



INFRASTRUCTURE SERVICES *Staff Report*

REPORT NO: IS-2025-05

TO: Council

SUBMITTED BY: Jeff Molenhuis, P.Eng., Director of Infrastructure Services

PREPARED BY: Autumn Hergott, B.Eng., Operations Technician
Chad Woodhouse, C.E.T., Manager of Public Works

REVIEWED BY: Greg Clark, Acting Chief Administrative Officer

DATE: 2025-03-03

SUBJECT: **Carmel-Koch On-Road Winter Parking – RARE Agreement**

RECOMMENDATION:

THAT Council authorize the Township of Wilmot to enter into a Contribution Agreement with Rare Charitable Research Reserve to fund the installation of 20 on-road parking spaces on Carmel-Koch Road at the Schneider Lands Bush Trail entrance.

AND THAT Council approve the realignment of Carmel-Koch Road at Wilmot Line to establish a T-intersection to reduce the speed of southbound vehicles and improve safety for drivers, pedestrians, and users of the proposed parking area on Carmel Koch Road.

AND THAT Council approve a capital project for the work in the amount of \$101,500 to be funded \$70,000 from RARE Donation and \$31,500 from Transportation Capital Reserve Fund.

SUMMARY:

This report outlines a Contribution Agreement between the Township of Wilmot and Rare Charitable Research Reserve (Rare). It details the terms and conditions of Rare's \$70,000 donation to fund the construction of twenty (20) designated roadside parking spaces at the Schneider's Bush trail entrance on Carmel-Koch Road. These roadside parking spaces are intended to enhance public safety and support increased trail usage during the winter months. In addition to the parking initiative, the Township is proposing the intersection realignment of Carmel-Koch Road at Wilmot Line, with an estimated cost of \$31,500. Although the

intersection realignment is not covered by Rare's funding, completing it concurrently with the parking installations would improve safety for users of the new parking area. It also represents the most cost-effective option, as the contractors will already be in the area with their workforce, equipment, and materials. If approved, and once adequate funding from Rare is secured for the parking spaces, staff will proceed with the formal bidding process and report back to Council and Rare with construction recommendations and contract approvals

BACKGROUND:

At the October 7, 2024, council meeting, staff presented an information report (IS-2024-34) outlining a proposed on-road parking plan for Carmel-Koch Road at the Schneider's Bush Trail entrance as well as the realignment of the Carmel-Koch Road intersection with Wilmot Line. The report planned to enhance safety and support public use of the trail by widening the road to accommodate eight (8) formal parking spaces. It further detailed installing improved signage, line painting, and reflective delineators to allow for traffic flow with reduced risks to pedestrians and drivers. Ultimately Council's decision was to refer the proposed on-road parking plan for Carmel-Koch Road, including the realignment of its intersection with Wilmot Line, to the 2025 budget process. The meeting minutes read as follows:

A motion was brought forward by Councillor L. Dunstall, seconded by Councillor S. Martin THAT Council endorse the proposed on-road parking plan on Carmel-Koch Road, including the realignment of its intersection with Wilmot Line, to support public use of the Schneider Lands Bush Trail and enhance safety measures for pedestrians, motorists, and road operations; and, THAT the capital and operating figures required to implement the plan be put forward in the 2025 Budget for consideration.

*Director of Infrastructure Services, J. Molenhuis introduced the report. Council asked and received a response from staff on the following:
The proposed intersection realignment;
Potential ongoing operational costs;
Scalability of the project; and,
Approaching rare Charitable Research Reserve to assist with the parking costs.*

Delegate K. Thomason addressed Council.

*Council asked and received a response from staff on the following:
Implications of not approving the proposed on-road parking plan.*

A motion was brought forward by Councillor K. Wilkinson, seconded by Councillor L. Dunstall THAT Council refers the consideration of this motion to the 2025 Budget process. The motion carried.

Staff have engaged in ongoing discussions with Rare regarding their financial contribution toward the proposed on-road parking. Rare has confirmed that their funding will be exclusively allocated to the on-road parking component and will not include the intersection realignment. Township staff have presented Rare with a preliminary design proposing twenty (20) parking

spaces as this is expected to better accommodate peak trail usage compared to the initial proposed design of eight (8) spaces. The Township and Rare have established a Contribution Agreement to formally define the terms and conditions of Rare's financial contribution toward the proposed on-road parking.

REPORT:

Rare Charitable Research Reserve

Rare is a registered Canadian Charity dedicated to the conservation, protection, and restoration of the natural environment. Rare works to promote public understanding about the natural environment and its importance in enhancing the public's quality of life.

As part of its commitment to conservation and under the Government of Canada's Ecological Gifts Program, Rare was gifted 95 hectares of undeveloped land located municipally at 567 Wilmot Line, 585 Wilmot Line, and 1236 Carmel-Koch Road in St. Agatha. The program specifically mandates that the land remains a publicly accessible nature reserve and strictly prohibits any development, including parking lot construction.

Historically, visitors to the area have parked on the shoulders of Carmel-Koch Road, which the Township has identified as a safety hazard. To address this concern, the Township has proposed the construction of on-road parking within the Carmel-Koch Road allowance. In support of this initiative, Rare has committed to making a conditional financial donation to the Township, ensuring that the project aligns with its environmental conservation objectives while enhancing safe public access to the nature reserve. Rare's conditional donation to the Township has been outlined in *Attachment 1: Contribution Agreement*.

