

Committee of the Whole Agenda

Monday, November 3, 2025

5:00 pm

Council Chambers - Hybrid

60 Snyder's Road West

Baden, Ontario

N3A 1A1

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

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

Pages

1. **CALL TO ORDER**
RECOMMENDATION
THAT the Committee of the Whole on November 3, 2025 be called to order at 5:00 p.m.
2. **CLOSED SESSION**
RECOMMENDATION
THAT a Closed Meeting of Council be held on November 3, 2025, at 5:00 p.m. at the Wilmot Administrative Complex, in accordance with Section 239 (2) (b) of the Municipal Act, 2001, to consider the following:
 - Prime Minister's Path Community Steering Committee- Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees
3. **RECONVENE IN OPEN SESSION**
RECOMMENDATION
THAT Committee reconvenes in Open Session at 6:00 p.m.
4. **TERRITORIAL LAND ACKNOWLEDGEMENT**
Councillor K. Wilkinson will read the Territorial Land Acknowledgement.
5. **ADDITIONS TO THE AGENDA**
6. **ADOPTION OF THE AGENDA**
RECOMMENDATION

THAT the Agenda as presented for November 3, 2025 be adopted.

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

Members of Council and members of the Township's local boards are required to file a written statement when they have a conflict of interest. If a conflict is declared, please review the Policies and Rules for Council and complete the Disclosure of Pecuniary Interest Form.

8. PRESENTATIONS

8.1 Citizen of the Year Award

Mayor N. Salonen to present Citizen of the Year Awards to Dean Peachy and Krista Straus.

8.2 Waterloo Regional Police Services- Closed-Circuit Television (CCTV) & Automatic License Plate Reader (ALPR) Program

Jen Davis, Deputy Chief, Waterloo Regional Police Services and Jamie Sheridan, Inspector, Waterloo Regional Police Services

8.3 GRT Township Transit Strategy Update

Neil Malcolm, Director of Transit, Adam Fraser, Principal Planner- Transit, and/or Kevan Marshall, Manager of Transit Development

9. DELEGATIONS

Pursuant to Council's Procedural By-law, delegations are permitted to address Council for a maximum of seven (7) minutes. Specific Interest Delegations are only permitted to discuss matters listed on the Committee agenda as staff reports; informal and formal public meetings; notice of motions; and by-laws. All Specific Interest Delegations where possible are encouraged to register prior to the start of the meeting. For Specific Interest Delegates who are attending in-person, registration is permitted up to the start of the meeting. Specific Interest Delegates who are interested in attending virtually must register by 12:00 p.m. on November 3, 2025, in order to participate electronically.

10. CORRESPONDENCE

11. CONSENT AGENDA

RECOMMENDATION

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

11.1 COR-2025-49 - Request to Extend the Multi-Year Accessibility Plan

RECOMMENDATION

THAT Report COR-2025-49 - Request to Extend the Multi-Year Accessibility Plan be received for information; and,

THAT Council approves an interim update to the Township's Multi-Year Accessibility Plan (2021-2025) to improve the accessibility of the document, update branding and extend the term of the Plan through to the end of 2026; and,

5

13

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THAT Council directs staff to prepare a comprehensive review and update of the Township's Multi-Year Accessibility Plan in 2026.

11.2 COR-2025-50 - Petersburg Municipal Drain 2025- Update **81**
RECOMMENDATION

THAT Report Petersburg Municipal Drain 2025- Update be received for information.

11.3 FS-2025-04 - Award of RFP 2025-28 Tanker Apparatus Station 1 Baden **85**
RECOMMENDATION

THAT Report FS-2025-04 Award of RFP 2025-28 Tanker Apparatus Station 1 Baden be received for information;

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

- Award the supply and delivery of one (1) fire apparatus tanker to Dependable Truck-Tank & Emergency Vehicles as per their proposal submitted on Tuesday September 16, 2025 at a total cost of \$926,003.79 plus HST; and,
- Consider By-law 2025-68, being a by-law to authorize the Mayor and the Clerk to enter into an agreement with Dependable Truck-Tank & Emergency Vehicles for the supply and delivery of a Tanker apparatus.

12. REPORTS

12.1 COR-2025-51 - Formalization of 2-Day Grace Period for Tax and Utility Billing Payments **90**

RECOMMENDATION

THAT Report COR-2025-51 Formalization of 2-Day Grace Period for Tax and Utility Billing Payments be received for information; and,

THAT Council directs staff to prepare and implement the necessary internal procedures to implement a 2-day grace period for Tax and Utility billing payments.

12.2 COR-2025-52 - Township of Wellesley Paff Drain 2025- Appointment of Member to the Court of Revision **93**

RECOMMENDATION

THAT Report COR-2025-52 - Township of Wellesley Paff Drain 2025 - Appointment of Member of the Court of Revision be received for information; and,

THAT Councillor _____ be appointed to the Paff Drain 2025 Court of Revision.

12.3 COR-2025-53 - Council Remuneration Review Policy **160**
RECOMMENDATION

THAT Report COR-2025-53 - Council Remuneration Review Policy be

received for information; and,

THAT Council approves Policy CL-2025-01 being the Council Remuneration Review Policy as attached.

12.4 CS-2025-14 - Arts and Culture Master Plan 167

RECOMMENDATION

THAT Report CS-2025-14, 2025 Arts and Culture Master Plan be received for information; and,

THAT Council approve the 2025 Arts and Culture Master Plan for implementation as presented in Report CS-2025-14.

12.5 CS-2025-22 - Expansion of Wilmot's Recycling Program 292

RECOMMENDATION

THAT Report CS-2025-22 - Expansion of Wilmot's Recycling Program be received for information.

13. ANNOUNCEMENTS

14. BUSINESS ARISING FROM CLOSED SESSION

15. ADJOURNMENT

RECOMMENDATION

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



Township of Wilmot: Closed-Circuit Television (CCTV) & Automatic License Plate Reader (ALPR) Program

November 3, 2025

*"Every person in Waterloo Region is safe
and feels safe"*

www.wrps.on.ca





Why CCTV / ALPR?



Support WRPS Crime Suppression Strategy



Decrease Violent Crime



Decrease Social Disorder Occurrences



Support Front-Line Operations



Improve Investigative Outcomes



Increase Video Camera Capacity and Access



Increase Public Safety

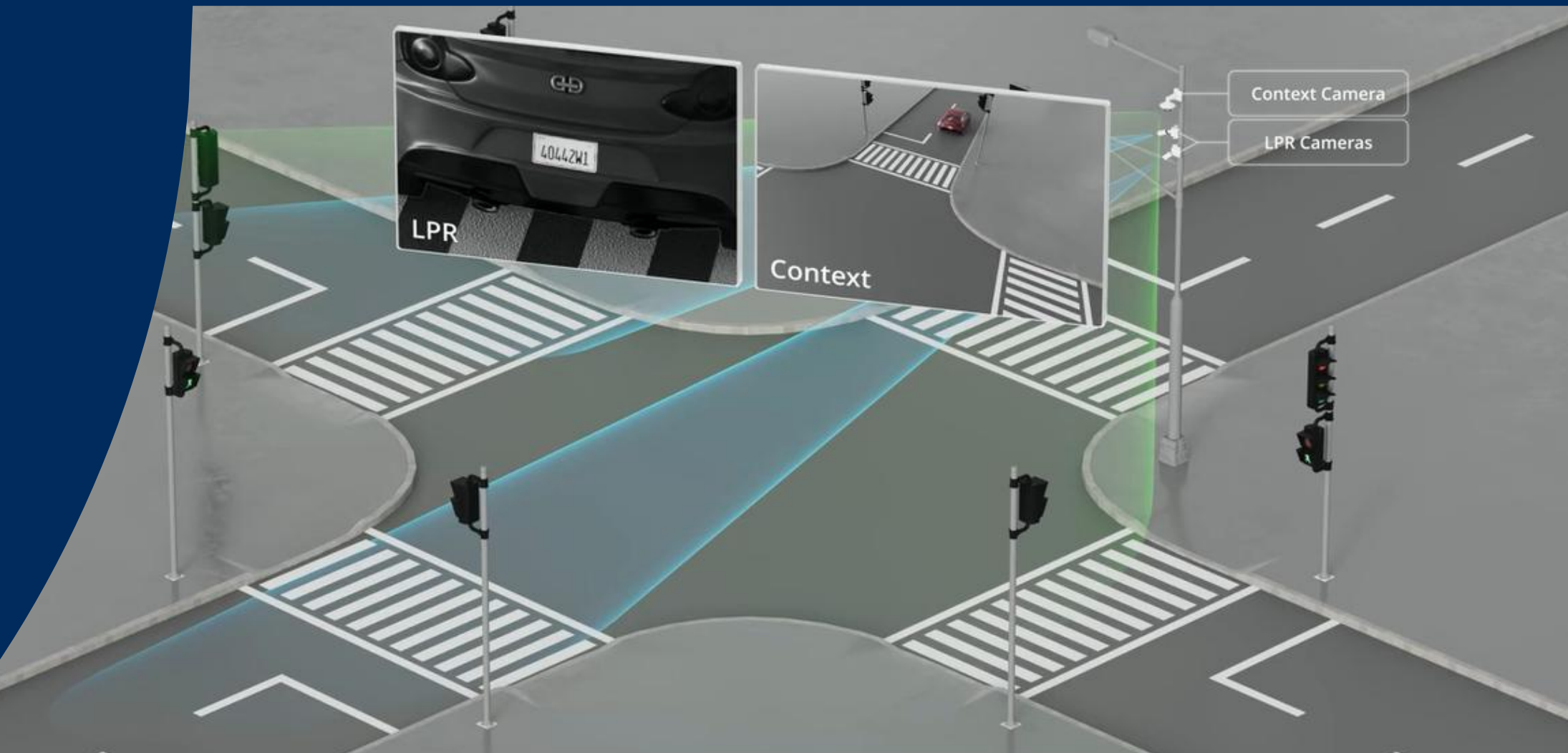
Phase 1: Camera Locations

- Camera locations determined using an evidence based, data-driven approach
- WRPS' Crime Analysis Unit conducted a 3-year historical review of:
 - Uniform Crime Report (UCR) data
 - Citizen Generated Calls for Service
 - Areas of increased crime and disorder incidents
 - Concerns identified by the community
 - Service-specific considerations focused on high victimization rates including for firearms, break and enter, and robbery violations
- Based on this information, 10 locations across the Region with a total of 52 cameras (CCTV & ALPR) were identified for Phase 1 implementation



Proposed Camera System

- Cameras will include a combination of PTZ (pan, tilt, zoom), Bullet, and Multi-sensor cameras – each with a different function
- PTZ cameras will be deployed in areas identified with higher pedestrian traffic
- Bullet style cameras will be utilized for ALPR “gateways” into, and out of identified locations across the Region
- Multi-sensor cameras equipped with ALPR will be utilized at intersections
- All mounted and powered (low voltage power) by existing infrastructure



Capabilities & Restrictions

What it is:

- Additional Investigative Tool
- Best Evidence
- Active Deterrent for Criminal Behaviour
- Searching for license plates of criminal interest

What it is not:

- Speed Enforcement Cameras
- Live Monitored by Officers
- Arbitrarily Placed
- Accessible by all Members

⁹
You have entered an area that may be monitored by close circuit video cameras. This program is a community initiative to promote safety and reduce crime.



The legal authority for collecting information is Section 29 (1)(g) of the Ontario Municipal Freedom of Information and Protection of Privacy Act.



Privacy and Access

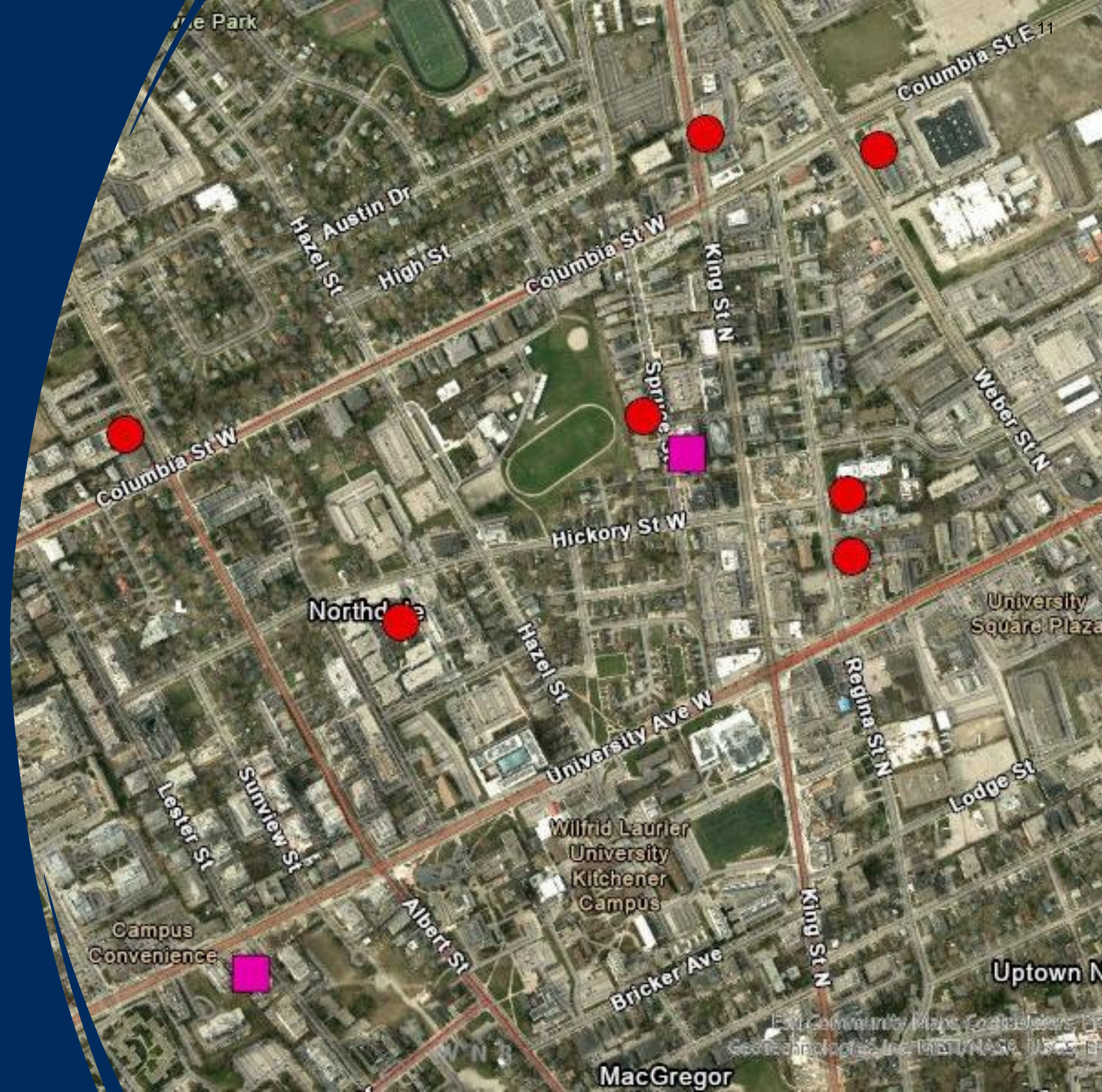
- The Information and Privacy Commissioner of Ontario have been engaged and a Privacy Impact Assessment is nearing completion
- All information gathered by WRPS must be compliant with MFIPPA (law enforcement purpose)
- WRPS will utilize a 30-day retention period for stored data
- WRPS Policy and Procedures limit the number of users accessing the system with the ability to audit access
- Data is stored using encrypted, cloud-based solutions located in Canada

Guidance on the Use of Automated Licence Plate Recognition Systems by Police Services



Crime Suppression Strategy

- CCTV is an investigative tool that directly supports our Crime Suppression Strategy by focusing our response where we can have the greatest impact
- Crime Suppression is an evidence-based model that focuses on addressing high-crime areas, repeat offenders, and serious crimes with tailored solutions
- Significant developments were made in 2025, including the launch of the crime bulletin board, the roll out of the Street Crime teams, and an offender management strategy
- For 2025, WRPS committed to a **10%** reduction for all break and enters, robberies, and firearm violations





www.wrps.on.ca



GRT Business Plan

Township Transit Strategy

Ontario Transit Investment Fund – Fall 2025
Wilmot Township



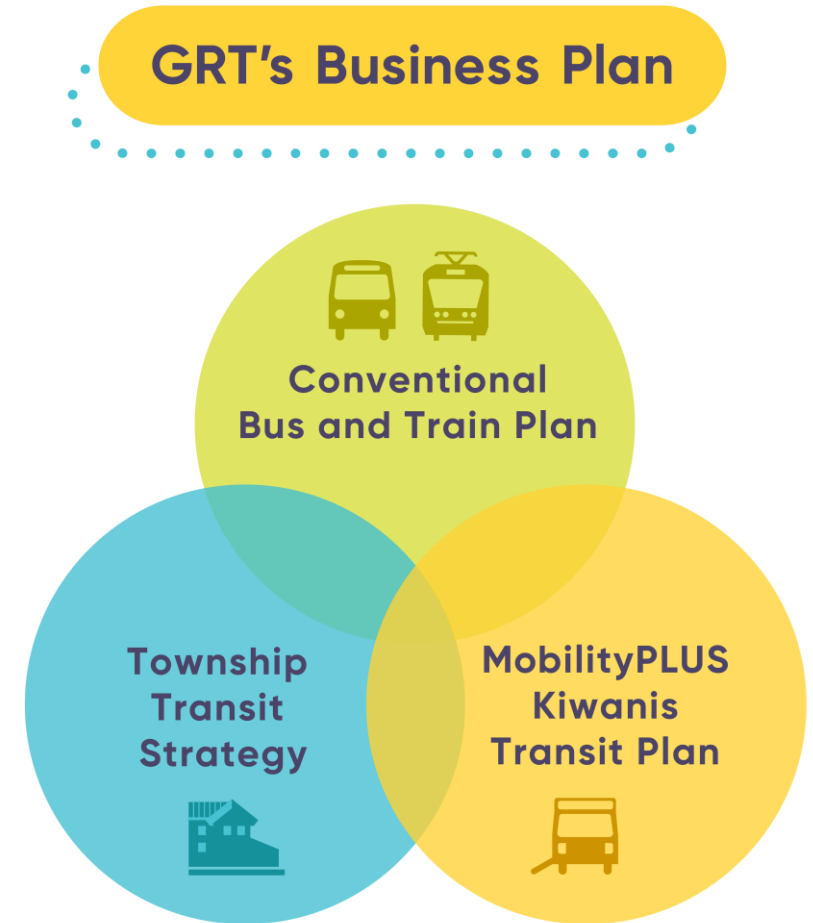
Agenda

- Recap GRT Business Plan and Township Transit Strategy
- Route 77 refresh
- Township Transit Strategy: What we heard
- Ontario Transit Investment Fund (OTIF)
- OTIF proposal
- OTIF timeline & next steps



GRT Business Plan Approved!

- Region of Waterloo council approved on June 25, 2025
- **Township Transit Strategy (TTS) priorities approved**
- Implementation subject to Regional Council's annual Plan and Budget process
- The approved plan allows GRT to source capital **and** operating funding from senior levels of government
 - Rural Transit Solutions Fund – **capital secured!**
 - Ontario Transit Investment Fund – **operating opportunity**



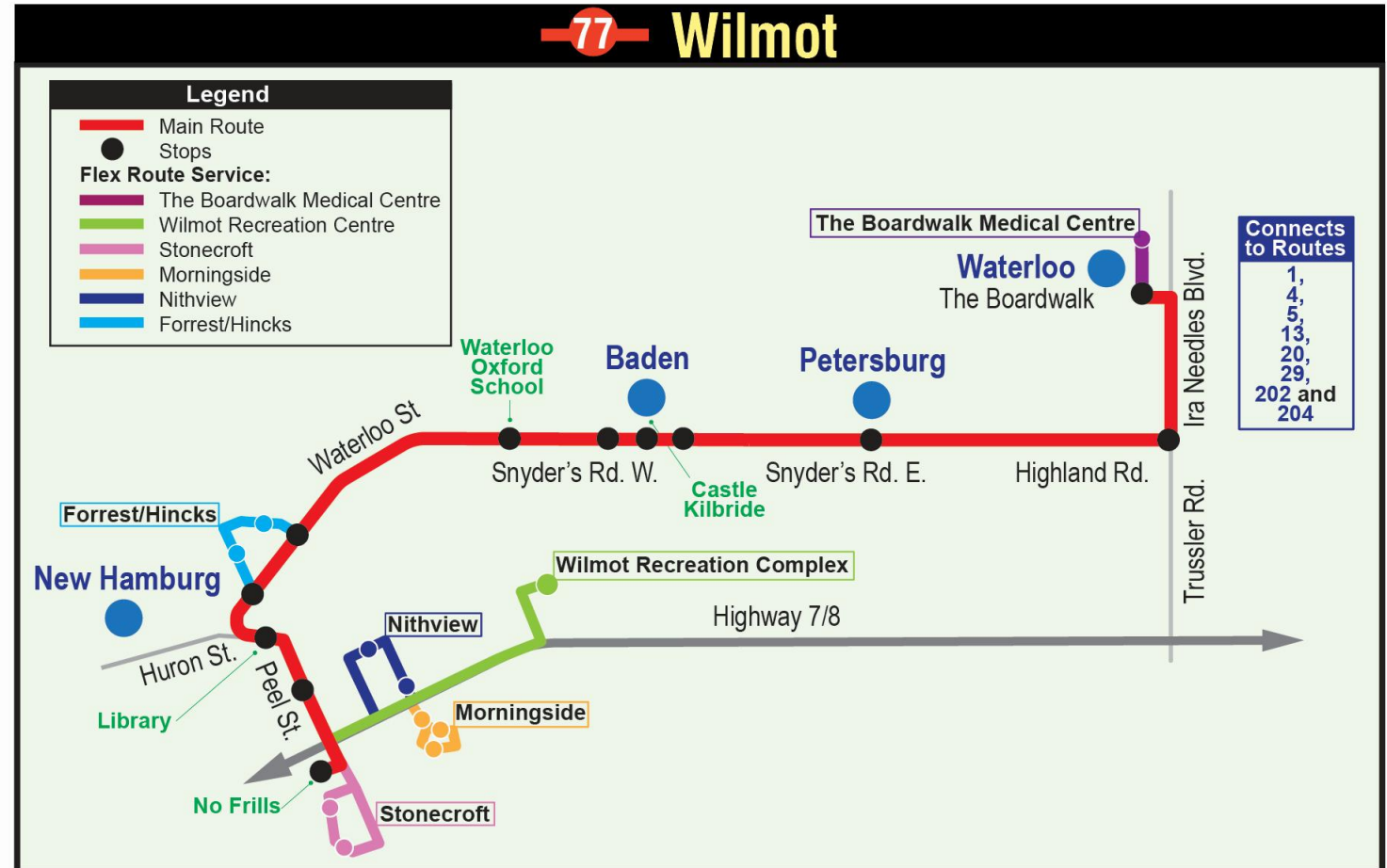
Future Township Transit Network (at maturity)

- **Fixed-route services** follow a consistent route and schedule every day the bus operates.
- **On-demand transit zones** provide shared-ride services that do not run on a fixed route or schedule and are request-driven. On-demand trips can be booked using an app or by calling.



GRT Route 77

- Flex service
 - Scheduled stops along main route
 - Flex stops by request
- 2016: Launch
- 2017: Time of day improvements
- 2022: Increased frequency
- Current: Growing ridership demand



Township Transit Strategy: What we heard for Wilmot Township

Route 77

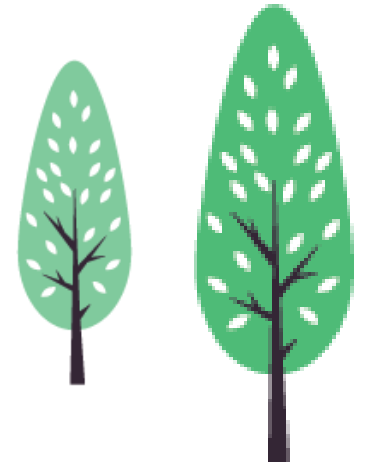
- Existing route working well
- Later weekday evening service
- Weekend service
- Technology improvements
- New stops or different routing

Other Improvements

- Connect to other township communities
- Improve access to township amenities

Ontario Transit Investment Fund (OTIF)

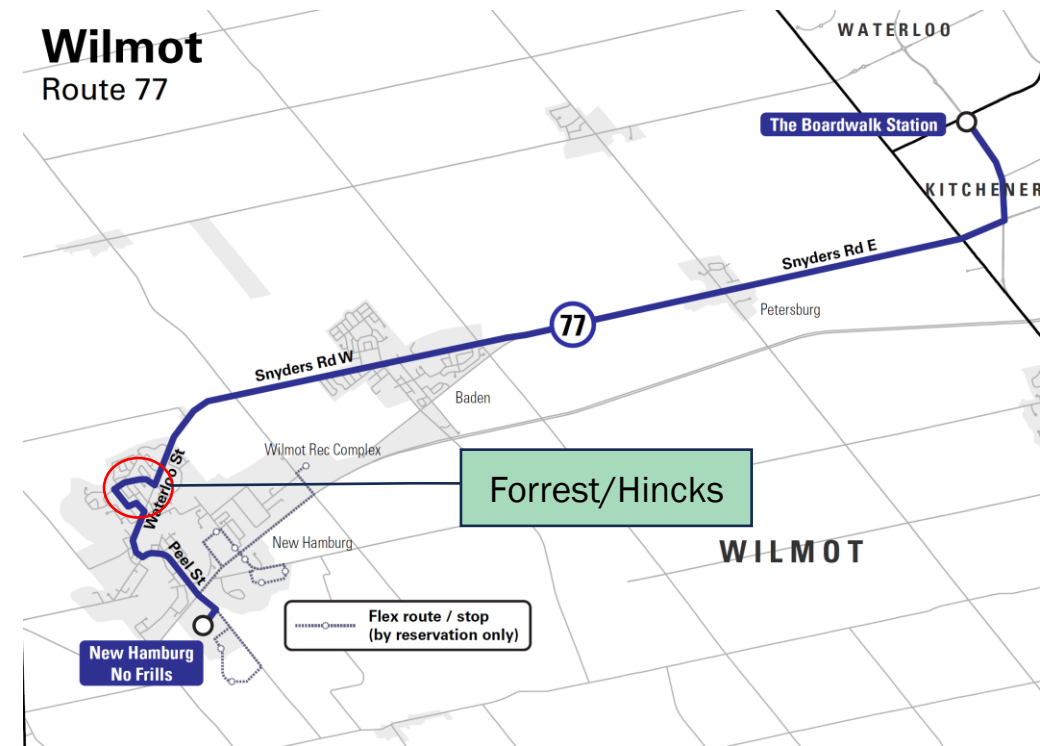
- Operational funding for:
 - Improvements to **existing** services
 - Introduction of **new** services
- Multi-year funding formula
 - Up to 5 years
 - OTIF will provide up to 50% of total multi-year project costs over 5 years
 - First year maximum 80% funded
 - Final year maximum 30% funded
- **Recommendation: Submit Phasing Plan to meet funding principles**
 - **Integrated** - across municipal and community boundaries
 - **Coordinated** - with a common goal of increasing transit access to communities and services
 - **Sustainable** - gradual transition cost-share structure



OTIF - Wilmot Township

Phase 1: Improvements for Route 77 (Fall 2026)

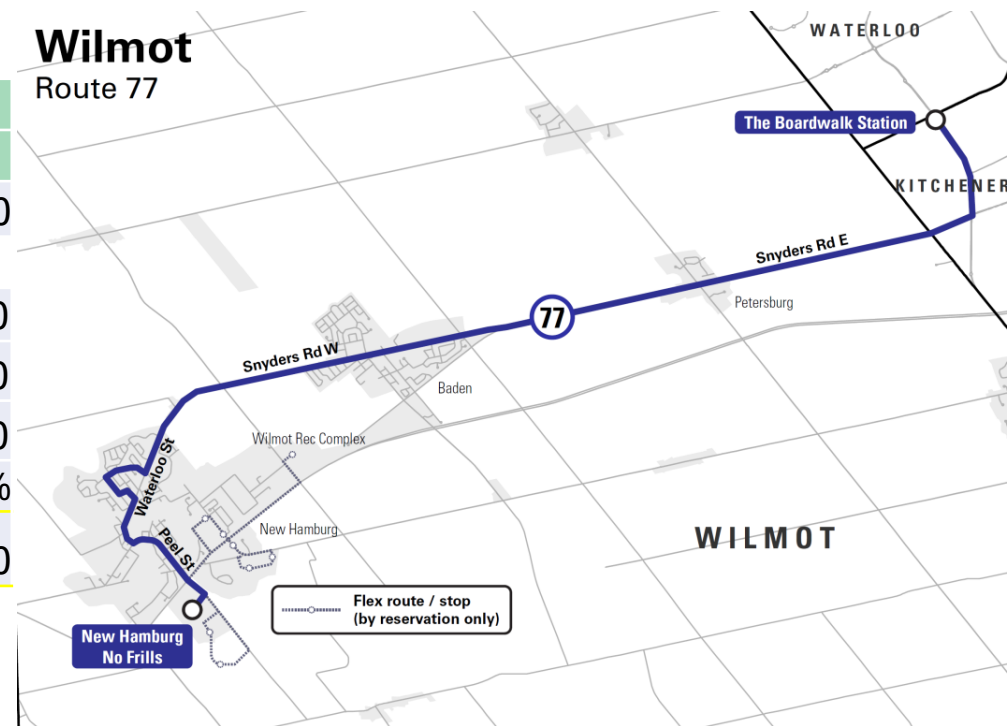
- Later weekday **evening** service (+6 hours/day)
- New **Saturday** service (+22 hours/day)
- New **Sunday** service (+17 hour/day)
- Convert Forrest/Hincks flex route stops to main route



OTIF - Wilmot Township

Phase 1: Budget for 2026 and 2027

Route 77	Year 0	Year 1	Year 2
	2025	2026	2027
Annual Hours	5,500	6,800	9,300
Gross Operating Cost	\$ 544,000	\$ 741,100	\$ 1,014,600
Change from 2025		\$ 197,100	\$ 470,600
New revenue		\$ 19,800	\$ 47,100
OTIF Support		80%	77%
Service expansion cost		\$ 19,800	\$ 62,800



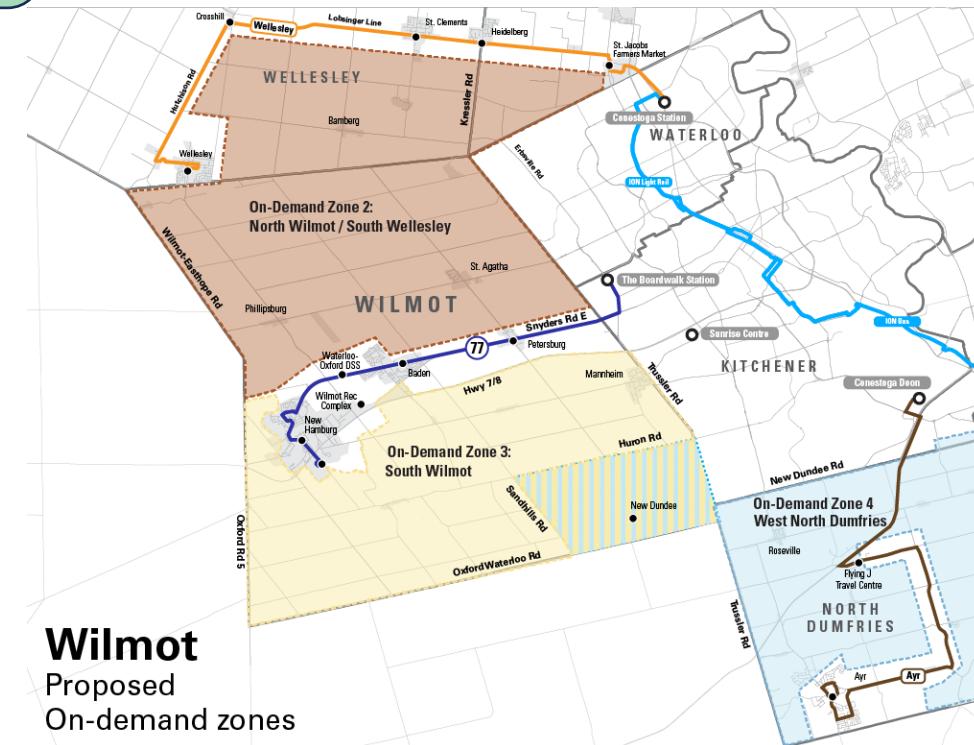
OTIF - Wilmot Township

Phase 2: Co-mingling Needs Assessment

(Spring 2027)

Co-mingling means using the same vehicles and drivers to serve both specialized and conventional on-demand transit customers, instead of serving them separately

- GRT is in the process of securing a technology vendor to:
 - Modernize specialized transit services
 - Prepare for co-mingling conventional on-demand transit and specialized transit customers
- Next step will be a Co-mingling Needs Assessment – Spring 2027

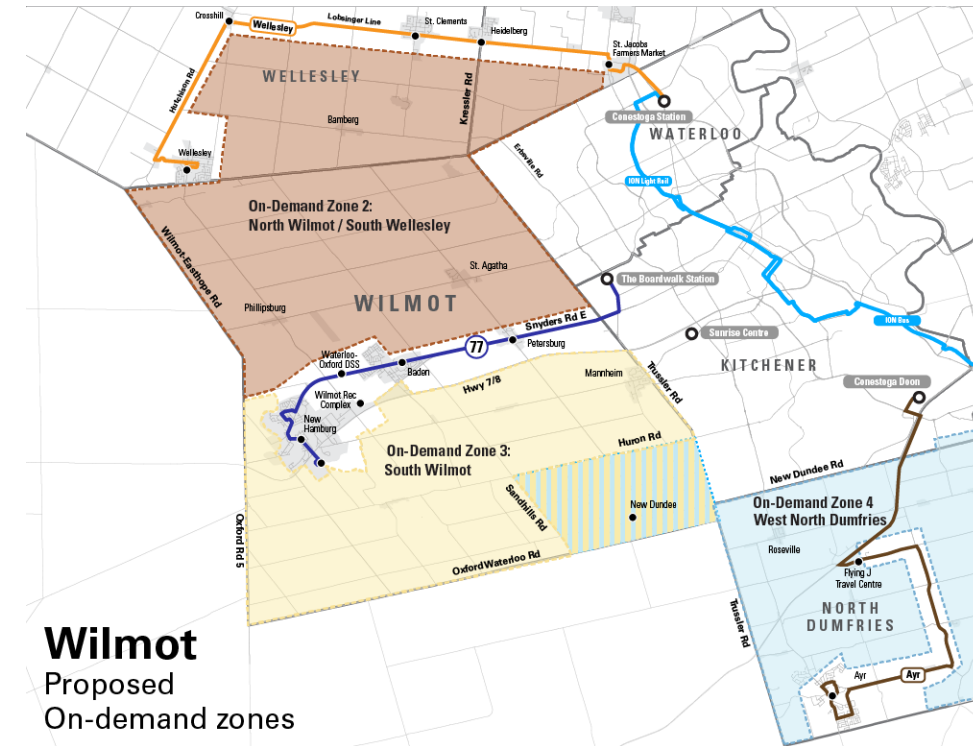


OTIF - Wilmot Township

Phase 3: Service expansion

Conventional or co-mingled on-demand transit (2028+)

- OTIF application will seek maximum funds assuming no co-mingling
 - Consistent with the Township Transit Strategy
- Co-mingling Needs Assessment will guide Phase 3 implementation
 - Cost savings anticipated by co-mingling services compared to operating separate services
 - Coordinate with the Province to adjust use of OTIF funds for 2028+



OTIF - Wilmot Township

OTIF 5-year costing

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	2025	2026	2027	2028	2029	2030	2031
Rt 77 Annual Hours	5,500	6,800	9,300	9,300	9,300	9,300	9,300
Rt 77 Gross Annual Operating Costs	\$ 544,000	\$ 741,100	\$ 1,014,600	\$ 1,014,600	\$ 1,014,600	\$ 1,014,600	\$ 1,014,600
Change from 2025		\$ 197,100	\$ 70,600	\$ 470,600	\$ 470,600	\$ 470,600	\$ 470,600
New Revenue		\$ 19,800	\$ 47,100	\$ 47,100	\$ 47,100	\$ 47,100	\$ 47,100
OTIF Support		80%	77%	58%	37%	20%	0%
New Rt. 77 Ex Costs		\$ 19,800	\$ 62,800	\$ 149,000	\$ 251,000	\$ 329,400	\$ 423,500
Maximum On-Demand Costs*				\$ 42,500	\$ 190,000	\$ 240,000	\$ 300,000

*Maximum on-demand annual costs assume conventional on-demand service.
Updated costs with co-mingled service is anticipated to be lower for comparable level of service, pending Phase 2 Co-mingled Needs Assessment (2027)



OTIF Timeline

Fall 2025

- Application preparation, draft 2026 budget

December 2025

- Region approves 2026 Plan and Budget
- **GRT submits OTIF application**

OTIF announcement and award

Summer 2026

- **Phase 0:** Stop infrastructure improvements

Fall 2026

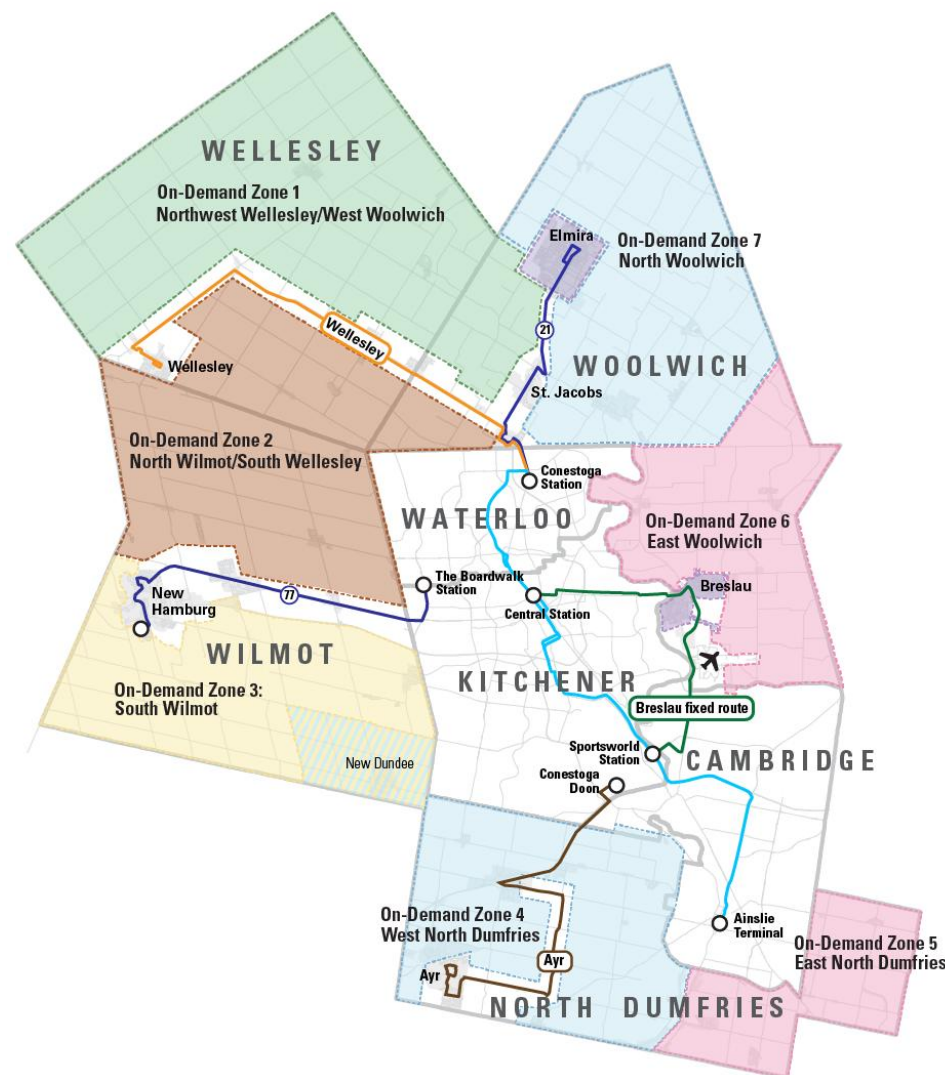
- **Phase 1:** New and expanded services

Spring 2027

- **Phase 2:** Co-mingling Needs Assessment

2028+

- **Phase 3:** On-Demand service expansion



Next Steps

- **December 2**

- Report / presentation to Regional Council (SID) Committee
 - Endorsement of OTIF proposal and application

- **December 16**

- 2026 Plan and Budget approved
 - Submission of OTIF proposal and application





CORPORATE SERVICES

Staff Report

REPORT NO:	COR-2025-49
TO:	Committee of the Whole on November 3, 2025
SUBMITTED BY:	Harold O'Krafka, Acting Director of Corporate Services
PREPARED BY:	Morgan Dykstra, Supervisor of Legislative Services / Deputy Clerk
REVIEWED BY:	Jeff Willmer, Chief Administrative Officer
DATE:	October 17, 2025
SUBJECT:	Request to Extend the Multi-Year Accessibility Plan

RECOMMENDATION:

THAT Report COR-2025-49 Request to Extend the Multi-Year Accessibility Plan be received for information; and,

THAT Council approves an interim update to the Township's Multi-Year Accessibility Plan (2021-2025) to improve the accessibility of the document, update branding and extend the term of the Plan through to the end of 2026; and,

THAT Council directs staff to prepare a comprehensive review and update of the Township's Multi-Year Accessibility Plan in 2026.

SUMMARY:

The Township of Wilmot is required to have a Multi-Year Accessibility Plan, which the Township is required to update every five (5) years. Legislative Services is proposing that an interim update be completed in 2025, and that the Township conduct a comprehensive review and update in 2026.

BACKGROUND:

Ontario Regulation 191/11: Integrated Accessibility Standards Regulation (IASR) under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), requires public sector organizations – including municipalities – to develop a multi-year accessibility plan, make it accessible to the public and review the plan once every 5 years:

The Government of Ontario, Legislative Assembly, designated public sector organizations and larger organizations shall:

- (a) Establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation;*

- (b) *Post the accessibility plan on their website, if any, and provide the plan in accessible format upon request; and,*
- (c) *Review and update the accessibility plan at least once every five years.*

The multi-year accessibility plan, generally addresses the following areas:

- Customer service;
- Transportation;
- Employment;
- Information and Communications
- Design of public spaces.

The Township of Wilmot has an existing Multi-Year Accessibility Plan, which was for a period of 2021-2025.

REPORT:

In accordance with legislative requirements, Legislative Services staff conducted an initial review of the existing Multi-Year Accessibility Plan (the Plan). During this review, it was determined that the Plan requires a more comprehensive update to reflect current accessibility standards, community needs, the results of the facility audit assessment, and best practices. It was also noted that additional consultation opportunities are necessary to ensure the Plan is inclusive and representative of stakeholder perspectives.

As a result, staff are recommending that the current Plan be updated to enhance the document's overall readability and accessibility, incorporate updated branding, and extend its term through to the end of 2026. This update will ensure the Township remains in compliance with applicable legislation while allowing time for a more thorough redevelopment of the Plan.

In 2026, Legislative Services staff will initiate the development of a project plan to support a more robust and comprehensive update. This project will incorporate a review of best practices, inclusion of what the Township is doing and could be doing to improve accessibility, consultation with key stakeholders like staff, the Grand River Accessibility Advisory Committee (GRAAC), and the public. Once the project plan is finalized, Legislative Services will move forward to develop the updated Plan and present it to Council for consideration. Information related to this project will be posted on the Township's website, via the WR Engage Platform.

This proposed approach was presented to the Grand River Accessibility Advisory Committee at its September meeting, where no concerns were raised.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Healthy Community

FINANCIAL CONSIDERATIONS:

The interim and comprehensive updates will be completed by Township staff, with costs expected to be covered through the Legislative Services Division operational budget. Once the comprehensive update has been prepared, additional costs related to the implementation of the plan will be identified and presented to Council for approval at that time.

ATTACHMENTS:

Township of Wilmot, Multi-Year Accessibility Plan (2021-2025)



TOWNSHIP OF WILMOT

MULTI-YEAR MUNICIPAL ACCESSIBILITY PLAN 2021-2025

Accessible formats and communication supports are available, upon request.

Acknowledgements

The Township of Wilmot would like to thank the Grand River Accessibility Advisory Committee for its guidance and advice throughout our membership, and in the development of the Township's 2021-2025 Municipal Accessibility Plan.

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6. **Grand River Accessibility Advisory Committee**
7. **Public Access to the Wilmot Plan**
8. **Main Contacts**
9. **Review of 2011-2015 Goals and Actions**
10. **Objectives**

Appendices

- | | |
|--------------------|---|
| Appendix 1. | Schedule “A” – Alternate Formats Policy |
| Appendix 2. | Schedule “B” – Facilities / Parks Owned by the
Township of Wilmot |
| Appendix 3 | Schedule “C” – Customer Service Standards for the
Township of Wilmot |

Background and Purpose

The Township of Wilmot is pleased to present its multi-year municipal accessibility plan (2021-2025) in accordance with the requirements of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and Ontario Regulation 191/11 (O.Reg 191/11), the Integrated Accessibility Standards. The purpose of the Plan is to identify, remove and prevent barriers to people with disabilities, to make the public aware of the Township's ongoing initiatives regarding accessibility matters, to establish goals and objectives, and to comply with provincial accessibility legislation.

The Township of Wilmot is dedicated to promoting a barrier-free Township for employees, citizens and all who live, work, visit and invest in Wilmot.

Provincial Legislation

In 2001, the province passed the Ontarians with Disability Act (ODA) that required, among other things, that municipalities of a certain population form an accessibility advisory committee and prepare an accessibility plan. The AODA was passed in 2005. Its goal is to make Ontario accessible for people with disabilities by 2025. The ODA has since been repealed and incorporated in to the AODA and O.Reg, 191/11. The AODA applies to private and public sector organizations across Ontario. The purpose of the AODA and the Integrated Accessibility Standards: (Information and Communication Standards, Employment Standards, Transportation Standards, Design of Public Spaces Standards, and Customer Service Standards) is to create a province where everyone who lives or visits can participate fully. Under the Act, all municipalities are required to prepare accessibility plans for the public. The Township of Wilmot's Plan may be found on our website: www.wilmot.ca. The purpose of this plan is to make the public aware of The Township of Wilmot's initiatives in regard to accessibility and improving opportunities for persons with disabilities. The plan establishes goals and objectives for the next five (5) years.

Population and Overview of the Township of Wilmot

Formed in 1850, The Township of Wilmot is located in the Region of Waterloo and is a lower tier rural/urban mix municipality with a history deeply rooted in its rural past. It includes the Settlement Areas of New Hamburg, Baden, New Dundee, St. Agatha, Mannheim, Lisbon, Petersburg, Foxboro Green, Philipsburg, Haysville, Wilmot Centre, Shingletown, Sunfish Lake and Luxemburg. Wilmot has grown to a population of approximately 21,800 residents while retaining its strong sense of community.

Grand River Accessibility Advisory Committee

The Grand River Accessibility Advisory Committee (GRAAC) was created in compliance with the ODA and is a committee that provides advice to local municipal councils about the identification, prevention and removal of municipal barriers to full citizenship for persons with disabilities. GRAAC advises the Councils of the Region of Waterloo, the Cities of Kitchener and Waterloo, and the Townships of North Dumfries, the Townships of Wellesley, Wilmot and Woolwich. The Township of Wilmot formally joined GRAAC in 2015. The Committee currently consists of 15 voting members.

The Committee has reviewed the multi-year Wilmot Accessibility Plan and provided their input into its development prior to the presentation to Council for final adoption.

Compliance with AODA: Customer Service Standard

The Township of Wilmot Customer Service Policy has been practiced since 2010. The Township:

- Established policies, practices and procedures on how the Township provides goods and services to people with disabilities;
- Set a policy on allowing people to use their own personal assistive devices to access the Township's goods and services and about any other measures the organization offers to enable access to goods and services;

Wilmot Township 2021-2025 Municipal Accessibility Plan

- Used reasonable efforts to ensure that the policies, practices and procedures are consistent with the core principles of independence, dignity, integration and equality of opportunity;
- Established a process for people to provide feedback on how the Township provides goods or services to people with disabilities and how the Township will respond to any feedback and take action on any complaints. The information about the feedback process is made readily available to the public;
- Communicates with persons with disabilities in a manner that takes into account their disability;
- Trains staff, volunteers, and informs any other people who interact with the public or other third parties on our behalf on a number of topics as outlined in the customer service standard,
- Trains staff, volunteers, and informs any other people who are involved in developing our policies, practices and procedures on the provision of goods or services on a number of topics as outlined in the customer service standard;
- Allows people with disabilities to be accompanied by their guide dog or service animal in those areas of the premises the Township owns or operates that are open to the public, unless the animal is excluded by another law. If a service animal is excluded by law, other measures are used to provide services to the person with a disability;
- Permits people with disabilities who use a support person to bring that person with them while accessing goods or services in premises open to the public or third parties;
- Where admission fees are charged, provides notice ahead of time on what admission, if any, would be charged for a support person of a person with a disability; and
- Provides notice when facilities or services that people with disabilities rely on to access or use the Township's good or services are temporarily disrupted.

Communication of the Wilmot Plan

Once the Accessibility Plan is approved by Wilmot Township Council, it will be made available on the Township's website. www.wilmot.ca Printed copies of the Plan will be prepared by Information and Legislative Services, and in alternative formats, upon request. As policies, procedures and technical guidelines develop and/or are updated, they too will be placed on the website.

Main Contacts

The main contact for inquiries regarding the municipality's Accessibility Plan, or issues related to access for persons with disabilities is:

Dawn Mittelholtz, Director of Information and Legislative Services

60 Snyder's Road West Baden, Ontario, N3A 1A1

519-634-8444 Ext 230

519-634-5037 - TTY

Conclusion

Accessibility legislation has municipalities across the province working to improve access for persons with disabilities. In compliance with the Accessibility for Ontarians with Disabilities Act and its impact on municipalities, the Township of Wilmot is committed to identifying, addressing and removing barriers, ensuring full access to our community. Wilmot Township will continue to develop plans and support initiatives, taking a leadership role in achieving and setting an example for the private sector in terms of access and integration, in accordance with provincial legislation.

On-going Goals and Actions

General Requirements

Training

Train employees, volunteers and all persons who participate in development of policies and all other persons who provide goods, services or facilities on behalf of the Township on Integrated Accessibility Standards, as well as Ontario Human Rights Commission as it relates to people with disabilities.

Information and Communications

Accessible feedback processes

Ensure processes for receiving and responding to feedback are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communication supports upon request (refer to Alternative Format policy)

Monitor, evaluate and take action on any customer feedback which may be received in relation to the website, or at any municipal facility, through email or telephone.

Accessible formats and communication supports

Provide or make arrangements for accessible formats and communication supports when a person with a disability requests such as;

Provide in a timely manner and at no additional cost than the regular price charged to everyone for the same information;

Consult with the person making the request in determining the suitability of an accessible format or communication support.

Employment

Recruitment

Notify the public and employees about availability of accommodations for job applicants who have disabilities;

Inform applicants that accommodations for people with disabilities are available on request for interviews and other selection processes; and

When making offers of employment, notify the successful applicant of policies for accommodating employees with disabilities.

Employment accommodation

Ensure the availability of supports to employees with disabilities;

Wilmot Township 2021-2025 Municipal Accessibility Plan

Provide or arrange for the provision of accessible formats and communication supports; and

Develop and implement a written process for the development of documented individual accommodation plans for employees with disabilities.

Employees returning to work

Put process into place for employees returning to work requiring disability-related accommodations.

Performance management, career development and redeployment

Take into account accessibility needs of employees with disabilities in performance management and career development processes; and

Take into account accessibility needs of employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.

Transportation

GRT Transit

Wilmot does not directly provide transportation service, however the Region of Waterloo began providing transit service to the Township in 2016. Township staff continues to work with the Region through communicating any feedback of this service, including any accessibility concerns, to ensure transit needs of Wilmot residents are met.

Built Environment

Trails Master Plan

AODA criteria to be considered include: operational experience, width, longitudinal/running slope, cross slope, total slope surface, changes in level and signage. Guidelines and technical requirements in the Built Environment Standards will be referred to during trail design and construction.

1. Information and Communication Barriers

a) Accommodations for Persons Who Are Deaf, Deafened or Hard of Hearing in Municipal Services

Goals:

- to proactively investigate and establish formal practices to accommodate persons who are deaf, deafened or hard of hearing in municipal services

Actions:

- Clerk's office will engage ASL interpreters through the Waterloo Branch of the Canadian Hearing Society on an as needed basis for public meetings of Township-wide interest. (No requests have been made to-date for this service.)
- Assisted Hearing Devices have been included with the Council Chambers sound system purchase and are available on demand for meetings in the Council Chambers.
- TTY: The TTY component of the telephone system with computer-based technology was installed in June of 2014. The TTY number is 519-634-5037

b) Corporate Communications – Alternate Formats

Goals:

- To provide municipal information in 'alternate formats' to residents with disabilities.

