



Township of Woolwich
Council Agenda

Date: **Tuesday, November 21, 2023**

Time: **7:00 p.m.**

Location: **Council Chambers - Hybrid with YouTube Livestream**

24 Church Street West, Elmira ON, N3B 2Z6

Chair: Mayor Sandy Shantz

Pages

1. Public Resolution to Move into Closed Session - (6:15 P.M.)

That the Council of the Township of Woolwich convenes in closed session on Tuesday, November 21, 2023 at 6:15 p.m. in accordance with section 239 (2) of the Municipal Act, 2001, for the purposes of considering the following:

- a. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; a proposed or pending acquisition or disposition of land by the municipality or local board (Property Matter); and
- b. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Legal Matter).

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

That Council reconvenes in open session.

3. Land Acknowledgement

4. Moment of Silence

5. Disclosures of Pecuniary Interest

6. Items to Come Forward from Closed Session

7. Adoption of Minutes

Resolution:

That the following minutes be adopted:

7.1	Possible Amendment to the October 24, 2023, Minutes	1
7.2	Council Minutes - October 24, 2023	2
7.3	Special Council - Planning Minutes - November 7, 2023	10
7.4	Committee of the Whole Minutes - November 14, 2023	13
8.	Public Meetings	
9.	Presentations	
10.	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.

10.1	Memo: Responding to the Province’s Announcement – Re: Winding Back Changes to Approved Official Plans	18
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10.1.1	Delegate: Tom McLaughlin, Thomasfield Homes Limited	41
	<i>7 minutes</i>	

10.2	R11-2023: 22 Mockingbird Drive, Elmira – Agreement to Lease space to Creative Beginnings Childcare Centre	48
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Recommendation:

That the Council of the Township of Woolwich, in consideration of Report R11-2023 respecting 22 Mockingbird Drive in Elmira authorize staff to negotiate terms to enter into a long-term Agreement to Lease with Creative Beginnings Childcare Centre as per the Township’s Delegation of Authority By-Law.

10.2.1 Delegate: Christa O'Connor, Creative Beginnings Childcare

7 minutes

11. Unfinished Business

12. 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 approved and received for information:

12.1 Items for Approval

12.1.1 Recommendations from Committee of the Whole 52

Resolution:

That the Summary of Recommendations of the Committee of the Whole dated Tuesday, November 14, 2023 be adopted.

12.2 Items for Information and Public Notices

12.2.1 Notice of Intent to Consider an Amending By-law to Impose Fees or Charges for Building, Planning, Fire, and General Services 54

The Council of the Township of Woolwich gives notice of its intent to consider a by-law to amend fees or charges for building, planning, fire, and general services on December 5, 2023, at 7:00 p.m. in the Council Chambers situated at 24 Church Street West in Elmira, remotely via Zoom and livestreamed to the Township of Woolwich YouTube Channel.

13. Staff Reports and Memos

13.1 Quarterly Report – 3rd Quarter – July 1 to September 30 55

13.2 DS44-2023: Zone Change Application 10/2023 (Michelle Shannon) 95

Recommendation:

That the Council of the Township of Woolwich, considering Report DS44-2023 respecting Zone Change Application 10/2023 (Michelle

Shannon) amend the Agricultural (A) zone with site specific provisions to recognize a reduced Agricultural parcel size of 34 hectares for the property of 1189 Weeby Place in accordance with the by-law in Attachment 3 to this report.

13.3 DS45-2023: Building Official Position 104

Recommendation:

That the Council of the Township of Woolwich, considering Report DS45-2023 respecting Building Official Position, receive this report for information.

14. Other Business

14.1 Resolution to Participate in Regional All Council Closed Session on December 8, 2023 107

Resolution:

That a closed meeting of Council be held on Friday, December 8, 2023 at 1:00 p.m. in the Regional Council Chambers and electronically, in accordance with Section 239 of the Municipal Act, 2001, for the purposes of considering the following subject matters:

1. Education related to Indigenous History and Reconciliation.

14.2 Resolution to Participate in an All-Council Meeting at the Region of Waterloo on December 15, 2023 108

Resolution:

That the Council of the Township of Woolwich participate in an in-person All-Council meeting hosted by the Region of Waterloo in Regional Council Chambers on Friday, December 15, 2023 at 2:00 p.m.

14.3 Woolwich Heritage Committee Resolution - West Montrose Bridge Rehabilitation 109

Committee Recommendation:

That the Woolwich Heritage Committee, regarding the West Montrose Covered Bridge Rehabilitation presentation, recommends that the Township of Woolwich Council direct the Project Team to:

1. Implement the Alternative C2 option for wood repairs (10 tonnes) within the rehabilitation project
2. Work with staff to draft the necessary amendments to the

Heritage Designation By-law 60-2007 for Council approval; and

3. Proceed with next steps to obtain Regional Council approval.

And further that the Township strongly advocates that consideration be given to restricting the bridge to pedestrian, cyclist and horse and buggy usage only and that vehicular traffic not be permitted on the bridge.

14.4 Mayor's Report on Regional Matters

14.5 Council Reports/ Updates

14.6 Outstanding Council Activity List as of Thursday, November 16, 2023 143

15. Notice of Motion

16. By-laws

Resolution:

That the following by-laws in the hands of the Clerk be read a first, second, third time and finally passed, that they be numbered as By-law numbers 71-2023 to 74-2023, and that they be signed by the Mayor and Clerk and sealed with the corporate seal.

16.1 A By-law to Establish, Maintain and Regulate a Fire Department for the Township of Woolwich 145

16.2 A By-law to Further Amend Zoning By-law 55-86, of the Township of Woolwich (1189 Weeby Place) 170

16.3 A By-law to Provide for the Appointment of a Municipal Law Enforcement Officer for the Township of Woolwich (Xxandra Morgan) 172

16.4 A By-law to Confirm All Actions and Proceedings of the Council (November 21, 2023) 173

17. Adjournment

Resolution:

That the meeting adjourns to meet again in regular session on December 12, 2023.

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



Clerks Services Memo

To: Council
 From: Jeff Smith, Director of Corporate Services/Clerk
 Subject: Possible Amendment to the October 24, 2023, Minutes
 eDocs or File ID: 125599
 Meeting Date: November 21, 2023

Background:

On October 17, 2023, Council considered the design of George Street, High Street and Charles Street Reconstruction Project and passed the following a resolution:

That the Council of the Township of Woolwich, considering Report IS22-2023 respecting George Street, High Street and Charles Street Reconstruction Project - Design Approval Report, direct staff to modify the design to:

1. Remove sidewalks except on George St. between Church St. and the entrance to Bolender park; and
2. Maintain the existing road width.

At the meeting on October 24, 2023, Infrastructure Services staff noted that maintaining the road width while also adding sidewalks on a portion of George St. between Church St. and the entrance to Bolender park would result in the removal of some existing trees, vegetation and hydro poles. Staff sought clarity from Council and Council directed staff to ensure the road be designed to be as wide as possible on that portion of George St. without requiring the removal of trees.

After hearing from delegations, Council passed a resolution approving the direction from Committee of the Whole (above) that may conflict with Council's direction to maximise the road width and protect existing trees. The Clerk missed this potential conflict.

Comments:

Given the direction provided by Council, staff recommend that Council may wish to amend the second part of the resolution to read as follows (emphasis added):

2. Maintain the existing road widths **except where sidewalk is to be installed, the road width is to be as wide as possible without requiring the removal of trees/vegetation.**

**Township of Woolwich
Council Minutes**

Tuesday, October 24, 2023

7:00 PM

**Council Chambers – Hybrid with YouTube Livestream
24 Church Street West, Elmira**

Present from Council: Mayor Shantz (Chairperson)
Councillor Burgess
Councillor Bryant
Councillor Cadeau
Councillor Schwindt*
Councillor Grant

Present from Staff: David Brenneman, Chief Administrative Officer
Jeff Smith, Director of Corporate Services/Clerk
Deanne Friess, Director of Development Services*
Richard Petherick, Director of Financial Services/Treasurer
Jared Puppe, Director of Infrastructure Services
Thomas van der Hoff, Deputy Director of Recreation and
Community Services*
Alex Smyth, Deputy Clerk
Dennis Aldous, Fire Chief
Jeremy Vink, Manager of Planning
Sherwin Meloney, Planner
Tanya Bettridge, Council and Committee Support Specialist
Meet Patel, IT HelpDesk/Support Representative

**indicates remote participation*

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

Motion by Councillor Grant
Seconded by Councillor Bryant
That Council reconvenes in open session.

...Carried

Land Acknowledgement

Mayor Shantz read a land acknowledgement.

Moment of Silence

Mayor Shantz acknowledged the current and historical conflicts in the world, paying tribute to the civilians and armed forces members that have lost their lives as a result. Mayor Shantz reminded everyone of the poppy campaign and the importance of honouring our veterans. Council observed a moment of silence.

Disclosures of Pecuniary Interest

Mayor Shantz declared a pecuniary interest on Item 10.1, George Street, High Street and Charles Street Reconstruction Project - Design Approval Report (Item 3. Of the Summary of

Recommendations to Council from October 17, 2023 Committee of the Whole Meeting) as her son lives on High Street.

Items From Closed Session

St. Jacobs Business Improvement Area (BIA) Board Appointment

Motion by Councillor Schwindt

Seconded by Councillor Burgess

That the Council of the Township of Woolwich, considering Report C31-2023 respecting an Appointment to the St. Jacobs Business Improvement Area (BIA) Board, appoints Charise Bauman to the board until the expiration of the term of the Council that appointed them, or until successors are appointed, as long as they continue to be a qualified member of the board.

...Carried

Adoption of Minutes

Moved by Councillor Grant

Seconded by Councillor Bryant

That the following minutes be adopted as presented:

- Council Minutes – September 19, 2023
- Special Council – Planning Minutes – October 3, 2023
- Committee of the Whole Minutes – October 17, 2023
- Special Council Minutes – October 17, 2023

...Carried

Public Meeting

DS42-2023: Information Report - Zone Change Application ZC 10/2023 (Michelle Shannon)

Mayor Shantz declared the public meeting to be open.

Consultant Bob Black of RBA Planning Consultants, representing the applicant, presented a document of support for the Zone Change Application and some additional background on the reasons for the application.

The Clerk noted there were no unregistered participants in the meeting.

There were no members of the public present to speak to the application.

As there were no further speakers, Mayor Shantz declared the public meeting to be closed.

Presentations

Dan Snyder's Community Legacy and Community Centre Enhancements

Presenters Graham Snyder, Paul Lucier and Rob Waters provided an update on the community centre enhancements, highlighting:

- A committee has been formed with the objective to further enhance the Woolwich Memorial Centre (WMC).

- Opportunities the committee is investigating to showcase the athletes in the community through temporary and permanent displays within the building.
- Working with Woolwich Recreation Department to coordinate efforts and fundraising.

Council and staff recognized that it has been 20 years since Dan Snyder's passing and acknowledged the passion the community has had for raising money to build the centre.

Lifeguard Team Recognition

Mayor Shantz made a special presentation to the Lifeguard Team from the Woolwich Memorial Centre, describing the incident that led to the team saving the life of a swimmer at the Centre. On behalf of Council, Mayor Shantz presented Certificates of Appreciation as a small token of the Township of Woolwich's gratitude for their efforts.

Miss Earth Canada 2024 Presentation

Mayor Shantz made a special presentation to Aleena Singh, Miss Canada Earth 2024 to acknowledge her 2024 title and the work she has been doing for the environment and community.

Miss Singh spoke about her journey in achieving the Miss Canada Earth 2024 title and her current environmental efforts, such as planting trees, environmental education advocacy, and invited the community to follow her journey to the Miss Earth competition.

Reep Green Solutions

Mary Jane Patterson and Patrick Gilbride of Reep Green Solutions presented their Impact Report, highlighting program updates, challenges, personal stories, services, events, and successes that form Reep's impact across the Region of Waterloo. Council was informed that Reep has achieved one-third of their target goal of "10,000 meaningful actions by 2030".

Waterloo Regional Police Service Community Update: Township of Woolwich

Presenters Chief Mark Crowell, Superintendent Sloden Lackovic, Staff Sergeant Griffiths, Staff Sergeant MacSween, and David Mullock of Waterloo Regional Police Service (WRPS) gave a presentation which highlighted:

- WRPS Mission, Vision and Values,
- 2022 Waterloo Region and Woolwich Township calls for service,
- Traffic enforcement statistics – Summer, 2023,
- Rural township policing strategy, and
- Response to societal needs and changes

Council discussed response times, the transition from having a detachment in the community to the touch-down system WRPS currently uses, and the technology that presents new challenges for enforcement.

Delegations

Mayor Shantz passed the role of Meeting Chairperson to Councillor Bryant and then left the meeting.

George Street, High Street and Charles Street Reconstruction Project - Design Approval Report (Item 3. Of the Summary of Recommendations to Council from October 17, 2023 Committee of the Whole Meeting)

Staff received clarification on the recommendation from the Committee of the Whole, specifically regarding the road width, sidewalk inclusion and tree removal on George Street between Church Street and Bolender Park.

Delegate Robson Jewitt wanted clarity on the proposed sidewalk installation. Staff confirmed where the sidewalks are proposed to be located and where they were removed from the proposed design.

Delegate Colleen Willard-Holt thanked Council for listening to the residents and expressed concerns about accessibility given the slope steepness of the streets.

Moved by Councillor Burgess

Seconded by Councillor Schwindt

That the Council of the Township of Woolwich, considering Report IS22-2023 respecting George Street, High Street and Charles Street Reconstruction Project - Design Approval Report, direct staff to modify the design to:

1. Remove sidewalks except on George St. between Church St. and the entrance to Bolender park; and
2. Maintain the existing road width.

...Carried

Mayor Shantz returned to the meeting and resumed the role of Meeting Chairperson.

Unfinished Business

None.

Consent Items

Moved by Councillor Bryant

Seconded by Councillor Grant

That the following consent items be approved and received for information:

Items for Approval

Recommendations from Committee of the Whole (October 17, 2023)

That Items 1 and 2 of the Summary of Recommendations of the Committee of the Whole dated Tuesday, October 17, 2023 be adopted.

1. Breslau Drain 1 – Consideration of Engineer’s Report

That the Council of the Township of Woolwich, considering Report IS19-2023 respecting the Breslau Drain 1 – Consideration of Engineer’s Report, pass the provisional by-law to adopt the Engineer’s Report for improvements to the drain.

2. Waterloo Economic Development Corporation (WREDC) Memorandum of Understanding Renewal

That the Council of the Township of Woolwich, considering Report A08-2023 respecting Waterloo Economic Development Corporation (WREDC) Memorandum of Understanding Renewal:

1. Approve in principle the renewal of the Waterloo Region Economic Development Corporation Partnership Agreement subject to 2024 Budget approval as set out in report A08-2023 dated October 17th; and
2. Include \$50,000 in funding for the WREDC in the draft 2024 budget, funded from the property tax levy.

Items for Information and Public Notices

- Correspondence from Barbara Schumacher

...Carried

Staff Reports and Memos

A10-2023: Heavy Rescue Fire Apparatus Vehicle Purchase for Conestogo

Council discussed the increasing cost of fire trucks, the costs and benefits of delaying the purchase further and directed staff to bring forward a 10-year capital forecast for vehicles to the 2024 Budget process.

Moved by Councillor Grant
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report A10-2023 respecting the purchase of a new Heavy Rescue Fire Apparatus for the Conestogo Station give pre-budget approval of \$1,169,862.46, net of HST rebate, for the purchase of a new KME Heavy Rescue Fire Apparatus from Metz Fire and Rescue to be delivered and paid for in 2026.

...Carried

DS41-2023: Zone Change Application 9/2023 – 76 Howard Ave. (Elmira Photo Lab)

Moved by Councillor Cadeau
Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report DS41-2023 respecting Zone Change Application 9/2023 – 76 Howard Ave. (Elmira Photo Lab) amend the General Industrial – Urban (M-2) with site-specific provisions (Section 26.1 267) to permit the addition of a commercial recreation use in accordance with the by-law in Attachment 3 to this report.

...Carried

Former Riverside School – Verbal Update

Chief Administrative Officer (CAO) David Brenneman provided an update on communication with the Waterloo Region District School Board regarding the former Riverside School property. Council discussed the state of the property, concerns of its decline the past several years, and potential ways the property could be used. Council directed staff to continue advocating for progress with the School Board.

Other Business

'Til Death Do Us Part Motion

Motion by Councillor Cadeau
Seconded By Councillor Grant

WHEREAS Private Members' Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do us part Act), 2022, received First and Second Reading by the Legislative Assembly of Ontario, and was referred to the Standing Committee on Social Policy on November 15, 2022; and, WHEREAS the Bill amends the Residents' Bill of Rights set out in section 3 of the Fixing Long-Term Care Act, 2021 by adding the right of residents not to be separated from their spouse upon admission but to have accommodation made available for both spouses so that they may continue to live together;

BE IT THEREFORE RESOLVED THAT the Council of the Township of Woolwich:

1. Supports Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do us part Act), 2022; AND
2. Encourages the Government of Ontario and all members of the Legislative Assembly of Ontario to support Bill 21 to keep spouses together when entering Long-Term Care Facilities; AND
3. Directs staff to circulate this resolution to the Honourable Doug Ford, Premier of Ontario, The Honourable Stan Cho, Minister of Long-Term Care, Mike Harris, Member of Provincial Parliament for Kitchener—Conestoga, Catherine Fife, Member of Provincial Parliament for Waterloo, and all other municipalities in the Regional Municipality of Waterloo.

...Carried

Mayor's Report on Regional Matters

West Montrose Bridge Repairs

Mayor Shantz provided an update that the Region met with the West Montrose Bridge Keepers, and together they are working on the composition of the repairs, focusing on how to get repair work done while still maintaining it as a heritage bridge and keep it operational while repairs are completed.

Regional Municipality of Waterloo Official Plan Amendment 6 (ROPA 6)

The Mayor and CAO provided an update on recent changes, noting there will be a review on issues such as lands added beyond what was originally requested, and that staff are collaborating to make a submission keeping in mind Woolwich's vision for managed, phased growth.

Council Reports/Updates

Green Projects

Councillor Schwindt requested that Council discuss green projects the Township should undertake prior to the 2024 budget deliberation process and suggested that in lieu of adding a Climate Action and Sustainability Coordinator position, each staff department could propose a few green projects to prioritize during 2024. CAO David Brenneman discussed the lack of resources and expertise in the current staffing complement required for such projects beyond what is already provided in the budget process, and the challenges of meeting the TransformWR

50 by 30 and 80 by 50 targets that the past Council adopted. Council discussed support for outside resources and concerns regarding potentially missed funding opportunities.

Council directed staff to:

- Provide Council with the TransformWR targets and list of climate action and sustainability goals that were committed to by previous Council.
- Arrange for a training session on the action items and various projects that have been undertaken.

Outstanding Activity List as of Thursday, October 19, 2023

None.

Notice of Motion

None.

By-laws

For First and Second Readings

Moved by Councillor Grant

Seconded by Councillor Bryant

That the following by-law in the hands of the Clerk be read a first and second time.

- A Provisional By-law to Adopt an Engineer's Report for Breslau Drain 1

...Carried

For First, Second and Third Readings

Moved by Councillor Grant

Seconded by Councillor Cadeau

That the following by-laws in the hands of the Clerk be read a first, second, third time and finally passed, that they be numbered as By-law numbers 68-2023 to 69-2023, and that they be signed by the Mayor and Clerk and sealed with the corporate seal.

- A By-law to Further Amend Zoning By-law 55-86, of the Township of Woolwich (76 Howard Ave)
- A By-law to Confirm All Actions and Proceedings of the Council (October 24 2023)

...Carried

Adjournment (9:29pm)

Moved by Councillor Bryant

Seconded by Councillor Cadeau

That the meeting adjourns to meet again in regular session on Tuesday, November 21, 2023.

...Carried

Sandy Shantz, Mayor

Jeff Smith, Clerk

DRAFT

**Township of Woolwich
Special Council - Planning Meeting Minutes**

Tuesday, November 7, 2023

7:00 PM

**Council Chambers – Hybrid with YouTube Livestream
24 Church Street West, Elmira**

Present from Council: Mayor Shantz (Chair)
Councillor Bryant
Councillor Cadeau
Councillor Schwindt
Councillor Grant*

Absent from Council: Councillor Burgess

Present from Staff: David Brenneman, Chief Administrative Officer
Jeff Smith, Director of Corporate Services/Clerk
Richard Petherick, Director of Financial Services*
Deanne Friess, Director of Development Services
Jeremy Vink, Manager of Planning
John Scarfone, Planner
Alex Smyth, Deputy Clerk
Tanya Bettridge, Council and Committee Support Specialist
Meet Patel, IT Help Desk/Support Representative
Barry Gerth, Manager of IT Services

**indicates remote participation*

Land Acknowledgement

Mayor Shantz read a land acknowledgement.

Disclosures of Pecuniary Interest

None.

Public Meeting

DS43-2023: Township Initiated Zoning By-law Review and Official Plan Amendment Locations

Mayor Shantz declared the public meeting to be open.

In a report for information, staff provided explanations and background information for the proposals for the Township-initiated Zoning By-law Review and two Township-initiated Official Plan Amendments.

Council discussed the reasons for limiting geothermal heating in source water protection areas, considering allowing bunkhouses where they may be needed on smaller properties for intensive farming operations (i.e., greenhouse operations) and the need to communicate with property owners any significant changes of land use designation as it related to the environmental features.

Council inquired about the zoning for environmental features; it was explained that the mapping helps to identify to a landowner that a property is subject to the regulations and these features are already identified and enforced by conservation authority or regional policies.

Registered Participant Richard Scheid clarified lands near his property would remain agricultural until a planning application comes forward. Mr. Scheid expressed his desire to protect agricultural lands from development and clarified the processes for development approvals and appeals.

Registered Participant Delmer B. Martin provided Council with a history about his property, concerns with development restrictions and work he has done to date. Mr. Martin expressed his desire to be able to build a house within the woodlot on his property. Council and staff confirmed the planning application process that would be required for Council consideration.

The Clerk noted there were no unregistered participants in the meeting.

There were no other members of the public present to speak to the application.

As there were no further speakers, Mayor Shantz declared the public meeting to be closed.

Presentations

Uses In Prime Agricultural Areas and Agricultural Enforcement

Manager of Planning Jeremy Vink provided a presentation which highlighted:

- Background/timeline of steps toward enforcement
- Provincial Policy Statements guidelines and examples
- Township and Regional Official Plans
- Zoning uses (agricultural and home business - tradesperson)
- Overview of the process/costs for various applications and occupancy certificates
- Taxes and MPAC assessment implications
- Options for Council to consider moving forward

Council discussed agriculture enforcement and planning application fees, the number of farm stands in Woolwich, and compliance timelines/deadlines, processes, and enforcement fees. Staff confirmed there have been a few properties where the enforcement fees apply, and Council expressed concern about penalizing property owners for things they may have not been previously aware of. Council acknowledged the importance of compliance and consistency and expressed concerns in charging small roadside stands a fee amount that could be more than the stand would earn. One Council member suggested that the Township pivot to a complaint and application-based approach program so that staff can focus on larger provincial planning issues.

Council received confirmation on the status and cost of the current contract with Stantec. Staff explained the flexible approach Woolwich has historically taken with property owners to ensure business continuity during the compliance process. Council and staff discussed the challenges with complaints-based enforcement and the previous Council's desire for a fair process. Council confirmed the timeline for Stantec to finish the notification letter process.

Motion by Councillor Bryant

Seconded by Councillor Grant

The Council of the Township of Woolwich, considering a presentation regarding Uses In Prime Agricultural Areas and Agricultural Enforcement, direct staff to:

1. continue to send out all enforcement letters to landowners to complete the notice process within the entire Township;
2. stop active enforcement for 12-18 months while continuing to allow voluntary compliance;
3. waive the added agricultural enforcement fee;
4. stop the enforcement process for roadside produce stands and update the Fees and Charges By-law accordingly;
5. report back to Council by the 2nd quarter 2024 with:
 - a. a summary of outstanding non-compliant properties; and
 - b. a review of the process for on-farm diversified uses with options for further streamlining; and
6. determine an appropriate funding source for the consultant contract from the 2023 budget.

...Carried

By-laws

Moved by Councillor Grant

Seconded by Councillor Cadeau

That the following by-law in the hands of the Clerk be read a first, second and third time and finally passed, that it be numbered as By-law number 70-2023, and that it be signed by the Mayor and Clerk and sealed with the corporate seal.

- A By-law to Confirm All Actions and Proceedings of the Council (November 7, 2023)

...Carried

Adjournment (9:23 pm)

Moved by Councillor Bryant

Seconded by Councillor Cadeau

That the meeting adjourns to meet again in regular session on Tuesday, November 21, 2023.

...Carried

Sandy Shantz, Mayor

Jeff Smith, Clerk

**Township of Woolwich
Committee of the Whole Minutes**

Tuesday, November 14, 2023

7:00 PM

**Council Chambers – Hybrid with YouTube Livestream
24 Church Street West, Elmira**

Present from Council: Mayor Shantz
Councillor Bryant
Councillor Cadeau (Chairperson)
Councillor Grant
Councillor Schwindt

Absent: Councillor Burgess

Present from Staff: David Brenneman, Chief Administrative Officer
Jeff Smith, Director of Corporate Services/Clerk
Deanne Friess, Director of Development Services*
Richard Petherick, Director of Finance/Treasurer*
Jared Puppe, Director of Infrastructure Services
Ann McArthur, Director of Recreation and Community Services*
Alex Smyth, Deputy Clerk
Ryan Tucker, Engineering Project Supervisor
Dennis Aldous, Fire Chief
Craig Eveson, Deputy Fire Chief*
Tanya Bettridge, Council and Committee Support Specialist
Meet Patel, IT HelpDesk/Support Representative

**indicates remote participation*

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

Moved by Councillor Bryant

Seconded by Councillor Grant

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).

...Carried

Public Resolution to Reconvene in Open Session (7:12 P.M.)

Moved by Councillor Grant

Seconded by Councillor Bryant

That Council reconvenes in open session.

...Carried

Land Acknowledgement

Chair Cadeau read a land acknowledgement.

Disclosures of Pecuniary Interest

None.

Items to Come Forward from Closed Session

None.

Public Meetings

None.

PresentationsC32-2023: Final Report from the 2SLGBTQ+ Ad-hoc Working Group

Presenters Ryan Hume and Sal presented the Working Group's Final Report and recommendations. Sal talked about their experience as a gender fluid individual, the lack of acceptance they often face, and how important it is to move forward toward being a better community. Mr. Hume discussed how different demographics navigate the spaces in this community, the goals to develop inclusive spaces for everyone, and acknowledged the Township's commitment toward those goals.

Chair Cadeau and Councillor Grant acknowledged they had the pleasure and privilege of working with the Group, and Mayor Shantz commended the Group's efforts toward an inclusive community.

Council discussed prioritizing the capital-related projects in the recommendation, the desire to act on at least one item this year, and addressing the proposed projects within the budget process. It was noted that the proposal's list was identified as a 5-year plan and the Group acknowledged the fiscal challenges in implementing some of the items in the recommendation.

Moved by Councillor Grant

Seconded by Mayor Shantz

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 community murals;
 - c. Consider installing professional mural; and
 - d. Consider installing rainbow crosswalks or sidewalks;
5. Direct staff to proceed with the design and purchase of rainbow benches within the 2023 budget and plan for a Spring 2024 installation; and

6. Direct staff to establish avenues for continuing community engagement and feedback on the implementation of this report as needed.

Council discussed timelines for the recommendations, current staff resources, and the possibility of implementing one of the recommendations in 2023. Council discussed using the 2023 budget to purchase a bench for installation in 2024.

...Carried

Woolwich Township Heritage Committee 2024 Work Plan and Budget

Woolwich Heritage Committee Co-Chair Colleen Willard-Holt provided a presentation of the Committee's 2024 Work Plan and Budget, which highlighted:

- Community Awareness goals, activities, and budget
- Heritage designation activities and a \$4000 budget

Council discussed the importance of raising Heritage awareness and acknowledged the Heritage Committee's efforts.

Moved by Councillor Bryant

Seconded by Councillor Grant

That the Council of the Township of Woolwich receive for information the Woolwich Heritage Committee 2024 Work Plan and Budget presentation.

...Carried

Delegations

1st Elmira Scout Group, Request for Gore Park Fee Reduction

Delegate Philippe Bertrand of the 1st Elmira Scout Group presented their request for reduced Gore Park rental fees for their annual Christmas tree stand. Mr. Bertrand reviewed the history of the Christmas tree stand in Gore Park, previous requests to Council, and the potential need to relocate if they have to cover the full rental fee.

Moved by Mayor Shantz

Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering the 1st Elmira Scout Group's request for a reduction in rental fees for Gore Park, approve the full fee waiver for the term of Council.

...Carried

Unfinished Business

None.

Consent Items

Moved by Councillor Schwindt

Seconded by Councillor Grant

That the following consent items be received for information:

Items for Information and Public Notices:

- Notice of Public Meeting – December 12, 2023

...Carried

Items Pulled From the Information Package

None.

Staff Reports and Memos

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

Council discussed the clauses in the by-law regarding assisting other fire departments outside of the Township, which in the absence of formal agreements would be at the discretion of the Fire Chief.

Moved by Councillor Bryant

Seconded by Councillor Grant

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.

...Carried

C28-2023: Draft 2024 Council Meeting Schedule

Council discussed the provisions for Special Council meetings, historically scheduled Special Council meetings in July, and their purpose of maintaining business continuity for the Township.

Moved by Councillor Bryant

Seconded by Councillor Grant

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.

...Carried

IS21-2023: Township Historic Bridge Update

Council discussed the possibility of converting the Conestogo bridge to pedestrian use only; staff advised of the process if that was Council's direction.

Moved by Councillor Bryant

Seconded by Councillor Grant

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

...Carried

Other Business

Resolution from the Woolwich Environmental Advisory Committee (WEAC): 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

Council discussed the potential negative impacts of a by-law that regulates tree cutting on private property, the goals for the by-law in terms of tree replacement, deferring the by-law

development to 2026 due to current staffing resources or hiring a consultant if Council wants the by-law addressed sooner. Staff addressed the resource challenges with creating the by-law and implementing enforcement and Council acknowledged the value in protecting the tree canopy.

