



**Township of Woolwich
Committee of the Whole
Agenda**

Tuesday, November 14, 2023

7:00 p.m.

Council Chambers - Hybrid with YouTube Livestream

24 Church Street West, Elmira ON, N3B 2Z6

Chair: Councillor Evan Burgess

Pages

1. Public Resolution to Move into Closed Session - (5:45 P.M.)

That the Council of the Township of Woolwich convenes in closed session on Tuesday, November 14, 2023 at 5:45 p.m. in accordance with section 239 (2) and (3.1) of the Municipal Act, 2001, for the purposes of considering the following:

- a. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Legal Matter); and
- b. For the purpose of educating or training the members (Strategic Plan Training Session).

2. Public Resolution to Reconvene in Open Session (7:00 P.M.)

That Council reconvenes in open session.

3. Land Acknowledgement

4. Disclosures of Pecuniary Interest

5. Items to Come Forward from Closed Session

6. Public Meetings

7. Presentations

7.1 C32-2023: Final Report from the 2SLGBTQ+ Ad-hoc Working Group

Recommendation:

That the Council of the Township of Woolwich, considering Report C32-2023 respecting Final Report from the 2SLGBTQ+ Ad-hoc Working Group take the following actions to support and celebrate 2SLGBTQ+ people, friends, family and allies who live, work and play in the Township:

1. Include Equity, Diversity, Inclusion and Belonging (EDIB) in the Township's strategic plan;
2. Advance inclusivity including:
 1. Organize an annual pride flag raising ceremony;
 2. Join the UNESCO Coalition of Inclusive Municipalities;
 3. Provide EDIB grants during annual budget deliberations;
 4. Consider a shared EDIB staff role; and
 5. Provide EDIB staff training;
3. Direct staff to explore EDIB programming and partnerships;
4. Promote inclusive symbols including:
 1. Pride window stickers;
 2. Consider installing rainbow benches;
 3. Consider installing community murals;
 4. Consider installing professional mural; and
 5. Consider installing rainbow crosswalks or sidewalks; and
5. Direct staff to establish avenues for continuing community engagement and feedback on the implementation of this report as needed.

7.2 Woolwich Township Heritage Committee 2024 Work Plan and Budget

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8. Delegations

Instructions for Delegations

1. You have a maximum of 7 minutes to speak unless Council or the Clerk has set a different time. There will be a timer on the screen and you will hear a warning when you have 1 minute and when your time is up.
2. Once you are finished, please wait for questions of clarification from Council. When there are no more questions for you, please turn your microphone and camera off again. You may listen in to the rest of the meeting or leave when you want.
3. Council discussion and debate will start when all questions of clarification have finished

8.1 1st Elmira Scout Group, Request for Fee Waiver

8.1.1 Delegate: Philippe Bertrand

9. Unfinished Business

10. Consent Items

Items listed under the Consent Agenda are considered routine, and are enacted in one motion in order to expedite the meeting. However, any Council member may request one or more items to be removed from the Consent Agenda for separate discussion and/or action.

Resolution:

That the following consent items be received for information:

10.1 Items for Approval

10.2 Items for Information and Public Notices

10.2.1 Notice of Public Meeting - December 12, 2023 19

11. Items Pulled From the Information Package

12. Staff Reports and Memos

12.1 A11-2023: By-law to Establish, Maintain and Regulate a Fire Department for the Township of Woolwich 23

Recommendation:

That the Council of the Township of Woolwich, considering Report A11-2023 respecting a By-law to regulate the operation of the Fire Department, authorize the Mayor and Clerk to sign the By-law.

12.2 C28-2023: Draft 2024 Council Meeting Schedule 50

Recommendation:

That the Council of the Township of Woolwich, considering Report C28-2023 respecting Draft 2024 Council Meeting Schedule:

1. Approve the draft 2024 Council Meeting Schedule as attached to this report; and
2. Direct staff to continue to use the same method of drafting council meeting schedules as the 2024 draft for the term of Council.

12.3 IS21-2023: Township Historic Bridge Update

56

Recommendation:

That the Council of the Township of Woolwich, considering Report IS21-2023 respecting Township Historic Bridge Updates, receives the report for information purposes.

13. Other Business

13.1 Resolution from the Woolwich Environmental Advisory Committee: Request for Staff to Explore the Development of a Tree By-law to Protect the Township's Tree Canopy, and Added to the 2024 Workplan

99

Recommendation:

That WEAC, at its meeting of September 26, 2023 recommends that Council direct Township staff to explore the development of a tree by-law to protect the Township's tree canopy, and that the item be added to the 2024 Workplan for staff to report back on with a recommendation to Council on implementation.

13.2 Council Reports/Updates

13.3 Outstanding Activity List as of Thursday, November 9, 2023

100

14. Notice of Motion

15. Adjournment

Resolution

That the meeting adjourns.

All decisions made at a Committee of the Whole Meeting are subject to ratification at the following Council Meeting.

This meeting is being live streamed to the Woolwich Township YouTube account and a recording will be published following the meeting. Live meetings will appear on the home page once the live stream has started which may be shortly after the scheduled start time. If you don't see a live video, please be patient and try reloading the page.

To submit comments or participate in the meeting or if you have any questions about the content or outcome of this meeting, please contact the Council and Committee Support Specialist at 519-669-6004 or councilmeetings@woolwich.ca

Should you require an alternative format of any documents within this agenda package, please contact the Council and Committee Support Specialist at 519-669-6004 or councilmeetings@woolwich.ca



2SLGBTQ+ Ad-hoc Working Group Report

Report Number:	C32-2023
Report Title:	Final Report from the 2SLGBTQ+ Ad-hoc Working Group
Author:	2SLGBTQ+ Ad-hoc Working Group
Meeting Type:	Committee of the Whole Meeting
Meeting Date:	November 14, 2023
eDocs or File ID:	123538
Consent Item:	No
Final Version:	Yes
Reviewed By:	Jeff Smith, Director of Corporate Services/Clerk
Final Review:	Senior Management Team

Recommendation:

That the Council of the Township of Woolwich, considering Report C32-2023 respecting Final Report from the 2SLGBTQ+ Ad-hoc Working Group take the following actions to support and celebrate 2SLGBTQ+ people, friends, family and allies who live, work and play in the Township:

1. Include Equity, Diversity, Inclusion and Belonging (EDIB) in the Township's strategic plan;
2. Advance inclusivity including:
 - a. Organize an annual pride flag raising ceremony;
 - b. Join the UNESCO Coalition of Inclusive Municipalities;
 - c. Provide EDIB grants during annual budget deliberations;
 - d. Consider a shared EDIB staff role; and
 - e. Provide EDIB staff training;
3. Direct staff to explore EDIB programming and partnerships;
4. Promote inclusive symbols including:
 - a. Pride window stickers;
 - b. Consider installing rainbow benches;
 - c. Consider installing community murals;
 - d. Consider installing professional mural; and
 - e. Consider installing rainbow crosswalks or sidewalks; and
5. Direct staff to establish avenues for continuing community engagement and feedback on the implementation of this report as needed.

Background:

Request for Rainbow Crosswalk

On August 22, 2022, Council received a letter from Canadian Mental Health Association Waterloo Wellington Letter regarding a Progress Rainbow Crosswalk (see Attachment 1). Council originally referred the letter to staff to consider suitable locations but later further clarified their direction by passing the following resolution on October 3, 2022:

WHEREAS Woolwich council recognizes the need to reaffirm our commitment to create a safe, welcoming, and inclusive township for all our residents; and

WHEREAS Woolwich council recognizes the need to reject all discrimination and hate directed towards any person or group of people guaranteed protection under the Ontario Human Rights Code; and

WHEREAS it is important to create safe processes for participation and for council to be guided by systematically marginalized and oppressed people;

BE IT RESOLVED THAT Woolwich council direct staff to connect with community groups that can provide guidance with regards to best next steps that can be taken by the council and the corporation as we continually and constantly strive to make Woolwich a more equitable, inclusive place. This can include but not be limited to, continuing to explore a rainbow crosswalk, community events and celebrations, and an equity diversity and inclusion committee;

AND FURTHER that Council will receive mandatory EDI (Equity, Diversity and Inclusion) training;

AND FURTHER, that in this process, we connect with consultants and professionals in this field, and not put the onus and labour of educating council on marginalized communities.

2SLGBTQ+ Ad-hoc Working Group

On January 30, 2023, Council created the 2SLGBTQ+ Ad-hoc Working Group (the “Working Group”) with a mandate to provide advice to Council on steps the Township should take to be more inclusive and make recommendations on specific initiatives including a rainbow crosswalk.

The Working Group has made two time-sensitive requests to Council to date, both of which were approved by Council. First, on May 30, 2023, the Working Group requested that the Township host a pride flag raising ceremony to celebrate pride month in June. Second, on June 6, 2023, the Working Group requested that the Township start a rainbow window sticker campaign supported by an Equity, Diversity, Inclusion and Belonging (EDIB) grant of \$300 to purchase inclusive pride window stickers. That request also included a suggestion that the Township put rainbow stickers in the window of Township facilities. The distribution of window stickers was delayed in order to find a supplier of stickers with the newer progressive intersex-inclusive design.

Comments:

The Working Group has met over the four meetings contemplated in their terms of reference and has organized their recommendations into key themes to Council in this report. Unless further direction is provided by Council, the Working Group's mandate has been fulfilled with the submission of this report.

The Working Group wishes to thank Council for engaging with them on the important issue of supporting and celebrating the 2SLGBTQ+ community and their friends, family and allies. While work towards an inclusive community will be ongoing, the Working Group hopes the recommendations in this report will make significant progress on this journey.

1. **Include Inclusivity in the Township's Community Strategic Plan**

First and foremost, Working Group members wish to recognize that while inclusive symbols are important, there needs to be an ongoing focus in thinking and practice at the Township to make sure all residents feel they are a valued part of the community.

At a high level, the Working Group recommends that the Township include inclusivity in the Township's next Community Strategic Plan and include specific actions related to the 2SLGBTQ+ community. The Township should have a goal of being an inclusive place and create a culture of inclusivity for staff, Council, volunteers and residents in all services it provides. While the mandate of the Working Group was focused on 2SLGBTQ+ issues, the Working Group recognized that inclusivity needs to relate to all residents and all marginalized communities. The Township should strategically plan to create an environment where every resident, regardless of their background, feels respected, valued, and supported.

2. **Advance Inclusivity**

The second grouping of recommendations speak to options for the Township to advance inclusive initiatives and practices that raise awareness, show support and empower the local 2SLGBTQ+ community. Specific initiatives to advance inclusivity are below.

2. a. **Advance Inclusivity: Organize an annual Pride Flag Raising Ceremony**

Working Group members recommend that the Township should organize an annual Pride Flag Raising Ceremony in June, building on the success of the first flag raising in 2023. The Working Group proposes installing additional flagpoles at other facilities specifically for this purpose. By making this an annual event and increasing the number of flagpoles, the Township aims to visibly demonstrate its support for the 2SLGBTQ+ community during Pride Month. The ceremony fosters inclusivity, celebrates diversity, and sends a positive message of acceptance to residents and visitors alike. In 2023 this initiative was organized by the Mayor's office and staff in Corporate Services in collaboration with partner community organizations and residents.

2. b. Advance Inclusivity: Join the UNESCO Coalition of Inclusive Municipalities

The UNESCO Coalition of Inclusive Municipalities is an initiative that encourages municipalities to actively promote inclusivity and diversity within their communities. By joining this coalition, Woolwich Township would demonstrate a commitment to implementing policies and initiatives that eliminate all forms of discrimination, thereby creating a more a safe and welcoming environment for all residents, particularly those from marginalized and vulnerable groups.

The coalition provides a network of municipalities to share experiences and access resources aimed at fostering equality, social cohesion, and human rights protection at the local level. Through its efforts, the coalition seeks to make cities and towns more equitable and inclusive places to live, work, and visit.

The Working Group also reviewed membership or certification with the [Rainbow Registered Guide](#) or the [Pride Certified Program](#) but recommends the Coalition of Inclusive Municipalities offers the most benefit to the Township with more of a municipal and less of a business focus. If approved by Council, the Township would join other municipalities who are members or are working on joining include Guelph, Stratford, Wilmot and 40 other municipalities in Ontario.

To become a member of the Coalition, the Township would need to undertake the following steps:

1. Obtain support from Township Council
2. Adopt a resolution to join the Coalition (included as a recommendation)
3. Sign the Declaration (see attachment 2)
4. Inform the Canadian Commission for UNESCO
5. Announce the Township's involvement to local partners and residents

After becoming a member additional work can be done to continue striving to be an inclusive municipality. Some of the Coalition's suggested initiatives are already included in activities throughout the Township's strategic plan. Others like promoting cultural sustainability, equity and diversity, immigrant attraction and retention and building relationships with Indigenous communities are increasingly becoming initiatives the Township is working towards. This initiative is a long-term commitment that will need regular engagement from staff.

2. c. Advance Inclusivity: Provide EDIB Grants

Council created the EDIB grant category in 2023 for activities, initiatives and events that support equity, diversity, inclusion and belonging in the Township. This grant has provided seed funding for the first Woolwich Pride and the first H.O.P.E. Multicultural Festival in the Township as well as other activities aimed at supporting inclusion. The organizers of both events plan to make these annual events and may apply for funding in

the future. By ensuring stable and secure funding for events like these, the Township will support grass-roots initiatives brought forward by residents that build community.

While this is a relatively new grant category, Working Group members recommend that if more initiatives come forward in the future, Council consider increasing this grant category. Council will need to determine the appropriate level of funding each year during budget deliberations.

2. d. Advance Inclusivity: Consider a shared EDIB Staff Role

Working Group members learned that the Township's Senior Management Team regularly considers ways to advance inclusivity, Human Resources staff provides EDIB training to staff, and all staff have some responsibility for delivering and providing programs and services in an inclusive way. Members recognized that while there is some work being done at the Township, no one person is responsible for advancing inclusivity and would like to see more work done in this area. Working Group members also recognized that a dedicated staff resource would be a significant long-term cost to the Township.

The Working Group recommends that Council consider a shared EDIB staff resource in the future as funding is available. Sharing a staff resource would have the benefit of sharing both costs as well as ideas, strategies and learning among partner municipalities. The Working Group also recognizes that Council will need to balance the advancing inclusivity with being fiscally responsible.

2. e. Advance Inclusivity: Provide EDIB Staff Training

Working Group members recommend that the Township provide EDIB training to staff and ensure staff have time to do the training. The Township relies on staff to provide services to the community and ensuring training staff are aware and understand the importance of EDIB will help ensure services are inclusive.

The Working Group recognizes that the Township has started providing EDIB training to staff and recommends this continue. In 2023, Township staff received diversity and inclusion training through the Township's online training platform and an in-person workshop on Uncovering Our Biases.

3. Explore EDIB programming and partnerships

Working Group members recommend the Township explore opportunities for programming related to EDIB either delivered by the Township or through partnerships. One example the Working Group started to explore is the concept of a "Human Library" or "Living Library" in partnership with the Region of Waterloo Library. Engaging with the community to request ideas for other programming ideas will be important for this recommendation.

A human library is when individuals offer to share their stories and experiences by speaking with people in a safe environment. Readers can engage with those who volunteer to be “books” in one-on-one or small-group conversations. Representatives from the Region of Waterloo Library have indicated they have not organized a human library to date but would be interested in partnering with the Township to explore the opportunity. The Ontario Library Association has a Human Library Toolkit to support these programs.

Human “books” offer some unique benefits over written books like the sharing of emotions during live storytelling or allowing for questions and discussion. A human library provides the opportunity to meet someone you may not have interacted with before and a safe space to ask a potentially uncomfortable question. Some human “books” that could be considered in this context include *Parent of a 2SLGBTQ+ Child*, *Person in a Same-sex Marriage*, *Two-spirited Indigenous Person* or *Person who uses They/Them Pronouns*. A program like this with appropriate human “books” would promote understanding and empathy of diverse lived experiences, dispel stereotypes and prejudices, celebrate diversity within our community and foster social inclusion.

4. Promote inclusive symbols

One of the core elements of the Working Group’s mandate was to explore inclusive symbols that could be displayed in the Township to raise awareness of community support for 2SLGBTQ+ people, friends, family and allies who live, work and visit the Township. This goal centers on visibly celebrating diversity and inclusivity throughout the Township through initiatives that promote inclusivity. The aim is to create a sense of belonging and pride for all community members and visitors, regardless of their background or identity.

Working Group members brainstormed ideas for inclusive symbols extensively. Once ideas were identified, the Working Group prioritized symbols, factoring in the cost of purchasing and maintaining symbols, the impact in communities who have had their inclusive symbols vandalized and a desire to incrementally increase 2SLGBTQ+ visibility at a pace that fits our unique community. The Working Group recommends that Council consider moving forward with the following inclusive symbols in the order listed below as time and budget allows.

4. a. Promote inclusive symbols: Pride Window Stickers

Provide stickers previously approved by Council are currently available for businesses for free at reception. Businesses can then display these stickers in their windows as a visible way to show their allyship and inclusivity towards the 2SLGBTQ+ people. By participating in the campaign, businesses contribute to creating more welcoming and accepting environments for all individuals, fostering a sense of community and support. Council also approved installing pride window stickers in Township facilities.

If the campaign is successful distributing the initial 150 stickers, additional stickers could be available for a nominal fee.

4. b. Promote inclusive symbols: Rainbow Benches

Following the pride window sticker campaign, the next symbol the Working Group considered were rainbow benches. The Working Group recommends these benches be purchased in the year following approval of this report and the number determined by Council based on budget availability. These benches could be either hand-painted by the community or premade. Rainbow benches would provide a splash of colour and symbol of inclusion in the community.

Rainbow benches are relatively inexpensive and simple to install and would give the community a sense of the ongoing maintenance requirements.

4. c. Promote inclusive symbols: Community Murals

In the second year of implementing inclusive symbols, the Working Group recommends developing lower-cost community murals. One example of such a mural could be developing a hand-painted mural in Gibson Park in conjunction with the Woolwich Pride event. Another example the Working Group considered was similar to the Elmira Art Exhibit organized by the Elmira Business Improvement Area (BIA). This initiative involved calling for the community to submit art and installing computer-printed murals around Downtown Elmira.

With the lower cost, multiple community murals could be installed in different areas of the Township with unique designs that matched the character of community and those that support the design.

4. d. Promote inclusive symbols: Professional Mural

Following successful installation of one or more community murals, the Working Group recommends considering a professional mural. The Working Group anticipates this could occur in the third year following this report. Professional Mural artists can engage with a community to develop a concept for a piece of community art that fits the character of the community. They develop a design, paint the piece and provide colour samples for future repairs or touch-ups. The result is both a custom piece of public art and a symbol of inclusion.

Because of the higher cost for a professional mural, Council would need to be more selective of the location, for example a meeting place or facility that services multiple settlements in the Township.

4. e. Promote inclusive symbols: Rainbow Crosswalks or Sidewalks

The Working Group was specifically tasked with considering a Rainbow Crosswalk as recommended by the Canadian Mental Health Association (the "CMHA"). This specific inclusive symbol generated significant discussion around things to consider like cost,

maintenance, vandalism and the experience of other communities. The Working Group agreed with the importance of this symbol of support for 2SLGBTQ+ people as identified by the CMHA. A rainbow crosswalk or a rainbow sidewalk is the last inclusive symbol the Working Group recommends installing, anticipated timing is the fifth year following submission of this report.

The Working Group recommends further consideration on several factors is needed, including:

- Location: Elmira is a good location, but other locations should also be considered; a community centre like the Woolwich Memorial Centre may be a good location;
- Cost: because of the lower cost, two rainbow sidewalks could be installed in different areas of the Township for less than the cost of a single rainbow crosswalk on a road
- Maintenance: a crosswalk across a road adds the element of maintaining possible tire marks; both a crosswalk and a sidewalk should use high-quality (thermoplastic) paint to support ongoing maintenance and stand up to winter maintenance activities
- Design: recent flags are using the new progress pride design to recognize people who are racialized, trans and intersex

5. Continuing community engagement and feedback

To complete the initiatives listed above, there will need to be continuing engagement and feedback from the community. Different initiatives identified in this report will require different inputs from the community; for example, developing EDIB programming and partnerships might require residents to submit ideas or requests for desired programs whereas there are still many questions the Working Group would like Council to engage with the community around the location(s) and type of rainbow crosswalk or sidewalk when it is time to consider installing one.