Actions:

- The Township developed a policy in 2010 for responding to requests for information in alternate formats. The policy is attached as Schedule "A". Upon request, information in alternative formats will be provided as per the Township policy.
- The Township website reiterates the ability to request information and documents in alternate formats throughout the website.

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2. Technological Barriers

Goals:

- To improve the Township's website accessibility.

Actions:

- The Township website includes a 'Feedback' button for comments about the website and Accessibility Feedback relative to the website, municipal facilities, municipal services and by-law enforcement that impedes mobility.
- As part of a website refresh, compliance with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, at Level AA. All documents attached to the website have been reviewed to ensure compliance with the same guidelines.

3. Policy/Practice Barriers

Recreation: Wilmot Township offers a Personal Attendant for Leisure (PAL) Card program. The program is offered at Wilmot Recreation Complex and is administered by aquatics staff. The program allows free admission to PAL card holders when accompanying a person in need of assistance. In 2012, the program was expanded to include public skating at the new recreation complex as well. This program will be expanded to include other recreation programs and activities where possible i.e. public skating. The availability of a PAL Card is on the municipal website and will be advertised in the municipal information pages of the Wilmot Recreation Guide.

Facility Design: The Township of Wilmot provides accessible facilities for all residents to enjoy. The Grand River Accessibility Advisory Committee will be consulted on facility design features prior to new construction or renovations to existing facilities as per legislated requirements.

Snow Clearance: Property owners/occupants in Settlement Areas of the Township are required under By-law No. 84-72 to clear the sidewalk that is adjacent to their property of snow and ice. Enforcement staff respond to public commentary and complaints as received. Municipally owned properties are maintained by Township staff.

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Accessible Parking: Wilmot Township established By-law No. 2003-56 regarding accessible off-street parking. A minimum provincial fine of \$300 has been approved by the Attorney General for any violators found parking, setting or standing in a space marked for disabled parking.

Building Design: Township of Wilmot plans for new municipal buildings or building additions are reviewed by the Grand River Accessibility Advisory Committee as per legislated requirements.

Emergency Evacuation:

The Red Cross audited emergency evacuation centres for accessibility in 2006. The facilities that were audited were: Waterloo Oxford & District Secondary School, St. Agatha Community Centre, New Dundee Public School, New Hamburg Community Centre and Arena. The Wilmot Recreation Complex was also audited recently.

Election Accessibility:

Goals

- Define areas noted during previous elections where accessibility can be improved throughout entire election process

Actions

- Ensure all municipally owned voting locations are barrier free. Ensure all non-municipally owned voting locations are accessible or have accommodations in place to achieve independent voting. All locations are visited by the Clerk and/or Deputy Clerk to complete inspections of the facility. Location specific accommodations are made and elections workers for those locations are appropriately trained.
- Schedule multiple advance voting days to aid in and provide voting opportunities with lower attendance.
- Advance voting days provide for a Ballot Marking device to allow for an independent ballot marking experience for everyone.

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- The Township of Wilmot provides an honorarium to Kiwanis Transit to allow for free transportation to voting locations on Voting Day and on Advance Voting Days.
- Provide higher quality magnifying lenses at each voting location to assist those with low vision. Devices used in election prior to 2018 used lower quality magnifying sheets that were largely ineffective.
- In previous elections, one location, the Wilmot Recreation Complex, was noted as having parking issues that required some voters to walk too great of a distance. The rooms used for the voting location was on the second floor, accessible by elevators. To alleviate this issue, rooms on the main floor were utilized.
- All election workers are provided the same Accessible Customer Service Training as full and part time municipal staff. Election worker materials contain advice to provide barrier free voting experiences. Election workers were encouraged to approach voters who may need assistance if they returned more than one spoiled ballot or otherwise seemed to be struggling with the voting process or with the physical space.
- Provide seating to voters while waiting in line at voting location.
- Ongoing feedback is received during the election process for candidates, election staff and voters. The Township of Wilmot continues to implement best practices learned in past elections and from other municipalities. As new technologies are made available, barrier free elections are made more efficient and cost effective.
- Alternate voting methods continue to be explored to evaluate the cost/benefits. More municipalities in Ontario are transitioning to online and telephone voting to provide a barrier free election. Council will be asked to consider alternate voting methods in early 2021.
- In 2018, staff met with voters from Alderview Services to provide information on municipal elections and the voting process. This was a fun and interactive session that allowed a group of residents who may otherwise feel overwhelmed by the election process to feel welcomed. This initiative will continue and opportunities for expansion will be explored. Support staff from Alderview suggested that photos of the candidates at the voting location would be helpful to assist Alderview residents in associating the name with the right candidate. This initiative will be looked at to ensure compliance with the Municipal Elections Act and with the Municipal Freedom of Information and Protection of Privacy Act.
- In 2018, staff attended a seniors' residence, the Imperial, to ensure the residents were on the voters list. These residents expressed

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concern that they may not be recorded on the Voters' List properly given the newness of the property. This experience was positive for staff and for the residents. Going to their location made amending the voters list a more accessible process. This initiative will continue and will be expanded.

- Ensuring that the dignity and independence of voters, candidates, and election workers with disabilities are met and that all voters with disabilities are able to participate in the election process is essential. Significant improvements were made with respect to an accessible election in Wilmot. The principles, practices and procedures that respect the dignity, independence of electors that were identified have been implemented as ongoing procedures. The Township of Wilmot and associated staff continue to be vigilant in our efforts to review, address and improve the process for future municipal elections.
- Policies relevant to access were included as part of orientation training for election staff.

4. Physical/Architectural Barriers

Municipal Facilities:

In 2007 the Township of Wilmot constructed Phase I of the Wilmot Recreation Complex, a new state of the art multi purpose facility. The facility was constructed with barrier free provisions for accessibility. The facility design includes barrier free entrance with automated sliding doors at the south entrance, elevator access to the upper level, accessibility ramp to the arena seating areas, access to the seating areas by power operated doors, designated areas for those in wheelchairs to view activities on the arena floors. The facility also includes barrier free washroom facilities on the upper and lower levels which include accessible counters and fixtures, and angled/sloped mirrors. Directional signage includes Braille for the visually impaired. Parking for the current facility includes 8 accessible parking spots.

Phase II of the Wilmot Recreation Complex was constructed in 2010/11, has also been designed to be barrier free. Phase II of the Wilmot Recreation Complex exceeds the number of barrier free provisions required by law. Phase II was completed in 2013 and includes an additional/2nd elevator, power operated doors at each of the access points to Phase I of the facility, extra barrier free shower stalls, extra barrier free change stalls, additional barrier free washrooms/change

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rooms immediately off the pool deck including barrier free counters and fixtures, extra barrier free parking stalls, wider walking lanes on the walking track, handrails on the walking track, extra barrier free seating areas in the pool for both levels, a deeper covered canopy at the North entrance, power operated doors at the additional south entrance and the north entrance of the facility. In the Aquatic Centre both pool tanks are accessible. The competitive pool tank has an access ramp with handrails leading down into the tank. The leisure pool has a zero depth entry with handrails as well.

Snow Clearance / Grass & Weeds Upkeep Barriers:

Goals:

- Investigate individuals and firms who provide assistance to people with disabilities with respect to snow clearing and grass cutting services.

Actions:

- Volunity is the youth volunteering initiative operated by Wilmot's Youth Action Council that addresses the gap between people or organizations in need of volunteers and people wanting to volunteer within Wilmot. This arrangement will help to ensure that people that need assistance will be able to stay in their homes and thereby enhance the quality of life. Please visit 'Volunity' on the Township's website at www.wilmot.ca.
- Contact information for Snow Angels and Community Care Concepts is posted on the Township website for people who need help clearing snow and ice from their sidewalks.

5. Attitudinal Barriers

Actions:

- Customer Service Standards:

The first standards under the AODA are the Accessibility Standards for Customer Service, Ontario Regulation 429/07. Designated public sector organizations were required to comply with the standard by January 1, 2010. This standard is the law and obligated organizations must comply with the standards and report on compliance by a deadline of March 31, 2010.

In 2009, Wilmot Township established its Customer Service Standards Policy which was adopted by Council on April 27, 2009. All requirements of the new Customer Service standards have been complied with by the Township and the policy is available on the township's website or upon request by any person.

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A review and update to the Customer Service Standards Policy is recommended as part of this Plan.

6. Multi-year Action Plan 2021-2025

Planned Accessibility Action Items

Comprehensive Accessibility Policy Review

The Township will undertake a review and update of the following policies and the Accessibility Policy Program as whole:

1. Policies for the provision of goods, services or facilities to persons with disabilities (O. Reg 191/11 section 80.46)
2. Policies for the use of service animals and support persons (O. Reg 191/11 section 80.47)
3. Policies for the notice of temporary disruptions (O. Reg 191/11 section 80.48)
4. Feedback Process policies (O. Reg 191/11 section 80.50)
5. Format of documents policies (O. Reg 191/11 section 80.51)

Information and Communications

- Continue to monitor comments received regarding accessibility for the website. Update website as necessary to maintain compliance with current legislation and WAG guidelines
- Prepare and train staff on Style Guides including AODA compliant documents and plain language writing.
- Review website to include the availability of accessible formats upon request.
- Provide staff with updated policies as they are approved.
- Obtain feedback from GRAAC and other organizations on community engagement procedures to ensure Ontarians with disabilities within Wilmot are included in community consultations processes and feel listened to.

Employment

- Ongoing training of Council and staff for new and updated policies. Training new staff on all AODA related policies and procedures.
- Review policies and procedures related to accessibility and accommodation during the hiring process, new staff orientation, during employment and, when applicable, when returning to work.

Transportation

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- Continue to support Kiwanis Transit in the provision of accessible transit.
- Continue to support Grant River Transit to promote and enhance transit services in Wilmot Township.

Built Environment

- AODA criteria to be considered include: operational experience, width, longitudinal/running slope, cross slope, total slope surface, changes in level and signage. Guidelines and technical requirements in the Built Environment Standards will be referred to during trail design and construction.

APPENDIX “A”**ALTERNATE FORMATS POLICY**

The Township of Wilmot will respond to requests for documents in alternate format on a case-by-case basis.

The fee to obtain a document in alternate format shall be the same as the fee the resident would pay for the unaltered document.

The Township will use a cost effective approach in the generation of documents in alternate format. The Township will produce information in Braille through an external organization; in a digital format and in large print.

All requests for information in alternate formats or plain text received by the Township shall be treated in a confidential manner.

APPENDIX “B”**Municipal Parks and Facilities****Parks****Baden**

Sir Adam Beck Park, 215 Snyder’s Road East, Baden

Livingston Square, Administrative Complex, 60 Snyder’s Road West, Baden

Linear Park, Schneller Drive, Located on Schneller Drive, Baden

Shantz & Livingston Blvd., Corner of Shantz Drive and Livingston Blvd., Baden

Baden Parkette, On Foundry Street at the Baden Creek, Baden

Haysville

Haysville Park, 3433 Huron Road, Haysville

Mannheim

Anna Tuerr Park, Milne Drive, Mannheim

Mannheim Community Park, 1476 Mannheim Road, Mannheim

New Dundee

New Dundee Community Park, Main & Bridge Streets, New Dundee

Doug Fischer Ball Diamond, 1028 Queen Street, New Dundee

New Dundee Optimist Parkette, Main and Alderside Drive, New Dundee

New Hamburg

Wilmot Township Arboretum, Waterloo Street, New Hamburg

Constitution Park, Hincks Street, New Hamburg

Greenwood Park, Greenwood Drive, New Hamburg

Heritage Park, 75 Hunter Street, New Hamburg

Kirkpatrick Park, Wilmot Street, New Hamburg

Norm S. Hill Park, 251 Jacob Street, New Hamburg

Optimist Youth Park, Bier Crescent, New Hamburg

William Scott Park, 75 Hunter Street, New Hamburg

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Riverside Park, Riverside Drive, New Hamburg

Petersburg

Petersburg Park, 1338 Notre Dame Drive, Petersburg

St. Agatha

Sararas Park, St. Ann Avenue, St. Agatha

St. Agatha Community / Lions Park, 1793 Erb's Road, St. Agatha

Wilmot Centre

Oasis in the Centre, Bleams Road and Wilmot Centre Road

Facilities

Baden

Township of Wilmot Administration Complex, 60 Snyder's Road West, Baden

Wilmot Recreation Complex, 1291 Nafziger Road, Baden

Wilmot Seniors Woodworking & Craft Shop, 35 Beck Street, Baden

Waterloo Regional Public Library, Baden Branch, 115 Snyder's Rd. East, Baden

Station 1 Baden, 99 Foundry St, Baden ON N3A 2P9

Township of Wilmot Public Works Operations – Service Centre, 2719 Sandhills Road, Baden

Haysville

Haysville Community Centre, 3433 Huron Road, Haysville

Mannheim

Mannheim Community Centre, 1476 Mannheim Road, Mannheim

New Dundee

New Dundee Community Centre, 1028 Queen Street, New Dundee

Station 2 New Dundee, 55 Front St, New Dundee ON N0B 2E0

New Hamburg

New Hamburg Municipal Building, 121 Huron Street, New Hamburg, Ontario

New Hamburg Memorial Complex, 251 Jacob Street, New Hamburg

Waterloo Regional Public Library, New Hamburg Branch, 145 Huron Street,
New Hamburg

Station 3 New Hamburg, 121 Huron St., New Hamburg ON N3A 1K1

St. Agatha

St. Agatha Community Centre, 1793 Erb's Road, St. Agatha

Policy Number: CA - 58

Policy Name: **Accessibility Standards for
Customer Service Policy**

Date Adopted by Council: April 27/09

APPENDIX “C”



**TOWNSHIP
OF WILMOT**

ACCESSIBILITY STANDARDS FOR CUSTOMER SERVICE POLICY

1. BACKGROUND

The Accessibility for Ontarians with Disabilities Act 2005 (AODA) was passed by the Ontario legislature with the goal of creating standards to improve accessibility across the province.

The AODA allows the government to develop specific standards of accessibility that are designed to help make Ontario more accessible.

One of the specific standards that has been developed, and made law, is the Accessible Customer Service Standard. This standard details specific requirements for all service providers.

In general, providers must deliver service in a way that preserves the dignity and independence of people with disabilities. Providers must also integrate services and equal opportunity.

2. PURPOSE

The purpose of this Customer Service Standards Policy is to fulfill the requirements set out in regulation 429/07 to establish a policy for the Township of Wilmot for governing the provision of its goods or services to persons with disabilities.

3. STATEMENT

The Township of Wilmot provides goods, and services to all residents. Every effort will be made to ensure the following:

- The goods or services will be provided in a manner that respects the dignity and independence of persons with disabilities.
- The provision of goods or services to persons with disabilities, and others, will be integrated unless an alternate measure is necessary, whether temporarily or on a

permanent basis, to enable a person with a disability to obtain, use or benefit from the goods or services.

- Persons with disabilities may use assistive devices and/or support persons in the access of goods and services.
- That the Township of Wilmot employees when communicating with a person with a disability shall do so in a manner that takes into account the person's disability.

4. APPLICATION

This policy shall apply to every person who deals with members of the public or other third parties on behalf of the Township of Wilmot, whether the person does so as an employee, agent, volunteer or otherwise.

5. DEFINITIONS

"Accessibility Coordinator" shall mean the person appointed by Council as Accessibility Coordinator for the Township of Wilmot.

"Assistive devices" shall mean an auxiliary aid such as communication aids, cognition aids, personal mobility aids and medical aids (i.e. canes, crutches, wheelchairs, or hearing aids).

"Disabilities" shall mean the same as definition of disability found in the Ontario Human Rights Code.

"Employees" shall mean every person who deals with members of the public or other third parties on behalf of the Township of Wilmot.

"Persons with Disabilities" shall mean those individuals that are afflicted with a disability as defined under the Ontario Human Rights Code.

"Service Animals" shall mean any animal individually trained to do work or perform tasks for the benefit of a person with a disability.

"Support persons" shall mean any person whether a paid professional, volunteer, family member, friend to who accompanies a person with a disability in order to help with communications, personal care or medical needs or with access to goods or services.

6. EXCLUSIONS

This Accessibility Customer Service Standards Policy shall not apply during any period where Council has declared a "State of Emergency" as defined under the **Emergency Management Act**.

7. DOCUMENTATION

The Township of Wilmot shall upon request, give a copy of the policies, practices and procedures required under the Ontario Regulation 429/07 – Accessibility Standards for Customer Service to any person.

8. PRACTICES AND PROCEDURES

To implement this policy, Senior Management shall:

- establish practices and procedures;
- evaluate practices and procedures,
- revise practices and procedures as required.

9. REVIEW AND AMENDMENTS

The Accessibility Coordinator shall be responsible for the review process and any subsequent amendments to this policy document.

10.0 ADOPTION

Adopted by Council this 27th day of April 2009 by Resolution No. 2009-

Mayor

Clerk

BEST PRACTICES AND PROCEDURES

Accessible Customer Service follows four basic principles:

- Dignity
- Independence
- Integration
- Equal Opportunity

What can I do to help people with disabilities access our services?

- Ask how you can help
- Offer a variety of methods of communication
- Understand the nature and scope of the service you offer

FEEDBACK

Feedback from our customers gives the Township of Wilmot opportunities to learn and improve. The Township recognizes the right of our customers to make a complaint, compliment or make suggestions on ways to improve our services.

To assist the Township of Wilmot in ensuring that the delivery of goods and service to those with disabilities is provided in an effective and timely manner, the customer is invited to provide their feedback as follows:

In writing, in person, e-mail, or telephone, addressed to:

Accessibility Coordinator
 Township of Wilmot
 60 Snyder's Rd W
 Baden ON N3A 1A1
 Phone: 519-634-8444 ext. 228
 TTY: 519-634-5037
 Fax: 519-634-5522
 E-mail: dawn.mittelholtz@wilmot.ca

The Accessibility Coordinator will respond either in writing, in person, e-mail or telephone acknowledging receipt of feedback. The Co-ordinator will forward any complaints to the relevant department to respond.

SERVICE ANIMALS, SUPPORT PERSON(S)

What about service animals and support persons accompanying a person with a disability?

Service animals, such as guide dogs, offer independence and security to many people with various disabilities. Some laws generally prohibit animals in certain areas, such as food preparation areas; however, service animals are permitted in most public situations.

Support people assist people with disabilities in a variety of ways, by assisting with communication such as an intervener sign language interpreter, or as a Personal Support Worker providing physical assistance. A support person may also be a friend or relative that will assist and support the customer.

- Every employee shall use reasonable efforts to allow persons with disabilities to use their own assistive devices to access goods and/or services.
- Every employee shall allow persons with disabilities to be accompanied by their guide dog or service animal unless the animal is excluded by law. Where an animal is excluded by law from the premises, the reason why the animal is excluded shall be explained to the persons with disabilities. Other reasonable arrangements to provide goods and services shall be explored with the assistance of the person with disability.
- When a service animal is unruly or disruptive (jumping on people, biting, or other harmful behaviour) an employee may ask the person with the disability to remove the animal from the area or refuse access to goods and services. Other reasonable arrangements to provide goods or services shall be explored with the assistance of the person with the disability.
- Persons with disabilities may be accompanied by their support person while accessing goods and/or services.

ADMISSION FEES – ADVANCE NOTICE

In the event that admission fees are charged, advance notice concerning what admission, if any, would be charged to a support person shall be posted in a conspicuous place.

SERVICE DISRUPTION – NOTICE

It is possible that from time to time there will be disruptions in service, such as an entrance way that is under repair, renovations that limit access to an area, or technology that is temporarily unavailable. If a disruptive in service is planned, and expected, it is important to provide reasonable notice.

People with disabilities may often go to a lot of trouble to access services, such as booking transit or arranging a ride. By providing notice, you can save that person an unnecessary trip.

Notice will be provided either on the website, over the phone, in writing and posted in a conspicuous place on site, where appropriate.

UNEXPECTED DISRUPTION IN SERVICE – NOTICE

In the event of an unexpected disruption in service, notice may be provided in a variety of ways and will be done as quickly as possible.

In the event of a service disruption, alternative methods of service may be considered and those impacted by service interruption shall be informed of any alternative methods.

TRAINING

- Every person who participates in developing the policy, practices and procedures under Ontario Regulation 429/07 – Accessibility Standards for Customer Service.
- Every person who deals with the public on behalf of the Township of Wilmot, including 3rd parties i.e. employees, agents, volunteers, management.
- Current employees, agents, volunteers, management, etc. shall receive training by January 1, 2010.
- New employees, agents, volunteers, management, etc. shall receive training as soon as "practicable", after being assigned.
- Ongoing training on changes to policies, procedures, and new equipments shall be provided.

The method and amount of training shall be geared to the trainee's role in terms of accessibility.

TRAINING RECORDS

Training records shall be kept, including the dates when the training is provided, number of individuals to whom the training was provided.

TERMINOLOGY

Talk about Disabilities – Chose the Right Word

Words can influence and reinforce the public's perception of people with disabilities. They can create either a positive view of people with disabilities or an indifferent, negative depiction.

Here are some general tips that can help make your communication and interactions with or about people with all types of disabilities more successful.

- Use *disability* or *disabled*, not *handicap* or *handicapped*.
- Never use terms such as *retarded*, *dumb*, *psycho*, *moron* or *crippled*. These words are very demeaning and disrespectful to people with disabilities.
- Remember to put people first. It is proper to say *person with a disability*, rather than *disabled person*.
- If you don't know someone or if you are not familiar with the disability, it's better to wait until the individual describes his/her situation to you, rather than to make your own assumptions. Many types of disabilities have similar characteristics and your assumptions may be wrong.

The following preferred words and phrases will help you choose language that is neither demeaning nor hurtful. People with disabilities prefer these terms.

Instead of	Please use
Afflicted by cerebral palsy, multiple sclerosis, arthritis, etc.	Person who has cerebral palsy. Person who has multiple sclerosis. Person who has arthritis, etc. Person with a disability.
Aged (the)	Seniors
Autistic	A person with autism. A person who has autism.
Birth defect, congenital defect, deformity	A person who has a congenital disability. A person with a disability since birth.
Instead of	Please use
Blind (the), visually impaired (the)	A person who is blind. A person with a vision disability. A person with vision loss. A person with a visual impairment.

	A person with low vision.
Brain damaged	A person with a brain injury. A person with a head injury.
Confined to a wheelchair, wheelchair bound	A person who uses a wheelchair.
Crazy, insane, lunatic, psycho, mental, mental patient, maniac, neurotic, psychotic, unsound mind, schizophrenic	A person with a mental health disability. A person who has depression. A person with schizophrenia.
Cripple, crippled, lame	A person with a disability. A person with a mobility impairment or, more specifically, a person who walks with crutches. A person who uses a walker. A person who uses a mobility aid. A person with arthritis, etc.
Deaf (the), hearing impaired (the)	A person who is deaf (person with profound hearing loss who communicates using sign language). A person who is deafened (deaf later in life). A person who is hard of hearing (person with hearing loss who communicates primarily by speech). A person with a hearing loss. When referring to the deaf community and their culture (whose preferred mode of communication is sign language) it is acceptable to use "the Deaf".
Deaf and dumb, deaf mute	A person who is deaf without speech.
Deaf-Blind (the)	Person who is deaf-blind (person who has any combination of visual and auditory impairments).
Differently Abled	A person with a disability.
Disabled (the)	People with disabilities.
Instead of	Please use
Elderly (the)	Seniors, older adults.
Epileptic	Person who has epilepsy.
Fits, spells, attacks	Seizures.
Handicapped (the)	Person with a disability.

	The term handicapped may be used when referring to an environmental or attitudinal barrier as in "a person who is handicapped by a set of stairs leading to the entrance".
Hidden disability	Non-visible disability.
Invalid	Person with a disability.
Learning disabled, learning disordered, the dyslexics	A person with a learning disability or people with learning disabilities.
Mentally retarded, idiot, simple, retarded, feeble minded, imbecile	A person with an intellectual disability. A person with a developmental disability.
Midget, Dwarf	A person of short stature. A person who has a form of dwarfism. A little person. A person diagnosed with "Achondroplasia, SED, or what ever their specific diagnosis is", a form of dwarfism.
Mongoloid, Mongolism	Person with Down Syndrome. One can use this terminology only when it is directly relevant. A person with an intellectual or developmental disability.
Normal	Person who is not disabled. Person who is able bodied. Specifically, a person who is sighted, a hearing person, a person who is ambulatory.
Patient	Person with a disability. The word patient may be used when referring to a relationship between the medical professional and a client.
Physically challenged	Person with a physical disability.
Spastic	Person who has muscle spasms.
Stutterer	A person with a speech impairment or impediment.
Victim of/suffers from/stricken with cerebral palsy, multiple sclerosis, arthritis, etc.	Person who has cerebral palsy. Person who multiple sclerosis, etc. Person with a disability.
Instead of	Please use
Visually impaired (the)	A person with a visual impairment. A person with low vision. A person with vision loss. A person with a vision disability.

For additional information visit the Ministry of Children, Community and Social Services website at <http://www.mcscs.gov.on.ca/mcscs>

PHYSICAL disabilities include a range of functional limitations from minor difficulties in moving or coordinating one part of the body, through muscle weakness, tremors, and paralysis. Physical disabilities can be congenital such as Muscular Dystrophy; or acquired, such as tendonitis. A physical disability may affect an individual's ability to:

- Perform manual tasks such as holding a pen, turning a key or grip a door knob
- Move around independently
- Control the speed or coordination of movements
- Reach, pull or manipulate objects
- Have strength or endurance

Best practices and procedures for Customer Service:

There are many types and degrees of physical disabilities, and not all require a wheelchair. It may be difficult to identify a person with a physical disability.

Here are some tips on serving customers who have physical disabilities:

- Speak normally and directly to your customer. Don't speak to someone who is with them
- People with physical disabilities often have their own way of doing things. Ask before you help.
- Wheelchairs and other mobility devices are part of a person's personal space, don't touch, move or lean on them.
- Provide your customer information about accessible features of the immediate environment (automatic doors, accessible washrooms, etc.)
- Keep ramps and corridors free of clutter.
- If a counter is too high or wide, step around it to provide service.
- Provide seating for those that cannot stand in line.
- Be Patient. Customers will identify their needs to you.

HEARING loss can cause problems in distinguishing certain frequencies, sounds or words. A person who is deaf, deafened or hard-of hearing may be unable to:

- Use a public telephone
- Understand speech in noisy environments
- Pronounce words clearly enough to be understood by strangers

Best practices and procedures for Customer Service:

Like other disabilities, hearing loss has a wide variety of degrees. Remember, customers who are deaf or hard of hearing may require assistive devices when communicating.

Here are some tips on service customers who are deaf or hard of hearing:

- Attract the customer's attention before speaking. The best way is a gentle touch on the shoulder or gently waving your hand.
- Always ask how you can help. Don't shout. Speak clearly.
- Be clear and precise when giving directions, and repeat or rephrase if necessary. Make sure you have been understood.
- Face the person and keep your hands and other objects away from your face and mouth.
- Deaf people may use a sign language interpreter to communicate – always direct your attention to the Deaf person – not the interpreter.
- Any personal (e.g. financial) matters should be discussed in a private room to avoid other people overhearing.
- If the person uses a hearing aid, try to speak in an area with few competing sounds.
- If necessary, write notes back and forth to share information.
- Don't touch service animals – they are working and have to pay attention at all times.

DEAF-BLINDNESS is a combination of hearing and vision loss. The result for a person who is deaf-blind is significant difficulty accessing information and performing daily activities. Deaf-blindness interferes with communication, learning, orientation and mobility. People who are deaf-blind communicate using various sign language systems, Braille, telephone devices, communication boards and any combination thereof. Many people who are deaf-blind use the services of an intervener who relay information and facilitate auditory and visual information and act as sighted guides.

Best practices and procedures for Customer Service:

Most people who are deaf-blind will be accompanied by an intervener, a professional who helps with communicating.

Interveners are trained in special sign language that involves touching the hands of the client in a two-hand, manual alphabet or finger spelling, and may guide and interpret for their client.

Here are some tips on serving customers who are deaf-blind:

- Do not assume what a person can or cannot do. Some people who are deaf-blind have some sight or hearing, while others have neither.
- A customer who is deaf-blind is likely to explain to you how to communicate with them or give you an assistance card or a note explaining how to communicate with them.
- Do not touch or address the service animals – they are working and have to pay attention at all times.
- Never touch a person who is deaf-blind suddenly or without permission unless it's an emergency.
- Understand that communication can take some time – be patient.
- Direct your attention to your customer, not the intervener.

VISION disabilities reduce one's ability to see clearly. Very few people are totally blind. Many have limited vision such as tunnel vision, where a person has a loss of peripheral or side vision, or a lack of central vision, which means they cannot see straight ahead. Some can see the outline of objects while others can see the direction of light.

Vision loss can result in:

- Difficulty reading or seeing faces.
- Difficulty maneuvering in unfamiliar places.
- Inability to differentiate colours or distances.
- A narrow field of vision.
- The need for bright light, or contrast.
- Night blindness.

Best practices and procedures for Customer Service:

Vision disabilities can restrict your customer's abilities to read signs, locate landmarks or see hazards. In some cases, it may be difficult to tell if a person has a vision disability. Others may use a guide dog or white cane.

Here are some tips on serving customers who have vision disabilities:

- Verbally identify yourself before making physical contact.
- If the person uses a service animal – do not touch or approach the animal – it is working.
- Verbally describe the setting, form, location as necessary.
- Offer your arm to guide the person. Do not grab or pull.
- Never touch your customer without asking permission, unless it is an emergency.
- Don't leave your customer in the middle of a room. Show them to a chair, or guide them to a comfortable location.
- Don't walk away without saying goodbye.

INTELLECTUAL disabilities affect a person's ability to think and reason. It may be caused by genetic factors such as Down's Syndrome, exposure to environmental toxins, such as Fetal Alcohol Syndrome, brain trauma or psychiatric disorders. A person with an intellectual disorder may have difficulty with:

- Understanding spoken and written information
- Conceptual information
- Perception of sensory information
- Memory

Best practices and procedures for Customer Service:

People with intellectual or developmental disabilities may have difficulty doing many things most of us take for granted. These disabilities can mildly or profoundly limit one's ability to learn. You may not be able to know that someone has this disability unless you are told, or you notice the way people act, ask questions or use body language.

As much as possible, treat your customers with an intellectual or developmental disability like anyone else. They may understand more than you think, and they will appreciate you treating them with respect.

Here are some tips on serving customers who have an intellectual or developmental disability:

- Don't assume what a person can or cannot do.
- Use clear, simple language.
- Be prepared to explain and provide examples regarding information.
- Remember that the person is an adult and unless you are informed otherwise, can make their own decisions.
- Be patient and verify your understanding.
- If you can't understand what is being said, don't pretend. Just ask again.
- Provide one piece of information at a time.
- Speak directly to your customer, not to their companion or attendant.

SPEECH disabilities involve the partial or total loss of the ability to speak. Typical disabilities include problems with:

- Pronunciation
- Pitch and loudness
- Hoarseness or breathiness
- Stuttering or slurring

Best practices and procedures for Customer Service:

Some people have problems communicating. It could be the result of cerebral palsy, hearing loss, or another condition that makes it difficult to pronounce words, causes slurring or stuttering, or not being able to express oneself or understand written or spoken language. Some people who have severe difficulties may use communication boards or other assistive devices.

Here are some tips on serving customers with speech or language impairments:

- If possible communicate in a quiet environment.
- Give the person your full attention. Don't interrupt or finish their sentences.
- Ask them to repeat as necessary, or to write their message.
- If you are able, ask questions that can be answered 'yes' or 'no'.
- Verify your understanding.
- Patience, respect and willingness to find a way to communicate are your best tools.

LEARNING disabilities include a range of disorders that effect verbal and non-verbal information acquisition, retention, understanding and processing. People with a learning disability have average or above average intelligence, but take in and process information and express knowledge in different ways. Learning disabilities can result in:

- Difficulties in reading.
- Problem solving.
- Time management.
- Way finding.
- Processing information.

Best practices and procedures for Customer Service:

- Learning disabilities are generally invisible and ability to function varies greatly – respond to any requests for verbal information, assistance in filling forms and so on with courtesy.
- Allow extra time to complete tasks if necessary.

MENTAL HEALTH disabilities include a range of disorders however there are three main types of mental health disability:

- Anxiety
- Mood
- Behavioral

People with mental health disabilities may seem edgy or irritated; act aggressively; be perceived as pushy or abrupt; be unable to make a decision; start laughing or get angry for no apparent reason.

Best practices and procedures for Customer Service:

- Treat each person as an individual. Ask what would make him/her the most comfortable and respect his/her needs to the maximum extent possible.
- Try to reduce stress and anxiety in situations.
- Stay calm and courteous, even if the customer exhibits unusual behaviour, focus on the service they need and how you can help.

SMELL disabilities can involve the inability to sense smells or a hypersensitivity to odours and smells. A person with a smelling disability may have allergies to certain odours, scents or chemicals or may be unable to identify dangerous gases, smoke, fumes and spoiled food.

TOUCH disabilities can affect a person's ability to sense texture, temperature, vibration or pressure. Touch sensations may be reduced or heightened resulting in a hypersensitivity to touch, temperature, or the opposite, numbness and the inability to feel touch sensations.

TASTE disabilities can limit the experience of the four primary taste sensations; sweet, bitter, salty and sour. A person with a taste disability may be unable to identify spoiled food or noxious substances.

OTHER disabilities result from a range of other conditions, accidents, illnesses and diseases including ALS, asthma, diabetes, cancer, HIV/AIDS, environmental sensitivities, seizure disorders, heart disease, stroke and joint replacement.

Disabilities are not always visible or easy to distinguish.

Sample Forms

1. Notice – Expected service disruption
2. Notice – Unexpected disruption in service
3. Notice – Training Record
4. Pamphlet – Understanding Accessible Customer Service
5. Pamphlet – Accessible Customer Service Policy



TOWNSHIP
OF WILMOT

NOTICE OF

SERVICE DISRUPTION

There will be a scheduled service disruption at the _____. The disruption will be from _____ until _____.

These disruptions include:

- _____ (repairs to doors)
- _____ (repairs to technology)

On behalf of the Township of Wilmot we would like to thank you for your patience in this matter.

Department Contact

519-634-8444

519-634-5037 – TTY



**TOWNSHIP
OF WILMOT**

NOTICE OF

DISRUPTION IN SERVICE

There is currently an unexpected service disruption. The estimated time of the service disruption will be from _____ until _____.

These disruptions include:

- _____ (repairs to doors)
- _____ (repairs to technology)

On behalf of the Township of Wilmot we would like to thank you for your patience in this matter.

Department Contact

519-634-8444

519-634-5037 - TTY

ACCESSIBILITY STANDARDS FOR CUSTOMER SERVICE POLICY



TOWNSHIP
OF WILMOT

TRAINING RECORD

Date: _____

Location: _____

Type of Training: _____

Trainer: _____

Name	Signature

What if a person with a disability has a suggestion or comment on how we deliver services?

We welcome any comments on the provision of goods or services to people with disabilities. Comments can be directed to:

Accessibility Coordinator: Dawn Mittelholtz

E-mail: dawn.mittelholtz@wilmot.ca

Telephone: 519-634-8444 Ext 228

TTY: 519-634-5037

In person, or in writing:

The Corporation of the Township of Wilmot

60 Snyder's Rd W

Baden ON N3A 1A1

The comments provided will be reviewed by staff, and where applicable by the **Accessibility Advisory Committee (AAC)**. An annual report on the nature and results of the comments and feedback will be made by the **Accessibility Coordinator to the AAC**.

The Corporation of the Township of Wilmot Accessible Customer Service Policy

The Township of Wilmot provides goods or services to all residents, including those with disabilities. Reasonable efforts will be made to ensure the following:

- The goods and services will be provided in a manner that respects the dignity and independence of persons with disabilities.
- The provision of goods and services to persons with disabilities, and others, will be integrated unless an alternate measure is necessary, whether temporarily or permanently, to enable a person with a disability to obtain, use or benefit from the goods and services.
- Persons with disabilities will be given an opportunity – equal to that given to others – to obtain, use and benefit from the goods and services.
- Persons with disabilities may use assistive devices and/or

support persons in the access of goods and services.

Understanding Accessible Customer Service



The Corporation of the Township of
Wilmot

Background

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) was passed by the Ontario legislature with the goal of creating standards to improve accessibility across the province.

The AODA allows the government to develop specific standards of accessibility that are designed to help make Ontario more accessible.

One of the specific standards that has been developed, and made law, is the Accessible Customer Service Standard. This standard details specific requirements for all service providers.

In general, providers must deliver service in a way that preserves the dignity and independence of people with disabilities. Providers must also integrate services and equal opportunity.

What is Accessible Customer Service?

Accessible customer service can mean many things. Mostly, it is the understanding that each individual may need a slightly different type of accommodation.

For example, a person who is blind may need to have information read aloud to them; an individual with a learning disability may need to have instructions written down; and someone who uses a wheelchair may need help in finding a route they can use.

Accessible customer service is good customer service – courteous, helpful and prompt.

What can I do?

Always start with people first. In language, that means saying "person with a disability", rather than "a disabled person". In any interaction, it means addressing the person's service needs, rather than focusing on the disability.

Take some time to understand what some of the various disabilities involve – but don't jump to conclusions! Each person, and each disability, is different, but it can be helpful to know a little about how to best communicate, interact, and assist people with disabilities.



Most importantly, relax! People with disabilities are generally aware they may need some accommodations and will work with you. Just remember to ask how you can help.

What happens if we can't serve a person with a disability?

It is possible that from time to time there will be disruptions in service, such as an elevator under repair, renovations that limit access to an area, or technology that is temporarily unavailable. If a disruption in service is planned, and expected, it is important to provide reasonable notice.

People with disabilities may often go to a lot of trouble to access services, such as booking transit or arranging a ride. By providing notice, you can save that person an unnecessary trip. Notice can be provided on the website, over the phone, and/or in writing.

In the event of an unexpected disruption in service, provide notice in a variety of ways and as quickly as possible. Consider offering alternative methods of service while informing those that may be impacted personally.

Comments

We welcome comments on the provision of goods or services to people with disabilities.

Comments can be directed to the Accessibility Coordinator by telephone, e-mail, in person or in writing:

E-mail:

dawn.mittelholtz@wilmot.ca

Telephone: 519-634-8444

In person, or in writing:

The Township of Wilmot

60 Snyder's Rd W

Baden ON N3A 1A1

Comments provided will be reviewed by staff, and where applicable by the Accessibility Advisory Committee (AAC). A timely response will be provided. An annual report on the nature and results of the

comments and feedback will be made by the Accessibility Coordinator to the AAC.

If you are a person with a disability, or if you provide support for a person with a disability, please:

- Let us know how we can help. We are open to discussing your ideas on the service options available.
- Help our staff understand your needs.



Accessible Customer Service Policy



The Corporation of the Township of Wilmot

Background

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) was passed by the Ontario legislature with the goal of creating standards to improve accessibility across the province.

The AODA allows the government to develop specific standards of accessibility that are designed to help make Ontario more accessible.

One of the specific standards that has been developed, and made law, is the Accessible Customer Services Standard. This standard details specific requirements for all service providers.

In general, providers must deliver service in a way that preserves the dignity and independence of people with disabilities.

Accessible Customer Service Policy Statement

The Township of Wilmot provides goods and services to all residents, including those with disabilities. Every effort will be made to ensure the following:

- The goods and services will be provided in a manner that respects the dignity and independence of persons with disabilities.
- The provision of goods and services to persons with disabilities, and others, will be integrated unless an alternate measure is necessary, whether temporarily or permanently, to enable a person with a disability to obtain, use or benefit from the goods and services.

- People with disabilities may use assistive devices, guide animals and/or support persons in the access of goods and services.
- Communication with a person with a disability shall be done in a manner that takes into account the person's disability.





CORPORATE SERVICES

Staff Report

REPORT NO: COR-2025-50

TO: Committee of the Whole November 3, 2025

SUBMITTED BY: Harold O'Krafka, Acting Director of Corporate Services

PREPARED BY: Kaitlin Bos, Manager of Legislative Services / Municipal Clerk

REVIEWED BY: Jeff Willmer, Chief Administrative Officer

DATE: October 17, 2025

SUBJECT: Petersburg Municipal Drain 2025- Update

RECOMMENDATION:

THAT Report COR-2025-50 Petersburg Municipal Drain 2025- Update be received for information.

SUMMARY:

The Petersburg Municipal Drain 2025 Engineer's Report is being prepared pursuant to Section 4 and Section 78 of the *Drainage Act* RSO 1990 and is anticipated to be filed with the Municipal Clerk, or delegate in early November 2025.

A Meeting to Consider the Engineer's Report will be held during the Regular Council Meeting on Monday, November 24th, 2025.

BACKGROUND:

In March 2019, the Township received a Section 4 petition under the Act from the Region of Waterloo to obtain legal outlets for storm sewers installed under their 2017 contract for improvements along Notre Dame Drive and Snyder's Road East. In April 2019, Report No. CL2019-18 accepted a recommendation from the Drainage Superintendent that Council initiate a report under Section 78 of the Act to update and improve the Petersburg Drain. Pursuant to Section 8 of the Act, in June 2019, K. Smart Associates Limited was appointed by resolution of Council to prepare a new report for the Petersburg Drain to address the Section 4 petition and improve the drain under Section 78.

Section 4 of the Drainage Act provides for the construction of new drainage works for an area requiring drainage. The area requiring drainage and new drainage works are described in the Engineer's report.

Section 78 of the Drainage Act provides for the repair and improvement of an existing drain constructed under the Drainage Act through a new Engineer's report. The Petersburg Municipal Drain was constructed under the Drainage Act, and it was determined from the on-site meeting and site examination that the Drain requires improvement.

REPORT:

The Petersburg Drain 2025 report provides the following:

Main Drain (Existing drain improvements per Section 78)

- Open portion: Total length is 2,500m. Work includes: 1,900m of ditch cleanout, two field access crossings, 196m of ditch enclosure, associated sediment control.
- Closed portion: Total length is 881m. Work includes: three new catch basins and localized grading to improve surface drainage along existing drain route.
- Assessment schedule updates and abandonment of the 1961 Petersburg Drain that was disconnected in 2017 by the Region's project.

Branch B (New drain per Section 4 petition)

- Total length is 733m. Work includes 505m of new pipe (300mmØ to 750mmØ) with overflow swale and incorporation of 228m of existing ditch, road crossings and cleanout of stormwater management facility.

Branch B-1 (New drain per Section 4 petition)

- Total length is 184m of 450mm diameter pipe.

The watershed served is approximately 812.09 hectares (2,007 acres).

The Engineer's Report will be filed by K. Smart Associates Limited in early November. Section 41 (1) of the *Drainage Act*, 1990 states upon the filing of the engineer's report the Municipal Clerk, or delegate of the initiating municipality shall send the prescribed persons a copy of the report.

The Municipal Clerk, or delegate will send the Notice of Meeting to Consider the Engineers Report and a copy of the Engineer Report to prescribed persons. The Council Meeting to Consider the Engineers Report for the Petersburg Municipal Drain, 2025 is set for Monday, November 24th at 7:00 p.m. as a part of our Regular Council Meeting.

At the Regular Council Meeting on November 24th, the Engineer will present the report to Council and Council will determine if the report meets the criteria for the project. All property owners

affected by the drain will have the opportunity to influence Council's decision. There is no opportunity to appeal assessments at this meeting; assessment appeal avenues are available later in the procedure *Drainage Act, R.S.O. 1990, c. D. 17, s. 47-54*.

At this meeting Council will consider the report, and shall give an opportunity to any person who has signed the petition to withdraw from it by filing a signed withdrawal with the Municipal Clerk, or delegate and shall also give those present owning lands within the area requiring drainage who have not signed the petition an opportunity to do so.

If, at the end of the November 24th 2025 Council Meeting, the petition contains a sufficient number of names to comply with Section 4, Council may proceed to adopt the report. Where a report is not adopted by Council, any petitioner may appeal to the Tribunal or, where lands used for agricultural purposes are included in the area to be drained, the Minister may refer the matter to the Tribunal.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Healthy Community

FINANCIAL CONSIDERATIONS:

The total estimated cost of this project for the Township of Wilmot will be included in the Engineer's Report filed by K. Smart Associates Limited, and presented to Council on the November 24, 2025 Regular Council Meeting Agenda.

ATTACHMENTS:

Attachment A: July 2024 Preliminary Petersburg Municipal Drain Watershed



NOTES:
1. ROLL NUMBER CONVENTION IS AS FOLLOWS:

- 301803000411100 IS SHOWN AS 3-4-11100
- 301803000506800 IS SHOWN AS 3-5-06800
- 301804000511601 IS SHOWN AS 4-5-11601
- 301809001099705 IS SHOWN AS 9-0-99705

BENCHMARKS:
BM#1
CC IN NW CORNER OF CONC. HEADWALL ON WEST SIDE NOTRE DAME ROAD AT 750mmØ OUTLET. **ELEV. 360.467**
BM#2
CC IN NE CORNER OF CONCRETE HEADWALL AT SWM POND INLET ON S/SIDE REINHARDT PLACE. **ELEV. 361.712**
BM#3
CC IN NW CORNER TOP 1.96x4.02m CONC. CULV ON W/SIDE OF NOTRE DAME ROAD WEST BOUND ON-RAMP N/SIDE HWY 7/8. **ELEV. 355.086**
BM#4
CC IN NE CORNER TOP 1.96x4.02m CONC. CULV ON E/SIDE OF NOTRE DAME RD. W/BOUND ON-RAMP N/SIDE HWY 7/8. **ELEV. 354.744**
BM#5
TOP OF A STEEL PIN ON TOP SE CORNER OF 1.96x4.02m CONC. CULVERT ON E/SIDE OF N.BOUND OFF RAMP FROM HWY 7/8. **ELEV. 353.603**
BM#6
CC ON TOP SE CORNER OF 0.3m WIDE CONCRETE HEADWALL ON S/S OF SNYDER'S ROAD. **ELEV. 360.416**

GBM (AKA 65-219, MNRF STATION 00819658219)
CONCRETE CULVERT BEING 1.2km WEST ALONG OLD HWY 7/8 FROM NEW FOUNDRY ST. SOUTH OF THE VILLAGE OF BADEN, 106.7m EAST ALONG OLD HWY 7/8 FROM HWY 7/8 AND 68.6m NORTH OF CENTER LINE OF OLD HWY 7/8. TABLET IS SET HORIZONTALLY IN NORTH END OF CULVERT 15cm WEST OF N.E. CORNER AND 52cm BELOW TOP. **ELEV. 347.919**

VERTICAL DATUM CGVD 28:78
HORIZONTAL DATUM UTM NAD 83 ZONE 17N

LEGEND:
--- WATERSHED
--- SUBWATERSHED
--- PROPOSED WORK OR INCORPORATION
--- EXISTING DRAINS
--- DITCH OR WATERCOURSE
--- LOTS AND CONCESSIONS
2+530 INTERVAL STATION
--- LOTS AND CONCESSIONS
1213 STREET/ROAD ADDRESS
(004-07900) ASSESSMENT ROLL NUMBER
--- WOODED AREA
--- WETLAND (GRCA)

No.	DESCRIPTION	DATE
1	ON-SITE MEETINGS	JULY/OCTOBER 2019
2	AGENCY REVIEW	APRIL 2022
3	INFORMATION MEETING	AUGUST 2024

DESIGNED BY: J.E.M.
CHECKED BY: J.E.M.
DRAWN BY: A.M.P.
CHECKED BY: J.E.M.

PRELIMINARY

SCALE
0 300m
1 : 15,000
(ON 11"x 17")

PETERSBURG DRAIN
REGION OF WATERLOO TOWNSHIP OF WILMOT

WATERSHED PLAN

K. SMART ASSOCIATES LIMITED
CONSULTING ENGINEERS AND PLANNERS
KITCHENER SUDBURY

JULY 2024
JOB NUMBER: **19-196**
DRAWING **1 OF 19**



FIRE SERVICES

Staff Report

REPORT NO: FS-2025-04
 TO: Committee of the Whole on *Monday November 3, 2025*
 SUBMITTED BY: R. Leeson, Fire Chief
 PREPARED BY: R. Leeson, Fire Chief
 REVIEWED BY: Jeff Willmer, Chief Administrative Officer
 DATE: 2025-10-16
 SUBJECT: Award of RFP 2025-28 Tanker Apparatus Station 1 Baden

RECOMMENDATION:

THAT Report FS-2025-04 Award of RFP 2025-28 Tanker Apparatus Station 1 Baden be received for information;

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

- Award the supply and delivery of one (1) fire apparatus tanker to Dependable Truck-Tank & Emergency Vehicles as per their proposal submitted on Tuesday September 16, 2025 at a total cost of \$926,003.79 plus HST; and,
- Consider By-law 2025-68, being a by-law to authorize the Mayor and the Clerk to enter into an agreement with Dependable Truck-Tank & Emergency Vehicles for the supply and delivery of a Tanker apparatus.

SUMMARY:

This report outlines the procurement process and rationale for the acquisition of a replacement tanker apparatus for Station 1 in Baden. It details the technical evaluation, strategic alignment, and financial implications of the recommended purchase. The report also contextualizes the decision within broader industry standards and market conditions affecting fire apparatus procurement.

BACKGROUND:

In accordance with the Township's Procurement By-law (2021-043), the Wilmot Fire Department issued **RFP 2025-128**, which closed on September 16, 2025. The RFP attracted six plan takers and resulted in two formal submissions.

A dedicated apparatus committee was established to develop standardized specifications for tanker replacements across all three fire stations. The committee's mandate included designing a specification that meets current operational requirements and anticipates future service delivery needs. This design will serve as a reference for future tanker apparatus replacements.

The Fire Underwriters Survey (FUS) recommends a 15-year replacement cycle for front-line fire apparatus to ensure operational reliability and community safety. This recommendation is echoed in the **Council-approved Fire Master Plan (December 7, 2020)** and the **Establishing and Regulating By-law (February 22, 2021)**. Despite these recommendations, Wilmot Fire Services currently maintains tankers for up to 20 years due to their lower use. We do monitor annually to ensure the apparatus continues to meet the needs of the community and would report any issues to council.

REPORT:

Station 1 currently operates two aging 1,500-gallon tankers (T615 and T616), which are 19 and 22 years old respectively. Both are scheduled for replacement in 2025 as per the Township's 10-Year Capital Forecast.

Following a comprehensive review by the apparatus committee and Fire Leadership Team, it was determined that a single, larger-capacity tanker would better meet operational needs and provide long-term cost efficiencies. This approach reduces maintenance costs and avoids the higher cumulative expense of replacing two smaller units.

Tanker apparatus is critical in rural and remote firefighting operations, where municipal hydrant infrastructure is limited. Their primary function is to transport large volumes of water to fire scenes, enabling sustained suppression efforts and supporting other apparatus such as pumpers and aerials.

The procurement process adhered to **NFPA 1901** and **NFPA 1720** standards, which provide detailed guidance on apparatus design, safety, and operational requirements. These standards, along with applicable CSA regulations, informed the technical specifications and ensured alignment with industry best practices.

Global economic factors—including tariffs, interest rates, and supply chain disruptions—have contributed to increased costs in specialized vehicle manufacturing. Fire apparatus are complex, safety-critical vehicles requiring skilled fabrication and specialized components, many of which are sourced internationally. Notably, this procurement is not subject to tariff-related cost increases, and we had Canadian vendors participate in the procurement process.

Canadian fire apparatus manufacturers continue to exhibit a substantial dependency on the United States market for critical components and chassis systems. This reliance is primarily driven by the limited domestic availability of custom fire apparatus chassis and the need to

comply with rigorous safety and performance standards, such as those outlined in the National Fire Protection Association (NFPA) 1901 Standard for Automotive Fire Apparatus.

Currently, all custom fire apparatus chassis utilized by Canadian vendors are sourced from U.S.-based manufacturers. These include prominent industry leaders such as Pierce Manufacturing, E-ONE, KME, Spartan Emergency Response, and Rosenbauer America. These companies offer an extensive portfolio of highly customizable chassis platforms, cab configurations, and apparatus designs, which are not readily available within the Canadian market due to its comparatively smaller scale.

Spartan plays a significant role in the Canadian supply chain by providing competitively priced custom chassis to a wide range of Canadian apparatus builders. While Canadian manufacturers do offer customization options, the limited market size constrains the diversity of available configurations and necessitates a greater reliance on commercial chassis platforms such as those produced by Freightliner and International.

To mitigate supply chain delays and maintain cost stability, Canadian vendors frequently procure custom chassis on speculation. This practice enables faster turnaround times, predictable pricing structures, and access to full warranty coverage, thereby enhancing operational readiness and fiscal planning for municipal fire services.

