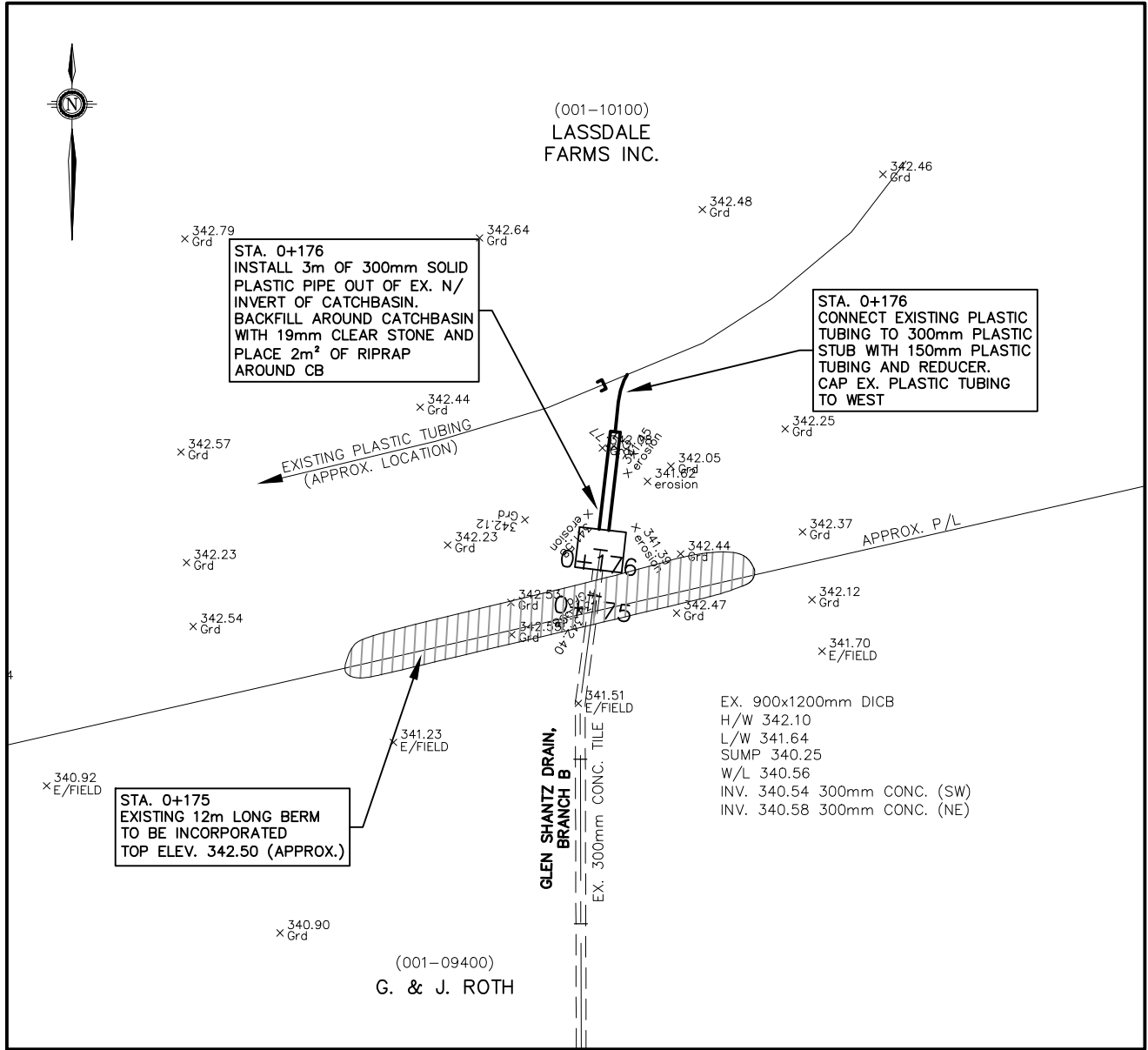


SCALE
0 50 100m
(SCALE 1 : 5000)
HORZ.
0 0.5 1m
(SCALE 1 : 50)
VERT.
(ON 11"x17")



STA. 0+176
SEE BRANCH B DETAIL THIS DRAWING FOR
PROPOSED WORK

STA. 0+176
EXISTING 900x1200mm CONC. DICB
TO BE INCORPORATED
LOW WALL (N) 341.64
HIGH WALL (S) 342.10
N INV. 340.58
S INV. 340.54
SUMP 340.25



BRANCH B DETAIL: STA. 0+176

SCALE 1:200

300) SPECIAL PROVISIONS
300.1) CONSTRUCTION SPECIFICATIONS - GENERAL NOTES

1. **Working Area**
For a closed drain up to 2m deep the working area shall be a 10m width on either side of the trench or any combination not exceeding 20m. For closed drains deeper than 2m the working area shall be increased to 30m. If any part of the drain is close to a property line then the property line shall be one of the limits of the work area. Where any part of the drain is on a road allowance, the road allowance shall be the working area. Restricted or increased working areas will be described in detail in the specific construction notes.

2. **Access**
Access to the working area shall be from road allowances and as designated on the drawings and/or specific notes. No other access routes shall be used unless first approved by the Engineer and the affected landowner. Specifications related to construction will apply to the access routes. Contractor shall make good any damages caused by using the designated access routes. The Contractor shall contact each owner prior commencing construction on each property.

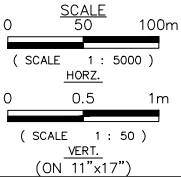
Roll No.	Owner	Phone Number
001-09400	Gary Roth	(To be provided at pre-con. meeting)
001-10100	Mark Lass	(To be provided at pre-con. meeting)
Drainage Superintendent John Kuntze, P.Eng.	office and cellphone: 519-748-1199 x227	
Engineer	Curtis MacIntyre, P. Eng.	office and cellphone: 519-748-1199 x252