The Township should continue on the path to create a more inclusive and responsive community by establishing effective communication channels that actively engage residents and facilitate their meaningful participation in decision-making processes. Depending on the need, community feedback could take several forms including existing methods like the Woolwich page on the EngageWR platform.

Interdepartmental Impacts:

As identified in this report, while every department needs to be engaged in EDIB initiatives, there is no one staff person or department responsible for EDIB. Since the Director of Corporate Services/Clerk supported the Working Group, this position can continue to support implementation of this report as time permits.

Financial Impacts:

Financial implications of the recommendations in this report are estimated in the table below. Approving the recommendation in this report does not commit Council to any specific funding; Council will need to approve funding for specific projects or initiatives during annual budget deliberations.

Recommendation	Cost	Timing	Comments
1. Include EDIB in the Township's Strategic Plan	\$0	Year 1	There is no cost to include EDIB, however some initiatives or activities may have costs
2. a. Organize an annual pride flag raising ceremony	Minimal	Ongoing	Minimal costs may be required to refresh flags when they become worn. Purchasing flag poles at additional buildings can be considered in future capital budgets
2. b. Join the UNESCO Coalition of Inclusive Municipalities	\$0	Year 1	There is no cost to join, however there may be costs for some initiatives or activities
2. c. Provide EDIB Grants	\$6,000	Ongoing	Council will decide on this amount each year during budget deliberations
2. d. Consider a shared EDIB staff role	Unknown	TBD	Cost could be shared by exploring partnerships
2. e. EDIB staff training	Minimal	Ongoing	Human Resources has already started offering EDI training for staff
3. Explore EDIB programming and partnerships	Unknown	Ongoing	The Township could deliver programming directly or through partnerships. Costs depend on the program; for example, the human library would have minimal costs
4. a. Pride Window Stickers	\$0	Ongoing	Once the initial supply of 150 stickers purchased with an EDIB grant have been distributed, additional stickers can be made available at a minimal cost
4. b. Benches	\$1,000 - \$2,000	Year 1	Depending on design, per professional painted bench

Recommendation	Cost	Timing	Comments
4. c. Community Murals	\$1,500 - \$2,000	Year 2	Computer printed murals from community artists
4. d. Professional Mural	\$10,000 - \$20,000	Year 3	Outdoor painted mural by a professional mural artist, depending on the wall surface and location
4. e. Rainbow Crosswalk or Sidewalk(s)	\$10,000 - \$25,000	Year 5	A rainbow crosswalk (\$25,000) or sidewalk (\$10,000) using quality paint. Consider more than one sidewalk could be installed for the cost of one crosswalk and higher maintenance costs are expected on a road
5. Community engagement and feedback	Minimal	Ongoing	Explore using existing methods like engageWR platform and others as needed

The Working Group recognizes the financial pressures the Township is under and acknowledges that implementing the initiatives in this report can be achieved over several years and consistent with the level of funding that is made available by Council.

Strategic Plan Impacts:

Under the focus area of Healthy Communities is a goal to Provide for Inclusive and Accessible Communities. The recommendations in this report from the Working Group will support goals like coming up with solutions that focus on ‘the ties that bind the community fabric’ and finding ways to connect people.

Conclusion:

The submission of this report marks the completion of the 2SLGBTQ+ Ad-hoc Working Group’s mandate. As requested by Council, the Working Group has made several recommendations Township Council could take to be more inclusive, provided costing estimates and prioritized inclusive symbols that could be displayed in the Township. The Working Group recommends that Council approve the recommendations in this report to support and celebrate 2SLGBTQ+ people, friends, family and allies who live, work and play in the Township.

Attachments:

1. Letter from Canadian Mental Health Association Waterloo Wellington Letter regarding a Progress Rainbow Crosswalk for Elmira
2. Declaration to Join the Coalition of Inclusive Municipalities



Canadian Mental
Health Association
Waterloo Wellington

Association canadienne
pour la santé mentale
Waterloo Wellington

August 17, 2022

Mayor Sandy Shantz
24 Church Street West
P.O. Box 158
Elmira, Ontario N3B 2Z6

Re: Progress Rainbow Crosswalk – Town of Elmira

Dear Mayor Shantz,

The Canadian Mental Health Association Waterloo Wellington submits this letter in support of the petition to create a Progress Rainbow Crosswalk for the town of Elmira. This support is also endorsed by our CMHA WW JEDI (Justice Equity Diversity and Inclusion) Committee.

2SLGBTQI+ people are as diverse as the general Canadian population in their experiences of mental health and well-being but they face higher risks for some mental health issues due to the effects of discrimination and the social determinants of health.

Additional factors that may impact mental health and well-being for 2SLGBTQI+ people include the process of “coming out” (sharing one’s 2SLGBTQI+ identity with others), gender transition, internalized oppression, isolation and alienation and loss of family or social supports. Alongside homophobia or transphobia, 2SLGBTQI+ people may also experience other forms of marginalization – such as racism, sexism, poverty or other factors – that negatively impact on mental health.

As an organization, we believe in creating welcoming spaces for all. Rainbow crosswalks are a visual representation to members of vulnerable populations that let them know they are in a safe, welcoming space. The crosswalk also reminds 2SLGBTQI+ individuals that their community supports them as they move forward on their life’s journey.

Thank you for considering this important petition.

Sincerely,

Helen Fishburn, MSW
Chief Executive Officer
hfishburn@cmhaww.ca
519-835-5645





Canadian Association of
Statutory Human Rights Agencies
Association canadienne des
commissions et conseil des droits de la personne



Canadian Race
Relations
Foundation

Fondation
canadienne des
relations raciales

Declaration to Join the Coalition of Inclusive Municipalities

Given that:

- 1 The Canadian Commission for UNESCO (United Nations Educational, Scientific and Cultural Organization) is calling on municipalities to join a Coalition of Inclusive Municipalities and to be part of UNESCO's international Coalition launched in 2004; and
2. The Federation of Canadian Municipalities (FCM) endorses the Call for a Coalition of Inclusive Municipalities and encourages its members to join; and

Whereas:

3. Municipal governments in Canada, along with other levels of government, have responsibilities under Canada's *Charter of Rights and Freedoms* as well as federal, provincial and territorial human rights codes, and therefore have an important role to play in combating racism and discrimination and fostering equality and respect for all citizens;

Be it resolved that:

4. The **Council of The Corporation the Township of Woolwich** agrees to join the Coalition of Inclusive Municipalities and, in joining the Coalition, endorses the Common Commitments and agrees to develop or adapt its own unique Plan of Action accordingly.
5. These Common Commitments and the Municipality's unique Plan of Action will be an integral part of the Municipality's vision, strategies and policies.
6. In developing or adapting and implementing its own unique Plan of Action toward progressive realization of the Common Commitments, the Municipality will cooperate with other organizations and jurisdictions, including other levels of government, Indigenous peoples, public and private sector institutions, and civil society organizations, all of whom have responsibilities in the area of human rights.
7. The Municipality will set its priorities, actions and timelines and allocate resources according to its unique circumstances, and within its means and jurisdiction. The Municipality will exchange its expertise and share best practices with other municipalities involved in the Coalition and will report publicly on an annual basis on actions undertaken toward the realization of these Common Commitments.

The Corporation of the Township of Woolwich, November 21, 2023

Her Worship Mayor Sandy Shantz



WOOLWICH TOWNSHIP HERITAGE COMMITTEE

2024 WORK PLAN AND BUDGET

PLANNING CHART

Modified Gantt chart with the following headings:

- Item and Budget	Required Resources	Committee member leads/supports	Stakeholder consultation / Staff support and/or approval	Proposed Timeline
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SECTION I: EDUCATION AND AWARENESS

- Goal: Increase Community Awareness
- Mechanism: Develop or revise print and digital resources to be used in a variety of settings to increase awareness of heritage assets and work of Heritage Committee in Woolwich Township
- Budget:
 - Education \$1000
 - Digital media \$1000

SECTION I: EDUCATION AND AWARENESS

- **Activities:**
 - Develop and distribute print and digital Heritage Brochure
 - Create heritage video for placement on website and promotion on social media
 - Create heritage slide show for use by community groups, schools, retirement homes, residents etc.
 - Consider and develop concept of community-based, Heritage Road Show using new digital resources
 - Design and develop digital heritage display for WMC

SECTION II: HERITAGE DESIGNATIONS

- Goal: Prepare and present heritage designation documentation and reports to staff and council for approval
- Budget: \$2000
- Activity:
 - Collaborate with Architectural Conservatory of Ontario (North Waterloo) to identify, research and document selected heritage properties for consideration by Council for Heritage Designation

SUMMARY: BUDGET

Education	\$1000
Digital Media	\$1000
Heritage Designations	\$2000
TOTAL	\$4000

NOTICE OF PUBLIC MEETING

Tuesday December 12, 2023 at 7:00 p.m.

Regarding Zone Change Application 11/2023
Jeremiah and Alice Brubacher

Please note this will be a hybrid meeting where you may attend virtually via a zoom meeting link or you may attend in person at the Township offices. Below is information on how you can submit comments, view or participate in the meeting. You may also contact Development Services staff by sending an email to planning@woolwich.ca or by phone at 519-669-6040 if you have any questions.

Take Notice that in accordance with the Planning Act, R.S.O., 1990, c.P.13, as amended, the Township of Woolwich has received a complete application for the proposed zoning amendment application more specifically described below. This notice summarizes the details of this application and includes a location map of the subject lands. Please be advised that Notice of a Complete Application does not indicate whether the municipality is in support of, or in opposition to the proposal. That determination will be made at a later date.

The Township of Woolwich will hold a Public Meeting, under Section 34 of the Planning Act, to consider the following Zone Change application. No decisions will be made at this meeting; its purpose is to provide additional information to the public and agencies and to receive comments and information from them.

APPLICATION DETAILS

The subject lands, comprising 0.6 ha in area, and located at 2344 New Jerusalem Road, described as GCT Part Lot 83 Plan 58R1669 Part 1, are zoned Agricultural (A) with site specific provisions in Section 26.1.62. The site-specific provisions permit a blacksmith shop, metal fabrication shop and the sale of products fabricated on the premises subject to restrictions. The property contains a single detached dwelling, shop, barn and a shed. The applicant is proposing a site-specific amendment to add electronic repairs as an additional site-specific use to operate from the property.

APPEAL RIGHTS

TAKE NOTICE that if a person or public body would otherwise have an ability to appeal the decision of the Township of Woolwich to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Woolwich before the by-law is passed, the person or public body is not entitled to appeal the decision.

AND TAKE NOTICE that if a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Woolwich before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

HOW TO PARTICIPATE

As in-person meetings are not an option at this time, you can view or participate in the Public Meeting as follows:

VIEW the Public Meeting / Council meeting livestream on the Woolwich Township YouTube channel at the following link - [@woolwichtownship9588](https://www.youtube.com/@woolwichtownship9588);

PARTICIPATE in the Public Meeting by **REGISTERING** with Council/Committee Facilitator on or before 1:00 pm on Tuesday, December 5, 2023.

To register please:

- visit www.woolwich.ca/delegations for more information on speaking before Council and to register through the online delegation request form; or
- email councilmeetings@woolwich.ca or phone 519-669-6004.

When registering you must provide your name, phone number, email and the application number you would like to comment on. Once you are registered staff will forward information on how to connect to the Zoom meeting (i.e. zoom Wi-Fi login or conference call number).

If you are concerned that you do not have access to phone or internet or are otherwise concerned about the reliability of your signal, please ensure that you submit written comments. Written comments do not negate your opportunity to also speak at the Public Meeting but do ensure your voice is heard should your electronic connection to the meeting not work.

If you are unsure whether or not you would like to speak at the meeting but want to listen and have the option to comment on a particular application, please register with the Council/Committee Facilitator. You will not be required to speak if you do not want to.

WHY REGISTER

By registering staff can ensure that you are permitted access to the virtual meeting, we know which application you are commenting on and, can call on you at the appropriate time to comment if you wish to do so. As it is virtual, registering will provide a level of security that is necessary to prevent meeting disruptions.

SUBMITTING COMMENTS AND REQUESTING NOTIFICATION

You can express your concerns/ comments about the proposed changes in writing to the Township of Woolwich. Any comments received on or before **Wednesday, November 29, 2023** (Note that this date is before the public meeting) will be included in a report prepared by Development Services and presented at the Public Meeting. Any comments received after the Public Meeting, but prior to Council making a decision on the applications, will be considered.

The personal information accompanying your submission is being collected under the authority of the Planning Act and may form part of the public record which may be released to the public. This information is collected and maintained for the purpose of creating a record that is available to the general public at the Committee of the Whole and Council meetings. Please note that while the Committee of the Whole and Council may redact some personal information such as email addresses and phone numbers, your submissions will otherwise be made public in their entirety. Questions about this collection should be directed to the Records and Freedom of Information Officer at 519-669-1647 or 1-877-969-0094 ext. 6005.

Should you wish to be notified of future meetings and reports regarding the Zone Change application please:

- submit a written request, noting that you wish to be kept informed, to the Township of Woolwich, Development Services, 24 Church Street West, Box 158, Elmira, Ontario N3B 2Z6, or
- email your request noting that you wish to be kept informed to planning@woolwich.ca

If Council approves the change, a notice will be mailed to you explaining the By-law.

MORE INFORMATION

Additional information related to these applications can be viewed or obtained as follows:

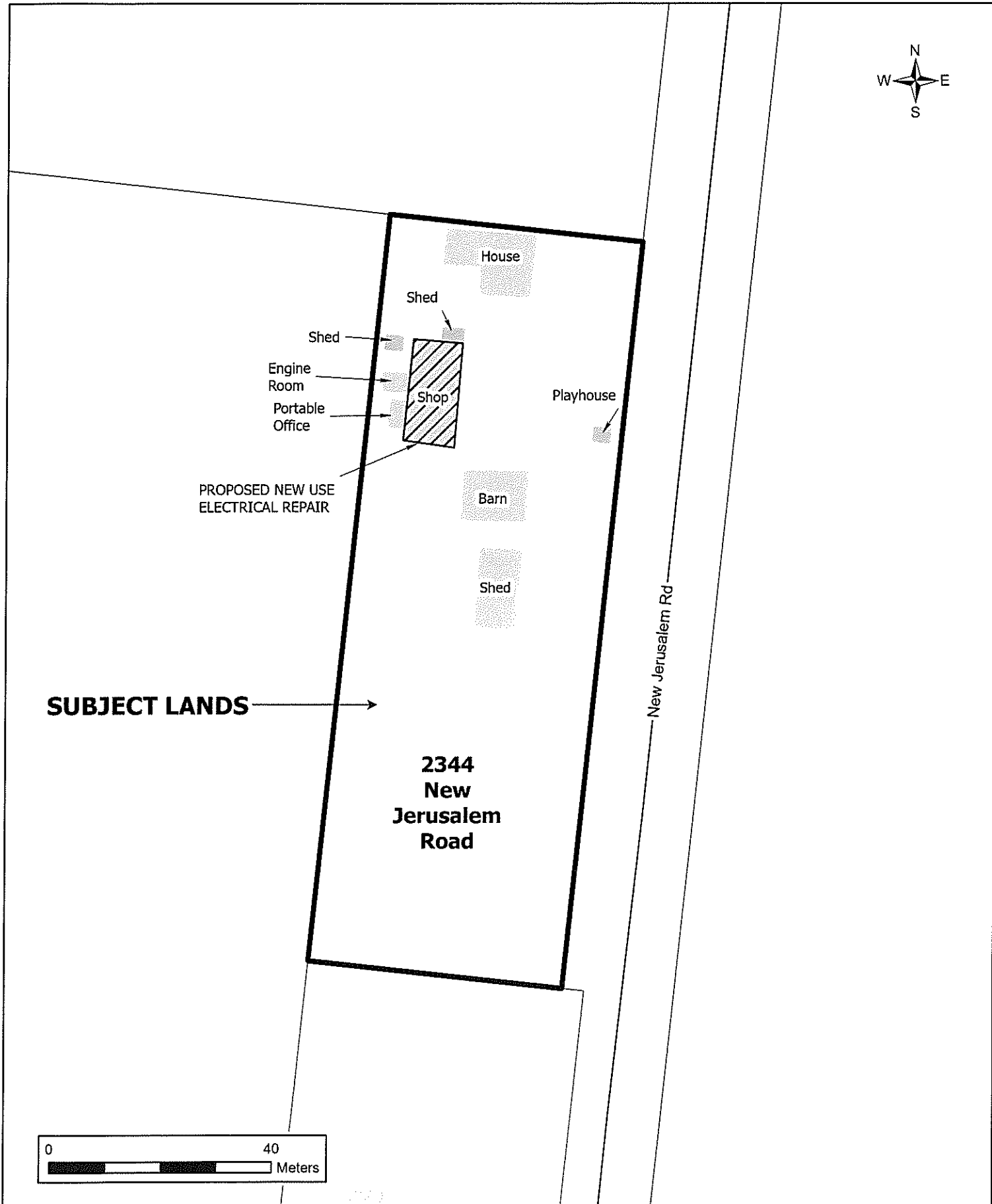
Schedule an appointment to view the documents at the Township Administration building located at 24 Church Street West, Elmira weekdays between 8:30 am and 4:30 pm. To schedule an appointment please call 519-669-6040 or email planning@woolwich.ca

Dated at the Township of Woolwich this 16th day of November 2023.

LOCATION MAP
Zone Change Application 11/2023
Jeremiah & Alice Brubacher



Zone Change Application 11/2023
Jeremiah & Alice Brubacher





Fire Services Staff Report

Report Title:	By-Law to Establish, Maintain and Regulate a Fire Department for the Township of Woolwich and to Repeal By-Law 24-2016.
Report Number:	A11-2023
Author:	Dennis Aldous
Meeting Type:	Committee of the Whole Meeting
Meeting Date:	November 14, 2023
File:	N/A
Consent Item:	No
Final Version:	Yes
Reviewed By:	David Brenneman
Final Review:	Senior Management Team

Recommendation:

That the Council of the Township of Woolwich, considering Report A11-2023 respecting a By-law to regulate the operation of the Fire Department, authorize the Mayor and Clerk to sign the By-law.

Background:

The Fire Protection and Prevention Act requires every municipality to establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention. The municipality must also provide other fire protection services as it determines may be necessary in accordance with its needs and circumstances for the community. This includes establishing a Municipal Fire Department and regulating the services that are provide to the community.

The last Regulating By-law was approved by Council in 2016 and a lot has changed since that time, including the introduction of mandatory firefighter certification. As part of the certification process the Ontario Fire Marshal has recommended reviewing and renewing all regulating bylaws to make sure they fit with the level of service being provided by each Municipality.

We took this opportunity to strengthen and better define the regulating by-law for Woolwich.

Comments:

With the Ontario government making changes to the Fire Protection and Prevention Act to include mandatory certification for firefighters and with their adoption of the National Fire Protection Association (NFPA) standards, staff have adapted the regulating by-law for the Fire Department to incorporate these changes. By making these changes it will require more updates to the Schedule "B" of this bylaw, as we enhance the Fire Departments level of service to meet the growing needs of the Township.

This new by-law includes new references to the Municipal Act, Employment Standards Act, Fire Protection and Prevention Act, National Fire Protection Association and outlines the responsibility of the Fire Chief in greater detail. The included schedules offer a better explanation into the Fire Departments level of service, current staffing structure and policies.

Interdepartmental Impacts:

None

Financial Impacts:

There are no immediate financial impacts to the Fire Department budget but any enhancements to their level of service will be captured in the operating budget of that year.

Strategic Plan Impacts:**Healthy Communities**

Through the updating of the regulating bylaw this helps to ensure that the Woolwich Fire Department can continue to maintain appropriate service levels and keep our communities safe and healthy.