In summary, the Canadian fire apparatus manufacturing sector remains closely integrated with the U.S. market, particularly in the procurement of custom chassis and specialized components. This interdependency underscores the need for strategic planning and potential policy considerations to support domestic capabilities and ensure long-term resilience in emergency vehicle supply chains.

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

1. Compliance with Specifications– 25%
2. Warranty, Service & Support – 15%
3. Experience/References – 10%
4. Training/Support – 10%
5. Value Added Provisions– 5%
6. Price – 35%

Proponent	Price (Net of HST)
Dependable Truck-Tank & Emergency Vehicles	926,003.79
Fort Garry	1,101,869.49

The evaluation was conducted independently by the Fire Chief and Station District Chiefs. The proposal from **Dependable Truck-Tank & Emergency Vehicles** scored highest overall and came in under the projected budget of \$975,000. References were verified and deemed satisfactory.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Healthy Community

FINANCIAL CONSIDERATIONS:

The recommended purchase is within the approved capital budget allocation. The acquisition of a single, larger tanker represents a cost-effective solution that reduces long-term maintenance and replacement expenditures. Both existing tankers will be considered surplus and will be placed on Govdeals Auction site as per Township policy. Funds received from the Govdeals auction will be allocated to the Fire Service Capital reserve account.

ATTACHMENTS:

Draft By-law 2025-68 Authorize an Agreement with Dependable Truck Tank and Emergency Vehicles for a Fire Tanker Apparatus

THE CORPORATION OF THE TOWNSHIP OF WILMOT

BY-LAW NO. 2025-68

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO ENTER INTO AN
AGREEMENT WITH DEPENDABLE TRUCK-TANK & EMERGENCY VEHICLES
REGARDING THE SUPPLY AND DELIVERY OF A FIRE TANKER APARATUS, ATTACHED
AS SCHEDULE “A”

WHEREAS Subsection 5(3) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS The Corporation of the Township of Wilmot issued RFP 2025-128 for the supply and delivery of a fire tanker apparatus (the “Project”);

AND WHEREAS Dependable Truck-Tank & Emergency Vehicles submitted the highest scored bid in the amount of 926,003.79 plus HST;

AND WHEREAS the Municipal Council of the Corporation of the Township of Wilmot is desirous of awarding the Project and entering into an Agreement, a copy of which is attached as Schedule "A" to this By-law.

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

- 1. That the Agreement regarding the supply and delivery of a fire tanker apparatus, between the Township of Wilmot and Dependable Truck-Tank & Emergency Vehicles, as more particularly set forth in Schedule ‘A’ attached to this By-law be hereby accepted and approved.
- 2. That the Mayor and Clerk are hereby authorized to execute under seal the said Agreement and all other documents and papers relating to this transaction.

READ a first and second time in Open Council this 3rd day of November, 2025.

READ a third time and finally passed in Open Council this 3rd day of November, 2025.

Mayor

Deputy Clerk



CORPORATE SERVICES

Staff Report

REPORT NO: COR-2025-51

TO: Committee of the Whole on November 3rd, 2025

SUBMITTED BY: Harold O'Krafka, Acting Director of Corporate Services

PREPARED BY: Emily Woon, Supervisor of Taxation and Revenue

REVIEWED BY: Jeff Willmer, Chief Administrative Officer

DATE: October 16, 2025

SUBJECT: Formalization of 2-Day Grace Period for Tax and Utility Billing Payments

RECOMMENDATION:

THAT Report COR-2025-51 Formalization of 2-Day Grace Period for Tax and Utility Billing Payments be received for information; and,

THAT Council directs staff to prepare and implement the necessary internal procedures to implement a 2-day grace period for Tax and Utility billing payments.

SUMMARY:

The purpose of this report is to seek Council's endorsement for the formalization of a 'grace period' in application of late payment penalties on property tax and utility billing accounts following an established due date.

BACKGROUND:

The Township of Wilmot generates utility billing monthly, as well as interim, final, and supplemental tax billing annually. When billing is generated, a due date on which payment is required is established. Payments are applied to accounts on the date payment has been received by our office.

Currently, utility and tax balances that remain owing after a due date (considered past due), are subject to penalty, and tax arrears are subject to interest, incurred monthly. Penalty is calculated and applied the day immediately following the due date for both property tax and utility billings.

Section 345 (1) of the Municipal Act, 2001, S.O. 2001, c. 25 gives the municipality the authority to pass by-laws to impose late payment charges for non-payment of taxes or any instalment by the due date. Section 345 (2) states "A percentage charge, not to exceed 1 1/4 per cent of the

amount of taxes due and unpaid, may be imposed as a penalty for the non-payment of taxes on the first day of default or such later date as the by-law specifies.”

The Township’s Fees and Charges Bylaw establishes the water and wastewater penalty charge, of 2.5%, to incur upon default, as well as the tax arrears penalty/interest charge, of 1.25%, incurred per month.

REPORT:

As more residents move away from manual forms of payment (i.e., cheque, cash, in-office payments), online and telephone banking options are becoming increasingly utilized. Online and telephone banking payments are typically subject to bank processing times of 1 to 3 business days prior to funds being released to the municipality. These methods of payment may be made on, or just prior to a due date, but are not received by the municipality immediately. In instances such as this, residents are incurring a penalty due to payment being received by the municipality after the due date.

Concerns have been raised by residents who express that they feel it is unfair to be penalized for payment being received late by our office, when funds are withdrawn from their account immediately. Although receipt of funds is out of the municipality’s control, application of penalty is within it.

Staff compared our processes with our Regional partners and found that all but one implement a 1 to 3 business day grace period following a billing due date before applying penalty. The grace period is not advertised but has been adopted as internal practice.

In gauging an appropriate length of time for a grace period, staff reviewed the processing timeframes reserved by Canada’s six major banks. TD, RBC, National Bank, and BMO all advertise a payment processing period of 1-3 business days between the transaction being initiated, to the funds being received by the payee, whereas Scotiabank and CIBC advertise a processing period of up to 3 business days.

In alignment of our internal processes with those of our neighboring municipalities, consideration of resident concerns, and allowing for processing periods reserved by banks, we are seeking Council’s support in formalizing a 2-business day grace period between a billing due date and application of penalty to allow online and telephone payments which were made on, or just prior to, a due date to be received without accounts being penalized.

Our utility and tax bills will continue to indicate the established due date for payment and will indicate that payment must be received by the due date; however staff will process a penalty on the third business day following a due date rather than promptly the day following the due date.

Staff intend to enhance the communication available on our municipal website, as well as on our bills, to educate residents on potential delays in receipt of payment by the municipality that paying online or via telephone banking may cause.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Healthy Community

FINANCIAL CONSIDERATIONS:

Allowing for 2 additional business days in which payment can be received towards balances owing past a due date, which would normally be subject to penalty, will decrease our penalty and interest revenue.

ATTACHMENTS:

N/A



CORPORATE SERVICES

Staff Report

REPORT NO: COR-2025-52

TO: Committee of the Whole on November 3, 2025

SUBMITTED BY: Kaitlin Bos, Manager of Legislative Services / Municipal Clerk

PREPARED BY: Kaitlin Bos, Manager of Legislative Services / Municipal Clerk

REVIEWED BY: Jeff Willmer, Chief Administrative Officer

DATE: October 15, 2025

SUBJECT: Township of Wellesley Paff Drain 2025- Appointment of Member to the Court of Revision

RECOMMENDATION:

THAT Report COR-2025-52 Township of Wellesley Paff Drain 2025- Appointment of Member to the Court of Revision be received for information; and,

THAT Councillor _____ be appointed to the Paff Drain 2025 Court of Revision.

SUMMARY:

The Township of Wilmot is required to appoint one (1) member of Council to represent the Township on the Court of Revision for the Paff Drain 2025, which is located along the boundary road of Gerber Road at Concession 1, Eastern Division Lot 13.

The Court of Revision is anticipated to be held on Tuesday, November 25, 2025 at 4:30 p.m. at the Township of Wellesley Administration Office, 4639 Lobsinger Line, St. Clements, ON N0B 2M0.

BACKGROUND:

The Paff Drainage Works was established in accordance with a report by Wm. J. Mannerow dated October 26, 1967. Under the 1967 report, the Main Drain extended north from the Nith River across Concession 4, Lots 18 and 19 in the Township of Wilmot and Concession 1, Lots 13 and 14 in the Township of Wellesley for an approximate distance of 1,115m (3,657 feet). The drain began as a 300mm tile for the first 335m before reducing to a 200mm tile for the next 275m, the drain crosses Gerber Road as a 200mm tile and then finally to a 150mm tile for the remaining 505m.

On April 19, 2023 the Township of Wellesley ("initiating municipality") received a Request for Major Drain Improvement from Ron Stroh (Strohvest Ontario Inc.) for improved capacity of the Paff Drainage Works in the Township of Wilmot and abandonment of the Paff Drainage Works

in the Township of Wellesley. Pursuant to Section 8 of the Act, on July 12, 2023, K. Smart Associates Limited was appointed by resolution of Council to prepare a report on the Paff Drainage Works.

On November 23, 2023, an on-site meeting was held in accordance with Section 9(1) and 9(2) of the Act at the Wellesley Community Centre.

On October 9, 2025 the Engineer Report was filed with the Acting Clerk of the Township of Wellesley.

REPORT:

Under the Drainage Act, R.S.O. 1990, the “initiating municipality” is the local municipality undertaking the drainage works. In this case, the Township of Wellesley is the initiating municipality for the Paff Drain 2025; however, as lands and roads within the Township of Wilmot are assessed in the project, therefore Wilmot participates in the process.

The Township of Wellesley Council is responsible for the consideration and provisional adoption of the Engineer’s Report under Section 42 of the Act. If adopted, a Notice of Sitting of the Court of Revision will be issued to affected landowners.

The Court of Revision will consist of two (2) members of the Township of Wellesley Council and one (1) member of the Township of Wilmot Council.

The Court of Revision hears appeals from landowners assessed for the drainage works on the following grounds:

1. The assessment of any land or road is too high or too low;
2. Any land or road that should have been assessed has not been assessed; and,
3. Due consideration has not been given to the use being made of the land.

The Court may amend the assessment schedule or confirm it as presented. Following the appeal period, and subject to no further appeals, the Township of Wellesley may give third and final reading to the Engineer’s Report, allowing the project to proceed to construction.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Healthy Community

FINANCIAL CONSIDERATIONS:

The Township of Wilmot is assessed \$56,176.00 for 50% of the costs related to work associated with Gerber Road under the Paff Drain 2025 construction assessment schedule.

ATTACHMENTS:

Attachment A: Paff Drain 2025 Engineer Report (K. Smart Associates Limited)

ENGINEERING REPORT

For

PAFF DRAIN 2025

Township of Wellesley

Region of Waterloo

Date: October 9, 2025

File No. 23-175



K. SMART ASSOCIATES LIMITED
CONSULTING ENGINEERS & PLANNERS

85 McIntyre Drive
Kitchener, ON N2R 1H6

584 Clinton Avenue, Unit 2
Sudbury, ON P3B 2T2

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SPECIFICATIONS (Hard copy specifications made available upon request.)

- Section 200 - General Conditions
- Section 300 - Special Provisions (See Drawings)
- Section 400 - Standard Specifications for Construction of Drains
- Section 410 - Standard Specifications for Open Drains
- Section 420 - Standard Specifications for Tile Drains

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Definitions:

“Act” means The Drainage Act R.S.O. 1990

“CSP” means corrugated steel pipe

“*Drainage Guide*” means *A Guide for Engineers working under the Drainage Act in Ontario*, (OMAFRA Publication 852, 2018)

“GRCA” means Grand River Conservation Authority

“Drain” means Paff Drain 2025

“Grant” means provincial grant as per Section 85 of the Act

“Grant Policy” means OMAFA Agricultural Drainage Infrastructure Program Administrative Policies

“HDPE” means high-density polyethylene

“Municipal Drain” means a drainage works constructed under the Act

“Municipality” means Township of Wellesley

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

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

“Ø” means diameter

Alternate Formats for Accessibility

This report is available in alternate formats upon request, please call 519-748-1199.



K. SMART ASSOCIATES LIMITED

CONSULTING ENGINEERS & PLANNERS

85 McIntyre Drive
Kitchener, ON N2R 1H6

Tel: 519-748-1199

October 9, 2025

File No. 23-175

PAFF DRAIN 2025

TOWNSHIP OF WELLESLEY

1 EXECUTIVE SUMMARY

This report is prepared pursuant to Section 78 of the Drainage Act R.S.O. 1990.

On April 19, 2023 the Township of Wellesley received a *Request for Drain Major Improvement* from Ron Stroh (Strohvest Ontario Inc.) for improvements to the Paff Drainage Works in Concession 1, Lot 13 in the Township of Wellesley. Pursuant to Section 8 of the Act, on July 12, 2023, K. Smart Associates Limited was appointed under Section 78 of the Drainage Act by resolution of Council to prepare a report on the Paff Drainage Works.

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

- Installation of 418m of 900mmØ concrete tile
- Installation of one (1) 900x1500mm concrete catchbasin
- Installation of two (2) 1200x1500mm concrete catchbasins
- Installation of 21m of 900mmØ HDPE by open cut

The estimated cost of this project is \$381,000

The watershed served is approximately 30.0 hectares (74.13 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.
- Appendix A illustrates the calculation of the assessments outlined in Schedules A and B.

2 BACKGROUND

On April 19, 2023 the Township of Wellesley received a *Request for Major Drain Improvement* from Ron Stroh (Strohvest Ontario Inc.) for improved capacity of the Paff Drainage Works in the Township of Wilmot and abandonment of the Paff Drainage Works in the Township of Wellesley. Pursuant to Section 8 of the Act, on July 12, 2023, K. Smart Associates Limited was appointed by resolution of Council to prepare a report on the Paff Drainage Works.

At the time of the initial appointment of K. Smart Associates Limited, Curtis MacIntyre, P. Eng., was listed as the project engineer, with Thomas Jackson, P. Eng. acting as the project manager. On May 20, 2025 K. Smart Associates Limited submitted a change of engineer letter, listing Thomas Jackson as the project engineer for the Paff Drain 2025 report.

3 DRAINAGE HISTORY

The Paff Drainage Works was originally established in accordance with a report by Wm. J. Mannerow dated October 26, 1967. Under the 1967 report, the Main Drain extended north from the Nith River across Concession 4, Lots 18 and 19 in the Township of Wilmot and Concession 1, Lots 13 and 14 in the Township of Wellesley for an approximate distance of 1,115m (3,657 feet). The drain began as a 300mmØ tile for the first 335m before reducing to a 200mmØ tile for the next 275m, the drain crosses Gerber Road as a 200mmØ tile and then finally to a 150mmØ for the remaining 505m.

The Kuntze Drain and Wagler Drain border the present day Paff Drain 2025 watershed to the north and north-west, respectively.

4 INVESTIGATION

4.1 On-Site Meeting

On November 23, 2023, an on-site meeting was held in accordance with Section 9(1) and 9(2) of the Act at the Wellesley Community Centre.

Attendees:

Wayne Kuntze (020-008-01500)	Greg Romanick (Stantec)
Art Woods (010-16200)	Bryan Weersink (Stantec)
Brett Bartlett (010-17600)	Curtis Schaerer (Wilmot) Eng. & Public Works
Ron Stroh (010-001-37200)	Amy Harron (Wellesley) Deputy Clerk
Brendon Jantzi (020-008-01400)	John Kuntze, (Wilmot) Drainage Superintendent
	Thomas Jackson, P. Eng. (K. Smart) Project Engineer

Thomas Jackson briefly explained the purpose of the meeting and an overview of the existing Paff Drainage Works. Generalized comments are listed below;

Strovest Ontario Inc. (Roll. 010-001-37200)

- This property was represented by Ron Stroh, Greg Romanick and Bryan Weersink.
- The property requires drain improvements to provide an outlet for a proposed development.
- Ron has done tile repairs in the past and had confirmed that the existing municipal drain was concrete tile.
- There were several washouts on the west property line from surface flow.
- The proposed lot grading for the subdivision will bring additional water from the north into the watershed.
- It was asked if the pond can outlet to the surface before entering the municipal drain. Thomas explained that that wouldn't be ideal because it would give the CB grate a chance to clog and not accept the water.
- The proposed subdivision would provide an outlet for the upstream property in the agreement.

Brett Bartlett (Roll. 010-17600)

- Brett questioned the accuracy of the Drain alignment as shown on the drawings, he believes it follows the property line.
- The road crossing causes erosion on his property, and while there was an offset catchbasin installed as maintenance, it doesn't catch the flow.
- Brett asked about increased costs depending on tile size to accommodate subdivision design standards.
- Brett rents out the land but does not have a plan to tile his field.
- Brett asked if it was possible to preserve his trees on the treeline when installing new tile.

Wayne Kuntze (Roll. 020-008-01500)

- Wayne believes the existing catchbasin on his east property line may need to be moved to the south or an additional catchbasin should be installed because there are two washouts in the fence line from surface flow.

Art Woods (representing Vogel Estate Roll. 010-16200)

- He plans to sell the Vogel Farm in the Spring.

4.2 Site Examination and Survey

The route of the existing drain was examined after the on-site meeting and on several occasions during the design phase of the project. Topographic survey was completed on January 11, 2024 from the outlet of the Drain to the upstream extent.

Under the site investigation it was observed that the 1200mmø CSP culvert crossing under Gerber Road was in poor condition and was being reinforced by wooden posts to prevent collapse. An unknown tile upstream of Gerber Road was outletting into the culvert from the west.

Based on the 1967 report, a single catchbasin was to be installed on the north side of Gerber Road, however, upon inspection of the area the catchbasin could not be located. It was discovered that after the 1967 report was filed the catchbasin was relocated to the south side of the road during construction. Sometime later an offline catchbasin was installed approximately 6m east as part of a maintenance project. Both catchbasins were only allowing minimal amounts of water into the drain during the site examination.

The existing drain outlet was replaced as a maintenance project and appeared to be in good condition when observed.

4.3 Watershed Description

The perimeter watershed of the Drain has been established based on open source Lidar-derived Ontario Digital Terrain Model, on-site investigation, available tile plans and historical reports. The watershed was finalized using the catchment area used for the storm water management pond, which was delineated by the developers engineer. The proposed development adds about 3.4 hectares of the north lands on the proposed development property.

The watershed area is approximately 53% agricultural lands, 1% forested lands, 35% residential lands and 11% roads.

The Paff Drain 2025 watershed is neighboured by the Kuntze Drain to the north and the Wagler Drain to the west.

5 AUTHORITY FOR REPORT

Section 78 of the Drainage Act provides for the repair and improvement of an existing drain constructed under the Act through a new Engineer's report. The Paff Drainage Works was constructed under the Act, and it was determined from the on-site meeting and site examination that the Drain requires improvement. Therefore, this report is properly initiated under Section 78 of the Act.

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, the Nith River at Station 0+000 on the Main Drain provides sufficient outlet and will allow the proposed works to function as intended.

6.2 Drain Capacity

To function as an outlet for the proposed subdivision, the Township of Wellesley requires the proposed system to convey the Regional Storm Event. This can either be accomplished by providing an overland flow route or in a closed system.

The size of the proposed tile drain was determined using flow rates provided by Stantec's *Revised Functional Servicing Report*, dated March 11, 2025. The Township requires the outlet for the stormwater management pond to convey the regional storm.

6.3 Soil Conditions

The *Soils of Waterloo County 1971* soils mapping for this area indicates that the soils adjacent to this Drain are predominately Huron Loam. The soils consist of a poorly drained sandy-loam mixture.

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 and Special Provisions for drain construction procedures when adverse subsurface conditions are encountered.

7 RECOMMENDED WORK

A description of the Drain for construction, on a property basis, is as follows:

A. Buehrle (Roll 010-1700)

- Construct permanent plunge pool with 2m width by 3m long bottom and 1.5:1 side slopes. Place 40m² riprap (R50) on geotextile in basin.
- Install 4m of 900mmø concrete tile with joint wrap with 6m of 900mmø solid plastic pipe at outlet with rodent grate.

K. Gerber (Roll 010-16200)

- Install 212m of 900mmø concrete tile with joint wrap

B. Bartlett & J. Robson (Roll 010-17600)

- Construct 900x1500mm concrete catch basin.
- Install 202m of 900mmø concrete tile with joint wrap.

Township of Wellesley/Township of Wilmot (Gerber Road)

- Construct 1200x1500mm concrete catch basin with 15m of new berm
- Install 21m of 900mmø solid plastic pipe by open cut.
- Construct 1200x1500mm ditch inlet catch basin.
- Re-grade existing 90m of roadside ditch.

Further detail regarding the construction and maintenance of the Drain is in the Special Provisions and Drawings.

8 ENVIRONMENTAL CONSIDERATIONS

8.1 Agency Notification

Contact was made with the Grand River Conservation Authority during the process of preparing this report.

8.2 Agency Responses

8.2.1 Grand River Conservation Authority

The Grand River Conservation Authority did not request an environmental appraisal under Section 6 of the Act. Public meeting notices were sent to the Conservation Authority. A project description and drawing package were provided to the Conservation Authority for review. A response from the Conservation Authority was dated November 26, 2024 with comments and recommendations that have been addressed in this report.

9 MEETING(S)

On June 26, 2025, an information meeting with landowners was held. Notice for the meeting was sent to all affected landowners in the watershed, affected agencies, the Township of Wellesley and the Township of Wilmot. At the meeting, the results of the investigation to-date were presented along with a summary of the proposed work and preliminary cost estimates and assessments.

Attendees:

Wayne Kuntze (020-008-01500)	Alice Burle (010-17000)
Kevin Gerber (010-16200)	John Kuntze (Wilmot) Drainage Superintendent
Brett Bartlett (010-17600)	Thomas Jackson, P. Eng. (K. Smart)
Ron Stroh (010-001-37200)	

Primary discussion topics of the meeting involved the timeline for the proposed work, and the increased cost of the project due to the proposed development. It was explained that the landowners were assessed based on the cost associated with replacing the existing tile with a tile sized to present day design standards. The increased cost for upsizing the tile is assessed as a special benefit to the development property. No concerns were raised with the proposed works.

10 CONSTRUCTION CONSIDERATIONS

10.1 Construction Scheduling

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

Work in the Gerber Road allowance is subject to a permit to be obtained from the Township of Wellesley.

Restricted timing windows for this project, if any, are described in *Section 8 ENVIRONMENTAL CONSIDERATIONS*.

10.2 Design Changes During Construction

In general, design changes requested by landowners, agencies or other authorities after the bylaw is passed cannot be undertaken.

Section 84.1 of the Act and the associated regulation, O. Reg. 500/21, provides criteria and a process for amending this report if design changes are required during construction due to unforeseen circumstances and the design changes are approved by the Engineer. If design changes are made, this report must be amended after construction with the as-constructed drawings before passing the actual cost bylaw.

Additional work desired by the 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 engineer reviews the additional work in advance. Such additional work is not part of the drainage works for future maintenance.

10.3 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.

11 DRAWINGS AND SPECIFICATIONS

11.1 Drawings

The location of the drain, watershed boundary and the affected properties are shown on Drawing No. 1 and 2 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, details and special provisions for the Drain are on Drawings 3 to 6.

11.2 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.

12 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.

12.1 Allowances

Sections 29 to 33 of the Drainage Act provides for allowances (compensation) to owners affected by proposed drain construction. On this project, allowances under Section 29 and Section 30 apply and are summarized in Table 12.1-1 - Summary of Allowances.

12.1.1 Section 29 – Right-of-Way

Section 29 provides for payment of an allowance to landowners for the right-of-way required for the Drain. This allowance compensates the owners for land to accommodate the Drain, access routes to the Drain and for a corridor along the Drain for construction and maintenance purposes. Section 29 allowance rates consider current municipal assessment information and land use but are generally below full market value because there is no transfer of land ownership.

Section 29 allowances were computed based on a rate of \$20,000 /hectare and a 10m corridor width for closed drains.

12.1.2 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. Where separate access routes to the working area are specified in this report, Section 30 allowances also account for access route damage. In agricultural areas, crop damages are computed using the methodology outlined in the *Drainage Guide*, 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 \$4,000 per hectare applied to the defined working area.

12.1.3 Summary of Allowances

The table below summarizes the corridor widths used to compute allowances and the total allowance amounts provided under this report:

Table 12.1-1 - Summary of Allowances

Interval	Station	Roll No.	R.O.W. (S.29)		Damages (S.30)		Total
			(m)	\$	(m)	\$	
M-1	0+010 to 0+222	010-16200	6	2,550	25	2,150	\$4,950
M-1	Access	010-16200	-	-	4	100	\$100
M-2	Access	010-17600	-	-	4	100	\$100
M-2	0+222 to 0+424	010-17600	6	2,400	35	4,050	\$6,450
Total							\$11,350

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.

12.2 Construction Cost Estimate

The estimated cost for Labour, Equipment and Materials to construct the proposed Drain is outlined in detail in Estimated Costs Summary in Table 12.6-1 - 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 assessed landowners to determine if the project should proceed.

12.3 Engineering Cost Estimate

Engineering costs include the Engineer's Report, the Council meeting to the consider the report, Court of Revision, and Construction Phase Services.

The Engineer's Report includes landowner meetings, survey, agency consultation, and preparation of the report (design, drawings, specifications, cost estimates, and assessments).

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 (Report Consideration by Council and Court of Revision) is an estimate. The estimate shown for construction phase services assumes standard construction conditions and an efficient Contractor. The final cost for meetings and construction phase services will be based on the actual time spent. Engineering costs are summarized in Table 12.6-1 - Estimated Cost Summary.

12.4 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 either 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 both municipalities 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 certain administrative costs 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 12.6-1 - Estimated Cost Summary.

12.5 Harmonized Sales Tax

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

12.6 Estimated Cost Summary

Table 12.6-1 - Estimated Cost Summary

Item	Stations	Description	Cost	Total
Construction Costs				
1	-0+006 to 0+000	Construct permanent plunge pool with 2mW x 3mL bottom and 1.5:1 side slopes. Place 40m ² riprap (R50) on geotextile.	4,000	
2	-0+010 to 0+010	16m of brushing, 20m width. Work around large trees where possible	1,600	
3	0+000 to 0+006	Install 6m of 900mmø solid plastic pipe at outlet	9,000	
4	0+006 to 0+222	Install 216m of 900mmø concrete tile with joint wrap. Existing Paff Drainage Works to be broken up and buried	69,100	
5	0+222	Construct 900x1500mmø concrete catchbasin including connections, birdcage grate and riprap apron. Remove and dispose of 1-2 existing trees as required	6,000	
6	0+222 to 0+424	Install 202m of 900mmø concrete tile with joint wrap. Existing Paff Drainage Works to be broken up and buried	64,600	
7	0+424	Construct 1200x1500mmø concrete catchbasin, including connections, birdcage grate, marker and riprap apron. Re-grade 30m roadside ditch to provide positive drainage to catchbasin	6,500	
8	0+424 to 0+445	Install 21m of 900mmø HDPE by open cut methods. Remove and dispose of existing 1200mmø CSP and fill existing 200mmø Paff Drainage Works under Gerber Road	62,500	
9	0+445	Construct 1200x1500mm concrete catchbasin, including connections birdcage grate, marker and riprap apron. Re-grade 60m roadside ditch to provide positive drainage to catchbasin	7,000	
Sub Total Part i)			230,300	

Item	Stations	Description	Cost	Total
Construction Costs				
Contingencies				
C1		Increased cost to install 50m of tile by backhoe in stony conditions, where authorized and with thin bedding of clear crushed stone. (If required and authorized, would be paid in addition to regular bid item)	2,500	
C2		Increase costs to install 50m of tile by backhoe in stony conditions, where authorized and with thin bedding of clear crushed stone. (Contingency is intended to be independent of tile size. If required and authorized, would be paid in addition to regular bid item.)	2,500	
C3		Contingency allowance for lift-outs of wheel machine to allow for stone removal, including the stone removal and restarting/ continuing the wheel machine (Based on 4 @ \$300/lift-out)	1,200	
C4		Tile connections (based on 5 @ \$200/connection)	1,000	
		Lump sum contingency allowance	17,900	
		Sub Total Part ii)	25,100	
Total Construction Estimate:				\$255,400

	Total
Allowances	\$11,350
Engineering Costs	
Report Preparation	75,000
Consideration of Report Meeting	1,000
Court of Revision	1,000
Construction Phase Services	20,100
Total Engineering Cost Estimate:	\$97,100
Section 73 Costs	\$9,945
Net HST (1.76%) on applicable costs	\$6,205
Total Estimated Cost:	\$380,000

13 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, Special Benefit, Outlet Liability and Increased Cost (Special) Assessment are involved.

13.1 Calculation of Estimated Assessments

Appendix A in this report illustrates how the Drain is divided into sub-sections (intervals) and presents the estimated cost for each interval, as outlined in the *Drainage Guide*. For each interval, 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 interval cost, the balance of the cost is then assessed as outlet liability on a per hectare basis to all lands and roads in the watershed.

13.2 Benefit Assessments (Section 22)

Section 22 benefit assessments are listed in Schedule A – Schedule of Assessments and are shown on a per interval basis in Appendix A – Calculation of Assessments.

Section 22 benefits represent the estimated value provided to the property by the works based on the following benefit categories: Direct Outlet (ability of a property to connect directly to the new drain), Improved Drainage (improved drainage along the length of the drain crossing a property), Subsurface Service Area (size of land area that is or could be directly connected via subsurface tile drains) and Cut-off Benefit (when the Drain diverts flow away from an area).

Table 13.2-1 – Section 22 Benefit Assessments

<u>Roll No.</u>	<u>Description</u>	<u>MAIN DRAIN</u>
010-16200	- For improved sub-surface service area	\$600
	- For improved drainage along drain	\$11,700
	- For improved outlet	\$5,000
010-17600	- For improved sub-surface service area	\$2,200
	- For improved drainage along drain	\$9,000
	- For improved outlet	\$10,000
020-008-01500	- For improved sub-surface area	\$600
	- For improved outlet	\$800
010-001-37200	- For improved direct outlet	\$30,000
Gerber Road	- For improved sub-surface service area	\$10,700
TOTAL BENEFIT		\$80,600

13.3 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, as outlined in the *Drainage Guide*. 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 13.3-1 – Runoff Factors Table.

Table 13.3-1 – Runoff Factors Table

Land Use	Runoff factor
Agricultural	1.0
Forest/swamp	0.5
Residential	2.0
Gravel Road	2.0
Paved Road	3.0

13.4 Special Benefit Assessment (Section 24)

Section 24 of the Drainage Act states that the engineer may assess for special benefit any lands for which special benefits have been provided by the drainage works.

Special benefit is assessed to lands for costs associated with a requested improvement above the current design standards. The increase in tile size to accommodate a proposed development has been assessed as a special benefit based on the following table.

Table 13.4-1 – Section 24 Special Benefit Assessments

<u>Roll No.</u>	<u>Description</u>	<u>MAIN DRAIN</u>
010-001-37200	- For increase in tile size	\$130,000
TOTAL SPECIAL BENEFIT		\$130,000

13.5 Increased Cost (Special) Assessments (Section 26)

Section 26 of the Drainage Act directs that any increased cost due to a public utility or road authority shall be paid for by that utility or road. This assessment is known as a Special Assessment.

The estimated special assessments are presented in Table 13.5-1 - Estimated Special Assessments. The equivalent drain cost is based on the length of Drain affected by the road allowance or utility right of way and the normal cost of drain construction. The increased cost caused by the road or utility is determined by subtracting the equivalent drain cost from the construction and engineering costs.

Table 13.5-1 - Estimated Special Assessments

Location	Main Drain
Road/Railroad/Utility	Gerber Road
Authority/Owner	Township of Wellesley/ Township of Wilmot
Construction Cost	\$76,000
+ Engineering Cost	\$21,400
+ Section 73 Costs	\$0
- Equivalent Drain Cost	\$1,200
+ Net HST	\$1,690
= Estimated Special Assess.	\$97,890

Actual special assessments are non-proratable and will be determined after construction using the actual construction and engineering costs. Any additional Section 26 costs identified by the engineer will be included with the actual special assessment where appropriate.

The road authority or utility may elect to construct the Drain within their right of way with their forces. In this case, the special assessment is calculated by inserting zero for the construction cost.

If there are increased costs to the drain project due to a utility or road not listed in the table above, a Special Assessment will be based on the actual costs incurred.

13.6 Assessment Schedules

In the assessment schedules, 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 current 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.

13.6.1 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.

Section 24 Special Benefits and Section 26 Increased Cost Assessments are considered non-proratable and will be directly assessed to the listed roll number, road or utility based on actual costs for specific work.

Section 22 Benefits and Section 23 Outlet assessments are proratable, and will be adjusted at the conclusion of the project using the actual drain cost and a pro rata application of the cost distribution shown in Schedule A.

13.6.2 Schedule B -Schedule of Assessments for Maintenance

In accordance with Section 74 of the Act, each municipality shall be responsible for the maintenance of the portion of drain within their municipal boundary, and the cost

of maintenance assessed to lands and roads upstream of the maintenance location, pro rata with the amounts in Schedule B.

Schedule B \$ amounts are listed for calculating share of future maintenance costs. Schedule B \$ amounts will not be included in the actual cost levy for construction of this Drain.

Schedule B provides separate columns for each interval of the drain to identify upstream lands and roads. For any parcel, the future maintenance assessment will be computed by summing that parcel's share of the maintenance cost for all intervals upstream of the maintenance location.

13.6.3 Schedule C – Schedule for Actual Cost Bylaw

After the construction of the Drain is certified complete by the Engineer, the initiating municipality, the Township of Wellesley, will determine the actual cost of the Drain. Non-proratable assessments identified in Schedule A will be updated using actual costs.

After deducting actual non-proratable assessments from the actual total drain cost, the remainder will be assessed pro rata using Schedule C.

Net assessments are determined by deducting allowance and grant amounts where applicable. Eligibility for grant will be confirmed by the initiating 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.

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

15 PRIVACY OF LANDS

Although a right of way for each municipality exists along the Drain and along access routes identified in this report for future maintenance, the land 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 under the Act include: Engineers, Contractors and the Drainage Superintendent and/or their assistants.

16 MAINTENANCE

Section 74 of the Act requires each municipality shall maintain the portion of drain within their municipal boundary with the cost of maintenance assessed to the upstream lands and roads pro rata with the assessments in Schedule B.

16.1 The Drain For Future Maintenance

The Paff Drain 2025, for the purpose of future maintenance is to include all concrete tile, solid plastic pipe, catchbasins, road crossing berms and stilling pools as defined and constructed in accordance with the drawings and special provisions of this report. work constructed in accordance with the drawings and special provisions of this report.

In accordance with Section 19 of the Act, the entirety of the existing Paff Drainage Works will hereby abandoned of status under the Drainage Act.

16.2 General

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

A right-of-way along the drain and access routes to the Drain exist for each municipality to maintain the Drain. The right-of-way for the Drain, as described in this report shall remain free of obstructions. Costs to remove obstructions from the maintenance right-of-way will be assessed to the owner.

The cost of cleaning through road crossings shall be assessed to upstream lands and roads in accordance with Schedule B. The cost of replacing, repairing and/or maintaining any road culverts or crossings shall be assessed fully to the road authority. The road authority may elect to complete such work with their own forces, provided the work is completed in a timely manner and maintains the function of the Drain.

16.3 Updating Future Maintenance Schedules

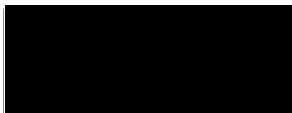
To ensure future maintenance assessments are equitable, the assessments provided in this report should be reapportioned under Section 65 when severances or amalgamations occur or when new lands are connected to the Drain or when a land-use change occurs that can be accommodated by the existing Drain. 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.

17 BYLAW

This report including the drawings and specifications, assessment schedules and appendices, 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.



Thomas Jackson, P. Eng.



October 9, 2025

**SCHEDULE A - SCHEDULE OF ASSESSMENTS FOR CONSTRUCTION
PAFF DRAIN 2025
TOWNSHIP OF WELLESLEY /
TOWNSHIP OF WILMOT**

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			Main Drain			
Con	Lot	Roll Number (Owner)	Total ha affected	Benefit (Sec. 22)	Special (Sec. 26)	Outlet (Sec. 23) Total
<i>Township of Wellesley (Roll No. 30-24-)</i>						
1 Eastern Div.	13	010-001-37200 (Strohvest Ontario Inc.)	15.0	160,000	0	49,175 209,175
1 Eastern Div.	13	020-008-01500 (W. & R. Kuntze)	6.1	1,400	0	11,590 12,990
1 Eastern Div.	13	020-008-01400 (M. & N. Jantzi)	0.03	0	0	114 114
Subtotal Township of Wellesley (Lands):			21.1	161,400	0	60,879 222,279
<i>Township of Wellesley</i>						
		1/2 Gerber Road (Wellesley)	0.35	5,350	48,945	1,881 56,176
Subtotal Township of Wellesley (Roads & Utilities):			0.4	5,350	48,945	1,881 56,176
<i>Township of Wilmot (Roll No. 30-18-090-)</i>						
1 Eastern Div.	13	010-16200 (K. Gerber)	4.0	17,300	0	2,500 19,800
1 Eastern Div.	13	010-17000 (A. Buehrle)	0.0	0	0	0 0
1 Eastern Div.	13	010-17600 (B. Bartlett & J. Robson)	4.2	21,300	0	4,269 25,569
Subtotal Township of Wilmot (Lands):			8.2	38,600	0	6,769 45,369
<i>Township of Wilmot</i>						
		1/2 Gerber Road (Wilmot)	0.35	5,350	48,945	1,881 56,176
Subtotal Township of Wilmot (Roads & Utilities):			0.4	5,350	48,945	1,881 56,176
TOTAL ASSESSMENT PAFF DRAIN:			30.0	210,700	97,890	71,410 380,000

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 Township.
For convenience the owner's names as shown by the last revised assessment roll have also been included.

October 9, 2025

**SCHEDULE B - SCHEDULE OF ASSESSMENTS
FOR FUTURE MAINTENANCE
PAFF DRAIN 2025
TOWNSHIP OF WELLESLEY /
TOWNSHIP OF WILMOT**

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Roll No. (Owner)	MAIN DRAIN			
	Interval 1		Interval 2	
	0+000 to 0+223		0+223 to 0+449	
	\$	%	\$	%
<i>Township of Wellesley (Roll No. 30-24-)</i>				
010-001-37200 (Strohvest Ontario Inc.)	300	3.87	500	2.49
Lot 1	50	0.64	100	0.50
Lot 2	50	0.64	100	0.50
Lot 3	50	0.64	100	0.50
Lot 4	50	0.64	100	0.50
Lot 5	50	0.64	100	0.50
Lot 6	50	0.64	100	0.50
Lot 7	50	0.64	100	0.50
Lot 8	50	0.64	100	0.50
Lot 9	50	0.64	100	0.50
Lot 10	50	0.64	100	0.50
Lot 11	50	0.64	100	0.50
Lot 12	50	0.64	100	0.50
Lot 13	50	0.64	100	0.50
Lot 14	50	0.64	100	0.50
Lot 15	50	0.64	100	0.50
Lot 16	50	0.64	100	0.50
Lot 17	50	0.64	100	0.50
Lot 18	50	0.64	100	0.50
Lot 19	50	0.64	100	0.50
Lot 20	50	0.64	100	0.50
Lot 21	50	0.64	100	0.50
Lot 22	50	0.64	100	0.50
Lot 23	50	0.64	100	0.50
Lot 24	50	0.64	100	0.50
Lot 25	50	0.64	100	0.50
Lot 26	50	0.64	100	0.50
Lot 27	50	0.64	100	0.50
Lot 28	50	0.64	100	0.50
Lot 29	50	0.64	100	0.50
Lot 30	50	0.64	100	0.50
Lot 31	50	0.64	100	0.50
Lot 32	50	0.64	100	0.50
Lot 33	50	0.64	100	0.50
Lot 34	50	0.64	100	0.50

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**SCHEDULE B - SCHEDULE OF ASSESSMENTS
FOR FUTURE MAINTENANCE
PAFF DRAIN 2025
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	MAIN DRAIN			
	Interval 1		Interval 2	
	0+000 to 0+223		0+223 to 0+449	
Lot 35	50	0.64	100	0.50
Lot 36	50	0.64	100	0.50
Lot 37	50	0.64	100	0.50
Lot 38	50	0.64	100	0.50
Lot 39	50	0.64	100	0.50
Lot 40	50	0.64	100	0.50
Lot 41	50	0.64	100	0.50
Lot 42	50	0.64	100	0.50
Lot 43	50	0.64	100	0.50
Lot 44	50	0.64	100	0.50
Lot 45	50	0.64	100	0.50
Lot 46	50	0.64	100	0.50
Lot 47	50	0.64	100	0.50
Lot 48	50	0.64	100	0.50
Lot 49	50	0.64	100	0.50
Lot 50	50	0.64	100	0.50
Lot 51	50	0.64	100	0.50
Lot 52	50	0.64	100	0.50
Lot 53	50	0.64	100	0.50
Lot 54	50	0.64	100	0.50
Lot 55	50	0.64	100	0.50
Lot 56	50	0.64	100	0.50
Lot 57	50	0.64	100	0.50
Lot 58	50	0.64	100	0.50
Lot 59	50	0.64	100	0.50
Lot 60	50	0.64	100	0.50
Lot 61	50	0.64	100	0.50
Lot 62	50	0.64	100	0.50
Lot 63	50	0.64	100	0.50
Lot 64	50	0.64	100	0.50
Lot 65	50	0.64	100	0.50
Lot 66	50	0.64	100	0.50
Lot 67	50	0.64	100	0.50
Lot 68	50	0.64	100	0.50
Lot 69	50	0.64	100	0.50
Lot 70	50	0.64	100	0.50
Lot 71	50	0.64	100	0.50

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**SCHEDULE B - SCHEDULE OF ASSESSMENTS
FOR FUTURE MAINTENANCE
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	MAIN DRAIN			
	Interval 1		Interval 2	
	0+000 to 0+223		0+223 to 0+449	
Lot 72	50	0.64	100	0.50
Lot 73	50	0.64	100	0.50
Lot 74	50	0.64	100	0.50
Block 1	100	1.28	200	1.00
Block 2	100	1.28	200	1.00
Block 3	100	1.28	200	1.00
Block 4	100	1.28	200	1.00
Block 5	100	1.28	200	1.00
Block 6	100	1.28	200	1.00
Block 7	100	1.28	200	1.00
Block 8	100	1.28	200	1.00
Block 9	100	1.28	200	1.00
Block 10	100	1.28	200	1.00
Block 11	100	1.28	200	1.00
Block 12	100	1.28	200	1.00
Block 13	50	0.64	100	0.50
Block 15	50	0.64	100	0.50
020-008-01500 (W. & R. Kuntze)	200	2.56	400	2.01
020-008-01400 (M. & N. Jantzi)	0	0.00	0	0.00
Total Assessment on Township of Wellesley Lands:	5,500	70.43	10,900	54.50
<i>Township of Wellesley</i>				
1/2 Gerber Road (Wellesley)	200	2.57	3,550	17.75
Street A	200	2.57	400	2.00
Street B	200	2.57	400	2.00
Street C	200	2.57	400	2.00
Street D	200	2.57	400	2.00
Street E	200	2.57	400	2.00
Total Assessment on Township of Wellesley Roads:	1,200	15.42	5,550	27.75

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**SCHEDULE B - SCHEDULE OF ASSESSMENTS
FOR FUTURE MAINTENANCE
PAFF DRAIN 2025
TOWNSHIP OF WELLESLEY /
TOWNSHIP OF WILMOT**

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	MAIN DRAIN			
	Interval 1		Interval 2	
	0+000 to 0+223		0+223 to 0+449	
<i>Township of Wilmot (Roll No. 30-18-090-)</i>				
010-16200 (K. Gerber)	400	5.15	0	0.00
010-17000 (A. Buehrle)	0	0.00	0	0.00
010-17600 (B. Bartlett & J. Robson)	500	6.43	0	0.00
Total Assessment on Township of Wilmot Lands:	900	11.58	0	0.00
<i>Township of Wilmot</i>				
1/2 Gerber Road (Wilmot)	200	2.57	3,550	17.75
Total Assessment on Township of Wilmot Roads:	200	2.57	3,550	17.75
TOTAL ASSESSMENTS ON PAFF DRAIN:	7,800	100.00	20,000	100.00

1. Agricultural designation not included as grant eligibility has to be confirmed at the time of maintenance cost levy
2. \$ amounts above are listed solely for calculating percentages (share of future maintenance costs) and will not be levied with the final cost of the drainage works

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**SCHEDULE C - SCHEDULE FOR ACTUAL COST BYLAW
PAFF DRAIN 2025
TOWNSHIP OF WELLESLEY /
TOWNSHIP OF WILMOT**

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Con	Lot	Owner	Ha. Affected	Estimated Gross	1/3 Grant	Allowances	NET
Township of Wellesley (Roll No. 30-24-)							
	1 Eastern Div.	13 010-001-37200 (Strohvest Ontario Inc.)	15.0	209,175	0	0	209,175
F	1 Eastern Div.	13 020-008-01500 (W. & R. Kuntze)	6.1	12,990	4,330	0	8,660
	1 Eastern Div.	13 020-008-01400 (M. & N. Jantzi)	0.0	114	0	0	114
Subtotal Township of Wellesley (Lands):			21.1	222,279	4,330	0	217,949
Township of Wellesley							
		1/2 Gerber Road (Wellesley)	0.4	56,176	0	0	56,176
Subtotal Township of Wellesley (Roads & Utilities):			0.4	56,176	0	0	56,176
Township of Wilmot (Roll No. 30-18-090-)							
F	1 Eastern Div.	13 010-16200 (K. Gerber)	4.0	19,800	6,600	4,800	8,400
	1 Eastern Div.	13 010-17000 (A. Buehrle)	0.0	0	0	0	0
F	1 Eastern Div.	13 010-17600 (B. Bartlett & J. Robson)	4.2	25,569	8,523	6,450	10,596
Subtotal Township of Wilmot (Lands):			8.2	45,369	15,123	11,250	18,996
Township of Wilmot							
		1/2 Gerber Road (Wilmot)	0.4	56,176	0	0	56,176
Subtotal Township of Wilmot (Roads & Utilities):			0.4	56,176	0	0	56,176
TOTAL ASSESSMENT PAFF DRAIN:			30.0	380,000	19,453	11,250	349,297

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.
- Actual Gross Assessment is determined based on the final actual costs, following construction.
- Actual Net Assessment will be the amount levied to the owner of the parcel at the end of the project
(Net Assessments subtract Allowances and the anticipated 1/3 grant from the Gross Assessment)

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APPENDIX A - Calculation of Assessments
PAFF DRAIN 2025
TOWNSHIP OF WELLESLEY /
TOWNSHIP OF WILMOT

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		Main Drain																	
		Interval 1								Interval 2						Main Drain			
		Station	0+000		to		0+223		Station	0+223		to		0+449		Total			
ESTIMATED COST	Allowances					4,700								6,650		11,350			
	Construction					100,700								154,700		255,400			
	Engineering					30,200								46,400		76,600			
	Construction Supervision					8,100								12,400		20,500			
	Administration					4,200								5,745		9,945			
	Net HST					2,445								3,760		6,205			
	TOTAL					150,345								229,655		380,000			
Roll No. (Owner)	Total Ha Affected	Run-off Factor	Total ha Adjusted	Benefit (Sec. 22)	Special Benefit	Special (Sec. 26)	Adj Ha	Outlet (Sec. 23)	Benefit (Sec. 22)	Special Benefit	Special (Sec. 26)	Adj Ha	Outlet (Sec. 23)	Total Benefit	Total Special	Total Outlet	Total		
Township of Wellesley (Roll No. 30-24-)																			
010-001-37200 (Strohvest Ontario Inc.)	15.0	1.0	25.9	15,000	70,000	-	25.9	26,303	15,000	60,000	-	25.9	22,872	160,000	-	49,175	209,175		
020-008-01500 (W. & R. Kuntze)	6.1	1.0	6.1	600		-	6.1	6,200	800		-	6.1	5,391	1,400	-	11,590	12,990		
020-008-01400 (M. & N. Jantzi)	0.03	2.0	0.1	-		-	0.1	61	-		-	0.1	53	-	-	114	114		
Subtotal Township of Wellesley (Lands):	21.1	4.0	32.0	15,600	70,000	-	32.0	32,564	15,800	60,000	-	32.0	28,316	161,400	-	60,879	222,279		
Township of Wellesley																			
1/2 Gerber Road (Wellesley)	0.35	3.0	1.0	-		-	1.0	1,006	5,350		48,945	1.0	875	5,350	48,945	1,881	56,176		
Subtotal Township of Wellesley (Roads & Utilities):	0.4	3.0	1.0	-	-	-	1.0	1,006	5,350	-	48,945	1.0	875	5,350	48,945	1,881	56,176		
Township of Wilmot (Roll No. 30-18-090-)																			
010-16200 (K. Gerber)	4.0	0.6	2.5	17,300		-	2.5	2,500	-		-	-	-	17,300	-	2,500	19,800		
010-17000 (A. Buehrle)	-	-	-	-		-	-	-	-		-	-	-	-	-	-	-		
010-17600 (B. Bartlett & J. Robson)	4.2	1.0	4.2	6,100		-	4.2	4,269	15,200		-	-	-	21,300	-	4,269	25,569		
Subtotal Township of Wilmot (Lands):	8.2	1.6	6.7	23,400	-	-	6.7	6,769	15,200	-	-	-	-	38,600	-	6,769	45,369		
Township of Wilmot																			
1/2 Gerber Road (Wilmot)	0.35	2.8	1.0	-		-	1.0	1,006	5,350		48,945	1.0	875	5,350	48,945	1,881	56,176		
SubtotalTownship of Wilmot (Roads & Utilities):	0.4	2.8	1.0	-	-	-	1.0	1,006	5,350	-	48,945	1.0	875	5,350	48,945	1,881	56,176		
TOTAL ASSESSMENT PAFF DRAIN:																			
	30.0	11.4	40.7	39,000	70,000	-	40.7	41,345	41,700	60,000	97,890	34.0	30,066	210,700	97,890	71,410	380,000		

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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 AND CONTRACT SECURITY

Tenders are to be submitted for the complete works or a portion thereof, as instructed by the Municipality. The Schedule of Tender Prices must be completed and provided with the Contractor's tender.

A Tender Deposit in the form of a certified cheque, bank draft, bonding, or other security acceptable to the Municipality must accompany each tender as a guarantee of good faith. The Tender Deposit shall name the Municipality as the payee. Refer to the Instructions to Tenderers for additional Tender Deposit information and Contract Security requirements.

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. If site examination requires entry onto privately owned lands, the Tenderer shall contact the Drainage Superintendent at least one week prior to the tender closing date to arrange site examination with the Drainage Superintendent.

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/contract document are provided for the convenience of the Tenderer. The Tenderer shall 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 Tenderer's 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, where specified in the tender/contract document. 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.

Refer to Standard Specifications 400.2, 400.11, 400.20, 400.21, 400.25 and 400.26 for notification requirements related to the *PRE-CONSTRUCTION MEETING, BENCHMARKS AND LAYOUT, WORKING IN ROAD ALLOWANCES, LANEWAYS AND ACCESS CROSSINGS, LIVESTOCK, AND STANDING CROPS*.

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 determines that damages have been sustained by the Municipality or 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 NOTICE FOR RESUMPTION OF WORK

If the Contractor leaves the job site for a period of time after initiation of work, a minimum of 2 working days advance notice shall be given to the Engineer and the Municipality before returning to the job site to resume work. If any work is resumed without the advance notice, the Contractor shall be fully responsible for all such work undertaken prior to said notification and shall make good any works or materials judged to be inadequate.

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*, including, but not limited to the requirements related to hazardous materials, physical agents and designated substances. Contractor must 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 equal to the value of the work completed to date, less applicable holdbacks, will be made to the Contractor monthly or at the completion of the work. The Contractor may be required to provide a Proper Invoice for the progress payment amount. In accordance with the *Construction Act, R.S.O. 1990*, sixty (60) days after certification of substantial performance, the 10% Statutory Holdback will be released. Warranty Holdback of 3% of the contract value, unless specified otherwise in the tender/contract documents, may be reserved by the Municipality for one year after certification of substantial performance.

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

After certification of substantial performance, the Warranty Holdback may be used by the Municipality 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 to remedy the defect in construction and/or materials.

Where alterations to the work are authorized by the Engineer, the Engineer's evaluation of payment for such changes shall consider the tendered price for similar work item(s). See Specification 400.8 – *Alterations to Work*.

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 suppliers for labour or materials.
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 if 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 tender/contract documents for liquidated damages for each and every calendar day delay, including Saturdays, Sundays and Statutory Holidays, spent 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 tender/contract document 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 material disposal, the Contractor shall comply with applicable laws and provide the Engineer with a release signed by or on behalf of the owner of each material 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 Certificate of Substantial Performance 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 end of the warranty period for the entire work, 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 name the Municipality, K. Smart Associates Limited, and such additional parties as may be required by the Municipality or K. Smart Associates Limited, as additional insured thereunder and shall protect all named parties 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.