Council requested that the request from WEAC be added to the Outstanding Activity List.

Council Reports/Updates

Trees for Woolwich Planting

Councillor Grant stated that she had residents ask questions about communication of the program, the timing between communication and program implementation, and the type/height of trees planted near hydro lines. Council inquired if there was consultation prior to the project with farm owners. Staff reviewed the communication and consultation process and timing, and explained how the trees would be maintained for the first few years.

Outstanding Activity List as of Thursday, November 9, 2023

None.

Notice of Motion

None.

Adjournment (8:24 pm)

Moved by Councillor Bryant
Seconded by Councillor Grant
That the meeting adjourns.

...Carried

Sandy Shantz, Mayor

Jeff Smith, Clerk



Corporate Memo

Development Services

To: Council

From: Jeremy Vink, Manager of Planning

Subject: Responding to the Province's Announcement – Re: Winding Back Changes to Approved Official Plans

File ID: DM 125489, 125488 and 125487

Meeting Date: November 21, 2023

Background

On April 11, 2023 the Province announced the decision with respect to the Regional Official Plan (ROP) as it pertained to the first few chapters of the ROP and the associated mapping. In that decision the Province moved the boundaries of the settlements to match the Countryside Line (Attachment 1) instead of the boundaries proposed by the Region (see Attachment 2).

On October 23, 2023 the Province of Ontario announced that they *"will be introducing legislation that would reverse the official plan decisions for Barrie, Belleville, Guelph, Hamilton, Ottawa and the City of Peterborough, the Regional Municipalities of Halton, Niagara, Peel, Waterloo and York, as well as Wellington County. This legislation would wind back provincial changes to official plans and official plan amendments, except in circumstances where construction has begun or where doing so would contravene existing provincial legislation and regulation. This includes winding back changes to urban boundaries.*

To ensure that the reset plans match our shared ambitions to build more homes, especially now that municipalities have made their housing pledges, we will be asking impacted municipalities to submit changes and updates to those plans to ministry staff within 45 days of today, including information on projects that are already underway.

In recognition of the costs incurred by municipalities arising out of this decision, the province will work with impacted municipalities to assist with related planning and staffing costs."

Comments

In 2022 the Township had worked with the Region and was generally supportive of the Region's plan with respect to ROPA 6 proposing to add lands to match the 2051 population projections. The Province's April 2023 decision to provide much different urban boundaries came as a surprise to all. Based on that decision of the Province, the Township, as well as others, have moved forward and taken significant steps to implement that decision. The Province is now

seeking comments from local municipalities with respect to the Province's approval and how to move forward.

Two options readily present themselves, to either recommend to the Province to:

1. Revert back the decision with the Region's approved ROPA 6 boundaries; or
2. Move forward with the existing Province's approved boundaries with staged and controlled growth.

A third option would be some variation between the two above. This third option leads to choosing one parcel over another, it becomes complex and will not achieve a better approach than considering the two main options.

Winding back to the Region approved ROPA 6 boundaries would provide the protection to ensure that development does not creep or push beyond lands needed for the proposed population projections. This would also appear at first glance the best approach to protecting the environment and preserving farmland, especially if we are not able to control the growth.

Winding back the boundaries for Elmira, St Jacobs and especially Breslau would impact the works undertaken and has cost implications. The Township has made great strides to address the appropriate growth in these areas considering items such as land uses, servicing and infrastructure needs. Experts have been retained, staff have spent significant hours of time, and the community has provided input that has helped to move forward a land use plan in Breslau. As well, developers and landowners have made decisions and invested monies based on that Provincial decision.

With respect to the studies that have started, to stop the studies mid stream would have a financial impact as we are committed to paying professionals for their work and would also result in incomplete, valuable information being gathered. There is the potential that the Province may reimburse us for the costs incurred. It is important to note that current studies being undertaken are using funds from the Development Charges. After mid-2024 such funding of studies is no longer permitted from the Development Charges and would need to be funded from general tax levies, it is therefore financially responsible to complete those studies using the funds that already exist. The outcomes from these studies will provide valuable information to assist the Township in planning for the proper infrastructure needs and servicing now to support that long term growth. Continuing with the longer-term plan would give guidance to the Township to lay out a plan, to fund and guide that growth, in a feasible and phased appropriate manner.

Similarly, the Secondary Planning work done in Breslau has shown that the current approved Official Plan for Breslau could be improved upon by looking at these longer-term boundaries to the Countryside Line. This would allow for comprehensive planning of both residential lands and employment lands, help in setting priorities for future studies regarding drainage and environmental, integration of the Airport, leading to a better complete community.

Allowing the Township to consider growth in Elmira to the Countryside Line also allows for flexibility to develop more industrial land and opportunities for economic development, but also more wholistically consider transportation needs such as a potential truck by-pass and the extension of Barns wallow Drive to Listowel Road.

If the option was to wind back to the Regional Plan, the Township could not proceed with these comprehensive studies and planning as the Provincial Policy Statement framework only allows for review, designation, and planning of urban growth within the defined settlement boundaries. It would be conflicting with policy to suggest a development land use plan for lands that are not in a settlement, where development cannot take place.

The Region's Countryside Line, which was used to create the Province's approved ROPA 6 boundaries, already established this future long term growth boundary. If the goal or intent was to develop to that boundary in a haphazard manner, without the proper density and consideration in the short term, the concern remains valid. However, the Countryside Line as an Urban boundary can also achieve much the same effect of just a Countryside Line as a future growth boundary if planned and implemented well. Growth to an urban boundary can take just as long (maybe even longer) with a well developed and staged plan. A well-developed plan can ensure proper urban growth to these boundaries with proper densities, planning for transit and active transportation, yet in the interim can maintain the agricultural uses.

The addition of lands to each of the communities may also support opportunities for long term care homes to find lands in a settlement or allow the Township to respond to specific or unique housing or employment needs and economic development opportunities.

Not only is the Township impacted by this potential winding back, but so are landowners. Some developers and landowners have made decisions based on the April decision, even to the point of working on studies and reports in preparation of formal planning applications. For example, a larger industry has also been working on expansion plans that rely on the approved boundary to the Countryside Line.

Given all of the realities noted above, best approach is that Township request that the Minister continue with the use of the Countryside Line as was implemented for the Township of Woolwich, but only if the decision allows for and supports that the Township is be able to control the growth in accordance with the following:

- That the boundaries of the Countryside line be viewed as long term boundaries and not lands necessarily required by 2051 where the limits of the Countryside Line, as the urban boundary allow for the municipality to comprehensively plan for the long term needs of the community for both residential and employment lands,
- That the Township be required and permitted to implement proper growth controls that will set clear and concise staging policies to meet the population targets to 2051 as set out in the approved Regional Official Plan as approved by the Province,
- That staging shall take into account, and be subject to, available servicing capacity at the Regional Wastewater Treatment Plants in Elmira and St Jacobs,
- The Township develops and stages growth to meet or exceed the minimum densities in the current Official Plan of 45 ppj/ha in Township Urban Areas, and 55ppj/ha in the Urban Areas,
- That only the Township shall be able review and determine if any alterations to the staging or growth targets are required at the time of a Township initiated Official Plan review, which is reflective of population and employment needs. No individual landowner or group of landowners can request to amend the staging.

The direction to have a comprehensive long-term plan where growth is staged appropriately, will allow the Township to grow Elmira, St Jacobs and Breslau to achieve a better long-term plan, at potentially greater densities, protecting environmental features, having the same or less impact to agriculture. Although sometimes criticized for our strong staging and growth policies, this approach is consistent with how the Township has grown and demonstrated that we can grow in a very controlled manner. This is achieved by setting policy in the Official Plan along with identified areas that can grow at a point in time. Growth targets are allocated to greenfield development, splitting this annual growth between developers to see variation in product and opportunities in each community. This controlled growth in Woolwich been effective in Elmira and St Jacobs since the 1990's, using the population target for each community to set out equal annual growth targets. The same approach was recently used in Breslau, where the growth allocations were challenged and upheld at the Ontario Land Tribunal.

However, if the Province is not accepting of the above approach, it is then recommended that the Region's ROPA 6 boundaries be implemented for Woolwich. Although not allowing for the fulsome comprehensive approach that is preferred, the alternative of having the larger urban boundaries without the ability to control the growth would allow development that is not consistent with our goals and objectives. The Township would then also request that the Province reimburse the Township for the works and studies that were started and committed to under this process.

List of Attachments

Attachment 1 – Province Decision ROPA 6 April 2023

Attachment 2 – Region Approved ROPA 6 Boundaries

DECISION

With respect to Official Plan Amendment 6
for the Region of Waterloo
Subsection 17(34) and Section 26 of the *Planning Act*

I hereby approve, as modified, Official Plan Amendment 6 for the Region of Waterloo as adopted by By-law No. No. 22-038, subject to the following modifications, with additions in **bold underline** and deletions in **~~bold strikethrough~~**:

1. Part B to By-law 22-038, is modified by:
 - (a) deleting the entirety of Section 2.E.2.4 as follows:

~~**2.E.2.4 As part of the next municipal comprehensive review of this Plan, the Region, in collaboration with the Township of North Dumfries, will give priority consideration to expanding the boundary of the Ayr Township Urban Area to include the lands shown on Figure 17, subject to the following:**~~

 - ~~(a) the need for the urban boundary expansion in the Township of North Dumfries has been justified in accordance with Policy 2.C.3.1;~~
 - ~~(b) the lands added to the Ayr Township Urban Area satisfy the applicable requirements of Policy 2.C.3.2; and~~
 - ~~(c) the Ayr Township Urban Area has sufficient reserve capacity in the municipal water and wastewater system to service the lands; and~~

(b) deleting the entirety of “Attachment ‘H’, Figure 17 – Policy 2.E.2.4 Ayr Priority Consideration Area Lands Township of North Dumfries” to reflect the deletion of Section 2.E.2.4.
2. [New] Part B to By-law 22-038, is modified by:
 - (a) creating a new Section 2.J.10 as follows:

2.J.10 Notwithstanding Policy 2.G.1, for the lands shown

on Figure 17 in the Township of Woolwich, located at 335 Farmers Market Road, the Township of Woolwich may permit certain additional industrial/commercial uses, including self storage uses. Any development applications on the lands will not be approved until the applicant confirms that municipal water and wastewater system servicing of the lands as required will be provided through a cross-border servicing agreement, entered into between the City of Waterloo and the Township of Woolwich.; and

- (b) creating a new “Attachment ‘H’, Figure 17 – Policy 2.J.10 335 Farmers Market Road Township of Woolwich” as shown on Appendix A attached hereto, to identify the subject lands at 335 Farmers Market Road, Township of Woolwich.

3. [New] Part B to By-law 22-038, is modified by:

- (a) creating a new Section 2.J.11 as follows:

2.J.11 Notwithstanding the other policies of this Plan, for the lands shown on Figure 18 (241 Queen Street West) the City of Cambridge shall permit high density residential and institutional uses with the following provisions:

- a) **Maximum height of buildings and structures of 85 metres, inclusive of rooftop mechanical structures;**
 - b) **No maximum number of dwelling units per hectare;**
 - c) **Maximum lot coverage of 30 percent;**
 - d) **Minimum floor space index of 1.2;**
 - e) **Maximum floor space index of 2.9; and,**
 - f) **No minimum lot frontage; and**
- (b) creating a new “Attachment ‘H’, Figure 18 – Policy 2.J.11 241 Queen Street West City of Cambridge” as shown on Appendix B attached hereto, to identify the subject lands at 241 Queen Street West, City of Cambridge.

4. [New] Part B to By-law 22-038, is modified by creating a new Section 2.J.12 as follows:

2.J.12 At the time of the next Township of Woolwich official plan update, for the Elmira Township Urban Area, the Township shall review and update its phasing and staging of development policies to expedite development applications for housing projects.

5. [New] Part B to By-law 22-038, is modified by creating a new Section 2.J.13 as follows:

2.J.13 Where lands are designated “Urban Designated Greenfield Area” through Regional Official Plan Amendment 2 (ROPA 2), they shall be designated “designated greenfield areas” in this Plan; where lands are removed from the “Prime Industrial / Strategic Reserve” designation through ROPA 2, they shall be removed from the “employment areas” designation in this Plan; and, where lands are designated “Prime Industrial / Strategic Reserve” through ROPA 2, they shall be designated “employment areas” in this Plan.

6. [New] Part B to By-law 22-038, is modified by creating a new Section 2.J.14 as follows:

2.J.14 For the lands added to the Urban Area or the Township Urban Area on Map 1, the Designated Greenfield Area on Map 2, and the Urban Area / Township Urban Area on Map 3, area municipalities shall identify appropriate land use designations, including the identification of employment lands, with consideration of applicable provincial policies and guidelines.

The intent of this policy is to implement Option 1 for community area and 15% intensification for employment area land needs as identified in the final Land Needs Assessment from staff report PDL-CPL-22-20, considered by Regional Council on June 29, 2022.

Nothing in this policy precludes proponents from initiating planning applications or undertaking secondary planning in advance of the area municipalities’ next official plan update.

7. Part B to By-law 22-038, is modified by modifying Section 3.A.4 as

follows:

3.A.4 Area municipalities will develop official plan policies and implementing zoning by-laws to permit and facilitate the use of land for additional residential units **in Settlement Areas with full municipal water and sewage services** by authorizing,

- (a) the use of **two up to three** residential units in a detached house, semi-detached house or row house; **and or**
- (b) the use of **a up to two** residential units **in a detached house, semi-detached house or row house and a residential unit** in a building or structure ancillary to a detached house, semi-detached house or row house.

For additional clarity, the intent of this policy is to permit the use of up to three residential units on an urban residential lot. Parking requirements for additional residential units shall be in accordance with the Planning Act regulation.

8. The definition of Major Goods Movement Facilities and Corridors in Part B, “Attachment ‘D’, Glossary of Terms” to By-law 22-038 is modified as follows:

The transportation facilities and corridors associated with the inter- and intra-provincial movement of goods. Examples include: inter-modal facilities, ports, airports, **rail facilities**, truck terminals, freight corridors, freight facilities, and haul routes and primary transportation corridors used for the movement of goods. Approaches that are freight-supportive may be recommended in guidelines developed by the Province or based on municipal approaches that achieve the same objectives. (PPS 2020)

9. [New] A definition of Rail facilities is added to Part B, “Attachment ‘D’, Glossary of Terms” to By-law 22-038 as shown below:

Rail facilities

Means rail corridors, rail sidings, train stations, inter-modal facilities, rail yards and associated uses, including designated lands for future rail facilities. (PPS 2020)

10. Part B, “Attachment ‘E’, Map 1 – Regional Structure” to By-law 22-

038 is deleted and replaced with Modified "Attachment 'E', Map 1 – Regional Structure" as shown in Appendix C, attached hereto.

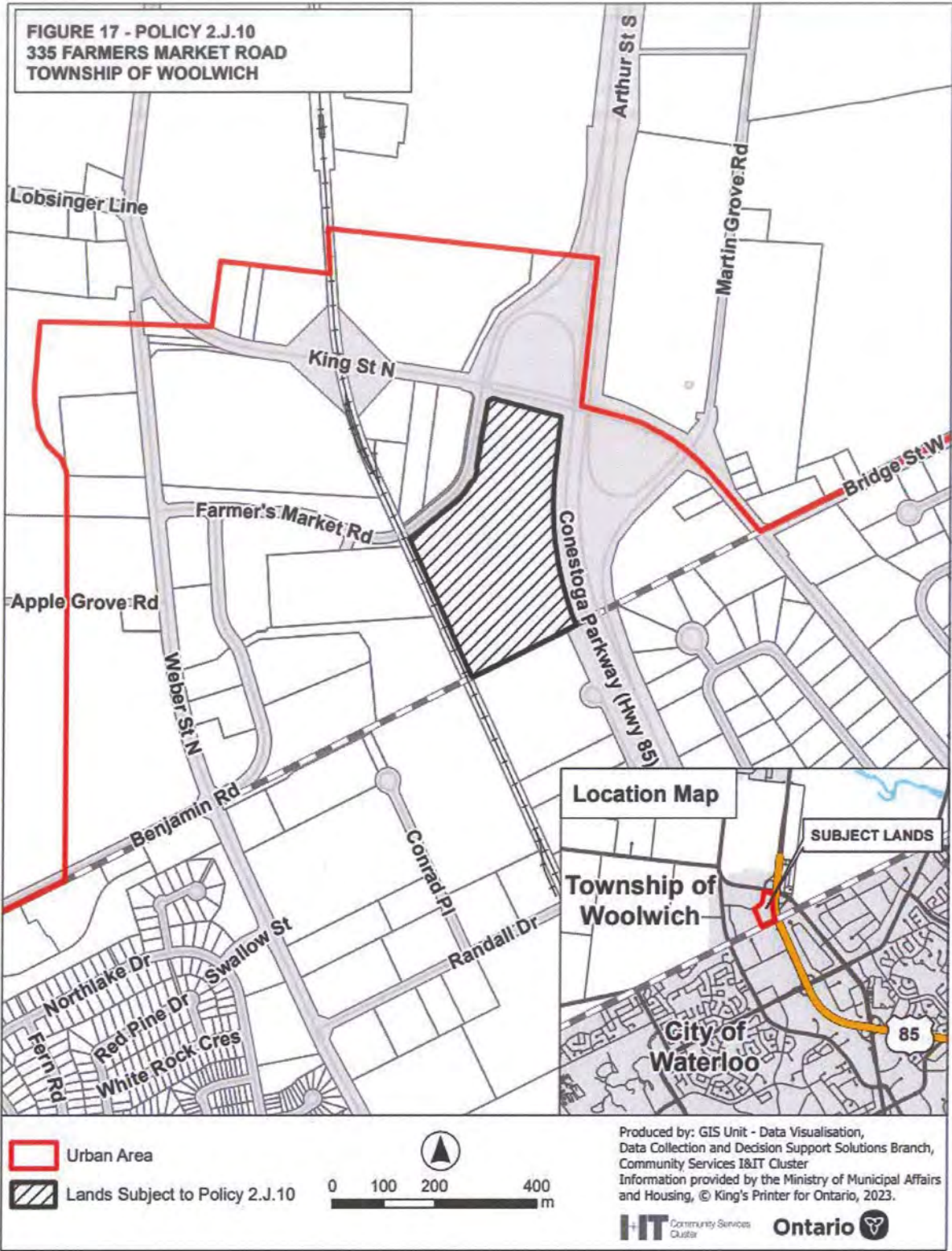
11. Part B, "Attachment 'F', Map 2 – Urban System" to By-law 22-038 is deleted and replaced with Modified "Attachment 'F', Map 2 – Urban System" as shown in Appendix D, attached hereto.
12. Part B, "Attachment 'G', Map 3 – Employment Area" to By-law 22-038 is deleted and replaced with Modified "Attachment 'G', Map 3 – Employment Areas" as shown in Appendix E, attached hereto.

Dated at Toronto this 11th day of April, 2023.



Hannah Evans
Assistant Deputy Minister
Municipal Services Division
Ministry of Municipal Affairs and Housing

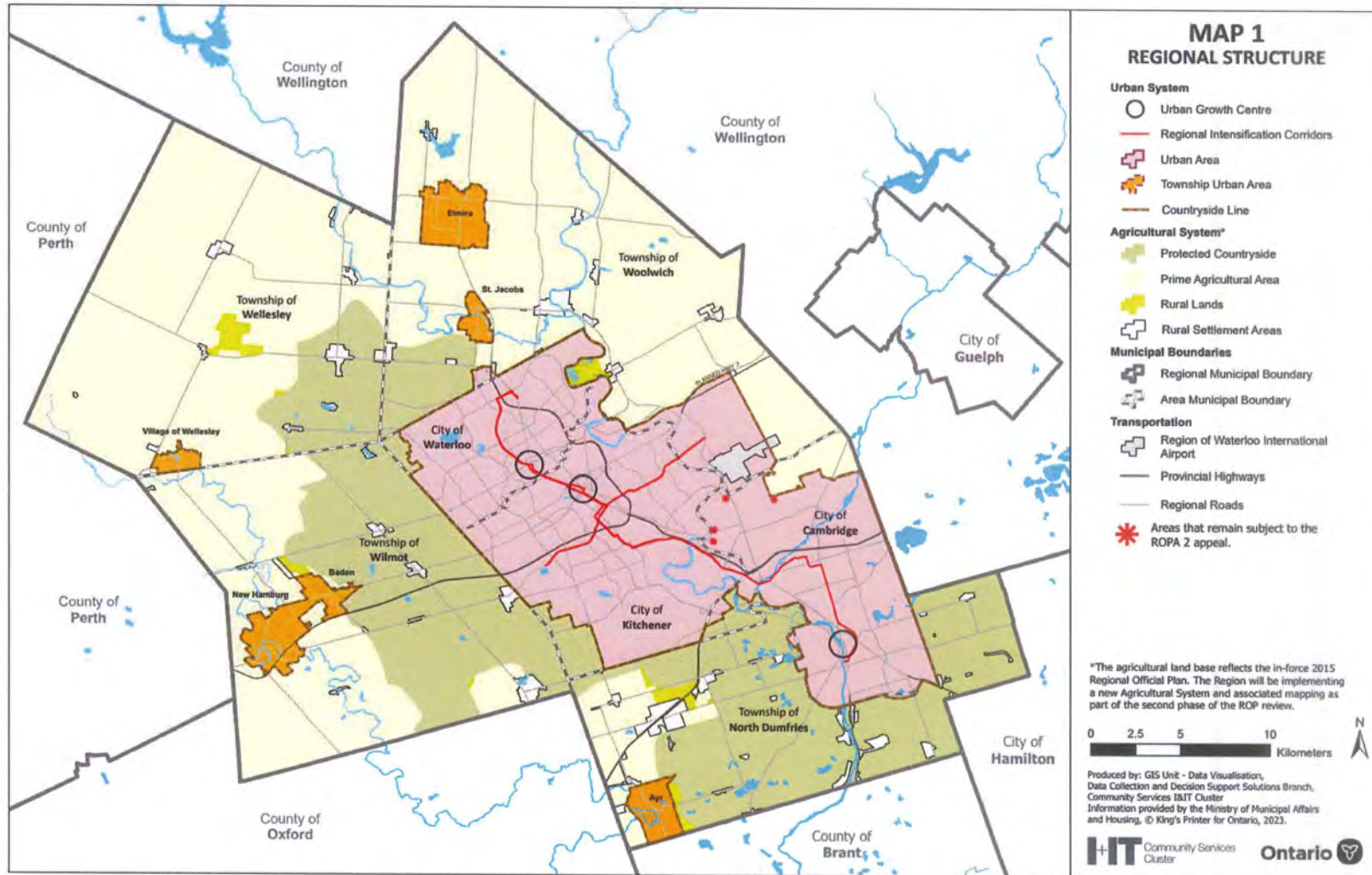
Appendix A



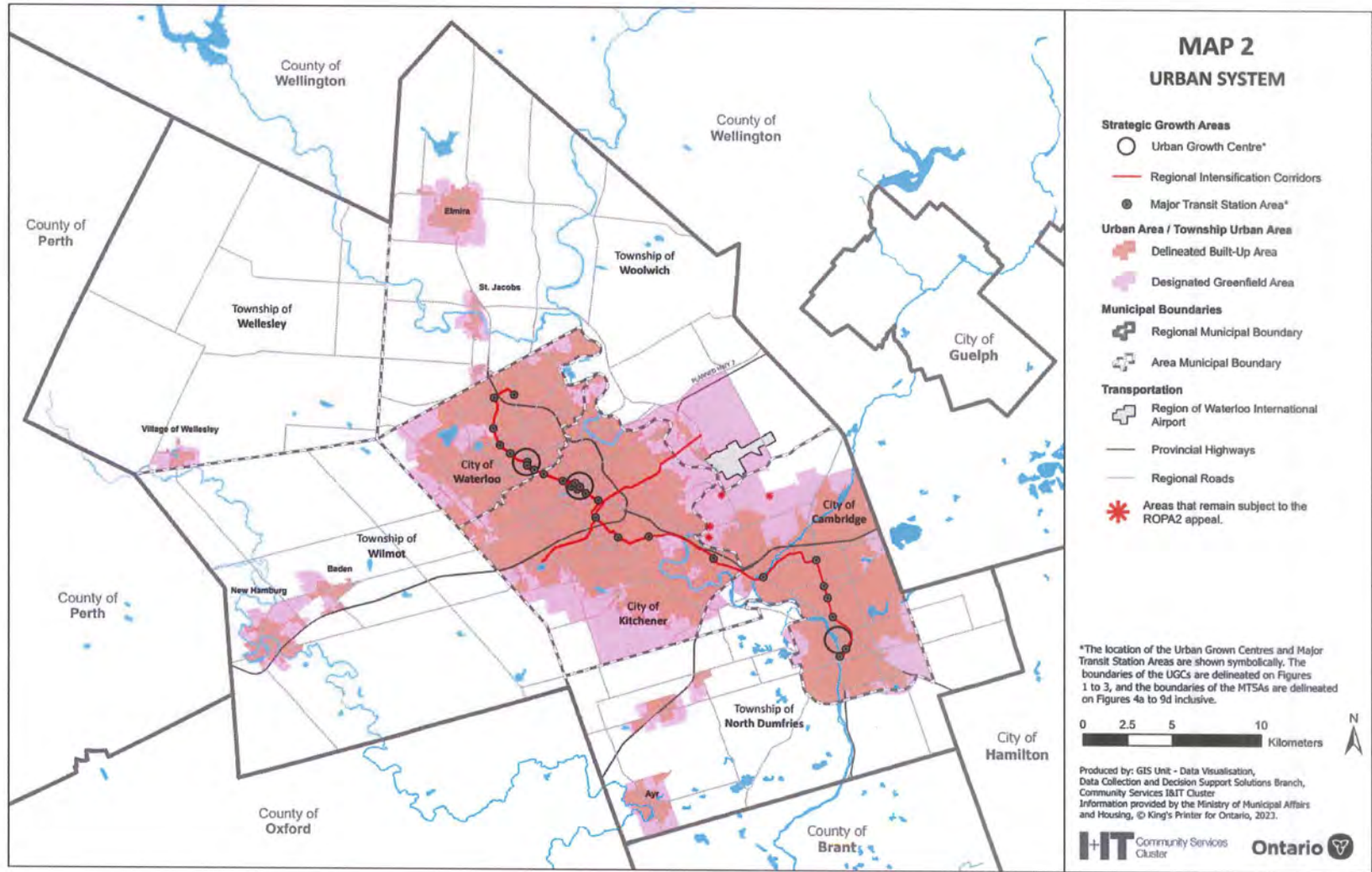
Appendix B



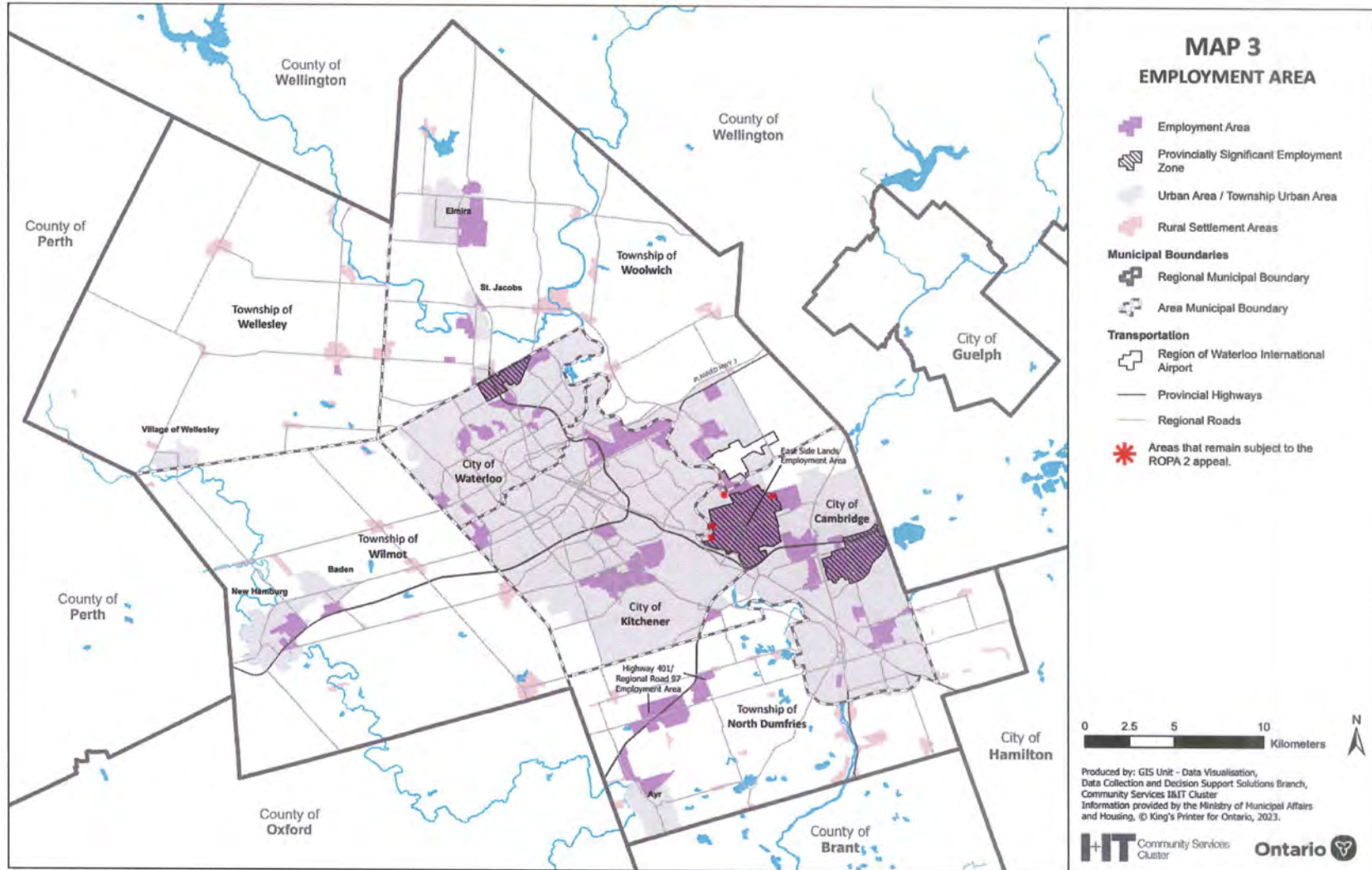
Appendix C



Appendix D



Appendix E



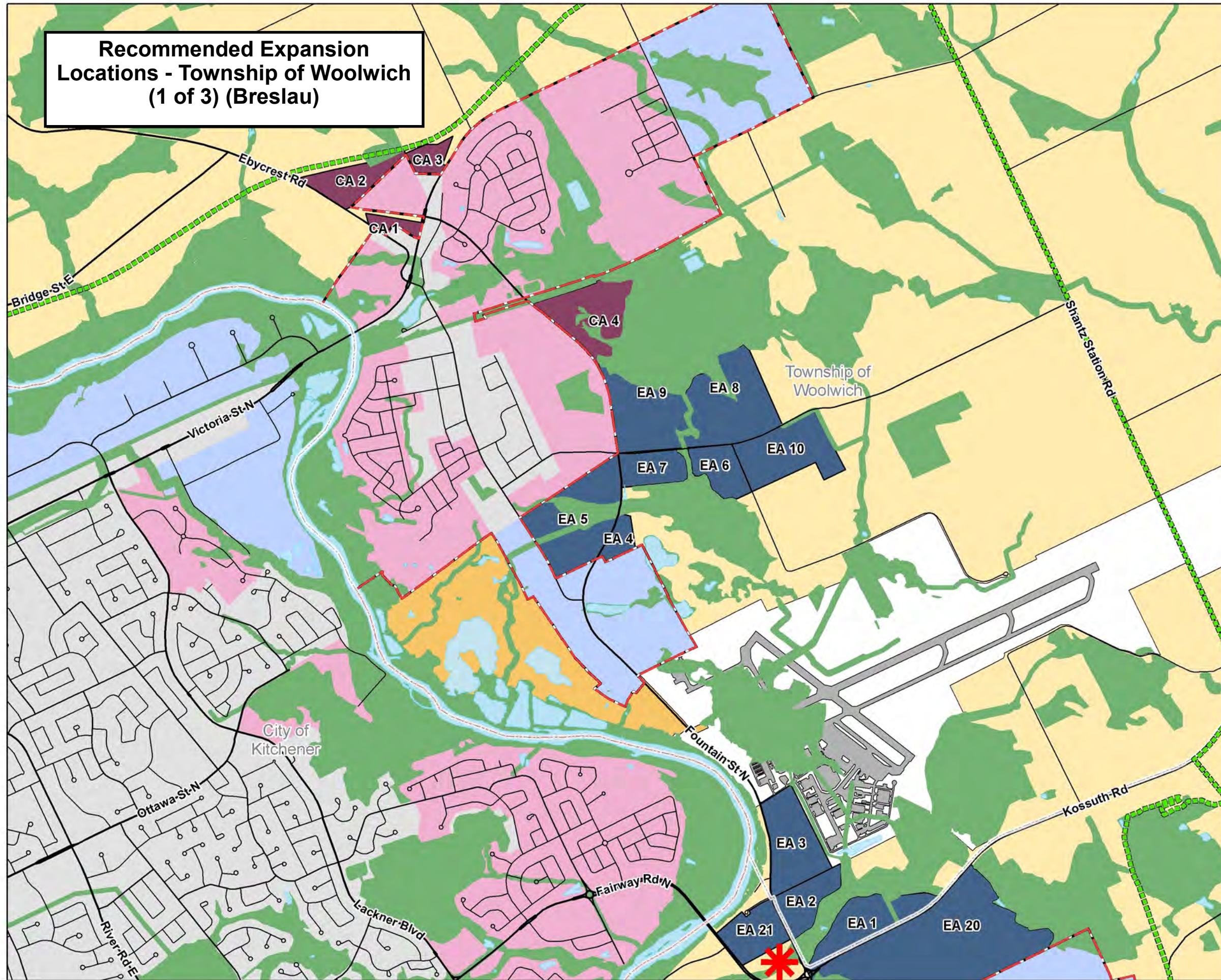
Attachment C:

Map of Recommended Community Area and Employment Area Expansions

Table of Contents:

Township of Woolwich (Breslau).....	1
Township of Woolwich (Elmira)	2
Township of Woolwich (St. Jacobs)	3
Township of Wilmot.....	4
Township of North Dumfries (Ayr).....	5
Township of North Dumfries (South Boundary Rd).....	6
City of Cambridge.....	7
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Recommended Expansion Locations - Township of Woolwich (1 of 3) (Breslau)

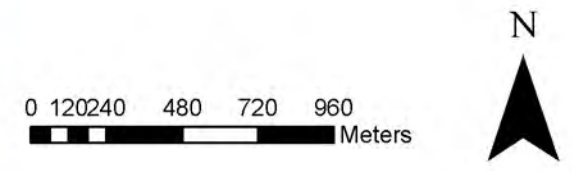


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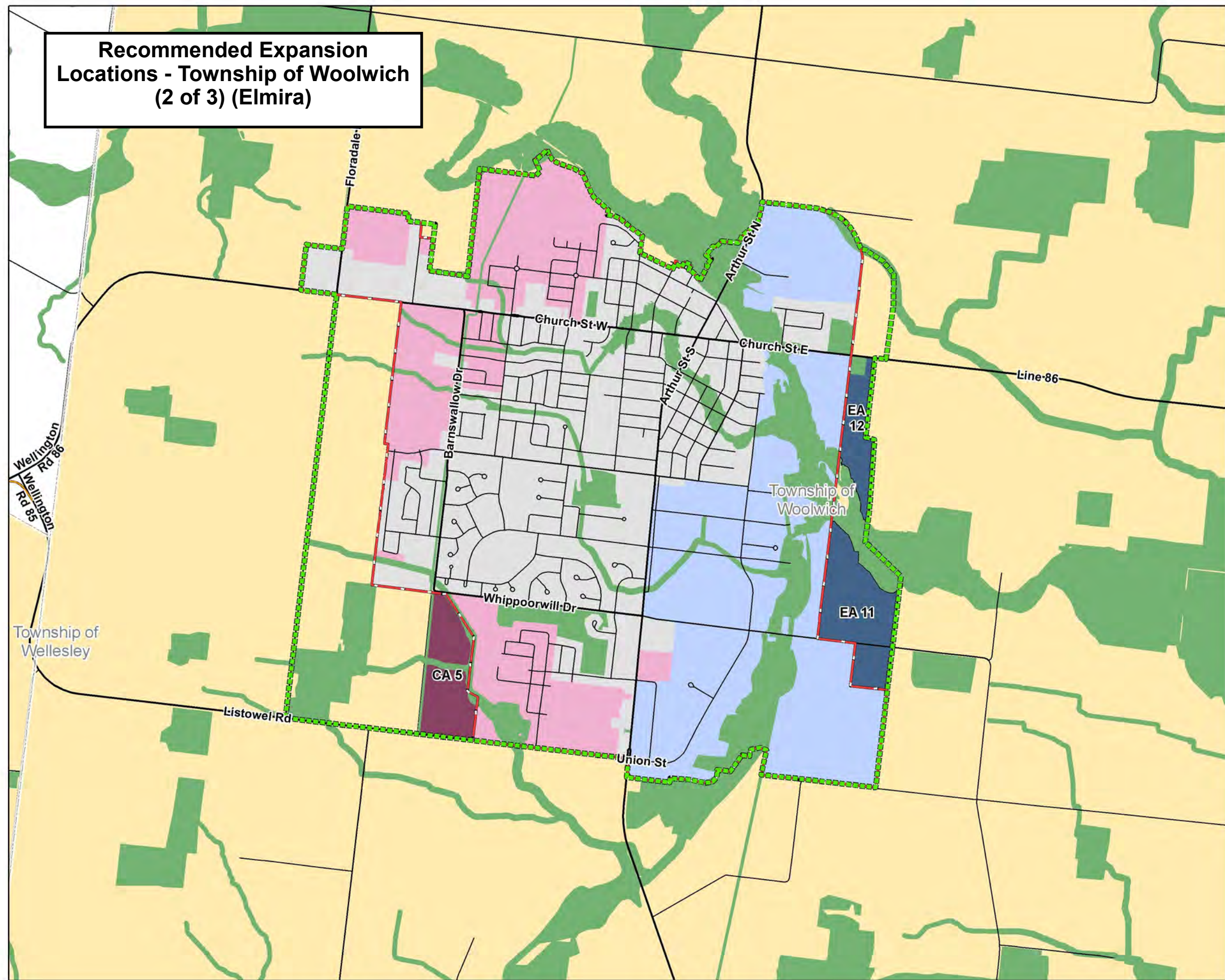
- Countryside Line
- Municipal Boundaries
- Existing Urban Area
- Constrained Areas
- Regional Employment Area
- Recommended Community Area
- Recommended Employment Area
- Protected Countryside
- Prime Agriculture
- Designated Greenfield Area
- Built-Up Area
- Rural

ROPA 2 lands that remain under appeal.

Other constraints not identified on this map may be identified through further analysis and may further limit development.



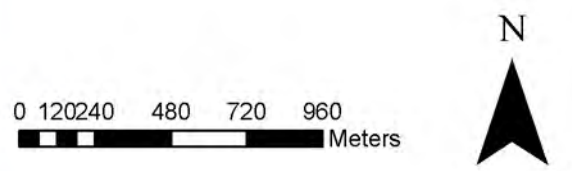
Recommended Expansion Locations - Township of Woolwich (2 of 3) (Elmira)



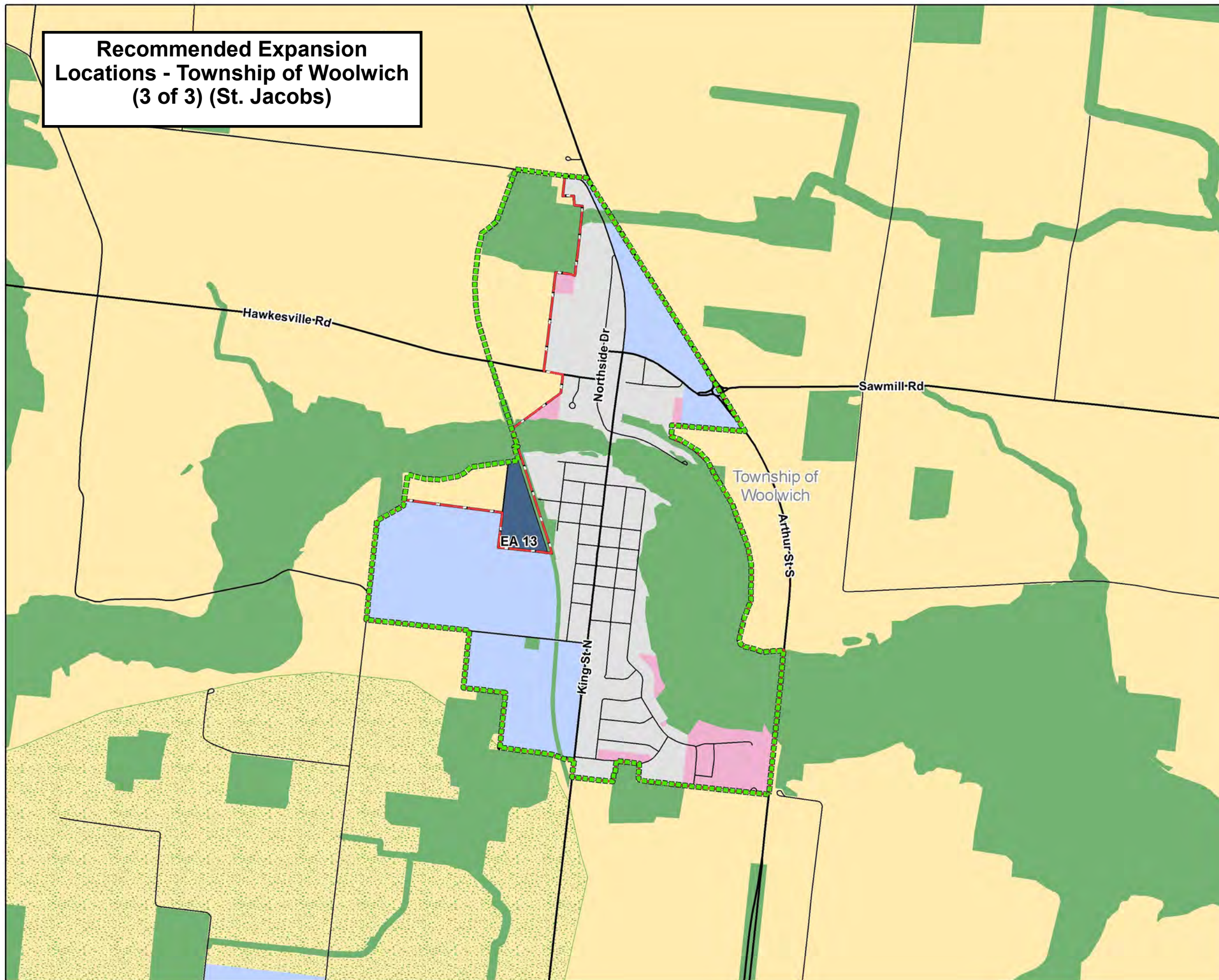
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- - - - - Countryside Line
- Municipal Boundaries
- Existing Urban
- Constrained
- Regional Employment Area
- Recommended Community Area
- Recommended Employment Area
- Protected Countryside
- Prime
- Designated Greenfield Area
- Built-Up
- Rural

Other constraints not identified on this map may be identified through further analysis and may further limit development.



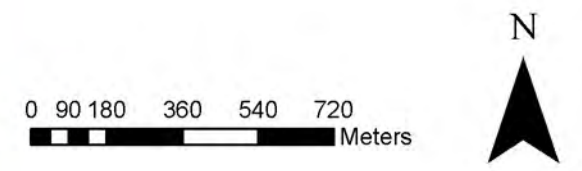
Recommended Expansion Locations - Township of Woolwich (3 of 3) (St. Jacobs)



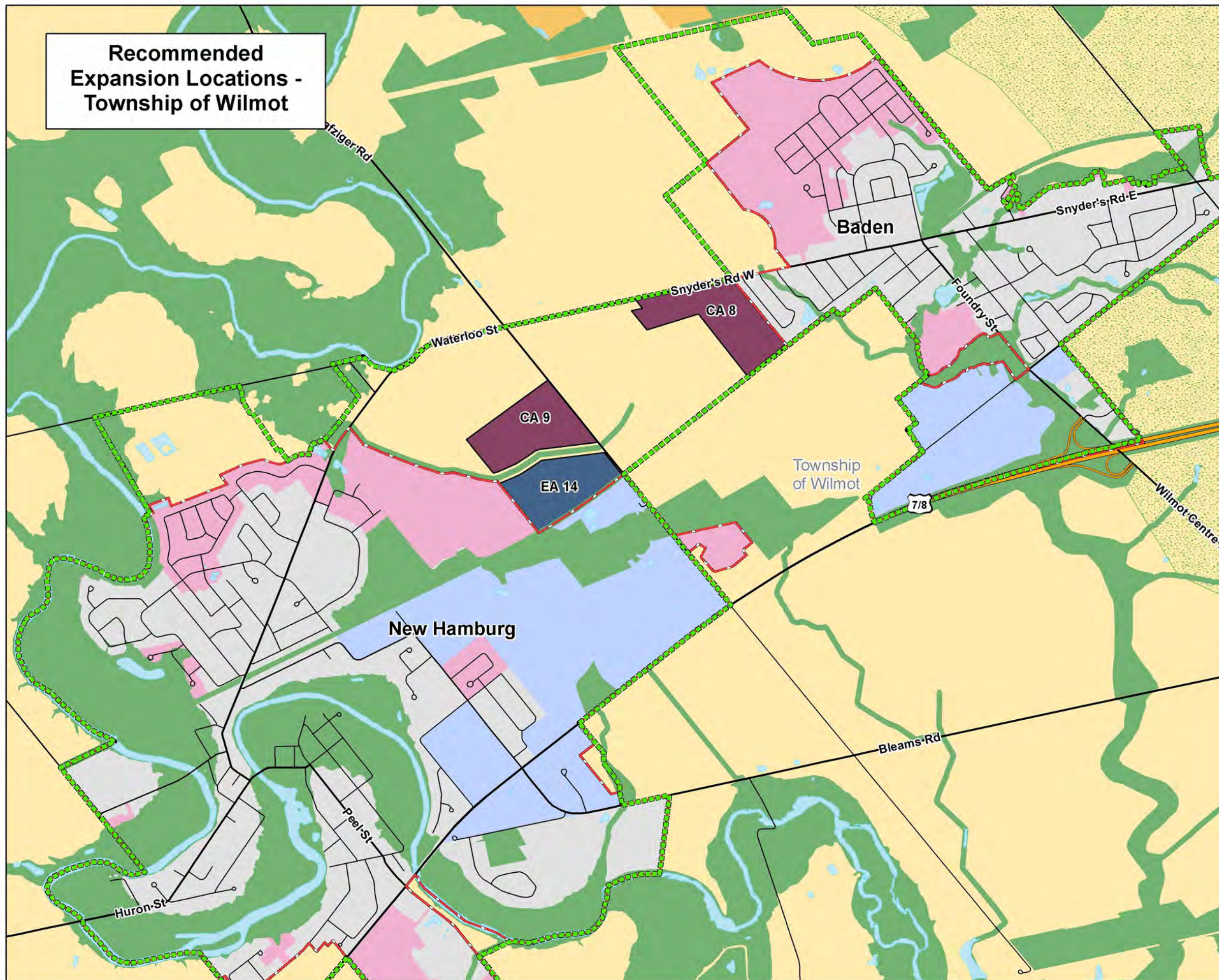
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- Countryside Line
- Municipal Boundaries
- Existing Urban
- Constrained
- Regional Employment Area
- Recommended Community Area
- Recommended Employment Area
- Protected Countryside
- Prime
- Designated Greenfield Area
- Built-Up
- Rural

Other constraints not identified on this map may be identified through further analysis and may further limit development.



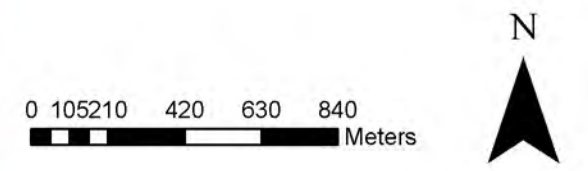
Recommended Expansion Locations - Township of Wilmot



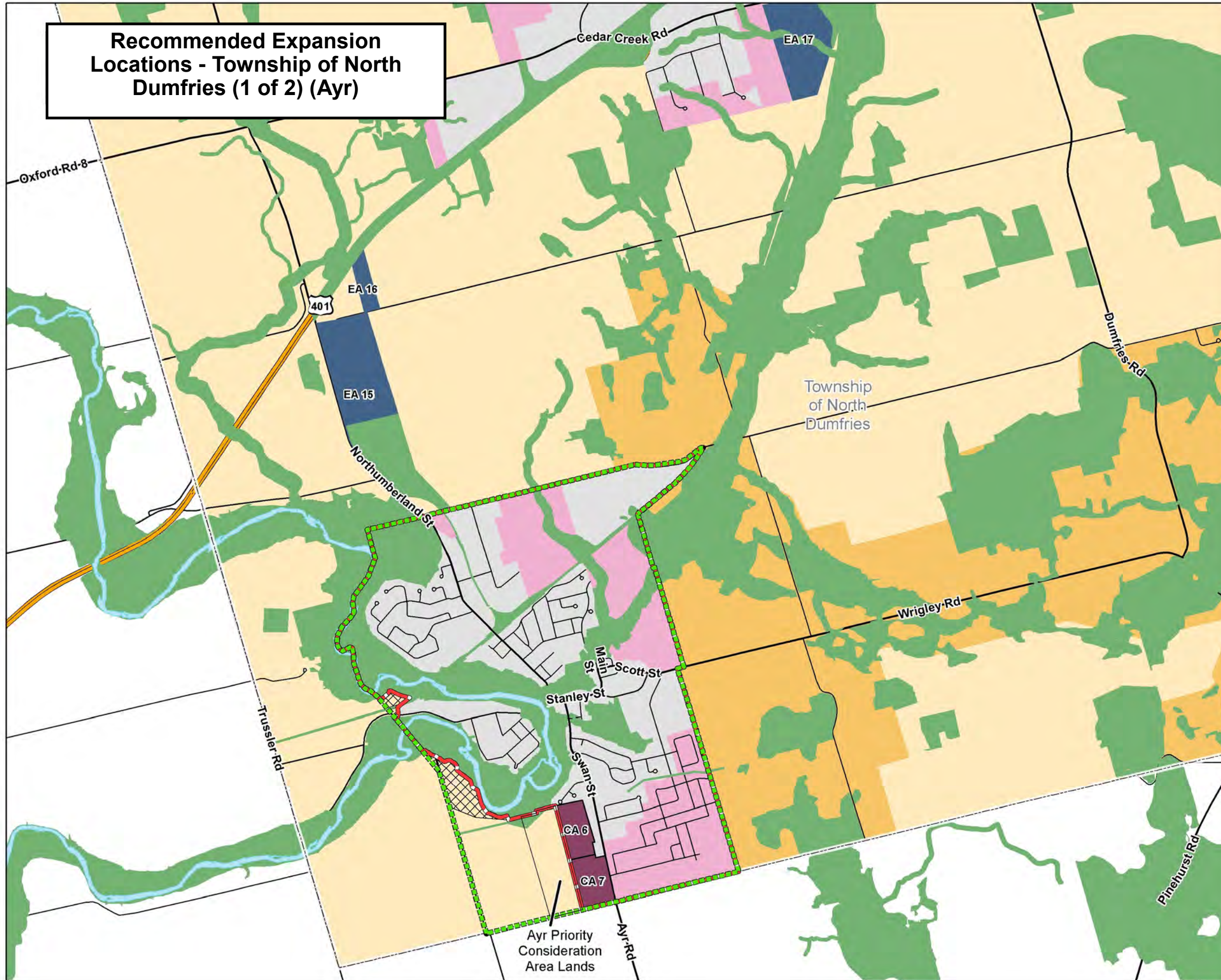
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- Countryside Line
- Municipal Boundaries
- Existing Urban
- Constrained Areas
- Regional Employment Area
- Recommended Community Area
- Recommended Employment Area
- Protected Countryside
- Prime Agriculture
- Designated Greenfield Area
- Built-Up Area
- Rural

Other constraints not identified on this map may be identified through further analysis and may further limit development.



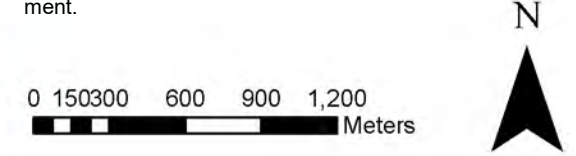
Recommended Expansion Locations - Township of North Dumfries (1 of 2) (Ayr)



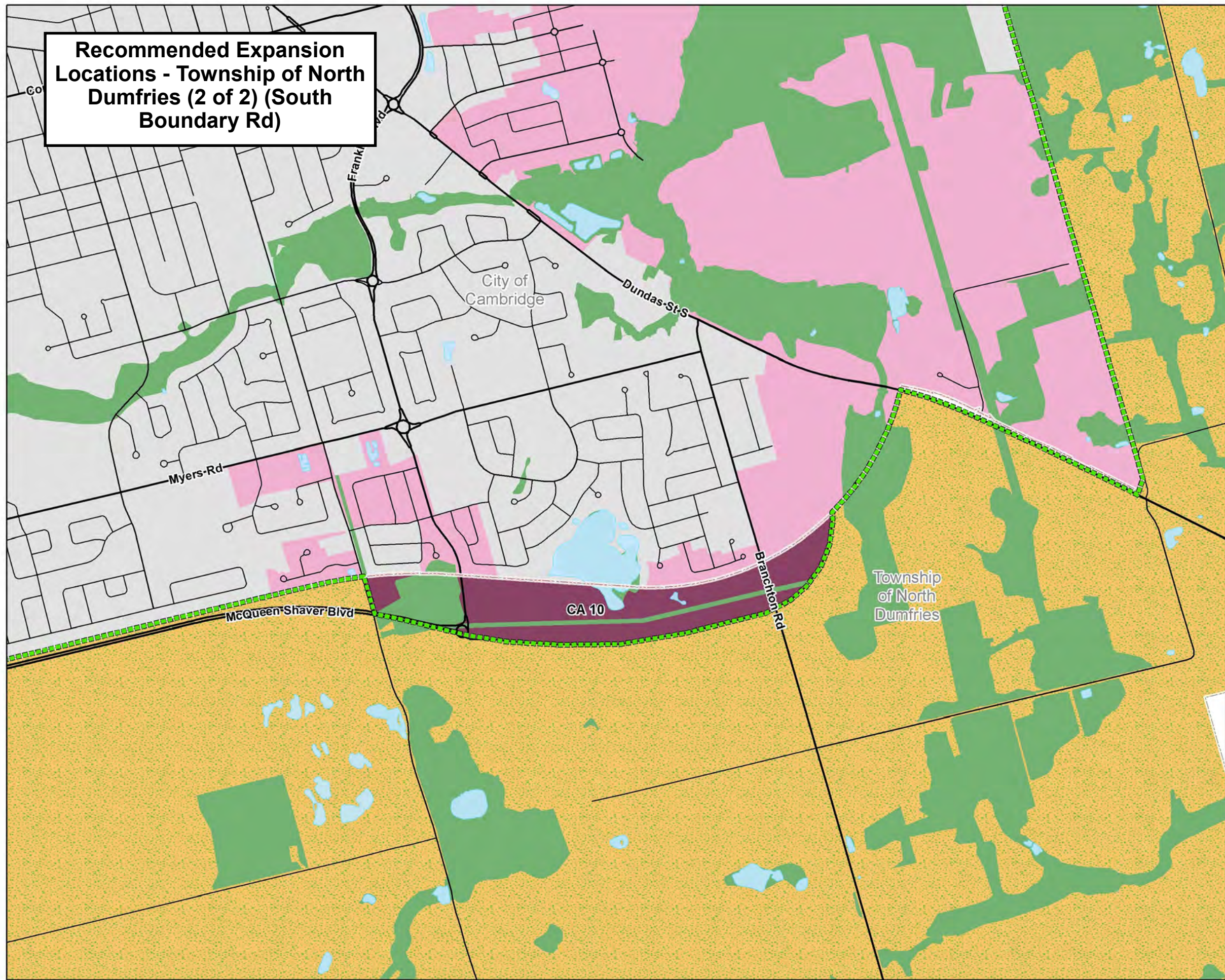
Legend

- Countryside Line
- Township Urban Area
- Municipal Boundaries
- Constrained Areas
- Area Rationalized Out of Urban Area
- Recommended Employment Area
- Recommended Community Area
- Prime Agricultural Areas
- Designated Greenfield Area
- Built-Up Area
- Rural

Other constraints not identified on this map may be identified through further analysis and may further limit development.



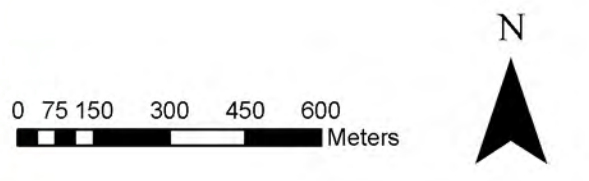
Recommended Expansion Locations - Township of North Dumfries (2 of 2) (South Boundary Rd)

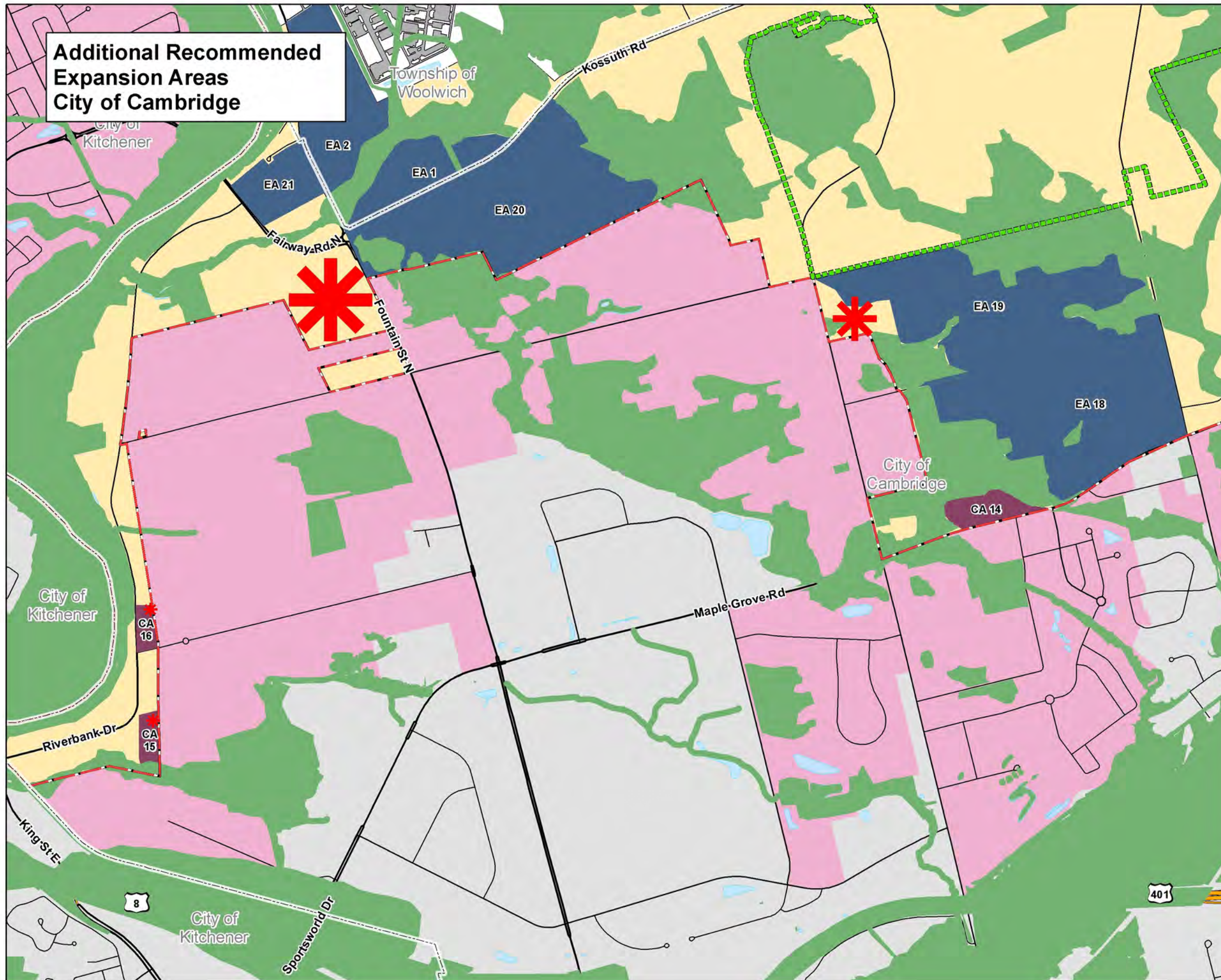


Legend

- Countryside Line
- Municipal Boundaries
- Existing Urban Area
- Constrained Areas
- Regional Employment Area
- Recommended Community Area
- Recommended Employment Area
- Protected Countryside
- Prime Agriculture
- Designated Greenfield Area
- Built-Up Area
- Rural

Other constraints not identified on this map may be identified through further analysis and may further limit development.