Best Managed and Governed Municipality

Provide exceptional customer service and commit to maintain high standards for municipal service delivery. This bylaw allows the fire department the ability to maintain the commitment to delivering exceptional customer service.

Conclusion:

With Council approving and authorizing the signing of this new regulating bylaw will allow a continuation of the full-service fire protection that the Woolwich Fire Department offers to the community.

Attachments:

Bylaw and Schedules



By-law No. ###-2023

Fire Department Regulating Bylaw

Consolidated Version *Revised and Verified* ____, 2023

Revision History:	Passed On:
###-2017 (Original)	[Date Passed]

Consolidated for Convenience Only

This consolidated copy of a Woolwich Township By-law is for convenient information. While every effort is made to ensure the accuracy of this copy, the original by-law must be consulted for all legal interpretations and applications. For more information or to view by-laws please contact the Clerks Division. This document is available in alternate formats on request.

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The Corporation of the Township of Woolwich

By-law No. ###-2023

A By-law to Establish, Maintain, and Regulate a fire Department for the Township of Woolwich

WHEREAS *Section 2 of the Fire Protection and Prevention Act* requires every municipality to establish a program which must include public education with respect to fire safety and certain components of fire prevention and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances, and to appoint a community safety officer or team or establish a fire department to discharge its responsibilities.

WHEREAS *Section 5 of the Fire Protection and Prevention Act* provides that the Council of a municipality may establish, maintain and operate a fire department for the municipality and that the fire department shall provide fire suppression services and may provide other fire protection services.

WHEREAS *Sections 8 and 11 of the Municipal Act* authorize a municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass by-laws respecting health, safety and well-being of persons, protection of persons and property, and services that the municipality is authorized to provide.

WHEREAS *Section 391 of the Municipal Act* authorizes a municipality to impose fees or charges on persons for services or activities provided by the municipality, and for costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality.

WHEREAS *Section 425 of the Municipal Act* provides that the Council of a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality is guilty of an offence.

WHEREAS *Section 446 of the Municipal Act* provides that if a municipality has the authority under that or any other act, or under a by-law under that or any other Act, to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and the municipality may recover the costs of doing a matter or thing from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

WHEREAS on April 5, 2016, the Council of The Corporation of the Township of Woolwich ("Woolwich") passed By-law 24-2016; and

WHEREAS The Council of the Corporation of the Township of Woolwich deems it desirable to amend and update its bylaw to establish and regulate a fire department for the Township of Woolwich.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WOOLWICH HEREBY ENACTS AS FOLLOWS:

Part I. Short Title and Scope

Short Title

1. This by-law shall be known as the "Regulating By-law".

Scope

2. This by-law shall apply to:
 - a. All members of the Woolwich Fire Department

Part II. Interpretation

Headings

3. The division of this by-law into parts and the insertion of headings are for convenient reference only and shall not affect interpretation of the by-law.

References to Applicable Law

4. All references to applicable law are ambulatory and apply as amended from time to time.

Definitions

5. For the purposes of this by-law:
 - a) . Approved means approved by council.
 - b) Automatic Aid means and approved agreement under which a municipality agrees to provide an initial response to fires, rescues, and emergencies in another municipality or where a municipality agrees to provide a supplemental response to fires, rescues, or emergencies that may occur in another municipality.
 - c) Deputy District Fire Chief means the person to act on behalf of the District Fire Chief in the case of absence or vacancy.
 - d) CAO means the Chief Administrative Officer the person appointed by
 Council to act as Chief Administrative Officer for the corporation.
 - e) Corporation means the Corporation of the Township of Woolwich.
 - f) Council means the Council of the Township of Woolwich.
 - g) Deputy Fire Chief means the person appointed by Council to act on behalf of the Fire Chief of the Fire Department in the case of an absence or a vacancy in the office of the Fire Chief.
 - h) District means the defined geographic area of the municipality divided for fire protection services.
 - i) District Fire Chief means the person appointed for each district within the Fire Department.
 - j) Division means a Division of the Fire Department as provided for in this By-law
 - k) Fire Chief means the person appointed by Council as Fire Chief for the Corporation and is ultimately responsible to Council as defined in the Fire Protection and Prevention Act (FPPA);
 - l) Fire Department or "The Department" means the Township of Woolwich Fire Department.
 - m) Fire Code means Ontario regulations 213/07, as amended, and any successor regulation.
 - n) Fire Protection Services means a range of programs designed to protect the lives and property of the residents of the fire department response area from the adverse effects of fire, sudden medical emergency or exposure to dangerous conditions and includes fire suppression, fire prevention, fire safety education, communication, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all those services.
 - o) FPPA means the *Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4* as may be amended from time to time, or any successor legislation, and any regulation made thereunder.
 - p) Limited Service means a variation of service significantly differentiating from the normal service as a result of extenuating circumstances, such as deployment of volunteer firefighters in insufficient numbers to safely carry out the delivery of Fire Protection Services, environmental factors, remote properties. Concurrent calls, limited water supply, impeded access, private roadways, lanes and drives, obstructions, or extraordinary circumstances or unsafe conditions.

- q) Member means any person employed in, or appointed to the Fire Department and assigned to undertake fire protection services and includes full time, part time and volunteer officers and firefighters.
- j) Municipal Act means the *Municipal Act, 2001, S.O. 2001, c. 25* as may be amended from time to time, or any successor legislation, and any regulation made thereunder.
- k) Mutual Aid means a plan established pursuant to section 7 of the Fire Protection and Prevention Act under which fire departments that serve a designated area agree to assist each other on a reciprocal basis in the event of a major fire or emergency.
- l) Obstruction means to hinder, obstruct or interfere with or attempt to hinder, obstruct or interfere with a person doing anything that the person is authorized to do within this legislation.
- m) Officer means Fire Chief, Deputy Fire Chief, or any other person designated by the Fire Chief to supervise Firefighters.
- n) Volunteer Firefighter means a Volunteer Firefighter as defined by the Fire Protection and Prevention Act and includes an Auxiliary Member.

Part III General Provisions

Establishment

- 6. The Fire Department is established under this by-law to provide fire protection services for the Corporation and shall be known as the Township of Woolwich Fire Department
- 7. The Mission, Vision and Values of The Woolwich Fire department will form part of this by-law as shown in Appendix "B".
- 8. Council shall appoint a Fire Chief who shall be the highest-ranking Officer and director of the Fire Department.
- 9. Each division of the Fire Department shall be the responsibility of the Fire Chief and shall be under the direction of the Fire Chief or a member designated by the Fire Chief. Designated members shall report to the Fire Chief on division activities under their supervision and shall carry out all orders of the Fire Chief,
- 10. The Fire Chief shall have the authority to effect necessary Fire Department operations,
- 11. In addition to the Fire Chief, Council shall appoint a Deputy Fire Chief who shall report to the Fire Chief as the second highest ranking Officer of the Fire Department and who, in the absence of the Fire Chief, shall have the powers and perform the duties of the Fire Chief.
- 12. In addition to the Fire Chief and Deputy Fire Chief, the Fire Department shall consist of Fire Prevention Officers, Training Officers, Health & Safety Coordinators, Officers, Volunteer Firefighters, and other members deemed necessary by and appointed by the Fire Chief to provide Fire Protection Services.
- 13. The Fire Department shall be structured in conformance with the approved Fire Department Organizational Chart as set out in Schedule "A" attached hereto and forming part of this by-law.
- 14. Working conditions, remuneration, and procedures for termination of employment for Firefighters other than Volunteer Firefighters shall be determined by Council in conformance with the provisions of Part IX of the Fire Protection and Prevention Act.
- 15. The Fire Department shall adhere to all legislative requirements and applicable standards that may impact the delivery of fire protection services, including, but not limited to the Fire Protection and Prevention Act, the Occupational Health and Safety Act, Ministry of Labour Fire Service

Section 21 Guidance Notes, Ontario Fire Marshal Directives, municipal policies and other legislation, regulations and standards that may apply and as may be amended from time to time.

16. The general responsibilities of each Woolwich Fire Department position shall be reflected in job descriptions that will be maintained as current as roles, responsibilities, accountability, and authority changes. descriptions that will be maintained as current as roles, responsibilities, accountability, and authority changes.
17. The Fire Department maintains the authority to carry out necessary department operations to deliver approved fire protection and prevention services as outlined in the Fire Protection and Prevention Act.
18. The Fire Department mission, vision, goals, and objectives are as stated in Schedule "D" attached hereto and forming part of this by-law.

Approved Services and Programs

19. The Fire Department shall provide such Fire Protection Services and programs as approved by Council in accordance with Part II of the Fire Protection and Prevention Act and set out in Schedule "B" attached hereto and forming part of this by-law.
20. The delivery of fire protection services shall be guided by a Community Risk Assessment, which shall identify the hazards and risks for the Township of Woolwich.

Limited Service

21. In consideration of the reliance by the Fire Department on the response of Volunteer Firefighters, whose deployment to emergencies in sufficient numbers cannot in all instances be guaranteed, limited water supply, adverse climate conditions, topographical and geographical configuration, unposted municipal addresses, concurrent or multiple calls, failure of owners to maintain driveways or other accesses, delays or unavailability of specialized equipment required by the Fire Department, or other extraordinary circumstances which may impede the delivery of Fire Protection Services, any approved service set out in Schedule "B" may from time to time be provided as a Limited Service as defined in this by-law, as determined by the Fire Chief, his or her designate, or the highest ranking Officer in charge of a response.
22. Emergency responses to properties accessed via private roads, private lanes or private driveways may be limited by the condition of such road, lane or driveway including:
 - a) The ability of such road, lane, or driveway to support and accommodate fire apparatus and equipment.
 - b) The failure of the owner of the lands upon which the road, lane or driveway is located or the user of such road, lane, or driveway to maintain such road, lane or driveway in a condition that is passable by fire apparatus and equipment.
23. The Corporation shall accept no liability for the provision of a Limited Service by the Fire Department as reasonably necessary.

Response Outside the Limits of the Municipality

24. The Fire Department shall not respond outside the limits of the municipality except with respect to a fire, rescue, or emergency:
 - a. That, in the opinion of the Fire Chief or designate, may threaten property in the municipality, or property situated outside the municipality that is owned or occupied by the municipality.
 - b. In a municipality with which an approved agreement has been entered into to provide fire protection services which may include automatic aid.

- c. On property with which an approved agreement has been entered into with any person or corporation to provide fire protection services.
- d. At the discretion of the Fire Chief or designate, to a municipality authorized to participate in any county, district or regional mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program.
- e. On property beyond the municipal boundary where the Fire Chief or designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures acceptable to the Fire Chief or designate.

Part III Fire Chief Responsibilities and Authority

- 25. The Fire Chief shall be ultimately responsible to Council as set out in subsection 6 (3) of the Fire Protection and Prevention Act for the proper administration and operation of the Fire Department, including delivery of approved services and programs.
- 26. The Fire Chief shall be deemed to be the Chief Fire Official of the municipality for the purposes of the Fire Protection and Prevention Act and regulations enacted thereunder and shall have all statutory authority and shall carry out all prescribed duties and responsibilities in respect thereof.
- 27. Without limiting the generality of the foregoing, the Fire Chief shall be authorized and responsible for:
 - a. Performing all statutory duties of the Fire Protection and Prevention Act, the Emergency Management and Civil Protection Act and any other legislation applicable to the administration or operation of the Fire Department.
 - b. Reporting to Council as required by the Fire Protection and Prevention Act and Emergency Management and Civil Protection Act.
 - c. Enforcement of this by-law and any regulations established under this by-law, and the enforcement of any other by-laws of the Corporation respecting the administration and operation of the Fire Department.
 - d. Periodically reviewing this by-law and any other by-laws of the Corporation respecting the administration and operation of the Fire Department.
 - e. Recommending to Council amendments to this by-law and any other by-law of the Corporation that the Fire Chief considers relevant.
 - f. Developing, establishing, and implementing policies, standard operating guidelines, general orders and department rules, and other measures as the Fire Chief may consider necessary for the proper administration and efficient operation of the Fire Department.
 - g. Periodically reviewing, revising, or revoking as required, all policies, standard operating guidelines, general orders, and rules of the Fire Department.
 - h. Arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department.
 - i. The proper care and protection of all Fire Department property.
 - j. Arranging and implementation of automatic aid, mutual aid and other negotiated and/or approved fire protection and emergency service agreements between the Township and other municipalities.
 - k. Determining and establishing the qualifications and criteria for employment or appointment, and the duties and responsibilities of all members of the Fire Department.

- l. Appointment, subject to approved hiring policies, of any qualified person as a member of the Fire Department.
 - m. The conduct and discipline of all members of the Fire Department, including disciplinary actions which may range from reprimand to dismissal.
 - n. Keeping an accurate record of all incidents responded to by the Fire Department, all fire safety inspections and fire investigations, and other such records as may be required in a manner consistent with records management policies of the Corporation and retaining such records as prescribed by records retention policies and statutory requirements.
 - o. Enforcement of the Ontario Fire Code, reporting all fires to the Fire Marshal, and complying with all Fire Marshal's directives as mandated by the Fire Protection and Prevention Act.
 - p. Reporting to the appropriate Crown Attorney or other prosecutor, or law enforcement or other officer, the facts upon the evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence, or in which there is reason to believe that an offence has been committed under the Fire Protection and Prevention Act, or other applicable regulation or statute.
 - q. Preparing and presenting annual reports and periodic reports to Council as deemed necessary by the Fire Chief, and any other specific reports as directed by Council.
 - r. Preparing and submitting annual budget estimates for approval by Council, and effectively administering, monitoring, and controlling the Fire Department operating and capital budgets.
28. The Fire Chief shall be responsible for coordinating the Township of Woolwich Emergency Management Program, and assisting with the preparation, implementation, and maintenance of the municipal Emergency Plan pursuant to the Emergency Management and Civil Protection Act.
29. The Fire Chief shall be responsible for assisting other public officials in an emergency declared by the Head of Council, the Premier of Ontario, or the Prime Minister of Canada.

Powers

30. The Fire Chief shall exercise all powers and duties prescribed by the Fire Protection and Prevention Act and shall be empowered to take all reasonable and proper measures for the prevention, control, and extinguishment of fires, and for the protection of life, property and the environment, and for the management of emergencies within the jurisdiction of the municipality.
31. Without limiting the generality of the foregoing, the Fire Chief and his/she designates shall be empowered and authorized to carry out the following:
- a. Enforcement of all municipal by-laws in respect of fire safety and fire prevention, including property standard by-laws.
 - b. Pulling down or demolishing any building or structure when necessary to prevent the spread of fire.
 - c. Any necessary action to guard against fire or other danger, risk, or accident, which may include boarding up or barricading of buildings or property, when unable to contact the owner of the property.
 - d. Recovery of costs incurred by such necessary actions for the Corporation in a manner provided by the Municipal Act and the Fire Protection and Prevention Act.
 - e. Taking all steps as set out in Parts V, VI and VII of the Fire Protection and Prevention Act

32. As set out in the Fire Protection and Prevention Act, the Fire Chief may delegate any of his/her powers or duties to the Deputy Fire Chief or any Officer or member that the Fire Chief deems appropriate, subject to such limitations, restrictions or conditions as may be set out in the delegation, and such Officer or member so delegated shall have all the powers and shall perform all duties as delegated.

Part IV Recovery of Costs

33. If as the result of a Fire Department response to a fire, rescue, or other emergency, the Fire Chief, his or her designate, or the highest ranking Officer in charge determines that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, remove hazardous materials, assist in or otherwise conduct an investigation to determine the cause of a fire, or otherwise control or eliminate an emergency situation, the Corporation may recover the costs incurred by the Fire Department for taking such actions from the owners of the property or vehicle as the case may be.
34. The Corporation may recover costs incurred by such necessary actions in a manner provided by the Municipal Act, the Fire Protection and Prevention Act and Municipal Bylaws in accordance with the fees prescribed by the applicable Fees and Charges By-law 61 -2022, 63-2022 of the Corporation as may be amended from time to time.
35. A fee imposed upon a person under this by-law, including any interest, penalty charges and costs of collection, constitutes a debt of the person to the Corporation, and a person who is charged a fee under this by-law shall be charged interest in accordance with the applicable Fees and Charges Bylaw of the Corporation.
36. If a property owner who is charged a fee under this by-law fails to pay the fee, the Corporation may add the fee, including penalty and interest, to the tax roll for any real property in the Township of Woolwich registered in the name of the owner and collect the fee, including penalty and interest, in like manner as municipal taxes.

Volunteer firefighter Employment

37. The Fire Chief may appoint, from time to time, any eligible person as a Volunteer Firefighter to maintain a sufficient complement of Firefighters in accordance with the approved Fire Department Organizational Chart as set out in Schedule "A" attached hereto and forming part of this Bylaw, and subject to approved recruitment policies.
38. The employment of Volunteer Firefighters shall be governed by the Volunteer Firefighter Terms and Conditions of Employment as set out in Schedule "C" attached hereto and forming part of this by-law.

PART V Conflict and Transition

Obstruction

39. No person shall obstruct, hinder, or interfere with the Fire Chief or any member of the Fire Department in the performance of his or her duties in accordance with this by-law and the Fire Protection and Prevention Act.

Offences

40. Every person who contravenes any provision of this by-law is guilty of an offence and, upon conviction, is liable to a penalty established by the Provincial Offences Act, R.S.O. 1990, c. P.33, as may be amended from time to time, and any successor legislation.

Severability

41. Should a court of competent jurisdiction find any section or provision, or part thereof, of this by-law to be invalid or to be of no force and effect, such

section or provision or part thereof shall be deemed to be severable, and all other sections or provisions or parts of this by-law shall be deemed to be separate and independent there from and to be enacted as such.

Repeals

- 42. The following by-laws are repealed:
 - a. By-law 24-2016

Enactment

- 43. This by-law shall come into full force and effect on the date it is passed at which time all by-laws, policies and resolutions that are inconsistent with the provisions of this by-law are hereby repealed insofar as it is necessary to give effect to the provisions of this by-law.

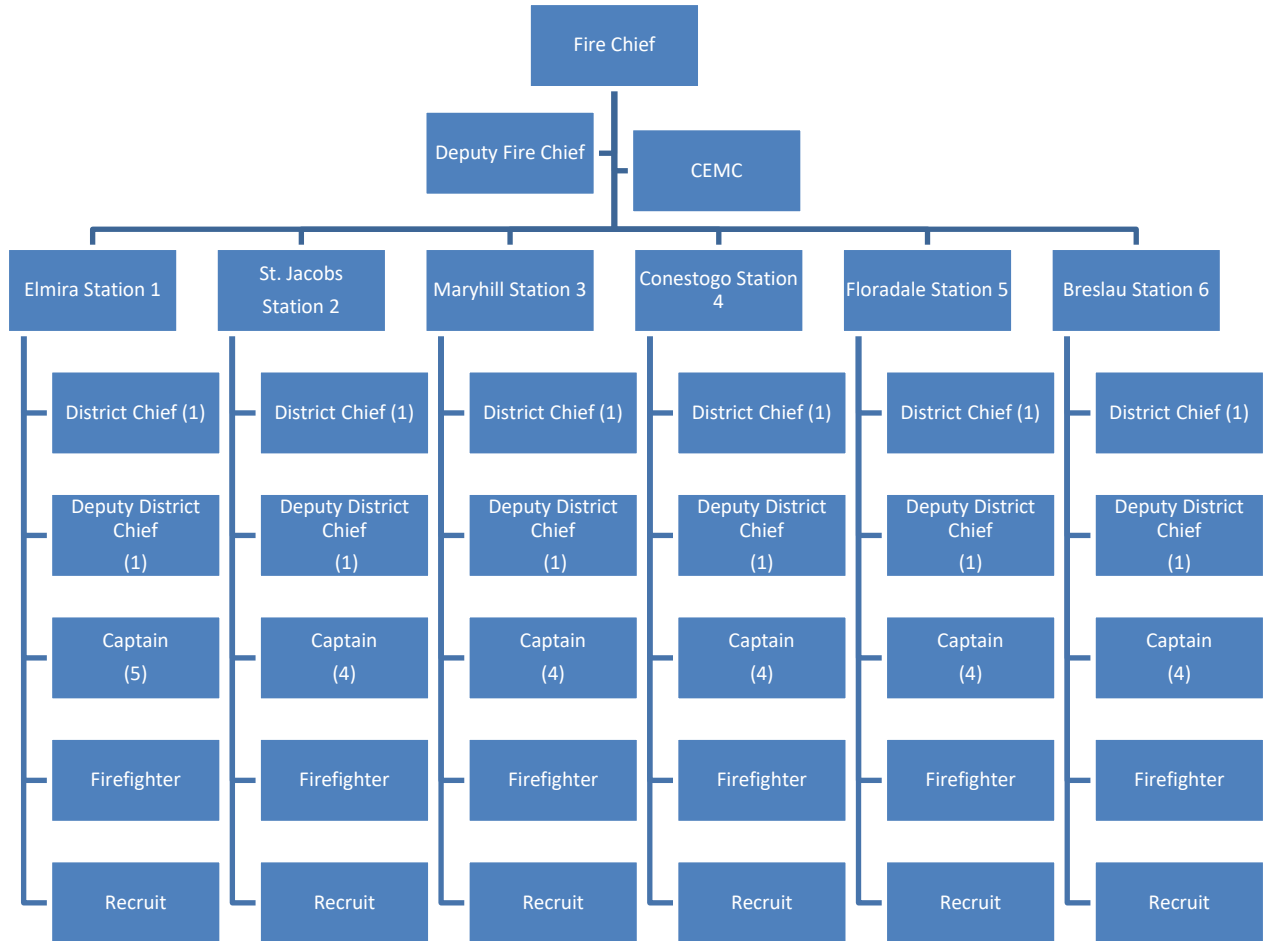
FINALLY PASSED AND ENACTED this [day] day of [Month], 2023.