400 STANDARD SPECIFICATIONS FOR CONSTRUCTION OF DRAINS

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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 shall arrange a pre-construction meeting with the Engineer, Municipality, and affected landowners prior to commencement of construction. The Contractor shall provide at least ten working days advance notice of the pre-construction meeting. Construction shall not commence less than five working days after the pre-construction meeting to allow time for layout and crop salvage.

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

The cost to coordinate and attend the pre-construction meeting, including any follow-up meetings, is considered incidental and shall be included in the price of other tender items.

400.3 COLD WEATHER

When working in cold weather is approved by the Engineer, the Contractor shall provide suitable means for heating, protection of the work, 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 to protect the work, shall be borne by the Contractor. All backfilling shall occur 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 failure that may result from work in cold weather.

400.4 WORKING AREA

Unless otherwise specified on the Drawings, the working area is defined as follows:

- Where any part of the drain is on a road allowance, the road allowance shall be the working area.
- If any part of the drain is close to a property line, then the property line shall be one of the limits of the working area.
- For a closed drain, the working area shall not exceed 25 metres. A 10m x 10m working area exists around any catchbasin, junction box or access point.
- For an open drain, the working area shall be 17 metres wide on the side for leveling and 3 metres wide on the opposite side.
- A 10m wide working area shall exist for any overflow swale or grassed waterway.

400.5 PROPERTY BARS AND MONUMENTS

All property bars and monuments shall be protected. If a property bar or monument is shown on the Drawings with a note "***to be protected***", or similar, and is damaged by the Contractor, the damaged bar(s) shall be reinstated by an Ontario Land Surveyor at the Contractor's expense.

400.6 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. No other access routes shall be used unless first approved by the Engineer and the affected landowner. The Contractor shall notify each landowner prior to using the designated access routes. Standard Specifications 400.24 - *FENCES*, 400.25 - *LIVESTOCK*, and 400.26 - *STANDING CROPS* also apply to access routes. The Contractor shall make good any damages caused by using the designated access routes. Costs to restore access routes to existing conditions shall be borne by the Contractor.

400.7 ACCESS TO PROPERTIES ADJOINING THE WORK

The Contractor shall provide at all times and at no additional cost, access to private properties adjoining the work, unless otherwise authorized by the Engineer. Where interruptions to access have been authorized by the Engineer, a minimum of 48 hours written notice shall be given by the Contractor to the affected landowners and such interruptions shall be arranged to minimize interference to those affected.

400.8 ALTERATIONS TO WORK

Design changes determined by the Engineer (alteration, additions, and deletions) shall be implemented by the Contractor without delay and shall in no way render the contract void.

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 design 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.

Additional work desired by the 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 Engineer reviews the additional work in advance. Such additional work is not part of the drainage works for future maintenance.

400.9 ERRORS AND UNUSUAL CONDITIONS

The Contractor shall notify the Engineer immediately of any "*errors or unusual conditions*" which may be found. Any attempt by the Contractor to correct an "*error*" without notice to the Engineer is at the Contractor's risk and expense. The Engineer shall determine necessary steps to correct errors or address unusual conditions. The contract amount shall be adjusted through 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 applicable Provincial and/or Municipal standards. If any materials supplied by the Contractor fail to meet the applicable standards, the Contractor shall bear full responsibility to remove all rejectable materials and replace with acceptable materials.

400.11 BENCHMARKS AND LAYOUT

The Engineer will layout the location of the proposed work unless otherwise provided in the Contract.

It is the Contractor's responsibility to confirm the location and elevation of benchmarks and layout stakes prior to construction and notify the Engineer immediately of any discrepancies.

The Contractor shall be liable for the cost of replacing any benchmarks or layout stakes destroyed during construction. The Contractor shall also be liable for the cost of additional layout if the Contractor's schedule delay requires replacement of original layout stakes.

400.12 INSPECTION OF UNDERGROUND WORK

The Contractor shall not cover up any work without providing the Engineer two working days notice and opportunity for carrying out an inspection.

If inspection does not occur as the work proceeds, inspection points shall be provided, with no additional payment, at the following locations: 50m intervals, tile connections, grade changes, junction boxes, fittings and pipe diameter/material transitions. If no inspection points are provided, the Engineer reserves the right to require the Contractor to expose the buried work for inspection purposes.

No additional payment will be made if the Engineer requires additional inspection points or exposure of covered work in other locations.

400.13 FINAL INSPECTION

Final inspection by the Engineer will occur after receiving written notice from the Contractor that work is complete. All the work included in the contract shall, at the time of final inspection, be completed to the dimensions and cross-sections shown on the Drawings.

Prior to issuing the certificate of substantial performance, a final inspection meeting may be held by the Engineer with landowners directly affected by the construction of the drain. The Contractor shall attend this meeting upon notice by the Engineer.

If there is no final inspection meeting with the Engineer, the Contractor shall obtain from each landowner a written statement indicating that the work has been performed to the landowner'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 certificate of substantial performance.

The cost of attending the final inspection meeting and/or obtaining written statements from landowners, including any follow-up meetings, is considered incidental and shall be included in price of other tender items.

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 certificate of substantial performance.

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 final acceptance by the Municipality and release of Warranty Holdback, the Contractor shall complete all work as directed by the Engineer, remove all debris and surplus materials, and leave the work neat and presentable.

400.15 PIPE 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 concrete tile, 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 length of concrete drain tile shall be 1200mm.

All tile shall be of good quality, free from distortions and cracks and shall meet the standards specified. The ends shall be smooth and free from cracks. The Engineer reserves the right to reject unacceptable tiles. All rejected tiles are to be immediately removed from the site at the Contractor's expense.

400.15.2 Corrugated Plastic Tubing

Corrugated plastic tubing shall conform to the current version of the *Land Improvement Contractors of Ontario Standard Specification for Corrugated Plastic Drainage Tubing*.

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. The Contractor shall protect coils of plastic tubing from damage and deformation.

400.15.3 Smooth Wall Plastic Tubing

Smooth wall plastic tubing shall be dual-wall, high density polyethylene and conform to the requirements of the most recent ASTM 3390 specification for *"lined flexible corrugated polyethylene pipe"* for land drainage applications.

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. The Contractor shall protect coils of smooth wall plastic tubing from damage and deformation.

400.15.4 Corrugated Steel Pipe

Corrugated Steel Pipe (CSP) shall be according to OPSS.MUNI 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.

400.15.5 HDPE Pipe

Material indicated as "HDPE Pipe" or "Solid Plastic Pipe" shall be a high density polyethylene, dual-wall corrugated pipe with smooth inner wall, solid with no perforations, and minimum pipe stiffness at 320 kPa at 5% deflection certified to CSA B182.8, in accordance with OPSS.MUNI 1840.

When HDPE pipe is installed under a road right-of-way, private laneways or parking areas, the pipe joints shall be bell and spigot with rubber gaskets (CSA 182.8, Type 1) so that joints are watertight.

When HDPE pipe is specified for use on private lands, acceptable joints may be bell and spigot with rubber gaskets, or snap-on or split couplers (CSA 182.8, Type 3) so that joints are soil tight.

All fittings shall be injection molded HDPE.

400.15.6 Concrete Sewer Pipe

Concrete sewer pipe shall be in accordance with OPSS 1820.

Concrete sewer pipe shall be reinforced circular concrete pipe according to CSA A257.2 with joints and gaskets according to CSA A257.3.

Where specified, reinforced elliptical concrete sewer pipe, joints and gaskets shall be according to ASTM C 507M.

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

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 geotextile.

400.16 RIPRAP

All riprap is to be placed on a geotextile underlay, unless directed otherwise in the Drawings. Geotextile material shall be as specified in Specification 400.17 - *GEOTEXTILE*, with the upstream edge of the geotextile keyed down 300mm below the bottom of riprap. The riprap is to be graded heavy angular stone (quarry stone is recommended) and shall meet gradation requirements for R-50 riprap per OPSS.MUNI 1004 Table 8 (averaging in size from 210mm to 305mm) and is to be placed at 300mm thickness, unless otherwise specified. Smaller particles may be included to fill voids. The finished top of riprap shall be at design cross-section, at design elevation or flush with existing ground.

400.17 GEOTEXTILE

Geotextile to be non-woven fabric that is rot proof, non-biodegradable, chemically resistant to acidic and alkaline soils and is dimensionally stable under different hydraulic conditions (Terrafix 360R or equal). Alternative geotextile materials shall be submitted to the Engineer prior to construction. The primary function of geotextile is to act as a highly permeable, non-clogging barrier between different materials. The Contractor shall follow the manufacturer's recommendations for cutting, installation and precautions necessary to avoid damage to the geotextile.

400.18 BACKFILL

Where sufficient clean on-site material is not available, the Contractor shall import material for backfill. Any imported material shall be approved by the Engineer in advance of supply & placement. Imported material shall be free of deleterious material and shall satisfy the requirements of O. Reg. 406/19 for use in the location proposed. If requested by the Engineer, the Contractor shall provide test results at no additional cost to demonstrate conformance with project requirements. If non-conforming materials are rejected by the Engineer, they shall be removed at no additional cost.

If the work is being performed during winter months, frozen material shall not be used as backfill under roads or any other areas where settlement could negatively affect the surface above the work area.

400.19 NOTIFICATION OF ROAD AUTHORITIES, UTILITIES AND RAILROADS

The Contractor shall notify any Road Authority, Utility, or Railroad at least two working days in advance regarding work to be performed on their property or affecting their infrastructure. Where a Road Authority, Utility or Railroad has specific notification requirements, those requirements shall apply. The notice will be in writing and is exclusive of Saturdays, Sundays and Holidays. The Contractor is responsible to determine, understand and comply with the requirements of all authorities that may place restrictions upon the performance of the work, including without limitation, MTO, local utilities and railway authorities. In

submitting the tender, the Contractor represents that they have made all necessary inquiries to all authorities, as required, to carry out the proposed work.

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 and the requirements of the Road Authority.

400.20.2 Maintenance of Traffic

Unless directed otherwise on the drawings or in the specifications, the Contractor shall keep roads open to traffic at all times. The Contractor shall provide suitable warning signs and/or flagging per OTM Book 7 requirements to the satisfaction of the Road Authority and the Engineer. Where specified in the Contract or when requested by the Engineer, the Contractor shall provide a Traffic Control Plan to the satisfaction of the Road Authority and the Engineer at no additional cost.

If road closure is required, the Contractor shall submit a Detour Plan for approval by the Road Authority and Engineer. The Contractor shall provide all signage for the detour route per OTM Book 7 and undertake all notifications required for the road closure in consultation with the Municipality.

400.20.3 Road Crossings

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

General/Pre-Construction Phase

- A Road Authority will supply no labour, equipment, or materials for the construction of the road crossing.
- The Contractor shall not commence road crossing work until any required permits have been obtained.
- The Contractor shall notify the Road Authority, per the Road Authority's notification requirements, in advance of any construction in the road allowance. If the Road Authority has no notification requirements, at least 3 working days written notice shall be given.
- At least 2 working days prior to starting road crossing work, the Contractor shall confirm with the Municipality that EMS, OPP and Fire Department have been properly notified of any detours or road closures.

Construction Phase

- Exact location of the crossing shall be verified with the Road Authority and the Engineer.
- Pipe bedding shall be a minimum 150mm depth of Granular A, shaped for the pipe and compacted to 98% SPMDD.
- Pipe cover shall be Granular B, compacted to 98% SPMDD and extend 300mm above the top of the pipe.
- Trench shall be backfilled with acceptable native material for the base width of the road base. Trench backfill material shall be placed in lifts not exceeding 300mm in depth and shall be thoroughly compacted to 95% SPMDD. Trench backfill (subgrade) shall be inspected and approved by the Engineer prior to the placement of road base granular material.
- Road base granular material shall be placed in lifts not exceeding 300mm in depth and shall be compacted to 100% SPMDD. Unless otherwise specified, road base shall consist of minimum 450mm of Granular B and minimum 150mm of Granular A.
- Any surplus excavated material within the road allowance shall be disposed of per the Road Authority's requirements.
- The Contractor shall restore the road surface to the satisfaction of the Engineer and Road Authority requirements.

Warranty Phase

- The 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.

- 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 per OTM Book 7 requirements.
- If the Engineer deems a road 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.
- All road crossings shall meet the final approval of the Road Authority at the end of the warranty period.

400.21 LANEWAYS AND ACCESS CROSSINGS

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

General/Pre-Construction Phase

- The Contractor shall notify the landowner(s) at least 1 working day prior to impacting laneway access.

Construction Phase

- Pipe shall be on suitable, undisturbed, native material. If native material is deemed unsuitable by the Engineer, pipe shall be placed on 300mm depth of 19mm clear stone, wrapped in geotextile.
- Pipe bedding, cover and trench backfill shall be suitable native material placed in lifts not exceeding 300mm in depth and shall be thoroughly compacted to 95% SPMDD.
- Top 450mm of laneway backfill shall consist of minimum 300mm depth of Granular B and minimum 150mm depth of Granular A, compacted to 98% SPMDD, and shall be placed in lifts not exceeding 300mm in depth.
- Where pipe cover is minimal, laneway backfill may consist of minimum 300mm depth of Granular A, compacted to 98% SPMDD, subject to approval by the Engineer.
- Unless otherwise specified, the Contractor shall restore the laneway surface and dimensions to existing conditions, to the satisfaction of the Engineer.

Warranty Period Phase

- The Contractor shall be responsible for correcting any backfill settlement during construction and warranty period.

400.22 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 public and private utilities located.

Upon the request of the Utility owner or the Engineer, utilities shall be exposed to confirm there are no utility conflicts and adequate clearance is provided between existing utilities and the proposed work. In the case of utility conflict(s) or inadequate clearance(s), the Contractor shall notify the Engineer immediately. The Engineer may change the proposed design in accordance with Specification 400.8 - *ALTERATIONS TO WORK*.

Unless otherwise provided in the tender, the cost of exposing utilities, including the use of hydrovac methods, shall be included in the price of other tender items. Additional payment will be allowed for relocation of utilities if conflicts are encountered.

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.

400.23 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 possible, 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, which 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 is within a fenced field containing livestock that are evident or have been made known to the Contractor, the Contractor shall notify the owner at least two working days in advance of accessing 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.

The Contractor shall adequately re-erect all fences at the end of each working day, unless the owner provides written approval for the fences to remain open until construction is complete. No field containing livestock shall have a trench left open at the end of the working day, unless the trench has been adequately protected with fencing. 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 and designated access routes for the drain. However, the Contractor shall notify the owner of upcoming work that will damage/destroy crops at least two working days prior to commencement of construction 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 held liable for the loss of the standing crops if harvest could have reasonably been achieved by the owner if proper notice had been given by the Contractor.

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.

400.27.9 Clearing by Landowner

Wherever the Contract indicates 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 TOPSOIL

The Contractor shall strip, stockpile and salvage all existing topsoil within the disturbance limit of construction activities. The salvaged topsoil shall then be used to restore disturbed areas to the satisfaction of the Engineer. Disposal of excess topsoil shall be approved by the Engineer, and shall be disposed of at an approved disposal site.

Unless specified otherwise, the cost to remove, handle, haul, stockpile, salvage, dispose, supply and place topsoil, including all labour, material and equipment, shall be included in the price of other tender items.

400.29 BEDROCK REMOVAL**400.29.1 General**

This section applies to bedrock and boulders that are greater than one-half cubic meter in size and that require blasting or hoe-ram removal. Bedrock or boulders that can be removed with an excavator bucket are not considered bedrock removal for the purposes of this section.

400.29.2 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 bedrock removal.

400.29.3 Typical Sections and Pay Limits

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

For open drains, bedrock 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 bedrock when excavation is completed.

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

400.29.4 Disposal of Bedrock

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

Where approved by the Engineer, excavated bedrock may be used in place of imported riprap in compliance with Specification 400.16 - *RIPRAP*.

400.30 SURFACE RESTORATION**400.30.1 General**

The Contractor shall be 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.

400.30.2 Seeding

All disturbed ditch banks, berms and other grassed areas 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.

400.30.3 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.

400.30.4 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.

400.30.5 Sod

Where sod is specified, sod is to be commercial grade turfgrass nursery sod, Kentucky Bluegrass placed on 150mm of topsoil. Fertilizer shall be 5-20-20 applied at 10kg/ha. Place sod in accordance with supplier instructions. The Contractor is responsible for saturating the sod with water on the day of sod placement. Subsequent watering is the responsibility of the landowner.

400.31 EROSION AND SEDIMENT CONTROL**400.31.1 General**

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

400.31.2 Silt Fence

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

400.31.3 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 blankets 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 staggered joints. 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.

400.31.4 Flow Check Dams

400.31.4.1 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 75mm into the channel bottom and shall be anchored in place with two (2) - 1.2m wooden stakes, driven through the bale and 600mm below ground.

Accumulated sediments shall be excavated and levelled prior to demobilization from the site after initial construction and at the end of the warranty period. Straw bales are to be removed at the end of the warranty period.

400.31.4.2 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 prior to demobilization from the site after initial construction and at the end of the warranty period. Temporary rock flow check dams are to be removed at the end of the warranty period.

400.31.4.3 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.

400.31.5 Sediment Traps

400.31.5.1 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 shall 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 shall cleanout the sediment trap at the conclusion of the warranty period, unless directed otherwise by the Engineer.

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.

400.31.6 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 OPSD 219.260, 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 shall 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. No additional payment shall be made for the replacement and maintenance of turbidity curtains during construction.

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 seed mixture specified in Specification 400.30.2 – *SURFACE RESTORATION - Seeding*.

Overflow swales in field areas which are not designated as grassed waterways shall not be seeded.

400.33 BUFFER STRIPS

Open drains shall include minimum 3m wide, permanently vegetated, buffer strips on each side of the drain, unless alternative dimensions are specified on the Drawings. Catchbasins shall include a minimum 1m vegetated buffer around the catchbasin, unless riprap is placed for sediment control.

400.34 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.

400.35 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 applicable authority's guidelines for work around the species.

400.36 SITE CLEANUP

The Contractor shall remove all surplus materials from the job site at the end of the project prior to demobilization. The Contractor shall locate the disposal site for all materials to be disposed of. Disposal of materials shall comply with applicable regulations. Unless specified otherwise, the cost to dispose of all surplus materials shall be included in the price of other tender items.

400.37 MAINTENANCE CORRIDOR

The maintenance corridor along the route of the drain, as defined in the report, Drawings, and Specification 400.4 - *WORKING AREA* and 400.6 - *ACCESS*, 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.

410

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410 STANDARD SPECIFICATION FOR OPEN DRAINS**410.1 DESCRIPTION**

Work under this item shall include the supply of labour, equipment and materials required for: channel excavation to the cross-section specified, leveling or disposal of all excavated material (spoil) as directed, reconstruction of all intercepted drains as required and any other items related to open drain construction as required by the Schedule of Tender Prices, Special Provisions or the Drawings.

410.2 MATERIALS

Refer to **400 Standard Specifications for Drain Construction** for any materials required for open drain construction.

410.3 CONSTRUCTION**410.3.1 Excavation**

The bottom width and the side slopes of the ditch shall be as shown on the profile drawing. If the channel cross-section is not specified in the Special Provisions it shall be a 1m bottom width with 1.5m horizontal to 1m vertical (1.5:1) bank slope. At locations along the drain where the specified side slopes change there shall be a transitional length of not less than 5m between the varying side slopes. At locations along the drain where the specified bottom width changes there shall be a transitional length of not less than 5m. In all cases there shall be a smooth transition between changes in any part of the channel cross-section. Where the bottom width of the existing ditch matches the specified bottom width, ditch excavation shall be completed without disturbing existing banks.

410.3.2 Low Flow Channels

Unless specified otherwise in the Special Provisions, all intermittent open drains with a bottom width greater than 1.8m and a grade less than 0.07%, shall have a low flow channel. The bottom of the low flow channel shall be the grade shown on the profiles, and shall have a U-shaped cross-section with an average top width of 0.5m and a minimum depth of 0.3m. The low flow channel will not be seeded and may meander along the main channel bottom provided it remains at least 0.3m from the toe of the main channel bank slope.

410.3.3 Line

The drain shall be constructed according to the alignment shown on the drawings or shall follow the course of the existing ditch. All bends shall have a minimum inside radius of 2m. There shall be a smooth transition between changes in the channel alignment. The Contractor shall contact the Engineer before removing any bends or irregularities in an existing ditch.

410.3.4 Grade Control

The profile shows the grade line for the bottom of the ditch. Cuts may be shown on the profile from the existing top of bank and/or from the existing ditch bottom to the new ditch bottom. These cuts are shown for the convenience of the Contractor and are not recommended for quantity estimate or grade control. Accurate grade control must be maintained by the Contractor during ditch excavation. The ditch bottom elevation should be checked every 50 metres 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.

410.3.5 Variation from Design Grade

A variation of greater than 25mm above the design grade line may require re-excavation. Excavation below design grade up to 150mm is recommended so that sediment accumulation during or following excavation will not place the ditch bottom above the design grade at completion. Under some circumstances the Engineer may direct that over excavation greater than 200mm will have to be backfilled. No additional payment will be made if backfilling is required to remedy over excavation.

410.3.6 Excavated Material

Excavated material (spoil) shall be deposited on either or both sides of the drain within the specified working area as directed in the Special Provisions. The Contractor shall verify the location for the spoil with each landowner before commencing work on their property. If not specified, spoil shall be placed on the low side of the ditch or opposite trees and fences. The spoil shall be placed a minimum 1m from the top of the bank. No excavated material shall be placed in tributary drains, depressions, or low areas such that water is trapped behind the spoil bank. Swales shall be provided through the leveled or piled spoil at approximately 60m intervals to prevent trapping water behind the spoil bank.

The excavated material shall be placed and leveled to a maximum depth of 250mm; unless otherwise instructed. If excavating more than 450mm topsoil shall be stripped, stockpiled separately and replaced over the leveled spoil, unless stated otherwise in the Special Provisions. The edge of the spoil bank furthest from the ditch shall be feathered down to existing ground. The edge of the spoil bank nearest the ditch shall have a maximum slope of 2:1. The material shall be leveled such that it may be cultivated with conventional equipment without causing undue hardship on farm machinery.

Wherever clearing is necessary prior to leveling, the Contractor shall remove all stumps and roots from the working area. No excavated material shall cover any logs, brush or rubbish of any kind. Large stones in the leveled spoil that are greater than 300mm in diameter shall be moved to the edge of the spoil bank nearest to the ditch but in general no closer than 1m to the top of bank.

Lateral channels that outlet into the drain shall be tapered over a distance of 10m to match the grade of drain excavation. No additional payment will be made for this work. Where the elevation difference between the lateral channel and the drain is greater than 450mm, a rock chute or similar bank protection approved by the Engineer shall be provided. Additional payment may be allowed for this work.

Where it is specified to straighten any bends or irregularities in the alignment of the ditch or to relocate any portion of an existing ditch, the excavation from the new cut shall be used for backfilling the original ditch. Regardless of the distance between the new ditch and old ditch, no additional payment will be allowed for backfilling the existing ditch.

The Contractor shall contact the Engineer if a landowner indicates in writing that spoil on the owner's property does not need to be leveled. The Engineer may release the Contractor from the obligation to level the spoil and the Engineer shall determine the credit to be applied to the Contractor's payment. No additional compensation is provided to the owner if the spoil is not leveled.

The Engineer may require the Contractor to obtain written statements from any or all of the landowners affected by the leveling of the spoil. Final determination on whether or not the leveling of spoil meets the specification shall be made by the Engineer.

410.3.7 Excavation at Existing Bridge and Culvert Sites

The Contractor shall excavate the drain to the specified depth under all bridges and to the full width of the structure unless specified otherwise in the Special Provisions. All necessary care and precautions shall be taken to protect permanent structures. Temporary bridges may be removed and left on the bank of the drain. In cases where the design grade line falls below the top of footings, the Contractor shall take care to not over-excavate below the grade line. The Contractor shall notify the Engineer if excavation of the channel exposes the footings of the bridge or culvert, so the Engineer can make an evaluation.

The Contractor shall clean through all pipe culverts to the grade line and width specified on the profile. The Contractor shall immediately contact the Engineer after a culvert cleanout if it is found that the culvert bottom is above the grade line or where the structural integrity of the culvert is questionable. Material resulting from cleanout through bridges or culverts shall be levelled on the adjacent private lands or hauled offsite at the expense of the bridge/culvert owner.

410.3.8 Bridges and Culverts

The size and material for any new ditch crossings shall be as outlined in the Special Provisions. For culvert installation instructions, refer to **400 Standard Specifications for Construction of Drains**, the Drawings, and the Special Provisions.

If directed on the drawings that the existing crossing is to be salvaged for the owner, the Contractor shall carefully remove the existing crossing and place it beside the ditch or haul to a location as specified by the owner. If the existing crossing is not to be saved then the Contractor shall remove and dispose of the existing crossing. Disposal by burying on-site must be approved by the Engineer and the owner.

All new pipe crossings shall be installed at invert elevations as specified on the Drawings, typically a minimum of 50mm below design grade. If the ditch is over excavated greater than 200mm below design grade, the Contractor shall confirm with the Engineer the elevations for installation of the new crossing.

For backfill and surface restoration, refer to **400 Standard Specifications for Construction of Drains**, the Drawings, and the Special Provisions.

Any crossings assembled on-site shall be assembled in accordance with the manufacturer's specifications. Installation of private crossings during construction must be approved by the Engineer.

410.3.9 Obstructions

All trees, brush, fallen timber and debris shall be removed from the ditch cross-section and as required for spreading of the spoil. The roots shall be left in the banks if no bank excavation is required as part of the new channel excavation. In wooded or heavily overgrown areas all cleared material may be pushed into piles or rows along the edge of the cleared path and away from leveled spoil. All dead trees along either side of the drain that may impede the performance of the drain if allowed to remain and fall into the ditch, shall be removed and put in piles, unless directed otherwise by the Engineer.

410.3.10 Tile Outlets

The location of all existing tile outlets may not be shown on the profile for the drain. The Contractor shall contact each owner and ensure that all tile outlets are marked prior to commencing excavation on the owner's property. If a marked tile outlet or the tile upstream is damaged due to construction, it shall be replaced at the Contractor's expense. Additional payment will be allowed for the repair or replacement of any unmarked tile outlets encountered during excavation. In all cases, if an existing tile outlet requires replacement the Contractor shall confirm the replacement tile outlet with the Engineer. Where riprap protection exists at any existing tile outlet such protection shall be removed and replaced as necessary to protect the outlet after reconstruction of the channel.

If any tile outlet becomes plugged as a result of construction, the Contractor shall remove the obstruction.

410.3.11 Completion

At the time of final inspection, all work in the contract shall have the full dimensions and cross-sections specified.

420

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

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

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

The work shall include the supplying of all labour, tools, equipment and materials required for the installation of the tile including the following associated tasks: excavation and backfilling of the trenches; trench dewatering; hauling, handling, placing and compaction of the excavated material for backfill; loading, hauling, handling and disposal of surplus excavated material; and stripping, handling and replacing of topsoil and sod.

All existing laterals crossed by the new drain alignment 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 supply and install catchbasins, junction boxes and other structures where directed by the Engineer. Refer to Specifications 420.3.8, 420.3.10, and 420.3.11 for specifics on tile connections and catchbasin/junction box details.

Except where complete removal of an existing pipe is required by new construction, existing pipes to be abandoned shall be sealed with a 300mm minimum length concrete or mortar plug 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 **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. If not otherwise specified, material shall be assumed to be plastic pipe as per Specification 400.15.5 – *HDPE Pipe* (dual wall high density polyethylene). 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 Alignment & Pre-Location of Existing Drains

The Engineer will designate the general location of the new drain. When the proposed drain is generally parallel to existing drains, the Contractor shall pre-locate the existing drains.

For pre-locates, cross trenches are to be dug along the entire length of the new drain route at 100m to 200m intervals (minimum), prior to construction, to confirm the alignment of the new drain. The frequency of pre-locating will depend on the alignment of the existing drains. More pre-locates will be necessary for a meandering drain route.

The Contractor shall exercise care to not disturb any existing tile drains which parallel the new drain and are intended to remain. The alignment of the new drain shall be offset approximately four to six metres from the existing drain to minimize disturbance of the existing drain. 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 drain is to be installed to the elevation and grade as 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

420.3.5.1 General

For installation of closed drains by wheel trencher or excavator and corrugated plastic tubing by drainage plow, topsoil shall be stripped, stockpiled separately and replaced after the trench is backfilled. Topsoil stripping extents shall account for the width of the trench and include adequate space for subsoil stockpiles.

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.

Restoration requirements are provided in Specification 400.30 - *Surface Restoration*.

420.3.5.2 Installation of Concrete Tile

The standard method for concrete tile installation is by wheel machine. Installation of concrete tile by backhoe/excavator is subject to the Engineer's approval and shall meet the requirements at the end of this section.

Trench excavation shall begin at the outlet and proceed upstream. The location and grade shall be as shown on the Drawings but may be revised by the Engineer on site with no additional payment, except where the change requires increased depth of cut beyond the limitation of the wheel trencher in use at the time of the change.

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, material handling, backfilling and stripping and replacing topsoil over the trench.

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 10% of the tile diameter is embedded in undisturbed soil. If the trench is overcut below the proposed grade, it is to be backfilled with 19mm clear crushed stone material to the correct grade.

The inside and ends of the tile are to be kept clean during installation. All soil and debris should be removed before the next tile is installed. All concrete 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 minimum overlap on top is also required. No additional payment will be made for joint wrapping.

On straight runs, ensure tile joints are aligned, joint wrap is flat and covers the joint evenly, and maximum space between tiles is 3mm. On curved runs, ensure tile joints are touching on one side with a maximum gap of 12mm (1/2") on the opposite side. Where the maximum gap of 12mm cannot be achieved on a curved run, tiles shall be bevel cut or elbow fittings (maximum 45°) shall be used.

Additional Requirements for Excavator Installation

For installation of concrete tile by backhoe/excavator, concrete tile shall be installed on a minimum of 100mm of 19mm clear, crushed stone, shaped for 10% of the tile diameter. The cost to supply and place stone bedding shall be included in the tendered price for the concrete tile item.

420.3.5.3 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.

420.3.5.4 Installation of Concrete Sewer Pipe or Plastic Pipe

The Contractor shall shape the bottom of the trench to receive and support the pipe and bell over 10% of its diameter. In field and lawn areas, stone bedding is not required unless otherwise specified on the Drawings or directed by the Engineer.

420.3.6 Stony Conditions and Bedrock

The Contractor shall immediately contact the Engineer if stony conditions or bedrock is encountered such that installation by wheel trencher or drainage plow cannot continue. Upon approval of the Engineer, the Contractor shall continue with drain installation using excavator/backhoe methods, as described in Specification 420.3.5.2 - *Installation of Concrete Tile*. If not already established in the Tender, additional payment may be approved by the Engineer in consultation with the Contractor. All reasonable effort by the Contractor shall be made to continue with the wheel trencher, or return to use of the wheel trencher after the stony area has been passed.

Stones greater than 300mm in diameter that are pulled to the surface during excavation shall be disposed of by the Contractor at an on-site location acceptable to the landowner. No additional payment for excavating or hauling these stones will be provided.

420.3.7 Unstable Subsoils

The Contractor shall immediately contact the Engineer if unstable subsoil conditions are encountered during tile installation. Upon approval of the Engineer, the tile shall be installed on a 300mm layer of 19mm clear crushed stone. In locations with non-cohesive, fine-grained soils, the Engineer may require the clear crushed stone to be wrapped in geotextile to prevent migration of fines into the clear stone. In exceptional circumstances (e.g. muck soils), the Engineer may require the Contractor to subexcavate unsuitable materials and backfill with clear stone, as required to support pipe bedding.

If not already established in the Tender, additional payment will be considered by the Engineer including: the cost to supply and place the additional stone, geotextile, and the increased cost for installation.

420.3.8 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. The Contractor shall obtain direction from the Engineer for lateral drains that are full of sediment or contain polluted water.

All lateral drains are to be connected to the new tile using a pipe material and size that will provide the same flow capacity. Corrugated plastic tubing may be used for all tile connections, unless specified otherwise by the Engineer. Tubing may be solid or perforated. Filter sock is not required.

The Contractor is responsible for installation and backfilling in a manner that maintains the structural integrity of the connection. Manufactured fittings shall be used to ensure tight connections. Where an opening must be made in the new tile drain for a connection, the opening shall be cored, unless a field-cut connection is approved by the Engineer. 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 also not protrude beyond the inside wall of the new tile drain.

Tile connections will be paid in accordance with the Schedule of Tender Prices and shall include the cost for all fittings, tubing, stone, equipment and labour required.

420.3.9 Backfilling

All tile shall be blinded by the end of the day's work to protect and hold them in place against disturbance. After the tile is inspected, it shall be initially 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.

For completion of backfill, 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.

420.3.10 Catchbasins

420.3.10.1 General

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

420.3.10.2 *Materials*

The requirements in this section apply strictly 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, reinforced concrete catchbasins shall be manufactured by Coldstream Concrete or approved equal. 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. PVC catchbasins shall be Nyloplast as manufactured by ADS or approved equal. HDPE 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.

420.3.10.3 *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.

420.3.11 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 concrete lid, unless specified otherwise on the Drawings. The lid shall be a minimum of 125mm thick with welded wire reinforcement and 2 lifting handles. Junction boxes shall have minimum cover of 450mm.



NOTES:

1. THE POSITION OF POLE LINES, CONDUITS, WATERMAINS, SEWERS AND OTHER UNDERGROUND AND OVERGROUND UTILITIES AND STRUCTURES IS NOT NECESSARILY SHOWN ON THE CONTRACT DRAWINGS, AND, WHERE SHOWN, THE ACCURACY IS NOT GUARANTEED. BEFORE STARTING WORK, THE CONTRACTOR SHALL BE INFORMED OF THE EXACT LOCATION OF ALL SUCH UTILITIES AND STRUCTURES, AND SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM
2. ALL ROLL NUMBERS IN WELLESLEY BEGIN WITH 30-24- (i.e. 010-001-37200 IN FULL IS 30-24-010-001-37200)
3. ALL ROLL NUMBERS IN WILMOT BEGIN WITH 30-18-090- (i.e. 010-17600 IN FULL IS 30-18-090-010-17600)
4. PRELIMINARY ROAD LAYOUT AND PARCELS ON ROLL NO. 010-001-37200 (DISPLAYED IN LIGHT GREY) ARE SHOWN PER REVISED FUNCTIONAL SERVING REPORT BY STANTEC, DATED MARCH 11, 2025

BENCHMARKS:

BM#1
SPIKE IN WEST FACE OF FENCE BRACE POST ALONG PROPERTY LINE
ELEV. 349.490

BM#2
SPIKE IN EAST FACE OF HYDRO POLE ON SOUTH SIDE OF GERBER RD., APPROXIMATELY 25m WEST OF CULVERT CROSSING
ELEV. 353.905

GBM (REGION OF WATERLOO BENCHMARK WE-20)
CONCRETE BRIDGE ON QUEEN STREET (REGIONAL ROAD 5) IN WELLESLEY. TABLET SET VERTICALLY IN S/FACE OF SW CORNER OF EAST ABUTMENT. BRIDGE @ N/END MILL POND.
N 4,813,897.068
E 518,726.599
ELEV. 354.124

HORIZONTAL DATUM: WORLD WIDE/UTM 17 NORTH NAD 1983(CSRS)
VERTICAL DATUM: CGVD 28:78
PROJECTION: GRID (SCALE FACTOR = 1)

LEGEND

- WATERSHED
- SUBWATERSHED
- (004-07900) ASSESSMENT ROLL NUMBER
- 5.2 ha HECTARES OWNED
- (12.8) APPROXIMATE HECTARES IN WATERSHED
- PROPOSED WORK OR INCORPORATION
- FUTURE PRIVATE STORM (BY OTHERS)
- EXISTING MUNICIPAL DRAIN
- EXISTING MUNICIPAL DRAIN TO BE ABANDONED
- EXISTING DITCH OR WATERCOURSE
- AREA TILED OUT OF WATERSHED

No.	DESCRIPTION	DATE
1	DRAFT FOR REVIEW	AUGUST 30, 2024
2	REVISED PER GRCA COMMENTS	NOVEMBER 26, 2024
3	ISSUED FOR REPORT	OCTOBER 9, 2025

DESIGNED BY: T.B.J.

CHECKED BY: T.B.J.

DRAWN BY: N.M.B.

CHECKED BY: T.B.J.

SCALE

0 100m

1 : 5,000

(ON 11"x 17")

PAFF DRAIN 2025

REGION OF WATERLOO TOWNSHIP OF WELLESLEY/
TOWNSHIP OF WILMOT

WATERSHED PLAN

K. SMART ASSOCIATES LIMITED
CONSULTING ENGINEERS AND PLANNERS
KITCHENER SUBURBY

OCTOBER 9, 2025

JOB NUMBER: 23-175

DRAWING **1 OF 7**

LOT NUMBER	TOTAL HA AFFECTED	LOT NUMBER	TOTAL HA AFFECTED
LOT 1	0.08	LOT 50	0.04
LOT 2	0.06	LOT 51	0.06
LOT 3	0.06	LOT 52	0.06
LOT 4	0.07	LOT 53	0.06
LOT 5	0.05	LOT 54	0.06
LOT 6	0.05	LOT 55	0.08
LOT 7	0.05	LOT 56	0.06
LOT 8	0.05	LOT 57	0.06
LOT 9	0.05	LOT 58	0.06
LOT 10	0.05	LOT 59	0.06
LOT 11	0.05	LOT 60	0.07
LOT 12	0.05	LOT 61	0.07
LOT 13	0.05	LOT 62	0.06
LOT 14	0.05	LOT 63	0.06
LOT 15	0.05	LOT 64	0.06
LOT 16	0.05	LOT 65	0.04
LOT 17	0.05	LOT 66	0.04
LOT 18	0.05	LOT 67	0.05
LOT 19	0.05	LOT 68	0.07
LOT 20	0.05	LOT 69	0.06
LOT 21	0.05	LOT 70	0.06
LOT 22	0.05	LOT 71	0.04
LOT 23	0.05	LOT 72	0.04
LOT 24	0.05	LOT 73	0.04
LOT 25	0.05	LOT 74	0.05
LOT 26	0.06	BLOCK 1	0.13
LOT 27	0.05	BLOCK 2	0.15
LOT 28	0.04	BLOCK 3	0.13
LOT 29	0.04	BLOCK 4	0.13
LOT 30	0.04	BLOCK 5	0.13
LOT 31	0.04	BLOCK 6	0.13
LOT 32	0.04	BLOCK 7	0.13
LOT 33	0.05	BLOCK 8	0.11
LOT 34	0.04	BLOCK 9	0.14
LOT 35	0.04	BLOCK 10	0.14
LOT 36	0.04	BLOCK 11	0.28
LOT 37	0.04	BLOCK 12	0.52
LOT 38	0.04	BLOCK 13	0.25
LOT 39	0.04	BLOCK 14	0.02
LOT 40	0.04	BLOCK 15	1.28
LOT 41	0.04	BLOCK 16	0.01
LOT 42	0.06	BLOCK 17	0.12
LOT 43	0.10	BLOCK 18	0.02
LOT 44	0.10	STREET A	1.09
LOT 45	0.06	STREET B	0.94
LOT 46	0.04	STREET C	0.22
LOT 47	0.04	STREET D	0.20
LOT 48	0.04	STREET E	0.29
LOT 49	0.04		

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LINE
ELEV. 349.490

BM#2
SPIKE IN EAST FACE OF HYDRO POLE ON SOUTH SIDE OF
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WELLESLEY. TABLET SET VERTICALLY IN S/FACE OF SW CORNER
OF EAST ABUTMENT. BRIDGE @ N/END MILL POND.
N 4,813,897.068
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ELEV. 354.124

HORIZONTAL DATUM: WORLD WIDE/UTM 17 NORTH NAD
1983(CSRS)
VERTICAL DATUM: CGVD 28:78
PROJECTION: GRID (SCALE FACTOR = 1)

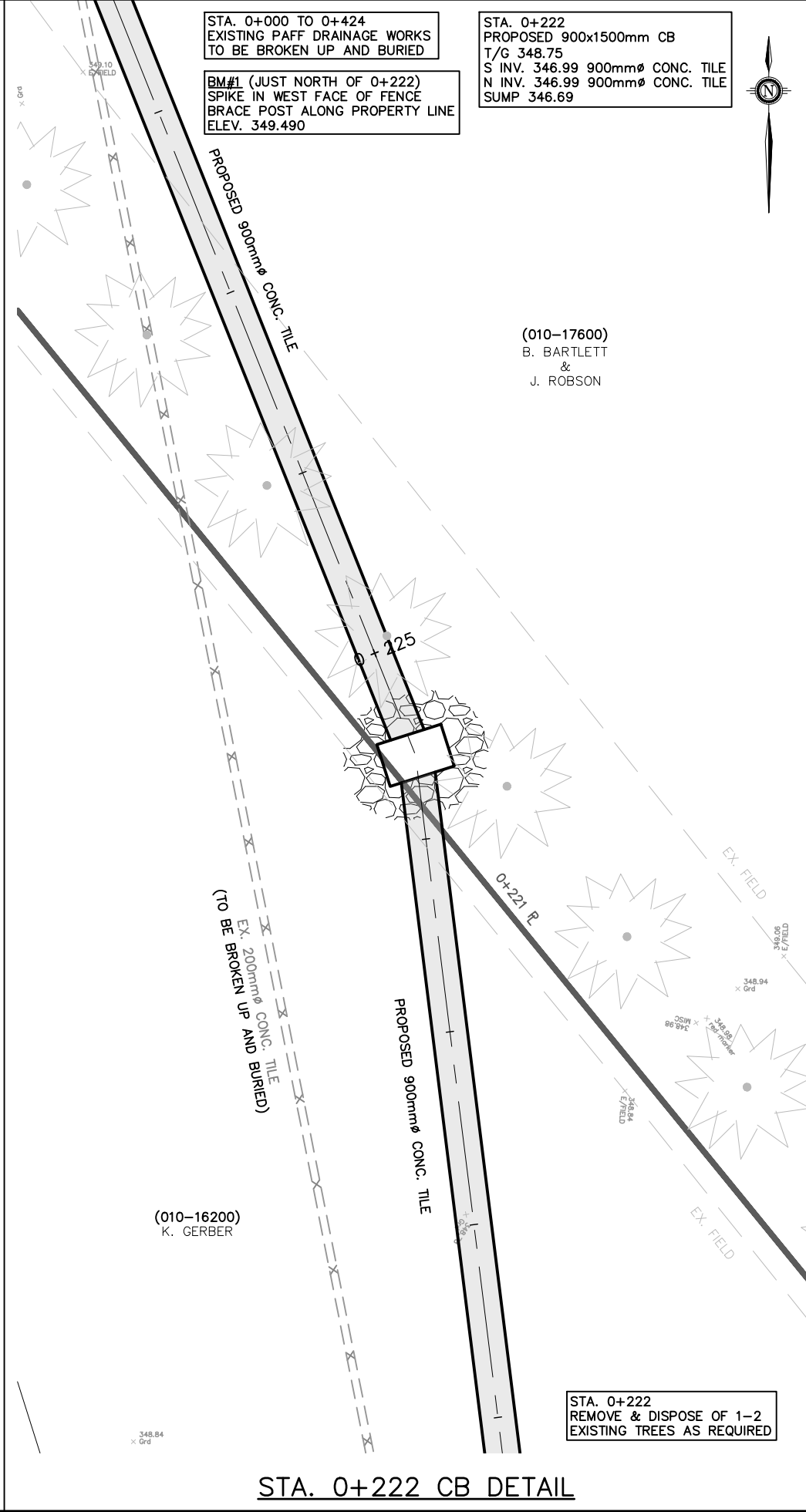
	WATERSHED
	SUBWATERSHED
(004-07900)	ASSESSMENT ROLL NUMBER
5.2 ha	HECTARES OWNED
(12.8)	APPROXIMATE HECTARES IN WATERSHED
	PROPOSED WORK OR INCORPORATION
	FUTURE PRIVATE STORM (BY OTHERS)
	EXISTING MUNICIPAL DRAIN
	EXISTING MUNICIPAL DRAIN TO BE ABANDONED
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2	REVISED PER GRCA COMMENTS	NOVEMBER 26, 2024
3	ISSUED FOR REPORT	OCTOBER 9, 2025

DESIGNED BY: T.B.J.		<u>SCALE</u>  0 50m 1 : 2,500
CHECKED BY: T.B.J.		
DRAWN BY: N.M.B.		
CHECKED BY: T.B.J.		(ON 11" x 17")

REGION OF WATERLOO

K. SMART ASSOCIATES LIMITED
 CONSULTING ENGINEERS AND PLANNERS
 KITCHENER SUDBURY



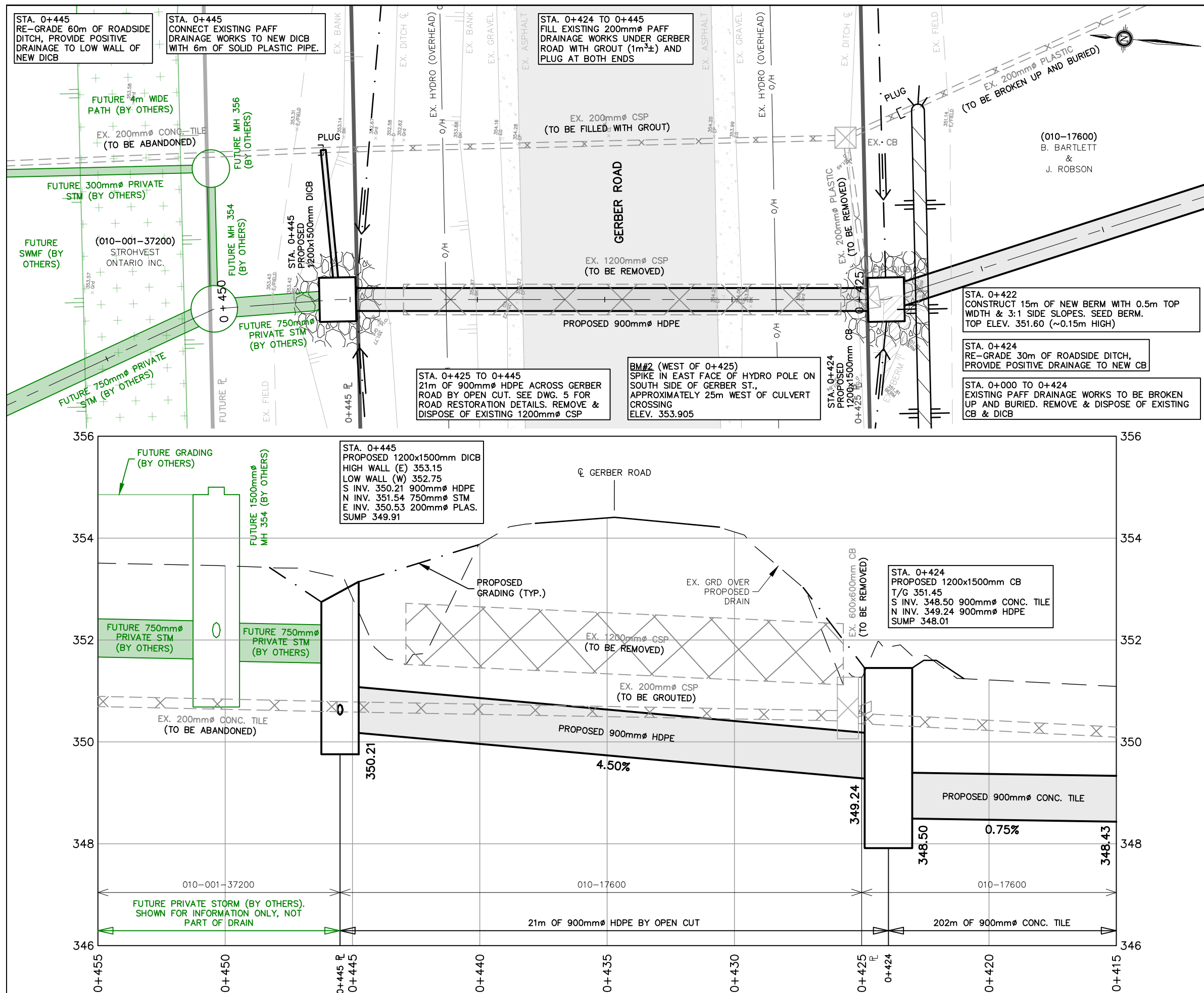
<u>SPECIAL PROVISIONS -- CONSTRUCTION NOTES:</u>		
<u>(010-17000)</u>	-0+010 TO 0+010 320m ² (16mLx20mW) OF BRUSHING. WORK AROUND LARGE TREES WHERE POSSIBLE	
-0+006 TO 0+000	CONSTRUCT PERMANENT PLUNGE POOL. SEE DWG. 5 FOR DETAIL	
0+000 TO 0+010	4m OF 900mmØ CONC. TILE WITH JOINT WRAP WITH 6m OF 900mmØ SOLID PLASTIC PIPE AT OUTLET WITH RODENT GRATE. EXISTING PAFF DRAINAGE WORKS TO BE BROKEN UP AND BURIED	
<u>(010-16200)</u>	0+010 TO 0+222 212m OF 900mmØ CONC. TILE WITH JOINT WRAP. EXISTING PAFF DRAINAGE WORKS TO BE BROKEN UP AND BURIED	
<u>(010-17600)</u>	0+222 CONSTRUCT 900x1500mm CONCRETE CB INCLUDING CONNECTIONS, BIRDCAFE GRATE AND RIPRAP APRON. REMOVE & DISPOSE OF 1-2 EXISTING TREES AS REQUIRED	
0+222 TO 0+424	202m OF 900mmØ CONC. TILE WITH JOINT WRAP. EXISTING PAFF DRAINAGE WORKS TO BE BROKEN UP AND BURIED	
0+424	CONSTRUCT 1200x1500mm CONCRETE CB INCLUDING CONNECTIONS, BIRDCAFE GRATE, MARKER AND RIPRAP APRON. SEE DWG. 4 FOR DETAIL	
<u>GERBER ROAD</u>		
0+424 TO 0+445	21m OF 900mmØ HDPE BY OPEN CUT. SEE DWG. 4 FOR DETAIL	
<u>010-001-37200</u>	0+445 CONSTRUCT 1200x1500mm CONCRETE DICB INCLUDING CONNECTIONS, BIRDCAFE GRATE, MARKER AND RIPRAP APRON. SEE DWG. 4 FOR DETAIL	

No.	DESCRIPTION	DATE
1	DRAFT FOR REVIEW	AUGUST 30, 2024
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3	ISSUED FOR REPORT	OCTOBER 9, 2025

DESIGNED BY: T.B.J. CHECKED BY: T.B.J. DRAWN BY: N.M.B. CHECKED BY: T.B.J.		<u>SCALE</u> 0 100m 50 1:5,000 (HORZ.) 0 1m 0.5 1:50 (VERT.) (ON 11" x 17")
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PAFF DRAIN 2025	
REGION OF WATERLOO	TOWNSHIP OF WELLESLEY/ TOWNSHIP OF WILMOT

PROFILE & 0+222 CB DETAIL	
 K. SMART ASSOCIATES LIMITED CONSULTING ENGINEERS AND PLANNERS KITCHENER SUDBURY	OCTOBER 9, 2025 JOB NUMBER: 23-175 DRAWING 3 OF 7

**SPECIAL PROVISIONS – CONSTRUCTION NOTES:****(010-17600)**

0+222 TO 0+424

202m OF 900mm $\varnothing$ CONC. TILE WITH
JOINT WRAP. EXISTING PAFF DRAINAGE
WORKS TO BE BROKEN UP AND BURIED

0+424

CONSTRUCT 1200x1500mm CONCRETE
CB INCLUDING CONNECTIONS, BIRDCAGE
GRATE, MARKER AND RIPRAP APRON

0+422

CONSTRUCT 15m OF NEW BERM WITH
0.5m TOP WIDTH & 3:1 SIDE SLOPES.
SEED BERM.

GERBER ROAD

0+424 TO 0+445

21m OF 900mm $\varnothing$ HDPE BY OPEN CUT.
SEE DWG. 5 FOR ROAD RESTORATION
DETAILS.

REMOVE & DISPOSE OF EXISTING
1200mm $\varnothing$ CSP

FILL EXISTING 200mm $\varnothing$ PAFF DRAINAGE
WORKS UNDER GERBER ROAD WITH
GROUT (1m $\pm$) AND PLUG AT BOTH
ENDS

0+424

RE-GRADE 30m OF ROADSIDE DITCH,
PROVIDE POSITIVE DRAINAGE TO NEW
CB

0+445

RE-GRADE 60m OF ROADSIDE DITCH,
PROVIDE POSITIVE DRAINAGE TO LOW
WALL OF NEW DICB

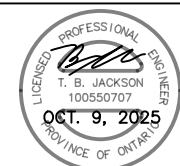
010-001-37200

0+445

CONSTRUCT 1200x1500mm CONCRETE
DICB INCLUDING CONNECTIONS,
BIRDCAGE GRATE, MARKER AND RIPRAP
APRON. CONNECT EXISTING PAFF
DRAINAGE WORKS TO NEW DICB WITH
6m OF SOLID PLASTIC PIPE.