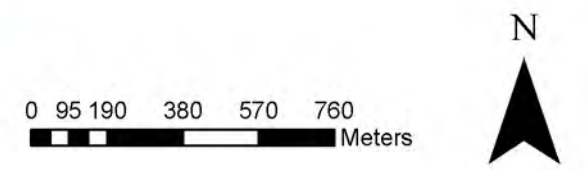


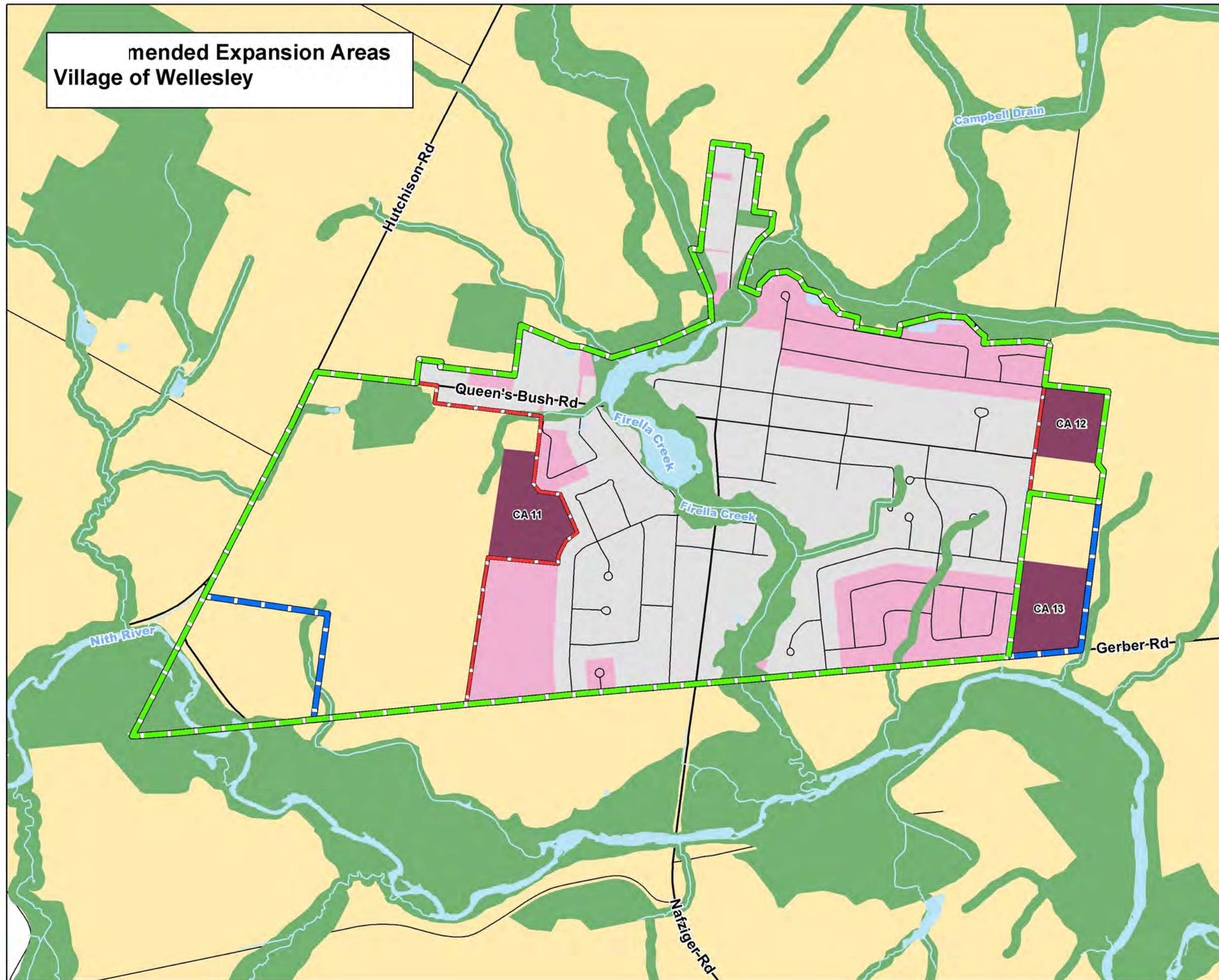
Legend

- Countryside Line
- Municipal Boundaries
- Existing Urban Area
- Constrained Areas
- Recommended Employment Area
- Recommended Additional Community Area
- Prime Agricultural Areas
- Designated Greenfield Area
- Built-Up Area

ROPA 2 lands that remain under appeal.

Other constraints not identified on this map may be identified through further analysis and may further limit development.



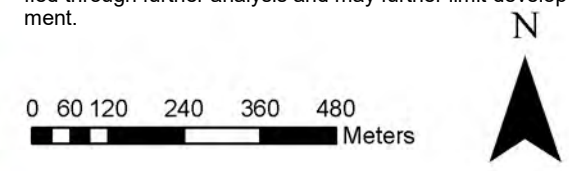


**mended Expansion Areas
Village of Wellesley**

Legend

- Current Countryside Line
- Refinements to Countryside Line
- Existing Urban
- Recommended Expansion Areas
- Constrained
- Prime Agricultura Areas
- Designated Greenfield Area
- Built-Up

Other constraints not identified on this map may be identified through further analysis and may further limit development.





November 15, 2023

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

**Re: Region of Waterloo Official Plan Review Amendment No. 6 – Inclusion of 2450
Victoria Street North, Breslau**

Mayor Shantz,

On November 2, 2023, the Hon. Paul Calandra, Minister of Municipal Affairs and Housing, sent a letter to municipalities regarding the Ministry's intent to reverse changes made by the Province through its approval of various Official Plans and Official Plan Amendments. The proposed reversal would bring these Official Plans and Official Plan Amendments into effect "as adopted by municipal council without provincial modifications." However, Minister Calandra's letter also asks municipalities "to submit information about the modifications to the official plans that were originally submitted to the Ministry," including "changes that the municipality would like to see made to the official plan, based on the modifications that the province had previously made, and which you support."

The approved Official Plans and Official Plan Amendments affected by this reversal include Amendment No. 6 to the Region of Waterloo Official Plan ("ROPA 6"), which the Region adopted on August 18, 2022, and which the Ministry approved with modifications on April 11, 2023. Among those modifications were changes to the extent of the Breslau Urban Area, which was expanded beyond what had been adopted by Regional Council. We respectfully ask the Township of Woolwich to support the April 11, 2023, modification and to express that support to Minister Calandra. There is a severe shortage of family based housing in the Region. In this context, we respectively have two requests:

Request 1: The inclusion of a portion of 2450 Victoria Street North

Request 2: The continuation of the Breslau Secondary Plan with the April 11, 2023 boundaries

Request 1:

Site Context

As mentioned above, the Site is a 15.3 hectare (37.8 acre) parcel on Part of Lot 107 north of Victoria Street North (Highway 7) and has approximately 640m of frontage. The northerly limit of the Site is adjacent to the Planned Highway 7 right-of-way. Surrounding lands include a mixed-use subdivision (Hopewell Crossing) to the south across Victoria Street North (Highway 7), which is also owned by Thomasfield Homes. Lands to the north, east and west are agricultural. The Site also encompasses a farm property with frontage on Victoria Street North (Highway 7). This property would likely also need to be incorporated into the settlement area boundary if the Site was to be included into the Settlement Area. **Refer to attachment 1.**

Thomasfield originally proposed that these lands be incorporated into the settlement area as part of the Township of Woolwich Rationalization process in 2018. The Township had no objection to the rationalization request provided the adjacent lands were also added (2450 Victoria Street North). There was not enough land to be swapped through the rationalization process to include these lands within the Settlement Area boundary. Thomasfield made submissions to the Township during the rationalization process requesting that these lands be considered for addition to the Breslau Settlement Area during the next boundary review process.

Additionally, the Subject Land as being designated “Residential”, which aligns with the position expressed in Township Staff Report DS23-2022. This Staff Report, presented at the Council meeting on June 6, 2022, provides Township Staff’s recommendations regarding the Regional Official Plan Review Process (a process that would culminate in the adoption of ROPA 6). Report DS23-2022 recommends that the Subject Land be included within the Breslau Urban Area, indicating that the Subject Land provides for the logical extension of services.

Inclusion Request

The Site is strategically located between the Planned Highway 7 and a future Regional Road (current Highway 7) and is contiguous to the existing Urban Area, more specifically described as the Breslau Settlement Area. Thomasfield has made major investments in the development of servicing infrastructure to support growth of the Breslau Settlement Area through the development of the Hopewell Crossing Subdivision. The inclusion of this Site into the Urban Area would allow for more development in Breslau, which would help in making efficient use of this new infrastructure. We respectfully request that this Site be considered in the expansion of the Breslau Settlement Area to accommodate its future growth.

Request 2:

We request that the Township continues the Secondary Plan as is, based off the April 11, 2023 Ministerial decision. While the Ministers decision of April 11, 2023 was bold, it did recognize the extreme housing needs required within the Region and Province. As you know, the Township has initiated the process of updating the Secondary Plan for the Breslau Urban Area, based on the expanded Urban Area boundaries in ROPA 6, as modified by the Province. According to the “Breslau Secondary Plan Update” page on EngageWR.ca, the purpose of this update is to review the Breslau Secondary Plan’s vision, guiding principles, planning policies, and mapping to ensure conformity with the changes introduced by ROPA 6, as approved. Public consultation for the Breslau Secondary Plan Update project has included an open house hosted by the Township on June 22, 2023, at which community members were presented with the expanded Urban Area limits and were invited to comment on potential land use concepts for the updated Secondary Plan. The Township has already dedicated significant time and resources to the process of updating the Breslau Secondary Plan, much of which would be rendered obsolete should the boundaries of the Breslau Urban Area revert to what they were in ROPA 6 as adopted by Regional Council.

Smart Prosperity Institute 2021 released a new report regarding Housing Needs: In the Region of Waterloo from 2021 to 2031. In this report, 62,677 new young families occupying low and medium densities will be formed. This will be offset by 20,489 older families leaving existing low and medium-density housing. The region’s relatively young population ensures that the generational turnover of low and medium-density households will stay relatively modest until the middle of the century.

Our concern is that the endorsed growth option by Regional Council did not reflect the actual housing needs for the Region of Waterloo and would negatively affect the ability to provide an appropriate range and type of housing. It is noted that various professionals/experts have provided information and delegations to Regional Council and Regional staff identifying concerns with the methodology and implementation of the Land Needs Assessment.

The subsequent options presented at the Secondary Plan public meeting showed leadership and a bold, yet necessary plan, which would accommodate the Regions needs and growth over the next 30 years. Our preference for the Secondary Plan was Option 2, which is attached as **attachment 2**. We believe Option 2 shows the best qualities of what the market needs and good planning practices. It provides the necessary lands for growth for Breslau, with residential along the Victoria Street/Hwy 7 corridor and employment surrounding the residential incompatible airport and Conestoga Meats manufacturing plant.

The Secondary Plan's Option 2 shows our Bisgould Property which is located north east corner of Greenhouse Road and Kramp Road, it is currently draft plan approved for Employment but the Option 2 preliminary concept for the Bisgould lands identifies Low/ Medium density on the majority of the Site, with Mixed Use blocks and medium density residential uses along Highway 7, and high-density housing behind the mixed use/medium density blocks. We believe this concept provides for a wide range of housing while addressing the area's commercial needs in the mixed use blocks. We were encouraged to see a large portion of the Site be low density residential as this tends to be a desirable built form for the area, and Mixed Use along Highway 7. We would like to see this continue.

In terms of timing, even if all of this land was included it would take decades to come to fruition, due to infrastructure, processing, construction constraints. It generally takes 10+ years to bring a development from first submission to building permit. For reference our successfully Hopewell Crossing development, received complete application in 2011 and only received building permits in late 2018.

Conclusion

This additional land is greatly needed. We are in the middle of a generational supply challenge and this is reflected in the sky-high prices of homes in the Region. Despite what some special interest groups may say, the decline in the volume of sales is due to the supply. The only way to fix this is more supply, especially in low-rise housing. Approved land is taking way too long from draft plan approval to building permits.

The Official Plan walk back will have an impact on the Region for the next 30 years. We have to consider the silent majority, those who want to raise their children in ground-related dwellings. We have to consider the citizens who haven't moved to the Region. The new Canadian who has yet to move to the country to realize their Canadian dream of owning a detached home.

For all of the reasons outlined above — not least of which is the considerable time and resources that the Township has already dedicated to updating the Breslau Secondary Plan — we respectfully submit that maintaining the Province's modifications April 11, 2023 to ROPA 6 is in the best interests of the Township and its residents. Minister Calandra's letter notes in particular that "lower-tier municipal feedback on the original official plan submitted to the province will be important to supporting its implementation." We therefore ask that the Township of Woolwich express its support for the modifications made by the Province through its approval of ROPA 6.

We would be happy to discuss our request with you in more detail. If you have any questions or require any further information, please do not hesitate to reach out.

Sincerely,



Tom McLaughlin

VP Finance Thomasfield Homes

cc. Hugh Handy – GSP Group



FUTURE HIGHWAY 7 RIGHT-OF-WAY

VICTORIA STREET NORTH (HIGHWAY 7)

GREENHOUSE ROAD

2450

Victoria St N

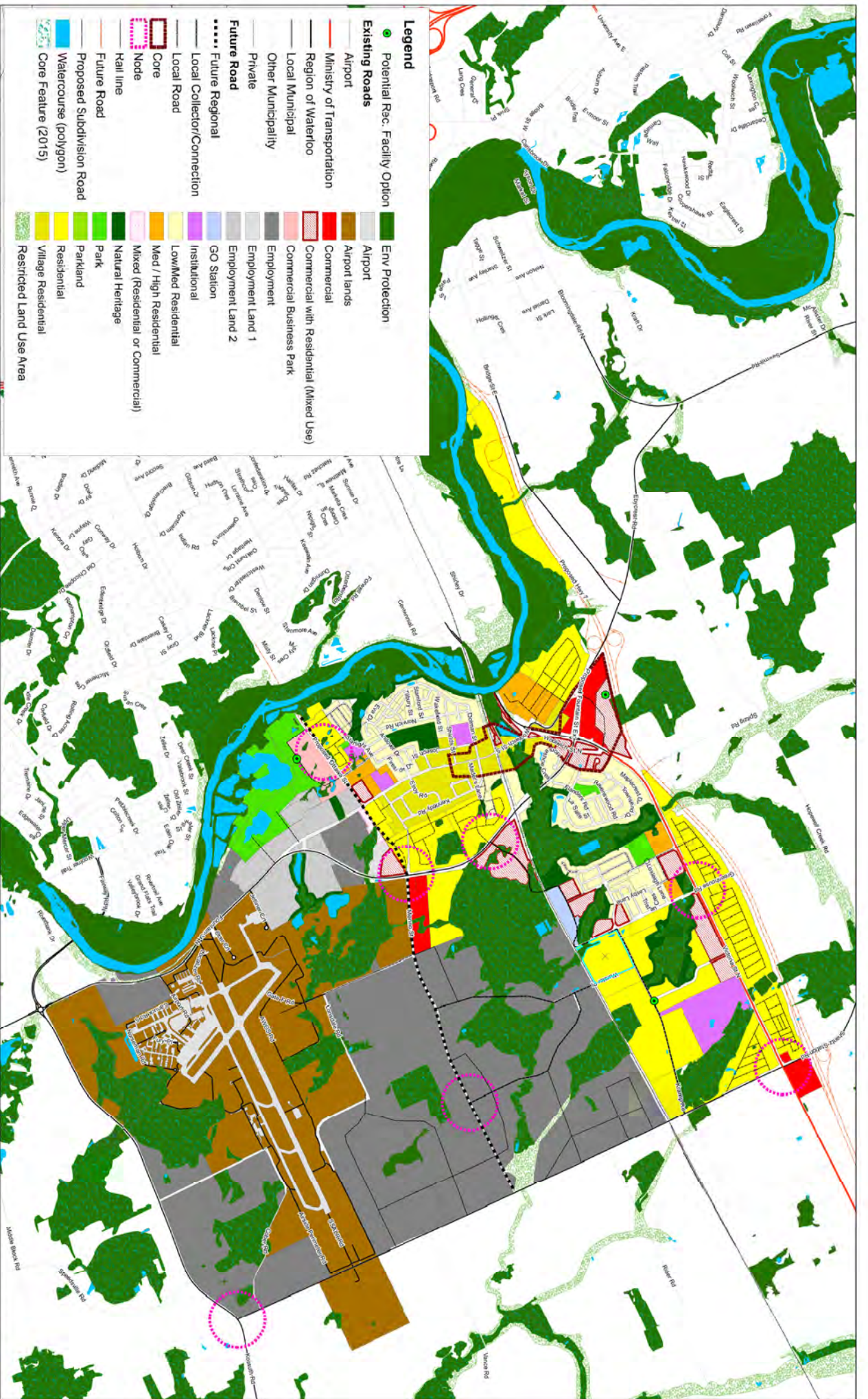
Greenhouse Rd

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Thomasfield Homes
LOCATION MAP
 2450 Victoria Street North, Breslau


 Scale 1:2500
 May 26, 2022
 Project No.: 16004
 Drawn By: SL





Concept 2 - Residential Focus



Recreation & Community Services Staff Report

Report Number:	R11-2023
Report Title:	22 Mockingbird Drive, Elmira – Agreement to Lease space to Creative Beginnings Childcare Centre
Author:	Ann McArthur, Director and Thomas van der Hoff, Deputy Director Recreation and Community Services
Meeting Type:	Council Meeting
Meeting Date:	November 21, 2023
eDocs or File ID:	File
Consent Item:	No
Final Version:	Yes
Reviewed By:	Senior Management Team
Final Review:	Senior Management Team

Recommendation:

That the Council of the Township of Woolwich, in consideration of Report R11-2023 respecting 22 Mockingbird Drive in Elmira authorize staff to negotiate terms to enter into a long-term Agreement to Lease with Creative Beginnings Childcare Centre as per the Township's Delegation of Authority By-Law.

Background:

Report R08-2022 authorized staff to sign the *Agreement of Purchase and Sale* for 22 Mockingbird Drive in Elmira after the Region declared the property surplus. During 2023 budget deliberations, Council directed staff to report back on future development of the site.

During those budget deliberations, staff recommended that the building be demolished in 2024 to provide additional parking and park lands. The site has been merged with the Township's existing parkland and cannot be sold. Factors supporting demolition included the poor building condition requiring extensive and costly renovations, limited permitted use(s) of the site based on current zoning, parameters established through the Agreement of Purchase and Sale, and the building being in a park space within an established residential neighbourhood.

The registration and property transfer of 22 Mockingbird Drive was completed in June 2023. One of the conditions of the agreement is that the utilization of the lands or any

buildings thereon shall be for not-for-profit community groups, or any other public interest uses that do not involve for-profit enterprises. Of note, the property has also been vacant for at least 7 years.

In August 2023, the Mayor and staff were approached by Creative Beginnings with a proposal to lease the facility, which would include a significant capital investment to renovate the property by Creative Beginnings followed by operation of the property as a Not-for-Profit childcare centre. Creative Beginnings has worked for months in collaboration with the Region of Waterloo-Children Services to get an expansion site approved. It is staff's understanding that there is a waitlist to access affordable full-day childcare spaces in the Township, specifically in Elmira.

Staff are requesting Council's support to change direction regarding the future use of the property to allow Creative Beginnings to operate a full-day daycare. Daycare is a permitted use under the Township's current Zoning By-Law. Additionally, the Agreement of Purchase and Sale allows the Township to lease the space to a not-for-profit entity.

The proposal by Creative Beginnings has been approved "in principle" by the Region of Waterloo Children Services and now requires Council approval to use the site, to allow the project to proceed to next steps which include a lease negotiation and construction. The proposal will see the facility open in June 2024. Capital funding and expansion funding is available in 2023 to support this initiative which will flow through the Region of Waterloo. Staff understand that this funding is not guaranteed in 2024.

The Region of Waterloo, who oversees the administration of registered daycares in the Township, has set a deadline to open the facility by June 2024 that will provide 75 childcare spaces which is a benefit for our community.

Comments:

To evaluate the viability of the request to lease, staff first sought legal advice to confirm the Township's ability to enter into a lease agreement based on the conditions of the purchase and sale agreement, and then confirmed support of the Region of Waterloo's legal department to lease the facility as a daycare.

Additional due diligence involved working with the proponent, the Township's solicitor, and the Region of Waterloo to confirm the feasibility of the concept considering the timeframe to advance the project. The proposal is time sensitive and does have very firm deadlines to meet the Region of Waterloo's deadline of December 1st, 2023, to secure the building to be eligible for start up funding in 2023.

Staff support leasing the space based on conversations with regional staff who have been working collaboratively with Creative Beginnings for months on an application for expansion of childcare services. That application has been approved "in principle" pending the Township approving the building use by December 1st, 2023. The Region is responsible for approving new child care operators for admission into the Canada Wide

Early Learning and Child Care program which includes approval, funding, and expansion of sites. This expansion proposal supports the Region's growth strategy to provide additional childcare spaces. The Region has advised that they are supportive of Creative Beginnings' proposal for the site to provide full year and full day licensed child care, for infant, toddler and preschoolers. Subsequently, Recreation and Community Services staff are looking to facilitate a lease agreement for the space based on the Region's assessment and approval of the expansion.

The Region advises that Creative Beginnings is well positioned to operate a successful childcare centre with 30 years' experience, and two current daycares in the Region. The proponent has invested significant time and funds to ensure this expansion and construction can be completed within the timeframe identified. The proponent has access to various grant funding streams to support expansion of childcare operations into Elmira which is a benefit for our community. All funding will flow through the Region. It is staff's understanding that this is the only application that has been approved by the Region for expansion, at this time.

Lease Agreement

The lease agreement would see Creative Beginnings responsible for all capital improvements and associated costs to renovate the 6,700 square foot facility. Staff will work with the tenant on the facility design to consider climate conscious designs and equipment to be incorporated into the facility renovation.

Creative Beginnings would be responsible for ensuring building permits are in place, and related inspections for occupancy occur. Creative Beginnings would contract a project manager to facilitate the construction project who would work in tandem with the Recreation and Community Services Department.

Through the Delegation of Authority By-law, staff have the authority to negotiate lease agreements. Provided Council approves use of the space, staff would proceed to work with the Region and Creative Beginnings to negotiate agreement details and outline individual responsibilities on specifics such as lease rate, lease term, option to renew, winter maintenance, grass cutting, utility costs, maintenance and repairs, custodial work, and other standard clauses regarding the lease length, right to terminate etc.

The Township has several leases in places with various community groups, regional libraries, and a shared Fire/Emergency Services facility in Breslau, and with several service clubs. Some leases are historical in nature and newer leases tend to be reflective of current best practices for shared operating costs and capital renewal. These leases also vary based on whether the operation is within a standalone or shared municipal facility.

The Township's current rate for rental of municipal space for affiliated, volunteer groups is \$8.21/sq ft. Market rates for leases in commercial spaces tend to gravitate much higher with those daycares centres often operating as for-profit organizations. The final

rate for 22 Mockingbird will be determined based on negotiations and specifically what each party agrees to relating to operations and maintenance. The department's current staffing complement would not allow us to take on additional responsibilities for custodial or maintenance work for this site but may oversee some contracted services.

Insurance

Creative Beginnings would be the sole occupier of the facility and required to maintain liability insurance, as well as insurance on the business and contents or as requested by the Township's insurer. The Township would insure the building.

Attachments:

Report R08-2022 - Property Acquisition – 22 Mockingbird Drive

Interdepartmental Impacts:

Development Services may be involved for appropriate building permits and site planning, if required.

Financial Impacts:

Staff anticipate generating revenue from the Agreement to Lease.

Conclusion:

Staff note that this a unique opportunity to provide additional childcare spaces in Elmira.

As such, staff recommend that Council authorize staff to negotiate terms and enter into an Agreement to Lease with Creative Beginnings Childcare Centre to lease 22 Mockingbird Drive in Elmira to operate a daycare centre.

Attachments:

None

**Township of Woolwich
Summary of Recommendations to Council
From November 14, 2023 Committee of the Whole Meeting**

1. Final Report from the 2SLGBTQ+ Ad-hoc Working Group

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 community murals;
 - c. Consider installing professional mural; and
 - d. Consider installing rainbow crosswalks or sidewalks;
5. Direct staff to proceed with the design and purchase of rainbow benches within the 2023 budget and plan for a spring, 2024 installation; and
6. Direct staff to establish avenues for continuing community engagement and feedback on the implementation of this report as needed.

2. Woolwich Township Heritage Committee 2024 Work Plan and Budget

That the Council of the Township of Woolwich receives the Woolwich Heritage Committee 2024 Work Plan.

And further that the \$4000 identified in the Work Plan be included in the proposed Development Services Operating Budget in 2024.

3. 1st Elmira Scout Group, Request for Gore Park Fee Reduction

That the Council of the Township of Woolwich, considering the 1st Elmira Scout Group's request for a reduction in rental fees for Gore Park, approve the full fee waiver for the term of Council.

4. By-law to Establish, Maintain and Regulate a Fire Department for the Township of Woolwich

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.

5. Draft 2024 Council Meeting Schedule

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.

6. Township Historic Bridge Update

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

Notice of Intent to Consider an Amending By-law to Impose Fees or Charges for Building, Planning, Fire, and General Services

The Council of the Township of Woolwich gives notice of its intent to consider a by-law to amend fees or charges for building, planning, fire, and general services on December 5, 2023, at 7:00 p.m. in the Council Chambers situated at 24 Church Street West in Elmira, remotely via Zoom and livestreamed to the Township of Woolwich YouTube Channel.

2023

QUARTERLY REPORT

Third Quarter



July 1st -
September 30th



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Introduction

The year-to-date report provides Council with a summary of operating and capital actual-to-budget performance. It provides staff with an opportunity to highlight progress and issues concerning, or affecting, major departmental initiatives and goals as outlined in the corporate business plan, as well as the alignment of strategic plan objectives to the budget are also discussed.

Chief Administrative Officer's Comments

The accompanying statements outline revenues and expenses to the end of the third quarter of 2023. The Treasurer's comments provide details specific to the operating, utilities, and capital budgets. Directors regularly monitor budget performance, and the Senior Management Team as a group monitors budget performance on a monthly basis with current financial information and statements.

The information contained within the Year-to-Date reports, and the frequency of reporting, has proven valuable since it was initiated in 2003. The reporting coupled with the introduction of Business Plans in 2004 ensures that Council is fully aware of the status of current year priorities as well as the status of the budget.

The revised format which was introduced in 2014 helps to track progress with respect to the implementation of the Strategic Plan and the related Corporate Business Plan.

I would be remiss if I didn't use this opportunity to note that this year has been unprecedented in the municipal sector because of the impact of Provincial decisions and then changes on staff and related workload. Business plan priorities and areas of focus have needed to be shifted numerous times to accommodate these decisions and changes, and that has placed a lot of extra stress on the entire organization. One can only hope that in the coming months that this situation will change and normalize so that staff can focus on the important community building work which is the core of what we do as a municipality.

Treasurer's Comments

Financial Statement

The year-to-date operating results for the second quarter ended September 30, 2023, are appended for Council's consideration.

Operating Budget

To date, \$9,750,815 of the net operating levy budget of \$13,185,942 has been spent. The positive operating budget variance of 1.05% (26.05% of the net levy remaining with 25% of the year yet to come) shows that as a whole, net expenditures are trending slightly better than budget. In comparison the Budget to Actual position at the end of the third quarter of 2022 had a negative variance of 1.13%. To provide some context for Council, staff utilizes a year-to-date perspective as the Township's operations are on going and cannot be truly defined by quarters,

Year to Date Report
Quarter 3 – July 1st – September 30th, 2023

like private sector organizations, who for the most part report quarterly earnings based off of revenue generated against incurred expenditures. In addition, staff also use year-to-date numbers more as a comparative benchmark rather than a definitive financial position.

At this point of the year, most budget areas are tracking well and according to historical activities and staff expectations. There are however a few areas staff would like to point out to Council.

In the Financial Services Budget, the Interest Income is tracking significantly above budget expectations. The 2023 Budget has a provision to realize \$257,000 in interest income. As at the end of the third quarter actual interest income received is \$430,000. This is due in large part to the swift increase in interest rates by the Bank of Canada. With the rise in the interest rate the Township has received more interest income from our cash holdings.

Under Development Services, Building – Bill 124-2002 Transfer, the balance at the end of June is in a negative position of \$336,384. The current balance, being in a negative position, means that we have incurred greater expenses in the Building Services then revenues. For Council's information, and according to Bill 124-2002, Building Services is self funded, meaning that expenditures required to operate must come from building related fees and charges and not from the tax levy. In order to moderate any fluctuation impacts, Building Services is allowed to place any year-end surpluses into a specific reserve fund and draw upon this reserve fund if there are any deficits experienced. So as to an example on how this works, if 2023 were to have ended on September 30th, the deficit of \$336,384 would have been drawn from the Building Administration Reserve Fund, and hence why this number appears on the quarterly financial statements. It should also be pointed out to Council that a deficit was contemplated in the 2023 Building Division's Budget, as there is a budget allocation of \$365,962 proposed to be transferred from the Building Administration Reserve Fund. Depending on the level of Building revenues realized in the fourth quarter we will be drawing more from the Reserve fund than anticipated. The current balance of the Building Administrative Reserve Fund is approximately \$1.3M.