Mayor

Clerk

Schedule "A" By-Law No. ### -2023

WOOLWICH FIRE DEPARTMENT ORGANIZATIONAL CHART



Schedule "B" By-Law No. ###-2023

WOOLWICH FIRE DEPARTMENT APPROVED SERVICES AND PROGRAMS

Emergency Response

Basic Firefighting Services

The Fire Department shall respond to fires, alarms of fire, and pre-fire conditions to provide fire suppression services, and shall exercise best efforts to conform to the most recent edition of National Fire Protection Association (NFPA) 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments as revised from time to time.

Structural Firefighting Services

For the purpose of this schedule, "Structural fire Fighting" shall have the same meaning as Structural Firefighting as defined in NFPA 1720, Standard for the Organization and deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments.

- a. Interior Search and Rescue – shall be provided when possible and as appropriate in accordance with the following:
 - i. Service shall be provided to search for and rescue endangered, trapped or potentially trapped persons within the structure.
 - ii. Service shall be provided only when, in the opinion of the Fire Chief or most Senior Officer in charge, all of the following are true:
 - iii. A risk assessment has been completed, and the level of risk reasonably justifies entry into the structure.
 - iv. Building integrity permits entry into the structure.
 - v. Sufficient firefighter staffing is deployed at the fire ground.
 - vi. Reliable water supply with adequate flow can be sustained.
 - vii. Adequate fireground supervision and support is provided.
- b. Interior Fire Suppression (Offensive Operations) – Shall be provided when possible and as appropriate in accordance with the following:
 - i. Service shall be provided to contain the fire and prevent further loss of property.
 - ii. Service shall be provided only when, in the opinion of the Fire Chief or most Senior Officer in charge, all of the following are true:
 - iii. A risk assessment has been completed, and level of risk reasonably justifies firefighter entry into the structure.
 - iv. Building integrity permits entry into the structure.
 - v. Sufficient firefighter staffing is deployed at the fireground.
 - vi. Reliable water supply with adequate flow can be sustained.
 - vii. Adequate fireground supervision and support is provided.
- c. Exterior Fire Suppression (defensive Operations) – shall be provided when possible and as appropriate, in the opinion of the Fire Chief or most Senior Officer in charge, in accordance with e following:

- i. There shall be no expected rescue component with this service.
- ii. Service shall be provided to prevent fire spread to adjacent areas.
- iii. Service shall be provided when interior Fire Suppression is not possible or appropriate.
- iv. Service shall be provided as water supply permits.

Rural Firefighting Operations

Rural firefighting operations using tanker shuttle service shall be provided in areas without municipal water supply and best efforts shall be exercised to conform to NFPA 1142, Standard on Water Supplies for Suburban and Rural Fire Fighting.

Vehicle Firefighting Services

Service shall be provided to control and extinguish vehicle fires.

Grass, Brush, and Forest Firefighting Services:

Service shall be provided, and best efforts shall be exercised to conform to NFPA 1143, Standard for Wildfire Management.

Automatic Aid Response Services

Service shall be provided in accordance with any Automatic Aid Agreement approved by Council.

Mutual aid Response Services

Service shall be provided in accordance with the Mutual Aid Plan established in respect to the municipalities within Waterloo Region pursuant to clause 7(2)(a) of the Fire Protection and Prevention Act.

Tiered Medical Assistance Services

Service shall be provided in accordance with the Emergency Medical Tiered Response Agreement between Waterloo Regional Emergency Medical services and the Township of Woolwich.

Ambulance Assistance Services

Service shall be provided to assist Emergency Medical Services with emergency and nonemergency situations with respect to providing access and/or the provision of care to patients.

Police Assistance Services

Service shall be provided to assist Police with emergency and nonemergency situations for which the Fire Department has equipment and/or specialized skills to assist in the mitigation.

Public Assistance Services

Services shall be provided to assist the public with emergency and nonemergency situations for which the Fire Department has the equipment and/or specialized skills to mitigate the incident.

Public Hazard Assistance Services

- a. Carbon Monoxide Incidents – response shall be provided to carbon monoxide alarms and emergencies.
- b. Public Utility Incidents – Response shall be provided to public utility incidents that pose a public hazard, including:

- i. Electrical utility emergencies
- ii. Natural Gas utility emergencies
- iii. Flood emergencies

Vehicle Accident Services:

The fire department shall respond to vehicle accidents to provide the following services:

- i. Stabilizing the scene of the accident.
- ii. Stabilizing the vehicles involved in the accident.
- iii. Providing aid to injured or trapped persons.
- iv. Mitigating adverse effects to the natural environment.

Vehicle Extraction Services:

Vehicle search and rescue services, including extraction, shall be provided at the Technician Level in accordance with NFPA 1670, standard for Operations and Training for Technical search and Rescue Incidents.

Transportation Incidents involving Vehicles, Trains, and Aircraft

Response shall be provided to large scale transportation incidents that may involve large numbers of casualties, widespread damage to property, and/or significant environmental impact.

Highway Incident Services

- a. Fire Protection services shall be provided to provincial highways.
- b. Costs associated with fire Department response to provincial highways shall be recovered in accordance with applicable provincial fire service agreements.

Hazardous Materials Response Services

- a. Service shall be provided at the Operations Level in accordance with NFPA 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents, and services by Operations Level Responders that require mission specific competencies with respect to product control.
- b. Hazardous materials response services at NFPA 472 Technician level shall be provided by the Fire Department Hazmat Response Team.

Water and Ice Rescue Services

- a. Surface Water Rescue – Service shall be provided at the Technicians Level in accordance with NFPA 1670, Standard for Operations and Training for Technical search and Rescue Incidents, and may include shore based, water entry, and boat rescue operations.
- b. Swift Water Rescue – Service shall be provided at the Technicians Level in accordance with NFPA 1670, Standard for Operations and Training for Technical search and Rescue Incidents, and may include shore based, water entry, and boat rescue operations.
- c. Ice Rescue - Service shall be provided at the Technicians Level in accordance with NFPA 1670, Standard for Operations and Training for Technical search and Rescue Incidents, and may include shore based, water entry, and boat rescue operations.
- d. Recovery services to retrieve animals, property, of human remains by entering into or onto a body of water, or onto ice over a body of water, shall not be provided by the Fire Department unless, a risk assessment has been completed and, in the opinion of the Fire Chief or Senior Officer in charge, the level of risk reasonably justifies Firefighter entry into or onto the water or ice.

Urban Search and Rescue Services

- a. The Fire Department response to urban search and rescue incidents shall be limited to providing Structural Collapse Search and Rescue services at the Awareness Level, and Operations Level where qualified personnel are available and a risk assessment has been constructed in advance of rescue, in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.
- b. Urban Search and Rescue service requiring structural collapse search and rescue at the Technicians Level shall not be provided by the Fire Department.

Rope Rescue Services

- a. Rope rescue services, such as high-angle and low-angle rescue services, shall be provided at the Awareness Level, and Operations Level where qualified personnel are available and a risk assessment has been conducted in advance of the rescue, in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.
- b. Rope Rescue services at the Technician Level shall not be provided by the Fire Department.

Confined Space Rescue Services

- a. Confined Space Rescue Service shall be provided at the Awareness Level, and Operations Level where qualified personnel are available and a risk assessment has been conducted in advance of the rescue, in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.
- b. Confined Space Rescue Services at the Technician Level shall not be provided by the Fire Department.

Trench Rescue Services

- a. Trench Rescue Service shall be provided at the Awareness Level, and Operations Level where qualified personnel are available and a risk assessment has been conducted in advance of the rescue, in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.
- b. Trench Rescue Services at the Technician Level shall not be provided by the Fire Department.

Farm and Silo Rescue service

- a. Farm and Silo Rescue Service shall be provided at the Awareness Level, and Operations Level that involve rope rescue and/or confined space rescue services, where qualified personnel are available and a risk assessment has been conducted in advance of the rescue, in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.
- b. Farm and Silo Rescue Services that involve rope rescue and/or Confined Space Rescue at the Technician Level shall not be provided by the Fire Department.

Industrial and Machinery Rescue Services

Industrial and Machinery Rescue Service shall be provided at an Operations Level where qualified personnel are available and a risk assessment has been conducted in advance of the rescue, in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents.

Community Emergency Plan Response

Community Emergency Plan Response services shall be in accordance with the approved Township of Woolwich Emergency Management Program.

Assistant to the Fire Marshal Services

The Duties of the Assistant to the Fire Marshal shall be carried out as prescribed by the Fire Protection and Prevention Act.

Fire prevention and Public Education

Fire Prevention Services

- a. Conducting complaint, request, routine and licensing inspections.
- b. Conducting vulnerable occupancy inspections and fire drills.
- c. Systems checking, testing and approval.
- d. Fire Code compliance, laying orders and/or charges prescribed by the Fire Protection and Prevention Act, supporting any prosecutions, including court appearances.
- e. Municipal By-law enforcement.
- f. Preparing file searches, reports, and Permits

Public Education Services

- a. Providing fire and life safety public education programs
- b. Facilitating Smoke Alarm and Carbon Monoxide Alarm initiatives.
- c. Distributing public safety messaging to the media.
- d. Delivery of specialized training programs.

Fire Investigation Services

- a. Determining cause and origin of fire and explosions.
- b. Assessing Fire Code compliance.
- c. Interacting with Police, OFM fire investigators and other agencies.
- d. Supporting criminal prosecutions including court appearances.

Plans Examination Services

- a. Reviewing and approving fire safety plans.
- b. Reviewing and providing comment on subdivision and development agreements.
- c. Reviewing and providing comments on site plans.
- d. Reviewing and providing comments on consent and minor variance applications.
- e. Inspecting sites of approved plans to determine compliance.

Risk Assessment services

- a. Conducting community fire risk assessments
- b. Compiling, analysing and disseminating functional statics.
- c. Selecting appropriate fire service programs.

Consultation Services

- a. Consulting with families, schools, health professionals, and police with respect to TAPP-C and other juvenile fire-starting programs.
- b. Consulting with architects, engineers, planners and builders.
- c. Interacting with the building department.
- d. Interacting with other government agencies
- e. Proving input into fire prevention policy development.

Emergency Planning

Pre-Incident Planning Service

Pre-incident plans shall be developed and maintained in accordance with NFPA 1620, standard for Pre-incident Planning.

Community Emergency Management Planning Service

Collaborating with the development, review, revision and implementation of the approved Township of Woolwich Emergency Plan.

Fire Department Administration

Planning and Development Services

- a. Strategic Planning
- b. Evaluating Fire Department programs and services
- c. Projecting station locations and reallocations
- d. Determining staff levels and assignments
- e. Developing policies, procedures and standard operating guidelines.
- f. Coordinating with other emergency services.
- g. Coordinating with other municipal departments

Financial Services

- a. Coordinating with Finance Department for financial services.
- b. Coordinating use of information and statistics from suppression and fire prevention activities to determine funding requirements.
- c. Providing input into levels of service based on available funding.
- d. Developing and administering operating and capital budgets.
- e. Identifying alternative sources of revenue and fees for service.
- f. Initiating cost recovery measures.
- g. Purchasing.

Records Management Services

- a. Documenting Fire Department activities.
- b. Maintaining Fire Department records in accordance with records retention policies and applicable legislation.
- c. Complying with all applicable freedom of information legislation, including the Municipal Freedom of information and Protection of Privacy Act, R.S.O. 1990, c.M45, as amended or successor legislation.

Department Human Resources Services

- a. Recruitment, selection, promotion, and retention of staff.
- b. Performance evaluation.
- c. Career development.
- d. Job Classifications.
- e. Performance reviews.

Customer Relations Service

- a. Environmental scanning, anticipating pressures and developing communication strategies.
- b. Enhancing public image of the Fire Department and its staff.
- c. Developing and maintaining inter agency relationships.

Health and Safety Services

- d. Implementing a fire Department health and safety program

- e. Implementing a joint health and safety committee for the Fire Department.
- f. Implementing an occupational exposure program.
- g. Establishing a Designated Officer program with respect to communicable disease regulations.
- h. Coordinating a Post Traumatic Stress Disorder (PTSD) prevention program.

Legal Services

- i. Carrying out mandated enforcement duties of the Fire Department in accordance with applicable by-laws, statutes, and regulations.
- j. Prosecuting offenses under applicable by-laws and statutes.
- k. Coordinating the service of solicitors and legal counsel.

Communications

Dispatch

- a. Arranging for the provision of dispatch services from an external agency to dispatch appropriate Fire Department resources.
- b. Liaising with dispatch centres.
- c. Providing current municipal information to the dispatch centres, including response protocols, mapping, local streets, property, and water service information, road closures, and caution notes.
- d. Monitoring Fire Department dispatch centre performance and resolving any service issues.

Technology

- e. Arranging for maintenance, repair, and technical support of Fire Department telecommunications and computer systems.
- f. Developing specifications for Fire Department radios, communications devices and systems, and computers.
- g. Arranging for interface capabilities with other data systems.

Training and Education

Training Program Standards:

- a. Providing a training program for firefighters that conforms to NFPA 1001, Standard for Fire fighter Professional Qualifications.
- b. Providing a training program for apparatus drivers and operators that conforms to NFPA 1002, Standard for Fire Apparatus Driver/operator Professional Qualifications.
- c. Providing a training for technical rescue operations that conform to NFPA 1006, Standard for technical Rescuer Professional Qualifications
- d. Providing a training program for Officers that conforms to NFPA 1021, Standard for Fire Officer Professional Qualifications
- e. Providing a training program for fire inspectors that conforms to NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiners
- f. Providing a training program for fire investigators that conforms to NFPA 1033, Standard for Professional Qualifications for Fire Investigators.
- g. Providing a training for fire and life safety educators that conforms to NFPA 1035, Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and juvenile Fire Setter Intervention Specialists.

- h. Providing a training program for fire service instructors and training officers that conforms to NFPA 1041, Standard for Fire Service Instructor Professional Qualifications.
- i. Providing a training program for incident safety officers that conforms to NFPA 1571, Standard for Fire Department Safety Officer Professional Qualifications.
- j. Providing a training program that conforms to NFPA 1072, Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications for Firefighters who provide approved hazardous materials response services.

Providing Access to Training Facilities:

- a. Coordinating access to appropriate training facilities
- b. Delivering hands on training to staff.

Providing Station Training

- a. Delivering curriculum specific to operational and strategic needs.
- b. Providing supervisory training drills.

Program Development Services:

- a. Developing trainers.
- b. Coordinating core training curriculum.
- c. Providing officer training and development.
- d. Developing specialized staff development programs.

Maintenance

Fleet and Equipment Maintenance Services:

- a. Maintaining fleet and equipment (both routine and emergency)
- b. Providing periodic inspection and testing programs.
- c. Complying with requirements of provincial requirements.
- d. Providing annual pump capacity and certification testing.
- e. Providing annual aerial device capacity and certification testing.
- f. Developing specifications for new apparatus and equipment.
- g. Acceptance testing of new apparatus and equipment.
- h. Maintaining, testing, and calibrating specialized equipment.

Facilities Maintenance Services:

- a. Providing routine cleaning and housekeeping of the fire stations.
- b. Arranging for maintenance and repair of fire station infrastructure.
- c. Providing input regarding design and construction of fire stations.

Schedule "C" By-Law No. ###-2023

WOOLWICH FIRE DEPARTMENT VOLUNTEER FIREFIGHTER TERMS AND CONDITIONS OF EMPLOYMENT

The employment of Volunteer Firefighters shall be governed by the following:

Employment Requirements

1. The employment of Volunteer Firefighters shall be governed by the Employment Standards Act, 2000, S.O. 2000, c.41, as amended, and the Ontario Human Rights Code, RSO 1990, c.H19, as amended.
2. To be eligible for appointment of the position of Volunteer Firefighter, every candidate shall, to the satisfaction of the Fire Chief:
 - a. Be at least 18 years of age.
 - b. Be medically fit to perform the duties of a Firefighter and provide a medical evaluation report from a qualified medical practitioner which attests to the candidates' ability to endure the physical, emotional, and psychological demands of performing the essential job tasks of Firefighter in accordance with NFPA 1582, Standard on Comprehensive Occupational Medical Program for Firefighters, when requested.
 - c. Be physically fit to perform the duties of a Firefighter and successfully complete a physical ability test, when requested.
 - d. Provide a police record check which includes a Vulnerable Sector Check indicating no record of conviction or exceptional disclosure of non-conviction information of any specified offence set out in Section 1 of Ontario regulation 350/18 enacted under the Police Record Checks Reform Act, 2015, S.O. 2015, c.30.
 - e. Possess a valid Ontario Class "G" drivers' licence with a driving record that indicates responsible and safe driving behavior and provide a current Ministry of Transportation drivers abstract, and willing to obtain a "DZ" driver's licence within 3 – 5 years of becoming a firefighter.
 - f. Reside and /or work in the Township or within proximity acceptable to the Fire Chief to a fire station and able to respond to emergencies in a manner consistent with the deployment criteria of NFPA 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments.
 - g. Complete and successfully pass all written, oral and physical examinations, including certification a Firefighter I and Firefighter II in accordance with NFPA 1001, Standard for Firefighter Professional Qualifications (applies to all firefighters starting after the date this law is enacted).
 - h. Have the ability to meet the attendance requirements for emergency responses, training, and other required activities as prescribed by the Fire Department Attendance Policy.
3. Every newly appointed Volunteer Firefighter shall complete a term of probation of 12 months wherein he or she shall successfully complete all training and examinations and shall meet all attendance and performance expectations as may be required by the Fire Chief.
4. At the discretion of the Fire Chief, a probationary Firefighter may be placed on an additional probation of 12 months at the completion of the initial probationary period should circumstances warrant, and the probationary firefighter shall successfully complete all training and examinations and shall meet all attendance and performance expectations during the additional probationary period.