No.	DESCRIPTION	DATE
1	DRAFT FOR REVIEW	AUGUST 30, 2024
2	REVISED PER GRCA COMMENTS	NOVEMBER 26, 2024
3	ISSUED FOR REPORT	OCTOBER 9, 2025

DESIGNED BY: T.B.J.
CHECKED BY: T.B.J.
DRAWN BY: N.M.B.
CHECKED BY: T.B.J.



SCALE
0 3m
1:150 (HORZ.)
0 1.5m
1:75 (VERT.)
(ON 11"x 17")

PAFF DRAIN 2025

REGION OF WATERLOO

TOWNSHIP OF WELLESLEY/
TOWNSHIP OF WILMOT

GERBER ROAD CROSSING DETAILS

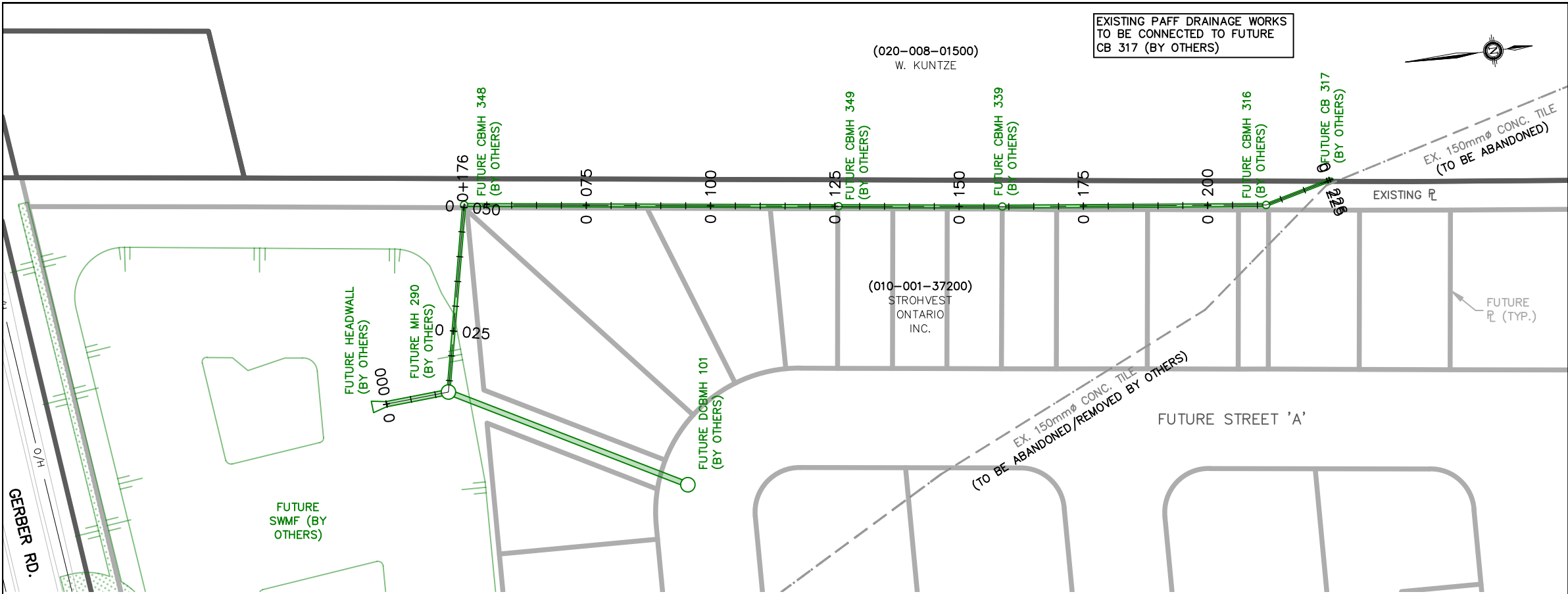
K. SMART ASSOCIATES LIMITED
CONSULTING ENGINEERS AND PLANNERS
KITCHENER

OCTOBER 9, 2025

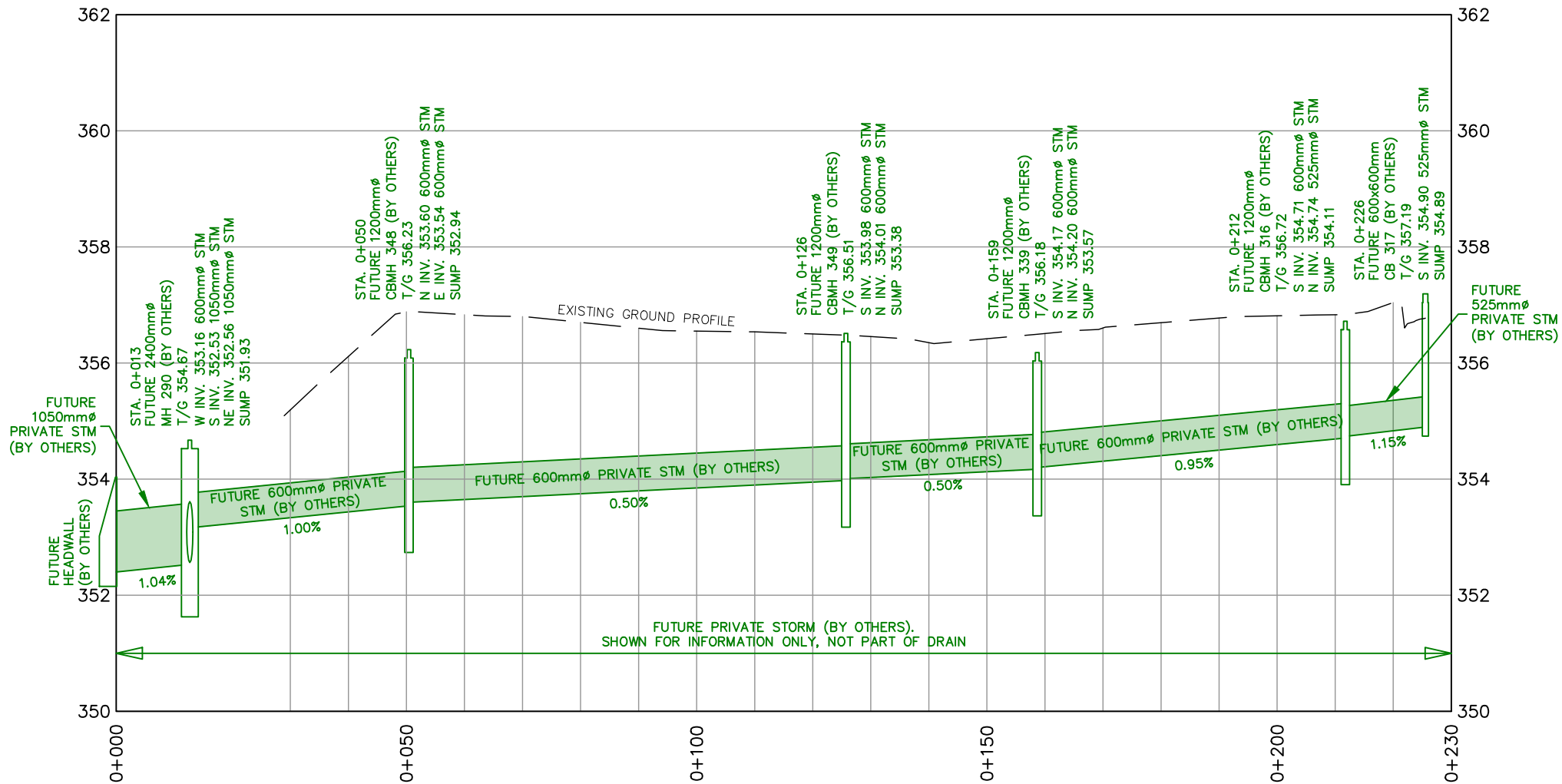
JOB NUMBER: 23-175

DRAWING

4 OF 7



NOTE:
PRELIMINARY ROAD LAYOUT AND PARCELS ON ROLL NO. 010-001-37200 (DISPLAYED IN LIGHT GREY) ARE SHOWN PER REVISED FUNCTIONAL SERVICING REPORT BY STANTEC, DATED MARCH 11, 2025



No.	DESCRIPTION	DATE
1	DRAFT FOR REVIEW	AUGUST 30, 2024
2	REVISED PER GRCA COMMENTS	NOVEMBER 26, 2024
3	ISSUED FOR REPORT	OCTOBER 9, 2025

DESIGNED BY: T.B.J.
CHECKED BY: T.B.J.
DRAWN BY: N.M.B.
CHECKED BY: T.B.J.



SCALE
0 20m
1:1,000 (HORZ.)
0 2m
1:100 (VERT.)
(ON 11" x 17")

PAFF DRAIN 2025

REGION OF WATERLOO

PRIVATE DEVELOPMENT STORM

OCTOBER 9, 2025

JOB NUMBER: 23-175

DRAWING **6 OF 7**

K. SMART ASSOCIATES LIMITED
CONSULTING ENGINEERS AND PLANNERS
KITCHENER

TOWNSHIP OF WELLESLEY/
TOWNSHIP OF WILMOT

300) CONSTRUCTION NOTES (SPECIAL PROVISIONS)

300.1) CONSTRUCTION SPECIFICATIONS - GENERAL NOTES

1. Working Area for Construction
For a closed drain the working area shall be a 17.5m width on either side of the trench or any combination not exceeding 35m.

After the drain is constructed, the working area for the purpose of future maintenance shall be as specified in S.S. 400.4 of this report.

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.

3. Pre and Post Construction Meetings
The Contractor may be required to attend pre-and post-construction site meetings with the Engineer and landowners before starting and after finishing the work if requested.

4. Pre-locates
Cross trenches to be dug along entire length of the Paff Drain 2025 route at 100 to 200m intervals (minimum) prior to commencing construction so that true alignment of new drains may be established alongside existing drain, without cutting off private lateral tiles. The frequency of pre-locating will depend on the alignment of the existing drains. More pre-locates will be necessary in a meandering route than in a route that is consistently straight.

5. Tile Drain Work
Refer to Specific Notes and 420 – Standard Specifications for Tile Drains.

- TYPICAL NOTES FOR EACH NEW TILE LENGTH**
- 1. Maintain all existing headers. Locate as part of “4. Pre-locates”
 - 2. Ensure any connections to the old drain are connected/outletted to the new drain. All intercepted lateral tile are to be flagged so the Engineer can GPS.
 - 3. On straight runs, ensure tile joints are parallel (maximum 12mm (½”) gap), and tile wrap is flat, covers joint evenly and has overlap.
 - 4. On curved runs, ensure tile joints are touching on one side with maximum gap of 12mm (½”) 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.

6. Concrete Tile Installation
New tile to be installed by tiling (wheel) machine with joints tightly wrapped and topsoils to be separately stripped and replaced to width of machine plus width of spoil pile. For further materials information, refer to Standard Specification for Construction of Drains, Section 400.15.1. For information regarding installation procedure of concrete tile, refer to Standard Specification for Tile Drains, Section 420.3.5.1.

If backhoe methods are approved by engineer, the following shall be attended to: additional topsoils may need to be stripped and replaced, a shaped bottom to be provided and careful tamping around the tile is necessary. Final excavation to grade to be by hand and a shaped bottom to be provided. The Engineer may require a thin lift of stone bedding also as part of usage of backhoe if the native ground/shaped bottom is not satisfactory for long term integrity of the tile.

7. Solid Plastic Pipe or High Density Polyethylene Pipe (HDPE)
Solid plastic pipe to be high density polyethylene (HDPE) double wall (corrugated on the outside and smooth wall on the inside), such as BOSS 2000 Series 320 kPa or equal.

Pipe material shall conform to CSA B182.8. Refer to Standard Specification for Tile Drains, Section 420.3.5.3 for installation on plastic pipe.

8. Tile Connections
The Contractor is to verify with each owner prior to starting, any systematic drainage scheme existing on each property and is to make provisions for connecting all headers and laterals.

All subsurface drainage tile encountered along the route of the proposed closed drain are to be connected up to the new drain if the intercepted tile are clean and do not contain polluted water.

All tile connections are to be flagged by the Contractor so the Engineer can GPS the location for future reference. The payment for connections is to be as set out in the tender form.

Refer to Standard Specification of Tile Drains, Section 420.3.7 for further information on tile connections.

9. Catchbasins and Junction Boxes
Catchbasins shall have secured grates and marker stakes. Grates are to be birdcage grates as manufactured by Coldstream Concrete or approved equal, unless otherwise specified in the Specific Notes. All grates are to be secured with non-corrosive fasteners. Marker stakes as supplied by Coldstream Concrete or equal are to be placed beside each catchbasin. Backfill around all new catchbasins and junction boxes is recommended to be compacted 19mm clear crushed stone to avoid future settlements and Contractor obligations to repair such and to ensure connected tile has granular backfill. All catchbasin sumps to be fully cleaned by the Contractor after completion of drain installation and backfilling.

Refer to Standard Specification for Tile Drains, Section 420.3.13 and 420.3.14 for more details.

10. Utilities
The Contractor shall arrange with all local utility companies (telephone, gas, hydro) to verify the location of all utilities within road allowances and on private lands. All utilities shall be exposed to the satisfaction of the utility company to verify that their elevations will not conflict with the construction of the drain at the specified elevations. Provisions for protection and relocation of utilities that conflict with the drain as designed will be determined at the time of construction.

11. Seeding of Non-Lawn Areas
For seeding use mechanical (cyclone) spreader (or approved equal) and the following shall apply:
Seed mixture to be applied at 60kg/ha and to be as follows:
i) Ditch banks and roadside ditches
35% Creeping Red Fescue
25% Birdsfoot Trefoil
25% Kentucky Bluegrass
10% Cover Crop (Oats, Rye, Barley, Wheat)
5% White Clover

To provide temporary cover for late fall planting add as additional 10 kg/ha of rye or winter wheat. Areas that remain grassed after excavation may not need to be seeded as directed by the Engineer.
Contractor responsible for additional seeding to provide uniform catch during one year maintenance period.

12. Seeding of Disturbed Green/Lawn Areas
Seed mixture shall be an approved residential lawn mixture (Canada No. 1). Contractor shall arrange for watering new seed with owners. Contractor responsible for re-seeding as necessary for uniform catch during warranty period. Also to be in accordance with OPSD 572 (seeding and mulching).

13. Open Cut Road Crossings (Gerber Road)
The Road Authority is to be given 72 hours’ notice of construction within their right-of-way. Proper detour signing in accordance with MTO signing manual to be used where roads are closed or restricted. Contractor is responsible to repair any settlement which occurs within warranty period. The location of the road crossing shall be confirmed with the Engineer and Road Authority prior to excavation. The Trench Detail on this drawing and the special construction notes shall also apply. If the Road Authority requires granular rather than native material backfill where native is allowed on the Trench Detail, additional payment will be allowed. Where granular is shown to be required, such is to be included as part of the tender. All surplus materials are to be hauled away. In the boulevards, topsoils shall be separately stripped and replaced. Seeding is required. All backfill to be compacted to 98% SPMDD. Pipe materials are to be as noted in the specific construction notes. All old crossings are to be located, removed and disposed of. If so noted, some may remain but are to be fully sealed with pumped concrete as part of the tender.

14. 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 weight tickets and the suppliers invoice.





CORPORATE SERVICES

Staff Report

REPORT NO: COR-2025-53

TO: Committee of the Whole on November 3, 2025

SUBMITTED BY: Harold O'Krafka, Acting Director of Corporate Services

PREPARED BY: Kaitlin Bos, Manager of Legislative Services / Municipal Clerk

REVIEWED BY: Jeff Willmer, Chief Administrative Officer

DATE: October 17, 2025

SUBJECT: Council Remuneration Review Policy

RECOMMENDATION:

THAT Report COR-2025-53 Council Remuneration Review Policy be received for information; and,

THAT Council approves Policy CL-2025-01 being the Council Remuneration Review Policy as attached.

SUMMARY:

The purpose of this report is to present Council with a formal Council Remuneration Review Policy for approval. The policy establishes a transparent and consistent framework for conducting regular reviews of Council remuneration.

BACKGROUND:

Section 283 (1) of the Municipal Act 2001, S.O. 2001, Chapter 25, as amended a municipality may pay any part of the remuneration and expenses of the Members of Council. Section 284(2) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, further stipulates that municipalities must identify, by by-law, the authority under which remuneration or expenses are authorized to be paid.

At the September 29, 2025 Regular Council Meeting, Council adopted the following motion:

“THAT Council direct Staff to bring back a Council Remuneration Review Policy to the November Committee of the Whole Meeting as per Report COR-2025-46.”

In response to this direction, staff have prepared Policy CL-2025-01 for Council's consideration.

REPORT:

The Council Remuneration Review Policy, as attached, establishes a transparent and consistent process for reviewing and determining the remuneration, allowances, and benefits provided to

members of Council. It ensures that compensation reflects the responsibilities and expected workload of elected roles, aligns with community expectations, and upholds accountability and good governance.

The proposed review cycle and methods are that a remuneration review will be conducted once per Council term, during the fourth year, with any changes taking effect for the next term.

In the third year of each term, Council will determine the review method:

- Citizen Review Committee;
- Independent Review Consultant; or
- Internal Administrative Review

Each review will include benchmarking against at least five comparable Ontario municipalities of similar size and structure. The review will assess base salary, allowances, benefits, and relevant policies to ensure remuneration remains fair and competitive.

The guiding principles of each council remuneration review are as follows:

- Is fair and reasonable and will attract a diverse and representative pool of candidates wishing to seek election to Council, but also be seen as fair by taxpayers;
- Recognizes that the work of the Mayor and Council is demanding and important and as such they should be appropriately compensated;
- Recognizes the complexity, responsibilities, time commitments and accountabilities associated with the role of Mayor and Council; and,
- Demonstrates fiscal responsibility and aligns to the Strategic Priorities for the Township of Wilmot.

Any changes proposed during the review must be enacted by by-law prior to Nomination Day and will take effect for the incoming Council. No mid-term adjustments will occur unless legislatively required or for administrative corrections. Findings from all reviews will be presented in open session, and annual reporting will continue in accordance with Section 284 of the Municipal Act, 2001.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Trustworthy Leadership

The policy promotes open, accountable governance and reinforces Council's commitment to transparency and fairness.

FINANCIAL CONSIDERATIONS:

There are no financial implications at this time.

ATTACHMENTS:

Attachment A: Council Remuneration Review Policy (CL-2025-01)



Council Remuneration Review

Policy Number: CL-2025-01
Approved by: Council
Administered by: Municipal Clerk
Effective: November 24, 2025

1. PURPOSE

The purpose of this policy is to establish a transparent, consistent, and fair framework for reviewing and determining the remuneration, allowances, and benefits provided to elected council members. This policy ensures that compensation reflects the responsibilities and expected workload of council roles, aligns with community expectations and best practice, and upholds principles of accountability and good governance.

2. LEGISLATION

Section 283 of the Municipal Act, S.O. 2011, Chapter 25, as amended ("the Municipal Act, 2001"), states that a municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board.

Section 284 (2) of the Municipal Act stipulates that municipalities identify the by-law under which the remuneration or expenses are authorized to be paid.

3. SCOPE

This policy applies to all elected officials of the Council, including the Mayor, and Councillors. It covers the process for reviewing and setting:

- Base salary
- Additional allowances (e.g., for travel, communications, or committee roles)
- Non-monetary benefits, where applicable

The policy outlines the frequency and methodology options for remuneration reviews, and the roles and responsibilities of relevant parties in the review process. It does not apply to remuneration for council employees, contractors, or appointed committee members who are not elected officials. It does not apply to compensation received by any member of Council from the Region of Waterloo, Enova or any other board.

This policy does not apply to cost-of-living adjustments; refer to CL-10.1 – COLA Increases for information on cost-of-living adjustments.

4. DEFINITIONS

Administrative Correction: A non-discretionary adjustment made to correct an error, omission, or misapplication in the application of the remuneration by-law or related policies (e.g., clerical or calculation errors) which does not require a formal review or approval process by the Council.

Benchmarking: The process of comparing the municipality's elected official compensation with that of other comparable Ontario municipalities, particularly similar lower-tier municipalities, to ensure remuneration remains fair and competitive.

Benefit: Non-cash advantages or services provided to elected officials, such as access to municipal facilities, technology (e.g., laptops, phones), health and/or dental benefits, pension etc. where applicable.

Citizen Review Committee: A citizen-based committee appointed by Council to provide recommendations on appropriate remuneration for elected officials, based on comparators and best practices.

Council: The elected governing body of the Township of Wilmot, consisting of the Head of Council (Mayor) and Councillors.

Elected Official: An individual elected to serve on the Council of the Township of Wilmot, including the Mayor and Councillors.

Independent Review Consultant: Professional services retained by the municipality to provide impartial recommendations on appropriate remuneration for elected officials, based on comparators and best practices.

Municipal Act, 2001: The provincial legislation that outlines the roles, responsibilities, and authorities of municipalities in Ontario, including provisions related to council remuneration and expenses.

Municipality: A lower-tier municipal corporation located in the Province of Ontario, governed by the Municipal Act, 2001, S.O. 2001, c. 25, and any subsequent amendments.

Remuneration: The total compensation an elected official receives for their service, encompassing salary, and other benefits such as health insurance, pension and car allowance. It represents the financial and other rewards given in exchange for services rendered.

Remuneration Review: A formal, scheduled evaluation of the compensation and benefits provided to elected officials, intended to ensure fairness, transparency, and alignment with municipal responsibilities and public expectations.

5. POLICY

5.1. Remuneration Review Cycle

A review of Council remuneration shall be conducted once per Council term, during the fourth year of the term. Recommendations are to be provided to Council for consideration prior to the beginning of the nomination period for the next Regular Election. This ensures any changes take effect for the incoming Council and avoid any conflicts of interest.

5.2. Review Method

During the third year of the term, prior to the adoption of the budget for the fourth year of the term, the Municipal Clerk will prepare a report for Council to determine, by resolution, which of the following review methods will be used to provide recommendations to Council on appropriate remuneration and benefits for elected officials.

5.2.1. Citizen Review Committee

Appointment of a citizen-based advisory committee composed of those who live, own property, or are the spouse of someone who owns property, and who have relevant experience (e.g., governance, human resources, finance).

5.2.2. Independent Review Consultant

Retaining a qualified external consultant to complete a comprehensive analysis.

5.2.3. Internal Administrative Review

Staff-led review conducted by the Municipal Clerk in consultation with Corporate Services.

5.3. Benchmarking and Comparators

All reviews shall include benchmarking against at least five (5) comparable Ontario municipalities of similar size, structure, and service profile, particularly lower-tier municipalities within the Region of Waterloo or similar rural/urban mix municipalities. Factors such as population, budget, number of staff, and geographic size shall be considered.

5.4. Scope of Review

Each remuneration review shall consider the Policies listed in Section 9 Related Policies and shall review, evaluate and recommend:

- Base salary for Mayor and Councillors;
- Allowances (e.g., mileage, professional development, committee stipends);
- Benefits (e.g., health and dental, life insurance, pension); and,
- Any other compensation practices relevant to the roles and responsibilities of elected officials.

5.5. Principles for Setting Remuneration

- Is fair and reasonable and will attract a diverse and representative pool of candidates wishing to seek election to Council, but also be seen as fair by taxpayers;
- Recognizes that the work of the Mayor and Council is demanding and important and as such they should be appropriately compensated;
- Recognizes the complexity, responsibilities, time commitments and accountabilities associated with the role of Mayor and Council; and,
- Demonstrates fiscal responsibility and aligns to the Strategic Priorities for the Township of Wilmot.

5.6. Implementation and Adjustments

Any change to remuneration, allowances, or benefits shall be enacted by by-law prior to Nomination Day and shall take effect at the start of the next Council term.

No mid-term adjustments to remuneration shall be made unless mandated by legislation, policy or resulting from an administrative correction.

5.7. Transparency and Public Reporting

The findings and recommendations of any remuneration review, whether conducted by committee, consultant, or staff, shall be presented in an open Council meeting.

Annual remuneration paid to each member of Council, including benefits and expenses, shall be disclosed publicly in accordance with Section 284 of the Municipal Act, 2001.

6. RESPONSIBILITIES

6.1. Council

Members of Council shall:

- Select the preferred method for conducting the remuneration review during the third year of the Council term;
- Consider the options and recommendations presented by staff, consultants, or committees in an open and transparent manner;
- Adopt any by-law(s) required to implement changes to remuneration, allowances, or benefits; and
- Respect that any changes to remuneration shall take effect for the next elected Council to ensure impartiality and avoid conflicts of interest.

6.2. Chief Administrative Officer

- Provide strategic oversight to ensure that the remuneration review process aligns with the Township's fiscal responsibility and strategic priorities;
- Support the Municipal Clerk and Treasurer in the development and presentation of recommendations to Council; and
- Ensure that the policy and any remuneration adjustments are administered consistently and equitably across the organization.

6.3. Treasurer

- Provide financial analysis and advice to support the remuneration review process;
- Assist in determining the fiscal impact of any proposed remuneration adjustments;
- Include the approved remuneration and related costs in the annual budget; and
- Ensure compliance with all relevant financial reporting requirements under the Municipal Act, 2001 Section 284.

6.4. Municipal Clerk

- Prior to the adoption of the budget for the fourth year of the Council Term, prepare and present a report to Council outlining options for conducting a Council remuneration review, including cost estimates and timelines;
- Incorporate the costs of the selected review method into the appropriate annual budget;

- Administer and oversee the implementation of the review option selected by Council (Citizen Committee, Consultant, or Internal Review);
- Ensure that any appointed Citizen Review Committee or retained Consultant is provided with clear terms of reference, access to relevant data, and municipal support as required;
- Prepare and present a Staff Report to Council with the final recommendations, including any proposed amendments to policies, by-laws, or other governing documents prior to Nomination Day;
- Ensure that remuneration decisions are implemented through the appropriate by-law(s); and,
- Incorporate the financial impacts of any remuneration updates into the appropriate annual budget.

6.5. Citizen Review Committee or Independent Review Consultant (if applicable)

When appointed or retained by Council, the Independent Review Committee or Consultant shall:

- Conduct an impartial review of Council remuneration and benefits based on established best practices, benchmarks, and comparator data;
- Ensure their recommendations reflect fairness, fiscal responsibility, and alignment with municipal responsibilities and public expectations;
- Prepare a written report summarizing methodology, findings, and recommendations; and
- Present their final report and recommendations to Council in an open session.

7. COMMUNICATION

This policy will be provided to Council in their on-boarding documents following the Regular Election and any by-election.

This policy will be provided on the Township website.

8. EVALUATION

This Council Remuneration Review Policy will be evaluated by Council at least once per term of Council.

9. RELATED POLICIES

Policy CL-10.2 Community Events Expenditure Allowance

Policy CL-10.6 Council Conference and Training Expenditure Allowance

Policy GP 23-03 Pregnancy and Parental Leave

Policy HR-019-01 Employee Expenses and Allowances



Community Services *Staff Report*

REPORT NO: CS-2025-14

TO: Committee of the Whole on November 3, 2025

SUBMITTED BY: Chris Catania, Director of Community Services

PREPARED BY: Chris Catania, Director of Community Services

REVIEWED BY: Jeff Willmer, Chief Administrative Officer

DATE: October 6, 2025

SUBJECT: Arts and Culture Master Plan

RECOMMENDATION:

THAT Report CS-2025-14, 2025 Arts and Culture Master Plan be received for information; and,

THAT Council approve the 2025 Arts and Culture Master Plan for implementation as presented in Report CS-2025-14.

SUMMARY:

To provide Council with information and seek approval of the Township of Wilmot's 2025 Arts and Culture Master Plan.

BACKGROUND:

Culture plays a crucial role in building an attractive and vibrant community. Municipalities foster local cultural development through cultural plans that focus on identifying and managing cultural resources, while ensuring that culture is prioritized in decision-making processes.

In 2024, the Township embarked on the development of an updated Arts and Culture Master Plan that will replace the former plan completed in 2018, which provided direction from 2019 to

2024. The new plan aims at clarifying objectives and processes for managing and enhancing cultural resources and supporting cultural expression so that culture in Wilmot can continue to enhance quality of life, contribute to economic prosperity, and celebrate the unique characteristics of Wilmot.

Interim Report & Key Findings

On March 3, 2025, Staff presented Council with the Arts and Culture Interim Report that provided key findings comprising the culmination of research and data analysis and extensive community engagement and outreach. The Interim Report creates a benchmark with respect to how the Township is currently meeting the arts and cultural needs of its residents. It included quantitative results of the current inventory of assets, demographics, and growth projections. It is further informed by qualitative information through stakeholder engagement, policy alignment, trends and best practices, and sound planning principles.

The Interim Report does not contain any specific recommendations, rather helps identify gaps currently and how those gaps could be addressed. The report also identifies certain strengths the Township is already positioned to meet over the ensuing years that include existing natural and heritage assets, special events and strong presence of local talent (artists/musicians). However, through various stakeholder engagements, further opportunities emerged that included feasibility of a dedicated cultural facility, access to Township halls, expansion of programming beyond Castle Kilbride, enhanced municipal coordination with third party stakeholders, municipal financial and operational resourcing, awareness of existing programming, transportation and increased recognition and support for indigenous culture.

Culture was seen as an essential tool to support community cohesion, helping bridge gaps between different groups. These observations have informed themes and recommendations that will be driving the 2025 Arts and Culture Master Plan.

On May 5, 2025, Staff presented Council with draft recommendations of the Arts and Culture Master Plan. The draft was driven from the Interim Report that provided key findings comprising the culmination of research and data analysis and extensive community engagement and outreach. Staff advised that additional stakeholder engagement was necessary on the recommendations and for any necessary refinements before a final report to Council recommending adoption of the 2025 Arts and Culture Master Plan.

REPORT:

Arts and Culture Master Plan Recommendations

The Township of Wilmot 2025-2035 Arts and Culture Master Plan sets forth key priorities and a strategy to foster cultural growth through actionable initiatives over the next 10 years. It updates the previous Arts and Culture Master Plan, which was developed in 2018.

Informed by the analysis of Wilmot's current demographic profile and culture context and responding to the insights received from community members and other stakeholders on

identified needs, opportunities and challenges for the cultural ecosystem in Wilmot, the Arts and Culture Master Plan provides a comprehensive framework for enhancing Wilmot's cultural assets in a coordinated and sustainable manner. The plan envisions a desired future for culture in Wilmot and provides an ambitious action plan to guide its implementation. It is important to note that the recommendations outlined offer a framework for implementation for the Township, but these recommendations are not intended as binding municipal commitments, and a number of the actions will require supplementary resources outside of municipal funding.

Four strategic priorities (Pillars) have been developed and will guide the Township of Wilmot's support for arts and culture over the next ten years. These strategic priorities are key areas of importance, on which the Township should concentrate attention to address current needs, help Wilmot's cultural ecosystem achieve its full potential, and ensure that the benefits of culture are felt by all community members. The four strategic priorities will build upon each other, creating a cohesive framework to help achieve an overall arts and culture vision:

1. **Celebrate our Roots while Fostering Innovation:** This will focus on honouring Wilmot's roots while encouraging creative expression and cultural evolution to ensure a vibrant, dynamic cultural landscape that evolves over time and with the residents of Wilmot.
2. **Sustainably Grow Cultural Resources:** This will focus on developing and maintaining cultural initiatives with a focus on long-term sustainability, integrating economic, environmental, and social considerations to benefit future generations.
3. **Collaborative Community Building:** This will focus on strengthening partnerships with local artists, community groups, and organizations, streamline processes, and create opportunities for cultural experiences that are accessible and impactful for all residents.
4. **Foster Inclusion:** This will focus on fostering a welcoming and inclusive environment where residents of all backgrounds are encouraged to participate in and contribute to cultural programming, ensuring equal access and representation.

Each priority includes the following:

- **Outcomes of Achieving the Priority:** This details the expected impact of actions supporting the achievement of a strategic priority.
- **The Challenge (Community Engagement):** This section details findings from the community engagement and research processes, which led to identifying each priority as a key area of importance. It details more specifically identified challenges and opportunities.
- **What Work Has Already Been Accomplished:** This section outlines existing municipal investment, on which the Township can build.

- **What We Need to Get Us There (Goals for each Priority):** For each priority, a series of goals, which will help monitor progress. These goals identify tangible objectives towards which the Township and its partners can work over the next ten years.
- **Action Plan for Each Goal:** Listed series of recommended actions for each goal. These are not intended to be read as commitments made by the Township but rather, as concrete suggestions to consider. In each case, general recommendation followed by more specific potential steps to take.
- **Timeframe:** Each recommended action includes a timing mechanism. Timing is defined as Short-Term (1-3 years), Mid-Term (4-6 years) and Long-Term (7-10 years). This timing may be adjusted through proactive monitoring of trends, funding programs, staff availability, alignment with corporate priorities, volunteer support and other external influences that may affect implementation plans.
- **Potential Performance Metrics:** are indicated after each action list. These detail concrete data points that can serve as Key Performance Indicators for the suggested actions.

Regularly measuring the progress towards the vision and the priority goals will be imperative for the successful implementation of the Arts and Culture Master Plan. At minimum, the continual collection of relevant data - which can be based on the Performance Metrics suggested for the different actions - and an annual review of the work accomplished to date should be implemented. In addition, sharing the progress of the Arts and Culture Master Plan will be communicated regularly to Council and the greater community.

Additional Stakeholder Engagement

Staff tabled the draft recommendations at the May 5, 2025 Committee of the Whole Council meeting. Commitment was made to further refine recommendations and actionable items to be objective, balanced and attainable. Additional stakeholder engagement was conducted over Q3 of 2025 with the Township's community groups, valued community partners and staff. The feedback received from this process has produced the final Plan as it exists before Council for adoption and implementation.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Healthy Community

FINANCIAL CONSIDERATIONS:

Financial implications will be addressed through the annual municipal budget process. Any suggested actions throughout the Arts and Culture Master Plan are to guide the Township and are not binding municipal commitments.

ATTACHMENTS:



1. Arts and Culture Master Plan



2025-2035 Township of Wilmot

ARTS & CULTURE MASTER PLAN

Prepared by STEPS Public Art



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Land Acknowledgement

We have gathered in Wilmot Township on the traditional territory of the Neutral, Anishnaabeg Haudenosaunee and Mississauga peoples.

We also want to acknowledge the importance of The Dish with One Spoon Covenant - a peace agreement made between Indigenous nations before the Europeans arrived. It characterizes our collective responsibility to each other and Mother Earth - we should take only what we need, leave enough for others and keep the dish clean.

By acknowledging this covenant and the First Nations, Métis and Inuit peoples, we are reminded of our important connection to this land where we live, learn and work together as a community.

Acknowledgements

The Township of Wilmot Arts and Culture Master Plan was developed in partnership between the Township of Wilmot staff and the consulting team from STEPS Public Art, in consultation with cultural organizations and residents from across Wilmot.

Steering Committee:

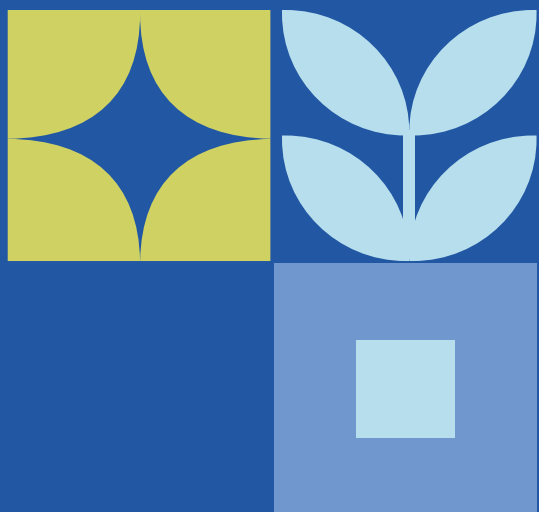
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- Manny O'Kafka, Manager of Community Services, Township of Wilmot
- Sherri Gropp, Curator, Township of Wilmot

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Executive Summary



Executive Summary

A Vision for Culture in Wilmot

Culture plays a crucial role in building an attractive and vibrant community. Around the world, municipalities foster local cultural development through cultural plans that focus on identifying and managing cultural resources, while ensuring that culture is prioritized in decision-making processes.

The Township of Wilmot 2025-2035 Arts and Culture Master Plan sets forth key priorities and a strategy to foster cultural growth through actionable initiatives over the next 10 years. It updates the previous Arts and Culture Master Plan, which was developed in 2018.

Informed by the analysis of Wilmot's current demographic profile and culture context and responding to the insights received from community members and other stakeholders on identified needs, opportunities and challenges for the cultural ecosystem in Wilmot, the Arts and Culture Master Plan provides a comprehensive framework for enhancing Wilmot's cultural assets in a coordinated and sustainable manner. The plan envisions a desired future for culture in Wilmot and provides an ambitious action plan to guide its implementation. It is important to note that the recommendations outlined offer a framework for implementation for the Township, but these recommendations are not intended as binding municipal commitments and a number of the actions will require supplementary resources outside of municipal funding.

The following Vision Statement and Mission Statement will guide Wilmot's future cultural endeavours:

Vision

"The Township of Wilmot is a vibrant, welcoming countryside community where creativity thrives and culture is accessible to all – boasting diverse cultural offerings that drive community connections, invite residents and visitors to explore the township's unique heritage, agricultural roots and small-town feel, and ensure that all feel included, inspired, and proud to call Wilmot home."

Mission

"In close collaboration with external stakeholders, the Township of Wilmot supports, facilitates, and showcases creative offerings that celebrate Wilmot's unique identity and embrace new voices, fostering a thriving cultural ecosystem that promotes community wellbeing, attracts visitors, and strengthens the connections between all residents."

In addition, six guiding principles have been identified. These helped shape the action plan included in this Arts and Culture Master Plan, and can be referred back to as guiding directions in future decision-making processes for investment in cultural initiatives:

- **Heritage and Innovation:** We will honour and conserve Wilmot's agricultural and historical heritage while fostering innovation through creative expression, ensuring that culture evolves while staying connected to our roots.
- **Community Inclusion:** We are committed to fostering a welcoming environment where all residents feel valued, respected, and empowered to engage with cultural opportunities.
- **Accessibility and Equity:** We will prioritize making cultural experiences accessible to all residents by supporting the presentation of cultural offerings in diverse locations, enhancing communication channels, and investing in infrastructure that supports equitable access. By removing financial, logistical, and social barriers, we will ensure that cultural activities are inclusive, welcoming, and accessible to everyone in the community.
- **Sustainability:** We will integrate economic, environmental, and social sustainability into cultural investment, ensuring that the growth of Wilmot's cultural landscape benefits future generations.
- **Celebration of Diversity:** We will embrace and reflect the diverse cultural backgrounds of Wilmot's residents, using arts and culture to promote understanding, dialogue, and unity within the community.
- **Collaboration and Partnerships:** We will build strong, collaborative relationships with local artists, community groups, and organizations, to encourage ongoing creativity in our community.

Action Plan

In order to achieve the Vision identified for Wilmot's cultural ecosystem, we have identified four strategic priorities:

Celebrate our Roots while Fostering Innovation: This will focus on honouring Wilmot's roots while encouraging creative expression and cultural evolution to ensure a vibrant, dynamic cultural landscape that evolves over time and with the residents of Wilmot.

Sustainably Grow Cultural Resources: This will focus on developing and maintaining cultural initiatives with a focus on long-term sustainability, integrating economic, environmental, and social considerations to benefit future generations.

Collaborative Community Building: This will focus on strengthening partnerships with local artists, community groups, and organizations, streamline processes, and create opportunities for cultural experiences that are accessible and impactful for all residents.

Foster Inclusion: This will focus on fostering a welcoming and inclusive environment where residents of all backgrounds are encouraged to participate in and contribute to cultural programming, ensuring equal access and representation.

For each priority, key goals and recommended actions are indicated in the **Priority, Goals, and Actions section** starting on page 14. These detail the concrete steps to take to move towards the identified Vision.

Planning Objectives

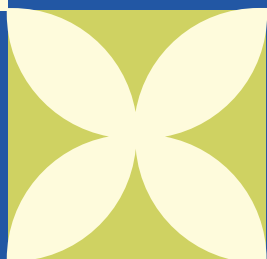
The Arts and Culture Master Plan was developed with the intention of:

- **Enhancing the quality of life in Wilmot** through contributing to community well-being, fostering community cohesion, and enhancing offerings that meet the needs of community members for discovery and creative expression.
- **Sustainably growing the local creative sector** through leveraging existing assets, enhancing collaborations and improving processes.
- **Increasing Wilmot's attractiveness for residents and visitors and contributing to the local economy** through fostering a rich cultural ecosystem.
- **Committing to ad-hoc investments, chosen based on robust research and engagement feedback**, to ensure future actions benefit how culture is experienced by the whole Wilmot community.

Why Does Culture Matter?

An Arts and Culture Master Plan, developed in response to a municipality's unique context, helps leverage the wide-ranging benefits that culture can bring, such as:

- **Enhancing community well-being:** Culture provides meaning and contributes to mental and physical well-being.
- **Supporting community pride:** The presence of a vibrant cultural fabric and the celebration of a place's unique culture contributes to community pride, helps create a strong sense of place, and fosters civic engagement. By conserving local stories and encouraging fresh artistic voices, communities build a sense of belonging rooted in the past and energized by a shared vision for what's ahead.
- **Fostering Social Connection:** Cultural experiences bring people together, nurturing a sense of belonging and reducing feelings of isolation. By creating spaces for shared expression and celebration, artistic offerings help strengthen the bonds between neighbours and inspire collaboration. They also open doors to learning about and appreciating the diverse cultures that make each community unique.
- **Contributing to economic development:** The cultural sector generates both direct and indirect economic benefits. Cultural presentations enhance the attractiveness of a place, leading to increased resident, visitor spending, and investment.



Vision, Mission & Guiding Principles



Vision, Mission and Guiding Principles

The following vision statement, informed by the findings of the engagement process and research, outlines the hopes of Wilmot's community for the development of culture in Wilmot. As an aspirational description of what Wilmot's culture can look like in ten years, the vision statement will guide municipal cultural action throughout the plan's implementation.

Vision

"The Township of Wilmot is a vibrant, welcoming countryside community where creativity thrives and culture is accessible to all – boasting diverse cultural offerings that drive community connections, invite residents and visitors to explore the township's unique heritage, agricultural roots and small-town feel, and ensure that all feel included, inspired, and proud to call Wilmot home."

The mission statement describes how the Township of Wilmot can act to achieve this vision.

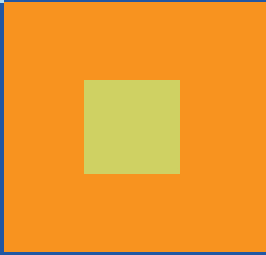
Mission

"In close collaboration with external stakeholders, the Township of Wilmot supports, facilitates, and showcases creative offerings that celebrate Wilmot's unique identity and embrace new voices, fostering a thriving cultural ecosystem that promotes community wellbeing, attracts visitors, and strengthens the connections between all residents."

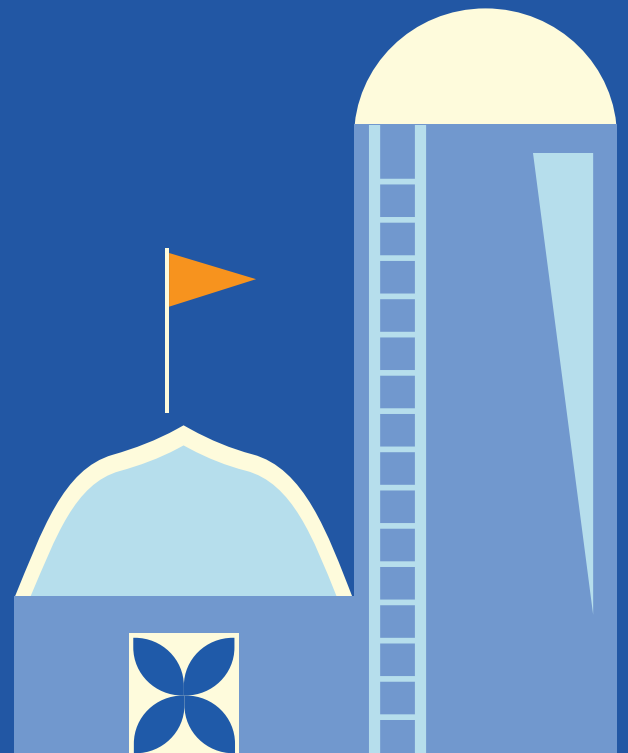
Guiding Principles

We have identified seven key values which will guide the cultural plan and shape the priorities, goals, and actions:

- **Heritage and Innovation:** We will honour and conserve Wilmot's agricultural and historical heritage while fostering innovation through creative expression, ensuring that culture evolves while staying connected to our roots.
- **Community Inclusion:** We are committed to fostering a welcoming environment where all residents feel valued, respected, and empowered to engage with cultural opportunities.
- **Accessibility and Equity:** We will prioritize making cultural experiences accessible to all residents by supporting the presentation of cultural offerings in diverse locations, enhancing communication channels, and investing in infrastructure that supports equitable access. By removing financial, logistical, and social barriers, we will ensure that cultural activities are inclusive, welcoming, and accessible to everyone in the community.
- **Sustainability:** We will integrate economic, environmental, and social sustainability into cultural investment, ensuring that the growth of Wilmot's cultural landscape benefits future generations.
- **Celebration of Diversity:** We will embrace and reflect the diverse cultural backgrounds of Wilmot's residents, using arts and culture to promote understanding, dialogue, and unity within the community.
- **Collaboration and Partnerships:** We will build strong, collaborative relationships with local artists, community groups, and organizations, to encourage ongoing creativity in our community.



Priorities, Goals and Actions



Priorities, Goals and Actions

To achieve Wilmot's vision for culture, the Township of Wilmot will need to act as both a supporter and a catalyst, encouraging collaborations, facilitating the presentation of cultural endeavours, creating connections between stakeholders, and promoting Wilmot's cultural assets. Four strategic priorities will guide this work:

1. **Celebrate our Roots while Fostering Innovation:** This will focus on honouring Wilmot's roots while encouraging creative expression and cultural evolution to ensure a vibrant, dynamic cultural landscape that evolves over time and with the residents of Wilmot.
2. **Sustainably Grow Cultural Resources:** This will focus on developing and maintaining cultural initiatives with a focus on long-term sustainability, integrating economic, environmental, and social considerations to benefit future generations.
3. **Collaborative Community Building:** This will focus on strengthening partnerships with local artists, community groups, and organizations, streamline processes, and create opportunities for cultural experiences that are accessible and impactful for all residents.
4. **Foster Inclusion:** This will focus on fostering a welcoming and inclusive environment where residents of all backgrounds are encouraged to participate in and contribute to cultural programming, ensuring equal access and representation.

How to Read this Section

This section details the four strategic priorities that will guide the Township of Wilmot's support for culture over the next ten years. Informed by the findings of the planning process, these strategic priorities are key areas of importance, on which the Township should concentrate its attention to address current needs, help Wilmot's cultural ecosystem achieve its full potential, and ensure the benefits of culture are felt by all community members. Strategic priorities will build upon each other, creating a cohesive framework to help achieve Wilmot's vision.

In this section, we have outlined information about each priority and included a list of goals and suggested actions. It is important to note that the suggested actions are offered as guidance to the Township and should not be construed as legally binding municipal commitments and many of the actions outlined will require economic development initiatives that bring in revenues from outside municipal funding.

For each priority, we have included:

- **Outcomes of Achieving this Priority:** This details the expected impact of actions supporting the achievement of a strategic priority.
- **The Challenge (What We Heard):** This section details findings from the community engagement and research processes, which led to identifying each priority as a key area of importance. It details more specifically identified challenges and opportunities.
- **What Work Has Already Been Accomplished:** This section outlines existing municipal investment, on which the Township can build.
- **What We Need to Get Us There:** For each priority, we have listed a series of goals, which will help monitor progress. These goals identify concrete objectives towards which the Township and its partners can work over the next ten years.
- **Action Plan for Each Goal:** We have listed a series of recommended actions for each goal. These are not intended to be read as commitments made by the Township but rather, as concrete suggestions to consider. In each case, we have included a general recommendation followed by more specific potential steps to take.
- **Timeframe:** For each, we have identified whether the suggested action should take place in the short-term (S), mid-term (M) or long-term (L). These correspond roughly to the following timeframes:
 - **Short-term (S):** In the first 3 years of the plan's implementation.
 - **Mid-term (M):** In years 4 to 7.
 - **Long-term (L):** Action to be considered for implementation by the end of the plan's lifespan.
- **Potential Performance Metrics** are indicated after each action list. These detail concrete data points that can serve as Key Performance Indicators for the suggested actions.

Priority 1. Celebrate Our Roots While Fostering Innovation

Outcomes of Achieving Priority 1

- Wilmot's unique characteristics and history are conserved and celebrated with events and cultural opportunities showcasing Wilmot's unique roots.
- The Township of Wilmot's heritage is well-known and appreciated by residents and visitors alike.
- As the Township of Wilmot grows and evolves, new cultural opportunities reflecting the changing character of the township and serving all residents are supported.

The Challenge (What We Heard)

Celebrate and Conserve Wilmot's Unique Culture

In addition to traditional artistic disciplines, such as visual arts, music, and theatre, interviewed community members repeatedly mentioned specific characteristics they saw as constitutive to Wilmot's unique culture. Wilmot's architectural heritage, rural and agricultural roots, small-town feel, and rich cultural traditions were especially seen as central to the township's identity and praised for the impact on the local quality of life and community wellbeing.

Participants especially appreciated key heritage assets such as the New Hamburg Heritage Conservation District, Castle Kilbride, the New Hamburg Water Wheel, and Puddicombe House, as well as the parks and trails system and large-scale community events. Wilmot's intangible heritage—including Mennonite traditions, agricultural practices, music, and communal stories—was also seen as vital to the Township's cultural fabric and worthy of continued celebration. Participants expressed a strong desire, as Wilmot continues to grow and evolve, to see the Township's unique character and agricultural roots conserved and more prominently celebrated.

A Desire for Increased and Expanded Support for Heritage and Culture

Participants in the community and stakeholder engagement processes overwhelmingly mentioned Castle Kilbride as the main local cultural institution. While praising the role this institution plays in Wilmot's cultural life, many participants wished to see an expansion of investments and activities beyond the focus on this flagship institution. Interviewees hoped to see municipal support expand beyond this institution to showcase and develop other local assets.

A Need for an Increased Promotion of Cultural Resources

Despite existing efforts on the Township of Wilmot's website and social media, community members overwhelmingly cited a lack of awareness of existing offerings as a significant barrier to cultural participation. Throughout the engagement process, we heard that community members and event organizers wished for the creation of an improved centralized platform showcasing available activities, and for an increased support from the Township in promoting cultural resources.

Balancing the Celebration of the Past with a Forward-looking Approach

While participants celebrated Wilmot's heritage and wished to see it conserved and showcased, many community members also hoped for an increased inclusion of new voices in cultural offerings, and called for support in developing new activities that can bring the community together as Wilmot continues to grow.

What Work Has Already Been Accomplished?

Conservation and Promotion of Castle Kilbride

Castle Kilbride, in Baden, is the primary cultural landmark in Wilmot. This Victorian home, built in 1877 for flax industrialist and politician James Livingston, features Italianate architectural design and intricate trompe l'oeil murals and ceilings, created by German artist Henry Scharstein, and a belvedere for scenic views. The building was purchased by the township in 1993, with funding from the federal, provincial and municipal levels, as well as local fundraising efforts by the Friends of Castle Kilbride, and has been open to the public as a museum since 1994. It was designated a National Historic Site by the Historic Sites and Monument Board of Canada in 1995. As a flagship tourist attraction, Castle Kilbride is a member of Explore Waterloo Region and Destination Stratford.



Castle Kilbride and the Administration Complex

In recent years, Castle Kilbride has successfully grown special programming that grows touristic interest. This includes Ghost Walk tours, plays, crafts workshops on weekends, a tea and tour experience, concerts at the castle, Christmas events, and themed pet parades and a partnership with Guess Where Trips. Additionally, Castle Kilbride presents programs that showcase local creatives and bring the community together around art appreciation, such as art shows and a summer concert series. However, while highlighting the successful efforts undertaken by the Castle to provide varied programming through these well-loved events such as the summer concert series, interviewees warned that staff resources currently allocated to the operation of Castle Kilbride were insufficient to address broader cultural needs in the community.

Community Grants

The Township of Wilmot supports local community groups through the Community Grants Program, with a total yearly funding of approximately \$55,000. In 2024, cultural community organizations supported included the New Hamburg Art Tour, the New Hamburg Concert Band, and the Dundee Artisan Festival.