Staff would like to inform Council with regards to the Ontario Land Tribunal (OLT) expense line. For 2023, Development Services – Planning has \$150,000 budgeted for OLT expenses with only \$11,000 in recorded expenditures as of the end of the third quarter. For Council's information we have typically budget between \$100,000 to \$150,000 for this line items so that any unspent monies can be transferred to the OLT/OMB Legal Reserve. The purpose of this Reserve is to build up sufficient funds to protect the Township's interests for when items are brought before the Tribunal. Staff are not expecting any significant expenditures for the remainder of the year which means we will be looking at transferring the remaining balance (currently \$139,000).

An item that staff would like Council to consider, and which does have an impact on the current year-to-date financial position is with regards to surface treatment. Infrastructure Services has budgeted \$130,500 for surface treatment works in their 2023 Hardtop Budget. To date no monies have been spent from this account and staff are not anticipating using any of these funds in 2023. Staff would like Council to consider placing these funds in our Operating Contingency

Year to Date Report Quarter 3 – July 1st – September 30th, 2023

Reserve. Staff are then proposing to draw these funds from this Reserve in 2024 to accommodate a larger surface treatment program. If Council is supportive of this, staff will need a resolution from Council to transfer \$130,500 to the Operating Contingency Reserve. This action will also have an effect on the third quarter surplus position due to the additional expense being added.

As we progress through the remainder of the year, and as these programs ramp up activity, expenditures will increase and will influence any surplus/deficit position the Township will be in.

Water and Wastewater Budgets

As at the end of the second quarter of 2023, the Wastewater program is in a deficit position of \$131,689. This deficit position is attributed to our Other System Costs (i.e. Regional billings) being higher year to date than the revenue received. The Township is tracking higher in our Regional billings on a per cubic meter basis, based on a five-year average. While overall the Township has experienced above average precipitation, especially throughout the first half of 2023, it was much dryer comparatively in the third quarter. At the end of the second quarter the Wastewater program was in a \$331,948 deficit position, as Council can see this position has improved considerably during the third quarter. The deficit still primarily stems from Inflow & Infiltration issues, whereby the water runoff seeps into our sewer collection system and flows into the Regions Wastewater Treatment facilities.

Turning to our Water program this budget area is in a surplus position of \$483,016. As reported through the second quarterly report, staff have been capturing water revenue from our high water user accounts that were estimated low. With the implementation of the water remote reading system there are still a number of high-water user accounts that remotes are either not present or not functioning for reasons other than a faulted reader (i.e. water meter issues). In these cases staff have to manually obtain these reads to ensure proper billings. These accounts are being worked on so that we will have a properly function radio and will thus be able to obtain water reads remotely.

Capital Budget

The level of activity in the capital budget increased in the third quarter, consistent with the annual trend that will give rise to a peak construction activity in the summer and early fall. Projects continue to generally be within Council or budget approved parameters. The expectation is that the recording of these capital expenditures will continue to increase as invoices for completed work are submitted.











The Q3 Capital Statements appended to this report include commentary as to the status of projects and with indications on which projects are completed, and which projects will be completed by end of the year. These comments are also meant to give Council an indication as to projects that may need to be included, either whole or in part, in the 2024 Capital Budget.

If Council requires additional information on any of the 2023 Capital projects, staff would be more than happy to discuss this at the November 21, 2023, Council meeting.




Planning for Growth and Exploring Economic Development Opportunities

GOAL: Ensure Managed and Sustainable Community Growth and Development

- DIRECTION: Balance the small-town feel, maintenance of rural values and lifestyle with provision of urban amenities and infrastructure.



Action Item		Department
	Participate in the planning for the Breslau Go Station	DS
	Review and Update Woolwich Official Plan	DS
	Identify and plan for surplus land initiatives to identify the best property use and development	DS
	Update the Site alteration by-law for the Township	DS
	Participate in the airport planning through the Region of Waterloo update to the Airport Master Plan	DS
	Review and update the Woolwich Zoning By-law	DS
	Review and update the Breslau Secondary Plan	DS
	Implement newly created Backflow Prevention Bylaw	IS/DS
	Review and update the Pool & Fence Bylaw	DS
	Complete Transportation Master Plan	DS

- DIRECTION: Be 'ahead of the curve' in planning for future growth and ensure infrastructure capacity is available before development proceeds.






Action Item		Department
	Explore opportunities for community park spaces and amenities through the Parks Master Plan and in partnership with community groups.	RCS/DS
	Explore opportunities and strategies for servicing through agreements and expansions	DS/IS
	Plan for the servicing of additional lands added to the settlement boundary through approval of Regional Official Plan	DS/IS

Planning for Growth and Exploring Economic Development Opportunities




- DIRECTION: Complete cost/benefit analysis for development opportunities to ensure that planned growth is affordable, value-added, and developers are accountable for growth-related costs

Action Item		Department
	Conduct growth study and Water/Wastewater Analysis	DS
	Review and provide comments on Provincial Planning documents	DS

- DIRECTION: Explore regional partnerships/collaborations that make fiscal sense but resist annexation and merger talks.


Action Item		Department
	Conduct a review and update of the Engineering Design Manual	DS
	Explore information sharing for GIS services	DS
	Continue with local affordable housing partnership with not-for-profit housing corporation on municipally owned land (former Kiwanis House site), and potential collaboration with Region on regionally owned lands (former Challenger site in Breslau)	CAO/DS
	Partner with the Region to conduct woodlot management throughout the Township and library services	RCS
	Update the existing library maintenance agreement between the Region and Townships to establish a consistent and smart approach to maintain library facilities.	RCS

- DIRECTION: Promote residential intensification opportunities in urban areas and downtown cores.


Action Item		Department
	Implement Elmira Downtown Plan to manage future development in the Elmira Core Area	DS
	Implement Elmira Downtown streetscaping through a phased approach in budget review process	IS/DS
	Utilize the secondary planning process and review Official Plan policies to provide policies to manage growth and identify intensification opportunities	DS

Planning for Growth and Exploring Economic Development Opportunities


- DIRECTION: Continue to advocate for amendments to the Aggregate Resources Act that address quality of life, financial and enforcement concerns.

Action Item		Department
	Provide input to Provincial and Regional policies as opportunities arise	DS


- DIRECTION: Look at improving Ontario Municipal Board processes by advocating for reforms and implementing a local representation policy that considers available resources.

Action Item		Department
	Ontario Municipal Board now Ontario Land Tribunal reforms have occurred. Continue to provide input to Ontario Land Tribunal amendments as opportunities arise	DS

- DIRECTION: Advocate for Cross Border Servicing Agreements which are technical and legal exercises as outlined in the Regional Official Plan (ROP).






Action Item		Department
	Continue discussions for amendments to cross border servicing agreements with Kitchener, Waterloo and Cambridge to allow increased capacity to facilitate future growth, specifically employment land opportunities (Priority focus on the East Lands ie Breslau and Airport)	CAO/DS/IS

- DIRECTION: Achieve Cultural heritage protection in balance with growth and development.

Action Item		Department
	Assist the Woolwich Heritage Committee to implement their workplan including: <ul style="list-style-type: none"> - Continue to develop an inventory of historic properties - Advise Council with regard to the need to designate or list historic properties - Review relevant Planning applications - Initiate Ghost Hamlet signage - Identify Cultural Heritage Landscapes 	DS








Planning for Growth and Exploring Economic Development Opportunities

- DIRECTION: Preserve, protect and grow what makes Woolwich unique, and support growth that will better the community.

Action Item		Department
	Review and update of the Township Zoning By-law	DS
	Prepare a Growth Strategy for Elmira, St. Jacobs and Breslau	DS
	Review the design of the new Highway 7	DS
	Prepare Active Transportation Plan	DS
	Support the Woolwich Environmental Advisory Committee	DS


GOAL: Grow and Retain Local Industry and Business Opportunities

- DIRECTION: Focus on business attraction, retention, and expansion in manufacturing, agricultural, retail, and tourism industries.


Action Item		Department
	Continue to work with the business community on business retention and attraction of new business, and assist local groups on events and local initiatives	CAO/EcDev
	Plan for an update of the 2011 Economic Development and Tourism Strategy in 2024	CAO/EcDev
	Seek out funding options for implementing local business support programs, promotional events and activities	CAO/EcDev
	Complete St. Jacobs wayfinding strategy	CAO/EcDev
	Work with Explore Waterloo Region on a strategy to spend the Municipal Accommodation Tax collection.	CAO/EcDev
	Implement COVID-19 economic recovery strategy using best practices while ensuring the solutions are tailored to suit the unique business mix of Woolwich	CAO/EcDev
	Use BR+E survey results to implement appropriate programming to support Woolwich businesses	CAO/EcDev

Planning for Growth and Exploring Economic Development Opportunities



DIRECTION: Develop marketing strategies that take advantage of proximity to the Cities, the GTA and the Regional Airport.

Action Item	Department
 Continue to work with Region groups in the post pandemic environment on promotion of the area assets including WEDC, Explore Waterloo Region (WRTMC) and other working groups.	CAO/EcDev

- DIRECTION: Pursue high tech and digital media opportunities.





Action Item	Department
 Continue to assist businesses to create online presence, marketing and joint opportunities (ongoing).	CAO/EcDev

- DIRECTION: Employ a balanced economic development approach which promotes opportunities municipality-wide.

Action Item	Department
 Assist in the evaluation of opportunities for economic development municipality-wide including the airport area, settlement employment areas and rural areas	DS/EcDev
 Examine opportunities to support Agritourism	DS/EcDev



GOAL: Explore Employment Land Opportunities

- DIRECTION: Develop a balanced approach to residential/employment land opportunities so Woolwich doesn't become a 'bedroom community'.



Action Item	Department
 Manage the development of the Elmira Employment Land and participate in the design of road connections to service the employment area	DS
 Participate in the Elmira By-pass Road EA Regional project	DS
 Develop a plan to designate and service adequate developable employment land	DS
 Identify stakeholder partnerships to facilitate activation of employment lands.	CAO/DS/IS

Planning for Growth and Exploring Economic Development Opportunities

DIRECTION: Where it makes fiscal sense consider partnerships relating to employment lands.



Action Item		Department
	Facilitate partnerships to promote the development of employment lands	DS
	Address infrastructure needs in Elmira, St. Jacobs and Breslau to facilitate opening employment / industrial land for new businesses.	CAO/DS

- DIRECTION: Together with the Region pursue development of employment lands by the Regional Airport that are compatible and complimentary.


Action Item		Department
	Continue to work with other Municipalities for cross border servicing arrangements and road connections to facilitate Breslau employment growth needs, airport and GO station connectivity	DS
	Develop Secondary plans for the Breslau area surrounding the Airport	DS

GOAL: Social Capital / Civic Engagement




- DIRECTION: Provide regular forums and different methods that will encourage public consultation and feedback.

Action Item		Department
	Integrate community consultation into facility and outdoor space related capital projects through the EngageWR platform, that have a direct impact on the community.	RCS
	Establish timing and process regarding community consultations for the development of a new 10-year Strategic Plan	CAO



- DIRECTION: Formulate the role of community-based Associations (i.e. Recreation Associations, Neighbourhood Associations, Rate Payer Associations).



Action Item		Department
	Provide support to recreation associations as they continue to act as a conduit to the community, and provide local opportunities and events in their settlement areas	RCS

- DIRECTION: Continue to support and promote volunteerism, and the traditional barn-builder community spirit. Evaluate and implement training and development opportunities that will help to ensure volunteers are well equipped to make the best use of resources.



Action Item		Department
	Collaborate with Affiliated Woolwich organizations to explore opportunities for partnership and program development	RCS
	Support community volunteers to plan and implement the Elmira Homecoming 2023	CAO / RCS
	Recruit, appoint and train members to Township Boards and Committees for the new Council term	COR

- DIRECTION: Maintain and enhance the volunteer system of service delivery, where efficient and effective to do so.

Action Item		Department
	Provide diverse co-op placement opportunities through partnership with local high schools, colleges and universities	RCS
	Develop a volunteer- based inclusion program to assist people with diverse needs to participate in recreation programs, aquatics, and camps	RCS


-  Completed
-  Ongoing
-  Not Yet Initiated
-  Removed from Work Plan
-  Added to Work Plan

- DIRECTION: Support local, provincial and national social capital and civic engagement initiatives.




Action Item		Department
	Host the Canadian Para Hockey Team 2023 Training Camp and US Series	RCS
	Work with the University of Waterloo to support the hosting of the 2025 UHOCKEY Women's National Championships at the Woolwich Memorial Centre	RCS

GOAL: Promote Healthy Living and Active Lifestyles



- DIRECTION: Complete long-term plans for recreation and parkland development.

Action Item		Department
	Develop and implement an Outdoor Amenities Long Term Plan as a resource to guide renewal or removal of existing parks infrastructure, and plan for future park development needs as part of residential development parkland acquisitions	RCS

- DIRECTION: Explore opportunities to promote the Township's extensive trails network, historic features, unique communities, and local arts and culture.




Action Item		Department
	Examine trail connection opportunities between settlement areas and through new subdivision development	DS
	Undertake an Active Transportation Master Plan to develop guiding principles and strategic direction for enhancing trail connectivity throughout the Township	RCS/IS/DS
	Implement the Active Transportation Master Plan through development review to enhance trail connectivity and facilitate road improvements which include Active Transportation considerations	DS

- DIRECTION: Improve marketing and promotion efforts for the Township's recreational facilities and programs to increase participation and related revenues.



Action Item		Department
	Explore alternative revenue generating opportunities for summer / shoulder usage at the Woolwich Memorial Centre	RCS
	Explore opportunities for expanding the Township's summer camp and other programming at settlement community centres	RCS

-  Completed
-  Ongoing
-  Not Yet Initiated
-  Removed from Work Plan
-  Added to Work Plan

- DIRECTION: Transition from recreational capital facilities development to Township-wide community program development increasing investment in active programming in the interest of promoting healthy living and active lifestyles.



Action Item		Department
	Work with the Region to enhance, increase and explore opportunities for partnerships with regards to library services in Breslau and throughout the Township	RCS
	Implement strategies and versatile membership options to attract & retain members to the WMC Fitness Centre	RCS
	Partner with the Woolwich Active Together organization to secure and implement CPRA's <i>Reaching Each and Every One: A Community Sport Intervention</i> grant funding	RCS





- DIRECTION: Explore methods of positively influencing the determinants of health.


Action Item		Department
	Work with the Community to support the 1 st annual Woolwich Pride and the 1 st annual MultiCultural event	RCS/COR
	Administer year 3 of the Termite control program	DS

GOAL: Support Sustainability of the Natural Environment and Other Resources




- DIRECTION: Promote and support environmental stewardship efforts

Action Item		Department
	TWEEC/T4W 2023 Work Plan: <ul style="list-style-type: none"> - Host annual Community Clean-up Day - Host tree planting and tree giveaway events - Continue community programs with the school board - Continue the tree nursery program - Provide public education about invasive plant species. Continue phragmites and buckthorn control projects - Continue tree planting and invasive species control in the Elmira Nature Reserve - Actively promote the TWEEC green business award program- CARES - Continue to support the Woolwich greening initiative Rural roadside tree planting program	RCS/IS
	Implement the Transform Waterloo Region Climate Action Plan to achieve Council supported GHG reduction targets of 50% by 2030 and 80% by 2050 through the application of 45 action items.	RCS


-  Completed
-  Ongoing
-  Not Yet Initiated
-  Removed from Work Plan
-  Added to Work Plan

	Review the Source Protection Plan and Site Alteration By-law including inspections of septic systems located within source protection areas on a 5 year cycle	DS
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- DIRECTION: Preserve and protect passive open green spaces and develop a tree management plan.




Action Item		Department
	Develop and implement a 5-year Tree and Woodlot Management Plan to address the Emerald Ash Borer and hazard trees impacting roads, trails, parks and structures	RCS
	Support TWEEC with the restoration/enhancement of “The Elmira Nature Reserve”, transforming Township property in Elmira into an exemplar of native biodiversity for both trails use and as educational purposes	RCS
	Identify Township land opportunities for native species naturalization and implementation	RCS

- DIRECTION: Preserve Agricultural Land.



Action Item		Department
	Conduct Agricultural enforcement for non-agricultural uses in Agricultural zoned areas	DS

- DIRECTION: Protect Rural Wells, Source Water Protection Areas, Cultural Heritage Features and Green Spaces.


Action Item		Department
	Review and implement Source Water Protection Plans and Site Alteration By-laws	DS
Done	Ensure the accurate delineation of natural features through development applications and updates to GIS mapping	DS
Done	Update Township mapping with most up to date natural environmental mapping as it comes available from the Grand River Conservation Authority	DS
	Implement Official Plan policies for protection of natural features, cultural heritage features and green spaces	DS

-  Completed
-  Ongoing
-  Not Yet Initiated
-  Removed from Work Plan
-  Added to Work Plan

- DIRECTION: Evaluate the potential impacts and benefits of new green energy technology that provides value added benefits to the local economy while not detracting from quality of life.


Action Item	Department
 Invest in transitioning the Township's equipment and fleet to electric, whilst establishing both public and Township charging infrastructure	RCS
 Complete a climate action initiatives feasibility study for major Township facilities to guide future capital and operational strategies for reducing GHG emissions	RCS

- DIRECTION: Develop long-term plans for water and wastewater infrastructure, including phasing of projects.


Action Item	Department
 Review capacity allotments and phasing plans for new development applications	DS

GOAL: Provide for Inclusive and Accessible Communities







- DIRECTION: Preserve and protect the unique nature of the 'community of communities' but address the challenge geography and distance creates and come up with solutions that focus on 'the ties that bind the community fabric'.

Action Item	Department
 Work with the Community to support the 1st annual Woolwich Pride event and the 1 st annual Woolwich Multi Cultural Festival	RCS/COR





- DIRECTION: Consider municipal policies, services and programs that take into account the impact of an aging population.

Action Item	Department
 Deliver the 6 th "Seniors Active Living Fair" in partnership with Community Care Concepts, Woolwich Seniors Association and Woolwich Community Health Centre	RCS

- DIRECTION: Implement legislated requirements, with the goal of improving and expanding opportunities for persons with disabilities, and identify, remove and prevent barriers to their full participation in the life of the community.










Action Item		Department
	Provide volunteer and employment opportunities through partnership with the WRDSB and the WATS program	RCS
	Explore opportunities to enhance the Inclusion program to support summer day camp participants with diverse needs	RCS
	Implement accessibility audit projects to meet the 2025 AODA compliance deadline	RCS
	Implement outdoor amenity and trail accessibility initiatives (trail signage, accessible play equipment)	RCS
	Implement measures contained in the Township's Multi-year Accessibility Plan, including report on accessibility feedback and the removal of barriers from the 2022 Municipal election	COR
	Implement measures contained in the Township's Multi-year Accessibility Plan, including: draft the Township's next Multi-Year Accessibility Plan.	COR

- DIRECTION: Advocate for affordable housing development.


Action Item		Department
	Implement the Housing for All Plan to provide affordable housing opportunities	DS
	Ensure affordable housing is addressed in new residential development proposals	DS
	Engage with the Region and Province to examine opportunities and funding for affordable housing development and incentive programs	DS
	Facilitate the development of surplus Snyder Street property for affordable housing	DS

GOAL: Develop Safe Communities

- DIRECTION: Provide a progressive and leading-edge emergency preparedness programs and develop long-term expansion plans for the Siren/Shelter-in-Place/Community Alerting Network program.

Action Item		Department
	Implement standby power generator at Breslau Community Centre, allowing for the facility to act as a back-up Emergency Operations Centre	RCS
	Continue working on creation of a Flood Support Plan with community partners that helps to guide future flood events	CAO/FIRE
	Continue advocating and working on a joint Region-wide Communications/Media Supporting Plan that will help inform future internal/external communications of emergency events	CAO/FIRE/ COR
	Regularly Promote/Test use of the Alert WR system for notification of emergencies within Waterloo Region	CAO/FIRE
	While the Township terminated the State of Emergency on March 25 th , 2022 it is important to realize that we will continue to experience waves of COVID-19 transmission, we will continue to respond appropriately as needed and start to look at potential recovery aspects that will be required as we approach an endemic state	CAO/FIRE
	Exploring Train the Trainer opportunities with neighbouring townships	FIRE
	Awaiting delivery of the new Pumper for St. Jacobs from Metz Fire and Rescue	FIRE
	Fire prevention in collaboration with Building, Planning services and Economic Development providing fire safety inspections to Woolwich businesses	FIRE
	Acquiring a new Rescue for Conestogo and Elmira to replace their existing Rescues as per the Truck Replacement Policy	FIRE


- DIRECTION: Advocate for presentation of any changes proposed to emergency services that directly impact Township residents (i.e. Police and EMS)".

Action Item		Department
	On going collaboration and development of innovative service solutions with all emergency services committees within the Region	FIRE



-  Completed
-  Ongoing
-  Not Yet Initiated
-  Removed from Work Plan
-  Added to Work Plan

GOAL: Long Range Transportation Planning


- DIRECTION: Explore the need for Transportation Master Planning on a community-by-community basis.

Action Item		Department
	Participate in the Elmira By-pass EA and other alternatives to reduce truck traffic in the Elmira Downtown Core area.	DS/IS


- DIRECTION: Make transportation planning a priority when evaluating growth and development plans.

Action Item		Department
	Participate in planning for the Airport and future Go station	DS/IS
	Identify transportation linkages for implementation to accommodate growth	DS/IS

- DIRECTION: Together with the Region, evaluate the efficiency and effectiveness of the existing transit system, potential expansions and connecting links to the over-all transportation system.

Action Item		Department
	Continue to assess options for future public transit extensions and linkages. Work with the Region regarding implementation of the Breslau pilot project.	DS




- DIRECTION: Advocate for provincial infrastructure projects that will improve the transportation system and support economic development (e.g. completion of Highway 7 and GO Transit Service in Breslau).

Action Item		Department
	In collaboration with the Region, continue to use advocacy opportunities with Province to champion the completion of new Highway 7 and GO Transit in Breslau (regular quarterly meetings with MPP)	CAO


Infrastructure Maintenance and Transportation Planning

GOAL: Optimize the Use of Municipal Infrastructure

- DIRECTION: Adopt a fiscally responsible long-term Capital Plan that deals with the growing infrastructure deficit, while advocating for increased funding from senior levels of government.



Action Item		Department
	Update the Township’s Asset Management Plan to include all of the Township’s assets in compliance with OReg 588/17. This work will include the current level of service for these assets and costs to maintain this level of service. Next version of the Township’s Asset Management Plan is due July 1, 2024.	ALL
	Complete Building Condition Assessments to support the Township’s Asset Management Plan and infrastructure renewal program	RCS
	Complete Water & Wastewater Rate Study	FIN/IS

- DIRECTION: Manage and maintain all municipal infrastructure with an emphasis on continuous improvement and greater efficiencies.





Action Item		Department
	<ul style="list-style-type: none"> Walter Bean Trail Development Bolender Park - Church St. Parking Lot Paving / Washroom Sanitary Lateral Lions Park – Parking Lot LED Lighting Replacement Valleyview Park Development – Multi-Use Court Birdland Park Development – Playground and other Amenities Bolender Park Playground Surface Replacement Playground Upgrades Electric Vehicle Charging Stations (Administration Building, St. Jacobs) Climate Action Initiatives Feasibility Study WMC Refrigeration Plant/Dehumidifier Union St. Parking Lot Administration Building and Union St. Works Yard Roof Top Units Union Cemetery Laneway Paving Breslau Community Centre Stand-by Generator Accessibility Audit 22 Mockingbird Demolition and Parking Lot Addition Maryhill Fire Station Replacement Elmira Fire Station Feasibility Study Breslau Memorial Park Splashpad (Community Funded) 	RCS

-  Completed
-  Ongoing
-  Not Yet Initiated
-  Removed from Work Plan
-  Added to Work Plan

Infrastructure Maintenance and Transportation Planning


	IT – develop an implementation plan in response to the Township’s recent security audit	COR
	Ensure that the approved 2023 Infrastructure Services Capital Budget is implemented to the extent possible	IS

- DIRECTION: Ensure a municipal wide infrastructure maintenance program that is needs-based.


Action Item	Department
 Ontario Structure Inspection Manual (OSIM) 2021 Bridge and Culvert Study	IS
 Continuation of wastewater sewer lining program to extend useful life and better align asset municipal servicing replacements in the future (pandemic dependent)	IS
 Continuation of an appropriate Annual Capital Paving Program that is derived from the State of the Infrastructure for the Roads network.	IS
 Continuation of an appropriate Annual Capital Bridge and Culvert Program that is derived from the State of the Infrastructure for the Roads network.	IS

GOAL: Expand Financial Sustainability / Best Practices



- DIRECTION: Explore options for the provision of sustainable funding for all municipal infrastructure.

Action Item		Department
	Continue to advocate for alternative revenue sources outside of the traditional user fees and tax revenue and continue to lobby the Provincial government of move away from the application-based system of infrastructure funding to a full allocation-based system.	ALL

- DIRECTION: Ensure high financial performance standards are in place for planning and implementation of capital infrastructure and development projects.




Action Item		Department
	Complete an amendment to the Township's Development Charge Background Study and By-law (started in 2021). Through recent changes to the Development Charges Act the 10% statutory deduction for studies and soft services has been removed. An amendment will allow more cost recovery of growth-related expenses.	FIN/IS/ RCS

- DIRECTION: Continue, on an annual basis, to explore budget efficiencies, alternative service delivery and revenue generation options.

Action Item		Department
	Investigate and implement a new financial system that will meet the needs of Woolwich's community, including better access for ratepayers and customers to their account information as well as providing abilities to integrate synergies with digital driven information	FIN/IT
	Explore opportunities for collaborative efforts relating to IT Services with other Townships and Regionally	CAO/COR

Fiscally Responsible and Sustainable Community

- DIRECTION: Explore collaboration and partnership opportunities that make fiscal sense and ensure best value for taxpayers.


Action Item		Department
	Continue to capitalize on unique and fiscally responsible woodlot management program to recycle hazard / ash trees	RCS
	Implement the recommendations coming out of the Phase 1 Joint Service Delivery with the other Townships re: Regional Library System governance and services	CAO/FIN/ RCS
	Continue to explore joint purchasing with neighbouring townships	FIRE

-  Completed
-  Ongoing
-  Not Yet Initiated
-  Removed from Work Plan
-  Added to Work Plan


Communication with the Public and the Marketing of Municipal Services

GOAL: Raise the Municipal Profile & Image

- DIRECTION: Develop a long-term plan to improve municipal signage.



Action Item		Department
	Implement new park and trail signage throughout the Township.	RCS

- DIRECTION: Celebrate the cultural richness of Woolwich, which includes the Old Order Mennonite population.


Action Item		Department
	Continue to look at opportunities to collaborate with the Mennonite Story	CAO/EcDev

GOAL: Improve Communication with the Public and Increase Public Awareness of Municipal Activities

- DIRECTION: Improve how staff communicate with the public throughout the entire municipality by developing and implementing a communications strategy.


Action Item		Department
	Explore opportunities for collaborative efforts and strategies relating to Communications with other Townships and Regionally (Region-wide comms group established)	CAO/COR
	Explore options for enhanced digital screens for customer information and advertising at the Woolwich Memorial Centre with the opportunity for expansion to other facilities in the future	RCS

- DIRECTION: Communicate with residents about local programs and related service delivery expectations.


Action Item		Department
	Continue to promote Township services and activities through active engagement on social media	COR

Communication with the Public and the Marketing of Municipal Services


- DIRECTION: Communicate with residents about issues that directly impact their quality of life (e.g. ATVs, dirt bike noise, airport noise).

Action Item	Department
 Look for opportunities to raise community knowledge regarding by-law infractions that occur regularly as a result of lack of awareness	COR


- DIRECTION: Identify the technological improvements that will be required to connect the Township and its ratepayers.

Action Item	Department
 Ongoing efforts by the Region and Area Municipalities regarding the proposed SWIFT network	CAO/COR/IS

- DIRECTION: Focus on updating and refreshing the Township website.




Action Item	Department
 Continue to monitor and improve the Township's website and social media using data and analytics	COR

- DIRECTION: Develop a Customer Service Strategy that focuses on serving others in a courteous and timely manner and going the extra mile."

Action Item	Department
 Create simplified permit applications for non-OBC permits to provide residents with easier form and provide better customer service	DS
Done Create standard permit review letters for customers with consistent documents	DS

GOAL: Promote Unique Tourism Opportunities


- DIRECTION: Explore opportunities to bring the tourism sector together and develop municipality-wide tourism experiences and packages.



Action Item	Department
 Work with WEDC and Explore Waterloo Region (WRTMC) on joint marketing and promotional efforts	CAO/EcDev
 Participate in working groups at Regional and intra-municipal levels for promotional opportunities	CAO/EcDev
 Examine opportunities for agritourism	DS/EcDev

- DIRECTION: Leverage the marketing efforts of the Regional Airport to promote tourism opportunities in Woolwich.

-  Completed
-  Ongoing
-  Not Yet Initiated
-  Removed from Work Plan
-  Added to Work Plan






Communication with the Public and the Marketing of Municipal Services

Action Item		Department
	Work with the Region and WEDC to promote the airport as an asset for businesses and the community	DS/CAO/ EcDev

-  Completed
-  Ongoing
-  Not Yet Initiated
-  Removed from Work Plan
-  Added to Work Plan





GOAL: Attract, Develop and Retain the Best and the Brightest

- DIRECTION: Evaluate and implement training and development opportunities that will help to ensure staff are well equipped to make the best use of resources.