5. Following the successful completion of the term of probation, the Fire Chief may appoint a Probationary Firefighter as a qualified member of the Fire Department in accordance with approved recruitment policies.
6. The Fire Chief may dismiss any Probationary Firefighter who fails to successfully complete any required training or examinations, fails to meet any requirement of the Fire Department or any obligations as may be agreed upon. Or whose attendance or performance is otherwise unsatisfactory.
7. The Fire Chief may promote, from time to time, any qualified member in order to maintain a sufficient complement of Officers in accordance with the approved Fire Department Organizational Chart in accordance approved promotional policies.
8. In consideration of the physical, emotional, and psychological demands associated with performing the essential job tasks of a firefighter, the recognition under the Workplace and Insurance Act, 1997 as amended, that certain cancers and other illnesses are presumed to be occupational diseases due to the nature of Firefighters' employment, and the Corporation's responsibility to ensure the safety, health and wellness of employees performing fire suppression and emergency response duties, the Fire Chief may:
 - a. Require every Volunteer Firefighter to produce a medical evaluation report from a qualified medical practitioner prior to appointment which attests to the candidate's medical fitness to perform the duties of Firefighter.
 - b. Establish a medical screening and monitoring program wherein every Volunteer Firefighter shall be required to periodically undergo a medical examination and produce a medical evaluation report from a qualified medical practitioner confirming his/her fitness to perform the duties of firefighter.
 - c. Establish a program to ensure each Volunteer Firefighter's continued physical ability to perform the duties of Firefighter by successfully completing a physical ability test starting at an age determined by the Fire Chief and periodically thereafter.
9. Every Volunteer Firefighter who is required to carry out any Emergency Response program or service as set out in Appendix "B" of the By-Law to Establish and Regulate a Fire Department shall be medically and physically fit to perform the duties of Firefighter and shall submit to a medical examination and /or a physical ability test a such times as the Fire Chief may reasonably require.
10. If a qualified medical practitioner finds a Volunteer Firefighter to be unfit to perform the essential job tasks of Firefighter, the Corporation may take such actions if deems necessary in respect of the Volunteer Firefighter's employment subject to the Corporations duty to accommodate pursuant to the Ontario Human Rights Code.

Remuneration

1. The rate of remuneration for Volunteer Firefighters shall be established by Council in accordance with annual Fire Department Budget Process.
2. The rate of remuneration of Volunteer Firefighters shall be adjusted each year in accordance with annual increases (if any) to wage rates negotiated by the Corporation from time to time.
3. When called out to respond to an emergency call, Volunteer Firefighters shall be paid a minimum of one (1) hour call-out pay and on-half (1/2) hour for every one-half hour or part thereof worked beyond the initial one (1) hour call out.
4. Volunteer Firefighters shall be paid a minimum of one (1) hour for attending training and attending other nonemergency Fire Department activities approved by the Fire Chief or delegate and shall be paid one-half (1/2) hour for every one-half (1/2) hour or part thereof worked beyond the first hour.

5. In accordance with the Employment Standards Act, 2000, Volunteer Firefighters shall not be eligible for overtime pay, public holidays or public holiday pay.
6. In accordance with the regulations enacted under the Employment Standards Act, 2000, the rules governing daily and weekly limits on hours of work, daily rest periods, time off between shifts, and weekly/bi-weekly rest periods shall not apply to Volunteer Fire Fighters.

Employment Insurance (EI)

Hours Worked as a Volunteer Firefighter are generally not deemed to be insurable under the Employment Insurance act and are exempt from Employment Insurance premium deductions.

Canada Pension Plan (CPP)

Hours worked as a Volunteer Firefighter are generally not deemed to be pensionable under the Canada Pension Act are exempt from Canada Pension Plan contribution deductions.

Ontario Municipal Employees' Retirement System (OMERS)

Volunteer Firefighters are not eligible to enroll in the OMERS Pension Plan.

Workplace Safety and Insurance Board (WSIB) Coverage

1. For the purposes of the Workplace Safety and Insurance Act, 1997, and the regulations enacted thereunder, Volunteer Firefighters shall be considered workers as defined by the Act, and the Corporation shall be the deemed employer in respect of Workplace Safety and Insurance Board coverage for members of municipal volunteer fire brigades.
2. The Corporation shall, maintain coverage for Volunteer Firefighters according to the annual maximum insurable earning ceiling as may be established by the Workplace Safety Insurance Board from time to time.

Attendance

1. All Volunteer Firefighters shall meet the attendance requirements for emergency responses, training, and other required activities prescribed by the Fire Department Attendance Policy as established by the Fire Chief.
2. The attendance of every Volunteer Firefighter shall be reviewed periodically in accordance with the Fire Department Attendance Policy.
3. In the case that a Volunteer Firefighter's attendance does not meet the requirements of the Fire Department Attendance Polic, the following attendance management steps shall apply and be documented:
 - 1st Step: The Firefighter shall attend a Coinciding Meeting with the Deputy Fire Chief and their District Chief to identify the attendance deviancy, discuss available assistance, and determine appropriate corrective action.
 - 2nd Step: Upon a subsequent failure to meet attendance requirements within two (2) years of Step 1, the Firefighter shall attend a Counselling Meeting with the Deputy Fire Chief and their District Chief and shall be issued a Written Notice.
 - 3rd Step: Upon a subsequent failure to meet attendance requirements after Step 2 and within two (2) years of the Step 1 Counselling Meeting, the Fire Chief shall review the circumstance and may take appropriate action up to and including termination.
4. Failure to meet the attendance requirements set out by the Fire Department attendance Policy, except in accordance with a statutory leave of absence or a voluntary leave of absence approved by the Fire Chief, shall constitute breach of the terms of the volunteer Firefighter Service Agreement between the Volunteer Firefighter and the Corporation.
5. In the case that a Volunteer Firefighter has no subsequent failures to meet attendance requirements within two (2) years of Step 1 Counselling Meeting,

the records of attendance management steps shall be removed from the Firefighter's file.

General Duties and Responsibilities

All Volunteer Firefighters shall conduct themselves in conformance with the By-Establish to establish and Regulate a Fire Department, all applicable policies of the Corporation, and all policies, procedures, operating guidelines, orders, and rules of the Fire Department, and shall faithfully and diligently perform their assigned duties to the best of their ability.

Discipline and Discharge

1. The Fire Chief may take disciplinary action up to and including dismissal of any Volunteer Firefighters of misconduct, including an infraction of any provision of the By-law to Establish and Regulate a Fire Department, any applicable policy of the Corporation, or any policy, procedure, operating guideline, order, directive, or rule of the Fire Department.
2. In case of misconduct by a Volunteer Firefighter, the following progressive stepson disciplinary action shall apply and shall be documented in the Firefighter's employment records, except in cases of serious misconduct wherein one or more steps may be omitted at the discretion of the Fire Chief:
 - 1st Step: Verbal reprimand by the Fire Chief or Deputy Fire Chief
 - 2nd Step: Written letter of reprimand by the Fire Chief or Deputy Fire Chief
 - 3rd Step: Suspension for up to sixty (60) days by the Fire Chief or Deputy Fire Chief
 - 4th Step: Termination of Employment
3. Any record of verbal or written disciplinary reprimand shall be removed from the Firefighter's employment records after a period of eighteen (18) months in which there have been no further disciplinary action(s).
4. Any Volunteer Firefighter found guilty by court having jurisdiction of any specified offence set out in Section 1 of Ontario Regulation 350/18 enacted under the Police Checks Reform Act, 2015, S.O. 2015, c.30 shall be discharged.
5. Any Volunteer Firefighter who does not complete the probationary period may be discharged.
6. In case that a Volunteer Firefighter who has completed the probationary period is discharged for just cause, the Firefighter shall be advised in writing by the Township of the reason for such discharge.

Leaves of Absence

1. Volunteer Firefighters shall be entitled to all statutory unpaid leaves of absence to which they are entitled under the provisions of the Employment Standards Act, 2000.
2. A Volunteer Firefighter who has completed the twelve (12) month probationary period may request a voluntary leave of absence from the Fire Chief without pay for a period of up to six (6) months, and such requests shall be unreasonably denied.
3. All requests for a voluntary leave of absence must be submitted in writing to the Fire Chief at least twenty (20) calendar days prior to when the leave of absence is to commence. The Fire Chief, at his or her discretion, may waive the notice period.
4. A request for a second or subsequent leave of absence within twelve (12) months a previous leave of absence shall be evaluated on a case-by-case basis.

Termination

The employment relationship between a Volunteer Firefighter and the Township may be terminated in the following ways:

- a. Resignation: A Volunteer Firefighter may terminate employment by providing written notice to the Fire Chief or Designate.
- b. Termination with Cause: The Township may terminate the employment of a Volunteer Firefighter for just cause without notice or payment in lieu of notice at any time during employment.
- c. Termination without Cause: The employment of a Volunteer Firefighter may be terminated without cause at any time by the Township, at its sole discretion for any reason, by providing the Volunteer Firefighter with a minimum amount of notice, or pay in lieu of notice, and severance pay if applicable to which he or she is entitled under the Employment Standards Act, 2000. In addition, the Township shall continue to pay its share of the Volunteer Firefighter's benefits, if any, for the duration of the notice of termination period, pursuant to the Employment Standards Act, 2000.

Schedule "D" By-Law No. ###-2023

Mission, Vision, Values Statement

Our "Mission"

Without hesitation, we will meet or exceed the needs of our community with unwavering pride, dedication, and excellence! We will achieve outstanding service during times of emergency. We will carry out our duties with the highest levels of integrity. Commitment, teamwork, and community engagement.

Our "Vision"

We are a responsive and progressive part of the community we serve.

We commit to excellence and professional accountability through practical training, technology, and industry best practices.

We will continually adapt to the changing needs and diversity of our community.

We will remain a respected organization by our citizens and colleagues.

We will anticipate and respond to their ever-changing requests for service promptly and professionally.

We will embrace new technologies and techniques, focusing on training and education to provide the highest level of customer services and satisfaction in a professional and caring manner.

Our "Values"

We value the life and property entrusted to us for protection throughout our community.

We value character, integrity, and honesty and require personal and organizational accountability.

We value dedication, reliability, and each member's passion for achieving excellence in all areas of service. Including training, emergency response, and community service.

We value progressive leadership, teamwork, communication, innovation, collaboration, and initiative.

We value diversity while being respectful, courteous, and inclusive of talents and needs of all our stakeholders while focusing on the positive social impact we have as an organization and as individuals.



Clerks Services Staff Report

Report Number: C28-2023
 Report Title: Draft 2024 Council Meeting Schedule
 Author: Alex Smyth, Deputy Clerk
 Meeting Type: Committee of the Whole Meeting
 Meeting Date: November 14, 2023
 eDocs or File ID: DM# 125203
 Consent Item: No
 Final Version: Yes
 Reviewed By: Jeff Smith, Director of Corporate Services/Clerk
 Final Review: Senior Management Team

Recommendation:

That the Council of the Township of Woolwich, considering Report C28-2023 respecting Draft 2024 Council Meeting Schedule:

1. Approve the draft 2024 Council Meeting Schedule as attached to this report; and
2. Direct staff to continue to use the same method of drafting council meeting schedules as the 2024 draft for the term of Council.

Background:

At the June 6, 2023 Council Meeting, Council directed staff to prepare a revised Council meeting schedule for August to December, 2023 using the preferred method as outlined in report C24-2023. Council requested a trial period to determine if the staff preferred method of scheduling one rotation per month, with no break week in between will work for Council, the public, and staff for the duration of the term.

A revised schedule was implemented on August 1, 2023 and at the October 17, 2023 Council meeting staff requested feedback from Council on the trial period. Discussion occurred and resulted in direction to staff to draft a 2024 schedule with a pattern of one rotation (two meetings) per month, with a break week in between the Committee of the Whole meeting and the Council meeting.

Comments:

Business Continuity

In the past, staff have purposely tried to schedule reports and matters on Committee of the Whole meetings that might require more thought so as to give Council the opportunity to have time to think on the decisions made at Committee of the Whole prior to making final decisions at Council. With this new method of scheduling meetings, staff caution Council that staff may have less control over the planning of contentious or emergent items. These items may need to go directly to Council meetings, rather than Committee of the Whole meetings, to ensure business continuity.

2024 Regional Council Schedule

At the October 17 Council meeting, feedback was received to align Woolwich's schedule with the Regional schedule as much as possible. Staff drafted the attached draft for Woolwich Council with Regional schedule as a guide. Almost all meeting weeks were able to be aligned.

Special Council Meetings

Two types of Special Council meetings are utilized in the attached draft schedule. The first is a scheduled Special Council meeting. This type of Council meeting is exactly like a regularly scheduled Council meeting except that it operates without a Committee of the Whole meeting having taken place. These are used rarely and for unique circumstances. Staff are proposing to utilize one at the end of January, due to the 4 budget deliberation meetings scheduled in the second and third weeks of the month. The second is proposed for the end of July after the summer break of Council.

The second type of Special Council meeting utilized is the Special Council – Planning meeting. This category of Special Council meeting was created in response to the Bill 109 legislation which tightened the timelines to process planning applications. Planning staff have noted that to meet the new timelines, there cannot be more than a one week break between meetings. Due to the nature of the method of scheduling for this draft, there were fewer large gaps between meetings therefore only four of these types of Special Council – Planning meetings were necessary.

There is one other type of Special Council meeting that cannot be pre-scheduled and reflected in the draft schedule. These types of meetings are scheduled as-needed after a Committee of the Whole meeting to ensure business efficiency and to ratify decisions made at the Committee of the Whole meeting. These are used for urgent matters that cannot wait until the next meeting of Council for a decision to be made. Appropriate notice is given to the public regarding these meetings as is outlined in the Township's Procedural By-law.

Televised Meetings

Each year, Rogers TV selects one meeting per quarter to Televis. In order to coordinate with all the other municipalities in the Region, Rogers TV typically coordinates their broadcast schedule in the last quarter of the year. Once Council approves a 2024 schedule, staff will provide that to Rogers TV. Once Rogers TV has selected the broadcast dates for Woolwich, staff will draft an informational memo with the broadcast dates

Other Guiding Parameters Used to Draft the Schedule

At the June 6, 2023 Council meeting, Council directed staff to avoid scheduling meetings after holiday weekends and on commercial holidays as much as possible. Specifically, March Break and the AMO conference were intentionally avoided.

In the attached draft, staff have not followed the desired pattern to avoid scheduling Council meetings after the February and May long weekends.

Direction for the Term of Council

Staff are also seeking Council's direction for the term of Council and whether this method is the preferred method to utilize for the remainder of the term, and whether to continue using the other guiding parameters as mentioned above.

Interdepartmental Impacts:

All departments have had the opportunity to review the draft schedule and have no concerns with business continuity, provided that Special Council meetings may be scheduled immediately following a Committee of the Whole meeting to ensure projects with urgent deadlines are approved in a timely manner.

The proposed draft was circulated to Planning staff and Engineering staff who have confirmed that planning applications and engineering projects wouldn't be negatively impacted.

During the trial period, the reduced meetings have saved staff and Council's time. So far, there haven't been concerns with scheduling open business, though meetings have been running longer. With fewer meetings, scheduling closed session meetings has been more difficult. This may be less of a concern going forward as many of the education sessions to inform the new Council's orientation are complete, however staff may need to schedule closed meetings at 5:30 or plan to move back into closed session at the end of an open meeting to finish closed business.

Financial Impacts:

None.

Strategic Plan Impacts:

This report and draft Council meeting schedule support the Strategic Plan focus Area of Best Managed and Governed Municipality as they seek to ensure efficiency in meetings of Council by keeping the number of meetings reduced while ensuring the business of the corporation continues efficiently as well.

Conclusion:

Staff recommend that Council approve the draft 2024 Council meeting schedule attached to this report and direct staff to implement the same method of schedule meetings for the term of Council.

Attachments:

1. Township of Woolwich Draft 2024 Council Meeting Schedule
2. Region of Waterloo Approved 2024 Council Meeting Schedule



DRAFT 2024 MEETING SCHEDULE

JANUARY						
S	M	T	W	T	F	S
	①	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	①	20	21	22	23	24
25	26	27	28	29		

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	②	30
31						

APRIL						
S	M	T	W	T	F	S
	①	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	②	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY						
S	M	T	W	T	F	S
	①	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	⑤	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
S	M	T	W	T	F	S
1	②	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	③					

OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	④	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	⑤	⑥	27	28
29	30	31				

LEGEND: ○ Holiday ● AMO Conference

- Committee of the Whole - 7 p.m.
- Televised Council - 7 p.m.
- Special Council
- Council - 7 p.m.
- Special Council - Budget - 6 p.m.
- Special Council - Planning



Region of Waterloo

2024 Meeting Calendar

January						
S	M	T	W	T	F	S
BW	①	2	3	4	5	6
CW	7	8	9	10	11	12
BW	14	15	16	●	17	18
C	21 ⁺	22 ⁺	23 ⁺	●	24	25
BW	28	29	30	31		

February						
S	M	T	W	T	F	S
				1	2	3
CW	4	5	6	●	7	8
BW	11	12	13	14	15	16
C	18	①	20	●	21	22
BW	25	26	27	28	29	

March						
S	M	T	W	T	F	S
					1	2
CW	3	4	5	●	6	7
BW	10	11	12	13	14	15
C	17	18	19	●	20	21
BW	24	25	26	27	28	②
BW	31					

April						
S	M	T	W	T	F	S
	①	2	3	4	5	6
CW	7	8	9	●	10	11
BW	14	15	16	17	18	19
C	21	22	23	●	24	25
BW	28	29	30			

May						
S	M	T	W	T	F	S
			1	2	3	4
CW	5	6	7	●	8	9
BW	12	13	14	15	16	17
C	19	②	21	●	22	23
BW	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
						1
CW	2	3	4	●	5	6
■BW	9	10	11	12	13	14
C	16	17	18	●	19	20
BW	23	24	25	26	27	28
BW	30					

July						
S	M	T	W	T	F	S
	①	2	3	4	5	6
BW	7	8	9	10	11	12
BW	14	15	16	17	18	19
BW	21	22	23	24	25	26
BW	28	29	30	31		

August						
S	M	T	W	T	F	S
				1	2	3
BW	4	⑤	6	7	8	9
CW	11	12	13	●	14	15
BW	18	19	20	21	22	23
C	25	26	27	●	28	29

September						
S	M	T	W	T	F	S
BW	1	②	3	4	5	6
CW	8	9	10	●	11	12
BW	15	16	17	18	19	20
C	22	23	24	●	25	26
BW	29	30				

October						
S	M	T	W	T	F	S
		1	2	3	4	5
CW	6	7	8	●	9	10
BW	13	④	15	16	17	18
C	20	21	22	●	23	24
BW	27	28	29	30	31	

November						
S	M	T	W	T	F	S
					1	2
CW	3	4	5	●	6	7
BW	10	③	12	13	14	15
C	18	18	19	●	20	21
BW	24	25	26	27	28	29

December						
S	M	T	W	T	F	S
CW	1	2	3	●	4	5
BW	8	9	10	11	12	13
C	15	16	17	18	19	20
BW	22	23	24	⑤	⑥	27
BW	29	30	31			

- Legend: ○ Holiday C Council Week CW Committee Week BW Blank Week
- FCM Conference (June 6-9, Calgary) ✕ AMO Conference (August 18-21, Ottawa)
 - ✦ ROMA Conference (January 21-23, Toronto)
 - ▲ Final Budget Approval
 - Council ● Committee ● Special Council Meeting ■ All Council Meeting
 - ❄ Mid Winter Break (March 11-15)



Infrastructure Services Staff Report

Report Number:	IS21-2023
Report Title:	Township Historic Bridge Update
Author:	Ryan Tucker, Engineering Project Supervisor
Meeting Type:	Committee of the Whole Meeting
Meeting Date:	November 14, 2023
eDocs or File ID:	E05
Consent Item:	No
Final Version:	Yes
Reviewed By:	Jared Puppe, Director of Infrastructure Services
Final Review:	Senior Management Team

Recommendation:

That the Council of the Township of Woolwich, considering Report IS21-2023 respecting Township Historic Bridge Updates, receives the report for information purposes.

Background:

The Township currently owns three steel truss bridges that are almost all over 100 years old in age. Due to the long standing nature of these structures they are considered to have the potential for heritage significance. A 40-year-old threshold is used as a guiding principle when considering cultural heritage resources in the context of improvements to specified areas. While identification of a resource that is 40 years old or older does not confer outright heritage significance, this threshold provides a means to collect information about resources that may retain heritage value.