300.1) CONSTRUCTION SPECIFICATIONS - SPECIFIC NOTES

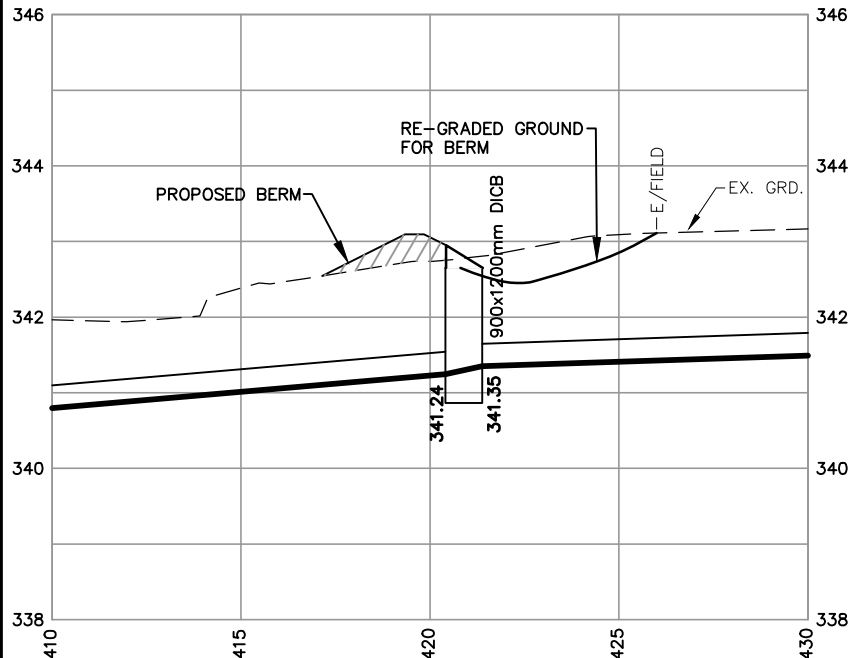
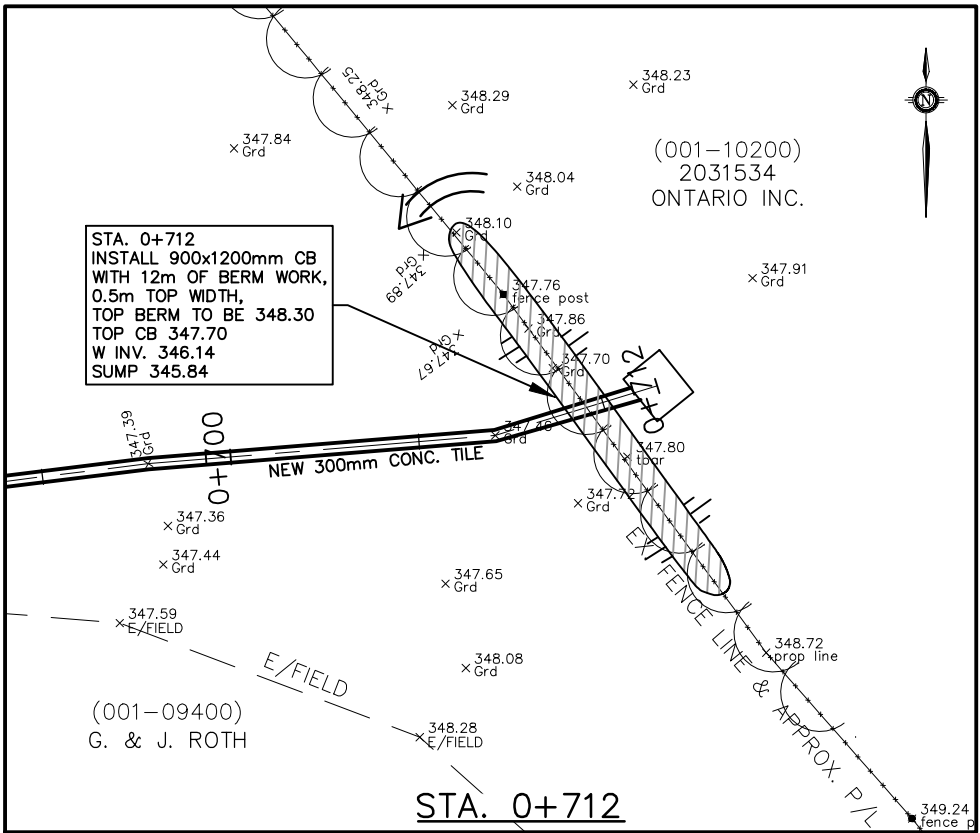
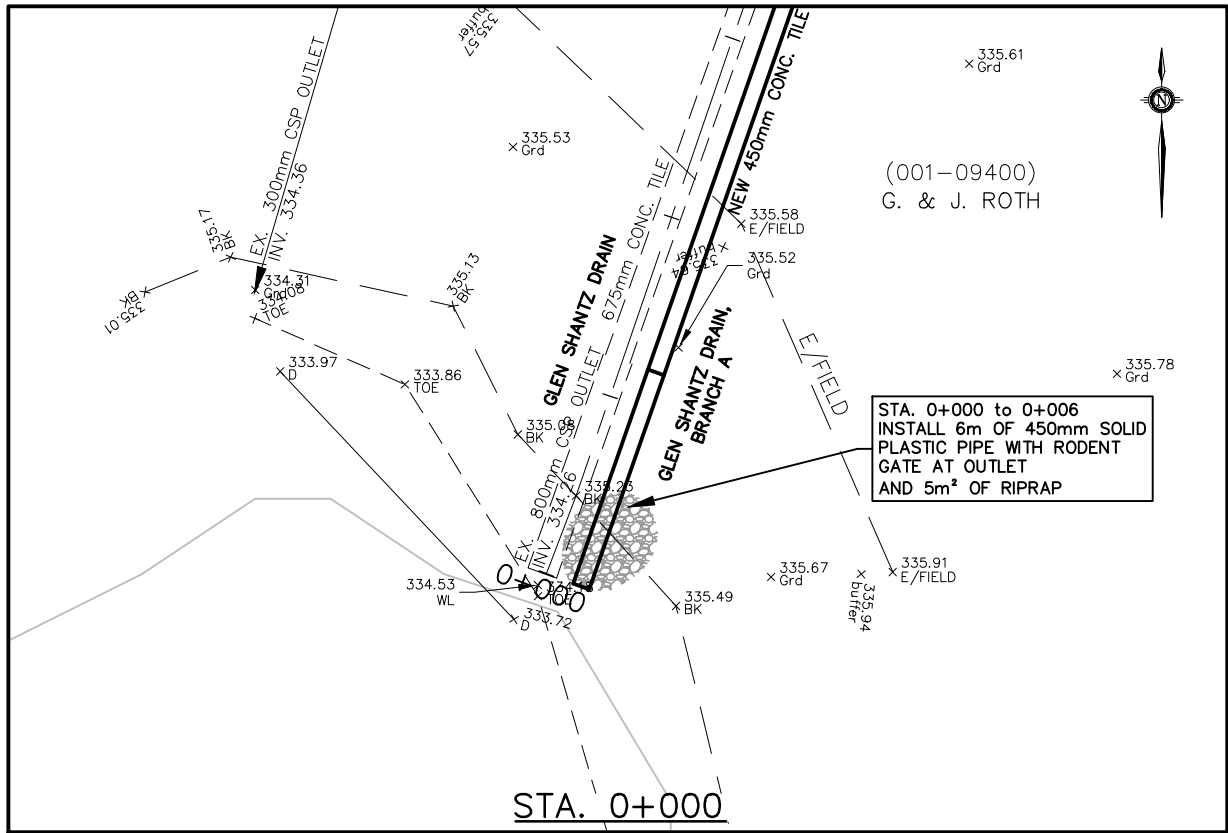
- TYPICAL NOTES FOR EACH NEW TILE LENGTH**
- On straight runs, ensure tile joints are parallel (maximum 12mm (1/2") gap), and tile wrap is flat, covers joint evenly and has overlap.
 - On curved runs, ensure tile joints are touching on one side with maximum gap of 12mm (1/2") on opposite side. Bevel cut tile or use elbow sections where curves are greater. Tile wrap to be flat, cover joints evenly and have overlap.
 - All connections to CB's to be mortared/parged.
 - All intercepted lateral tile are to be flagged at the connection so the Engineer can GPS.

- i) BRANCH B**
Lassdale Farms Inc. (Roll No. 001-10100)
- Access to work to be through Lassdale Farms Inc. laneway off of Huron Road.
 - Install 3m of 300mm solid plastic pipe out of existing north invert of catchbasin (hole is already cut). Backfill around catchbasin with 19mm clear stone and place 2m² of riprap around catchbasin on filter fabric underlay.
 - Connect existing plastic tubing to 300mm solid plastic pipe with 150mm dia. plastic tubing and a reducer. Cap the existing plastic tubing to the west.