Action Item		Department
	Develop a strategy with regional partners to enhance aquatic recruitment and retention	RCS
	Develop a new hybrid recruit training program with the other Township Fire Departments providing recruits a means of studying online at home with provisions to write for OFM certification	FIRE
	Human Resources review of new employee orientation and training processes	COR
	Human Resources review and update of corporate policies and procedures	COR
	Human Resources focus on mental health awareness training	COR

GOAL: Provide Exceptional Customer Service & Commit to Maintaining High Standards for Municipal Service Delivery

- DIRECTION: Maintain a high standard of municipal service delivery.


Action Item		Department
	Update Recreation By-law including amendments to park hours, property access requirements, memorial benches, etc.	RCS
	Update the Facility Allocation Guideline in consultation with affiliated user groups	RCS
	Update the Noise By-law including amendments requested by Council	COR
	Update the Fireworks By-law, including clarification around holidays and hours when fireworks can be set off	COR

- DIRECTION: Review of the distribution of services and responsibilities between the Region and area municipalities.


Action Item		Department
	Develop a business case and report to Council to consider moving certain by-law infractions from the Provincial Offences Act (POA) to the Administrative Monetary Penalty System (AMPS) including the possibility of shared services with local municipalities.	COR

Best Managed and Governed Municipality




- DIRECTION: Work in partnership with the Region to preserve, protect and expand the Township Library system.

Action Item		Department
	Continue to partner with the Region to grow and enhance library services in Breslau and throughout the Township, and implement the recommendations coming out of the Townships Joint Service Delivery Review (new facilities agreement, opportunities for program collaboration and new governance model)	CAO/RCS



- DIRECTION: Emphasize exceptional customer service so that such service is recognized as a strength of the municipality

Action Item		Department
	Provide additional services online and make website improvements, including online payment for dog tags (Council approved online sales through contracted services with DocuPet which will be live before year-end)	COR

- DIRECTION: Review the planning and development process and outline improvements and changes that will be required to ensure a timely process, while also ensuring effective participation occurs and contributes towards the goals of the community.


Action Item		Department
	Implement online tracking system to keep the public informed of development applications and planning projects	DS
	Champion the expediting of the delegation of Region planning responsibilities to the Township to streamline the development approval process.	CAO/DS
	Implement planning process changes to respond to Provincial legislation and expedite planning approvals	DS

- DIRECTION: Examine the provision of customer service beyond the traditional administration office hours.

Action Item		Department
	Focused internal discussions will explore opportunities to provide customer service opportunities beyond the traditional municipal office hours	CAO
	Provide online payment options for more services on the Township’s website	COR

-  Completed
-  Ongoing
-  Not Yet Initiated
-  Removed from Work Plan
-  Added to Work Plan

- **DIRECTION:** Improve communication between the Township, Region, adjacent municipalities and stakeholders concerning the timing of capital construction projects to mitigate impacts on the travelling public.

Action Item	Department
	Be an active participant with neighbouring municipalities to endeavour to better align planned programs and projects. IS

Corporate Services

IT Requests for Service

Year	Q1	Q2	Q3	Q4	Year to Date Total
2019	148	193	198	262	801
2020	310	214	268	269	1061
2021	327	313	317	361	1318
2022	401	410	326	355	1492
2023	360	380	315		1055

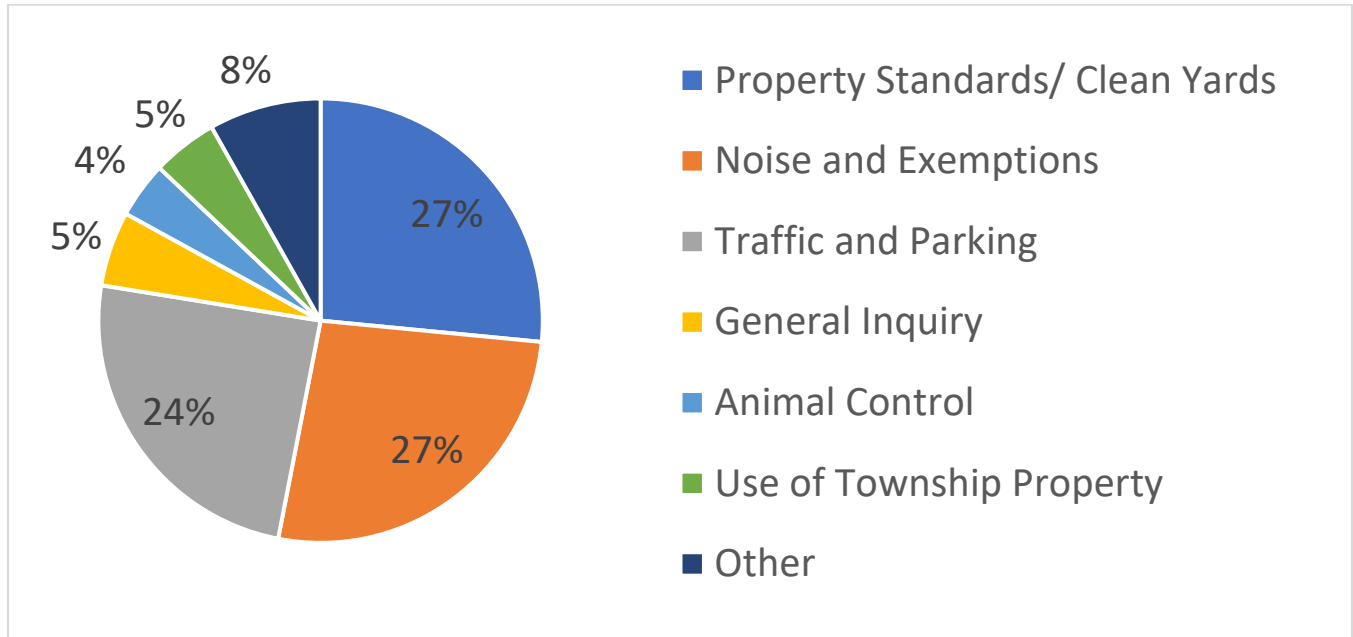
Parking Tickets Issued

Year	Q1	Q2	Q3	Q4	Year to Date Total
2019	533	30	47	229	839
2020	464	26	17	281	788
2021	249	17	27	339	632
2022	592	58	40	314	1004
2023	595	48	72		715

By-law Enforcement Call Volume

Year	Q1	Q2	Q3	Q4	Year to Date Total
2019	124	184	190	175	673
2020	101	200	206	208	715
2021	175	242	190	186	793
2022	160	219	194	141	714
2023	134	274	259		667

By-law Enforcement Q3 Call Frequency



Development Services

For the reporting period of January 1st to September 30th, 425 permits have been issued to date with a total construction value of \$97,885,503. This compares to 503 permits and a total construction value of \$116,019,604 for the same period in 2022. The third quarter has seen 100 dwelling unit permits issued which is compared to the 98 dwelling unit permits that were issued in the third quarter in 2022.

For Reporting Period - January 1st to September 30th				
	Applications Entered	Dwelling Units Issued	Total Permits Issued	Construction Value
2019	641	343	636	\$ 138,619,709
2020	506	140	450	\$ 73,569,586
2021	622	104	491	\$ 128,338,678
2022	541	98	503	\$ 116,019,604
2023	465	100	425	\$ 97,885,503

Fire Services

Incident Type	2023	2022	2021	2020
Fire	28	25	26	27
False Alarm	46	46	61	17
Public Hazard	5	19	10	53

Year to Date Report
Quarter 3 – July 1st – September 30th, 2023

Statistics

Rescue	47	33	40	42
Medical	57	47	42	10
Assisting Other Agencies	6	5	7	0
TOTAL	183	175	186	149

	2023	2022	2021	2020
Dollar Loss	\$30,500	\$69,000	\$176,100	\$558,600
Average Response Time (minutes)	9:39	9:00	9:10	8:39

Recreation and Community Services

Participation Statistics

	July 2023	August 2023	September 2023	Q3
Swim Drop-in	661	698	90	1449
Fitness / Program Drop-in	160	167	140	467
Public Skate	n/a	n/a	68	68
				1984

Swim Lesson Statistics – Summer 2023

Parent & Tot	67
Preschool	91
Learn to Swim	121
Private Lessons	64
Leadership	17
Adapted Program	7
SUMMER TOTAL	367

WMC Fitness Memberships

July 2023	198
August 2023	156
September 2023	137
Monthly Average	491

TOWNSHIP OF WOOLWICH
YEAR-TO-DATE FINANCIAL STATEMENT
September 30, 2023

	2023 BUDGET	2023 ACTUAL	%	2022 ACTUAL
			VARIANCE	
TOWNSHIP OPERATING BUDGET				
Office of the Chief Administrator				
Administration	343,388	250,832	26.95%	263,163
Economic Initiatives	254,136	176,112	30.70%	173,888
Tourism & Marketing	36,223	35,446	2.15%	33,093
Total Expense	<u>633,747</u>	<u>462,390</u>	27.04%	470,144
Administration	44,000	26,252	40.34%	48,260
Economic Initiatives	23,000	8,783	61.81%	2,165
Tourism & Marketing	5,462	15,647	-186.47%	16,729
Total Revenue	<u>72,462</u>	<u>50,682</u>	30.06%	67,154
Net - Operating	<u>561,285</u>	<u>411,709</u>	26.65%	<u>402,990</u>
Corporate Services				
Grants	63,227	63,767	-0.85%	84,719
Clerk's Division	478,657	342,303	28.49%	386,488
Information Technology (IT) Services	521,354	387,399	25.69%	405,061
Enforcement	319,632	250,733	21.56%	204,904
Crossing Guards	57,401	39,623	30.97%	34,151
Human Resources	208,719	163,689	21.57%	105,487
Corporate Overhead	185,722	137,458	25.99%	144,914
Total Expense	<u>1,834,712</u>	<u>1,384,971</u>	24.51%	1,365,725
Grants	2,844	0	100.00%	33,613
Clerk's Division	65,150	41,048	37.00%	94,137
Information Technology (IT) Services	500	0	100.00%	2,298
Enforcement	79,050	74,462	5.80%	74,316
Crossing Guards	-	0	0.00%	-
Human Resources	-	278	0.00%	-
Corporate Overhead	477,780	358,335	25.00%	395,100
Total Revenue	<u>625,324</u>	<u>474,122</u>	24.18%	599,465
Net - Operating	<u>1,209,388</u>	<u>910,849</u>	24.69%	<u>766,260</u>
Council/Committee				
Council/Committee	274,773	188,535	31.39%	171,860
Total Expense	<u>274,773</u>	<u>188,535</u>	31.39%	171,860
Council/Committee	50,000	29,760	40.48%	26,736
Total Revenue	<u>50,000</u>	<u>29,760</u>	40.48%	26,736
Net - Operating	<u>224,773</u>	<u>158,775</u>	29.36%	<u>145,124</u>

TOWNSHIP OF WOOLWICH
YEAR-TO-DATE FINANCIAL STATEMENT
September 30, 2023

	2023 BUDGET	2023 ACTUAL	%	2022 ACTUAL
			VARIANCE	
Development Services				
Planning Operations	1,341,863	678,403	49.44%	574,499
Committee of Adjustment	51,320	35,477	30.87%	33,352
Building Enforcement	1,008,806	679,173	32.68%	645,666
Bill 124 Transfer		(336,384)		(161,188)
Development Engineering	693,664	585,999	15.52%	466,539
Total Expense	<u>3,095,653</u>	<u>1,642,668</u>	46.94%	<u>1,558,868</u>
Planning Operations	628,952	233,661	62.85%	364,156
Committee of Adjustment	51,320	53,740	-4.72%	75,938
Building Enforcement	1,361,888	604,643	55.60%	731,995
Development Engineering	693,664	585,999	15.52%	466,539
Total Revenue	<u>2,735,824</u>	<u>1,478,042</u>	45.97%	<u>1,638,628</u>
Net - Operating	<u>359,829</u>	<u>164,626</u>	<u>54.25%</u>	<u>(79,759)</u>
Financial Services				
Management and Budget	2,486,552	2,219,962	10.72%	1,850,831
Accounting Division	303,311	196,846	35.10%	226,066
Revenue Division	360,545	320,522	11.10%	273,579
Total Expense	<u>3,150,408</u>	<u>2,737,330</u>	13.11%	<u>2,350,476</u>
Management and Budget	1,420,000	1,608,402	-13.27%	1,091,503
Accounting Division	0	0	0.00%	-
Revenue Division	1,009,000	818,863	18.84%	779,129
Total Revenue	<u>2,429,000</u>	<u>2,427,265</u>	0.07%	<u>1,870,632</u>
Net - Operating	<u>721,408</u>	<u>310,065</u>	<u>57.02%</u>	<u>479,844</u>
Fire Services				
Administration	1,403,160	1,059,555	24.49%	903,410
Fire Prevention & Education	45,270	34,530	23.72%	32,933
Breslau Fire Station	141,077	147,276	-4.39%	137,295
Conestogo Fire Station	140,829	115,015	18.33%	110,216
Elmira Fire Station	251,255	247,914	1.33%	224,626
Floradale Fire Station	133,549	121,333	9.15%	123,944
Maryhill Fire Station	152,070	109,428	28.04%	120,613
St. Jacobs Fire Station	197,109	172,500	12.49%	166,271
Total Expense	<u>2,464,319</u>	<u>2,007,550</u>	18.54%	<u>1,819,308</u>
Administration	192,000	140,514	26.82%	152,107
Fire Prevention & Education	0	1,230	0.00%	-
Breslau Fire Station	7,000	6,044	13.65%	6,101
Conestogo Fire Station	0	0	0.00%	-
Elmira Fire Station	0	0	0.00%	-
Floradale Fire Station	0	0	0.00%	-
Maryhill Fire Station	0	0	0.00%	-
St. Jacobs Fire Station	0	0	0.00%	-
Total Revenue	<u>199,000</u>	<u>147,789</u>	25.73%	<u>158,208</u>
Net - Operating	<u>2,265,319</u>	<u>1,859,762</u>	<u>17.90%</u>	<u>1,661,100</u>

TOWNSHIP OF WOOLWICH
YEAR-TO-DATE FINANCIAL STATEMENT
September 30, 2023

	2023 BUDGET	2023 ACTUAL	%	2022 ACTUAL
			VARIANCE	
Infrastructure Services				
Engineering Administration	1,227,174	1,078,445	12.12%	774,042
Bridges	85,100	53,519	37.11%	45,471
Roadside Maintenance	725,700	295,416	59.29%	144,982
Hardtop Maintenance	632,244	222,202	64.86%	575,219
Loosetop Maintenance	813,708	732,871	9.93%	692,901
Winter Control	1,018,519	848,368	16.71%	919,971
Safety	220,200	194,081	11.86%	112,996
Boundary Road Maintenance	24,000	7,522	68.66%	4,259
Parking Lots	167,000	155,592	6.83%	125,394
Street Lights	201,500	133,790	33.60%	130,247
Sidewalks (Ward 1)	170,000	151,695	10.77%	158,620
Total Expense	<u>5,285,145</u>	<u>3,873,499</u>	<u>26.71%</u>	<u>3,684,101</u>
Engineering Administration	215,300	189,178	12.13%	43,260
Bridges	15,000	0	100.00%	-
Roadside Maintenance	35,500	7,155	79.85%	9,775
Hardtop Maintenance	0	0	0.00%	69,237
Loosetop Maintenance	70,000	56,562	19.20%	63,310
Winter Control	0	10,575	0.00%	-
Safety	0	0	0.00%	12,000
Boundary Road Maintenance	0	0	0.00%	-
Parking Lots	0	0	0.00%	-
Street Lights	0	0	0.00%	2,767
Sidewalks (Ward 1)	170,000	151,695	10.77%	158,620
Total Revenue	<u>505,800</u>	<u>415,166</u>	<u>17.92%</u>	<u>358,970</u>
Net - Operating	<u>4,779,345</u>	<u>3,458,333</u>	<u>27.64%</u>	<u>3,325,131</u>
Recreation & Community Services				
Cemeteries	92,365	26,908	70.87%	52,895
General Administration	2,202,050	1,525,528	30.72%	765,730
St Jacobs Arena	369,543	248,964	32.63%	274,490
Woolwich Memorial Centre	2,055,431	1,744,516	15.13%	1,788,385
Parks	872,905	545,678	37.49%	665,179
Recreation Associations	300,120	235,740	21.45%	230,006
Recreation Programs & Community Development	27,979	20,024	28.43%	18,969
Day Camps	106,972	116,365	-8.78%	98,396
Libraries	47,304	36,285	23.29%	30,759
Other Township Owned Facilities	117,276	65,539	44.12%	90,136
Administration Building	177,097	154,269	12.89%	158,902
Total Expense	<u>6,369,042</u>	<u>4,719,815</u>	<u>25.89%</u>	<u>4,173,846</u>
Cemeteries	122,200	86,597	29.13%	43,519
General Administration	258,430	177,024	31.50%	229,255
St Jacobs Arena	311,500	201,409	35.34%	144,775
Woolwich Memorial Centre	1,494,972	977,801	34.59%	684,409
Parks	464,250	217,080	53.24%	141,767
Recreation Associations	132,500	133,298	-0.60%	116,319
Recreation Programs & Community Development	3,000	6,916	-130.54%	4,487
Day Camps	178,200	193,162	-8.40%	159,089
Libraries	22,000	14,000	36.36%	6,003
Other Township Owned Facilities	140,300	94,796	32.43%	101,180
Administration Building	177,097	141,035	20.36%	205,222
Total Revenue	<u>3,304,449</u>	<u>2,243,119</u>	<u>32.12%</u>	<u>1,836,024</u>
Net - Operating	<u>3,064,594</u>	<u>2,476,695</u>	<u>19.18%</u>	<u>2,337,822</u>
NET - TOWNSHIP OPERATING	<u>13,185,942</u>	<u>9,750,815</u>	<u>26.05%</u>	<u>9,038,512</u>

TOWNSHIP OF WOOLWICH
YEAR-TO-DATE FINANCIAL STATEMENT
September 30, 2023

	2023 BUDGET	2023 ACTUAL	%	2022 ACTUAL
			VARIANCE	
TOWNSHIP UTILITY BUDGET				
Wastewater Services				
Wastewater Mains	239,150	124,023	48.14%	47,065
Pumping Stations	154,782	129,724	16.19%	86,883
Billing and Collecting	98,493	73,322	25.56%	135,406
Administrative Overhead	890,606	648,799	27.15%	596,308
Other System Costs b)	3,463,511	2,953,363	14.73%	2,643,350
Total Expense	<u>4,846,542</u>	<u>3,929,231</u>	18.93%	<u>3,509,013</u>
Revenue	177,915	91,314	48.68%	210,444
User Rate Revenue	4,668,626	3,706,228	20.61%	3,363,783
Total Revenue	<u>4,846,541</u>	<u>3,797,542</u>	21.64%	<u>3,574,227</u>
Net - Operating	0	131,689		(65,214)
Water Services				
Water Mains	661,744	250,448	62.15%	266,486
Water Service	100,795	12,279	87.82%	19,818
Meters	139,499	23,761	82.97%	153,691
Hydrants	100,783	27,228	72.98%	19,062
Billing and Collecting	92,093	70,485	23.46%	62,340
Administrative Overhead	801,088	653,661	18.40%	571,794
Other System Costs b)	3,197,297	2,531,752	20.82%	2,858,039
Total Expense	<u>5,093,299</u>	<u>3,569,614</u>	29.92%	<u>3,951,228</u>
Revenue	519,234	179,538	65.42%	327,362
User Rate Revenue	4,574,065	3,873,091	15.32%	3,141,675
Total Revenue	<u>5,093,299</u>	<u>4,052,630</u>	20.43%	<u>3,469,037</u>
Net - Operating	0	(483,016)		482,192

Note:

a) Excludes service charge revenues and transfers

b) Includes a Regional Water/Wastewater billing accrual for Current Month

**Township of Woolwich
September 30, 2023**

PROGRAM: TOWNSHIP CAPITAL BUDGET

	2023 BUDGET	2023 ACTUAL	%
			VARIANCE
Fire Services			
Low Angle Rope Equipment	60,000	49,989	16.68%
Fire Fighting Gear - Replacement	60,000	60,038	-0.06%
Air Filling Station - Breslau	70,000	66,184	5.45%
Mobile Radios	0	7,813	
Drone	0	20,418	
Total Expense	190,000	204,442	-7.60%

**Additional Comments
(i.e. 2023 Carry Fwd Budget Requirements)**

Complete
Complete
Complete
2022 Project
Funded by Grant

Recreation & Community Services

Walter Bean Trail Development	50,000	785	98.43%
Bolender Park/Church St Parking Lot	45,000		100.00%
Lions Park LED Lighting Replacement	38,000	38,542	-1.43%
Bolender Park Playground Surface Replacement	80,000		100.00%
Valleyview Park Development	30,000	4,120	86.27%
Birdland Park Development	120,000		100.00%
Playground Upgrades	60,000	3,784	93.69%
Breslau Splaskpad (inconjunction with the Breslau Community Fundraising Committee)	0	12,111	
St. Jacobs Dog Park	0	11,164	
St. Jacobs Outdoor Skating Rink (inconjunction with the St. Jacobs BIA)	0	83,993	
Total Expense	423,000	154,500	63.48%

on-going
water service/carryover 2024
done
done, waiting on invoice
done, waiting on invoice
underway, complete fall 2023
underway, waiting on invoice
site plan done, award report to Council December 2023
done, waiting on invoice
done, 100% grant funding

**Township of Woolwich
September 30, 2023**

PROGRAM: TOWNSHIP CAPITAL BUDGET

	2023 BUDGET	2023 ACTUAL	%	Additional Comments (i.e. 2023 Carry Fwd Budget Requirements)
			VARIANCE	
Township Equipment Replacement				
Public Works Rolling Stock				
NEW - Utility Crane Truck	120,000		100.00%	Deferred
E095 - 2010 International Tandem	300,000		100.00%	Delivered
New - 3/4 Ton 4x4 Crew Cab	50,000	66,631	-33.26%	Complete
New - 1 Ton Crew Cab with dump bed	60,000		100.00%	
E009 - 2015 Ford F350 Sign Truck	60,000		100.00%	
E010 - 2015 Ford F350 Water Utility Truck 1/2 Ton with Cap	60,000		100.00%	
	0	5,295		
Sub Total	650,000	71,926	88.93%	
Fire Rolling Stock				
2001 St Jacobs Pumper	668,000	667,956	0.01%	Complete
2012 Dodge Ram	70,000	54,102	22.71%	
Argo And Trailer Replacement	60,000	55,278	7.87%	
Sub Total	798,000	777,335	2.59%	
Recreation Rolling Stock				
2013 Pickup (Replacement)	46,000	49,815	-8.29%	complete
2012 Pickup (Replacement)	53,000	58,633	-10.63%	complete
New - 2500 Pickup 4x4 (DC)	86,000	73,133	14.96%	vehicle purchased, waiting for plow attachment
New - Water Trailer	12,000	9,683	19.31%	complete
New - Rotary Turf Mower	50,000	34,832	30.34%	complete
Chevy Bolt EV (Insurance Replacement)	0	47,531		\$10,000 deductible expense, insurance
Sub Total	247,000	273,627	-10.78%	
Other Rolling Stock				
By-law Enforcement Truck	40,000		100.00%	Waiting for Delivery
Sub Total	40,000	0	100.00%	
Total Expense	1,735,000	1,122,888	35.28%	

**Township of Woolwich
September 30, 2023**

PROGRAM: TOWNSHIP CAPITAL BUDGET

	2023 BUDGET	2023 ACTUAL	%	Additional Comments (i.e. 2023 Carry Fwd Budget Requirements)
			VARIANCE	
Maintenance-Replacement Facilities Recreation & Community Service				
General Facilities & Buildings				
Accessibility Audit	50,000		100.00%	in process, complete Q4
Electric Vehicle Charging Stations (Water St Parking Lot, St. Jacobs)	65,000			awarded, Q4 installation
22 Mockingbird Drive - Demolition/Architectural	200,000	3,114	98.44%	carryover 2024
Climate Action Initiatives	105,000	26,140	75.11%	anticipate December complete, partial grant funding
Union Cemetery, Elmira				
Cemetery Laneway Paving	65,000	64,215	1.21%	completed
Woolwich Memorial Centre				
WMC Refrigeration Plant Improvements	2,285,934	1,480,461	35.24%	substantial completion, complete end of 2023
Breslau Community Centre				
Emergency Generator	95,000	82,384	13.28%	completed
Admin Building				
Administration Building and Union St. Works Yard Roof Top Units	60,000	12,562	79.06%	Q4 installation
Township Yards				
Park Lot Improvements (Works Yards, Parks)	107,000	4,340	95.94%	site plan complete
Total Expenditures	3,032,934	1,673,216	44.83%	
Major Facilities				
Fire				
Elmira Fire Station Addition	40,000		100.00%	underway, carryover remaining amount
Maryhill Fire Station Renovation	1,533,295	1,286,298	16.11%	complete, 10% holdback
Engineering & Planning				
Public Works Facility (EA)	87,000	43,383	50.13%	Ongoing
Total Expenditures	1,660,295	1,329,681	19.91%	
TOTAL CAPITAL EXPENDITURE	27,622,106	7,032,026	74.54%	



Development Services Staff Report

Report Number: DS44-2023
 Report Title: Zone Change Application 10/2023 (Michelle Shannon)
 Author: Sherwin Meloney, Planner
 Meeting Type: Council Meeting
 Meeting Date: November 21, 2023
 eDocs or File ID: DM125334, 125338, 125336, 125335 and 125337
 Consent Item: No
 Final Version: Yes
 Reviewed By: Jeremy Vink, Manager of Planning
 Final Review: Senior Management Team

Recommendation:

That the Council of the Township of Woolwich, considering Report DS44-2023 respecting Zone Change Application 10/2023 (Michelle Shannon) amend the Agricultural (A) zone with site specific provisions to recognize a reduced Agricultural parcel size of 34 hectares for the property of 1189 Weeby Place in accordance with the by-law in Attachment 3 to this report.

Background:

RBA Planning Consultants Ltd. on behalf of the property owner have submitted a rezoning application, for the lands at 1189 Weeby Place.

The subject lands, comprising 39.8 hectares in area are within a Countryside - Prime Agricultural area and Zoned Agricultural (A). The subject property is located at 1189 Weeby Place. The property contains barns, driving sheds, a farm shop, and a single detached dwelling.

The applicant is proposing a site-specific zoning amendment to recognize a reduced Agricultural parcel size of approximately 34.4 hectares whereas 40 hectares is required.

The zone change would allow a severance of the property at 1189 Weeby Place of 5.4 hectares south of the creek to be conveyed to 1094 Northfield as a lot addition, leaving 1189 Weeby Place with an undersized farm parcel size of 34.4 hectares.

The property at 1094 Northfield Drive East will also acquire 3.6 hectares from Weberland Ltd to create a large farm holding of 60 hectares. The proposed plan would also accommodate the creation of a new dairy barn and the continued posterity of 1094 Northfield Drive East to be economically viable.

The applicant submitted a planning justification report in support of their application.

A public meeting was held on October 24, 2023.

Comments:

The lands are within a Countryside - Prime Agricultural Area. Both the Provincial Policy Statement (PPS) and A Place to Grow plan contain policies around protecting and supporting the long-term viability and productivity of agricultural lands, to ensure a vibrant rural and productive agricultural economy and a secure food supply for future generations. The key policies relevant to this application can be found in Section 2.3.4 of the PPS and Section 4.2.6 of A Place to Grow plan.

The Region of Waterloo Official Plan (ROP) speaks to supporting and protecting the countryside within the policies of Chapter 6, specifically Section 6.E.3 regarding the reconfiguration of existing farm parcels. Farm parcels less than 40 hectares will be required to provide information satisfactory to the Region, which demonstrates that the resulting farm parcel is of an appropriate size for the type of agricultural use, is sufficiently large enough to sustain an economically viable farm operation and has the capacity to maintain flexibility for future changes in the type or size of agricultural operations.

The Township Official Plan (OP) policies regarding prime agricultural areas are contained in Chapter 6. As per the Countryside policies in Section 6.2.6, where part of an adjoining farm is to be severed and merged on title with an existing farm, resulting in a farm having less than a minimum of 40 hectares will require a site-specific Zoning By-law amendment and will need to be sufficiently large enough to sustain an economically viable farm operation as well as maintain flexibility for future changes in the type or size of agricultural operations.

The applicant has provided justification with regards to the ROP and OP, demonstrating that the undersized farm parcel of 34.4 hectares is economically viable. The subject lands are utilized for agricultural uses, and it is demonstrated that the farming of the property provides a sufficient economic base to support a slightly smaller viable farm parcel.

The subject lands are utilized for agricultural uses and are intended to continue as part of a viable agricultural use. The property at 1189 Weeby Place is sufficiently large enough to sustain an economically viable farm that will also provide farm flexibility for future changes as demonstrated by the Agricultural Viability Analysis provided in the planning justification report.

The proposed severance line will follow the creek creating a natural boundary, leaving behind a small strip of land north of the creek, with the retained lot. Staff notes that this strip of land is accessible to 1189 Weeby Place and could be severed in the future and conveyed to the lands adjacent to the retained lot.

Staff is satisfied that the use is appropriate and consistent with the Provincial Policy Statement and A Place to Grow, and conforms to the ROP and the OP. The proposed Zoning By-law amendment will facilitate the agricultural use on the adjacent property with approval of conveyance of additional land while maintaining the viable agricultural property on the retained parcel.

Staff are of the opinion that there is no impact to the farm at 1189 Weeby Place as a result of this severance.

Zoning

The applicant has proposed a reduction in the minimum lot area for the Agricultural (A) Zone in Section 7 of the Zoning By-law, which regulates a minimum lot area of 40 hectares. The intent of this by-law is to ensure that agricultural lands are large enough to accommodate an economically viable farm operation. The parcel being retained at 1189 Weeby Place is comparable with the size of agricultural farm operations in the area and has demonstrated to be economically viable. It is recommended that the Agricultural (A) Zone be amended to recognize a reduced Agricultural parcel size of approximately 34.4 hectares.

The proposed zoning by-law attached to this report reflects the reduced lot area and is consistent with the policies noted in this report.

A future consent application will address any of the severance issues.

Comments Received

- Grand River Conservation Authority (GRCA) notes that the site plans submitted with the Planning Information and Justification Report appear to incorrectly label the GRCA regulated area, however, has no objections or concerns with the proposed zone change.
- The Waterloo Region Catholic School Board, The Region of Waterloo, Enova Power, and The Ministry of Transportation have no comments with respect to the proposal.
- The Township Fire, Building and Development Engineering Department have no comments with respect to the proposal.