All three bridge structures were subject to an Environmental Assessment (EA) review that commenced in 2017 when Staff issued request for proposal (RFP) 2017-17. The review of the structures was subsequently awarded to GM BluePlan Engineering Limited (GM BluePlan) in June of 2017 through Staff Report [E34-2017](#). Staff proceeded through the EA process separately for each of the three structures, understanding that each structure was located in a discrete area of the Township.

Glasgow Street South Bridge (Conestogo Bridge)

Staff brought forward the first recommendation report [IS01-2019](#) with the intent to finalize the EA for the Glasgow Street South Bridge, or Structure #320144, in late 2019. The preferred alternative for the structure was to rehabilitate for vehicle use with ultimate

closure. The majority of the rehabilitation budget (~83%) was funded through upper government grants. Since the preferred alternative identified ultimate closure of the structure, once bi-annual inspections identify that the bridge is no longer safe, it will be closed to all modes of traffic. As part of the EA, a Cultural Heritage Evaluation Report ([CHER](#)) as well as a Heritage Impact Assessment ([HIA](#)) were both carried out for the structure due to its age. Additional historic details on the Glasgow Street South bridge are included below.

The Glasgow Street South Bridge has a north-south orientation 250m south of Sawmill Road, in the historic Mennonite community of Conestogo. It is a pin-connected Pratt through truss bridge built in 1886 by the Hamilton Bridge and Tool Company. In 1928, it was moved to its current location to carry a single lane of predominantly vehicular and horse and buggy traffic across the Conestogo River in two continuous spans with a total crossing length of 80.4m.

Since 1991 the bridge and immediate area have been rehabilitated five times. The rehabilitations completed on and around the structure following 1991 are summarized below:

- 1991 – new 2” x 6” wood laminate deck along with several stringer replacements;
- 1997 – new 2” x 6” wood laminate deck with the addition of a tar and chip riding surface;
- 2009 – the bridge was closed due to safety concerns caused by overloading of the structure, the bridge was reopened after the completion of the re-tensioning of 15 diagonal truss members and repair of 2 pin connections, signage improvements, installations of speed humps, installation of 3.0m height restriction barriers, and spot welding to the existing bridge railings;
- 2010/2011 – new 2” x 6” wood laminate deck with tar and chip riding surface along with isolated stringer replacement;
- 2017 – Stone armoring of the south-west embankment to protect the road;
- 2018 – Road repairs after flooding occurred.
- 2021 – Township received upper government grant funding to rehabilitate the bridge. The rehabilitation included replacement of structural members and a new wood deck with tar and chip. The bridge was also converted to a one way structure in an attempt to extend its useful life by reducing the amount of traffic utilizing the structure.

It should also be noted that in June 2017, January 2018 and February 2018 water overtopped the roadway south of the Glasgow Street South Bridge and the road/bridge was required to be temporary closed.

The structure is wholly located within the Township’s Ward 3 boundary. The Glasgow Street South bridge is currently open for southbound traffic into Waterloo.

Middlebrook Place Bridge Steel Truss Bridge (Chambers Bridge)

The second structure recommendation report was presented to Woolwich Council in January 2020 ([IS01-2020](#)), with a recommendation to permanently close the Middlebrook Place Steel Truss Bridge and eventually remove it. Since this structure is included as a joint maintenance structure with the Township of Centre Wellington, as part of the Boundary Road Agreement between the two Municipalities, Centre Wellington Staff also took a recommendation report to their Council and also achieved the same endorsement. As a result of the two Municipalities agreeing, the EA was finalized as a closure and removal. Due to the continued use of the structure by cyclists and pedestrians, barricades were erected in Q1 of 2021 to remove all access. Additional historic details on the Middlebrook Place Steel Truss bridge are included below.

The Chambers Bridge was originally constructed in approximately 1845 as a wooden bridge over the Grand River. Subsequently, in 1905 the bridge was replaced at the same location with another structure. The Middlebrook Steel Truss Bridge (#180160), as it is currently known, was originally constructed in the early 1930's, and was moved into its current location in 1946, where it replaced the old 1905 structure. Prior to the current structure being moved into place a new concrete abutment on the west side of the river was constructed to receive the steel structure. Since the bridge was moved into its current location the structure has been rehabilitated approximately three times and closed twice. Due to the age of the Middlebrook Place steel truss bridge, [CHER](#) and [HIA](#) reporting were undertaken for the structure. The rehabilitations completed to the bridge are summarized below:

- 1991 – wood laminate deck was repaired;
- 1992 – areas of corrosion were repaired, and some steel stringers were replaced;
- 1994 to 2002 – the bridge was closed;
- 2002 – new wood laminate deck installed, select steel stringers replaced, approaches restored, additional diagonal braces installed, and upgrades were completed to the guiderail system;
- 2013 – bridge closed again due to significant stringer failure;
- 2021 – barricades installed to prevent unauthorized access.

The structure is located on a boundary road with Centre Wellington and straddles Wards 2/3.

Peel Street Bridge (Winterbourne Bridge)

The process to finalize the EA for the Peel Street Bridge in Winterbourne required three Staff reports, and spanned approximately 4 months, between November of 2020 to February of 2021. Staff's original recommendation included the rehabilitation of the bridge for all uses, but only if an external funding source was obtained, otherwise the bridge would remain closed until its eventual removal once deemed unsafe ([IS26-2020](#)). Council deferred a decision on the initial recommendation, and in a subsequent meeting

requested that Staff review a new single lane structure to replace the existing steel truss bridge. Staff prepared another recommendation report to proceed with an EA for a new structure as the preferred alternative ([IS29-2020](#)). Again, Council deferred a decision on the matter to a later date. Due to the public outcry that preceded Staff's recommendation to permanently close the existing structure, Staff brought an additional recommendation report that provided three options for Council to consider ([IS06-2021](#)). Initially, Council supported the recommendation to proceed with a new structure to replace the steel truss bridge at Committee of the Whole. Subsequently at the next Council meeting, Council had a change of heart and the decision was ultimately changed to support the pedestrian conversion alternative, which is how the EA was eventually finalized as a pedestrian conversion.

As part of the detailed design exercise to convert the Peel Street Bridge into a pedestrian only structure, alternatives were reviewed with the public to determine the preferred decking type, and alignment, as well as the preferred railing style. The recommended design was presented to Council through staff report [IS12-2022](#), which was endorsed by Council. Additional historic details on the Peel Street bridge are included below.

The Peel Street Bridge, also known as the Winterbourne Bridge or Structure #270148, was constructed in the early 1900's and is a two-span steel truss bridge located on Peel Street, 600m west of Katherine Street in Winterbourne. The structure straddles Wards 2/3. The bridge has been closed since 2017 due to concerns regarding its structural adequacy and safety.

As part of the EA process, a [CHER](#) and [HIA](#) were completed for the Peel Street bridge. Since the bridge was constructed, it has been rehabilitated multiple times and closed twice. The rehabilitations completed to the bridge are summarized below:

- 1971 – timber deck was replaced;
- 1983 – new 2x4 laminated treated timber deck installed, along with some structural steel repairs;
- 1987 – rehabilitation of the concrete piers;
- 1990 – reconstruction of the east abutment;
- 1994 – miscellaneous structural steel repairs;
- 2001 – the bridge was closed due to increased use and damage as a result of the closure of the Conestogo Bridge, the 2x4 laminated timber deck was replaced with the aid of the Mennonite Community and the bridge was subsequently reopened;
- 2017 – bridge closed again due to significant structural issues;
- 2021 – barricades installed to prevent unauthorized access.

Comments:

Glasgow Street South Bridge (Conestogo Bridge)

As mentioned previously, the Glasgow Street South Bridge was rehabilitated and reopened for one-way vehicular traffic, as well as contraflow cycling and horse and buggy traffic in 2022. With the reduction in vehicular traffic that is permitted to use the structure, Staff anticipate that the structure has the potential to remain open for approximately 20+ years before another major rehabilitation may be required. Unfortunately, steel truss bridges were not originally designed to carry today's larger commercial/agricultural vehicles, and as such, this bridge experiences intermittent overloading as well as oversized vehicles that can damage the bridge. A prime example of misuse of the structure occurred soon after the bridge reopened again in 2022, when farm equipment damaged the height restrictor on the north end of the bridge. Staff will continue to undertake Ontario Structure Inspection Manual (OSIM) reviews of the bridge every two years to determine the structure's condition. Once the bridge is deemed to be unsafe through an engineer's review, the intent is to close the bridge.

Middlebrook Place Bridge Steel Truss Bridge (Chambers Bridge)

The EA for the Middlebrook Place Steel Truss Bridge was finalized with the preferred alternative to permanently close and remove the structure. The Township of Centre Wellington's Council recently passed a motion to have their Staff explore alternatives with Woolwich to maintain the river crossing for pedestrian uses. Woolwich Council also passed a motion to have Staff continue to communicate with Centre Wellington Staff and report back to Council with additional information. Due to the increased public interest in the Middlebrook Place Steel Truss Bridge, Staff had GM BluePlan revisit the structure to undertake an additional structural review as well as coring the existing concrete footings to determine if they could be reused. The structural review completed shows that the bridge is continuing to degrade at a fast rate. Most notably, steel stringers that the wood deck rests on have completely failed in the end bays, causing the wood deck to lose contact with the stringer top flanges. GM BluePlan's technical memorandum for the Middlebrook Steel Truss Bridge is included in Appendix A.

If the bridge is rehabilitated, replaced, or removed, at a minimum, the bridge will require turn around areas to be installed at either end of the structure to ensure an area is provided for vehicles to turnaround safely. Should the structure be removed or replaced, Staff intend to commemorate the structure, as was recommended in the Cultural Heritage Evaluation Report/Heritage Impact Assessment, through photo documentation as well as commemorative plaquing. Staff will work with the Townships Heritage Committee, as well as the public, to ensure that the structure is commemorated appropriately.

Peel Street Bridge (Winterbourne Bridge)

The Peel Street Bridge in Winterbourne is currently closed to all modes of traffic, and is waiting for budget approval to move ahead with the preferred alternative to convert the

existing structure for pedestrian use. Staff have already acquired the land for the turnaround on the west side of the Grand River, and are actively working to acquire the land for the east side turnaround. Unfortunately, the Township continues to spend time and resources on this closed structure in the interim, as the current barricades have been damaged several times in an effort to access the structure.

Overall Public Consultation

The project team undertook public consultation for the three structures independently to ensure that the public had opportunities to provide feedback for each structure. Initial public meetings for each structure took place at the Townships administration building, in Elmira. Subsequent public meetings for Peel (Foundation Christian School, 28 Katherine Street South, West Montrose) and Middlebrook (Bethel Mennonite Church, 8 Line West, Elora) were hosted at venues closer to the actual structures location in an attempt to glean additional public feedback.

All of the EAs were completed as Schedule 'B' projects, which require two mandatory points of contact with project stakeholders (residents, review agencies, indigenous communities). The first point of contact was completed by issuing the notice of study commencement, where interested parties were informed about the project and requested to provide feedback. Staff also undertook two public consultation centres (PCC) for each structure, for a total of six engagement opportunities in total for the three structures. All notices for the structures were posted in the Woolwich Observer, and in the case of the Middlebrook structure, the notices were also posted in the Wellington Advertiser. Staff were also cognisant that the structures has the potential to impact the local Mennonite Community, and as a result specific targeted consultation was undertaken. Interestingly, through the consultation, Staff learned that a bridge in Centre Wellington on Weisenberg Road was more important to the community that the Middlebrook steel truss bridge, since the Centre Wellington structure provides direct access to a local meeting house. Responses from the community in relation to the Peel Street bridge were all centered around maintaining a crossing for vehicular and agricultural use.

Interdepartmental Impacts:

Pedestrian only structures are typically a part of Recreation and Community Services asset portfolio. Should the Middlebrook Steel Truss Bridge be converted to a pedestrian structure, due to the size and complexity of these existing river crossings, Infrastructure Services (IS) will continue to plan for and maintain the Middlebrook Place bridge as well as the Peel Street bridge.

Financial Impacts:

Since recent presentations to Council from interested community groups have provided their own cost estimates to undertake removals and replacements, Staff requested that GM BluePlan review and update the current cost estimates for removal as well as for a

pedestrian replacement. Updated costs are included below, as well as the anticipated ongoing maintenance costs for a new pedestrian structure.

2023 Middlebrook Place Removal Cost

Preparation and Removals	\$340,000.00
Road Works	\$105,000.00
Sub total	\$445,000.00
Engineering (20%)	\$89,000.00
Contingency (15%)	\$66,750.00
Geotechnical and Excess Soil	\$15,000.00
Total	\$615,750.00

2023 Middlebrook Place Pedestrian Replacement Cost

Preparation	\$203,000.00
Structure Works	\$1,145,000.00
Road Works	\$138,000.00
Sub total	\$1,486,000.00
Engineering (15%)	\$222,900.00
Contingency (15%)	\$222,900.00
Geotechnical and Excess Soil	\$15,000.00
Total	\$1,946,800.00

Annual maintenance of a new pedestrian structure would consist of yearly bridge cleaning and washing (~\$1,000), as well as a deck replacement in approximately 20 years, at a cost between \$15,000 to \$20,000.

As the Peel Street bridge conversion project was deferred during the 2023 budget deliberations, Staff have taken to opportunity to update the budget for inclusion in the 2024 capital budget.

2023 Peel Pedestrian Conversion Budget

Pedestrian Conversion	\$2,250,000.00
Turnarounds	\$445,000.00
Engineering/Inspections	\$155,000.00

Total	\$2,850,000.00
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Strategic Plan Impacts:

The completed Environmental Assessments and associated preferred alternatives for the tree steel truss bridges with Woolwich supports the Township of Woolwich’s strategic direction to “*Manage and maintain all municipal infrastructures with an emphasis on continuous improvement and greater efficiencies*”, with a goal to “*Optimize the Use of Municipal Infrastructure*”.

Conclusion:

The Township currently owns three steel truss bridges that have the potential for heritage significance due to their age. Currently, only one of the three structures is open for use, while the other two are barricaded and remain closed. The EA for Peel Street currently directs staff to convert the bridge for pedestrian use, while the EA for Middlebrook directs staff to remove the structure without replacement.

Attachments:

1. 2023 Middlebrook Place Bridge – Technical Memorandum



Date: September 29, 2023 **File:** 117085-4
To: Ryan Tucker, Township of Woolwich,
From: Matt Scott, P.Eng.
Project: Middlebrook Place Bridges MCEA
Subject: Structure 180160, 2023 Review and Revised Cost Estimates

TECHNICAL MEMO

This memo has been prepared to provide the Township of Woolwich (Woolwich) with additional information regarding Structure 180160 on Middlebrook Place (the single-span steel through-truss bridge over the Grand River) in response to the Township of Centre Wellington's (Centre Wellington) recent Council resolution regarding the Schedule B Municipal Class Environmental Assessment (MCEA) of the Middlebrook Place Bridges completed in February 2020. We understand that Woolwich will share information from this memo with Centre Wellington, as necessary.

BACKGROUND INFORMATION

Structure 180160 (Middlebrook Truss Bridge) is a ±47 m span, pin-connected Pratt camelback through-truss bridge over the Grand River. It was closed in 2013 due to structural deterioration. The truss superstructure itself is thought to have been built between 1910 and 1915 (known at that time as the Jackson's Bridge) at a different location and was moved to its current location in approximately 1946 to replace what is believed to have been a two-span timber bridge known as the Chambers (or Chamber's) Bridge. This bridge is a shared asset between Woolwich and Centre Wellington.

In 2017, Woolwich and Centre Wellington initiated a MCEA study to determine a long-term plan for this structure. The study was completed following the MCEA process for a Schedule B activity in February 2020. This study recommended that the preferred alternative for Structure 180160 was removal of the superstructure without replacement. This recommended preferred alternative was endorsed by both Woolwich and Centre Wellington Councils.

It is our understanding that Woolwich became aware of pedestrian and cyclist use of the bridge in summer 2020 and installed a steel barricade to prohibit further use of the structure by pedestrians and cyclists.

In 2022, a memo was provided to Woolwich and Centre Wellington with updated capital costs and lifecycle costing due to recent pricing increases in the construction industry.

In response to a recent Council resolution by Centre Wellington directing Centre Wellington staff to proceed with Alternative 7 from the MCEA study (removal and replacement with pedestrian bridge), Woolwich staff have requested the following information:

- Perform a site visit to review the current condition of the bridge and if the structure has degraded to a point where rehabilitation is not recommended.
- Review of the current abutment condition and recommendation for rehabilitation or replacement if a new superstructure is to be provided.
- Provide an appropriate budget for removal (not including construction of turnarounds).
- Provide an appropriate budget for a new single span pedestrian bridge structure on completely new foundations.

REVIEW OF EXISTING BRIDGE STRUCTURE

GM BluePlan Engineering Limited (GMBP) visited the site on September 8, 2023 to complete a visual review of the existing structure, primarily focusing on the existing truss superstructure. A full visual inspection meeting the requirements of O.Reg. 104/97 was not completed. Woolwich arranged for access to the bridge deck through the barricaded ends.

Refer to Figure 1 below for a glossary of terms used for the steel truss superstructure.

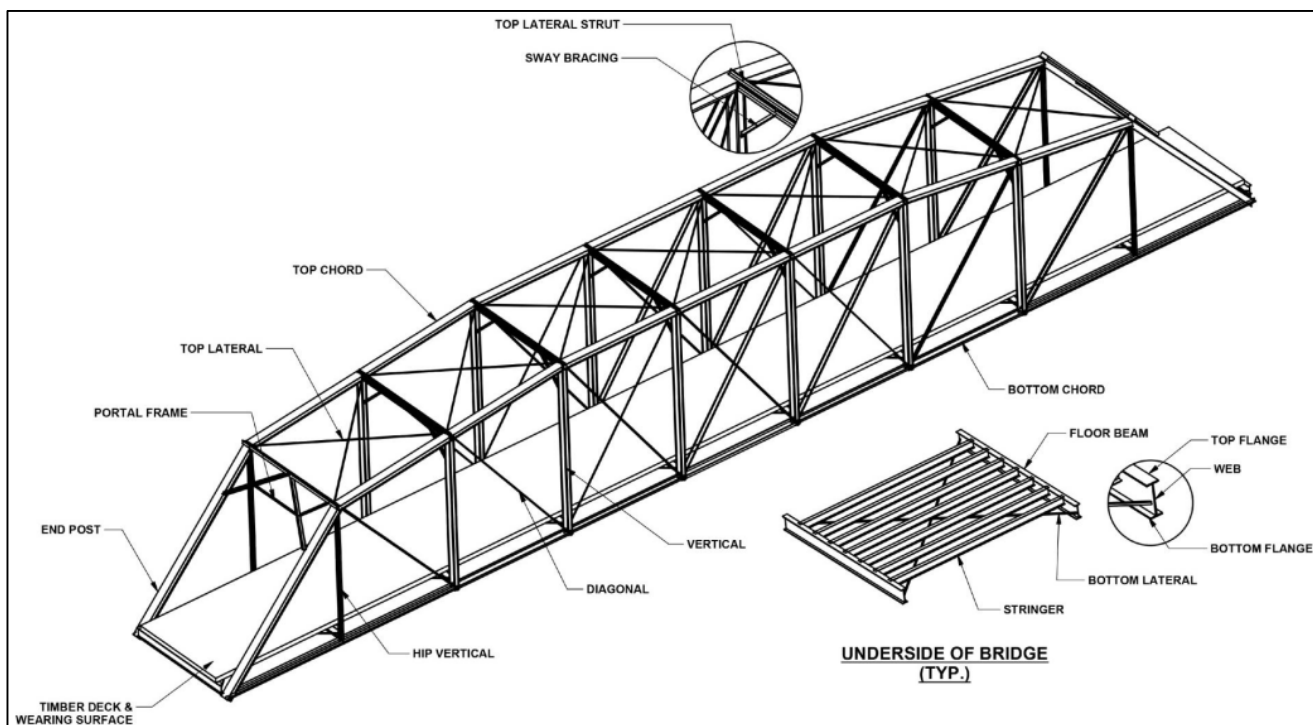


Figure 1: Glossary for steel truss superstructure

Refer to Figure 2 below for numbering and naming of bays, pin joints and substructure components.