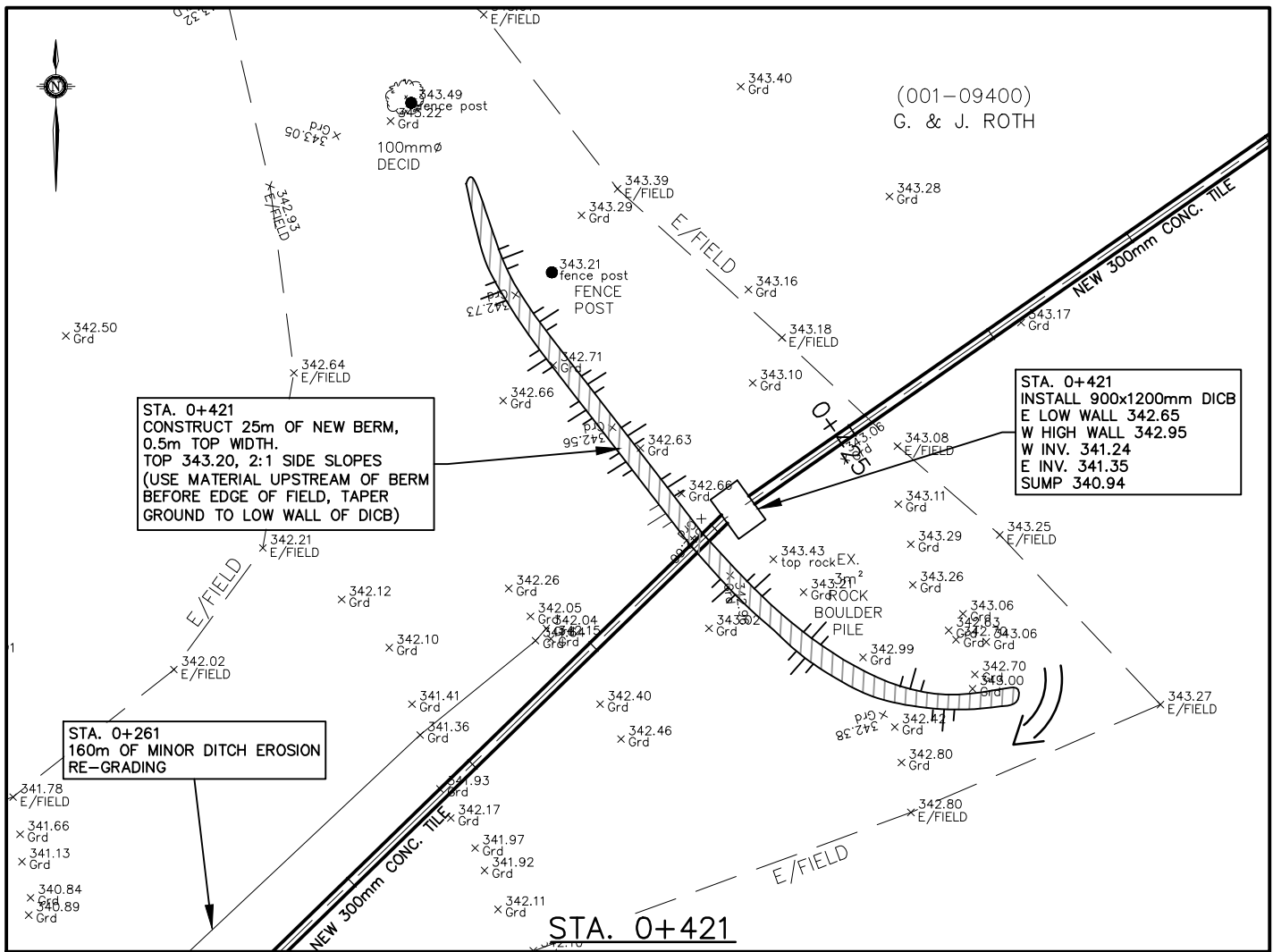
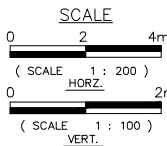
DESIGNED BY: C.J.M.
CHECKED BY: J.W.K.
DRAWN BY: N.R.K.
CHECKED BY: C.J.M.



GLEN SHANTZ DRAIN 2020	
REGION OF WATERLOO	TOWNSHIP OF WILMOT
PROFILE: BRANCH B	OCT. 21, 2020
	REVISED:
	JOB NUMBER: 19-281
	DRAWING



STA. 0+421
(PROFILE OF BERM)



300) SPECIAL PROVISIONS

300.1) CONSTRUCTION SPECIFICATIONS - GENERAL NOTES

1. Working Area

For a closed drain up to 2m deep the working area shall be a 10m width on either side of the trench or any combination not exceeding 20m. For closed drains deeper than 2m the working area shall be increased to 30m. If any part of the drain is close to a property line then the property line shall be one of the limits of the work area. Where any part of the drain is on a road allowance, the road allowance shall be the working area. Restricted or increased working areas will be described in detail in the specific construction notes.

2. Access

Access to the working area shall be from road allowances and as designated on the drawings and/or specific notes. No other access routes shall be used unless first approved by the Engineer and the affected landowner. Specifications related to construction will apply to the access routes. Contractor shall make good any damages caused by using the designated access routes. The Contractor shall contact each owner prior commencing construction on each property.

Roll No.	Owner	Phone Number
001-09400	Gary Roth	(To be provided at pre-con. meeting)
001-10100	Mark Lass	(To be provided at pre-con. meeting)
Drainage Superintendent John Kuntze, P.Eng.		office and cellphone: 519-748-1199 x227
Engineer		office and cellphone: 519-748-1199 x252

300.1) CONSTRUCTION SPECIFICATIONS - SPECIFIC NOTES

TYPICAL NOTES FOR EACH NEW TILE LENGTH

- On straight runs, ensure tile joints are parallel (maximum 12mm (1/2") gap), and tile wrap is flat, covers joint evenly and has overlap.
- On curved runs, ensure tile joints are touching on one side with maximum gap of 12mm (1/2") on opposite side. Bevel cut tile or use elbow sections where curves are greater. Tile wrap to be flat, cover joints evenly and have overlap.
- Existing Glen Shantz Drain to be pre-located at approximately STA. 0+075 & 0+160 so that new Branch A tile drain can be laid parallel, to the east of the existing 675mm tile.
- All connections to CB's to be mortared/parged.
- All intercepted lateral tile are to be flagged at the connection so the Engineer can GPS.

j) BRANCH A

G. & J. Roth (Roll No. 001-09400)

- 0+000 - Place 5m² of riprap on bank of Wilmot Creek at new Branch A outlet.
- 0+000 to 0+006 - Install 6m of 450mm solid plastic pipe with rodent gate at new tile outlet.
- 0+006 to 0+160 - Install 154m of 450mm (18") dia. concrete tile with joint wrap by wheel trenching machine.
- 0+160 to 0+310 - Install 150m of 400mm (16") dia. concrete tile with joint wrap by wheel trenching machine.
- 0+310 to 0+421 - Install 111m of 300mm (12") dia. concrete tile with joint wrap by wheel trenching machine.
- 0+261 to 0+421 - 160m of erosion ditch to be re-graded approx. as per sections (Drawing 5) after installation of concrete tile.
- 0+421
 - Construct 900x1200mm concrete DICB, including connections and birdcage grate.
 - Construct 25m of new berm, with a top width of 0.5m at an elevation of 343.20 and 2:1 side slopes. Material for berm to be graded from uncropped area immediately upstream of catchbasin with ground to be tapered to low wall of proposed DICB at 0+421.
- 0+421 to 0+712 - Install 291m of 300mm (12") dia. concrete tile with joint wrap by wheel trenching machine.
- 0+712
 - Construct 900x1200mm concrete CB, including connections and birdcage grate.
 - Construct 12m of new berm on property line, with a top width of 0.5m at an elevation of 348.30 and 2:1 side slopes. Material for berm to be graded from surrounding uncropped area. Light brushing of a few trees to be completed as necessary.

DESIGNED BY: C.J.M.

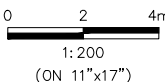
CHECKED BY: J.W.K.

DRAWN BY: N.R.K.

CHECKED BY: C.J.M.