What We Need to Get Us There

- **Goal 1.** Increase awareness and appreciation of Wilmot's unique cultural identity, its agricultural roots and history
- **Goal 2.** Honour, conserve and showcase Wilmot's heritage
- **Goal 3.** Encourage the creation of new cultural offerings
- **Goal 4.** Foster the growth of initiatives that showcase Wilmot's local identity, such as agro-touristic ventures

Goal 1. Increase awareness and appreciation of Wilmot's unique cultural identity, its agricultural roots and history

Recommended Actions

Recommended Action #1: Raise awareness of the Arts and Culture Master Plan

Action Steps	Timeframe
Distribute a media release to announce the Council's approval of the Municipal Cultural Plan.	Short-term (S)
Publish the Plan on the Township's official website.	Short-term (S)

Recommended Action #2: Promote and further cultural mapping

Action Steps	Timeframe
Publish the inventory of cultural resources on the Township's website, and consider developing an interactive map of identified cultural assets.	Short-term (S)
Celebrate the unique characteristics of Wilmot's culture, promoting attractions and focuses that have been mentioned as central to the local culture in the community engagement, beyond more traditional art forms: e.g., car shows, agricultural presentations, storytelling, Mennonite and German heritage.	Short-term (S)
Explore collaborating with neighbouring townships to develop an area-wide cultural mapping.	Medium-term (M)
Continue expanding the cultural mapping. In particular, collaborate with the Heritage Committee to maintain an up-to-date inventory of significant historic sites, heritage buildings, and historic plaques.	Medium-term (M)

Recommended Action #3: Enhance online and print communication on cultural assets and events

Action Steps	Timeframe
Refine the design of communication materials (including webpages and walking tour information) to enhance their user interface, modernity and visual appeal.	Short-term (S)
Create a central platform housing information on local cultural assets and events, which can be hosted on the Township of Wilmot website or a separate platform.	Medium-term (M)

Recommended Action #4: Continue supporting community groups that promote Wilmot's unique history

Action Steps	Timeframe
Continue supporting organizations through the community grants program.	Short-term (S)

Potential Performance Metrics

- Successful publication and sharing of the Arts and Culture Master Plan
- Number of enhanced communication materials
- Successful creation of a platform presenting the cultural inventory and of a method for community members to suggest assets to add

Goal 2. Honour, conserve and showcase Wilmot's heritage

Recommended Actions

Recommended Action #1: Continue to support Castle Kilbride's activities while exploring opportunities to expand its impact

Action Steps	Timeframe
Explore the potential of increasing the presentation of ticketed special programming, such as ghost tours, concerts, or holiday events.	Short-term (S)
Assess the staffing capacity for the presentation of increased programming, and determine how to better support this programming, whether through adapting Castle Kilbride's opening times to allow for an increased focus on special programming, through hiring dedicated part-time staff, or through increasing partnerships with external stakeholders who can deliver activities on Castle grounds.	Short-term (S)
Ensure the maintenance of Castle Kilbride by regularly assessing the building and assets' states and incorporating needed repairs into capital planning.	Medium-term (M)

Recommended Action #2: Promote and further cultural mapping

Action Steps	Timeframe
Maintain the Community Grants Program, and ensure a dedicated percentage of these grants is targeted towards cultural activities, with a focus on activities that celebrate Wilmot's unique strengths.	Short-term (S)
Ensure the support of Township staff representatives organized by third-party community organizations that promote Wilmot's unique culture.	Short-term (S)
Increase collaborations with external private and community stakeholders that invest in heritage conservation and renovation and explore ways to support their work.	Medium-term (M)
<i>Examples of recent and ongoing initiatives include the transformation of the B&W Feed Mill in Downtown New Hamburg into a community hub by Love Your Neighbour Communities and investments in the renovation and upkeep of The Imperial and Puddicombe House.</i>	

Recommended Action #3: Increase Township’s staff direct involvement in flagship events that promote the Township’s culture and foster community building

Action Steps	Timeframe
Assess required staff and resources for Township staff to sustainably deliver Canada Day programming.	Short-term (S)

Potential Performance Metrics

- Percentage of culture-focused initiatives among Community Grants Program recipients
- Number of new relationships developed with external partners supporting heritage conservation

Case Studies and Examples to Explore

Focus – Examples of special programming presented at historic houses

Immersive Theatre

- **White Mills Theatre Co.:** This company specializes in classical vocal performance and new play development in collaboration with Canadian historic sites. To date, the company has only collaborated with Toronto-based institutions, but a partnership with White Mills Theatre Co. or another theatre company could be explored.
- **The Three Ships Collective – A Christmas Carol:** Set in the historic Campbell House Museum in downtown Toronto, this theatrical experience gives audience members a chance to immerse themselves in Victorian England as they follow the journey of Ebenezer Scrooge towards redemption.

Holiday Programming

- **Eerie Tales & Spine-Tingling Tours:** Presented around Halloween in Toronto History Museums, this series of after dark tours invited visitors to discover historic houses with a focus on Victorian death practices, paranormal beliefs and ghost stories.
- **Steampunk Halloween at Gibson House in Toronto:** Throughout October 2024, visitors were invited to learn about the retro-futurist origins of the Steampunk aesthetic through a special display and a costuming and selfie opportunity. This event focused on a genre beloved by young adults to invite visitors to look at the house’s assets through a new lens.

Group Activities, Arts and Crafts Workshops

- **Birthday Parties:** Hamilton museums and historic houses offer themed birthday parties, designed based on each venue's unique assets¹. This can include providing historic costumes to children and inviting them to play with reproductions of historic games.
- **Garden parties:** Castle Kilbride's lawn offers a beautiful setting, used for events such as the concert series and for wedding photography. Historic houses also use similar settings as venues for themed events such as garden parties. Spadina House, in Toronto, has for instance organized costume parties, such as the annual Gatsby Garden Party, which includes attractions such as a costume contest, swing dance instruction, live music, croquet and a photography station. In Aurora, Ontario, the Aurora Historical Society organizes different special events to encourage visits to heritage sites, such as a Victorian Garden Party held at Hillary House National Historic Site, with live music, activity stations (ballroom dance, playing Victorian games, outdoor croquet, learning a heritage craft). Costume props are provided to guests, helping enhance the experience. While Castle Kilbride's lawn does not offer as much space as the gardens of these houses, smaller-scale events could be considered.
- **Historic-themed workshops:** Historic houses present workshops that invite participants to experience the lives of past inhabitants of the sites, through activities such as cooking historic recipes, learning a heritage craft (e.g., crochet, embroidery, carpet weaving), or playing games. Such activities are part of Castle Kilbride's special programming, and could be enhanced with focuses on the unique characteristics of the house: e.g., exploration of trompe l'oeil painting, in collaboration with local artists; flax fiber workshop.

¹ City of Hamilton website, Birthday Parties,
<https://www.hamilton.ca/things-do/venues-facilities-bookings/venue-rentals-packages/birthday-parties>

Goal 3. Encourage the creation of new cultural offerings

Recommended Actions

Recommended Action #1: Promote the use of local event spaces to event organizers

Action Steps	Timeframe
Initiate discussions with local event organizers to explore expanding their activities with integrated revenue generation strategies, drawing inspiration from events like Kitchener-Waterloo Oktoberfest.	Short-term (S)
Prioritize collaborations with events that address community desires, as identified through the community engagement process, and are aligned with Wilmot's cultural identity, while also integrating economic development opportunities.	Short-term (S)
Regularly communicate with large event organizers presenting events in Wilmot to identify pain points and areas for improvement.	Short-term (S)
Organize post-event debriefs with large event organizers to collect feedback.	Short-term (S)
Develop a proactive approach to encourage local event organizers to present activities at Township facilities through a structured case-by-case fee-for service model.	Medium-term (M)

Recommended Action #2: Support grassroots cultural initiatives

Action Steps	Timeframe
Offer small grants or recognition awards for individuals or groups who propose creative, low-cost cultural events. This can encourage grassroots cultural initiatives while ensuring that the events align with community interests.	Short-term (S)
Encourage local artists and performers to organize smaller cultural events or workshops by offering promotional support through the Township's website, social media, or newsletters.	Short-term (S)
Support temporary, pop-up cultural experiences that are easy to organize and execute, such as outdoor concerts and film screenings, street performances, art installations, or pop-up art workshops. These events can create excitement in the community while requiring minimal financial investment.	Short-term (S)

Potential Performance Metrics

- Number of post-event debriefs with event organizers
- Number of meetings/conversations with new potential partners
- Percentage of the Community Grants Program focused on heritage conservation

Goal 4. Foster the growth of initiatives that showcase Wilmot's local identity, such as agro-touristic venture

Recommended Actions

Recommended Action #1: Celebrate and promote existing agro-touristic experiences, and encourage the development of agro-touristic experiences

Action Steps	Timeframe
Partner with local farms, wineries, and food producers to create agro-tourism experiences - including farm tours, harvest festivals, and "meet the farmer" events - that are economically sustainable and benefit the community. Perth County's agricultural tours are a potential source for inspiration. The county promotes a wide range of signature experiences, all promoted on their website².	Short-term (S)
Pursue partnerships and funding opportunities to promote existing local farm experiences via Wilmot's cultural channels.	Medium-term (M)
Maintain and expand collaborations with presentation opportunities such as the "Farm to Fork" series³ while embedding economic development opportunities to ensure sustainability. <i>Examples of existing experiences include the Sip & Graze and Goat Social series at Perth Farmhouse, cheese plant tours at Mountainoak Cheese, Pick Your Own strawberry picking at Pinehill Farms, tours at Fall Harvest Farm, and more.</i>	Long-term (L)
Promote local food, craft, and agri-businesses through special events, such as seasonal farmers' markets, farm-to-table dinners, and food and beverage festivals, celebrating Wilmot's agricultural identity.	Long-term (L)

² Perth County, Discover More Adventures, <https://www.perthcounty.ca/en/discover/discover-more-adventures.aspx>

³ Explore Waterloo Region website, "Farm to Fork in Waterloo Region", <https://tinyurl.com/mr38bzmw>

Recommended Action #2: Engage the Local Community in Agro-Tourism Development, with embedded economic opportunities to ensure long-term sustainability of initiatives

Action Steps	Timeframe
Conduct community consultations and workshops to gather input from local farmers, residents, and cultural groups on their vision for agro-tourism development and what they feel best represents Wilmot's agricultural identity.	Medium-term (M)

Recommended Action #3: Encourage local stakeholders to support the transmission of the agricultural heritage

Action Steps	Timeframe
Collaborate with local farms to offer workshops, tours, and training sessions on sustainable farming, heritage farming practices, and local food systems for tourists and residents alike, fostering greater appreciation for Wilmot's agricultural heritage.	Long-term (L)
Work with local schools to create opportunities for students to engage with agricultural practices and rural tourism.	Long-term (L)

Potential Performance Metrics

- Number of new stories created
- Number of agricultural-related activities created

Priority 2. Sustainably Grow Cultural Resources

Outcomes of Achieving Priority 2

- The Township of Wilmot is successfully promoted as a touristic destination.
- New revenue streams are developed, which leverage existing cultural assets. Revenue generated through these activities helps fund cultural investment.
- Existing venues and spaces adapted to the presentation of artistic creations are used to their fullest potential.
- Local cultural resources grow progressively, balancing the need for an increased investment in culture and current financial constraints.
- Needs identified for the full expression of Wilmot's residents' creativity, such as the creation of appropriate venues, are addressed through long-term planning.

The Challenge (What We Heard)

Develop Wilmot's Potential as a Tourism Destination

While Wilmot boasts notable heritage, natural resources, and agricultural assets, there has not, to date, been a coordinated effort to coordinate and promote these resources to establish Wilmot as a tourist destination, and most of the existing promotion focuses on Castle Kilbride. Stakeholders consulted hoped for dedicated investment that would leverage Wilmot's unique strength and its proximity to both large urban centres and touristic destinations such as Stratford to establish the Township as a new destination.

Creating a Dedicated Venue for the Arts

While Wilmot is home to a vibrant and growing arts community, many stakeholders spoke to the need for a dedicated cultural venue—a welcoming, accessible space where creativity, connection, and community can thrive. Current facilities, such as schools and community centres, are not designed with the needs of cultural programming in mind, often posing challenges around acoustics, accessibility, and availability. A promising step forward came in 2022, when the Township received \$4.18 million in provincial funding to redevelop the former New Hamburg Arena, with plans to create a shared space for recreation and cultural activities. The proposal included a dedicated stage for The Community Players (TCP), a beloved local theatre company that has played a central role in Wilmot's cultural life for decades. While this project is currently on hold pending further consultation and cost assessment, many community members expressed hope that it might still come to life. They emphasized that a cultural venue would not only meet the growing needs of local artists and residents, but also strengthen Wilmot's identity as a welcoming, creative, and culturally rich community. Such a space could help position the Township as a destination for visitors and neighbours alike, while celebrating and elevating the work of groups like The Community Players and other local creatives.

Financial Constraints

Interviewees frequently identified financial constraints as a major barrier to investing in culture within Wilmot. Many acknowledged the Township's limited budget and small tax base, noting that this often results in cultural initiatives being deprioritized in favour of more immediate infrastructure or service needs. Several stakeholders felt that while there is interest in supporting arts and culture, funding remains inconsistent and often project-based, making long-term planning and sustainability difficult for both the Township and local cultural organizations. There was also concern about the capacity to secure operational funding—not just for building or launching cultural initiatives, but for maintaining them over time. Some participants highlighted the need for external partnerships, grants, and creative funding models to support cultural development without overburdening municipal resources. Overall, there was strong support for encouraging film production in Wilmot as part of a broader cultural and economic development strategy.

What Work Has Already Been Accomplished?

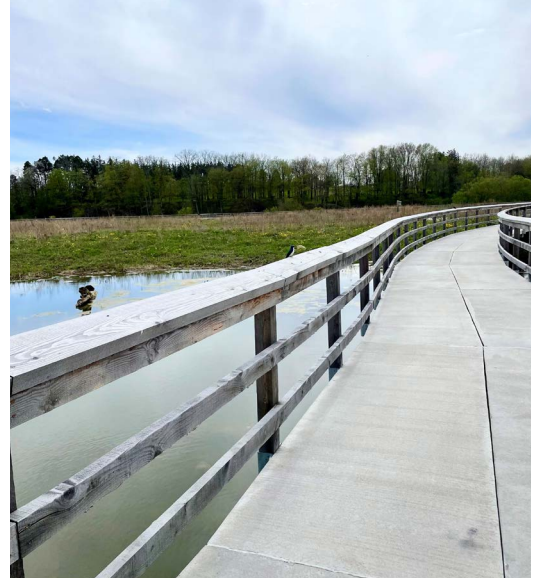
Film Production

Interviewees expressed enthusiasm about Wilmot's growing potential and appeal as a filming location. They noted that the Township's heritage architecture, rural landscapes, and distinctive small-town charm make it an attractive backdrop for film and television productions. Some participants referenced recent filming activity in the area (including "Ghosting", a CBC Gem production, filmed at Castle Kilbride, and "Anne with an E"), highlighting the economic and promotional benefits it brought to local businesses and the broader community.

Stakeholders viewed film activity as a valuable opportunity to increase visibility for Wilmot, attract visitors, and support the local economy. However, they also emphasized the need for clear municipal processes and guidelines to support future productions—such as streamlined permitting, communication with residents, and logistical coordination. Overall, there was strong support for encouraging film production in Wilmot as part of a broader cultural and economic development strategy.

Investment in Natural Resources

In recent years, significant investments have been made to enhance Wilmot's natural areas and promenades, which stakeholders overwhelmingly praised during the engagement process. Notably, the Mike Schout Wetlands Preserve was established in 2019 following a partnership between the Township of Wilmot and Mike Schout. This 55-acre natural preserve, home to a vibrant ecosystem, features a 1.6 km boardwalk that spans multiple wetland ponds and includes several educational components. Similarly, the Nith River Promenade and Trail underwent major improvements, with construction completed in early 2024. The enhanced promenade now provides scenic access to three key architectural landmarks of New Hamburg: the New Hamburg Reservoir Dam, the New Hamburg Waterwheel, and the Hartman Bridge.



The boardwalk and wetlands along the Mike Schout Wetlands Preserve

Interviewees emphasized that these enhancements reflect a growing recognition of the vital role natural spaces play in community life. These spaces offer welcoming and inclusive environments for families, seniors, and newcomers, while fostering a strong sense of community pride and environmental stewardship.

Stakeholders also highlighted the potential of Wilmot's natural resources to promote tourism. Structural improvements—such as boardwalks, trail connections, accessible facilities, and interpretive signage—not only elevate the visitor experience but also help position Wilmot as a destination that blends rural charm with cultural and ecological richness. There was a strong desire to see continued investment in trails, parks, and natural heritage features, as part of a broader effort to enhance quality of life and support sustainable tourism.

What We Need to Get Us There

- **Goal 1.** Develop and support initiatives that contribute to local businesses, create job opportunities, and boost the township's economic vitality
- **Goal 2.** Maximize the use of underutilized assets
- **Goal 3.** Continue to enhance, conserve and promote natural resources
- **Goal 4.** Explore new partnerships and funding models to grow cultural assets in an economically sustainable fashion

Goal 1. Develop and support initiatives that contribute to local businesses, create job opportunities, and boost the township's economic vitality

Recommended Actions

Recommended Action #1: Encourage the use of Wilmot's heritage sites as filming locations, while initiating new revenue generation initiatives

Action Steps	Timeframe
Develop a targeted strategy that builds on past successful collaborations (e.g., "Ghosting" and "Anne with An E" filming at Castle Kilbride), transitioning from one-off projects to a more consistent and revenue-generating activity.	Medium-term (M)
Build a photo library of potential, high-interest filming locations. Highlight sites that are one-of-a-kind in the region, with unique characteristics or that evoke different historical periods. Include historic buildings, industrial zones, residences, streets, scenic routes, schools, distinctive structures, and expansive vistas.	Medium-term (M)
Create and publish clear communication on these locations, outlining their unique characteristics. The Town of St. Marys filming locations webpage provides an example of the type of materials that could be developed. The webpage lists potential locations and contains information on past successful filming in St. Marys. ¹	Medium-term (M)
Clearly define processes and fees for filming in Wilmot.	Medium-term (M)
Create a list of local support services available for production (hotels and other accommodations, restaurants, catering).	Medium-term (M)
Organize familiarization trips for Ontario location managers and scouts.	Long-term (L)
Designate a Township staff contact for interested audiovisual companies, who will be the first entry point and be in charge of connecting film companies with relevant internal departments (e.g., for permits and traffic control).	Long-term (L)

¹ St. Marys website, "Filming Locations", <https://www.townofstmarys.com/en/recreation-and-culture/filming-locations.aspx>

Recommended Action #2: Enhance the Township staff capacity to support the promotion of Wilmot’s cultural assets

Action Steps	Timeframe
Create a dedicated position (e.g., Economic Development and Tourism Officer).	Long-term (L)
Define objectives for this new position. The Economic Development and Tourism Officer should be in charge of relaying information on existing assets and marketing Wilmot’s cultural opportunities beyond its borders.	Long-term (L)

Recommended Action #3: Work with the Economic Development and Tourism Officer and partner stakeholders to develop a Wilmot Tourism Strategy

Action Steps	Timeframe
Identify financial resources to realize Tourism Strategy.	Medium-term (M)
Identify key messaging/types of assets that Wilmot can develop and promote: e.g., downtown New Hamburg (including small-town feel, architectural heritage, culinary experiences); natural resources; agro-tourism.	Long-term (L)
The strategy should address both cultural tourism and community development (such as neighbourhood or district level marketing), enhance partnerships with local and regional agencies, and identify opportunities to promote Wilmot’s cultural offerings to new Wilmot residents, local, regional, national and international visitors year-round in alignment with the Region’s Tourism priorities.	Long-term (L)

Recommended Action #4: Create guides and itineraries to promote Wilmot's cultural resources

Action Steps	Timeframe
Create a cultural tourism guide/itinerary that highlights the Castle Kilbride and highly attended annual festivals as the main attractions, while also showcasing and expanding upon other cultural resources and activities in Wilmot, including built heritage, natural resources, agricultural experiences, performance arts, and culinary experiences. Include information on accommodations, restaurants, and local shops.	Long-term (L)
Market this package to tour operators.	Long-term (L)
Create a "Cultural Guide" (available in both print and online formats) that highlights a variety of notable cultural resources. The following websites can offer inspiration for the format of such a guide: St. Jacob's Village – https://www.stjacobsvillage.com Discover St. Marys – https://www.discoverstmarys.ca	Long-term (L)
Distribute the guide locally, especially in cultural venues, hotels, and restaurants.	Long-term (L)
Collaborate with large event organizers (e.g., Moparfest, Fall Fair, Mennonite Relief Sale) and with stakeholders hosting large private events (e.g., weddings and corporate events at Puddicombe House) to promote the cultural guide to their audiences.	Long-term (L)
Create incentives to encourage participants in large events to explore other local assets (e.g., discounts at local stores and restaurants).	Long-term (L)

Recommended Action #5: Collaborate with The Community Players and other cultural organizations to secure a permanent venue for cultural presentations

Action Steps	Timeframe
Engage with The Community Players to discuss the associated partnership models.	Short-term (S)
By the end of the Arts and Culture Master Plan's implementation, ensure an adapted space is provided for theatre presentations.	Long-term (L)

Recommended Action #6: Work with the Economic Development and Tourism Officer and partner stakeholders to develop a Wilmot Tourism Strategy

Action Steps	Timeframe
Collaborate with Explore Waterloo Region, Ontario Yours to Discover, and other stakeholders to enhance the promotion of Wilmot's assets.	Medium-term (M)
Review current marketing to identify gaps. In particular, using the cultural resources inventory, ensure local assets are mentioned on the Explore Waterloo website and events are included in the website's event calendar.	Medium-term (M)
Collaborate with Explore Waterloo to create new content promoting the Township's assets. In particular, develop promotion on central assets identified in the Tourism Strategy. This can include adding information on New Hamburg to the Our Neighborhoods webpage (explorewaterloo.ca/waterloo-region-neighbourhoods)	Long-term (L)

Recommended Action #7: Explore collaborations with nearby tourism destinations to develop tours

Action Steps	Timeframe
Collaborate with Destination Stratford to encourage local visitors to participate in itineraries, including stops in Wilmot.	Medium-term (M)
Collaborate with St. Jacob's to develop tours.	Long-term (L)

Recommended Action #8: Collaborate with key stakeholder community representatives

Action Steps	Timeframe
Find key advocates within key groups who are interested in collaborating with the Township on joint tourism initiatives, including stakeholders in the culinary industry, accommodation and agro-tourism industries and the Mennonite community.	Long-term (L)

Potential Performance Metrics

- Number of engagement opportunities
- Representation of diverse perspectives on advisory committees
- Successful creation of a resource list

Goal 2. Maximize the use of community assets

Recommended Actions

Recommended Action #1: Identify potential spaces for the presentation of visual arts in the community

Action Steps	Timeframe
Collaborate with local stakeholders to identify spaces suitable for visual arts presentation, e.g., local library branches of the Region of Waterloo Library, select restaurants and hotels, community and recreation centres, Castle Kilbride, etc.	Medium-term (M)
Create and publish an inventory of these spaces.	Medium-term (M)

Recommended Action #2: Facilitate the use of Township venues for events aligned with the Arts and Culture Master Plan's objectives.

Action Steps	Timeframe
Encourage the use of community centres and public spaces for events that can support the plan's objectives, especially prioritizing activities that promote community development, serve equity-deserving groups, contribute to a strong local cultural identity, and/or help generate economic benefits through streamlining rental processes and offering discounts for high-impact events.	Short-term (S)
Promote the use of high-potential venues, such as the New Dundee Bandshell, Scott Park, and the Fairgrounds, through developing communication materials highlighting these spaces' unique characteristics, ensuring the rental process is streamlined, and approaching potential community event organizers.	Medium-term (M)

Recommended Action #3: Explore ways to expand the use of Castle Kilbride through partnerships

Action Steps	Timeframe
Consider expanding the use of the Castle Kilbride lawn by hosting events such as concerts, movie nights, and performances organized by third-party stakeholders in addition to the concert series and events presented by Castle Kilbride.	Medium-term (M)

Recommended Action #4: Collaborate with the local Region of Waterloo Library branches to present events and activities

Action Steps	Timeframe
Collaborate with the New Hamburg Region of Waterloo Library branch and community groups focused on historical conservation to present a permanent display and regular activities, such as architectural tours, showcasing the history of the Carnegie library.	Medium-term (M)
Collaborate to present activities in library branches, such as temporary displays, arts and crafts workshops, and presentations.	Medium-term (M)

Recommended Action #5: Transform underutilized spaces into vibrant community hubs through the inclusion of public art

Action Steps	Timeframe
Develop an inventory of underutilized spaces that present a high potential for the inclusion of public art, based on their location, visibility, accessibility, and available canvases.	Long-term (L)
Create landmark artworks.	Long-term (L)

Potential Performance Metrics

- Success in creating an inventory of spaces for visual art displays
- Number of visual art displays presented by third-party organizers in the Township following the publication of the inventory
- Number of events organized in high-potential Township venues
- Attendance at events

Goal 3. Continue to enhance, conserve and promote natural resources

Recommended Actions

Recommended Action #1: Continue enhancing the trails and increasing access to natural resources

Action Steps	Timeframe
Install creative furnishings (e.g., painted chairs, benches) and public art activations on the trails, to enhance streetscaping and celebrate local creativity.	Medium-term (M)
Develop hiking trails connecting key sites, such as a hiking trail going from the Mike Schout Wetlands Preserve to the downtown area.	Long-term (L)

Recommended Action #2: Encourage the use of natural resources through dedicated activities

Action Steps	Timeframe
Develop walking and cycling tours focused on Wilmot's natural beauty, including the Mike Schout wetlands, river trails, and local parks, integrating local culture and history into the experience.	Medium-term (M)
Install signage with information on natural resources in key sites such as on the Mike Schout Wetlands Preserve boardwalks.	Medium-term (M)
Designate key natural sites, like the river and wetlands, as venues for outdoor cultural programming, such as environmental art exhibitions, educational programs, and nature-based performances.	Long-term (L)

Potential Performance Metrics

- Number of structural improvements to trails and other natural areas
- Number of visitors
- Number of activities presented in natural spaces
- Qualitative feedback received from residents

Goal 4. Explore new partnerships and funding models to grow cultural assets in an economically sustainable fashion

Recommended Actions

Recommended Action #1: Expand partnerships with private sector stakeholders

Action Steps	Timeframe
Identify resources needed to increase private sector partnerships and consider developing a position dedicated to attracting private sector investments and developing partnerships for key projects.	Medium-term (M)
Develop partnerships with private organizations, philanthropists, and cultural foundations to fund new projects, such as the renovation of the old arena or the creation of new cultural trails.	Medium-term (M)

Recommended Action #2: Expand fundraising activities

Action Steps	Timeframe
Explore opportunities for funding through government grants for arts, culture, and heritage conservation, with a focus on building sustainable partnerships to support ongoing initiatives.	Medium-term (M)

Recommended Action #3: Dedicate a percentage of the cost of capital projects and structural repairs to public art presentation

Action Steps	Timeframe
Explore opportunities for funding through government grants for arts, culture, and heritage conservation, with a focus on building sustainable partnerships to support ongoing initiatives.	Long-term (L)

Recommended Action #4: Encourage the development of new revenue streams for Castle Kilbride

Action Steps	Timeframe
Consider the benefit of identifying a part-time staff dedicated to fundraising and supporting the development of revenue-generating activities through special programming and partnerships (including maintenance and growth of partnerships with companies such as Guess Where Trips and Ghost Walks, establishment of partnerships with local businesses such as restaurants, and identification of new potential partners).	Medium-term (M)

Potential Performance Metrics

- Number of meetings with potential private sector partners
- Revenue generated from grants, donations, and private sponsorships
- Number of new public-private partnerships

Priority 3. Collaborative Community Building

Outcomes of Achieving Priority 3

- Through direct support from the Township, acting as a leader, network builder, and promoter, cultural enterprises and community organizations can thrive.
- The value of cultural investment and the needs of cultural stakeholders are understood across the different Township departments.
- Township processes minimize permitting barriers, allowing community-led events to flourish.
- Cultural presenters, event organizers, and creatives collaborate directly with the Township, sharing insights and communicating opportunities and needs to assist in decision-making.
- Collaborations between cultural sector stakeholders and private enterprises are fostered.
- Public, private and not-for-profit stakeholders collaborate to develop projects that benefit the Township of Wilmot communities.

The Challenge (What We Heard)

A Desire for Increased Coordination

Interviewees frequently expressed a desire for more collaboration and coordination between cultural organizations in Wilmot. Many felt that groups were currently working in silos—despite shared goals and interests—and that this limited the overall impact and visibility of cultural initiatives across the Township. They emphasized the potential for greater collaboration to share resources, cross-promote events, and strengthen community-wide programming.

Stakeholders saw the Township as playing a critical role in facilitating this collaboration. Suggestions included hosting regular networking events or roundtables to bring together cultural organizations, artists, and community groups; creating a centralized communications hub—such as a shared events calendar or newsletter—to increase awareness of what different groups are doing and reduce scheduling conflicts; and providing staff support or a designated liaison to act as a connector between the Township and cultural groups, offering guidance, information, and advocacy.

There was also strong interest in developing more consistent and accessible channels of communication with Township staff. Some interviewees felt that while staff were supportive, it was sometimes unclear who to contact or how to navigate municipal processes. They hoped for a clearer point of contact—ideally someone with a cultural mandate—who could help organizations with permitting, promotion, and accessing municipal resources. This role was seen as key to building trust, improving transparency, and ensuring that community-led cultural efforts receive the support they need to thrive. Ultimately, increased collaboration was viewed as essential to strengthening Wilmot’s cultural ecosystem—enabling more ambitious and inclusive initiatives, fostering a greater sense of shared identity, and positioning the Township as a more vibrant and connected place to live and visit.

A Need for More Streamlined Permitting Processes

Interviewees recognized the importance of permitting processes in ensuring safety and compliance, but many described them as challenging to navigate, particularly for smaller or volunteer-run cultural groups. Some noted that it can be unclear who to contact, and that requirements for items like food trucks, tents, or road closures are not always communicated consistently. Insurance obligations were also raised as a barrier—especially for low-budget or grassroots events—making it harder for some groups to contribute to the cultural landscape.

While stakeholders understood that recent changes to the permitting system were made to align with insurance and safety regulations, they felt these updates have, on the whole, added complexity without sufficient support. Participants have a strong interest in seeing more clarity and coordination in how permits are administered. Suggestions included introducing a central point of contact within the Township to assist with navigating requirements and ensuring smoother communication across departments.

Ultimately, interviewees hoped for a permitting process that continues to meet regulatory standards but is also more user-friendly, transparent, and responsive to the realities of community-based cultural programming.

Establishing Dedicated Cultural Leadership

Participants consistently emphasized the need for dedicated staffing at the Township level to support arts and culture. Many noted that, while existing staff are passionate and committed—particularly those connected to Castle Kilbride—there is currently no one with a clear mandate to lead or coordinate cultural initiatives across the Township. This gap was seen as a barrier to strategic planning, partnership development, and consistent support for community-led cultural activities.

Stakeholders expressed that a staff person focused on culture could play a vital role in strengthening communication between the Township and cultural groups, guiding permitting and event logistics, promoting local initiatives, and helping to secure external funding. This role was also seen as key to fostering collaboration between organizations, advancing equity and inclusion, and ensuring that culture is more meaningfully integrated into municipal decision-making.

Overall, there was strong agreement that without dedicated capacity, cultural development in Wilmot will continue to rely heavily on volunteer labour and remain fragmented—limiting its potential to grow and thrive.

Building Awareness of Culture's Value

Interviewees noted a perceived lack of appreciation for arts and culture within the broader community and among some decision-makers. Several participants shared the view that culture is often seen as non-essential or secondary compared to other municipal priorities, making it harder to build support for cultural investment. This was especially apparent when advocating for funding, infrastructure, or staff capacity related to cultural initiatives.

Many felt that the value of culture—particularly its role in building community, supporting mental health, attracting tourism, and enhancing quality of life—is not always well understood or communicated. There was a sense that while Wilmot has many cultural assets and passionate individuals, these contributions are sometimes overlooked or under-celebrated.

Stakeholders expressed a desire for stronger advocacy and education around the benefits that arts and culture can bring, not only for artists and cultural groups, but for residents of all ages and backgrounds. They hoped the Township would play a more active role in demonstrating the broader impact of culture and integrating it more visibly into community planning and identity.

What Work Has Already Been Accomplished?

Planning Process

The Township's willingness to engage in the Arts and Culture Master Plan process was frequently cited by interviewees as a meaningful and encouraging step. Many viewed the process as a clear signal that the Township is interested in listening to the cultural community, understanding its challenges, and co-developing a shared vision for the future. Participants appreciated the opportunity to share their experiences and perspectives, and expressed hope that this dialogue would lay the foundation for stronger, ongoing relationships between Township staff and cultural stakeholders. The inclusive nature of the process was interpreted as a shift toward a more collaborative and community-centred approach to cultural development, one that values local knowledge and creativity.

Existing Collaborations

In addition to the planning process, some interviewees pointed to existing collaborations between the Township and local artists or cultural organizations as early examples of cultural partnership in action. These included Township-supported initiatives at Castle Kilbride, such as exhibitions, performances, or artist-led programming, as well as community events and festivals involving local schools, historical groups, or arts organizations. While modest in scale, these collaborations were seen as important stepping stones that demonstrate the Township's openness to engaging with the creative sector. Participants felt that these initiatives could serve as models for future partnerships, helping to build trust and momentum for broader cultural investment and coordination.

What We Need to Get Us There

- **Goal 1.** Streamline the processes and offer support to allow for people to implement cultural initiatives in their own communities
- **Goal 2.** Facilitate collaborations between cultural stakeholders, providing opportunities for cross-cultural dialogue, collaboration, and mutual support within cultural spaces and initiatives
- **Goal 3.** Enhance municipal capacity and processes for the support of culture

Goal 1. Streamline the processes and offer support to allow for people to implement cultural initiatives in their own communities

Recommended Actions

Recommended Action #1: Streamline permitting and approval processes for cultural initiatives and events to encourage more community-led activities

Action Steps	Timeframe
Collect feedback from event organizers on difficulties encountered when applying for permits.	Short-term (S)
Monitor timelines for processing applications and explore ways to provide quick responses.	Short-term (S)
Explore ways to assist non-profit organizations or community groups in obtaining requested documentation, particularly for events that fulfill the objectives of the Arts and Culture Master Plan.	Medium-term (M)
Create and publish easy-to-read guidelines to help organizations navigate permit applications.	Medium-term (M)

Recommended Action #2: Develop informational resources for event organizers

Action Steps	Timeframe
Develop a cultural toolkit for local artists and event organizers that outlines key steps, resources, and contact information for launching cultural initiatives.	Medium-term (M)
Collect and publish information on available regional, provincial and national grants that might be of interest to event organizers.	Medium-term (M)

Recommended Action #3: Formalize and deepen collaborations with key event organizers

Action Steps	Timeframe
As recommended in the Community Services Master Plan, meet twice annually with large-event organizers.	Short-term (S)

Recommended Action #4: Encourage volunteerism

Action Steps	Timeframe
Encourage volunteerism as a means for new residents to connect and establish a sense of belonging in their community.	Short-term (S)
Create a program designed to attract, train, supervise, evaluate, and recognize volunteers.	Medium-term (M)
Host a volunteer appreciation event.	Medium-term (M)
Create a platform centralizing information on volunteering opportunities in the community.	Medium-term (M)

Potential Performance Metrics

- Number of resources created
- Qualitative feedback from local community groups
- Speed of application processes review

Goal 2. Facilitate collaborations between cultural stakeholders, providing opportunities for cross-cultural dialogue, collaboration, and mutual support within cultural spaces and initiatives

Recommended Actions

Recommended Action #1: Foster collaborations and local partnerships between cultural sector and tourism stakeholders

Action Steps	Timeframe
Work with interested community stakeholders to create a collaborative arts and culture forum or working group, bringing together local artists, community groups, and organizations to brainstorm and coordinate new initiatives.	Medium-term (M)
Convene regular networking events, which could be presented twice annually offering an opportunity for cultural stakeholders to share learnings and discuss potential collaborations.	Medium-term (M)
Invite organizations to deliver presentations on their current initiatives, learnings and challenges to encourage partnerships.	Medium-term (M)
Invite local community organizations and, on occasion, external experts, to deliver presentations on topics of interest (e.g., marketing for cultural events, creative placemaking, special programming, winter programming, etc.) to promote capacity building.	Medium-term (M)

Recommended Action #2: Facilitate collaboration between private, public, and non-profit sectors to strengthen cultural initiatives and resource sharing

Action Steps	Timeframe
Organize gatherings of private sector representatives and local cultural enterprises and organizations to discuss potential partnerships.	Medium-term (M)

Recommended Action #3: Promote local artists and creatives

Action Steps	Timeframe
Develop a public inventory of local artists (visual artists, musicians, designers, etc.) and artisans.	Medium-term (M)

Potential Performance Metrics

- Number of meetings
- Number of partnerships formalized as a result of the network building
- Number of presentations

Goal 3. Enhance municipal capacity and processes for the support of culture

Recommended Actions

Recommended Action #1: Establish a governance model to guide the implementation of the Cultural Plan and determine the most effective structure for delivering cultural support within the Township.

Action Steps	Timeframe
Assess the feasibility of utilizing internal Township resources, creating an arm's-length entity, or engaging external partners to serve as designated cultural plan leaders. These leaders would work in collaboration with the Township to coordinate implementation efforts, identify strategic partnerships, monitor progress, and provide sustained support to the cultural sector.	Short-term (S)

Recommended Action #2: Build the internal capacity for the delivery of the Arts and Culture Master Plan

Action Steps	Timeframe
Confirm staffing needs for the delivery of the plan.	Medium-term (M)
Create positions required to deliver the Arts and Culture Master Plan or reorganize current staffing. Based on the context analysis, the following are recommended position focuses: Economic Development and Tourism Officer: • Leading the development and delivery of a tourism strategy • Supervising the marketing and promotion of cultural resources • Furthering cultural mapping • Fostering private-public sector partnerships Arts and Culture Liaison: • Operational point of contact for cultural enterprises and organizations • Central resource and liaison for special events management, who helps streamline event approvals, guides applicants, and acts as a liaison across departments • In charge of coordinating networking between local cultural stakeholders These positions could be created as part-time roles, which can be expanded to full-time roles as activities increase.	Medium-term (M)

Recommended Action #3: Align internal stakeholders to ensure support for the delivery of the Arts and Culture Master Plan

Action Steps	Timeframe
Promote the Arts and Culture Master Plan across internal Township departments, raising awareness of the potential social and economic benefits of culture.	Short-term (S)
Improve internal communication between departments to facilitate the smooth planning and execution of cultural events and initiatives.	Short-term (S)
Designate one lead person per department who will be the key contact for the Arts and Culture Liaison.	Short-term (S)

Potential Performance Metrics

- Key roles and responsibilities identified by end of year one
- Reported internal knowledge of the Arts and Culture Master Plan objectives
- Creation of required resources

Priority 4. Foster Inclusion

Outcomes of Achieving Priority 4

- Community members feel welcome and free to participate in cultural activities.
- Cultural offerings reflect the unique experiences of diverse groups.
- Diverse perspectives and identities are welcomed and celebrated.
- Activities are physically, socially, and economically accessible.
- Offerings address the needs of residents of various backgrounds, ages, and places of residence.
- Community members can access programming that corresponds to their creative desires.
- Relationships between the Township and diverse communities are deepened and strengthened.
- Engagement with diverse cultures is carried out in ways that honour and reflect their traditional knowledge and cultural practices.

The Challenge (What We Heard)

Expanding Representation in Cultural Programming

Interviewees expressed concern that current cultural offerings in Wilmot do not fully reflect the diversity of the Township's population. Several participants noted that programming tends to centre on Eurocentric or settler heritage, with a strong emphasis on local history and long-standing traditions. While these aspects are valued, stakeholders felt they can sometimes overshadow or exclude the voices, stories, and creative contributions of newcomers, Indigenous Peoples, racialized communities, 2SLGBTQIA+ individuals, and other underrepresented groups.

Some interviewees pointed out that while the community is becoming increasingly diverse, this shift has not yet been fully reflected in cultural programming, public art, or community events. As a result, members of equity-deserving communities may feel less visible or welcome in local cultural spaces. Others observed that barriers such as cost, language, accessibility, and limited outreach can prevent broader participation and representation.

Participants expressed a desire to see more visible and meaningful inclusion of Indigenous culture, such as through public art, land acknowledgements with deeper educational context, and the celebration of Indigenous-led events and ceremonies.

There was strong interest in seeing cultural initiatives that are more inclusive, reflective of multiple identities and lived experiences, and intentionally co-created with diverse community members. Participants emphasized that for culture in Wilmot to truly thrive, it must be rooted in values of equity, representation, and belonging.

Decentralizing Cultural Access Across the Township

Interviewees also noted that many cultural offerings in Wilmot are geographically concentrated, with a particular focus on New Hamburg and, to a lesser extent, Baden. While New Hamburg serves as a cultural hub with established venues and events, participants expressed concern that this concentration can lead to uneven access to cultural opportunities across the Township. Residents in smaller or more rural communities may have fewer opportunities to engage with arts and cultural programming close to home.

This imbalance was seen as a barrier to broader participation and as reinforcing the perception that culture is centralized rather than community-wide. Stakeholders emphasized the importance of distributing programming more equitably, including hosting events in a variety of locations, supporting grassroots initiatives in rural areas, and investing in infrastructure or spaces outside the urban core. Doing so, they suggested, would not only increase access, but also affirm the cultural identities and contributions of all Wilmot communities.

Broadening the Role of Community Centres in Cultural Life

Interviewees expressed concern that community centres in Wilmot are primarily oriented toward sports and recreation, with limited space, programming, or resources dedicated to arts and culture. While they acknowledged the importance of sports in community life, many felt that this focus leaves little room for cultural activities such as theatre, visual arts, dance or music. As a result, residents seeking cultural experiences—whether as participants or audience members—often have to travel outside the Township to access them.

This lack of locally available cultural programming was seen as a missed opportunity to build stronger community connections, support creative development, and retain local talent. Stakeholders emphasized that community centres could play a more dynamic role by incorporating flexible, multi-use spaces that serve both cultural and recreational needs. Doing so would not only improve access to the arts, but also help integrate culture more deeply into daily life across Wilmot's neighbourhoods.

What Work Has Already Been Accomplished?

Increasing Support for Members of the 2SLGBTQ+ Community

In recent years, the Township of Wilmot has taken important steps to support the 2SLGBTQ+ community, demonstrating a commitment to fostering a more inclusive and welcoming environment for all residents. Notably, Township staff participate in Rainbow Diversity Training through Spectrum, an organization dedicated to helping workplaces become more open, equitable, and accessible to individuals of all sexual and gender identities. This training equips staff with the knowledge and tools needed to better serve and engage with 2SLGBTQ+ individuals, both within the organization and in the broader community. In addition, in a symbolic effort to support the community, Wilmot flies the progress flag at the Township Administration Complex community flagpole for the duration of the month of June, to celebrate Pride Month. Rainbow Pride stickers are also displayed on all Township facility doors.

Black History Month Acknowledgement

In 2024, the Township of Wilmot encouraged community members to take part in Black History Month events and learn more about Black History. A list of resources and events was shared through the Township website.

Reconciliation Action Partnership

Along with the Region and other area municipalities, the Township of Wilmot participates in the Reconciliation Action Partnership (RAP), which works closely with Indigenous communities to advance reconciliation.

The Walk to Honour the National Day for Truth and Reconciliation, now in its third year, was especially mentioned by participants in the engagement process as a meaningful initiative that has received positive community feedback.

What We Need to Get Us There

- **Goal 1.** Support initiatives that amplify equity-deserving voices
- **Goal 2.** Enable all residents to have access to cultural offerings
- **Goal 3.** Encourage the development of cultural offerings that reflect diverse communities' desires and needs
- **Goal 4.** Collaborate with local Indigenous groups to showcase cultural programs, initiatives, and events that reflect Indigenous values and traditions, ensuring that they have agency in how their culture is presented
- **Goal 5.** Incorporate Indigenous art, music, dance, and storytelling into public events, festivals, and cultural programming throughout Wilmot, ensuring that Indigenous culture is celebrated alongside other community traditions

Goal 1. Support initiatives that amplify equity-deserving voices

Recommended Actions

Recommended Action #1: Community members from equity-deserving groups are consulted and can influence decision-making

Action Steps	Timeframe
Continually consult with equity-deserving communities to identify needs and develop solutions that ensure wider access to culture.	Medium-term (M)
Ensure the representation of diverse perspectives in groups such as the Heritage Committee that provide guidance on arts, culture, and heritage initiatives.	Medium-term (M)
Ensure diverse communities are consulted when commissioning or acquiring public art.	Medium-term (M)

Recommended Action #2: Showcase the work of organizations supporting equity-deserving groups

Action Steps	Timeframe
Share information through the Township of Wilmot on available resources for equity-deserving groups and community organizations based in the Region of Waterloo that serve equity-deserving groups. These include, for instance, Wilmot Family Resource Centre, LGBTQIA+-focused organizations (e.g., Spectrum ⁴ , Waterloo Region Rainbow Coalition ⁵ , OK2BME ⁶ , Gender Variant Working Group ⁷ , PFLAG: Waterloo Wellington Perth ⁸ , tri-Pride ⁹ , Rainbow Reels Queer and Trans Film Festival), Indigenous Resources (e.g., Indigenous Community Resources White Owl ¹⁰ , Healing of Seven Generations ¹¹), and organizations supporting racialized and multicultural groups (e.g., Kitchener-Waterloo Multi-Cultural Centre, Caribbean Canadian Association of Waterloo Region ¹² , The African Canadian Association of Waterloo Region ¹³ , Bring on the Sunshine ¹⁴).	Short-term (S)

Potential Performance Metrics

- Number of engagement opportunities
- Representation of diverse perspectives on advisory committees
- Successful creation of a resource list
- Qualitative feedback received from community members

-
- 4 Spectrum, <https://ourspectrum.com/>
- 5 Waterloo Region Rainbow Coalition, <https://yourwrrc.ca/>
- 6 OK2BME, <https://ok2bme.ca/>
- 7 Gender Variant Working Group, <https://wwgendervariant.wixsite.com/gvwg/about>
- 8 tri-Pride, <https://tri-pride.ca/>
- 9 Indigenous Community Resources White Owl, <https://wona.ca/>
- 10 Healing of Seven Generations, <https://healingofthesevengenerations.ca/>
- 11 Kitchener-Waterloo Multi-Cultural Centre, <https://kwmulticultural.ca/>
- 12 Caribbean Canadian Association of Waterloo Region, <https://www.ccawr.ca/>
- 13 The African Canadian Association of Waterloo Region, <https://africanCanadianassociation.com/>
- 14 Bring On the Sunshine, <https://www.bringonthesunshine.ca/>

Goal 2. Enable all residents to have access to cultural offerings

Recommended Actions

Recommended Action #1: Collect feedback from diverse stakeholders to assist in decision-making

Action Steps	Timeframe
Engage representatives from diverse communities—including older adults, youth, equity-deserving groups, and newcomers—to better understand barriers to accessing cultural spaces and participating in programming. Use these insights to identify potential improvements and collaborate with external partners to implement and share solutions.	Medium-term (M)
Develop a process to collect data on community participation in cultural activities, barriers to participation, and desires	Medium-term (M)

Recommended Action #2: Decentralize cultural activities

Action Steps	Timeframe
Expand the presentation of cultural activities beyond Castle Kilbride.	Medium-term (M)
Support the development of activities beyond New Hamburg and Baden.	Medium-term (M)

Recommended Action #3: Encourage the development of year-round programming

Action Steps	Timeframe
Present winter activities in community centres and at Castle Kilbride.	Medium-term (M)
Support community groups in the development of winter programming.	Medium-term (M)

Recommended Action #4: Encourage the development of accessible and inclusive events and venues

Action Steps	Timeframe
Encourage presentations on accessibility and inclusion best practices as part of the regular cultural sector networking events.	Short-term (S)
Share resources on accessibility and inclusion best practices through the Township's website.	Short-term (S)

Recommended Action #5: Explore opportunities to enhance public transportation and alternative modes of transportation

Action Steps	Timeframe
Collaborate with the Region of Waterloo to enhance public transportation.	Long-term (L)

Potential Performance Metrics

- Number of engagement opportunities
- Representation of diverse perspectives on advisory committees
- Successful creation of a resource list
- Qualitative feedback received from community members

Goal 3. Encourage the development of cultural offerings that reflect diverse communities' desires and needs

Recommended Actions

Recommended Action #1: Increase the presentation of diverse cultures and communities in Township-led activities

Action Steps	Timeframe
Acknowledge and celebrate a variety of religious and cultural holidays.	Short-term (S)
Ensure diverse experiences are represented as part of Canada Day celebrations.	Short-term (S)
Develop cultural programs for Pride and other events showcasing equity-deserving groups.	Medium-term (M)
Explore the opportunity of developing events for various festivals and holidays at Castle Kilbride.	Medium-term (M)
Collaborate with community groups to develop festivals celebrating varied cultures (e.g., Diwali events).	Long-term (L)

Recommended Action #2: Increase opportunities for children and youth to engage with culture

Action Steps	Timeframe
Increase the number of arts and crafts activities offered in community centres.	Short-term (S)
Collaborate with Region of Waterloo library branches and local community organizers to present more arts and crafts activities.	Short-term (S)

Recommended Action #3: Support events developed by diverse community groups

Action Steps	Timeframe
Continue supporting community organizations through the Community Grants Program.	Short-term (S)

Potential Performance Metrics

- Inclusion of diverse perspectives in Township-led events
- Number of arts and crafts activities presented in community centres
- Community members' qualitative feedback

Goal 4. Collaborate with local Indigenous groups to showcase cultural programs, initiatives, and events that reflect Indigenous values and traditions, ensuring that they have agency in how their culture is presented

Recommended Actions

Recommended Action #1: Amplify the visibility of Indigenous creatives, organizations, and businesses

Action Steps	Timeframe
Actively promote Indigenous-led events, programs, initiatives, and organizations to highlight their contributions and foster broader community engagement.	Short-term (S)
Create and maintain a directory of Indigenous organizations, businesses, and creatives to increase awareness and support collaboration between Indigenous and non-Indigenous communities.	Medium-term (M)

Recommended Action #2: Deepen public education on Indigenous culture and history

Action Steps	Timeframe
In collaboration with the Region of Waterloo library branches, provide accessible resources that share Indigenous history, culture, and contributions with the public.	Short-term (S)
Incorporate and share Indigenous history and cultural knowledge at all public meetings, events, and programs.	Short-term (S)
Organize presentations and workshops centered on Indigenous culture, history and traditions in community centres and public events.	Medium-term (M)
Offer training sessions and workshops on Indigenous protocols, traditions, and historical context, especially as part of the cultural stakeholder networking events.	Long-term (L)

Potential Performance Metrics

- Number of resources created
- Number of events presented

Goal 5. Incorporate Indigenous art, music, dance, and storytelling into public events, festivals, and cultural programming throughout Wilmot, ensuring that Indigenous culture is celebrated alongside other community traditions

Recommended Actions

Recommended Action #1: Acknowledge and observe key Indigenous dates of recognition

Action Steps	Timeframe
Collaborate with Indigenous community partners to present events and share resources on occasions such as National Day of Awareness for Missing and Murdered Indigenous Women and Girls and Two-Spirit People (MMIWG2S+), National Indigenous History Month, National Day for Truth and Reconciliation, and Louis Riel Day.	Short-term (S)

Recommended Action #2: Support the identification, recognition, and celebration of Indigenous places, histories, and stories.