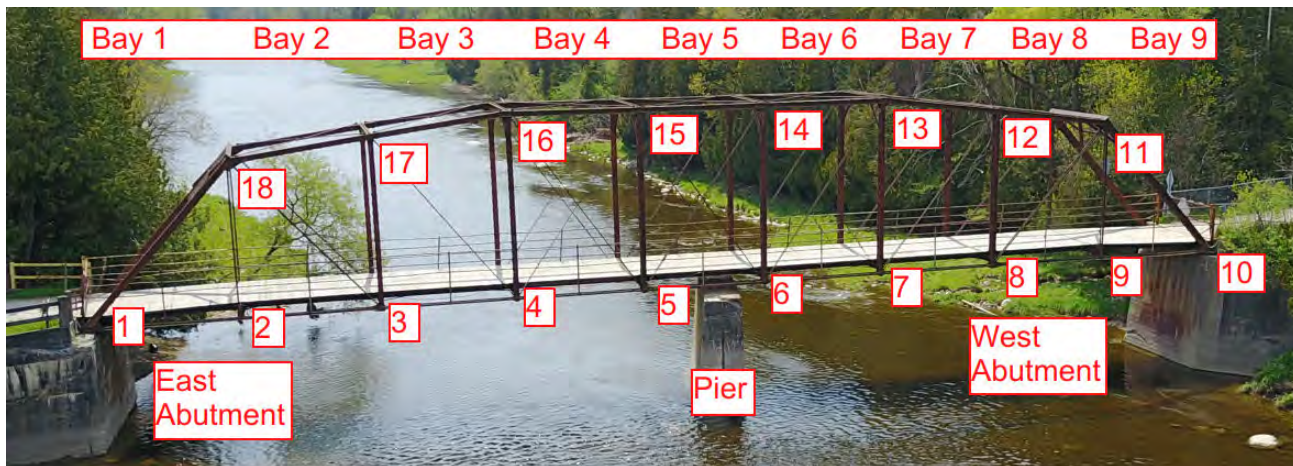


Figure 2: Numbering and naming of bays, pin joints and substructure components

Provided below is a summary of observations from our visual review. Relevant photographs are attached.

- The existing bridge deck shows moderate to severe weathering, checking, splitting and rot. Refer to Photograph 1.
- Steel stringers in the end bays (Bays 1 and 9) have completely failed and crushed at abutments, leading to settlements of the deck. Refer to Photographs 2, 3, 4 and 5. The wood deck has partially lost contact with the stringer top flanges near the east abutment.



Memo To: Ryan Tucker, Woolwich
GMBP Project: 117085-4
 September 29, 2023
 Page 3 of 6

- Steel stringer bearing support angles at floor beam locations are severely corroded. Refer to Photographs 6 and 7.
- Floor beams show medium to severe corrosion. Refer to Photograph 8.
- Bottom laterals show medium to severe corrosion at floor beam locations. Refer to Photographs 3, 5, 6 and 8.
- The southwest truss bearing roller pins have become dislodged. Refer to Photograph 9.
- The bottom chord pin joints show signs of light to severe section loss in the diagonal eye bars and vertical web plates, as well as isolated impact damage to the bottom chord eye bars. Refer to Photographs 10, 11 and 12. The exterior bottom chord at Joint 6 of the north truss appears to have a crack in the top face of the eye bar as shown in Photograph 10.
- The counter diagonal in the north truss, Bay 4 has a previous repair at the bottom chord connection. Refer to Photograph 13.
- The bottom chords in Bay 9 of each truss have a previous repair between the original bottom chord angles and lacing bars. Refer to Photograph 14.
- The west abutment and wingwalls show light to severe erosion, spalling and disintegration, specifically at the water line and truss bearing locations. Refer to Photograph 15.
- The east abutment and wingwalls show light to severe erosion, spalling and disintegration, and have wide vertical and horizontal cracks. A previous concrete repair to the northeast abutment footing was visible beneath the surface of the water. Refer to Photographs 16, 17 and 18.

Based on the information collected during our review, we believe that the bridge has continued to deteriorate since our 2017 enhanced OSIM and we maintain our recommendation that the structure remain closed to vehicle and pedestrian traffic.

Rehabilitation of the existing truss superstructure is not recommended from a structural and lifecycle cost perspective due to the number of truss elements requiring replacement, the limitations for equipment access to complete these repairs, and the limitations of pin-connected truss designs for longevity and required maintenance.

If Woolwich or Centre Wellington wishes to rehabilitate the existing truss superstructure for continued use as a pedestrian crossing, we recommend that the option to lift the truss bridge off the existing abutments and temporarily place on land using temporary foundations adjacent to the current location be explored for worker safety and constructability during the rehabilitation process. Based on our site review and historical knowledge, we anticipate the following superstructure elements to require rehabilitation or replacement as part of a proposed rehabilitation:

Element	Recommended Repairs / Replacements	Comments
Deck	Replace 205 m ² (all)	Existing deck is showing signs of severe weathering, checking, splitting and rot. Extensive deck removals are anticipated for replacement of other structural members. Full replacement of the deck is recommended.
Stringers	Replace 63 each (all)	All stringers should be replaced at the same time as the deck. Moderate to severe deterioration of top flanges of existing stringers is likely based on laminated wood deck construction. Investigate modifying stringer length to bear on top flange of floor beam instead of side-mounted stringer bearing support angles. This would require all stringers to be replaced and slightly lengthened, raising the approach road grade and raising the ballast walls.



Memo To: Ryan Tucker, Woolwich

GMBP Project: 117085-4

September 29, 2023

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Element	Recommended Repairs / Replacements	Comments
Stringer Bearing Support Angles	Replace 112 each (all)	Replacement of all stringer bearing support angles is recommended. Investigate removal of stringer bearing support angles without replacement and modification of stringer bearing configuration on floor beams (as discussed above).
Floor Beams	Replace 4 each	Replacement of first two floor beams adjacent to each abutment is recommended. All floor beams may require replacement or reinforcement if stringer bearing support is modified (as discussed above). Any original floor beams to remain should be cleaned and painted.
Bottom Laterals	Replace 8 each	Replacement of bays 1, 2, 8 and 9 bottom laterals is recommended (two laterals per bay).
Bottom Chords	Replace 18 each (all)	Count refers to bottom chord member (either double eye bar member or double angle with lacing bars member). Replacement of bottom chords in bays 1, 2, 8 and 9 is recommended due to corrosion of angles and lacing bars. Previous repairs do not appear to have been engineered. Welding of sign posts to inside bottom chords is not a supported practice, and replacement of all inside bottom chord eye bars is advisable (additional 14 bottom chord eye bar replacements). This would leave only 7 original eye bar members. Therefore, replacement of all bottom chords should be considered.
Verticals	Repair 12 each (all)	Severe corrosion and section loss noted around bottom chord pin connections. Reinforcing or partial replacement is recommended.
Diagonals	Replace 20 each	Count refers to diagonal member (some members are made of two diagonal bar elements). Severe corrosion and section loss noted around several diagonals at bottom chord pin connections. Some diagonals have been previously repaired, and previous repairs do not appear to have been engineered. Existing diagonals are not anticipated to be able to be re-tensioned due to corrosion / rust. "Loop bar" fabrication style can be problematic due to method of welding during original fabrication and is not advisable. Replacement of all diagonals is recommended.
Top Chords / End Posts	N/A	Some minor repairs or replacements may be required to facilitate rehabilitation and replacement of other members and/or lifting of bridge, such as partial removal and replacement of top plates, batten plates or lacing bars.
Top Laterals	N/A	Replacement of loose top laterals may be required. Further investigation is required.
Bearings	Replace 4 each	Roller bearings at west abutment have failed. Roller pins are visibly dislodged at southwest bearing. Replacement of fixed bearings at east abutment at same time as roller bearings is recommended.

Additional investigations to confirm the condition of existing truss elements to remain are recommended as part of the detailed design stage to confirm element condition and load carrying capacity of elements to remain.

Rehabilitation or replacement of substructure elements is discussed in the next section.



ABUTMENT CONDITION

The west abutment was constructed in approximately 1946. It is in serviceable condition and requires moderate repairs to extend its useful life. We estimate that the remaining service life of the west abutment is approximately 20-30 years.

The east abutment is believed to have been constructed in approximately 1905. It is in poor condition and requires extensive rehabilitation or replacement. Of specific concern are the wide vertical cracks in each wingwall near the abutment face, which suggest that the wingwalls may be moving and/or rotating independently of the abutment. A concrete footing repair appears to have been completed at the northeast corner, which may have been to address scour and erosion or undermining of the footing. We estimate that the remaining service life of the east abutment to be approximately 10-15 years without rehabilitation.

At the request of Woolwich, concrete cores for the east and west abutments were completed by Bridge Check Canada Ltd. (BCC). Refer to the attached Limited Condition Survey Report. This report suggests that the overall strength of concrete for the west and east abutments is approximately 30 – 50 MPa and 6 – 15 MPa, respectively. Additional cores and compressive strength tests would be required to obtain a representative sample size. The west abutment was determined to be constructed of reinforced concrete, which we believe to be consistent with a 1946 drawing provided by Woolwich. The east abutment was estimated to originally be approximately 1.2 m thick at a height of approximately 1.0 – 1.4 m above the water level at the time of the inspection. Newer reinforced concrete was noted on the buried (back) side of the abutment and wingwall, which is estimated to be approximately 0.6 m thick and increases the total abutment thickness to approximately 1.8 m at that elevation based on the full-depth abutment core.

We believe that the relatively low strength of concrete in the east abutment is problematic for a patch or refacing-type repair. Additionally, it appears as though a previous repair or retrofit to the buried face of the abutment and wingwalls was completed. We do not believe the scope or intent of this repair was documented.

Based on the cores and known information about the abutments and wingwalls, we believe that the west abutment could be repaired and repurposed as part of a new crossing to provide an additional approximately 30 years of service. We believe that the east abutment is not suitable for rehabilitation and reuse. This is primarily based on the vertical cracks present where the wingwalls meet the abutment, the relatively low strength of concrete, the previously undocumented repairs as well as the generally poor and deteriorated condition of the abutment concrete. From a lifecycle perspective, replacement of the east abutment is estimated to be more advantageous.

REMOVAL BUDGET

Woolwich has requested a standalone budget for complete removal of the existing bridge including the truss superstructure, abutments and pier. Previous estimates included the construction of a turnaround at the east approach, which has not been included in the estimate provided below.

Our pre-engineering estimate for removal of the existing bridge is \$620,000 + HST. This includes for:

- Capital cost of construction
- Engineering (20%)
- Geotechnical investigation and chemical testing
- Contingency (15%)

As no design work has been completed, this cost estimate should be considered accurate to $\pm 40\%$.



Memo To: Ryan Tucker, Woolwich
GMBP Project: 117085-4
September 29, 2023
Page 6 of 6

NEW PEDESTRIAN BRIDGE BUDGET

Woolwich has requested a standalone budget for installation of a new single-span pedestrian bridge including new abutments and foundations. Previous estimates included for removal of the existing superstructure, abutments and pier as well as the construction of a turnaround at the east approach. These options have not been included in the estimate provided below.

Our pre-engineering estimate for a new single-span pedestrian bridge is \$2,000,000 + HST. This includes for:

- Capital cost of construction
- Engineering (15%)
- Geotechnical investigation and chemical testing
- Contingency (15%)

As no design work has been completed, this cost estimate should be considered accurate to $\pm 40\%$.

A new pedestrian bridge with a clear span of 60 m was assumed for the structure. The existing bridge has a clear span of approximately 47 m; however, it is likely to be beneficial to construct the new abutments further up the existing embankments and away from normal water levels of the Grand River. This is anticipated to reduce future erosion / maintenance issues as well as material costs for the substructure components.

END OF TECHNICAL MEMO

Attachments: Select Photographs from 2023 Site Review
BCC Limited Condition Survey Report
Cost Estimates



Photograph 1: Deck at east abutment, north truss. Note weathering of deck and triangular daylight below steel barricade wall indicating settlement of deck towards north truss.



Photograph 2: Stringer in Bay 1 and east abutment, south bearing. Note complete loss of section in stringer web and loss of contact between wood deck and stringer top flange.



Photograph 3: Stringer in Bay 9 and west abutment, south bearing. Note complete loss of section in stringer bottom flange at stringer bearing seat, severe corrosion of bearing plates and severe corrosion of bottom lateral.



Photograph 4: Stringers in Bay 1 looking north. Note complete loss of section in stringer webs.



Photograph 5: Stringer in Bay 1 and east abutment, north bearing. Note complete loss of section in stringer web, corrosion in stringer top flange, severe corrosion of bottom lateral and loss of section of stringer flange at stringer bearing seat.



Photograph 6: Bay 9 stringer at east end showing bearing support angle severe corrosion, severe corrosion of floor beam and severe corrosion of bottom lateral.



Photograph 7: Bay 8 stringer at west end showing severe corrosion of floor beam and severe corrosion of stringer bearing support angle.



Photograph 8: Bay 8, east end showing severe corrosion of bottom lateral and floor beam.



Photograph 9: West abutment, south bearing showing dislodged bearing roller pin.



Photograph 10: North truss, Joint 6 showing light to severe corrosion of eye bars and vertical web plates as well as crack in bottom exterior chord.



Sept 8, 2023 8:54:35 a.m.

Photograph 11: South truss, Joint 3 showing medium corrosion of vertical web plates and gouge in exterior bottom chord.



Photograph 12: North truss, Joint 4 showing section loss at diagonal eye bar and vertical web plate.



Photograph 13: North truss, Bay 4 counter diagonal showing previous repair of square bars welded to eye bar (date of repair unknown).



Photograph 14: North truss, Bay 9 bottom chord showing previous repair of angles welded between original bottom chord angles and lacing bars (date of repair unknown).



Photograph 15: West abutment showing light to severe erosion, spalling and disintegration.



Photograph 16: East abutment showing light to severe erosion, spalling and disintegration



Photograph 17: East abutment, south wingwall showing wide vertical crack at wingwall/abutment interface and wide horizontal crack at cold joint.



Photograph 18: East abutment, north wingwall showing wide vertical crack at wingwall/abutment interface. Footing repair visible below waterline.



Your Bridge & Concrete Inspection Specialists

LIMITED CONDITION SURVEY REPORT

Site 180160, Middlebrook Truss
West Montrose, ON

Prepared for: GM BluePlan
Engineering Limited

BCC Project No.: BCC23071
Report Date: September 14, 2023

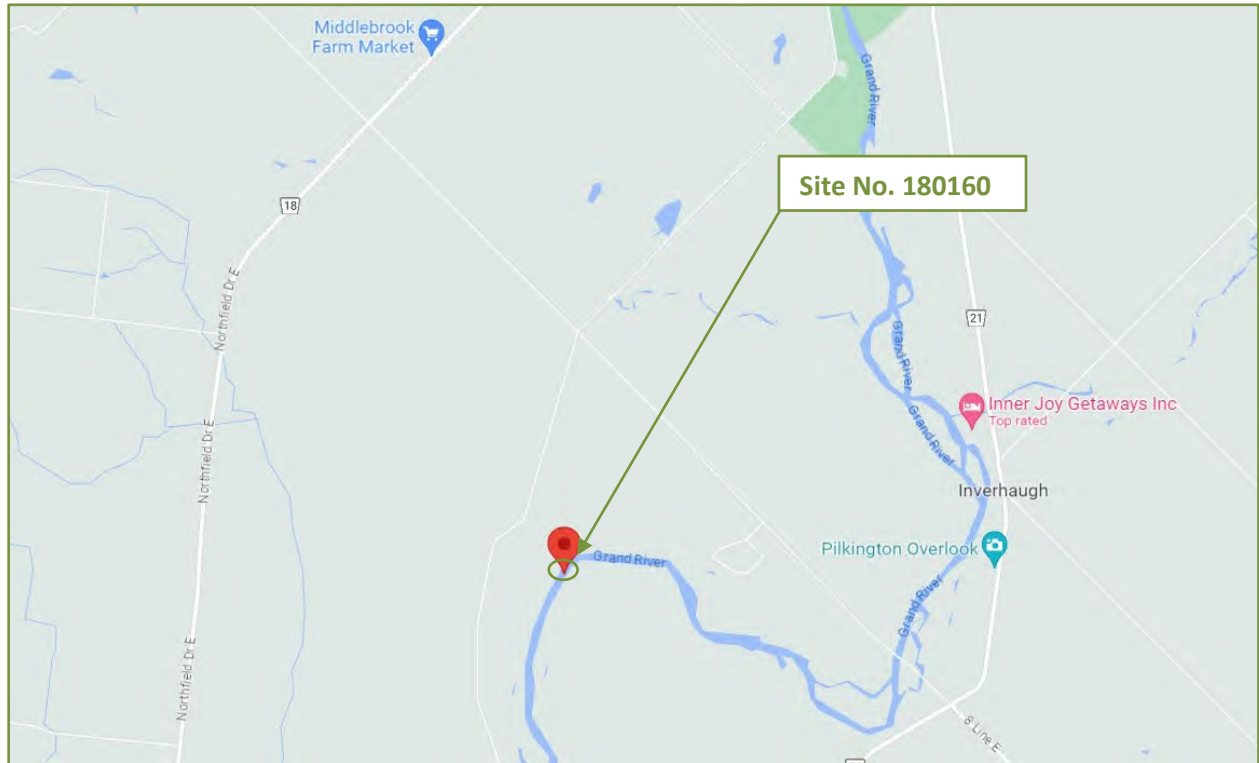
Bridge Check Canada Ltd.
200 Viceroy Road, Unit 4, Vaughan, ON L4K 3N8
T 905-660-6608 F 905-660-6608
www.bridgecheckcanada.com





KEY PLAN

**Site 180160, Middlebrook Truss
West Montrose, ON**



CORE LOG FOR EXPOSED CONCRETE

Page 1 of 3

Site: 180160

Core No.		C-AB1		C-AB2		C-AB3	
Location (between gridlines)		East Abutment		East Abutment		West Abutment	
Diameter, mm		100.0		100.0		100.0	
Length, mm		1800.0		1380.0		250.0	
Full Depth (yes/no)		Yes		No		No	
Defects in Concrete ⁽¹⁾		D		D		-	
Condition of Rebar ⁽²⁾		G		LR		N/A	
Corrosion Potential							
Compressive Strength, MPa		15.0				49.4	
Chloride Content % Chloride by Weight of Concrete	0-10 mm	Total	Corrected	Total	Corrected	Total	Corrected
	20-30 mm						
	40-50 mm						
	60-70 mm						
	80-90 mm						
AIR VOIDS	Air Content,% Spec. Surf.,mm ² /mm ³ Spacing Factor, mm						
TEST LABORATORY		BCC				BCC	
REMARKS - orientation of rebars and cover - presence of overlay, patch and thickness - other observed defects		20M-Rebar @ 1650mm (Horizontal). 20M-Rebar @ 1660mm (Horizontal). Delamination plane @ 1170mm. 1170mm original concrete and 630mm different concrete at the end of core sample. Core damaed upon removal.		Rebar imprint @ 1370mm (Vertical). Delamination plane @ 1120mm. 1120mm original concrete and 260mm different concrete at the end of core sample. Core damaed upon removal.			

1. Defects - C = Cracked, D = Delamination, R = Rough, Sc = Scaling, S = Spalling

2. Condition Rebar - G = Good, LR = Light Rust, SR = Severe Rust, N/A = No rebar exposed

Condition of Epoxy Coating – ECG = Good, ECF = Fair, ECP = Poor-rusted & debonded areas

CORE LOG FOR EXPOSED CONCRETE

Page 2 of 3

Site: 180160

Core No.	C-AB4		C-AB5		C-WW1		
Location (between gridlines)	West Abutment		West Abutment		NE Wingwall		
Diameter, mm	100.0		100.0		100.0		
Length, mm	200.0		65.0		850.0		
Full Depth (yes/no)	No		No		Yes		
Defects in Concrete ⁽¹⁾	-		-		D		
Condition of Rebar ⁽²⁾	N/A		LR		N/A		
Corrosion Potential							
Compressive Strength, MPa					5.6		
Chloride Content % Chloride by Weight of Concrete	0-10 mm	Total	Corrected	Total	Corrected	Total	Corrected
	20-30 mm						
	40-50 mm						
	60-70 mm						
	80-90 mm						
AIR VOIDS	Air Content,%						
	Spec. Surf.,mm ² /mm ³						
	Spacing Factor, mm						
TEST LABORATORY					BCC		
REMARKS - orientation of rebars and cover - presence of overlay, patch and thickness - other observed defects			Rebar imprint @ 55mm (Horizontal). Rebar imprint @ 65mm (Vertical).		Delamination plane @ 400mm. Core damaged upon removal.		