SCALE



GLEN SHANTZ DRAIN 2020

REGION OF WATERLOO

TOWNSHIP OF WILMOT

DETAILS: BRANCH A

OCT. 21, 2020



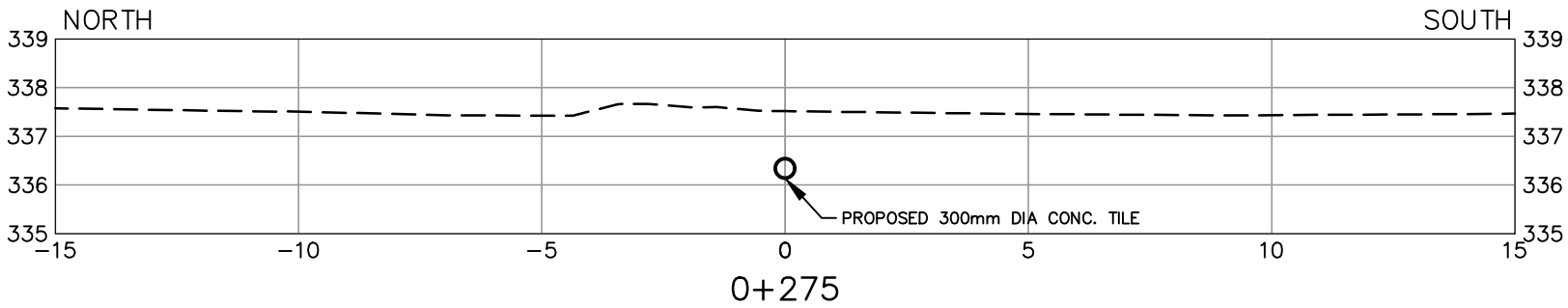
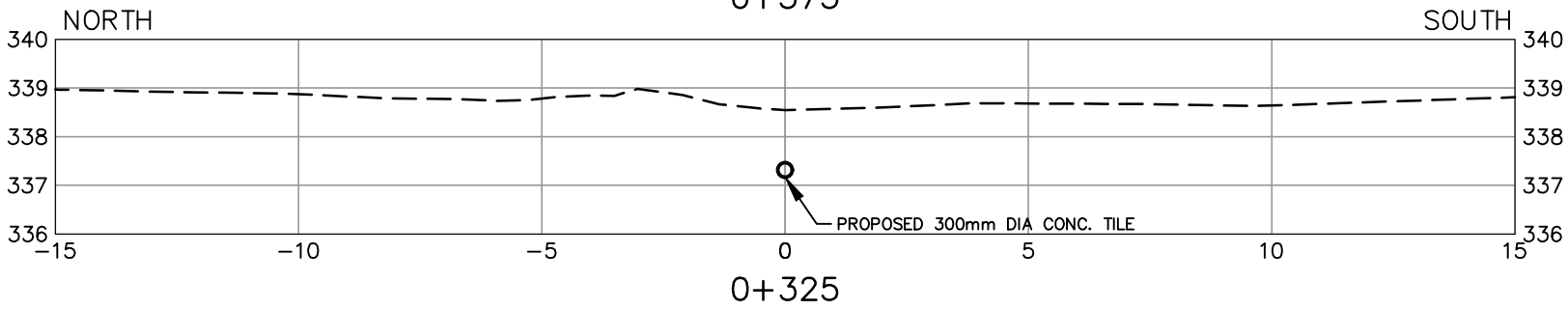
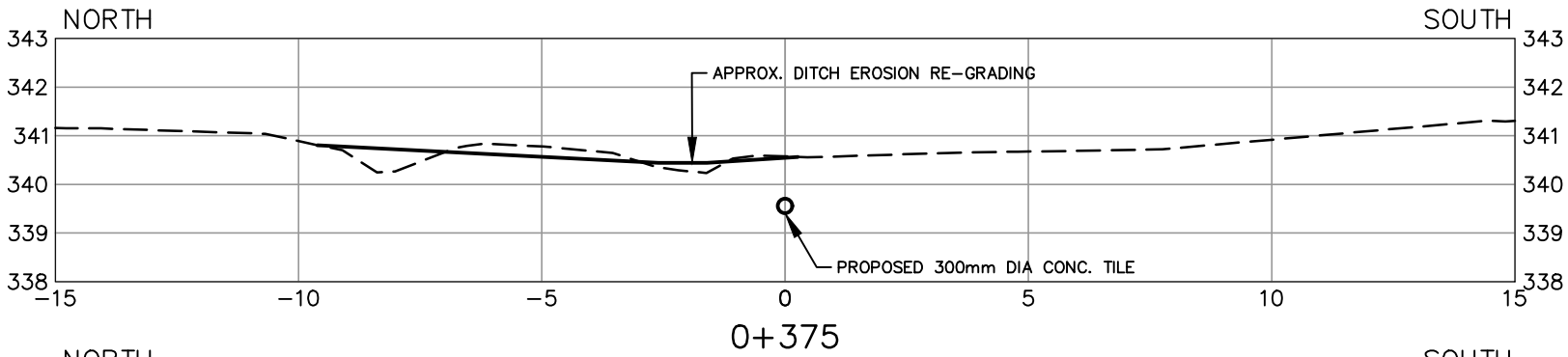
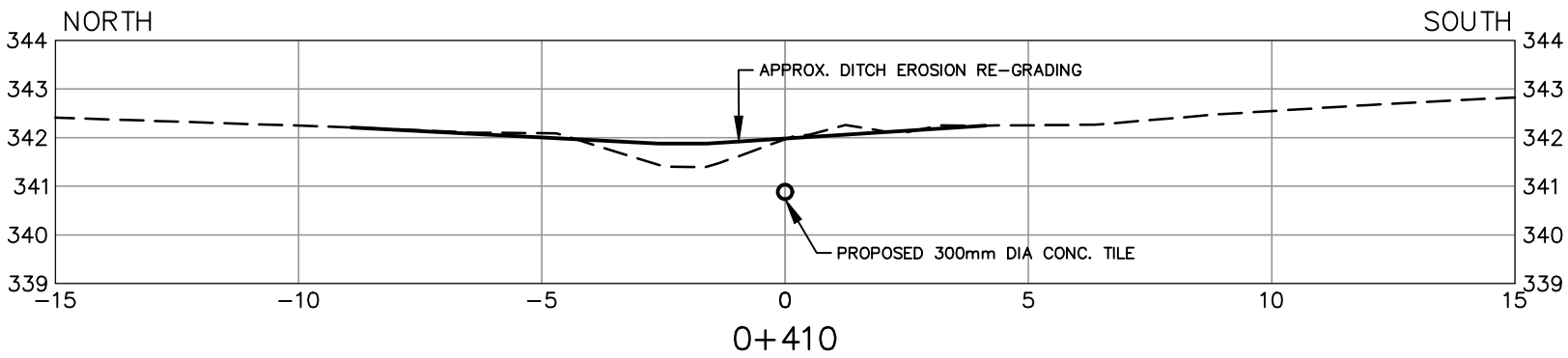
K. SMART ASSOCIATES LIMITED
CONSULTING ENGINEERS AND PLANNERS
KITCHENER SUDBURY

REVISED:

JOB NUMBER: 19-281

DRAWING

4 OF 5



GLEN SHANTZ DRAIN 2020

REGION OF WATERLOO

TOWNSHIP OF WILMOT

SECTIONS: BRANCH A

OCT. 21, 2020



K. SMART ASSOCIATES LIMITED
CONSULTING ENGINEERS AND PLANNERS
KITCHENER SUDBURY

REVISED:
JOB NUMBER: **19-281**
DRAWING

DESIGNED BY: C.J.M.
CHECKED BY: J.W.K.
DRAWN BY: N.R.K.
CHECKED BY: C.J.M.



SCALE
0 1.5 3m
(SCALE 1 : 150)
HORIZ.
0 3m
(SCALE 1 : 150)
VERT.
(ON 11"x17")



TOWNSHIP OF WILMOT

INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

REPORT NO: ILS 2020-34

TO: Council

SUBMITTED BY: Dawn Mittelholtz, Director of Information and Legislative Services / Municipal Clerk

PREPARED BY: Tracey Murray, Manager of Information and Legislative Services / Deputy Clerk

REVIEWED BY: Grant Whittington, CAO

DATE: November 16, 2020

SUBJECT: Appointment of Drainage Engineer
Karen Wagler
Delton-Reibling Drain, Part Lot 32, Concession 3, Block B
Township of Wilmot

RECOMMENDATION:

THAT K. Smart Associates Limited of Kitchener, Ontario be appointed as Drainage Engineer to prepare the Engineer's Report relative to the petition for drainage works received from Karen Wagler, Part Lot 32, Concession 3, Block B, Township of Wilmot.

SUMMARY:

For the Delton-Reibling Petition Drain, the next step is to appoint a Drainage Engineer to complete the Engineer's Report. Council is being asked to appoint K. Smart Associates Limited for this drain.

BACKGROUND:

Ms. Wagler submitted and filed a petition with the Clerk on September 8, 2020 to initiate improvements to an existing municipal drain for the following lands: Part Lot 32, Concession 3,

Block B, Township of Wilmot. The proposed work involves improving, extending to an outlet or altering the drainage works.

REPORT:

Following the acceptance of the petition by Council, staff forwarded the notice to the petitioner and the required agencies; the Grand River Conservation Authority and the Ministry of Natural Resources and Forestry. At the time of writing this report, no comments have been received from the agencies noted above.

If appointed, the Drainage Engineer will conduct a site meeting where all property owners within the drainage watershed area will be invited to discuss the matter, ask questions and learn about the process.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The appointment of the Drainage Engineer and continued application of the Drainage Act supports the infrastructure within the municipality.

FINANCIAL CONSIDERATIONS:

If the municipal drainage works proceed pursuant to the Drainage Act, then the property owners that are affected would be assessed in accordance with the assessment schedule that will be prepared by the Engineer as part of his report. At this time, there are no financial considerations.



TOWNSHIP OF WILMOT

INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

REPORT NO: ILS 2020-35

TO: Council

SUBMITTED BY: Dawn Mittelholtz, Director of Information and Legislative Services / Municipal Clerk

PREPARED BY: Tracey Murray, Manager of Information and Legislative Services / Deputy Clerk

REVIEWED BY: Grant Whittington, CAO

DATE: November 16, 2020

SUBJECT: Appointment of Drainage Engineer
Karen Wagler
Nicklas Drain, Part Lot 32, Concession 3, Block B
Township of Wilmot

RECOMMENDATION:

THAT K. Smart Associates Limited of Kitchener, Ontario be appointed as Drainage Engineer to prepare the Engineer's Report relative to the petition for drainage works received from Karen Wagler, Part Lot 32, Concession 3, Block B, Township of Wilmot.