Funds Contribution Agreement

The Contribution Agreement between Rare and the Township outlines the financial and operational terms for constructing on-road parking along Carmel-Koch Road at the Schneider's Bush Trail entrance. The Township has proposed twenty (20) on-road parking spaces within the road allowance which Rare has agreed to support through a \$70,000 financial donation. Terms state that the donation is to be transferred no later than August 31, 2025. The Agreement was drafted by Township legal consultant, and has been reviewed by Rare's legal representatives.

Under the agreement, the Township is responsible for completing the on-road parking by November 30, 2025, and maintaining it for at least ten (10) years to ensure year-round accessibility, including snow removal. During this period, the Township must also ensure that there is no material interference with the lawful public use of the parking area, and that the parking area is not metered or charged for public parking.

Throughout the project, the Township must provide monthly progress updates on construction progress, completed work, timelines, and any delays. Similarly, Rare must provide monthly updates to the Township regarding its fundraising progress, including the total amounts raised.

This is to ensure financial viability before issuing a Request for Tender (RFT) for the proposed work. The agreement further specifies that the Township is not obligated to advance to the RFT without sufficient funding nor will it be obligated to proceed with construction unless the funding is secured. However, at the Township's discretion in the event that \$60,000 of the required funding is secured and the detailed design is finalized then they may proceed with the RFT process in June or July of 2025.

Additionally, if the Township fails to fulfill its obligations outlined in the agreement, Rare reserves the right to request full or partial repayment of the donated funds. Should the total project costs be lower than the donation amount, the excess funds must be returned to Rare.

Summary of the Proposed Plan

The Township proposes to widen Carmel-Koch Road at the entrance to the Schneider's Bush Trail to create twenty (20) formal roadside parking spaces for public use as shown in *Attachment 2: Carmel-Koch Trail Entrance Parking and Intersection Realignment*. This plan addresses existing deficiencies and provides a solution to allow parking and improve safety for pedestrians and motorists. The scope of work will include grading, the addition of granular fill, and the installation of an asphalt surface to widen an approximate 135 meters of roadway along the northwest side of Carmel-Koch Road.

The design ensures a minimum 0.5-meter clearance on either side of a parked vehicle, thereby facilitating safe pedestrian access to and from the vehicle, as well as to and from the trail entrance. Regulatory parking and no-parking signs will be installed to clearly indicate where parking is permitted. Parking spaces will be marked with line painting, and flexible reflective delineators will be installed during the warmer months to alert drivers to the parking area.

Intersection Realignment

The intersection realignment of Carmel-Koch Road at Wilmot Line to create a T-intersection is not covered by Rare's scope of work and as such is not included in the donated funds. However, it is strongly recommended that this work be completed concurrently with the installation of the twenty (20) on-road parking spaces.

Realigning the intersection would improve sightlines and control vehicle movements of southbound traffic turning from Wilmot Line onto Carmel-Koch Road. Coordinating these projects would reduce costs, as mobilization, demobilization, and traffic control would only need to be conducted once, utilizing the contractor already on site with their workforce, equipment, and materials.

This work is depicted in *Attachment 2: Carmel-Koch Trail Entrance Parking and Intersection Realignment* and includes the installation of curbs along the perimeter of the north and southwest radii of the intersection, accompanied by grading work to maintain proper drainage.

Summary of Costs

The cost for the construction of twenty (20) formal on-road parking spaces is estimated to be \$70,000 with an additional \$31,500 for the intersection realignment of Carmel-Koch Road with Wilmot Line. As previously discussed, the \$70,000 for on-road parking construction would be covered by the funds donated by Rare. These costs account for detailed design, construction, contract administration, staff time, and project contingencies ensuring that all necessary safety enhancements are implemented.

Additional Township operational time will be required for the removal and reinstallation of the flexible reflective delineators, performing periodic touch-ups of parking line markings, and maintaining the expanded road width in the parking area. Time will also be spent on winter maintenance, including snow removal from parking areas, ensuring clear pedestrian access, and monitoring drainage systems to prevent accumulation. These efforts will ensure the location remains safe and functional year-round.

Procurement Process and Next Steps

Once sufficient funding has been secured from Rare, the Township will initiate the RFT process by preparing a formal bid document. This document will outline the project scope, specifications, and evaluation criteria. The RFT will then be publicly issued, allowing interested and qualified bidders to submit proposals within the designated timeframe.

Upon the closing of the submission period, Township staff will review all received bids to ensure compliance with the tender requirements. An evaluation will then be conducted, considering factors such as cost, experience, and adherence to project specifications. The results of this evaluation will then be presented to Council along with a recommendation for awarding the contract to the most suitable bidder. Final approval from Council may not necessarily be required if within procurement thresholds and on-budget, however staff will plan to return to Council before the contract is awarded and the project can proceed.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This initiative supports the goals and strategies of enhancing Responsible Governance through ensuring public safety and addressing municipal liability concerns.

FINANCIAL CONSIDERATIONS:

The estimated cost for twenty (20) on-road parking spaces is \$70,000, funded by Rare's donation, plus an additional \$31,500 for intersection realignment at Carmel-Koch Road and Wilmot Line, which will not be covered by Rare.

Township staff will have additional operational responsibilities, including removing and reinstalling flexible reflective delineators, and periodically refreshing parking line markings. Additional time will also be required for winter maintenance and monitoring the modified drainage systems.

ATTACHMENTS:

Attachment 1 – Draft By-law 2025-XX Authorize Entering into a Contribution Agreement with Rare Charitable Research Reserve

Attachment 1: Contribution Agreement

Attachment 2: Carmel-Koch Trail Entrance Parking and Intersection Realignment