Action Steps	Timeframe
Work with Indigenous partners to research local Indigenous histories and identify key sites of importance	Medium-term (M)
Create resources, such as self-directed walking tours, presenting local Indigenous histories.	Medium-term (M)
Include information on the local Indigenous history in public spaces, through the inclusion of Indigenous place names and heritage plaques	Long-term (L)

Recommended Action #3: Showcase Indigenous perspectives in public spaces

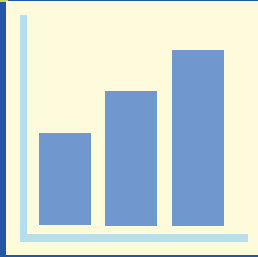
Action Steps	Timeframe
Showcase Indigenous perspectives in public spaces through public artwork	Long-term (L)

Recommended Action #4: Partner with Indigenous stakeholders to foster land stewardship and conservation

Action Steps	Timeframe
Organize events, such as medicinal walks presenting Indigenous teachings, to deepen resident and visitor relationships to Wilmot's natural assets and their understanding of their responsibilities as Treaty People	Medium-term (M)
Integrate educational content in natural sites, such as the Mike Schout Wetlands Preserve, through dedicated signage	Long-term (L)

Potential Performance Metrics

- Number of resources created
- Number of events presented



Monitoring the Implementation of the Arts and Culture Master Plan



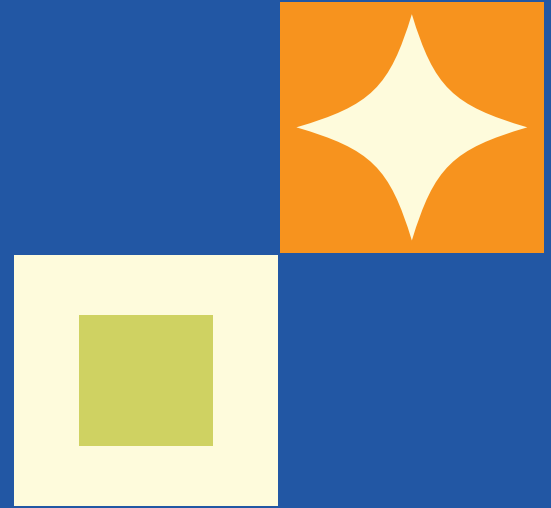
Monitoring the Implementation of the Arts and Culture Master Plan

Iterative Approach

We recommend adopting a spirit of testing, piloting, and experimentation as Wilmot works to implement the Arts and Culture Master Plan. While the recommendations outlined in the plan are grounded in research and informed by successful practices from other municipalities, not every action will translate seamlessly to Wilmot's unique context. Piloting initiatives will allow the Township to explore what works well locally, identify areas that may require adjustment, and remain responsive to community feedback. This flexible, adaptive approach will help ensure that cultural strategies are effective, sustainable, and tailored to the needs and opportunities of Wilmot's diverse communities.

Tracking the Progress

Regularly measuring the progress towards the vision and the priority goals will be imperative for the successful implementation of the Arts and Culture Master Plan. At minimum, the continual collection of relevant data—which can be based on the Performance Metrics suggested for the different actions—and an annual review of the work accomplished to date should be implemented. In addition, progress should be shared with the wider community.



Funding the Cultural Plan



Funding the Cultural Plan

To successfully implement the Arts and Culture Master Plan, it is recommended that the Township adopt a diverse and sustainable funding strategy that combines municipal investment with external sources. This approach could include a mix of public funding, user fees, community contributions, partnerships, and grants. While municipal funding is essential—particularly for core infrastructure and staffing—additional support could come from provincial and federal grant programs, as well as private donations and sponsorships from individuals, businesses, and philanthropic partners. The following are various funding options that could be utilized.

Operating Budget

The Township's operating budget can serve as an important tool for allocating staff time to support the cultural sector and implement the Arts and Culture Master Plan. However, it should not be the sole source of funding. To ensure long-term sustainability, a diversified approach to funding—drawing on multiple sources and opportunities—should be pursued.

Capital Investment

Municipal funding will be essential for the development of core infrastructure, but should be supported by additional funding leveraged through external support.

Federal, Provincial and Regional Funding

The Federal and Provincial governments recognize culture, heritage, and tourism as vital components of sustainable community development and offer financial support through a range of grant programs. These funds are often directed toward project-based initiatives and can be leveraged to advance cultural priorities. This funding can be leveraged to support the development of new infrastructure—as with the announced investment from the Government of Ontario for the retrofit and renovation of the New Hamburg Arena.

In addition, project specific grants can help support targeted initiatives. To fully leverage the potential of these funding streams, the Township may wish to dedicate staff capacity to funding research, grant writing, and fundraising support. Moreover, to support community-led efforts, the Township could actively promote relevant funding opportunities and, where possible, offer assistance—such as grant writing support and formal endorsements—for initiatives that align with the goals of the Arts and Culture Master Plan.

Private Sector Donations

The Township can explore further leveraging private contributions, including from residents with philanthropic interests or external donors. Partnerships can also be pursued with cultural groups like The Community Players of New Hamburg (TCP), who have already demonstrated the capacity to raise significant funds toward a new facility.

User Fees

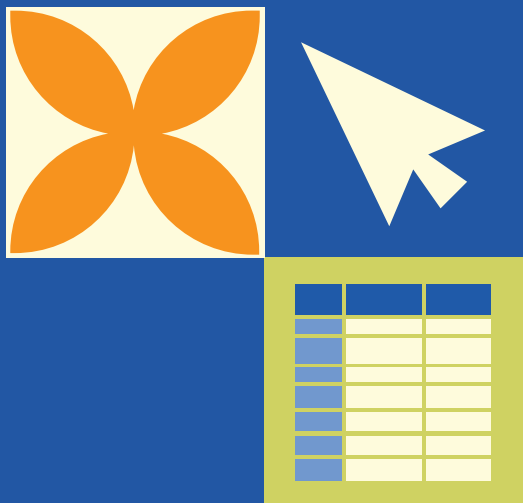
User fees may be considered in specific contexts to support long-term sustainability, but care should be taken to ensure that programs remain financially accessible and equitable.

Collaborative Models

The Township can also explore collaborative models in which it provides facilities or logistical support, while community organizations contribute programming or in-kind resources.

Indirect Investments

Integrating culture into municipal policies, plans, and decision-making processes can help build stronger local support for cultural activities. Not all forms of support need to be financial; indirect cultural investments can have a meaningful impact. These may include offering below-market or nominal rent for cultural organizations using Township-owned spaces, providing property tax exemptions for eligible cultural or community groups, and granting access to advertising space on municipal structures at little or no cost. Provision of in-kind services for festivals and events, including permitting, transit, fire, police, EMS, and waste management, can also represent valuable support.



Appendices



Appendices

Appendix A. Overview of Wilmot's Cultural Planning Processes

The planning process for Wilmot's Arts and Culture Master Plan was rooted in an understanding of Wilmot's unique context gained through the following activities:

Background research examined the demographic, economic, and labour composition of Wilmot and the Region of Waterloo, alongside national and provincial trends in the cultural sector, as well as the contributions of local cultural industries.

The planning and policy analysis involved a review of local and provincial policies to identify best practices and opportunities for aligning with the updated Arts and Culture Master Plan. These insights help shape priorities for conserving and enhancing culture, with a focus on both cultural and natural heritage.

Community engagement involved over 200 conversations with three key groups:

1. Township staff, Councillors, and Mayor
2. Cultural resource managers (i.e., businesses, organizations, event organizers, etc.)
3. Members of the public (i.e., local residents, workforce members, students, and visitors)

These activities, detailed in this section, helped understand the strengths, challenges and opportunities of the local cultural sector, and identify the needs and desires of creative sector stakeholders and community members.

Community Engagement Process

Through the summer and fall of 2024, the Wilmot community was invited to contribute to the development of the Arts and Culture Plan.

The **goals of engagement** were to identify:

- The current governance and decision-making framework
- An asset map of Wilmot's cultural assets
- Strengths, challenges and opportunities for the Wilmot cultural sector
- A shared vision for Wilmot's culture

The following three (3) key stakeholder groups were engaged in Phase 1 of the development of the Cultural Plan:

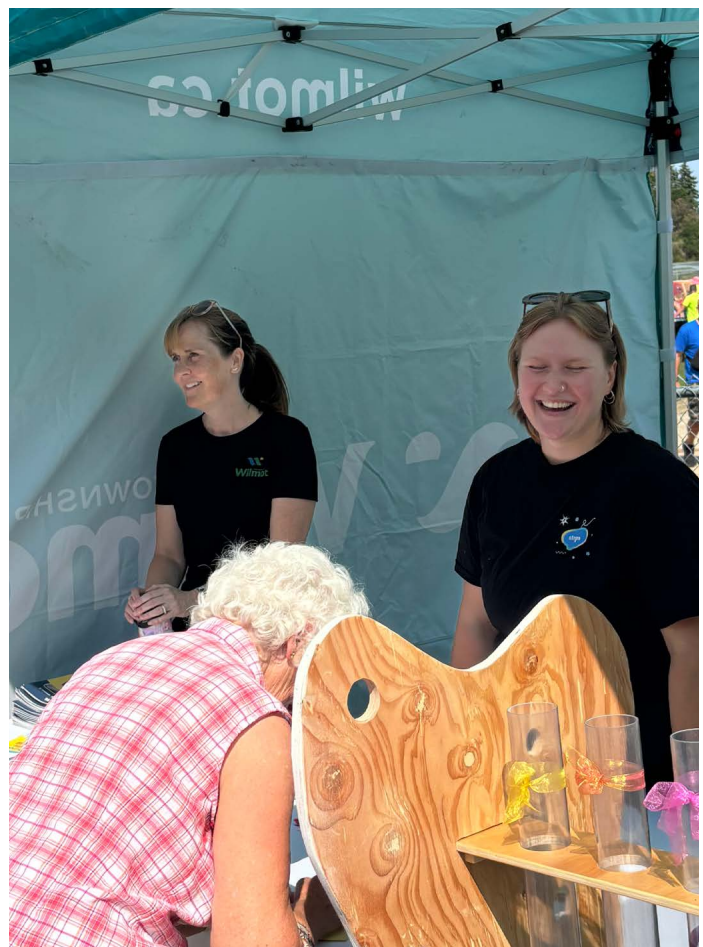
1. Township staff, Councillors, and Mayor
2. Cultural resource managers (i.e., businesses, organizations, event organizers, etc.)
3. Members of the public (i.e., local residents, workforce members, students, and visitors)

STEPS employed the following engagement activities to connect with diverse stakeholders in order to understand Wilmot's current culture, identify cultural resources, and discuss future priorities to advance cultural development in Wilmot. In total, over 230 conversations were conducted.

Process for Community Engagement

Through a series of diverse and inclusive engagement activities, the Township of Wilmot has gathered feedback from over 230 participants to inform the development of its updated Arts and Culture Master Plan. This engagement included 19 in-depth stakeholder interviews, a community survey, pop-up events, and interactive activities such as Memory Mapping and Visual Voting. These initiatives provided opportunities for residents, visitors, and key stakeholders to share their insights on Wilmot's cultural strengths, challenges, and future opportunities. By incorporating input from a wide range of voices, these efforts ensure that the master plan reflects the vibrant and evolving needs of the community.

Data Gathering: At the Fall Fair, STEPS facilitated two interactive engagement activities to gather community feedback on art and culture in Wilmot as part of the Township's updated Arts and Culture Master Plan. These initiatives encouraged participation and provided valuable insights into community priorities.



The data gathering station during the Fall Fair in 2024

The Data Gathering Station invited participants to respond to questions about Wilmot’s current cultural resources, personal definitions of culture, and their vision for a more culturally vibrant future. Participants shared their thoughts by writing or drawing on colour-coded postcards, which were then deposited into transparent tubes. This visual display allowed participants to see the collective feedback in real-time, fostering a sense of connection and shared purpose. The event engaged 200 individuals, with 114 detailed responses collected, including input from approximately 40 youth, 20 seniors, and 20 visitors to Wilmot.

Site Visit: On September 27, 2024, the STEPS team conducted site visits to seven key cultural resources in Wilmot, including the Fairgrounds, Castle Kilbride, Puddicombe House, New Hamburg Water Wheel, New Dundee Bandshell, Baden Hotel, and community hubs such as Meme’s Cafe, Mountainoak Cheese, and Baden Coffee Company.

This exploratory tour served as a foundational step in understanding Wilmot’s cultural fabric, contributing to strategic recommendations for the Arts and Culture Master Plan.



The New Dundee Bandshell in New Dundee Community Park

A Coffee Talk: The Coffee Talk engagement event, facilitated by the Manager of Community Services and the Castle Kilbride Curator, was hosted by the Wilmot Family Resource Centre and welcomed approximately 45 participants aged 55 and older. This session provided a relaxed, conversational setting for senior community members to share their perspectives on arts and culture in Wilmot. Participants discussed their experiences, identified gaps, and shared ideas for enhancing cultural initiatives to better reflect their needs and interests. The event offered valuable insights into the priorities of an important demographic, contributing to a more inclusive approach to the Arts and Culture Master Plan.

Virtual Survey: From September to October 2024, the Township of Wilmot conducted a virtual community survey, available on the Wilmot website, to gather input on the meaning of arts and culture within the community. The survey invited participants to share their thoughts on topics such as culture, heritage, history, theatre, and events, while also identifying current cultural challenges and opportunities for growth.

This initiative was part of the Township's efforts to update its Arts and Culture Master Plan. The survey collected 50 responses from residents, visitors, and those who work, play, and learn in Wilmot, offering valuable insights into the diverse interests and priorities of the community.

The survey was promoted through online platforms, printed handouts distributed at the Fall Fair, and local businesses, including Castle Kilbride, to maximize community engagement. These responses will play a critical role in shaping the future of arts and culture in Wilmot.





Shape the Future of Arts and Culture in the Township of Wilmot

Share your feedback through the community survey
wilmot.ca/engageartsandculture

An example of distributed online materials for participation in the community survey

Direct Interviews: STEPS conducted 45-60 minute interviews with 20 key stakeholders, including municipal staff, councillors, the mayor, cultural resource managers, and creatives. These interviews, held via Zoom or telephone, aimed to explore key aspects of Wilmot's cultural landscape. The objectives included clarifying stakeholders' roles and responsibilities related to culture, identifying governance and decision-making frameworks, mapping cultural resources, uncovering challenges and opportunities for cross-department collaboration, fostering internal and external partnerships, and defining a shared vision for the updated Arts and Culture Master Plan. These conversations provided valuable insights to shape a comprehensive and inclusive cultural strategy.

List of Stakeholders

City Staff, Council and Committees

1. Mayor Natasha Salonen
2. Stewart Cressman – Ward 1 Councillor
3. Kris Wilkinson – Ward 2 Councillor
4. Harvir Sidhu – Ward 3 Councillor
5. Lillianne Dunstall – Ward 4 Councillor
6. Steven Martin – Ward 4 Councillor
7. Chris Catania – Director of Community Services
8. Harold O'Krafka – Director of Development Services
9. Greg Clark – Director of Corporate Services and Chief Financial Officer
10. Manuela O'Krafka – Manager of Community Services
11. Amber Schenck – Project Coordinator for Community Services
12. Nick Bogaert – Chair of Heritage Wilmot and Castle Kilbride Advisory Committee
13. Sherri Gropp – Curator
14. Taylor Hynes – Museum Assistant

External Stakeholders

1. Caleb Jukes – President of the New Hamburg Board of Trade
2. John Reimer – Chair of New Hamburg Mennonite Relief Sale
3. Marie Voisin – Local Historian
4. Nancy Taves – Chairperson for the New Hamburg Art Tour
5. Nicole Cotie – The Community Players, President
6. Rosemary Arthurs – Organizer of the Dundee Arts festival
7. Sherry Robinson – The Community Players, Head of Development
8. Stephanie Susz – Wilmot Agricultural Society Chair
9. Nancy Birss – Women’s Institute
10. Lyle Cressman – New Hamburg Board of Trade Past President and Owner of Puddicombe House Restaurant, Spa and Inn

Background Research

The following section outlines background information on the Township of Wilmot that is relevant to the development of the cultural plan. Topics that are discussed below fall under the following categories: Demographic and Population Trends, Economic and Labour Market, and Cultural Profile. The following is an overview of key takeaways from this research:

- Wilmot Township’s total population was estimated at 22,000 as of 2023 and is expected to increase to 25,055 by the year 2034.
- The Township’s diversity is limited, with approximately 90% of the population identifying as white. Nevertheless, the current population growth is accompanied by a gradual increase in ethnic diversity, a trend which is set to continue as the population grows.
- The income levels in the Township of Wilmot, specifically in areas like New Hamburg and Baden, reflect a relatively affluent population, with a median household income of approximately \$120,400 after tax household income annually (see chart below).
- The township is bordered by the large urban centres of Waterloo, Kitchener and Cambridge and by Perth County, which encompasses municipalities such as Stratford and St. Mary’s. This direct proximity influences Wilmot’s demographic profile, with residents working in large neighbouring economic centres but residing in Wilmot. It also impacts local cultural participation trends, as Wilmot residents have nearby access to cultural offerings presented in neighbouring municipalities.



Agriculture in the Township of Wilmot

- Agriculture and manufacturing are leading local industries. These non-arts and services-related sectors shape how culture is perceived, produced and consumed by people living in and visiting Wilmot.

Detailed background information collected through the research is outlined in **Appendix C. Research Findings** (p. 97).

Cultural Profile

Cultural Economic Landscape

Canada's Cultural Economic Trends

In Canada, the cultural industries are significant contributors to the Canadian economy. In 2023, the arts, culture, and heritage had a direct impact on GDP of almost \$61 billion.¹⁵ The cultural sector generated approximately 645,900 full-time and part-time jobs in 2023. Cultural contributors include, but are not limited to, the visual arts, performing arts, literary arts, audiovisual production, and their associated professions.

The Canadian government provides financial incentives to promote culture and has policies focusing on developing Canadian cultural content. These policies and guidelines ensure that these cultural assets and resources are accessible to all Canadians.¹⁶

Ontario's Cultural Economic Trends

Ontario's culture sector added \$26.4 billion to provincial GDP in 2022, which represents 45 percent of the country's culture sector GDP. It also helped support more than 270,528 direct jobs across the province – more than the combined jobs in real estate, auto manufacturing, forestry and mining.¹⁷ Additionally, tourism plays a vital role in Waterloo Region, driving almost 5 million visitors to the region annually, resulting in \$557 million in spending.¹⁸ The area's parks, trails, and cultural events enhance its appeal as a popular destination for both locals and visitors.

¹⁵ Hill Strategies, "Canada's cultural economy in 2023: A broad view", September 24, 2024, <https://statsinsights.hillstrategies.com/p/canadas-cultural-economy-in-2023>

¹⁶ New Strategies for Culture and Trade Canadian Culture," The Cultural Industries Sectoral Advisory Group on International Trade, Global Affairs Canada (February 1999), last modified November 27, 2015, <https://tinyurl.com/4awjmzdm>

¹⁷ Ontario Arts Council, "Backgrounder – Arts Across Ontario preliminary results", October 10, 2024, <https://tinyurl.com/3aj7fu34>

¹⁸ Ibidem.

Wilmot's Cultural Sector and Attractions

Cultural Sector Highlights

Heritage

Castle Kilbride in Baden is the primary cultural landmark in Wilmot. This Victorian home, built in 1877 for flax industrialist and politician James Livingston, features Italianate architectural design and intricate trompe l'oeil murals and ceilings, created by German artist Henry Scharstein, and a belvedere for scenic views. The building was purchased by the township in 1993, with funding from the federal, provincial and municipal levels, as well as local fundraising efforts by the Friends of Castle Kilbride, and has been open to the public as a museum since 1994. It was designated a National Historic Site by the Historic Sites and Monument Board of Canada in 1995.



An example of distributed online materials for participation in the community survey

In 2023, Castle Kilbride saw a total of 9,031 tracked visitors.¹⁹ Castle Kilbride has shown a consistent increase in visitor numbers each year following the COVID-19 pandemic, highlighting a strong recovery trend. The Castle offers a wide range of programming aimed at all different age groups. This includes various curriculum-based programs for children, exploring history through the perspective of the Livingston family's way of living (story times, hands-on activities). Programming also includes several guided tours for older secondary and post-secondary students, such as a History of Furniture tour. The Castle has also presented Ghost Walk tours, plays, craft workshops on weekends, a tea and tour experience, concerts at the castle, Christmas events, and themed pet parades. Additionally, Castle Kilbride occasionally hosts art shows and, through a partnership with Stratford Festival, has exhibited theatre costumes as part of a special exhibition. As a flagship tourist attraction, Castle Kilbride is a member of Explore Waterloo Region and Destination Stratford.

¹⁹ Report to Heritage Wilmot and Castle Kilbride Advisory Committee, Report Number HCAC 02-24, February 13, 2024.

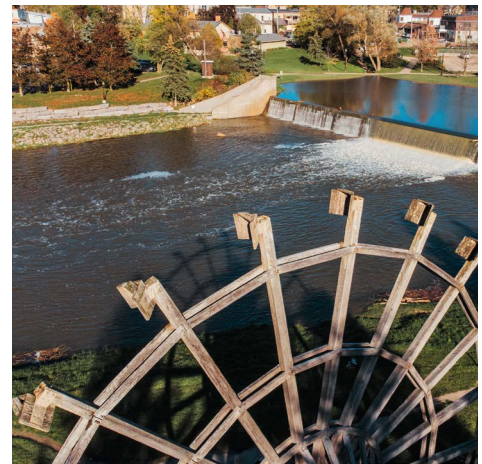
In addition to Castle Kilbride, Wilmot includes other heritage assets. Notably, the New Dundee Bandshell, built in 1944 through the collaborative efforts of the New Dundee Board of Trade, the New Dundee Musical Society Band, the Women's Institute, and the Softball Association. The New Hamburg downtown core, a designated Heritage Conservation District, boasts buildings in the Italianate style – such as Puddicombe House – as well as Late Gothic Revival, Second Empire, Edwardian, Quebec Classic Revival and Beaux Arts styles, and is anchored by the Hartman Bridge. Along the Nith River, the New Hamburg Heritage Waterwheel – the largest extant in North America, standing at 50 feet – honours the township's industrial roots and highlights Wilmot's connections to green energy, as the birthplace of the founder of Ontario Hydro, Sir Adam Beck.

The Grandstand stands as an emblem of the rich history of the fairgrounds. It remains a vital and functional attraction, hosting major community events such as the Relief Sale, Moparfest, and the Fall Fair, which draw visitors from across the region. The rebuild of this important heritage site highlights Wilmot's commitment to conserving its historical identity while serving as a hub for cultural and social engagement.

Finally, the Wilmot Heritage Fire Brigades conserve the artifacts of Wilmot's firefighting history. The Wilmot Heritage Fire Brigades boasts a collection of artifacts from the fire services that counts among the finest in Canada, and includes 8 trucks dating back as far as 1936), 3 hand pumpers, hose reels, uniforms and bunker gear, photographs and documents, and so much more. This museum is run by dedicated volunteers.

Castle Kilbride Visitor Statistics

Year	Total Number of Patrons
2023	9,031
2022	7,799
2021	1,845
2020	900
2019	11,709



The New Hamburg Heritage Waterwheel

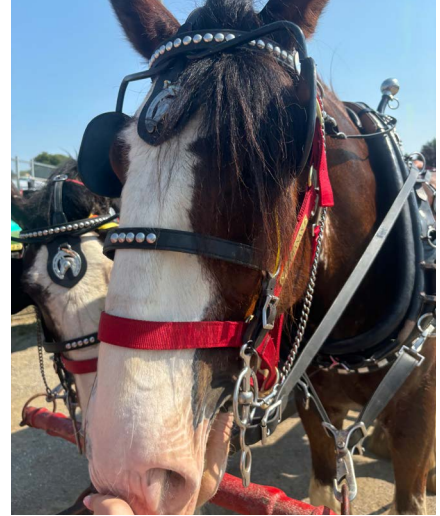


The New Hamburg Grandstand

Events

A number of large-scale annual events hosted at the New Hamburg Fairgrounds draw in visitors to Wilmot and help celebrate local traditions and connections to agriculture.

The New Hamburg Mennonite Relief Sale, held annually on the last Friday and Saturday of May, features over 40 venues and engages 2,000 volunteers. Since its inception in 1967 by Mennonite churches in southwestern Ontario, the event has raised over \$12 million for the Mennonite Central Committee (MCC), a not-for-profit relief and development agency. With activities like the flagship quilt auction, Treasure Trove Auction, and Voices Together Community Sing Hymn, the sale draws close to 10,000 attendees annually, generating over \$250,000 in revenue each year for more than 25 years. The New Hamburg Fall Fair, organized by the Wilmot Agricultural Society, is a cherished annual event held over four days in September at Norm S. Hill Park. Attracting over 10,000 attendees, the fair offers a vibrant mix of activities for all ages, including an educational day tailored for local students to explore agriculture, a vendor village with around 50 exhibitors showcasing crafts, produce, and services, and homecraft exhibits featuring community talent in baking, crafts, and horticulture.²⁰ Traditional highlights like the Draft Horse Pull, Demolition Derby, and ProRider FMX shows draw big crowds, while live performances by local talents, including the New Hamburg Concert Band and dance studios, enhance the cultural experience. Children's activities, such as the Ultimutts Dog Show and the Reptile Kingdom Interactive Show, add family-friendly appeal. The fair underscores its agricultural roots while supporting local artisans and businesses and fostering community connections. With affordable admission and free entry for children under four, it remains accessible to all. Volunteers play a vital role in its success, with over 100 individuals contributing to its operations. The New Hamburg Fall Fair stands as a cornerstone of community life, celebrating rural traditions and cultural heritage.



The New Hamburg Fall Fair in 2024

The Canada Day celebration in Wilmot Township is an annual event held in New Hamburg. Organized by the Wilmot Canada Day Event Task Force, with support from council members, staff, and community volunteers, the festivities offer a variety of family-friendly activities. The day begins with an Indigenous Sunrise Ceremony, followed by an official opening featuring performances by the New Hamburg Concert Band and local artists. The event culminates with a fireworks display along the river, attracting 5,000 attendees. This celebration reflects Wilmot's strong community spirit and commitment to inclusivity.

The New Dundee Victoria Day Festivities kick off the summer season in Wilmot. This cherished event includes a parade, carnival games, and a fireworks display, drawing families from across the township to celebrate together.

20 New Hamburg Fall Fair, Vendor Information, <https://commercialnhff.wixsite.com/vendorvillage/meet-the-vendors>

In Petersburg, the Breakfast in the Park and Father's Day Car Show is a highlight of June. This event features a classic car showcase, live music, and a community breakfast, bringing residents together in a relaxed and festive atmosphere.

"Cruisin' at the Pond" is a popular weekly classic car show held every Wednesday evening during the summer in Baden. This event brings together car enthusiasts and community members to showcase vintage vehicles. The gathering fosters community engagement and celebrates automotive heritage, contributing to Wilmot's vibrant cultural scene.

Moparfest, established in 1979, is Canada's largest all-Mopar car show, held annually in New Hamburg, Ontario. The two-day event attracts over 1,000 Mopar vehicles and thousands of enthusiasts from across North America. Highlights include live music, children's activities like Power Wheels drag racing, food trucks, the Engine Blow event, and silent auctions. Beyond its automotive focus, Moparfest has contributed over \$3.45 million to community initiatives, showcasing its commitment to philanthropy. Organized by a dedicated team of volunteers, Moparfest remains a premier event for car enthusiasts.

Theatre

The Community Players of New Hamburg (TCP), established in 1984, are a cornerstone of Wilmot Township's culture, renowned for their community theatre. Each year, TCP stages two major productions: a spring musical and a fall drama. These shows not only entertain but also provide a platform for local talent and foster community engagement. TCP actively reinvests its profits into local projects and charities, emphasizing its commitment to both the arts and community development.

Visual Arts

Although Wilmot does not have a permanent public gallery for the presentation of visual arts, the annual New Hamburg Art Tour, held in September at the New Hamburg Community Centre, features a wide array of artistic creations done by talented local artists spanning Waterloo Region. In addition, the Tour proudly includes the creative young minds and active participation of Waterloo-Oxford District Secondary School art students. This arts and culture event contributes to the quality of life for all ages, not only for Wilmot residents but beyond its boundaries, attracting 500 plus patrons annually. The Tour is reciprocally supported by numerous local businesses.

Moreover, the Dundee Artisan Festival, held in May, presents local craftsmanship, and several stores in the township, such as Kathie Jordan Design, present products by local creators. Residents can also access art classes at local studios, such as Dundee Pottery, Alder Creek Studios, and the Dundee Doodle Art Studio.

Literary Arts

The three public library branches operated by the Region of Waterloo Library in the Township of Wilmot are a valuable cultural resource for the township, offering a wide array of community services both in-person and online. These branches are located in Baden, New Hamburg, and New Dundee.

Natural Heritage

Green spaces and designated parks highlight the township's open outdoor areas and natural beauty. In Wilmot, there are 33 township, settlement, and neighbourhood parks (not including open space lands), totalling approximately 226.8 acres.²¹ In addition, in recent years, investments have been made to enhance natural areas and promenades. Notably, following the partnership established in 2019 between the Township of Wilmot and Mike Schout, the Mike Schout Wetlands Preserve was established. This 55 acre natural preserve hosting a vibrant ecosystem features a 1.6 km long boardwalk spanning multiple wetland ponds and several educational components.²² In addition, the Nith River Promenade and Trail was recently enhanced, with construction finalized in early 2024. The promenade provides access to three key architectural landmarks of New Hamburg: the New Hamburg Reservoir Dam, the New Hamburg Waterwheel, and the Hartman Bridge.



The Nith River Promenade and Trail in New Hamburg

Beyond these developments, Wilmot is home to notable trails and protected natural areas that further enhance outdoor recreation opportunities. The Baden Hills Trails and Walker Woods provide serene hiking experiences, while trail linkages between the Wilmot Recreation Complex (WRC), New Hamburg, Baden, and Waterloo Region facilitate active transportation and connectivity. The Hydro Cut is a popular destination for mountain biking, offering some of the best trail systems in the region. Conservation efforts have also seen success with the rare Charitable Research Reserve facilitating the investment of Schneider Woods, a vital forested area that supports biodiversity and provides recreational opportunities.

In addition, community organizations like the Wilmot Horticultural Society and Let's Tree Wilmot play a vital role in supporting these green spaces. Their mission blends education, social responsibility, and environmental stewardship, teaching the community about the critical role native plants, gardens, and green spaces play in creating healthy, livable communities and a sustainable planet.

21 Township of Wilmot, Community Services Parks and Recreation Master Plan, 2024, p. 75.

<https://facilities.wilmot.ca/?CategoryId=&FacilityTypeId=1&Keywords=&ScrollTo=google-map-trigger&CloseMap=true>.

22 Township of Wilmot website, "Mike Schout Wetlands Preserve Grand Opening Event", posted May 24, 2023.

Community-Driven Organizations

Wilmot has many community organizations that support the art and culture scene. These include various community groups and service associations that play vital roles in fostering arts and culture in Wilmot. These community-driven organizations support local initiatives, events, and projects that celebrate Wilmot's heritage and creativity. They sponsor family-friendly cultural events, fundraise for community improvements, and provide platforms for local artists, performers, and creators to showcase their work. Organizing events such as festivals, art displays, and workshops, enriches the cultural landscape and strengthens community connections, making Wilmot a vibrant hub for cultural engagement.

Wilmot's Investment in Arts and Culture

Community Grants Program

The Township of Wilmot supports local community groups through the Community Grants Program, with a total yearly funding of approximately \$50,000. In 2023, cultural community organizations supported included the New Hamburg Art Tour, the New Hamburg Concert Band, and the Dundee Artisan Festival.

Facilities and Programming

The Township of Wilmot develops and maintains facilities, parks and trails and offers programs and activities within arts and culture.

A significant recent project concerns the New Hamburg Arena. In 2022, the Ontario government granted the township \$4.18 million for the redevelopment of the former arena, with a required township contribution of \$1.52 million. The proposal included a plan for the space to host both recreation and culture activities, with a dedicated stage for local theatre company The Community Players (TCP). The project is currently on hold until further consultation and cost assessment.

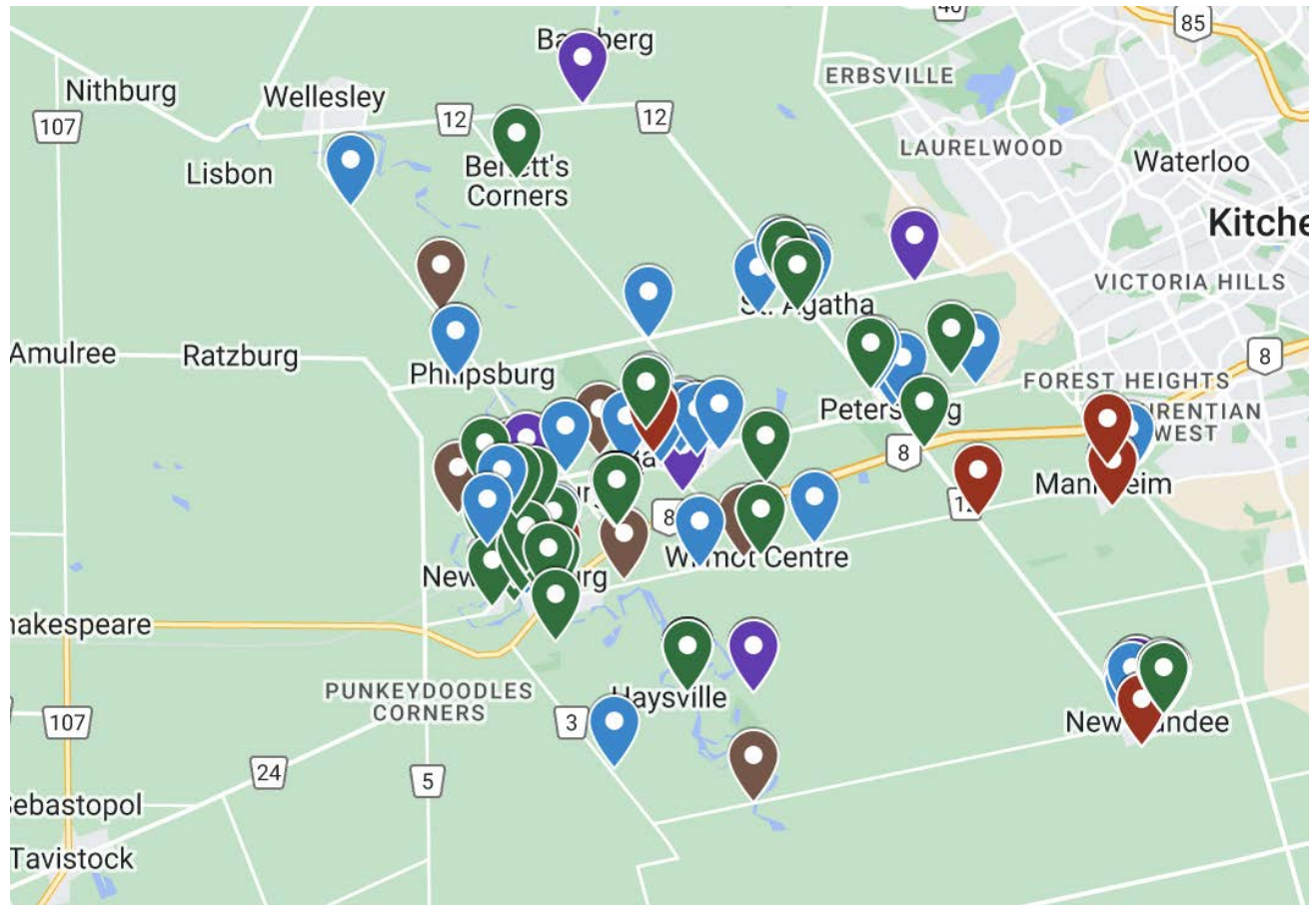
Finally, the Township operates Castle Kilbride and provides educational programming and recreational events and activities on Castle grounds. These well attended, successful programs include the Summer Concert Series, Ghost Walks, Juried Art Show, and seasonal featured exhibits.

Community-Driven Organizations

Wilmot has many community organizations that support the art and culture scene. These include various community groups and service associations that play vital roles in fostering arts and culture in Wilmot. These community-driven organizations support local initiatives, events, and projects that celebrate Wilmot's heritage and creativity. They sponsor family-friendly cultural events, fundraise for community improvements, and provide platforms for local artists, performers, and creators to showcase their work. Organizing events such as festivals, art displays, and workshops, enriches the cultural landscape and strengthens community connections, making Wilmot a vibrant hub for cultural engagement.

Appendix B. Cultural Inventory

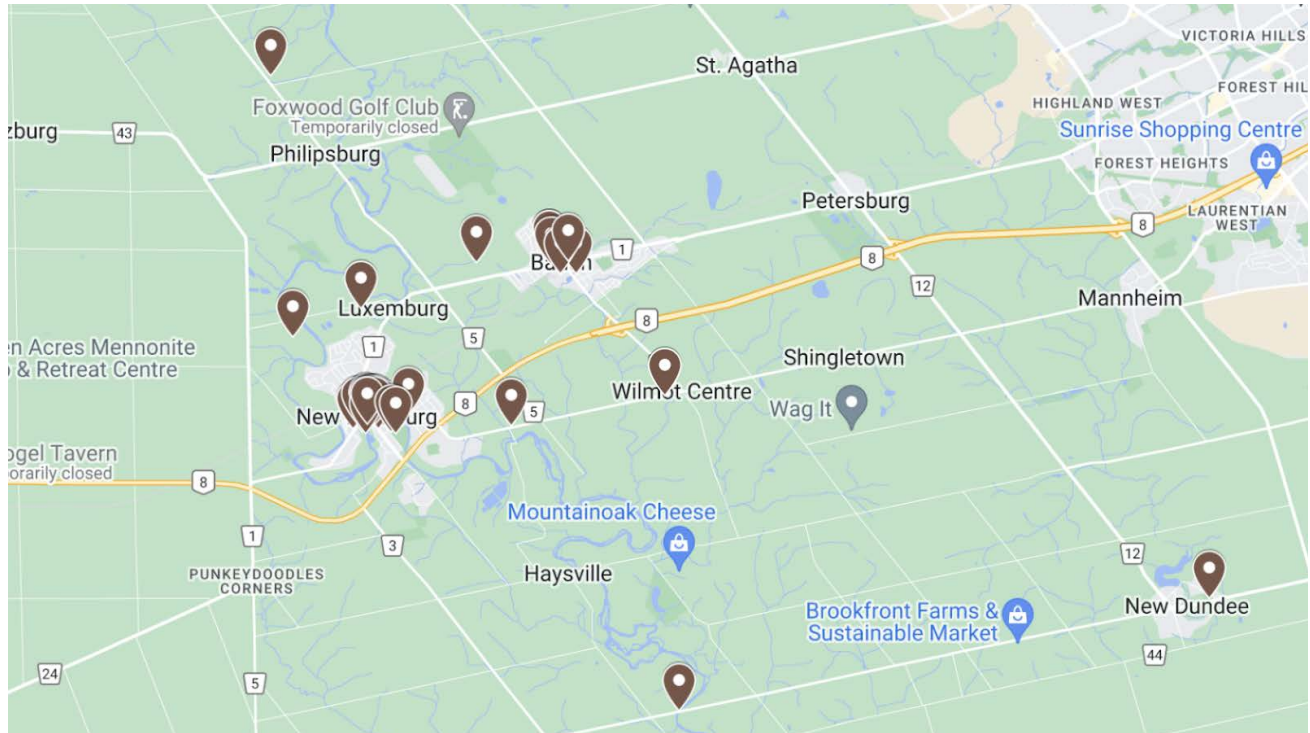
Wilmot Inventory Map 2024



The resources listed in the following pages are organized per category, using two frameworks:

- Municipalities across Canada and Ontario have used the Cultural Resource Framework (CRF) classifications based on the Canadian Framework for Cultural Statistics (CFCs) since it was developed in 2005. The Framework is divided into the following categories: Cultural Occupations, Cultural Enterprises, Community Cultural Organizations, Cultural Festivals and Events, Cultural Spaces and Facilities, Natural Heritage, Cultural Heritage, and Intangible Cultural Assets.
- To complement the CRF framework, the following subcategories were included to capture Wilmot's unique make-up of assets: Organizations/Businesses; Venues, Facilities, Spaces; Galleries and Museums; Landmarks and Public Spaces; Events and Festivals; Art(s) Studios and Workshops; Places of Worship; and Intangible Assets.

Cultural Heritage

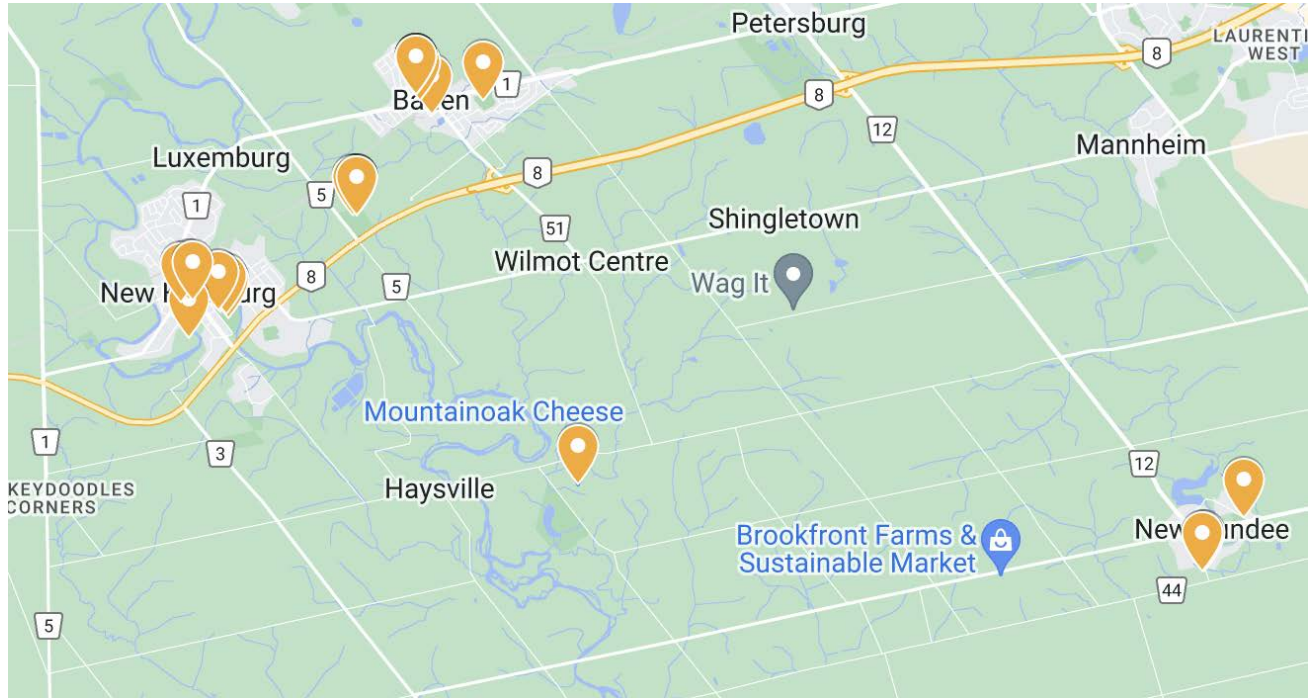


Cultural Heritage Asset	Asset Sub-Category	Address
Grandstand	Landmarks and Public Spaces	251 Jacob Street, New Hamburg, Ontario, New Hamburg
Castle Kilbride	Galleries and Museums	60 Snyder's Rd W, Baden, ON N3A 1A1
Puddicombe House	Businesses	145 Peel St, New Hamburg, ON N3A 1E7
New Hamburg Water Wheel	Landmarks and Public Spaces	315 Grandview Ave, New Hamburg, ON N3A 1L5
Wilmot Heritage Fire Brigade	Galleries and Museums	10 Bell Dr, Wilmot, ON N3A 2S2
Bridge Street Bridge	Landmarks and Public Spaces	Bridge Street Bridge crosses the Nith River (Bridge Street and Tye Rd)

Cultural Heritage Asset	Asset Sub-Category	Address
The New Dundee Bandshell	Landmarks and Public Spaces	1370 Bridge St, New Dundee, ON N0B 2E0
New Hamburg Heritage Conservation District	Boulee Street bounds the New Hamburg Heritage Conservation District to the south and the River Nith to the north, east and west, in the former Village of New Hamburg	Landmarks and Public Spaces
Sir Adam Beck Archives	Galleries and Museums	60 Snyder's Rd W, Baden, ON N3A 1A1
Wagler Property	Landmarks and Public Spaces	1138 Snyder's Rd W, Baden, ON N3A 3K9
Baden Hotel	Businesses	39 Snyder's Rd W, Baden, ON N3A 2M1
Old General Store	Landmarks and Public Spaces	55 Snyder's Rd W, Baden, ON N3A 2R4
Livingston Linseed Oil Mill	Landmarks and Public Spaces	76 Mill St, Baden, ON N3A 2N6
Holwell House	Landmarks and Public Spaces	35 Snyder's Rd E, Baden, ON N3A 2V3
Scott/Schneider Home	Landmarks and Public Spaces	3332 Bleams Rd, New Hamburg, ON N3A 3G6
Hamilton Bank Building	Landmarks and Public Spaces	98 Peel St, New Hamburg, ON N3A 1E3
Scott/Merner/Kirkpatrick Home/Waterlot	Landmarks and Public Spaces	17 Huron St, New Hamburg, ON N3A 1K1
Christner/Rudy House	Landmarks and Public Spaces	1379 Christner Rd, New Hamburg, ON N3A 3K7
Hostetler/Ritz House	Landmarks and Public Spaces	1145 Christner Rd, New Hamburg, ON N3A 3K7
Killer/Koch/Clarker House	Landmarks and Public Spaces	2541 Nafziger Rd, New Hamburg, ON N3A 3H1
Zoeller/Wagner House	Landmarks and Public Spaces	2791 Bleams Rd, New Hamburg, ON N3A 3J3
Merner/Shantz/Erwin Home	Landmarks and Public Spaces	274 Huron St, New Hamburg, ON N3A 1J5

Cultural Heritage Asset	Asset Sub-Category	Address
The Hamburg Felt Boot Co.	Landmarks and Public Spaces	166 Peel St, New Hamburg, ON N3A 1E3
The Carnegie Library	Landmarks and Public Spaces	145 Huron St, New Hamburg, ON N3A 1K1
Cenotaph	Landmarks and Public Spaces	145 Huron St, New Hamburg, ON N3A 1K1
The Hartman Bridge	Landmarks and Public Spaces	3 Waterloo St, New Hamburg, ON N3A 1S3
Luft Block	Landmarks and Public Spaces	100-106 Huron St.St, New Hamburg, ON N3A 1S
The Volksblatt and Independent Newspaper Office	Landmarks and Public Spaces	84 Huron St, New Hamburg, ON N3A 1J3
The Hartman Block	Landmarks and Public Spaces	78-82 Huron St. New Hamburg, ON N3A 1J3
Ernst/Hostetler Block	Landmarks and Public Spaces	65-67 Huron StSt #65, New Hamburg, ON N3A 1K1
Imperial Hotel	Landmarks and Public Spaces	60 Huron St, New Hamburg, ON N3A 1J3
The Lautenschlager Block	Landmarks and Public Spaces	91 Huron St, New Hamburg, ON N3A 1K1
The Commercial Hotel	Landmarks and Public Spaces	13 Huron St #11, New Hamburg, ON N3A 1K1
The Queen's Hotel	Landmarks and Public Spaces	73 Peel St, New Hamburg, ON N3A 1E7
The Hamburg Hotel	Landmarks and Public Spaces	87 Peel St, New Hamburg, ON N3A 1E7
New Hamburg Dam	Landmarks and Public Spaces	Nith River Reservoir Dam, Unnamed Road, New Hamburg, ON N0B
William Tell Block	Landmarks and Public Spaces	79 Huron St, New Hamburg, ON N3A 1K1
Lance Russwurm Mural	Landmarks and Public Spaces	280 Jacob St, New Hamburg, ON N3A 1B9

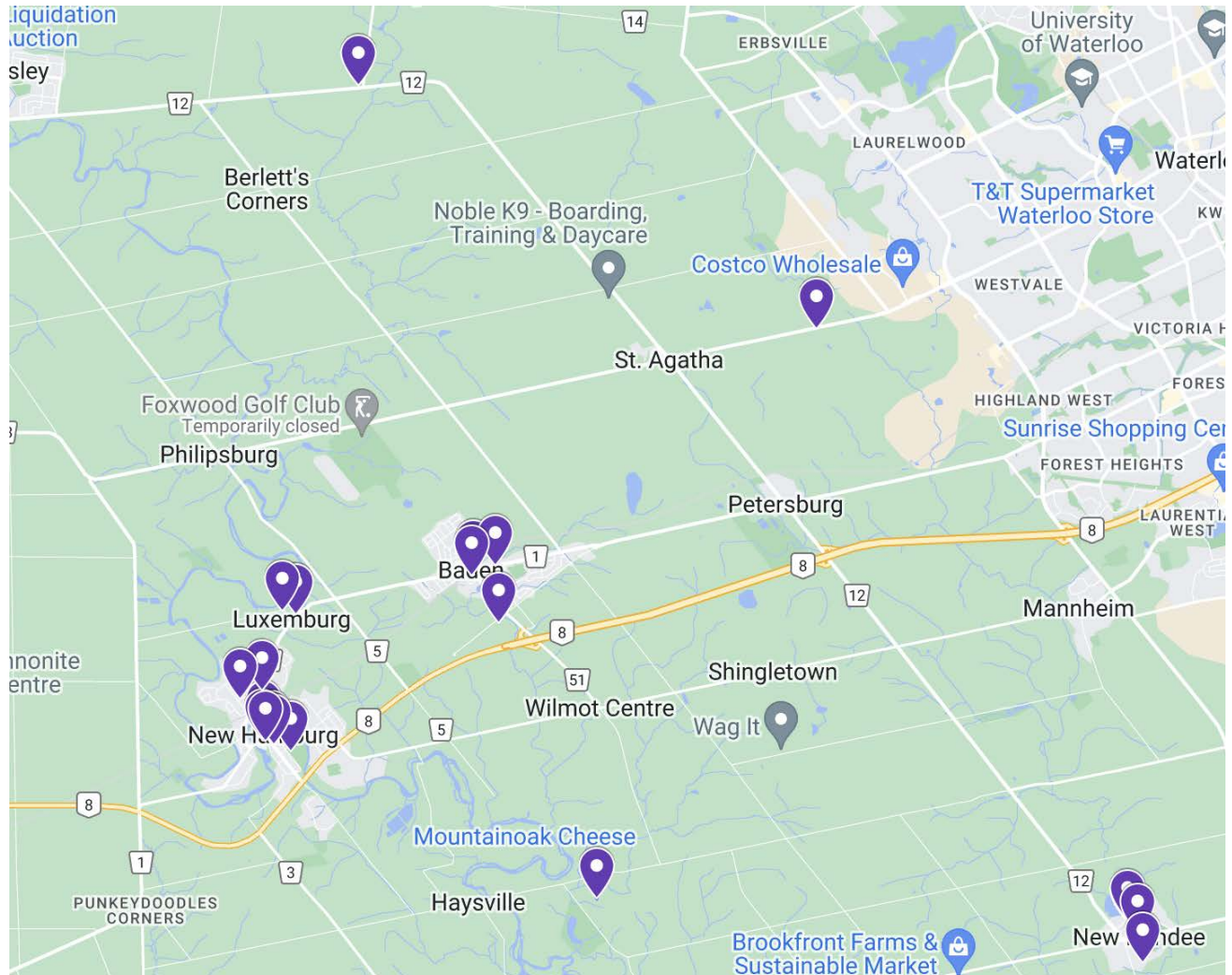
Cultural Festivals and Events



Cultural Festival and Event Asset	Asset Sub-Category	Address
Mennonite Relief Sale	Events and Festivals	251 Jacob St, New Hamburg, ON N3A 1B9
Fall Fair	Events and Festivals	251 Jacob St, New Hamburg, ON N3A 1B9
Moparfest	Events and Festivals	251 Jacob St, New Hamburg, ON N3A 1B9
New Hamburg Art Tour	Events and Festivals	251 Jacob St, New Hamburg, ON N3A 1E1
Canada Day	Events and Festivals	William Scott Park 84 Bleams Rd W, New Hamburg, ON N3A 1G8
New Hamburg Cruise Nights	Events and Festivals	68 Huron St, New Hamburg, ON N3A 1K1
Castle Kilbride Concerts	Events and Festivals	60 Snyder's Rd W, Baden, ON N3A 1A1
Dundee Artisan Festival	Events and Festivals	New Dundee Community Park 667 Main St #621, New Dundee, ON N0B 2E0

Cultural Festival and Event Asset	Asset Sub-Category	Address
Heritage Wilmot Heritage Day	Events and Festivals	New Dundee Community Centre 1028 Queen St, New Dundee, ON N0B 2E0
Cruizin' at the Pond - Baden	Events and Festivals	76 Mill St, Baden, ON N3A 2N6
Remembrance Day Ceremonies	Events and Festivals	145 Huron St, New Hamburg, ON N3A 1K1
Christmas Parades	Events and Festivals	parade starts at the South entrance of Norm Hill Park
Petersburg Optimist Breakfast in the park and Father's Day Car show	Events and Festivals	Petersburg Park 1338 Notre Dame Drive, St. Agatha, On,
New Dundee Victoria Day including New Dundee Community Fireworks	Events and Festivals	New Dundee Community Centre 1028 Queen St, New Hamburg, ON N3A 3E4
Doors Open	Events and Festivals	Various locations, in 2024 it was at Mountainoak Cheese 3165 Huron Rd, New Hamburg, ON N3A 3C3
Baden Firefighters tournament and concert	Events and Festivals	Sir Adam Beck Community Park 215 Snyder's Rd E, Baden, ON N3A 2V6
Terry Fox Run	Events and Festivals	1291 Nafziger Rd, Baden, ON N3A 0C4
Wilmot Lions/Lioness Tree of Light	Events and Festivals	30 Huron St, New Hamburg, ON N3A 1J2
Swimming with Santa	Events and Festivals	1291 Nafziger Rd, Baden, ON N3A 0C4
Christmas at the Castle	Events and Festivals	60 Snyder's Rd W, Baden, ON N3A 1A1
Whimsical Weekends	Events and Festivals	60 Snyder's Rd W, Baden, ON N3A 1A1
Ghost Walks	Events and Festivals	60 Snyder's Rd W, Baden, ON N3A 1A1
Floating Pumpkin Patch	Events and Festivals	1291 Nafziger Rd, Baden, ON N3A 0C4
Wilmot Recreation Complex Community Events	Events and Festivals	1291 Nafziger Rd, Baden, ON N3A 0C4