SUMMARY:

For the Nicklas Petition Drain, the next step is to appoint a Drainage Engineer to complete the Engineer's Report. Council is being asked to appoint K. Smart Associates Limited for this drain.

BACKGROUND:

Ms. Wagler submitted and filed a petition with the Clerk on September 8, 2020 to initiate improvements to an existing municipal drain for the following lands: Part Lot 32, Concession 3, Block B, Township of Wilmot. The proposed work involves improving, extending to an outlet or altering the drainage works.

REPORT:

Following the acceptance of the petition by Council, staff forwarded the notice to the petitioner and the required agencies; the Grand River Conservation Authority and the Ministry of Natural Resources and Forestry. At the time of writing this report, no comments have been received from the agencies noted above.

If appointed, the Drainage Engineer will conduct a site meeting where all property owners within the drainage watershed area will be invited to discuss the matter, ask questions and learn about the process.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The appointment of the Drainage Engineer and continued application of the Drainage Act supports the infrastructure within the municipality.

FINANCIAL CONSIDERATIONS:

If the municipal drainage works proceed pursuant to the Drainage Act, then the property owners that are affected would be assessed in accordance with the assessment schedule that will be prepared by the Engineer as part of his report. At this time, there are no financial considerations.



TOWNSHIP OF WILMOT

INFORMATION AND LEGISLATIVE SERVICES *Staff Report*

REPORT NO: ILS 2020-36

TO: Council

SUBMITTED BY: Dawn Mittelholtz, Director of Information and Legislative Services / Municipal Clerk

PREPARED BY: Tracey Murray, Manager of Information and Legislative Services / Deputy Clerk

REVIEWED BY: Grant Whittington, CAO

DATE: November 16, 2020

SUBJECT: Appointment of Drainage Engineer
Waterloo Common Element Condo Plan #355, Summers Field Lane, 1662 Erbs Road, St. Agatha Township of Wilmot

RECOMMENDATION:

THAT K. Smart Associates Limited of Kitchener, Ontario be appointed as Drainage Engineer to prepare the Engineer's Report relative to the petition for drainage works received from Waterloo Common Elements Condo Plan #355 for Part Lot 6, Concession North of Erbs Road, Summers Field Lane, Township of Wilmot.

SUMMARY:

For the Summers Field Lane Petition Drain, the next step is to appoint a Drainage Engineer to complete the Engineer's Report. Council is being asked to appoint K. Smart Associates Limited for this drain.

BACKGROUND:

Waterloo Common Elements Condominium Corporation #355 submitted and filed a petition with the Clerk on September 8, 2020 to initiate improvements to an existing municipal drain for

the following lands: Part Lot 6, Concession North of Erbs Road, Summers Field Lane, Township of Wilmot. The proposed work involves improving, extending to an outlet or altering the drainage works.

REPORT:

Following the acceptance of the petition by Council, staff forwarded the notice to the petitioner and the required agencies; the Grand River Conservation Authority and the Ministry of Natural Resources and Forestry. At the time of writing this report, no comments have been received from the agencies noted above.

If appointed, the Drainage Engineer will conduct a site meeting where all property owners within the drainage watershed area will be invited to discuss the matter, ask questions and learn about the process.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

The appointment of the Drainage Engineer and continued application of the Drainage Act supports the infrastructure within the municipality.

FINANCIAL CONSIDERATIONS:

If the municipal drainage works proceed pursuant to the Drainage Act, then the property owners that are affected would be assessed in accordance with the assessment schedule that will be prepared by the Engineer as part of his report. At this time, there are no financial considerations.



REPORT NO: DS 2020-025

TO: COUNCIL

SUBMITTED BY: Harold O’Krafka, MCIP RPP
Director of Development Services

PREPARED BY: Andrew Martin, MCIP RPP
Manager of Planning/EDO

REVIEWED BY: Grant Whittington, CAO

DATE: November 16, 2020

SUBJECT: Zone Change Application 08/20
Damian Jaworski
Block 99, Plan 58M-414 and Lot 12, Plan 1366
Corner of Astor Cres. and Forrest Ave. E., New Hamburg

RECOMMENDATION:

THAT Council approve Zone Change Application 08/20 made by Damian Jaworski affecting Block 99, Plan 58M-414 and Lot 12, Plan 1366 to change the zoning of the subject property from Zone 4a (Residential) to Zone 4 (Residential).

SUMMARY:

This application proposes to change the zoning of the subject property from Zone 4a (Residential) to Zone 4 (Residential). The current zoning would permit up to seven townhome units. If approved, this application would allow the construction of an apartment building, proposed with 12 units.

BACKGROUND:

Notice of a Public Meeting was given to property owners within 120 metres of the subject lands on September 28, 2020 and a Public Meeting was held on November 2, 2020. The following is a summary of comments received up to and including the Public Meeting.

Public (complete written comments included as Attachment B):

Chris and Jill Moore, Theodore Schuler Blvd, New Hamburg: concerned with a 3-storey building and privacy issues created, traffic, and property values.

Greg Vance, Theodore Schuler Blvd, New Hamburg: concerned with a 3-storey building and privacy issues created, traffic, compatibility with neighbourhood, security and property values.

Matt Williams, Astor Cres, New Hamburg: not concerned with application, but noting issues requested to be addressed during construction including drainage and snow melt directed to his property, location of garbage and recycling, potential for damage to neighbouring properties during construction and privacy screening.

Ian and Natasha Burt, Astor Cres, New Hamburg: verbal comments at Public Meeting noting concerns with traffic, safety of children playing on the street and impact on property values.

Agencies: GRCA – no comments
Region of Waterloo – no objections.

REPORT:

The subject lands are designated Urban Residential in the Township Official Plan, and are presently zoned Zone 4a (Residential) allowing up to 7 townhome units.

The applicant is proposing to change the zoning to accommodate a 12 unit apartment building. The application does not propose any reductions to property line setbacks or changes to building height as the building, including the proposed 3-storeys, would comply with both the existing zoning and proposed zoning's height restrictions of 10.5m. Additionally, the property provides sufficient room to accommodate the 18 parking spaces required within Zone 4. The conceptual site plan and rendering of the proposed building are included as Attachment A.

In support of this application, a proposed site plan, conceptual building elevations, functional servicing report, stormwater management report and proposed grading and servicing plans were provided. These studies have been reviewed including a preliminary review of the engineering submission by the Township's Public Works and Engineering Department. The supporting documents demonstrate that the development can reasonably occur with final review of all aspects of grading and servicing being addressed through the subsequent site plan approval process.

Public concerns received surrounded compatibility of the proposed use, traffic concerns and safety, and property values. The following paragraphs identify how these concerns have been considered and/or addressed.

Compatibility

The designation of the subject property is Urban Residential, which encourages a range and mix of housing forms and densities. The Hincks Street, Astor Crescent, Forrest Avenue and Theodore Schuler Boulevard streets already provide a range of housing forms including single detached, semi-detached, multiples and apartment buildings. The introduction of a 12 unit building is compatible and consistent with the existing neighborhood and encouraged by planning policies of the Province, Region and Township. The height of the building will remain within the maximum height restriction of 10.5m applied to all surrounding properties and as such does not propose a new standard. The site provides sufficient space to accommodate off-street parking requirements of the zoning by-law. Lot grading, drainage, waste disposal and visual buffering would be addressed through the standard site plan approval process.

Traffic and Safety

There are no anticipated traffic and safety issues anticipated as a result of this application. The current zoning and previous plan proposed 7 units with 7 access points to Astor Crescent. This proposal includes 5 additional units, but one point of access. The sidewalk along Astor Crescent will extend across the front of the subject property linking to the existing sidewalk on Forest Avenue East. Pedestrians will have one access to cross while travelling along the sidewalk as opposed to the 7 that were previously considered.

The volume of vehicles resulting from this development did not warrant further consideration through a detailed traffic study. Vehicles generated from 12 units are not anticipated to have a measurable impact on the road network with vehicle trips having the opportunity to dissipate between Forrest Avenue East, Forrest Avenue West, Astor Crescent and Conestoga Road.