1. Defects - C = Cracked, D = Delamination, R = Rough, Sc = Scaling, S = Spalling

2. Condition Rebar - G = Good, LR = Light Rust, SR = Severe Rust, N/A = No rebar exposed

Condition of Epoxy Coating – ECG = Good, ECF = Fair, ECP = Poor-rusted & debonded areas

CORE LOG FOR EXPOSED CONCRETE

Page 3 of 3

Site: 180160

Core No.		C-WW2			
Location (between gridlines)		SW Wingwall			
Diameter, mm		100.0			
Length, mm		270.0			
Full Depth (yes/no)		No			
Defects in Concrete ⁽¹⁾		-			
Condition of Rebar ⁽²⁾		N/A			
Corrosion Potential					
Compressive Strength, MPa		30.7			
Chloride Content % Chloride by Weight of Concrete	0-10 mm	Total	Corrected		
	20-30 mm				
	40-50 mm				
	60-70 mm				
	80-90 mm				
AIR VOIDS	Air Content,% Spec. Surf.,mm ² /mm ³ Spacing Factor, mm				
TEST LABORATORY		BCC			
REMARKS - orientation of rebars and cover - presence of overlay, patch and thickness - other observed defects					

1. Defects - C = Cracked, D = Delamination, R = Rough, Sc = Scaling, S = Spalling

2. Condition Rebar - G = Good, LR = Light Rust, SR = Severe Rust, N/A = No rebar exposed

Condition of Epoxy Coating – ECG = Good, ECF = Fair, ECP = Poor-rusted & debonded areas



Photo P1 East Abutment



Photo P2 West Abutment



Photo P3 NE Wingwall



Photo P4 NW Wingwall



Photo P5 SE Wingwall



Photo P6 SW Wingwall



Photo P7 Inside Core C-AB1 (full depth)



Photo P8 Core Sample C-AB1 (full depth)



Photo P9 Core Sample C-AB1 (full depth)



Photo P10 Inside Core C-AB2



Photo P11 Core Sample C-AB2



Photo P12 Inside Core C-AB3



Photo P13 Core Sample C-AB3



Photo P14 Inside Core C-AB4



Photo P15 Core Sample C-AB4



Photo P16 Inside Core C-AB5



Photo P17 Core Sample C-AB5



Photo P18 Inside Core C-WW1 (full depth)



Photo P19 Core Sample C-WW1 (full depth)



Photo P20 Core Sample C-WW1 (full depth)

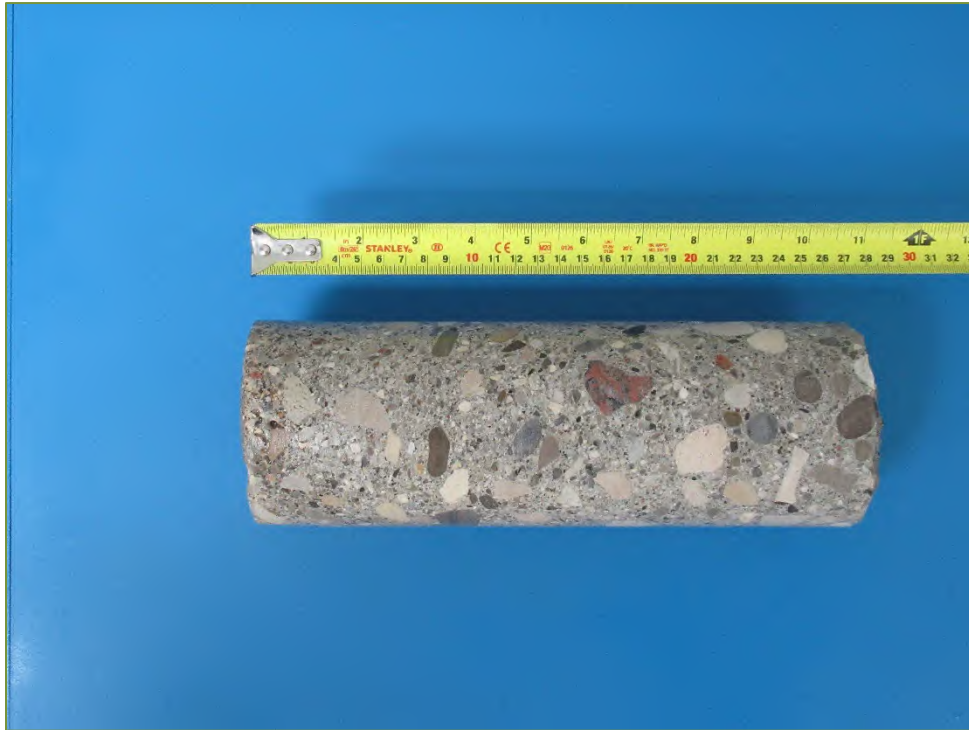


Photo P21 Inside Core C-WW2



Photo P22 Core Sample C-WW2



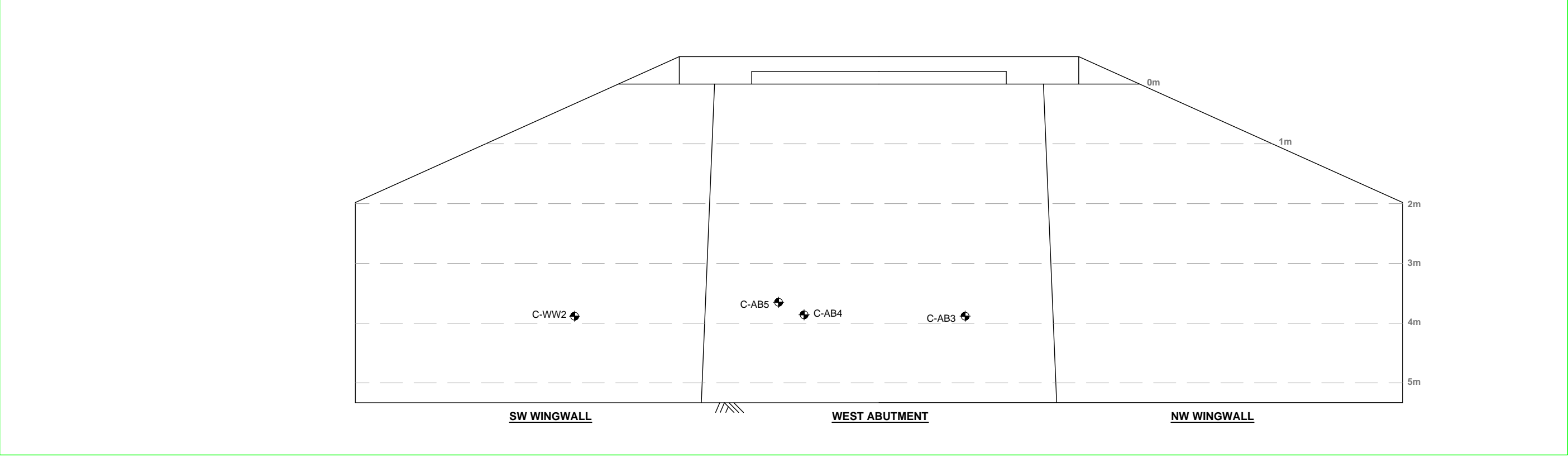
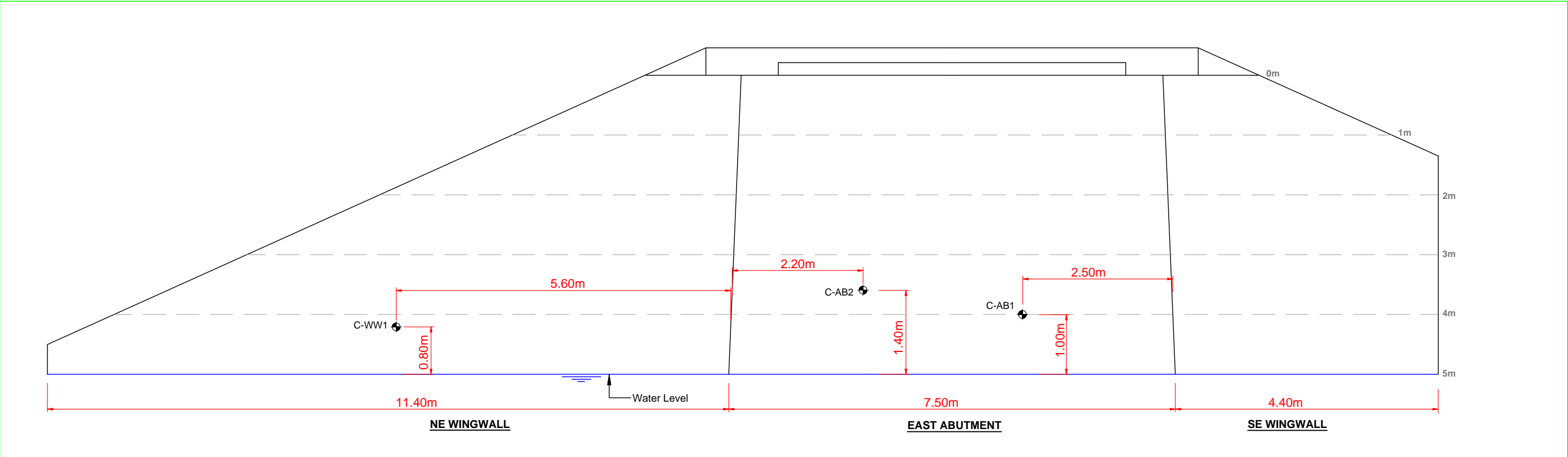
COMPRESSIVE STRENGTH OF CONCRETE CORES
(CSA A23.2-14C)

Project No.:	BCC23071
Site No.:	∴ 180160
Location:	Middlebrook Truss

Core ID	C-AB1	C-AB3	C-WW1	C-WW2
Location	E-Abut	W-Abut	NE-WW	SW-WW
Lab No.	T23-1503	T23-1504	T23-1505	T23-1506
Date Cast	-	-	-	
Date Cored	Sept 11, 2023	Sept 11, 2023	Sept 11, 2023	Sept 11, 2023
Date Tested	Sept 14, 2023	Sept 14, 2023	Sept 14, 2023	Sept 14, 2023
Capped Height (mm)	180.0	174.0	175.0	180.0
Average Diameter (mm)	100.0	100.0	100.0	100.0
Density (kg/m³)	2440	2384	2267	2311
Corrected Compressive Strength	15.0	49.4	5.6	30.7
* Direction of Loading	Perpendicular	Perpendicular	Perpendicular	Perpendicular
Moisture Content at Time of Test	Moist	Moist	Moist	Moist
Remarks	Original concrete tested.		Original concrete tested.	

*Relative to the direction of original placement.

Savio DeSouza, M.A.Sc., P.Eng.
Senior Principal Engineer



LEGEND:

- ⊙ Drain
- C1 ⊕ Core Sample Location

BRIDGE CHECK CANADA

200 Viceroy Road, Unit 4
 Vaughan, ON L4K 3N8
 T: 905-660-6608 F: 905-660-6609

PROJECT:

Middlebrook Place Truss Bridge
 Site No. 180160
 West Montrose, ON

TITLE:

SURFACE DETERIORATION OF ABUTMENTS AND WINGWALLS

Drawing No.:	1
Project No.:	BCC23071
Date:	September 2023
Scale:	1:75
Drawn by:	JL
Checked by:	MA

STRUCTURE 180160 MIDDLEBROOK PLACE (TRUSS BRIDGE)
Township of Woolwich & Township of Centre Wellington
Pre-Engineering Estimate - Bridge Removal
GMBP Project: 117085-4

Date: 2023-09-13

ITEM	SPEC.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
SECTION A - PREPARATION AND REMOVALS						
A1		Bonding and Insurance	LS	1	\$ 10,000.00	\$ 10,000.00
A2		Mobilization and Demobilization	LS	1	\$ 40,000.00	\$ 40,000.00
A3		Environmental Protection / Worksite Isolation	LS	1	\$ 120,000.00	\$ 120,000.00
A4		Clear and Grub Existing Trees and Vegetation	LS	1	\$ 20,000.00	\$ 20,000.00
A5		Removal of Deck and Truss Superstructure	LS	1	\$ 60,000.00	\$ 60,000.00
A6		Removal of Abutments and Wingwalls	LS	1	\$ 50,000.00	\$ 50,000.00
A7		Removal of Fencing and Portal Frames	LS	1	\$ 10,000.00	\$ 10,000.00
A8		Removal of Pier	LS	1	\$ 30,000.00	\$ 30,000.00
Sub-total						\$ 340,000.00
SECTION B - ROAD WORKS						
B1		Earth Excavation (offsite disposal)	LS	1	\$ 60,000.00	\$ 60,000.00
B2		Rip-rap on Geotextile	LS	1	\$ 25,000.00	\$ 25,000.00
B3		Signage	LS	1	\$ 10,000.00	\$ 10,000.00
B4		Site Restoration	LS	1	\$ 10,000.00	\$ 10,000.00
Sub-total						\$ 105,000.00
Sub-total (all parts)						\$ 445,000.00
Engineering (20%)						\$ 89,000.00
Contingency (15%)						\$ 66,750.00
Geotechnical Investigation and Chemical Testing						\$ 15,000.00
TOTAL						\$ 615,750.00
TOTAL (rounded)						\$ 620,000.00

STRUCTURE 180160 MIDDLEBROOK PLACE (TRUSS BRIDGE)
Township of Woolwich & Township of Centre Wellington
Pre-Engineering Estimate - New Pedestrian Bridge
GMBP Project: 117085-4

Date: 2023-09-13

ITEM	SPEC.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
SECTION A - PREPARATION						
A1		Bonding and Insurance	LS	1	\$ 30,000.00	\$ 30,000.00
A2		Mobilization and Demobilization	LS	1	\$ 60,000.00	\$ 60,000.00
A3		Worksite Isolation and Dewatering (Abutments)	LS	1	\$ 50,000.00	\$ 50,000.00
A4		Earth Excavation for Structures	LS	1	\$ 50,000.00	\$ 50,000.00
A5		Contractor Layout	LS	1	\$ 5,000.00	\$ 5,000.00
A6		Clear and Grub Existing Trees and Vegetation	LS	1	\$ 8,000.00	\$ 8,000.00
Sub-total						\$ 203,000.00
SECTION B - STRUCTURE WORKS						
B1		Concrete in Mud Slab (Abutments)	LS	1	\$ 10,000.00	\$ 10,000.00
B2		Helical Piles / Micro Piles	LS	1	\$ 50,000.00	\$ 50,000.00
B3		Concrete in Abutments and Wingwalls	LS	1	\$ 100,000.00	\$ 100,000.00
B4		Bearings	ea	4	\$ 2,500.00	\$ 10,000.00
B5		Prefabricated Steel Truss Pedestrian Bridge with Wood Deck (2.0m wide, 60m long)	LS	1	\$ 900,000.00	\$ 900,000.00
B6		Reinforcing Steel - Black Bar	t	15	\$ 5,000.00	\$ 75,000.00
Sub-total						\$ 1,145,000.00
SECTION C - ROAD WORKS						
C1		Pedestrian Barrier on Approaches	m	60	\$ 300.00	\$ 18,000.00
C4		Granular B Type 1 Backfill and Road Base	LS	1	\$ 50,000.00	\$ 50,000.00
C5		Granular A Road Base	LS	1	\$ 10,000.00	\$ 10,000.00
B5		Signage	LS	1	\$ 10,000.00	\$ 10,000.00
C14		Rip-Rap on Geotextile	LS	1	\$ 20,000.00	\$ 20,000.00
C15		Site Restoration	LS	1	\$ 30,000.00	\$ 30,000.00
Sub-total						\$ 138,000.00
Sub-total (all parts)						\$ 1,486,000.00
Engineering (15%)						\$ 222,900.00
Geotechnical Investigation						\$ 15,000.00
Contingency (15%)						\$ 222,900.00
TOTAL						\$ 1,946,800.00
TOTAL (rounded)						\$ 2,000,000.00



THE TOWNSHIP OF
WOOLWICH
 BOX 158, 24 CHURCH ST. W.
 ELMIRA, ONTARIO N3B 2Z6
 TEL. 519-669-6010 / 1-877-969-0094 ext. 6010
 COUNCIL/CAO/CLERKS FAX 519-669-1820
 EMAIL: jsmith@woolwich.ca

Date: October 26, 2023

Mayor Sandy Shantz and Members of Woolwich Township Council
 The Corporation of the Township of Woolwich
 24 Church Street West, Elmira ON

Re: Resolution: Tree By-law Request

Dear Mayor Shantz and Members of Council,

This letter is to inform you that the Woolwich Environmental Advisory Committee (WEAC) passed the following resolution at their meeting on September 26, 2023, requesting direction from Council:

That WEAC, at its meeting of September 26, 2023 recommends that Council direct Township staff to explore the development of a tree by-law to protect the Township's tree canopy, and that the item be added to the 2024 Workplan for staff to report back on with a recommendation to Council on implementation.

Should you require any further clarification, please contact me by email jsmith@woolwich.ca or by phone at 519-669-6010.

Yours truly,

Jeff Smith, B.A, M.A
 Director of Corporate Services / Clerk
 Township of Woolwich

COUNCIL'S OUTSTANDING ACTIVITY LIST
As of November 9th, 2023

Discussion Date	Title/Action Required	Assigned To	Projected Date of Completion	Updates/Notes
Ed in O – October 20, 2015 R - May 29, 2017 R- August 22, 2017 R – May 29, 2018 R – April 1, 2019 R – August 26, 2019 R – September 23, 2019 R – December 9, 2019 R – October 28 th , 2021	Monitoring of Transit Issues: Elmira Community Bus, Breslau on Demand Pilot program	CAO	The project is in an ongoing monitoring state.	Breslau On Demand - The pilot was launched in 2022 and will be delivered with a small or mid-sized bus and operate in residential, employment, and commercial areas in Breslau. Regional Council has decided to extend the existing Elmira Community Bus operation for an additional one-year timeframe.
O – May 16, 2017 R – July 4, 2017 R – August 22, 2017 R – September 12, 2017 R – December 9, 2019 R – March 2, 2022	Taxation of Old Order Mennonite Churches	DS	Later in 2023	Updated policies to allow severance of churches have been incorporated in the Township Official Plan to be approved by the Region. To be included in part two of the ROPP review.

COUNCIL'S OUTSTANDING ACTIVITY LIST
As of November 9th, 2023

Discussion Date	Title/Action Required	Assigned To	Projected Date of Completion	Updates/Notes
-----------------	-----------------------	-------------	------------------------------	---------------

Commitments with Unplanned/Unknown Financial Implications				
Meeting Date	Title/Project	Assigned To	Projected Date of Completion	Commitment/Updates/Notes
O - October 1, 2019 R – December 9, 2019	Resolution to Declare a Climate Emergency and Implementation of a Corporate Carbon Budget	CAO / FIN / RCS	Tied to the implementation of the TransformWR Strategy	<p>Council passed a resolution which was confirmed at the October 1, 2019, Council meeting to declare a climate emergency and implement a corporate carbon budget.</p> <p>A Region wide group is to be established to create a plan.</p> <p>Until this joint group is established, it was noted that the township has begun to address climate action strategies with respect to:</p> <ul style="list-style-type: none"> • development applications • implementation of updated Building Code regulations • update to the Zoning by to reflect electric vehicles • investigation into green options for infrastructure projects