Interdepartmental Impacts:

None.

Financial Impacts:

None.

Strategic Plan Impacts:

The site-specific zoning will ensure managed and sustainable community growth and development. It will preserve, protect, and facilitate growth of agricultural operations.

Conclusion:

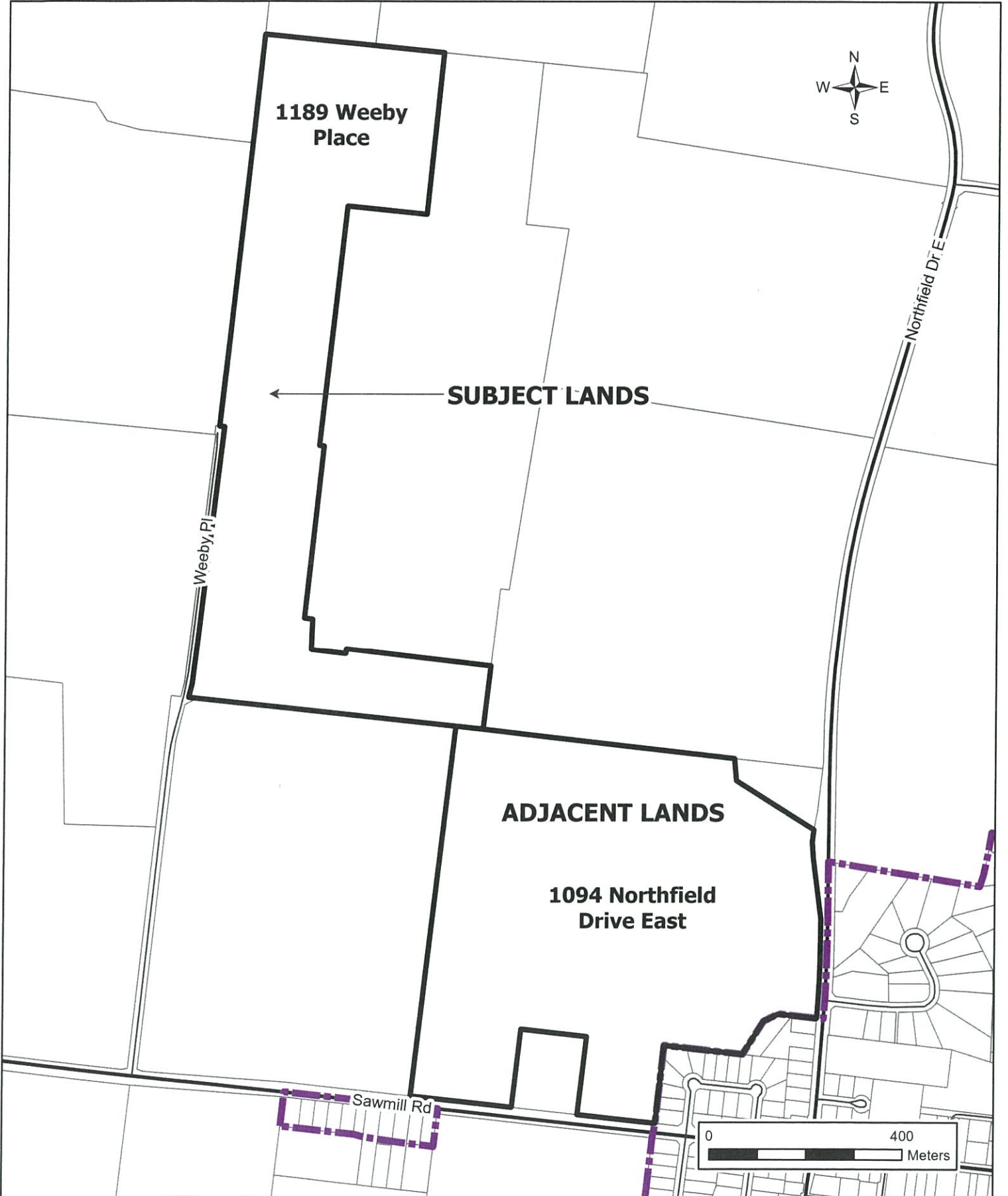
It is staff's opinion that the proposed zone change is consistent with Provincial Policies and Guidelines and conforms to the Regional Official Plan and the Township Official Plan.

Therefore, staff recommend that Council of the Township of Woolwich approve Zone Change 10/2023 for the property at 1189 Weeby Place to amend the agricultural zoning with site-specific regulations to permit a reduced Agricultural parcel size, in accordance with the by-law as attached in Attachment 3 to this report.

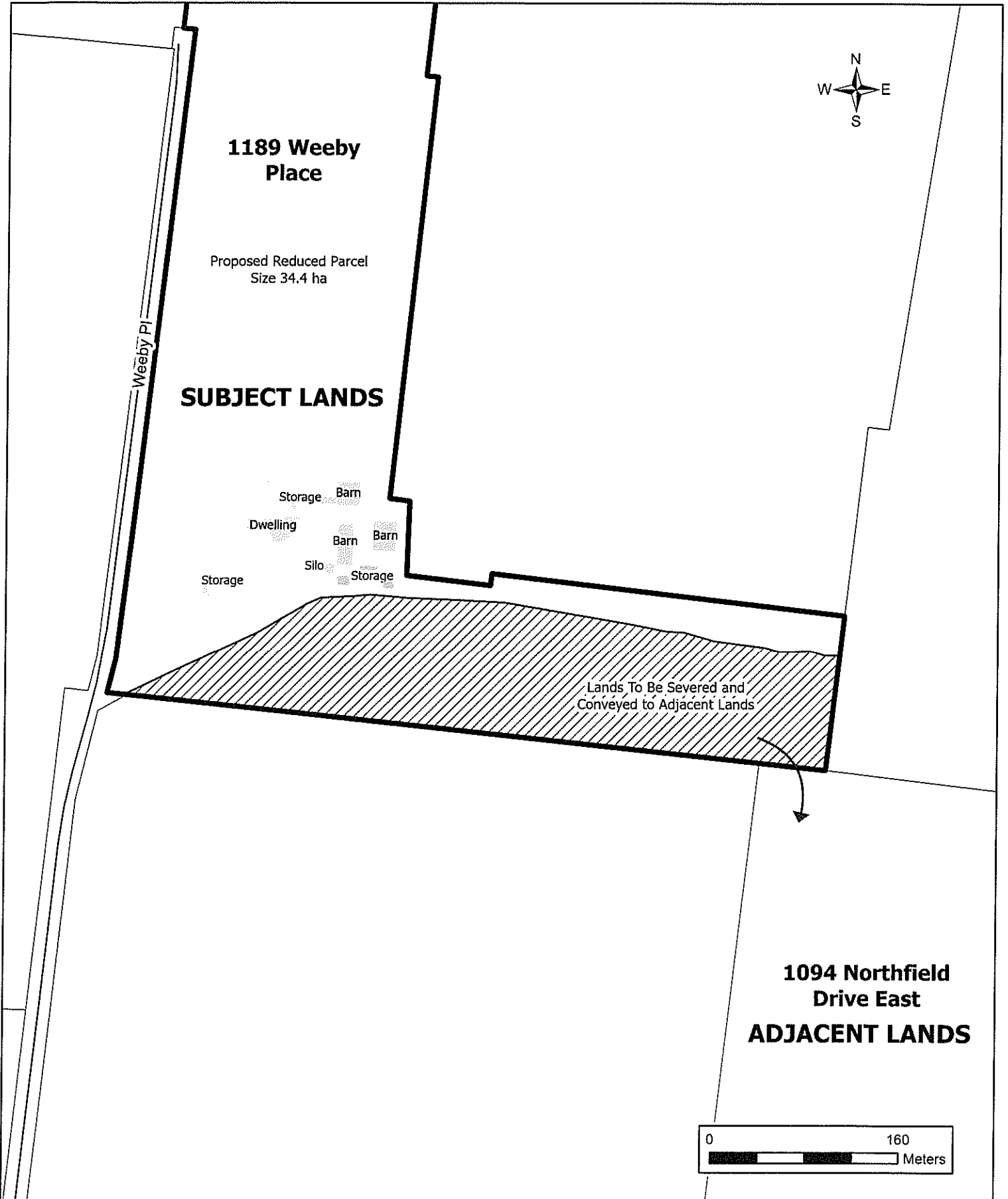
Attachments:

1. Location Map and Site Plan
2. Minutes of October 24, 2023, Public meeting
3. Proposed Zoning By-law and Map

Zone Change Application 10/2023
1189 Weeby Place & 1094 Northfield Drive East



Zone Change Application 10/2023
1189 Weeby Place & 1094 Northfield Drive East



1189 Weeby Place

Proposed Reduced Parcel
Size 34.4 ha

SUBJECT LANDS

Storage Barn
Dwelling Barn Barn
Storage Silo Storage

Lands To Be Severed and
Conveyed to Adjacent Lands

**1094 Northfield
Drive East
ADJACENT LANDS**



Township of Woolwich
Council Minutes – Public Meeting Excerpt

Tuesday, October 24, 2023
7:00 PM

Public Meeting

DS42-2023: Information Report - Zone Change Application ZC 10/2023 (Michelle Shannon)

Mayor Shantz declared the public meeting to be open.

Consultant Bob Black of RBA Planning Consultants, representing the applicant, presented a document of support for the Zone Change Application and some additional background on the reasons for the application.

The Clerk noted there were no unregistered participants in the meeting.

There were no members of the public present to speak to the application.

As there were no further speakers, Mayor Shantz declared the public meeting to be closed.

The Corporation of the Township of Woolwich

By-law No. XX-2023

A By-law to Further Amend Zoning By-law 55-86, of the Township of Woolwich (1189 Weeby Place)

WHEREAS the Council of the Corporation of the Township of Woolwich (the "Township") deems it desirable to further amend By-law 55-86, as amended.

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

- 1. THAT following Section 26.1.385 of By-law 55-86, as amended, the following Section and corresponding Schedule 'A' be added, to allow the reduction in minimum lot area on the property described as 1189 Weeby Place, GCT Part of Lots 33 and 42, Township of Woolwich:

26.1.386 Notwithstanding any other provisions of this By-law, the lands illustrated on Schedule "A" of this By-law may have a minimum lot area of 34 hectares.

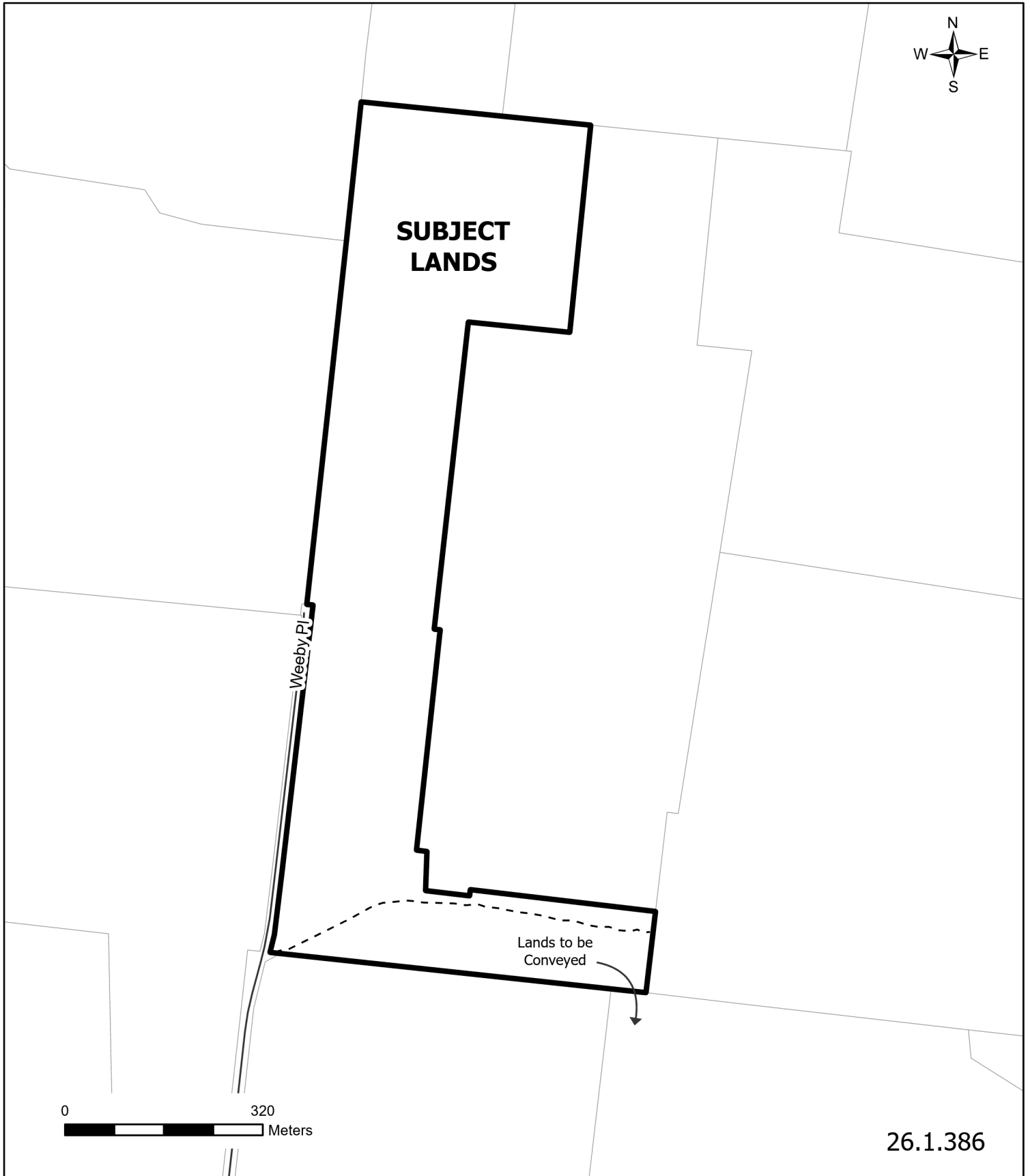
- 2. That this By-law come into effect on the final passing thereof by Council of the Corporation of the Township of Woolwich subject to the provisions of the planning Act, 1990 and amendments thereto.

PASSED THIS ----th DAY OF November, 2023.

Mayor

Clerk

Schedule "A"
1189 Weeby Place
TRACT GERMAN COMPANY PT LOT 33 PT LOT 42



**SUBJECT
LANDS**

Weeby Place

Lands to be
Conveyed

0 320 Meters

26.1.386



Development Services Staff Report

Report Number:	DS45-2023
Report Title:	Building Official Position
Author:	Nick Racanelli, Chief Building Official
Meeting Type:	Council Meeting
Meeting Date:	November 21, 2023
eDocs or File ID:	DM125360
Consent Item:	No
Final Version:	Yes
Reviewed By:	Deanne Friess, Director of Development Services
Final Review:	Senior Management Team

Recommendation:

That the Council of the Township of Woolwich, considering Report DS45-2023 respecting Building Official Position, receive this report for information.

Background:

In May 2022, Council approved the addition of two new Building Official positions to support the growing needs with increased development in the Township. Funding for these positions would be through the Building Division's Operating budget, which is supported by Building Permit Fee revenues and the Building Administration Reserve Fund, if need be. The Building Division began recruitment in 2022 and hired the first position later that year. With the slowing of development and lack of applicants the Chief Building Official chose to hold off on hiring of the second position until 2023. During budget deliberations Council requested that staff come back to Council before hiring the second Building Official position.

In the past 4 years the Municipality has seen steady numbers since 2019, with the number of permits per year between 600-700+. The same growth has been seen with the number of dwelling units created.

The financial climate in Ontario has changed since the beginning of 2023. August was the first month of noted decline in permit applications. This trend has continued with permit applications declining 15% from August to October as compared to 2022. Based on the anticipated permit numbers continuing to be lower into 2024 the Chief Building Official will be holding off on hiring the remaining vacant position until permit activity

increases. The postponement of the Building Official will be reconsidered Q2 or Q3 2024 with the reassessment of current and anticipated building activity.

Comments:

Reasoning

The development process takes years from initial review to building starting with planning review and a public application process, proceeding to design and review by development engineering, followed by construction and installation of infrastructure and then finally to building permit applications. The development process provides staff an estimate of what building permits will come forward over the next few years. Although the Township has a significant number of development applications currently going through the review process the resulting building permits are not expected until 2025 or later.

There are also factors which affect permit numbers within a specific year. In 2023 the factors that have impacted the permit numbers and resulted in a decline include:

Raise in interest rates from 1.5% to 5-7% since September 2022 and
High house prices resulting in slower than anticipated sales in new subdivisions.

Other neighboring municipalities have been seeing the same decline in permit numbers.

Municipality	2023 Change
Centre-Wellington	22% reduction
Wilmot	43% reduction
Wellesley	15% reduction
North Dumfries	18% reduction

Current Staffing Levels

The current staffing levels for the Building Section include the Chief Building Official, Deputy Chief Building Official, five Plan Examiner/Building Inspector and an Administrative Assistant.

Interdepartmental Impacts:

There are no interdepartmental implications.

Financial Impacts:

The Building Division is self funded with Building Permit Fees covering the costs to enforce the Building Code. Therefore, the funding for the division does not come from the tax base. Legislation allows municipalities to create a reserve fund to cover direct and indirect costs associated with enforcement of the Building code. This position would be funded through the building division budget when hired.

Strategic Plan Focus Area:

The Strategic Plan policies aim to maintain a high standard of municipal service delivery and emphasize exceptional customer service. It is the opinion of the Chief Building Official that service delivery standards and good customer service will be able to be maintained with the current staff levels. The Building Division will continue to monitor permit levels to monitor the interconnection of service levels interconnected with staff levels.

Conclusion:

The building section is under constant pressure from changing building codes, provincially mandated timelines and finding qualified staff to dealing with construction growth within the Municipality. As the market shifts, there is no way to predict what the next year will bring. Postponing the Hiring of 1 FTE (Building Official) for 6-8 months is the best way to stay focused on maintaining services levels with existing staff, but also keeping within the budget without depleting the reserves. The Building Division will continue to monitor trends in a proactive nature to assess current and future needs.

Resolution to Participate in Regional All Council Closed Session on December 8, 2023

That a closed meeting of Council be held on Friday, December 8, 2023 at 1:00 p.m. in the Regional Council Chambers and electronically, in accordance with Section 239 of the Municipal Act, 2001, for the purposes of considering the following subject matters:

1. Education related to Indigenous History and Reconciliation

Resolution to Participate in an All-Council Meeting at the Region of Waterloo on December 15, 2023

That the Council of the Township of Woolwich participate in an in-person All-Council meeting hosted by the Region of Waterloo in Regional Council Chambers on Friday, December 15, 2023 at 2:00 p.m.



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: November 10, 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: West Montrose Bridge Rehabilitation

Dear Mayor Shantz and Members of Council,

This letter is to inform you that the Woolwich Heritage Committee passed the following resolution at their meeting on November 8, 2023, requesting direction from Council:

That the Woolwich Heritage Committee, regarding the West Montrose Covered Bridge Rehabilitation presentation, recommends that the Township of Woolwich Council direct the Project Team to:

- 1. Implement the Alternative C2 option for wood repairs (10 tonnes) within the rehabilitation project;**
- 2. Work with staff to draft the necessary amendments to the Heritage Designation By-law 60-2007 for Council approval; and**
- 3. Proceed with next steps to obtain Regional Council approval.**

And further that the Township strongly advocates that consideration be given to restricting the bridge to pedestrian, cyclist and horse and buggy usage only and that vehicular traffic not be permitted on the bridge.

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

West Montrose Covered Bridge Rehabilitation

Township of Woolwich Heritage Committee Meeting



Presented by:

Michelle Pinto, P.Eng., M.B.A.
Region of Waterloo Project Manager

Steve Taylor, P.Eng., M.Eng., CVS-LIFE, P.E.
BT Engineering – EA Project Manager

Andrew Lehan, P.Eng., M.A.Sc.
Entuitive – Senior Bridge Engineer

Richard Unterman, M.A., CAHP
Unterman McPhail Associates – Heritage Consultant



Township of Woolwich, Region of Waterloo

November 8, 2023

ENTUITIVE

BT ENGINEERING
BTE



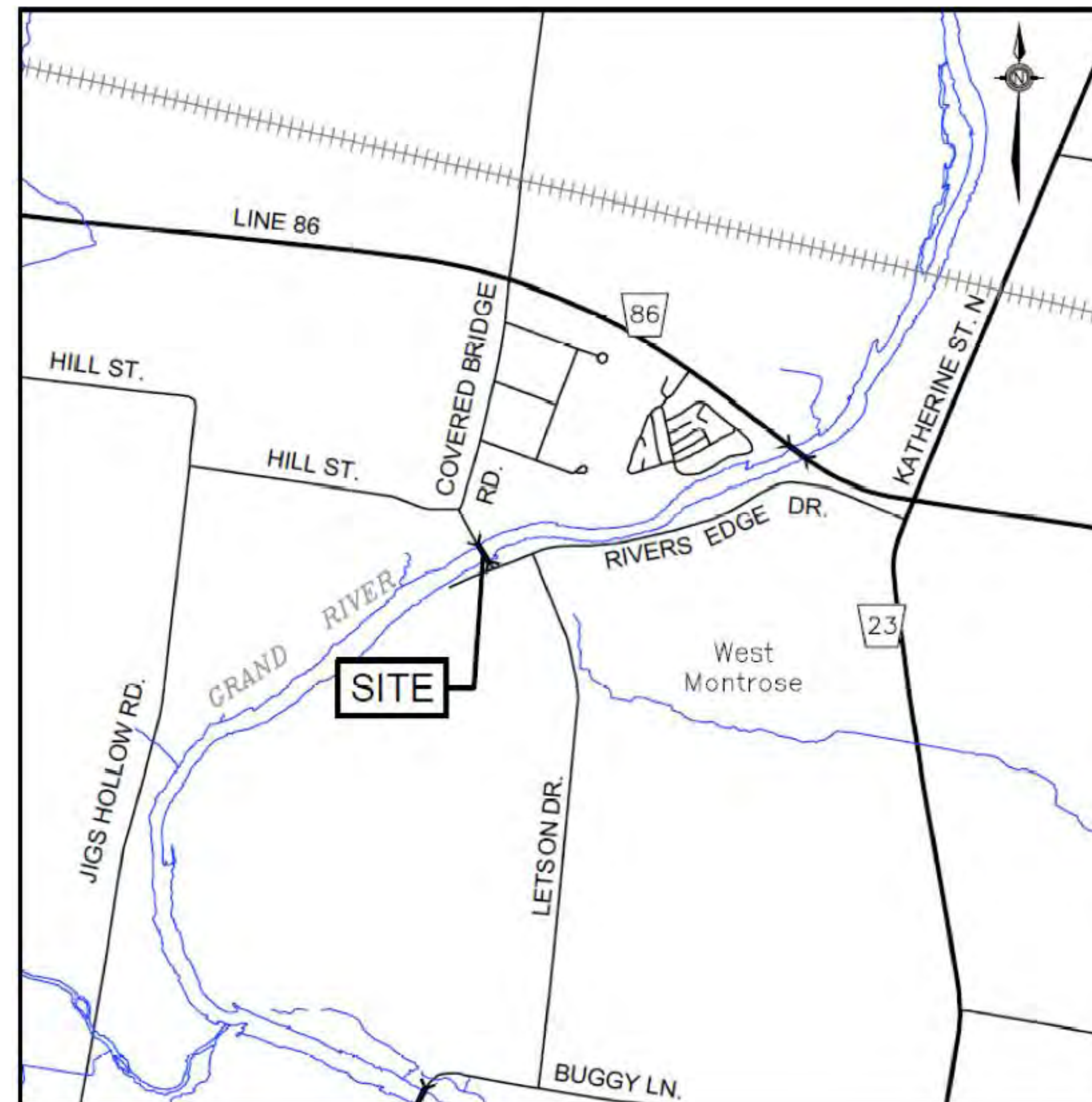
Study Introduction

Project Purpose

The West Montrose Covered Bridge requires a complete structural rehabilitation to ensure the structure will continue to serve the public through the current century.

This study follows the Municipal Class Environmental Assessment (EA) process and is classified as a Schedule C Project.

Project Location



Project Need and Opportunities

The 2014 Preservation Strategy for the West Montrose Covered Bridge and ongoing structural monitoring of the bridge has identified the need to:

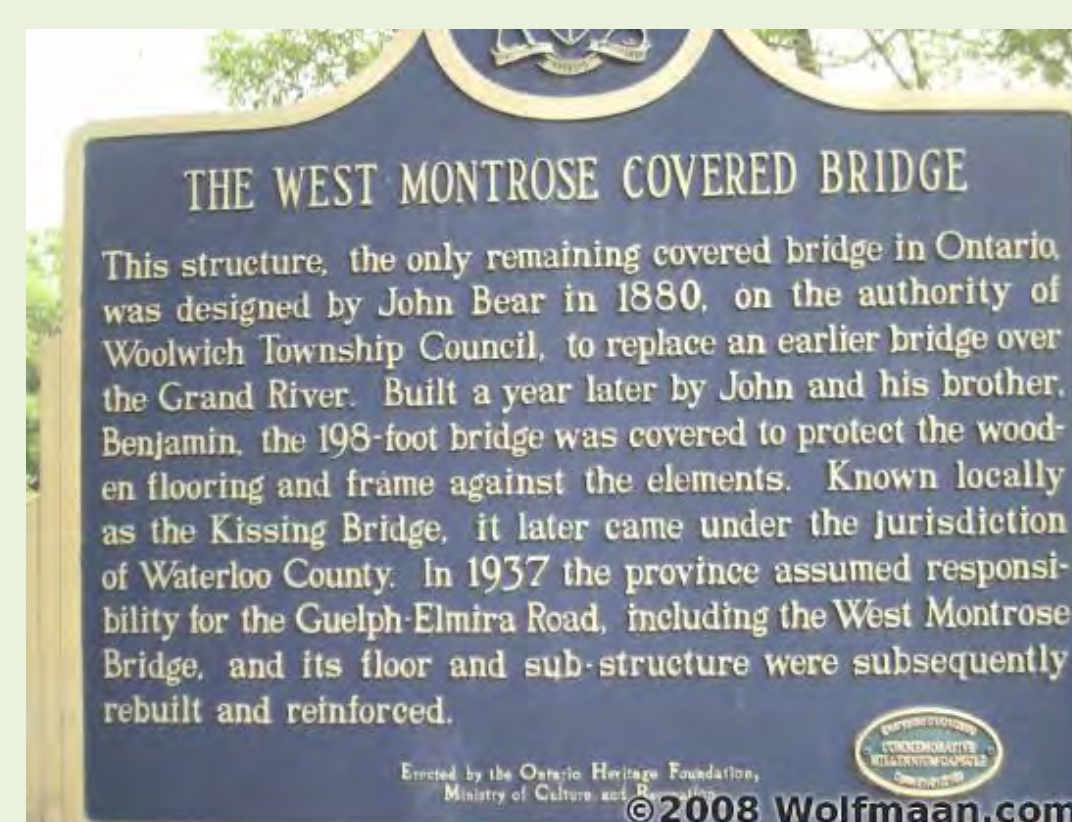
- Remove the Bailey truss system and provide a single robust load bearing system capable of supporting all loads on the bridge.
- Repair the roof and exterior cladding.
- Mitigate other risk factors to the bridge including damage by oversize vehicles, loss by fire, flooding, ice and/or snow damage.