Property Values

Property values are not a land use planning consideration. With that said, staff are not aware of any new construction within the Township resulting in the decrease in assessed values of properties. Conversely, assessment values throughout the Township have continually increased independent of what has occurred on surrounding properties.

The subject property is located within an existing neighbourhood characterized by a range of housing forms and densities. Intensification is further supported in this neighbourhood by the presence of flex stops for Grand River Transit Route 77, providing an additional transportation option for residents. The introduction of apartment units on the subject property would provide further compatible diversification within the neighbourhood.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

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

FINANCIAL CONSIDERATIONS:

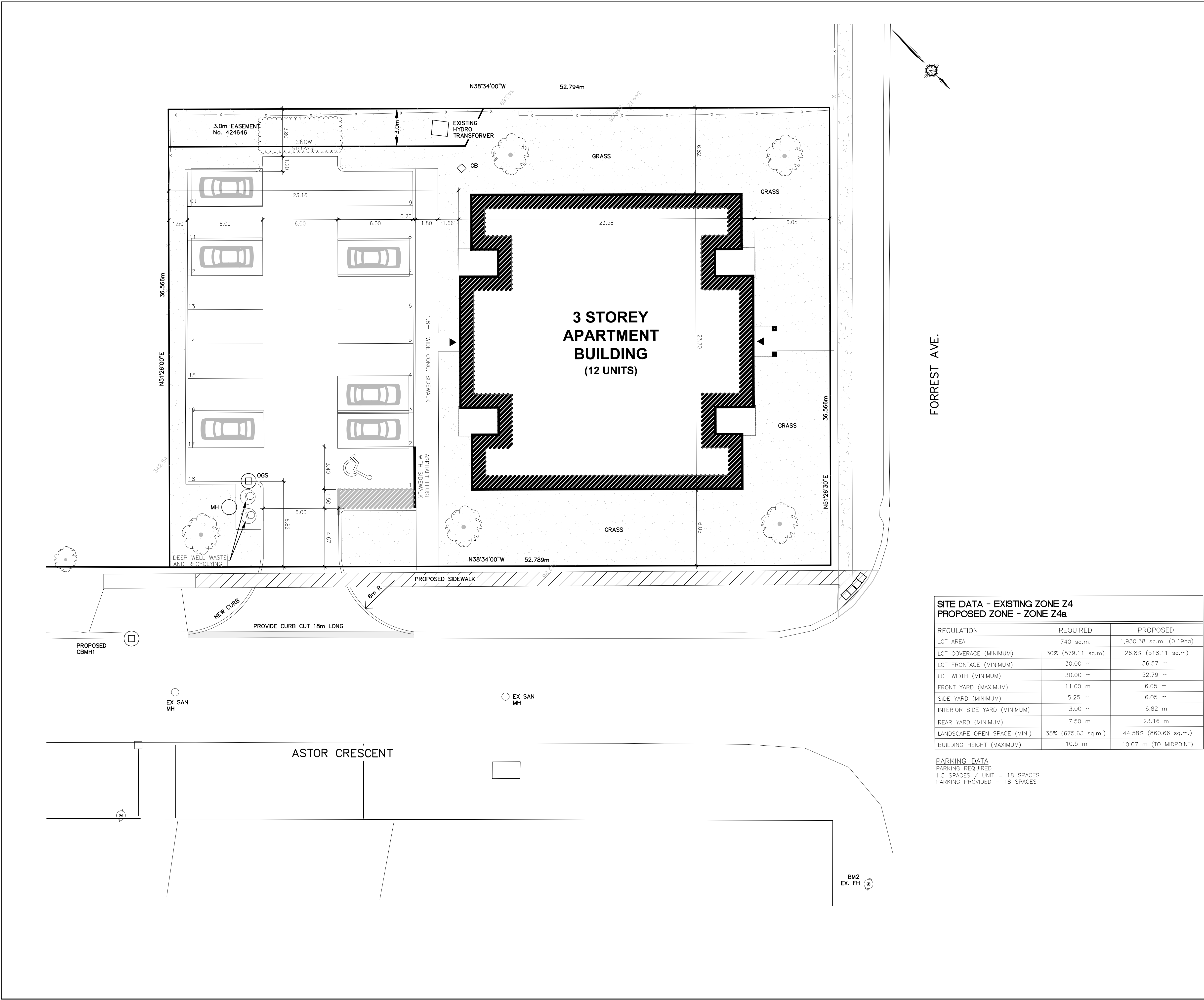
The application fees, established by the Township of Wilmot Fees and Charges By-law, were collected at the time of application.

ATTACHMENTS:

Attachment A	Concept site plan and rendering
Attachment B	Public comments

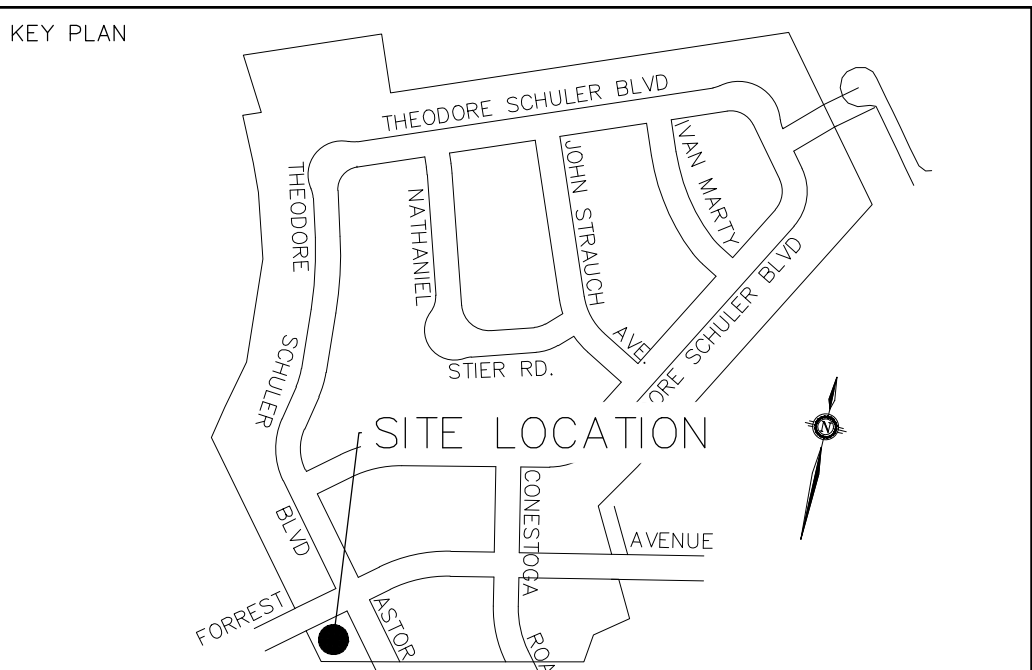
Attachment A Concept site plan and rendering





SITE DATA - EXISTING ZONE Z4 PROPOSED ZONE - ZONE Z4a		
REGULATION	REQUIRED	PROPOSED
LOT AREA	740 sq.m.	1,930.38 sq.m. (0.19ha)
LOT COVERAGE (MINIMUM)	30% (579.11 sq.m)	26.8% (518.11 sq.m)
LOT FRONTAGE (MINIMUM)	30.00 m	36.57 m
LOT WIDTH (MINIMUM)	30.00 m	52.79 m
FRONT YARD (MAXIMUM)	11.00 m	6.05 m
SIDE YARD (MINIMUM)	5.25 m	6.05 m
INTERIOR SIDE YARD (MINIMUM)	3.00 m	6.82 m
REAR YARD (MINIMUM)	7.50 m	23.16 m
LANDSCAPE OPEN SPACE (MIN.)	35% (675.63 sq.m.)	44.58% (860.66 sq.m.)
BUILDING HEIGHT (MAXIMUM)	10.5 m	10.07 m (TO MIDPOINT)

PARKING DATA
PARKING REQUIRED
1.5 SPACES / UNIT = 18 SPACES
PARKING PROVIDED - 18 SPACES



NOTES:

ASPHALT ROAD PROFILE:
40mm HL3
50mm HL8
150mm GRANULAR 'A'
450mm GRANULAR 'B'

— X — PROPOSED FENCE

PROPOSED TREE

PROPOSED SIDEWALK

X REMOVALS

PROPOSED ASPHALT

BENCHMARKS:

BM1 - CUT CROSS ON TOP OF NE CORNER OF CONCRETE PAD FOR GREEN HYDRO VAULT #9085 ON WEST SIDE OF PROPERTY 2m E OF WOOD FENCE. ELEVATION 343.655

BM2 - TOP NUT OF HYDRANT #97 SOUTHEAST CORNER OF INTERSECTION OF ASTOR CRESCENT AND FORRESTER AVE E. ELEVATION 344.738

No.	REVISIONS	BY	DATE
	CONSTRUCTION		
	TENDER		
	ISSUE FOR APPROVALS		
	ISSUE BLOCK		

ASTOR CRESCENT
BLOCK 99 & LOT 12
NEW HAMBURG TOWNSHIP OF WILMOT

**PROPOSED
SITE PLAN**

K. SMART ASSOCIATES LIMITED
CONSULTING ENGINEERS AND PLANNERS
KITCHENER SUDBURY

DESIGNED BY: S.L. 0 1.5 3
CHECKED BY: D.A.H. SCALE: 1:150
DRAWN BY: S.L.
CHECKED BY: D.A.H. DATE: SEPT 9, 2020
FILE No. 18-321 REVISION No. SHEET PSP

Attachment B

Public comments

Andrew Martin

From: Chris Moore
Sent: Tuesday, October 20, 2020 9:35 PM
To: Planning; clerks
Subject: Zone Change Application 08/20 Dispute

Attn: Andrew Martin, MCIP RPP,

We are writing to ask the Township to decline the Zone Change Application, submitted for Block 99, Plan 58M-414 and Lot 12, Plan 1366.

The current zoning 4a, allowing for a 7 unit townhome would be changed to a 3 storey, 12 unit apartment building.

All surrounding homes are 2 storey, building a 3 storey apartment will negatively impact the privacy and property values for surrounding neighbours. The 3 storey apartment building would look directly into our backyard (across Forrest ave.). With a pool in our backyard and young family, we have built a fence and hedge to create privacy. However, with a 3 storey apartment building overlooking our backyard we will lose all privacy. There is already a challenge with fast moving traffic on Forrest Ave, which has become a busier street with the development in recent years, adding 12 units to a lot zoned for 7 units will further that problem.

We did not dispute the Zone Change Application approximately 1 year ago which allowed for a 7 unit townhome vs. the previously zoned 6 units because it would remain 2 storeys, the same as the rest of the neighbourhood.

Please do not approve this zone change application, it will deteriorate the privacy and property values of many neighbours.

We are requesting to be notified by the township on the decision of the proposed zoning bylaw amendment.

Regards,
Chris & Jill Moore
Theodore Schuler Blvd. New Hamburg

Andrew Martin

From: Greg Vance
Sent: Thursday, October 22, 2020 1:13 PM
To: Planning
Subject: Opposition to Lot99 Plan 58M-414 and Lot12 Plan 1366

Greetings,

I am writing to state my opposition to the Lot99 Plan 58M-414 and Lot12 Plan 1366 to rezone from 7 townhouses to a 3-story 12-unit apartment building.

This plan greatly reduces the privacy of my backyard and pool area.

This plan will have an adverse affect on traffic in an already busy traffic area.

This plan will result in an eyesore that does not fit in with the buildings on Astor, Forrest, Theodore Schuler.

This plan will result in a decrease in desirability for my (and other nearby) property and likely result in a lower property value as a result.

I would not have bought my property and home had this plan been approved at the time.

Even a gas station would be more palatable than a 3 story apartment building looking down on my pool all summer. It is also arguable that these plans may result in security concerns for me and my family in the future.

This plan harms more people than it helps.

I wish to be notified of the decision regarding these plans.

Greg Vance

Theodore Schuler Blvd, New Hamburg, ON

Andrew Martin

From: Matt Williams
Sent: Thursday, October 22, 2020 4:12 PM
To: Planning
Subject: Zone Change Application 08/20

Good Afternoon,

I am writing to comment on the Zone Change application to increase at the corner of Astor Crescent and Forest Ave. New Hamburg.

My concerns revolve mostly around the plan itself rather than the actual increase of allowed occupancy. This may not directly affect this meeting, but I would like it on the record as they move forward in the permitting process. For reference, I own the semi-detached house beside the development on Astor Crescent (the address is 152).

If there are some items I should be dealing directly with the developer, please advise.

According to the grading plan, the snow storage area during a melt will drain toward the back of my lot. From what I can tell there are no controls to keep that water on site, therefore creating a significant increase in spring water behind Astor and Hinks houses.

The location of the garbage/recycling well being right at the road presents a few issues. It will be highly visible to the surrounding properties, and being that easy to access, will lead to dumping. It should be moved or significantly screened, as it will be a private company picking it up, not the region (assuming they can not dispose of waste through the well system).

The water retention tanks are extremely close to the property line and will have to be buried significantly deep. What controls are the developer taking to ensure no damage or undermining of the neighbouring properties.

What screening measures (fences or similar) are going to be implemented to reduce the impact of an apartment/parking lot on streets (Astor/Forest) that are all houses.

Thank you for your time, feel free to reach out if you would like to discuss further,
As I mentioned above, these issues may be more based around the actual permitting phase if the change goes through.

Matt Williams



TOWNSHIP OF WILMOT

FIRE SERVICES *Staff Report*

REPORT NO: FD 2020-06

TO: Council

SUBMITTED BY: Rod Leeson, Fire Chief

PREPARED BY: Rod Leeson, Fire Chief

REVIEWED BY: Grant Whittington, CAO

DATE: November 16, 2020

SUBJECT: Triple Combination Pumper Purchase

RECOMMENDATION:

THAT RFP 2020-25 be awarded to Fort Garry Fire Trucks to supply and deliver one (1) 2021 Spartan Triple Combination Pumper Apparatus as per their proposal dated October 23, 2020, in the amount of \$773,539 plus HST, and further

THAT additional funding of \$62,200 be incorporated within the 2021 Capital Budget and Ten-Year Capital Forecast.

SUMMARY:

This report outlines the proposal processes and recommends award of contract to the successful bidder for the supply and delivery of one (1) – Triple Combination Pumper fire apparatus. This report includes anticipated and confirmed impacts due to the COVID-19 pandemic.

BACKGROUND:

This procurement process was undertaken to purchase one replacement Triple Combination Pumper that has reached 15 years of age. Front line fire apparatus as per Fire Underwriters Survey (FUS) recommendation are replaced every 15 years to maintain a well-maintained fleet that is modern and equipped to meet the needs of the community.

This strategy is aligned with Wilmot's Fire Master Plan, supporting the on-going vehicle maintenance and replacement program from FUS, while meeting the needs and circumstances of the Wilmot Fire Department.

REPORT:

This procurement exercise was undertaken to purchase one replacement triple combination pumper, P611 at Station 1 Baden, as part of the on-going vehicle maintenance and replacement program identified in the township Capital program.

The pumper truck, P611 is scheduled to complete the procurement process to replace the pumper in 2020. It should be noted that due to the specialized build requirements of fire apparatus, it will require between 12 to 14 months to have the pumper built, delivered and placed into service once the successful vendor has been awarded.

The existing 15-year-old P611, will be transitioned to replace the existing 20-year-old P612. The role of P612 continues to function when responding to all reported structure fires, in support of operations, and as a backup pumper should the need arise at one (1) of the other two (2) fire stations. This strategy is in line with FUS recommendations to ensure we have one maintained, operational backup pumper.

The existing 20-year-old P612 will move to Station 2 New Dundee and become P622. P622 is utilized as a water relay device supporting fire ground operations in New Dundee, specifically at the Alder Dam dry hydrant location. This role also supports Superior Tanker Shuttle operations within an 8 km radius of New Dundee. It should be noted that one pumper will become surplus and sold as per township disposition policy and typically would sell in the range of \$5000. Since Wilmot owns these fire apparatuses, it demonstrates fiscal responsibility and sound planning to stage fire apparatus within the fleet and utilize existing assets when possible.

On May 22, 2020, Request for Tender document was made available online through the Township's e-bidding site. There was a total of eight (8) plan takers, with a total of four (4) proposals received at time of close on Friday, June 19, 2020. After reviewing the bids for this tender, it was determined that additional research and industry input would be required. All bids submitted were significantly higher than the approved capital expenditure allocation, and as a result the call for bids was cancelled.