Cultural Enterprises



Cultural Enterprise Assets	Asset Sub-Category	Address
The Community Players (TCP)	Art(s) Studio & Workshops	251 Jacob St, New Hamburg, ON N3A 1B9
Wilmot Seniors Woodworking and Craft Shop	Art(s) Studios and Workshops	27 Beck St, Baden, ON N3A 2P3
Dundee Doodle Art Studio	Art(s) Studios and Workshops	1454 Bridge St, New Dundee, ON N0B 2E0
Alder Creek Studio	Art(s) Studios and Workshops	121 Casselholme Crescent, New Dundee, ON N0B 2E0
Centre Stage Dance Studio	Art(s) Studios and Workshops	73 Hincks St Unit #3, New Hamburg, ON N3A 2A2

Cultural Facilities and Spaces

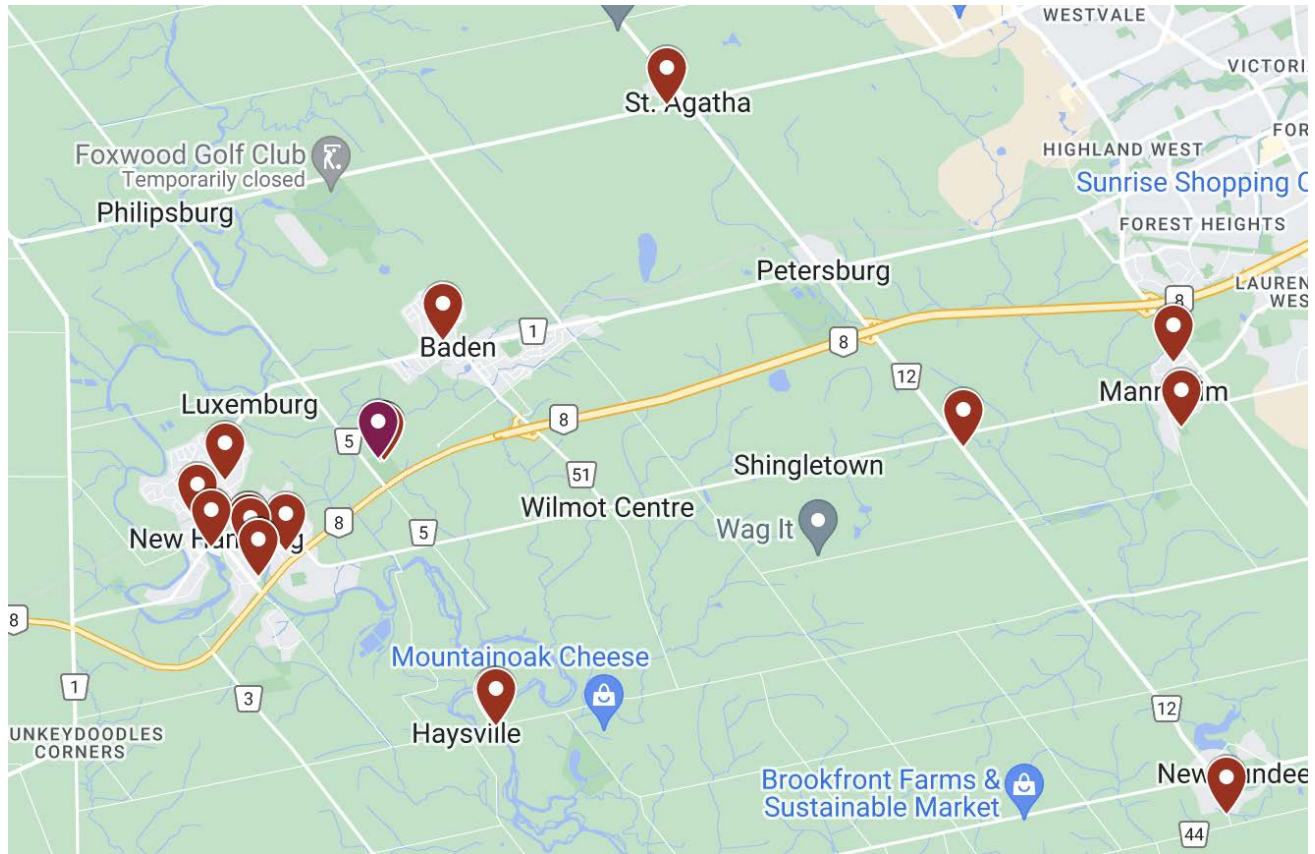


Cultural Facility and Space Assets	Asset Sub-Category	Address
Fair Grounds & New Hamburg Grandstand	Landmarks and Public Spaces	251 Jacob St, New Hamburg, ON N3A 1G6
Region of Waterloo Library - Baden Branch	Venues, Facilities, Spaces	115 Snyder's Rd E, Baden, ON N3A 2V4
Region of Waterloo Library - New Dundee Branch	Venues, Facilities, Spaces	1176 Queen St N, New Dundee, ON N0B 2E0
Region of Waterloo Library - New Hamburg Branch	Venues, Facilities, Spaces	145 Huron St, New Hamburg, ON N3A 1K1
Wilmot Recreation Complex	Venues, Facilities, Spaces	1291 Nafziger Rd, Baden, ON N3A 0C4
New Hamburg Community Centre	Venues, Facilities, Spaces	251 Jacob St, New Hamburg, ON N3A 1E1
Kirkpatrick Park Gazebo	Landmarks and Public Spaces	230 Wilmot St, New Hamburg, ON N3A 1H5

Cultural Facility and Space Assets	Asset Sub-Category	Address
Livingston Square Gazebo	Landmarks and Public Spaces	60 Snyder's Rd W, Baden, ON N3A 1A1
Operating water wheel	Landmarks and Public Spaces	315 Grandview Ave, New Hamburg, ON N3A 1L5
Haysville Community Centre	Venues, Facilities, Spaces	3433 Huron Rd, New Hamburg, ON N3A 3C4
Mannheim Community Centre & Park	Venues, Facilities, Spaces	1467 Mannheim Rd, Wilmot, ON N0B
New Dundee Community Centre and Doug Fischer Memorial Park	Venues, Facilities, Spaces	1028 Queen St, New Dundee, ON N0B 2E0
St. Agatha Community Centre	Venues, Facilities, Spaces	1791 Erbs Rd, St. Agatha, ON N0B 2L0
Baden/Sir Adam Beck Community Park	Landmarks and Public Space	215 Snyder's Rd E, Baden, ON N3A 2V6
Brenneman Park	Landmarks and Public Space	9 Brenneman Dr #93, Baden, ON N3A 4M9
Captain MacCallum Park	Landmarks and Public Space	Captain MacCallum Drive, New Hamburg, Ontario
Constitution Park	Landmarks and Public Space	Hincks Street, New Hamburg, Ontario
Goldschmidt Park	Landmarks and Public Space	Goldschmidt Drive, Baden, Ontario
Greenwood Park	Landmarks and Public Space	Greenwood Dr, New Hamburg, ON N3A
Haysville Community Park	Landmarks and Public Space	3433 Huron Rd, New Hamburg, ON N3A 3C4
Heritage Park	Landmarks and Public Space	75 Hunter St, New Hamburg, ON N3A 1M1
Kirkpatrick Park	Landmarks and Public Space	230 Wilmot St, New Hamburg, ON N3A 1H5
Linear Park	Landmarks and Public Space	60 Snyder's Rd W, Baden, ON N3A 1A1
Livingston Square	Landmarks and Public Space	60 Snyder's Rd W, Baden, ON N3A 1A1
Mannheim Community Park	Landmarks and Public Space	1467 Mannheim Rd, Mannheim, ON N0B 2E0

Cultural Facility and Space Assets	Asset Sub-Category	Address
New Dundee Community Park	Landmarks and Public Space	1370 Bridge St, New Dundee, ON N0B 2E0
Norm Hill Flats	Landmarks and Public Spaces	251 Jacob St, New Hamburg, ON N3A 1B9
Norm Hill Park	Landmarks and Public Spaces	75 Seyler St, New Hamburg, ON N3A 1E7
Optimist Youth Park	Landmarks and Public Space	200 Theodore Schuler Blvd, Wilmot, ON N3A 4N8
Petersburg Community Park	Landmarks and Public Space	1338 Notre Dame Dr, Baden, ON N3A 4H9
Riverside Park	Landmarks and Public Space	117 Riverside Dr, New Hamburg, ON N3A 2H6
Sararus Park	Landmarks and Public Space	8 Meadowview Pl #32, St. Agatha, ON N0B 2L0
Schneller Park	Landmarks and Public Space	88 Schneller Dr, Baden, ON N3A 2L6
William Scott Park	Landmarks and Public Space	84 Bleams Rd W, New Hamburg, ON N3A 1G8
St. Agatha Lions Community Park	Landmarks and Public Space	1791 Erbs Rd, St. Agatha, ON N0B 2L0

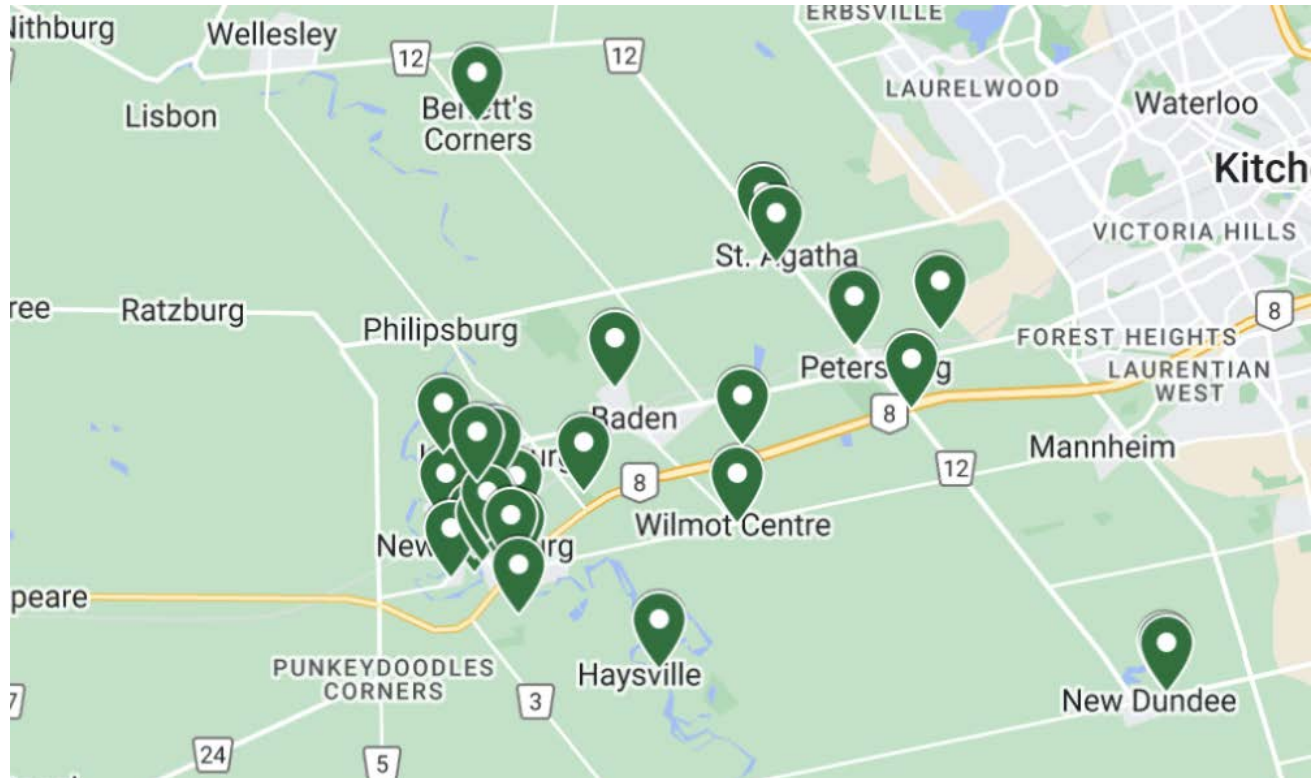
Community Organizations



Community Organization Assets	Asset Sub-Category	Address
New Hamburg Board of Trade	Organization	121 Huron St, New Hamburg, ON N3A 1K1
New Hamburg Optimist Club	Organization	1367 Victoria St, New Hamburg, ON N3A 2K2
New Dundee Women's Institute	Organization	
Royal Canadian Legion, New Hamburg Branch	Organization	65 Boullee St, New Hamburg, ON N3A 1E1
Wilmot Horticultural Society	Organization	28 Bleams Rd E, New Hamburg, ON N3A 1G4
Wilmot Family Resource Centre	Organization	175 Waterloo St unit 1, New Hamburg, ON N3A 1S3
Baden Community Association	Organization	60 Snyder's Rd W, Baden, ON N3A 1A1

Community Organization Assets	Asset Sub-Category	Address
New Dundee Optimist Club	Organization	1028 Queen St, New Dundee, ON N0B 2E0
Mannheim Optimist Club	Organization	1467 Mannheim Rd, Wilmot, ON N0B
Wilmot Optimist Club	Organization	67 Victoria St, New Hamburg, ON N3A 1W1
Wilmot Rotary Club	Organization	
Wilmot Lions Lioness Club	Organization	65 Boullee St, New Hamburg, ON N3A 1E1
Wilmot Agricultural Society	Organization	251 Jacob St, New Hamburg, ON N3A 1B9
Let's Tree Wilmot	Organization	Wilmot Horticultural Society c/o, 28 Bleams Rd E, New Hamburg, ON N3A 1G4
New Dundee Board of Trade	Organization	121 Huron St, New Hamburg, ON N3A 1K1
Petersburg Optimist Club	Organization	P.O. Box 111, Petersburg,
ON N0B 2H0, Canada		
New Hamburg Concert Band	Organization	121 Huron St, New Hamburg, ON N3A 1K1
4H Club	Organization	1791 Erbs Rd, St. Agatha, ON N0B 2L0
Girl Guides	Organization	1291 Nafziger Rd, Baden, ON N3A 0C4 and 3433 Huron Rd, New Hamburg, ON N3A 3C4
Scouts	Organization	3433 Huron Rd, New Hamburg, ON N3A 3C4

Natural Heritage



Natural Heritage Assets	Asset Sub-Category	Address
Mike Schout Wetlands	Landmarks and Public Spaces	28 Smith's Creek Dr, New Hamburg, ON N3A 0B3
William Scott Park	Landmarks and Public Spaces	84 Bleams Rd W, New Hamburg, ON N3A 1G8
Oasis in the Centre	Landmarks and Public Spaces	1549 Wilmot Centre Rd, Baden, ON N3A 3K2
Nith River Promenade and Trail	Landmarks and Public Spaces	Unnamed Road, New Hamburg, ON N0B
New Dundee Community Park	Landmarks and Public Spaces	667 Main St #621, New Dundee, ON N0B 2E0
Captain MacCallum Park	Landmarks and Public Spaces	Captain MacCallum Drive, New Hamburg, Ontario
Christner Trail	Landmarks and Public Spaces	Hostetler Road to Christner Road, New Hamburg

Natural Heritage Assets	Asset Sub-Category	Address
Constitution Park	Landmarks and Public Spaces	Hincks Street, New Hamburg, Ontario
Goldschmidt Park	Landmarks and Public Spaces	Goldschmidt Drive, Baden, Ontario
Greenwood Park	Landmarks and Public Spaces	Greenwood Dr, New Hamburg, ON N3A
Haysville Community Park	Landmarks and Public Spaces	3433 Huron Rd, New Hamburg, ON N3A 3C4
Kirkpatrick Park	Landmarks and Public Spaces	230 Wilmot St, New Hamburg, ON N3A 1H5
Laschinger Woods	Landmarks and Public Spaces	Ingold Ave & Laschinger Blvd, New Hamburg, ON N3A 2G8
Morningside Trail	Landmarks and Public Spaces	Bergey Ct, New Hamburg, ON N3A 2E4
Norm Hill Flats	Landmarks and Public Spaces	251 Jacob St, New Hamburg, ON N3A 1B9
Norm Hill Park	Landmarks and Public Spaces	75 Seyler St, New Hamburg, ON N3A 1E7
Optimist Youth Park	Landmarks and Public Spaces	200 Theodore Schuler Blvd, New Hamburg, Ontario
Riverside Park	Landmarks and Public Spaces	117 Riverside Drive, New Hamburg, Ontario
Walker Woods	Landmarks and Public Spaces	89 Bonaventure Drive, New Hamburg
Petersburg Community Park	Landmarks and Public Spaces	1338 Notre Dame Dr, St. Agatha, ON N3A 4H9
Petersburg Crown Lands	Landmarks and Public Spaces	2703 Queen St #2665, Wilmot, ON N0B 2H0
SararusPark	Landmarks and Public Spaces	23 Meadowview Pl, St. Agatha, ON N0B 2L0
St. Agatha Lions Community Park	Landmarks and Public Spaces	1791 Erbs Rd, St. Agatha, ON N0B 2L0
New Hamburg Arboretum	Landmarks and Public Spaces	470 Waterloo St, New Hamburg, ON N3A 4M1
New Dundee Park and Bandshell	Landmarks and Public Spaces	1370 Bridge St, New Dundee, ON N0B 2E0

Natural Heritage Assets	Asset Sub-Category	Address
Avon Trail	Landmarks and Public Spaces	2495 Township Rd 2 #2799, Wellesley, ON N0B 2T0
Baden Hills trails	Landmarks and Public Spaces	2733 Sandhills Rd, Wilmot, ON N3A 3B6
Petersburg Regional Forest	Landmarks and Public Spaces	1974 Snyder's Rd E, Petersburg, ON N0B 2H0
Schmidt Woods	Landmarks and Public Spaces	1291 Nafziger Rd, Baden, ON N3A 0C4

Intangible Cultural Resources

Intangible Cultural Resource Assets	Asset Sub-Category
Creative community and residents	Key Intangible Resources
Local German & Pennsylvania Dutch Heritage	Key Intangible Resources
Wilmot's diversifying community	Key Intangible Resources
Agricultural knowledge	Key Intangible Resources
Indigenous Knowledge, History, Traditions and Culture	Key Intangible Resources
Storytellers	Key Intangible Resources
Amish and Mennonite history	Key Intangible Resources
Local Live Music in Pubs	Key Intangible Resources

Appendix C. Planning Policy Context

The following is a review of provincial and municipal planning and policy documents related to cultural development in the Township of Wilmot. The key documents below were reviewed for their relevance to cultural planning in the Township of Wilmot.

Provincial Policies and Strategies

Report	Overview	Importance to Culture
Provincial Planning Statement (2024)	The Planning Act is provincial legislation that outlines all land use planning rules and regulations in Ontario. The Act outlines the roles and responsibilities of the province and municipalities.	The Planning Act outlines the overarching protection of cultural interests. The Planning Act has identified various cultural assets to be protected across the province of Ontario through provincial and municipal legislation. These cultural assets include, but are not limited to: agricultural resources, architectural significance, archaeological significance, scientific interest, and the development of safe and healthy communities. In addition, the Planning Act mandates that municipalities create official plans that include provisions for cultural facilities and heritage conservation and emphasizes transparency and public involvement by requiring municipalities to make planning information available to the public.
Provincial Policy Statement, 2020 ²³	The Provincial Policy Statement (PPS) outlines policy direction focusing on provincial interests, with a specific focus on the provincial policies related to land use and development.	The Provincial Policy Statement (PPS) encourages municipalities to protect their culture by developing planning documents. These documents include cultural plans, archeological management plans, and heritage plans. During planning processes, authorities must engage with Indigenous communities to identify and protect cultural heritage. This process allows municipalities to preserve and enhance Indigenous culture and heritage.

23 Ministry of Municipal Affairs and Housing, "Provincial Policy Statement" (2020), <https://tinyurl.com/5n8jvw8s>

Report	Overview	Importance to Culture
Ontario Heritage Act (R.S.O. 1990) ²⁴	The Ontario Heritage Act provides a set of heritage standards and guidelines for the province of Ontario.	The Ontario Heritage Act highlights the importance of supporting, encouraging, and facilitating the conservation, preservation, and protection of heritage across the province. This includes the preservation, maintenance, reconstruction, and management of properties with historical, architectural, archeological, recreational, and aesthetic interests.
Ontario Culture Strategy: Telling our Stories, Growing our Economy, 2015 [Archived] ²⁵	The Ontario Culture Strategy: Telling our Stories, Growing our Economy reflects the input received from stakeholder engagement and research. The strategy outlines a set of four (4) overarching goals for Ontario over the next five (5) years.	The Ontario Culture Strategy identifies that the province of Ontario has a rich and diverse culture. This diverse culture has resulted in unique communities across the province of Ontario, many of which have a unique identity, character, and an enhanced sense of place and pride (p. 8). The Ontario Cultural Strategy outlines how these unique features will continue to be enhanced across the province. While Ontario's Culture Strategy has been implemented and is now archived, the basis of the plan can continue to help us understand the best practices for enhancing culture across the province of Ontario.

24 Province of Ontario, Ontario Heritage Act, R.S.O. 1990, c. O.18, <https://www.ontario.ca/laws/statute/90o18>.

25 Government of Ontario (Ministry of Tourism, Culture, and Sport), "The Ontario Culture Strategy: Telling our Stories, Growing our Economy" (2015), https://files.ontario.ca/ontarios_culture_strategy_en2_aoda_final-s.pdf

Regional Policies and Strategies

Report	Overview	Importance to Culture
Region of Waterloo Strategic Plan 2023-2027 ²⁶	The Region of Waterloo Strategic Plan 2023-2027 is a guide for the region as its population grows towards 1 million in the upcoming decades (currently at approximately 690,000 people).	The plan is divided into four key areas: addressing housing/homelessness crisis; growing sustainably while adapting to climate change; making services and opportunities more equitable for all; cultivating an organization that supports staff well-being and service to better support residents. The 2024 budget includes increased investments in housing, transit services, paramedic services and more.
Region of Waterloo Tourism Master Plan 2023-2030 ²⁷	The Waterloo Region Tourism Master Plan (2023-2030) aims to position the region as one of Ontario's premier destinations for leisure, business events, and sport hosting.	The plan emphasizes resilience and sustainability post-COVID-19 and identifies key growth pillars: Brand, Product, Access, Sustainability, and Communication. These pillars guide strategic initiatives to enhance tourism offerings, strengthen regional branding, improve transportation connectivity, promote sustainable tourism, and align community efforts. Collaboration with stakeholders and alignment with government plans are crucial for success.

26 Region of Waterloo, 2023-2027 Strategic Plan, Growing with Care, <https://www.regionofwaterloo.ca/en/regional-government/strategic-plan-2023-2027.aspx>

27 Region of Waterloo, Tourism Master Plan, 2023-2030, <https://tinyurl.com/4zcchsr2>

Municipal Policies and Strategies

Township of Wilmot, Arts and Culture Master Plan, 2018²⁸

Overview	Importance to Culture
The former Arts and Culture Master Plan was intended to provide directions for culture in Wilmot over a period of five years (2019-2023). The plan was informed by engagement and by several municipal policies, foremost among which the Township of Wilmot Strategic Plan (2013), which lists goals for the community as well as strategies on how to achieve them.	The former Master Plan recommended establishing a Municipal Arts and Culture Advisory Committee; providing an increment to the funding available to the arts, culture and heritage organizations; creating additional municipally-provided incubator facilities for artists and craftspeople; creating additional staff resources devoted to the arts, culture and heritage that are specifically dedicated, and exploring the possibility of creating a medium sized performing arts facility. Finally, the Master Plan proposed a balanced approach, noting that Wilmot's geographic location, surrounded by large-scale municipalities, while it offered a potential opportunity to draw in visitors from these centres, also meant Wilmot residents have easy access to activities in other cities, so that Wilmot does not need to be "all things to all people."²⁹ The new Arts and Culture Master Plan will provide updated directions.

28 Township of Wilmot, Arts and Culture Master Plan, <https://tinyurl.com/7wufj37c>

29 Ibidem, p. 18.

Township of Wilmot Strategic Plan update, 2024³⁰

Overview	Importance to Culture
The Township of Wilmot's Strategic Plan 2024 Update offered a roadmap for future growth and development. This update built on the 2020 plan and reflected extensive community consultations conducted throughout 2024. Key goals include Financial Stability, Healthy Community, Prosperous Business & Balanced Growth, Trustworthy Leadership. An effective Strategic Plan needs to achieve these outcomes: • That incorporates input from the community, Council, and staff; • Clearly articulate overarching goals and priorities; • Establish a "roadmap for action" providing direction for budgets, projects, and operations; and • Accomplish buy-in and shared vision among Members of Council and the management team.	The plan included recommendations pertaining to support for arts and culture, as part of its list of actions to be implemented to support the first goal, "quality of life." Recommendations included in the plan were: • Develop a Public Art Policy • Lead consultation on the Prime Ministers Path project • Assess the inventory of cultural heritage landscapes throughout Wilmot and promote their long-term conservation and protection • Identify and promote local history through external signage • Investigate the feasibility of a performing arts facility as part of the 2024 Arts and Culture Master Plan update

30 Township of Wilmot, Strategic Plan Update, <https://tinyurl.com/4pwp53w9>

Township of Wilmot, Community Services Parks and Recreation Master Plan, 2024

Overview	Importance to Culture
The Community Services Parks and Recreation Master Plan, approved by Council in September 2024, will guide decision-making across all aspects of parks and recreation over the next five to ten years. The plan offers recommendations for the management of green spaces and recreational facilities, in the following areas: aquatics; asset management; community centres and halls; ice pads; parks and outdoor facilities; programming and events; policy, administration and communication.	The plan recognizes the central importance of culture for residents' well-being, and outlines several recommendations that are directly pertinent to arts and culture. The plan includes a series of recommendations for the use of community centres. Two options suggested for the future of the New Hamburg Community Centre, which has been at the centre of discussions between the Township and The Community Players, and recommends as a preferred option the "redesign of the arena component of the facility, on its existing footprint, to proactively accommodate multiple uses."³¹ In the short term, the plan recommends for the Township to enter into a joint venture agreement with The Community Players. Additionally, the plan includes recommendations for programming, oriented around five core principles: something for everyone, affordability and accountability, partnerships, sustainability, quality assurance. Recommended actions are meant to ensure the continued assessment of service delivery, collaborative reasoning, and the provision of programs meeting community needs. This section also recognizes the role played by third-party event organizers in bringing together residents and drawing tourists. It suggests two key recommendations to increase Township support for event organizers: • "Meet with large event organizers twice annually ('Event Fair'); once to assist with event preparation and administration, and once following the event to record opportunities to improve in subsequent years." • "Create a database at the point of Event booking for 'recurring' events that allow hosts to rollover requirements from year-to-year (where possible) with a view to reducing annual administrative burden."³²

³¹ Ibidem, p. 20.

³² Ibidem, p. 61.

Overview	Importance to Culture
	Other recommendations pertinent to culture, which will be further explored in the updated Arts and Culture Master Plan, include³³: • Expansion of events programming, maximizing the use of resources when Castle Kilbride is closed for visitors: "Consider options to increase the coordination and provision of events with Castle Kilbride. This could include outreach for event hosting in other locations, enhanced hosting of special events, filming, tours, movie nights etc. Consideration for more STEAM programs and events should be part of the master plan process." • Increasing public art installations. • Enhancing tourism through increased communication on key assets: "Work with Economic Development (tourism) to assess options to promote destination day trips; Castle Kilbride, Mike Shout Wetlands Preserve, New Hamburg Water Wheel (in conjunction with the Grand River Conservation Authority)". • "Assess the provision of annual Canada Day celebration to ensure appropriate resourcing – both for the Township and if being supported by volunteers." • "Work with Service Clubs and organizations to determine if similar events are needed in each settlement area, if there are options to share or merge resources, if some events have lost their historic appeal. Assist with new areas of focus as identified."

33 Ibidem, p. 62.

Appendix D. Research Findings

Demographics and Population Trends in Wilmot

This section provides an overview of the population demographics of Wilmot, based on the most recent census data from Statistics Canada³⁴ and the community profile information gathered by the Township of Wilmot development services.³⁵

Wilmot Township's total population was estimated at 21,825 as of 2024 and is expected to increase to 25,055 by the year 2034. Situated in Waterloo Region in proximity to Kitchener-Waterloo, the Township is comprised of a mix of farmland and urban areas, with the majority of residents living in New Hamburg (approximately 9,000 residents in 2023) and Baden (approximately 5,000), followed by the smaller communities of St. Agatha, Petersburg, Mannheim, New Dundee, Philipsburg, Shingletown, Wilmot Centre, Haysville, Luxemburg, Lisbon, Sunfish Lake and Foxboro Green. The current population density is 117 people per square kilometre.

Age

According to the 2021 Census, the Township of Wilmot has a diverse age distribution, with a significant proportion of the population in the working-age category (15-64 years), which suggests a stable labour force. The youth population, comprising children and adolescents aged 0-14 years, represents a smaller segment of the population, reflecting a common trend in rural and suburban areas where family sizes tend to be smaller. In contrast, the senior population (aged 65 years and older) is increasing, in line with national trends in Canada, which could have important implications for community services and healthcare. The median age in Wilmot is higher than the national average, indicating a demographic shift towards an older population. Specifically, about 18% of the population is aged 0-14 years, approximately 60% falls within the 15-64 age range, and roughly 20% of residents are 65 years or older.

34 Statistics Canada, "Census Profile, 2021 Census of Population"

35 Township of Wilmot Development Services, Population Estimates, December 31, 2023, <https://tinyurl.com/575mw3ad>

Percentage of the population by broad age groups 2021³⁶

Location	15-64 Years Old (%)	0-14 Years Old (%)	65 Years and Older (%)
Wilmot Township	60.2%	18.8%	21.0%
City of Cambridge	66.3%	17.7%	16.0%
City of Kitchener	67.8%	17.5%	14.7%
City of Waterloo	70.1%	14.5%	15.4%
Township of North Dumfries	65.0%	18.3%	16.7%
Township of Wellesley	61.5%	24.5%	14.1%
Township of Woolwich	61.6%	20.8%	17.6%
Perth County	61.1%	17.7%	21.1%
City of Guelph	67.2%	16.3%	16.4%
Blandford-Blenheim Township	65.1%	17.5%	17.4%
Ontario	65.6%	15.8%	18.5%
Canada	64.8%	16.3%	19.0%

Working Age (15-64 Years) – 60.2%: Wilmot has a lower percentage of working-aged residents compared to most neighbouring cities like Cambridge (66.3%) and Kitchener (67.8%). That said, it is similar to rural townships like Wellesley (61.5%) and Woolwich (61.6%).

Children (0-14) – 18.8%: The percentage of children in Wilmot is higher than the Ontario (15.8%) and Canada averages (16.3%), reflecting the presence of numerous families in the area. This percentage is comparable to North Dumfries (18.3%) and slightly less than Wellesley (24.5%).

Seniors (65+) – 21%: Wilmot has a larger senior population than urban centers like Kitchener (14.7%) and Waterloo (15.4%) and exceeds both the provincial (18.5%) and national (19%) averages, aligning more closely with Perth County (21.1%).

Wilmot Township Income Analysis

Median Household Income

The median after tax household income in Wilmot is approximately \$120,400 annually, a figure that exceeds the provincial average, as outlined in the table below, based on the 2021 Canadian Census.³⁷

Location	Average After-tax Income of Economic Family in 2020 (\$)
Wilmot Township	\$120,400
City of Cambridge	\$104,400
City of Kitchener	\$102,600
City of Waterloo	\$120,800
Township of North Dumfries	\$131,400
Township of Wellesley	\$125,600
Township of Woolwich	\$125,000
Perth County	\$100,500
Blandford-Blenheim Township	\$111,800
City of Guelph	\$110,700
Ontario	\$112,200

The median after-tax income of Canadian families and unattached individuals was \$68,400 in 2021.

In comparison:

- **Above Provincial Average:** Wilmot Township's average after-tax income (\$120,400) exceeds the Ontario average, highlighting its affluence.
- **Comparison with Urban Centers:** Wilmot's average after tax income is higher than nearby cities such as Cambridge (\$104,400), Kitchener (\$102,600), and Perth County (\$100,500), reflecting a more prosperous population.
- **Comparable to Nearby Affluent Rural Areas and to Waterloo:** Wilmot's income is similar to other affluent rural municipalities like Wellesley (\$125,600) and Woolwich (\$125,000), though slightly below North Dumfries (\$131,400). Wilmot's income is nearly equal to the City of Waterloo (\$120,800), a major economic and academic hub.
- **Regional Affluence:** Wilmot's economic stability is likely supported by high-income professions, suburban living, and lower housing costs compared to urban centers.

³⁷ Statistics Canada, Canadian Income Survey, 2021,
<https://www150.statcan.gc.ca/n1/daily-quotidien/230502/dq230502a-eng.htm>

The income levels in the Township of Wilmot, specifically in areas like New Hamburg and Baden, reflect a relatively affluent population, largely influenced by the proximity to Kitchener-Waterloo and the availability of professional employment opportunities in that region. Its strong income levels, comparable to neighbouring affluent areas, make it an attractive location for families seeking financial stability and a high quality of life.

The higher income level in Wilmot suggests a generally elevated standard of living and reflects the presence of professionals who, while employed in the rapidly growing industries of Kitchener-Waterloo, choose to reside in more suburban or rural communities such as Wilmot. Indeed, a high proportion of Wilmot residents commute to other communities for work: according to 2021 Census Data, 54% commute to a different census subdivision within the census division of residence and 14.6% commute to a different census division within their province of residence, as opposed 34.2% and 18.3% who do so in Waterloo Region and 17.3% and 23.5% who do so in Ontario.

Income Distribution

While the median household income in Wilmot is relatively high, income distribution is not uniform across all residents. Certain areas, particularly those with older or rural populations, may exhibit lower average income levels. Many households in the township are dual-income, contributing to the higher-than-average overall household income.

Additionally, Wilmot benefits from a long history of family-owned farms and agriculture-based businesses.

Ethnicity

The ethnic composition of the Township of Wilmot, particularly in areas such as New Hamburg and Baden, remains predominantly white, though increasing diversity has been observed in recent years. Below are detailed statistics on the region's ethnic demographics:

- **Caucasian Population:** Approximately 96% of Wilmot's population identifies as a non-visible minority.³⁸ This percentage, significantly higher than the Ontario average (62.8%), is comparable to other neighbouring small rural municipalities, such as the Townships of Wellesley (97.5%), North Dumfries (93.3%), and Blandford-Blenheim (96.8%).
- **Visible Minority Groups:** Visible minorities constitute roughly 4% of the population, with notable groups including:
 - **South Asian:** This group is the largest among visible minorities, in line with broader national trends in Canada.
 - **South East Asian:** This is the second largest visible minority.
 - **Black and African:** A smaller yet growing community, particularly among families who have relocated from urban centers in search of a suburban lifestyle.
 - **Latin American and Asian:** These groups are also present, though in smaller numbers.
- **Indigenous Population:** The Indigenous population, comprising First Nations, and Métis, represents a small fraction of the total population, approximately 2%. Efforts are underway to promote cultural recognition and inclusion through community initiatives.
- **Recent Trends:** The township has seen a gradual increase in ethnic diversity, driven by immigration and urban sprawl from the nearby metropolitan areas of Kitchener-Waterloo. This trend is expected to persist as the township continues to grow and attract new residents.
- **Languages Spoken:** While English remains the predominant language spoken at home (about 98%), there is a growing number of residents who speak other languages, including German, Spanish, Punjabi, and Mandarin, reflecting the multicultural composition of newer populations.

The below tables summarize the latest available census data for Wilmot, and for comparable municipalities³⁹:

2021 Census Data – Ethnic or Cultural Origin

Location	Total Caucasian Population (%)	Total Visible Minority (%)	Indigenous Population (%)
Wilmot Township	96%	4%	1%
City of Cambridge	76.1%	23.9%	1.9%
City of Kitchener	66.4%	31.7%	1.9%
City of Waterloo	63.7%	35.0%	1.3%
Township of North Dumfries	93.3%	6.7%	1%
Township of Wellesley	97.5%	1.5%	1%
Township of Woolwich	95%	5.0%	1.2%
Perth County	96%	2.5%	1.5%
City of Guelph	72.3%	26.1%	1.6%
Blandford-Blenheim Township	96.8%	1.7%	1.5%
Ontario	62.8%	34.4%	2.8%
Canada	67.4%	26.6%	5.0%

2021 Census Data – Visible Minorities

Location	Largest Visible Minority Group	Smallest Visible Minority Group	Other Present Group
Wilmot Township	South Asian (3.5%)	Japanese (0.1%)	Black (1.5%), Chinese (1.0%), Filipino (0.8%), Latin American (0.7%), Southeast Asian (0.5%)
City of Cambridge	South Asian (11.7%)	Korean population (0.2%)	Latin American (1.7%), Filipino (1.3%), Southeast Asian (1.2%), Arab (1.1%), and Chinese (0.9%) populations.

39 Statistics Canada, 2021 Census of Population.

Location	Largest Visible Minority Group	Smallest Visible Minority Group	Other Present Group
City of Kitchener	South Asian (9.9%)	Black population, (6.9%)	Latin American (3.1%), Southeast Asian (3.7%), Chinese (1.8%), Arab (2.4%), West Asian (1.3%), and Filipino (1.1%) populations.
City of Waterloo	South Asian (10.7%)	Filipino (1.0%)	Chinese (9.2%), Black (3.1%), Arab (2.7%), Latin American (1.9%), West Asian (1.7%), Southeast Asian (1.4%), and Korean (1.4%) populations.
Township of North Dumfries	South Asian (2.6%)	Japanese (0.1%)	Chinese (0.5%), Black (0.9%), Filipino (0.1%), Arab (0.6%), Latin American (0.7%), Southeast Asian (0.5%), and Korean (0.0%) populations.
Township of Wellesley	South Asian (0.5%)	Korean (0.1%)	Black (0.3%), Chinese (0.2%), and Filipino (0.2%) populations.
Township of Woolwich	South Asian (1.5%)	Japanese (0.1%)	Black (0.9%), Chinese (0.7%), Filipino (0.5%), Latin American (0.4%), Southeast Asian (0.3%), and Arab (0.2%) populations.
Perth County	South Asian (0.7%)	Filipino (0.2%)	Black (0.6%) and Arab (0.4%) populations.
City of Guelph	South Asian (6.3%)	Japanese (0.1%)	Black (3.6%), Chinese (3.0%), Filipino (2.1%), Arab (2.0%), Latin American (1.8%), Southeast Asian (1.5%), West Asian (1.0%), Korean (0.5%), and multiple visible minorities (0.7%).
Blandford-Blenheim Township	South Asian (0.5%)	Chinese (0.1%)	Black (0.4%), Filipino (0.3%), and Latin American (0.2%) populations.

Location	Largest Visible Minority Group	Smallest Visible Minority Group	Other Present Group
Ontario	South Asian (10.7%)	Japanese (0.1%)	Chinese: 6.1% (approximately 867,000 individuals) Black: 5.5% (approximately 783,000 individuals) Filipino: 3.0% (approximately 426,000 individuals) Arab: 2.9% (approximately 413,000 individuals) Latin American: 2.6% (approximately 370,000 individuals) Southeast Asian: 2.2% (approximately 313,000 individuals) West Asian: 1.6% (approximately 228,000 individuals) Korean: 0.8% (approximately 114,000 individuals) Visible minority, n.i.e.: 0.5% (approximately 71,000 individuals) Multiple visible minorities: 0.9% (approximately 128,000 individuals)

Location	Largest Visible Minority Group	Smallest Visible Minority Group	Other Present Group
Canada	South Asian (7.1%)	Japanese (0.3%)	Chinese: 4.7% (approximately 1,715,770 individuals) Black: 4.3% (approximately 1,547,870 individuals) Filipino: 2.6% (approximately 957,355 individuals) Arab: 1.9% (approximately 694,015 individuals) Latin American: 1.6% (approximately 580,235 individuals) Southeast Asian: 1.1% (approximately 390,340 individuals) West Asian: 1.0% (approximately 360,495 individuals) Korean: 0.6% (approximately 218,140 individuals) Multiple visible minorities: 0.9% (approximately 331,805 individuals) Visible minority, n.i.e.: 0.5% (approximately 172,885 individuals)

Economic and Labour Market in Wilmot

The table below shows the percentage of the labour force aged 15 years and over by industry according to 2021 Census Data in Wilmot, Waterloo Region, Ontario, and Canada.

2021 Census Data – Percentage of the labour force aged 15 years and over by industry

Geographic Area/Industry	Wilmot (%)	Waterloo Region (%)	Ontario (%)	Canada (%)
Agriculture, forestry, fishing and hunting	4.7%	1.4%	1.4%	2.3%
Mining, quarrying, and oil and gas extraction	0.1%	0.1%	0.5%	1.2%
Utilities	0.7%	0.5%	0.7%	0.8%
Construction	12%	7.1%	7.3%	7.6%
Manufacturing	11.6%	15.1%	8.9%	8%
Wholesale trade	3.5%	3.6%	3.3%	3.2%
Retail trade	8.9%	10.4%	10.8%	11.1%
Transportation and warehousing	3.3%	4.7%	5.1%	5.1%
Information and cultural industries	2.2%	2.6%	2.3%	2.1%
Finance and insurance	6%	5.7%	5.4%	4.2%
Real estate and rental and leasing	1.6%	1.5%	2.1%	1.8%
Professional, scientific and technical services	7.4%	9.2%	9.2%	8.1%
Management of companies and enterprises	0.3%	0.4%	0.4%	0.2%
Administrative and support, waste management and remediation services	3.2%	4.1%	4.4%	4.1%
Educational services	8.7%	8.5%	7.2%	7.3%
Health care and social assistance	10.8%	10%	11.6%	12.7%
Arts, entertainment and recreation	1.9%	1.3%	1.8%	1.8%
Accommodation and food services	4%	4.8%	5.3%	5.6%
Other services (except public administration)	3.4%	3.4%	3.8%	4.1%
Public administration	4.8%	3.1%	5.8%	6.2%

The construction and manufacturing sectors play a key role, employing approximately 12% and 11.6% of the local workforce.

The prominence of manufacturing reflects the vitality of this industry in the Waterloo Region overall: Manufacturing is the region's largest sector and the Waterloo Region manufacturing sector is the fourth largest in Canada⁴⁰. Similarly, the high percentage of workers employed in the construction industry is explained in part by the rapid growth of Waterloo. Between 2016 and 2021, Waterloo's population grew by 9.7%, at a significantly higher rate than the national (5.2%) and regional (5.8%) rates.⁴¹ In 2023, Waterloo was the fastest-growing community in Canada, boasting a remarkable growth rate of 6.15%.⁴² This rapid expansion has directly contributed to a surge in construction activity, fueled by significant residential developments and ambitious infrastructure projects.

Other industries employing a significant portion of the local labour force include, in decreasing order, healthcare and social assistance (10.8%), retail trade (8.9%), educational services (8.7%), professional, scientific and technical services (7.4%).

Reflecting Wilmot's agricultural roots, the percentage of the workforce employed in agriculture (4.7%) is notably higher than regional (1.4%) and provincial (1.4%) percentages. In 2021, 264 farms were recensed in Wilmot, out of a total of 1,409 in Waterloo Region, with Wilmot being the third community in the region, behind Wellesley (438) and Woolwich (442) in terms of number of farms.⁴³ Agriculture provided a total revenue of 181.9 million dollars in Wilmot in 2020.⁴⁴

Finally, the proportions of workers employed in the arts, entertainment, and recreation (1.9%) and information and cultural industries (2.2%) are comparable to the regional, provincial and national rates.

40 Region of Waterloo website, Diverse resilient economy, <https://tinyurl.com/yp9n9xpf>

41 Statistics Canada, Censuses of 2016 and 2021.

42 Statistics Canada, data summarized by Waterloo EDC, "Waterloo is Canada's Fastest-Growing Population", published May 23, 2024, <https://www.waterlooeedc.ca/blog/waterloo-fastest-growing-community-canada-2024>

43 Region of Waterloo, Census Bulletin 2021, Agriculture.

44 Ibidem.

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Community Services Staff Report

REPORT NO: CS-2025-22
 TO: Committee of the Whole on *Monday, November 3, 2025*
 SUBMITTED BY: Chris Catania, Director of Community Services
 PREPARED BY: Cody Eby, Manager of Parks and Facilities
 REVIEWED BY: Jeff Willmer, Chief Administrative Officer
 DATE: October 22, 2025
 SUBJECT: Expansion of Wilmot's Recycling Program

RECOMMENDATION:

THAT Report CS-2025-22 Expansion of Wilmot's Recycling Program be received for information.

SUMMARY:

To provide Council with information on estimated costs and resourcing associated with expanding the recycling program within the Township.

BACKGROUND:

On September 29, 2025, Council passed the following resolution:

Item 14.1 - Councillor S. Martin's Notice of Motion Regarding the Expansion of the Township of Wilmot Recycling Program

WHEREAS the Township of Wilmot ("Township") 2025-2027 Strategic Action Plan Action Item 3.3 is Protecting our natural environment; and,

WHEREAS recycling helps reduce the strain on our landfills and contributes positively to environmental protection; and,

WHEREAS the Township supports household recycling through the Region of Waterloo Waste Management program; and,

WHEREAS the Township subcontracts waste and recycling services at our facilities and properties; and,

WHEREAS recycling bins are available at several, but not all, Township-owned facilities and properties.

NOW THEREFORE BE IT RESOLVED

THAT Staff report back to Council at the November Committee of the Whole Meeting concerning the cost and staff time involved in the expansion of our recycling program at Township-owned facilities and properties; and,

THAT the report includes information on the feasibility of a full recycling program across all Township properties, all Township-run events, and all events held at rented Township facilities.

REPORT:

Current Wilmot Waste, Recycling and Organics Program and Practices

Currently, all Township facilities have a waste and recycling program in place. The Wilmot Recreation Complex, New Hamburg Arena and Community Centre, St. Agatha Community Centre, Mannheim Community Centre, New Dundee Community Centre, Haysville Community Centre and the Wilmot Administration Complex have garbage and recycling receptacles (cans and blue boxes) available for disposal of items inside the facilities. Outside of the facilities, a Waste Management bin or Molok container are provided to collect all waste and recycling and are emptied by a waste management contractor on various frequencies based on the use of each facility (most commonly on a weekly frequency).

Recycling at all facilities is a laborious process that requires significant staff time and training to conduct the proper due diligence carrying out proper recycling practices. Sorting by staff is a regular occurrence, and if not done properly, results in a costly contamination fee and the recycling collection is then redirected for disposal to landfill. Collection, sorting and disposal is achieved by the part-time Facility Attendants and Custodial staff at the WRC, and a mix of Custodial, Seasonal Labourers, and Full-Time Parks and Facilities Technicians within the Parks and Facilities division.

Organic collection is solely completed at the Wilmot Administration Complex, where staff training and accountability result in proper waste disposal practices, and where volume of organic waste is low enough to not have significant financial impact or raise health and safety issues.

Concurrently, numerous waste receptacles are spread out amongst key points in Wilmot's parks, sports fields and trails. These receptacles are emptied twice a week by Parks and Facilities staff, with service levels increasing seasonally from April – August. This includes weekends, servicing various tournaments, smaller outdoor permits and events taking place.

For special events in the Township, apart from Wilmot Canada Day, event organisers and volunteers are responsible for waste and recycling collection. While the various events are given permission to use the Township's waste and recycling receptacles throughout our parks,

organisers are responsible for attaining their own waste and recycling contracted services to collect all the waste and recycling generated throughout an event, and it is removed at their expense. As Wilmot Canada Day is organized and run by Wilmot volunteers and staff, the waste generated by the event is collected by Parks and Facilities staff and then disposed of on regular operating cycles by Waste Management.

Municipal Comparators

Wilmot's current level of service for waste, recycling and organics collection and disposal is in line with surrounding municipalities. Woolwich, Wellesley, Erin, North Dumfries and Zorra offer waste and recycling services within their facilities, but do not offer recycling or organics collection in their various parks, sports fields, or trails. Municipal comparators lack current resourcing and staff needed to properly collect, sort and dispose, as well as concerns for health and safety of staff. Bigger municipal centres, such as Stratford, Kitchener and Waterloo offer recycling, but limited organics collection. This is offered in strategic municipal properties with staff positions dedicated solely to collection, sorting and proper disposal. Even with dedication to proper disposal, immense difficulty exists without stronger education to properly instruct residents and patrons appropriateness for waste, recycling and organic diversion. Contamination fees were highlighted as being a regular occurrence and very costly for the larger municipal centres despite having staff or contracted services devoted specifically to collection and disposal. Furthermore, feedback was expressed with the immense difficulties faced in future due to pending new recycling models being proposed by the province.

Regarding organics collection and disposal, municipal comparators noted the immediate health and safety risks for staff associated with this level of service and difficulty of achieving best practices. Any material present that does not fall within the accepted organic material for disposal requires sorting by staff, by hand, to avoid contamination costs and diversion of organic material to landfill. Organics will require collection on a frequent basis due to the nature of decomposition; odours, moulding, pest and disease. These are instances where proper management of organics and frequent disposal are imperative to its implementation. This was noted as being difficult to implement in staffed facilities, and most likely would be the subject of constant contamination charges due to challenges with sorting and associated health and safety risks. This would prove even more difficult in outdoor locations as organic materials' exposure to outdoor elements (i.e. weather conditions, animals, misuse, vandalism, etc.) would result in the need for an increased frequency of pickup, possibly daily to achieve.

Expansion of Waste, Recycling and Organics Program and Costs

To expand the recycling program in Wilmot to encompass all Township properties requires a multi-faceted implementation, broken down into three components that must work in unison to successfully implement:

1. Staffing Increase

To appropriately service and complement the waste collection in all the parks, sports fields and trails, a part-time, year-round addition in the Parks and Facilities division will be required to

expand the recycling program. An estimated additional 3,759 hours for the Seasonal Labourer position will be required to account for the increased service level of collection and sorting, with an estimated operational increase at \$66,160. Due to the nature of collection and sorting practices and the various health and safety risks associated with the task, additional training and PPE would also be required. This brings recycling and organics collection and disposal in line with current waste disposal practices, with higher service levels during the peak season of April – August.

2. Fleet and Equipment

With an increased staff compliment and service level, further demand will be placed on the current fleet. To provide consistent service and ensure there are no disruptions to the other various services Parks and Facilities provides, an additional vehicle will be required at an estimated capital cost of \$75,000.

Furthermore, an additional four (4) recycling Moloks installed in key park locations will be required to account for the increased volume of recycling collection. A capital request of an estimated \$28,800 (\$7,200 per unit installation) is required. To expand the program to collect organics, seven (7) organics Moloks will need to be installed at every facility and strategic park location with a capital request of \$50,400.

3. Education

The success of any new initiative or program is dependent on how it is effectively communicated to Wilmot residents and parks users. While waste, recycling and composting is a regular service within the community, proper practices are often misconstrued and diversion ranges from municipality to municipality. To ensure proper disposal, and to ensure operational efficiency with an increased staffing request and reduction of contamination fees, an educational component would be essential into the expansion of the Wilmot recycling program. Increased signage in facilities, parks, sports fields, and trails will help educate the public and communicate proper diversion practices. To promote these diversion/disposal practices, an estimated \$5,000 is required to create, manufacture and install signs and posters in all areas where collection is carried out.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Healthy Community

FINANCIAL CONSIDERATIONS:

The table below illustrates the costs associated with expanding the current waste, recycling and organics program.

Expansion of Waste, Recycling and Organics Capital Costs	
Capital Costs	Estimated Cost
Additional Fleet Vehicle	\$75,000
Additional Recycling Moloks (4) with Installation	\$28,800

Organics Moloks (7) with installation	\$50,400	
Educational Signs/Posters	\$5,000	
Total:	\$159,200	
Operational Costs (Annually):	Estimated Cost Per Year	Note
Part-Time/Seasonal Labourer Additional Hours (3,759 hours)	\$66,160	Three (3) additional seasonal/part-time staff.
Increased Recycling Service Fee for Additional Moloks (Frequency - Weekly Pickup)	\$8,500.00/yr	Fees subject to increases at discretion of Waste Management Canada.
Organics Service Fee for Moloks (Frequency – Weekly Pickup)	\$13,200/yr	
Contamination Fee (\$102.00 per load)	\$3,000	
Overage Fees – Waste (\$225.00 per load)	\$1,125	
Overage Fees - Recycling (\$175.00 per load)	\$875	
Total:	\$92,860	

ATTACHMENTS:

N/A