



OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Staff Report

REPORT NO: CAO-2026-17
TO: Council on April 27, 2026
SUBMITTED BY: Jeff Willmer, Chief Administrative Officer
PREPARED BY: Jeff Willmer, Chief Administrative Officer
REVIEWED BY: Harold O’Krafka, Director of Corporate Services & Deputy CAO
DATE: April 15, 2026
SUBJECT: Strategic Action Plan Update

RECOMMENDATION:

THAT Report CAO-2026-17 Strategic Action Plan Update be received for information.

SUMMARY:

This report provides a progress update on the action items listed in the Township’s Strategic Action Plan.

BACKGROUND:

Wilmot Township’s current Strategic Action Plan was approved in 2024 based on feedback gathered through a public survey and local stakeholder sessions. Four key priorities emerged from this process and formed the strategic goals of the plan. The plan lists several practical, achievable actions that will help the Township reach these four goals.

REPORT:

This report provides a progress update on the action items listed in the Strategic Action Plan. Of the 39 action items 16 are complete, 22 are in progress and there is no progress on one. This compares to 10 complete, 21 in progress and 8 having no progress in Report CAO-2025-13 (October 27, 2025, Council meeting).

The previous update focused on the strategic action items showing no measurable progress, and focused on the importance of expanding the Asset Management Plan.

The attached tracker spreadsheet has been updated. The updates since the October 2025 report are highlighted in yellow. Where target deadlines are extended, they also are indicated by yellow highlighting.

Action items having made significant progress since the October report include the following:

- 1.2D Naming Rights and Sponsorship policy endorsed by Committee of the of Whole April 2026
- 2.1A Service Delivery Review completed in January 2026 and implementation under way
- 2.3C Enhanced public transit service is planned for the Fall of 2026, including extended evening and weekend service on Route 77
- 3.3C Level 3 charging station at the Wilmot Recreation Complex through a partnership with Grand River Energy
- 4.2B Sustainability Manager contract position through a partnership with Enbridge Gas, Wellesley Township and Sustainable Waterloo Region

Projects planned to extend beyond 2026:

- 1.1A Enterprise Resource Planning (ERP) system
- 4.1D Initiate a web-based performance dashboard communicating progress on strategic priorities and actions.
- 4.2C Customer Relationship Management (CRM) software

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Trustworthy Leadership

FINANCIAL CONSIDERATIONS:

None at this time.

ATTACHMENTS:

Strategic Plan Action Tracker Spreadsheet