Wilmot Fire Department proceeded to gather additional industry and market information which resulted in significant added and unexpected workload. In short, global market pressures and COVID-19 have caused fire apparatus to increase in price. After carefully selecting technical data and comparing to the needs of Wilmot Fire Department, staff released a Request for Proposal (RFP).

On Friday October 16, 2020, the RFP documents were made available online through the Township's e-bidding site. There was once again a total of nine (9) proposal takers, with a total of four (4) proposals received at time of close on Tuesday, November 3, 2020.

Following the specification technical review, the proposals were evaluated and scored for adequacy based upon the following six (6) criteria with weighting allocated to each:

- Completeness of Proposal– 5%
- Compliance with Specifications– 40%
- Value Added Suggestions– 5%
- Warranty, Service & Support – 15%
- Suitability of Proponent – 15%
- Price – 20%

Proponent	Location
Commercial Emergency Equipment	Delta, BC
Fort Garry Fire Trucks Ltd.	Winnipeg, MB
Metz Fire & Rescue	Guelph, ON
Resqtech Systems Inc.	Woodstock, ON

Technical specifications and scoring of all bids were independently completed by a selection team consisting of the Fire Chief, Station 1 District Chief, and a member of the Wilmot Volunteer Firefighters.

As a result, the bid received from Fort Garry Fire Trucks Ltd. at a cost of \$773,539 plus HST, is being recommended for award. The unit specified is a 2021 Spartan Triple Combination Pumper. All references have been verified and appear to be satisfactory.

COVID-19 Anticipated Impacts:

Global financial markets, interest rates and several political pressures have caused unforeseen fire apparatus cost increases. Fire apparatus are highly specialized, must meet a long list of safety standards and as such, require highly skilled, unique vendors that able to build fire apparatus.

Fire Apparatus builders are found in both Canada and the United States; however, almost all parts, chassis, and specialized components are imported from overseas or made in the United States. COVID-19 in both the US and Canada saw many non-essential workplaces required to close their physical locations, causing significant delays in orders and production. Canadian and US orders and restrictions placed on manufacturing facilities may impact the supply and delivery

of this Triple Combination Pumper. The biggest impacts appear to be related to delivery timing, with estimated delivery of approximately 12 to 14 months.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

We have a prosperous community through maintaining our infrastructure. We are an engaged community through communicating municipal matters.

FINANCIAL CONSIDERATIONS:

The combined budget for this project is outlined below:

Funding Source	Amount
General Levy	\$417,000
Infrastructure Reserve Fund - Equipment	303,000
Sale of Surplus Asset	5,000
Total Budget	\$725,000

Given the cost proposal of \$787,153.29 net of HST rebate, the proposed Triple Combination Pumper is approximately 8.5% over budget.

The additional costs are largely due to unanticipated Covid-19 and the US dollar. With delivery anticipated in 2021, the capital budget will be adjusted within 2021, to reflect the additional costs.

ATTACHMENTS: None

TOWNSHIP OF WILMOT

BY-LAW NO. 2020-042

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

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

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

1. Notwithstanding the provisions of By-law 83-38, as amended, the lands described on Schedule "A" and illustrated on Schedule "B" attached to and forming part of this By-law, are hereby removed from Zone 4a (Residential) and placed within Zone 4 (Residential).
2. Notwithstanding the provisions of By-law 83-38, as amended, the map forming Part 1 of Schedule 'A' to By-law 83-38 be amended as necessary to reflect the change in zoning from Zone 4 to Zone 4a on the lands described on Schedule 'A' and illustrated on Schedule 'B' attached to and forming part of this By-law.
3. This by-law shall come into effect on the final passing thereof by the Council of The Corporation of the Township of Wilmot subject to compliance with the provisions of The Planning Act, R.S.O., 1990 and amendments thereto.

READ a first and second time on the 16th day of November, 2020.

READ a third time and finally passed in Open Council on the 16th day of November, 2020.

MAYOR

CLERK

SCHEDULE "A"

ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the Township of Wilmot, in the Regional Municipality of Waterloo and Province of Ontario being composed of Block 99, Plan 58M-414 and Lot 12, Plan 1366 in the said Township of Wilmot.

This is Schedule "A" to By-law No. **2020-042**.

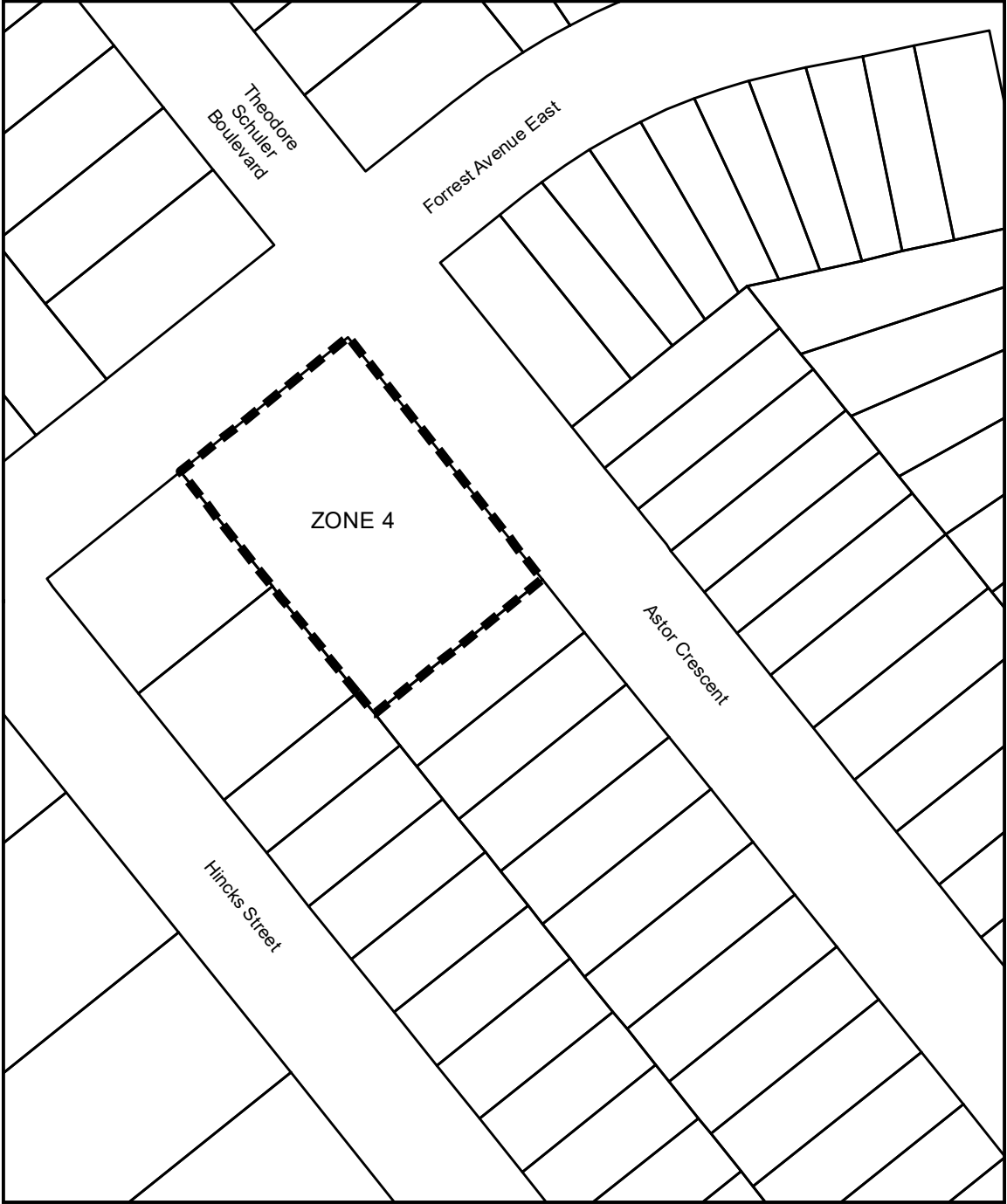
PASSED this **16th** day of **November, 2020**.

MAYOR

CLERK

SCHEDULE "B"
BLOCK 99, PLAN 58M-414 AND LOT 12, PLAN 1366
TOWNSHIP OF WILMOT

SUBJECT LANDS OUTLINED THUS: - - - - -



THIS IS SCHEDULE "B" TO BY-LAW NO. 2020-42
PASSED THIS 16TH DAY OF NOVEMBER, 2020.

MAYOR

CLERK