Structural Rehabilitation



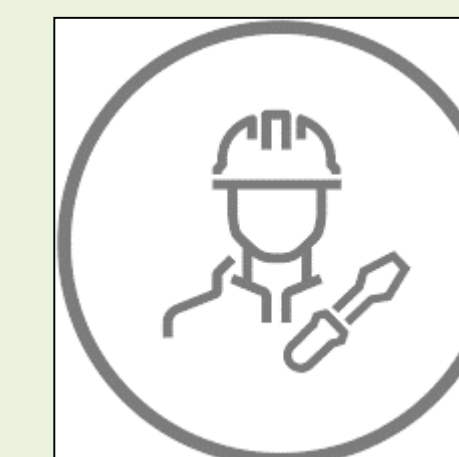
Strengthen the overall structural system to support bridge loads and ensure public safety

Heritage Conservation



Preserve the heritage designation of the bridge

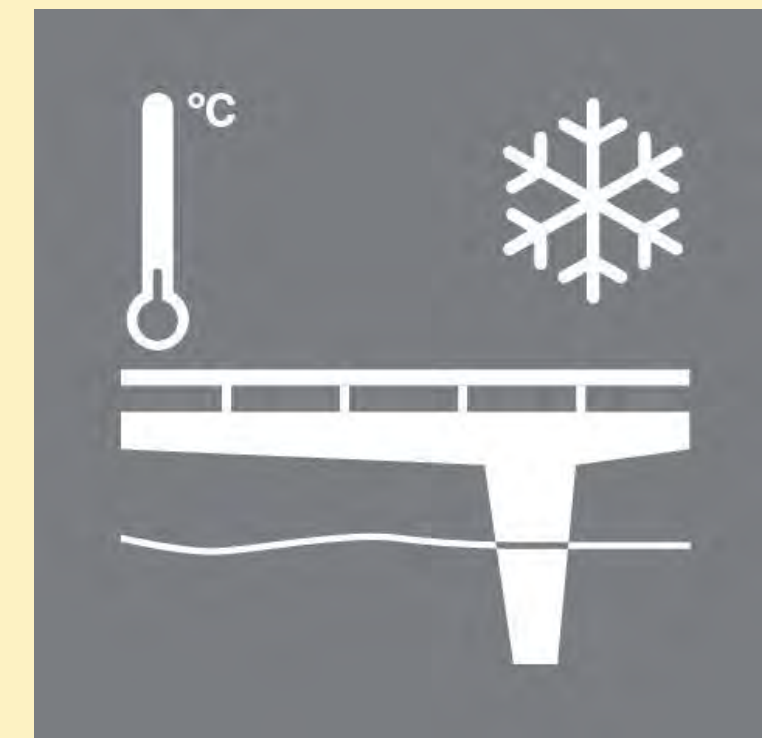
Ongoing Maintenance



Minimize future maintenance requirements

Existing Challenges

Introduction



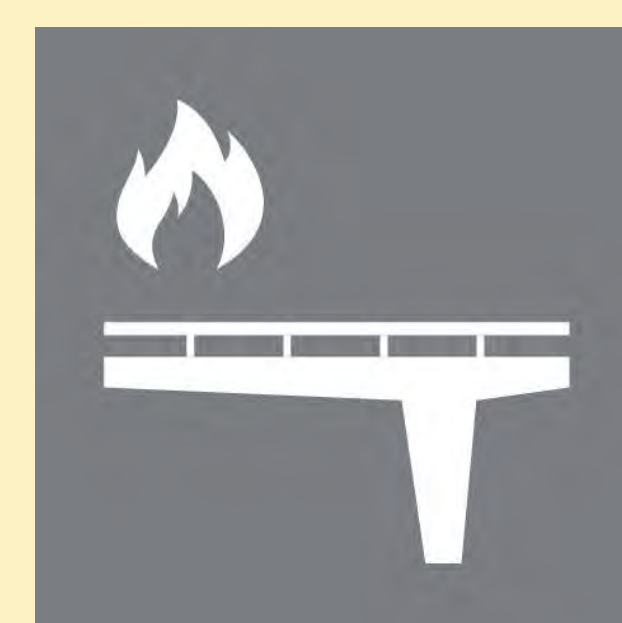
Natural risks (wind, flood, snow, and ice damage)



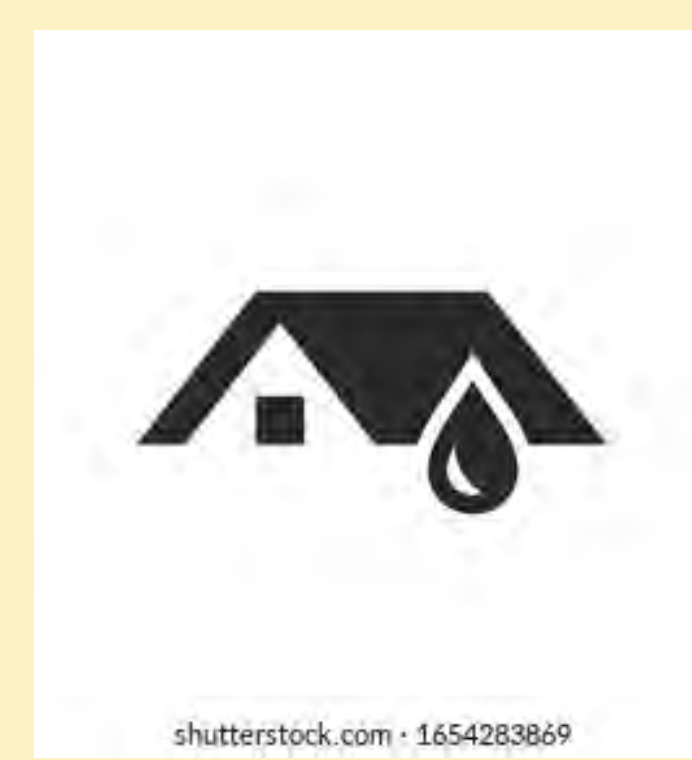
Overloading of the bridge by oversized vehicles



Risk of Vandalism



Water supply for a fire suppression system



Deterioration of the timber truss, with time



Protection of the wooden truss

Background Studies

Public Feedback

Alternative Rehabilitation Options

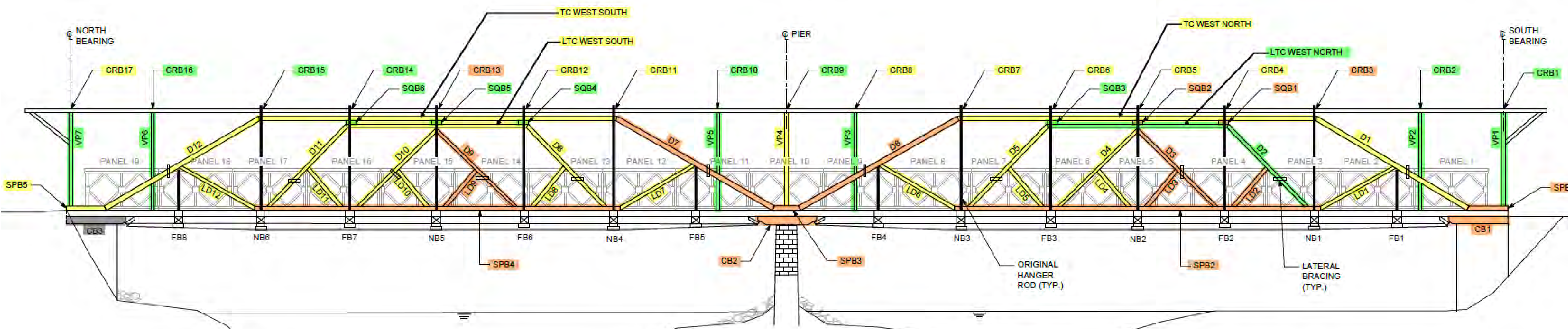
Preferred Alternative

Next Steps

Background Studies

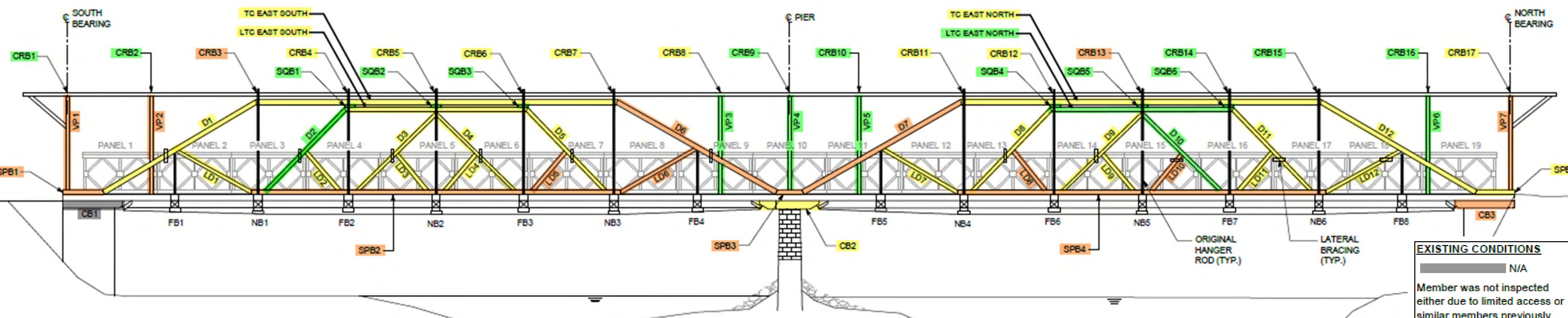
Study	Considerations
Natural Environment Study	Potential impacts on terrestrial species, vegetation, birds, amphibians, bat habitat, aquatic habitat, and fish
Stage 1 Archaeological Assessment	Potential impacts on sites with archaeological potential
Heritage Impact Assessment	Cultural heritage conservation of the bridge
Hydraulic Assessment	Assessment of flood water levels and scour
Geotechnical Study	Composition of the pier, abutments and the underlying soil

Background Studies – Timber Truss Assessment



WEST ELEVATION
1:100

ELEVATION FROM EXTERIOR OF BRIDGE
OBSERVATIONS NOTED IN MEMBER RESULTS IN APPENDIX B ARE REFERENCED FROM THE INTERIOR OF THE BRIDGE LOOKING OUTWARDS



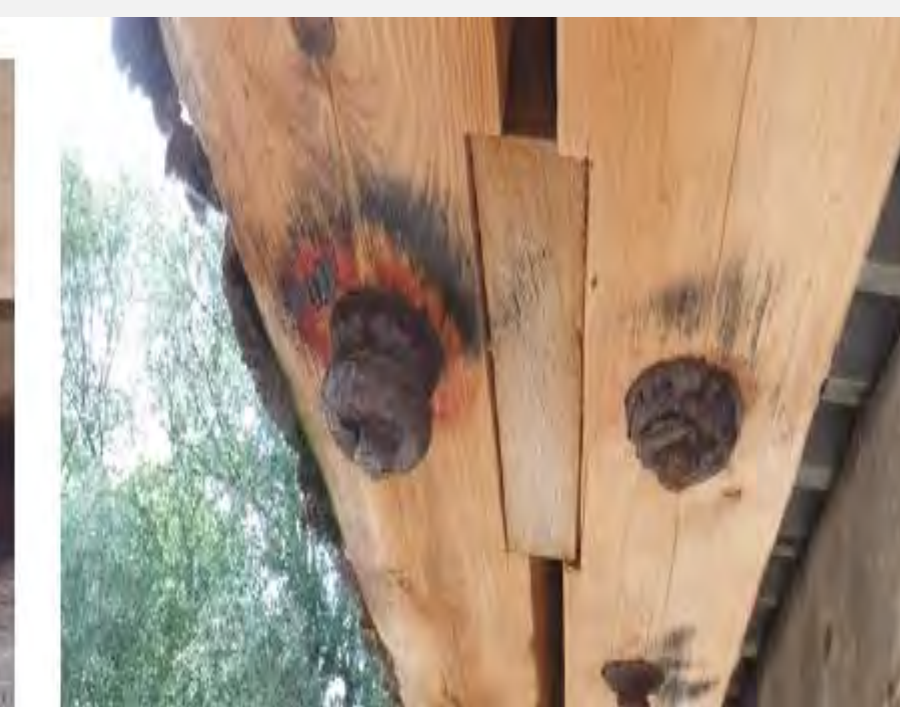
EAST ELEVATION
1:100

EXISTING CONDITIONS	
	N/A Member was not inspected either due to limited access or similar members previously inspected adequately represents the existing conditions.
	POOR Severe deterioration.
	FAIR Minor deterioration. Member is still serviceable.
	GOOD No comments from visual review and resistograph readings. Expected MC%.

Background Studies – Existing Wooden Truss Conditions

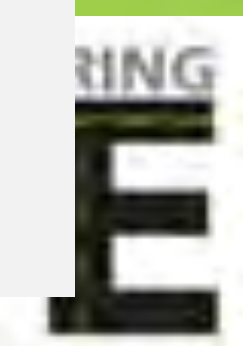
Elements recommended for replacement based on condition:

- Deck
- Stringers
- Floor beams and needle beams
- Bottom chord
- Steel hanger rods
- Sway bracing
- Exterior red cladding
- Bottom lateral bracing
- End diagonals at the pier
- Roof shingles
- Replace the following items as necessary:
 - Tie beams
 - Squash blocks
 - Vertical posts
 - Roof rafters



Demand to Capacity Ratios

Design Live Load Weight	Top Chord	Lower Top Chord	Main Diagonals		Lower Diagonals	
			1st	2nd/3rd	1st	2nd/3rd
3 t	30%	41%	95%	32%	8%	3%
4 t	33%	51%	105%	36%	9%	3%
5 t	36%	61%	116%	40%	10%	3%
6 t	39%	70%	130%	45%	11%	3%
7 t	42%	80%	139%	50%	12%	3%
8 t	46%	90%	154%	56%	14%	3%
9 t	49%	100%	164%	61%	15%	3%
10 t	53%	110%	178%	67%	17%	3%
11 t	56%	121%	192%	73%	19%	3%
12 t	60%	131%	207%	79%	21%	3%
13 t	64%	141%	222%	86%	23%	3%
14 t	68%	152%	238%	93%	25%	3%
15 t	72%	162%	255%	100%	27%	3%



Public Consultation

Public Consultation Centre #1 October 2021

- 36 Surveys and comments received

Public Consultation Centre #2 June 2022

- 51 Surveys and comments received through EngageWR website and email

Public Consultation Centre #3 November 2023

West Montrose Bridge Rehabilitation - Woolwich

This project supports the Region of Waterloo's [strategic focus area\(s\)](#):

- Thriving economy
- Sustainable transportation
- Environment and community
- Health, safety and inclusive communities
- Responsive and engaging public services
- Our people

Introduction
Have questions about upgrades to the West Montrose Covered Bridge? We'd like to hear from you. Feedback can be provided online by asking a question under the Questions tab.

Background
The Region of Waterloo is currently undertaking a Schedule "A+" Municipal Class Environmental Assessment for major structural upgrades to strengthen the West Montrose Covered Bridge in the Township of Woolwich.

This work stems from long-term monitoring and evaluation of the load-carrying capacity of the bridge. The full project timeline is shown at the right side of this [Continue reading](#)

Key Documents

- 2020 Council Report TES-DCS-20-14 - West Montrose Bridge - Rehabilitation.pdf (4.77 MB) (pdf)
- 2014 West Montrose Covered Bridge Preservation Plan (7.13 MB) (PDF)
- West Montrose - Deck Rehabilitation Options - April 2021.pdf (2.27 MB) (pdf)
- West Montrose - March 26 2021 Letter to Agencies and Stakeholders.pdf (884 KB) (pdf)
- West Montrose Bridge - 30% Contract Drawings - 2021-05-18 - Not for

Public Consultation Centre Survey

CLOSED: This survey has concluded.

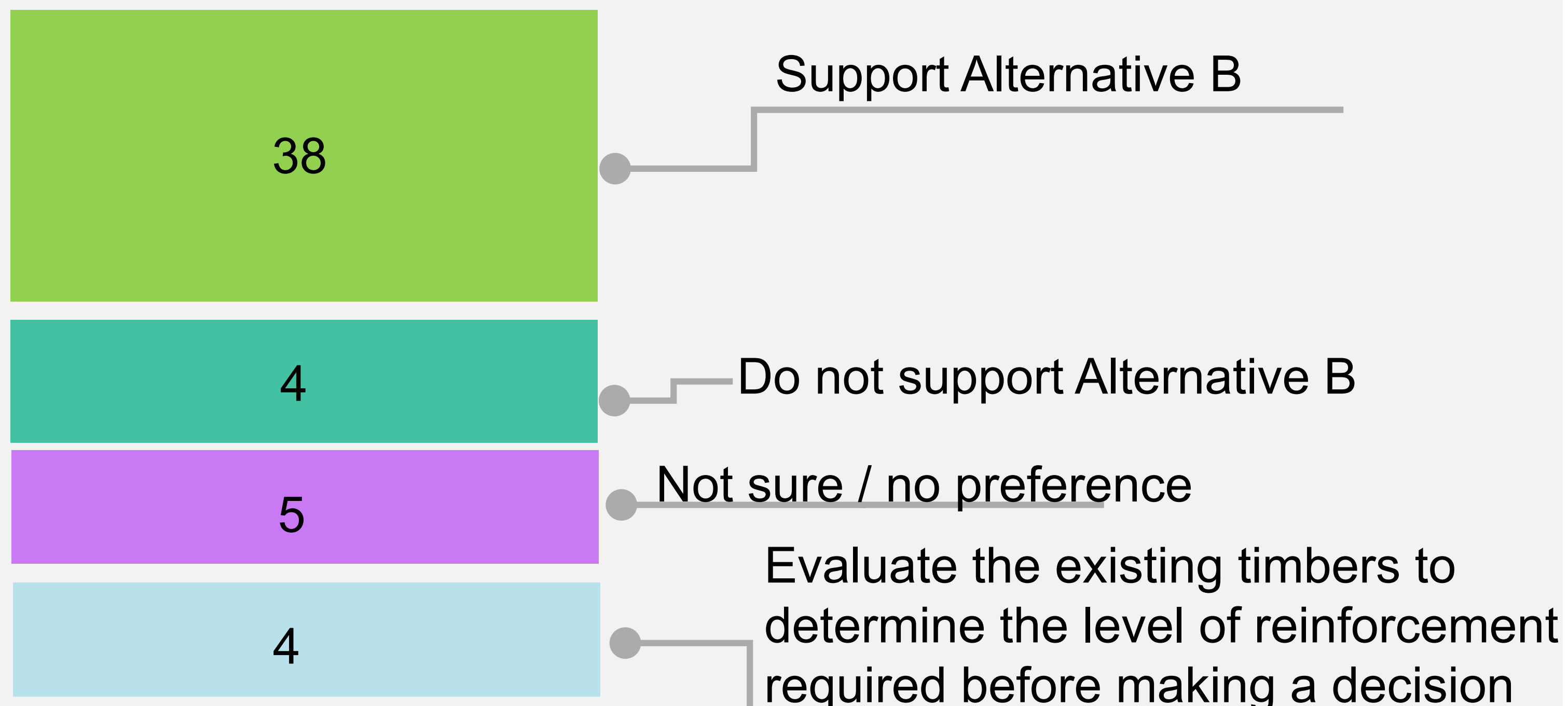
[Complete Form](#)

- Public Consultation Centre #1 and #2 were hosted on the Region's EngageWR Website
- Participants were encouraged to complete the survey, submit questions via the Question and Answer (Q&A) page, submit comment forms / emails and Contact the project team

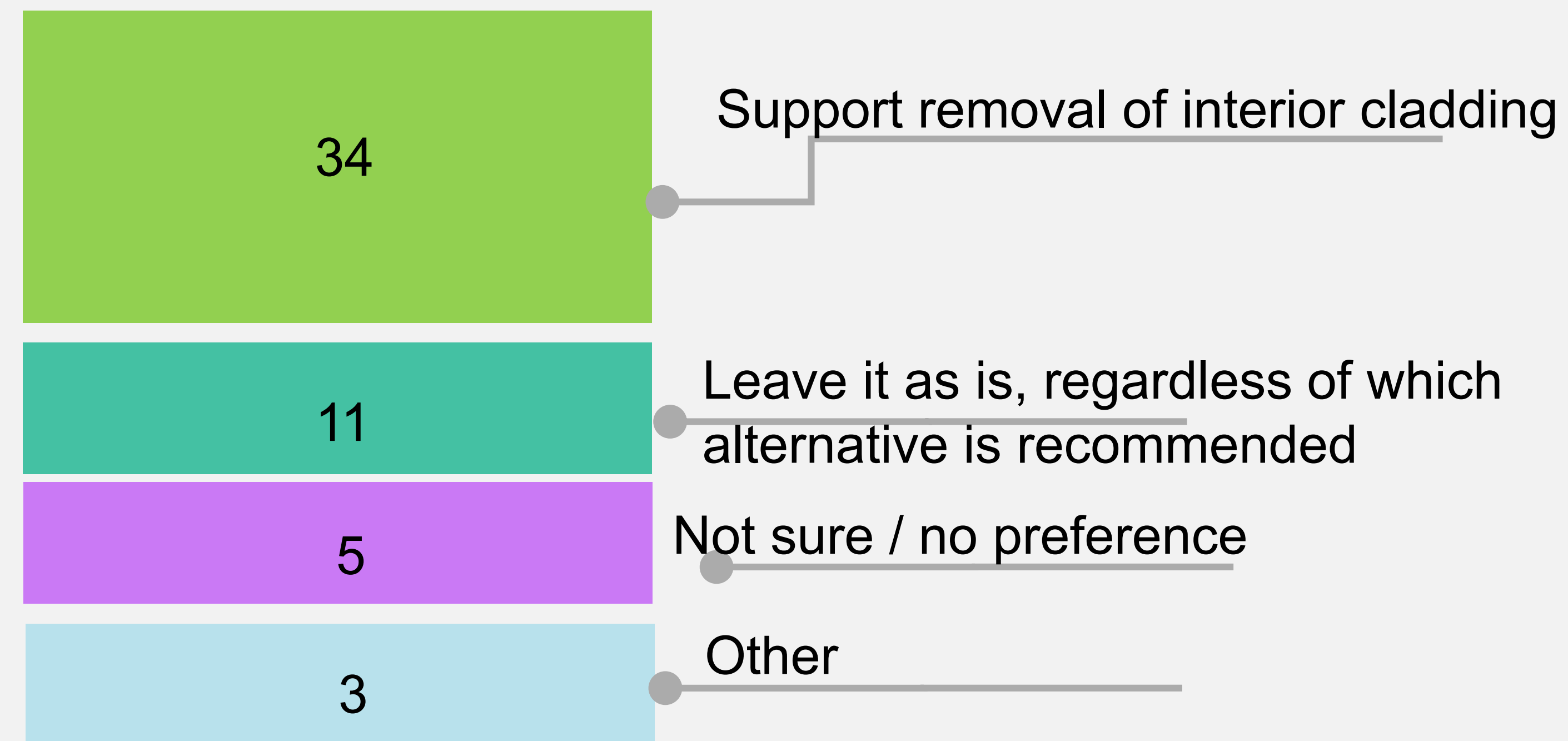
Public Feedback

Public Consultation Centre #2 – June 2022

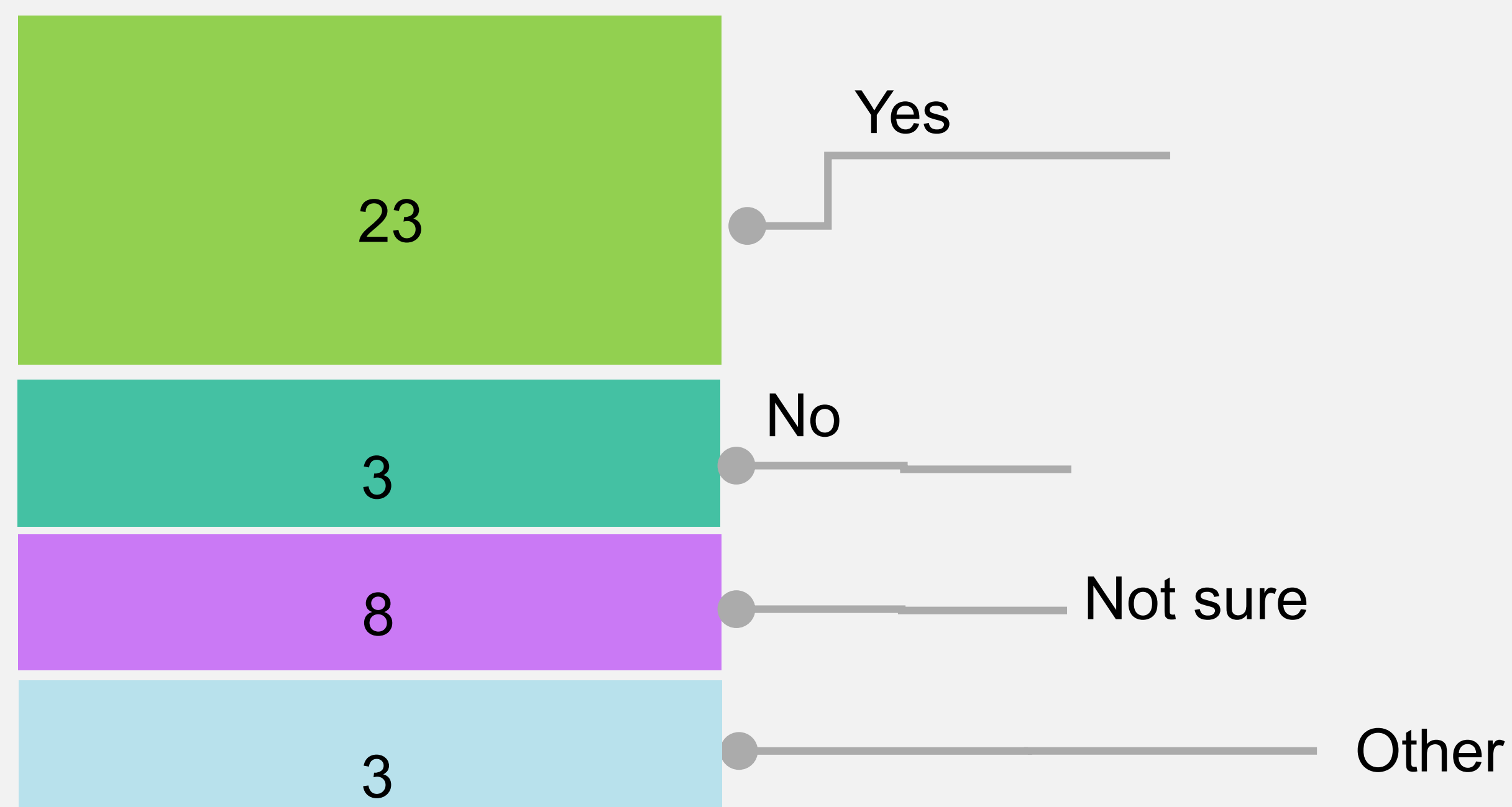
Support for Alternative B – Timber Truss Reinforcement



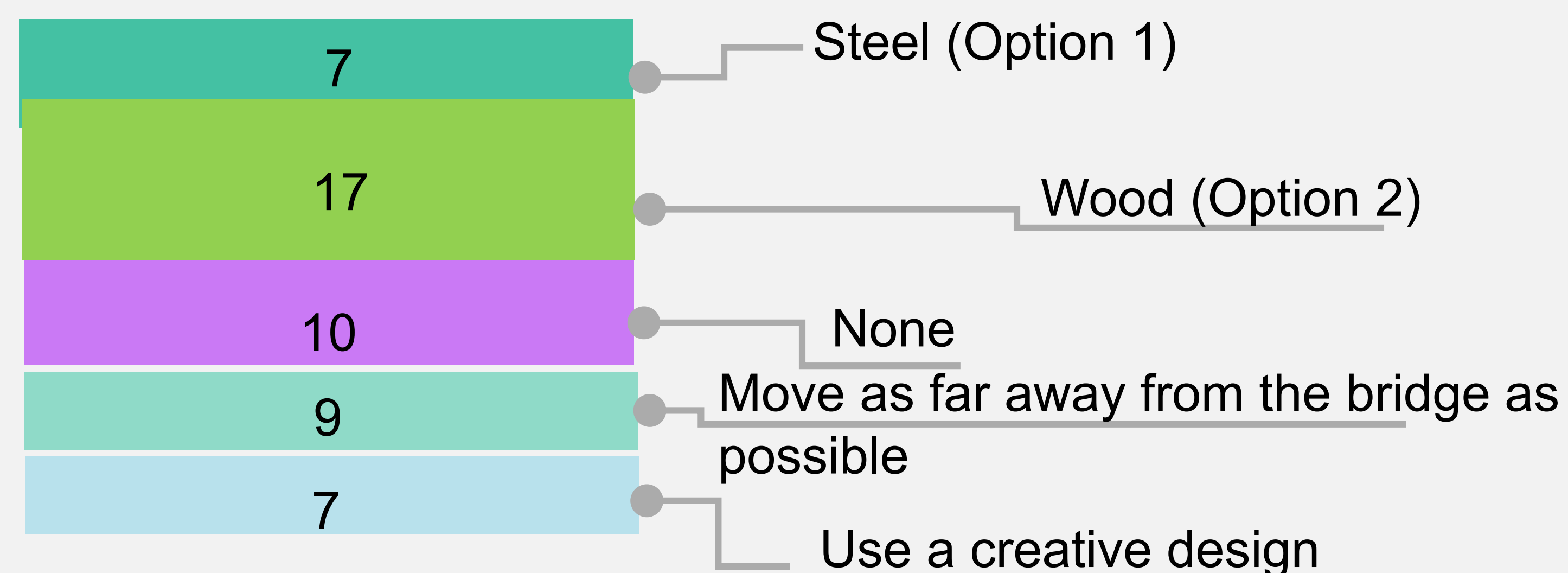
Support for removal of Interior White Cladding



Support Physical Roadside Features to Restrict Oversized Vehicles (PCC#1)



Physical Height Restriction Bar Options



Public Feedback

Public Consultation Centre #2 – Community Priorities



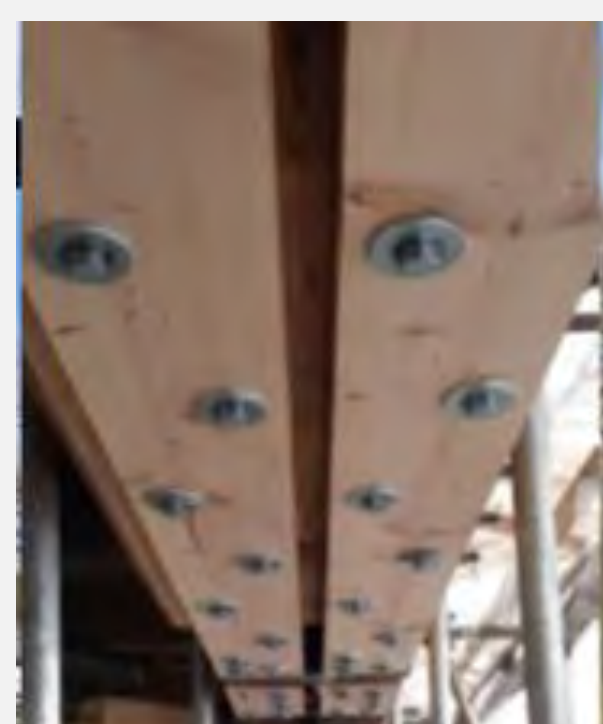
Engage an expert in historic timber bridge restorations to evaluate the existing timbers to determine the level of reinforcement required



Restore the bridge to the way it was built in 1881



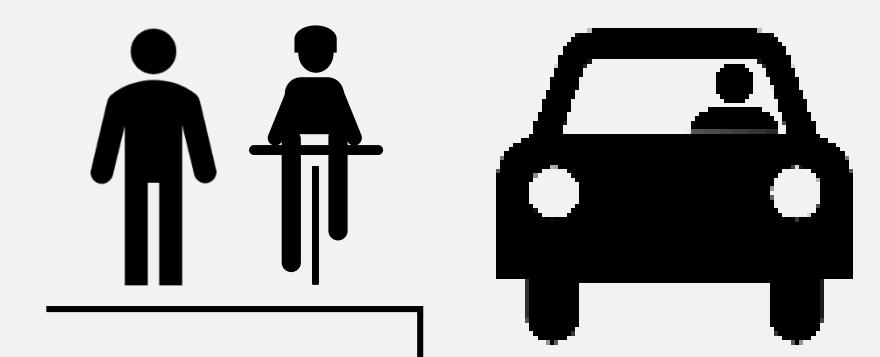
Reuse as much of the existing wood as possible



Dislikes look of truss reinforcements and/or raising the height of the bridge



Bridge capacity and load limit (posted and design)



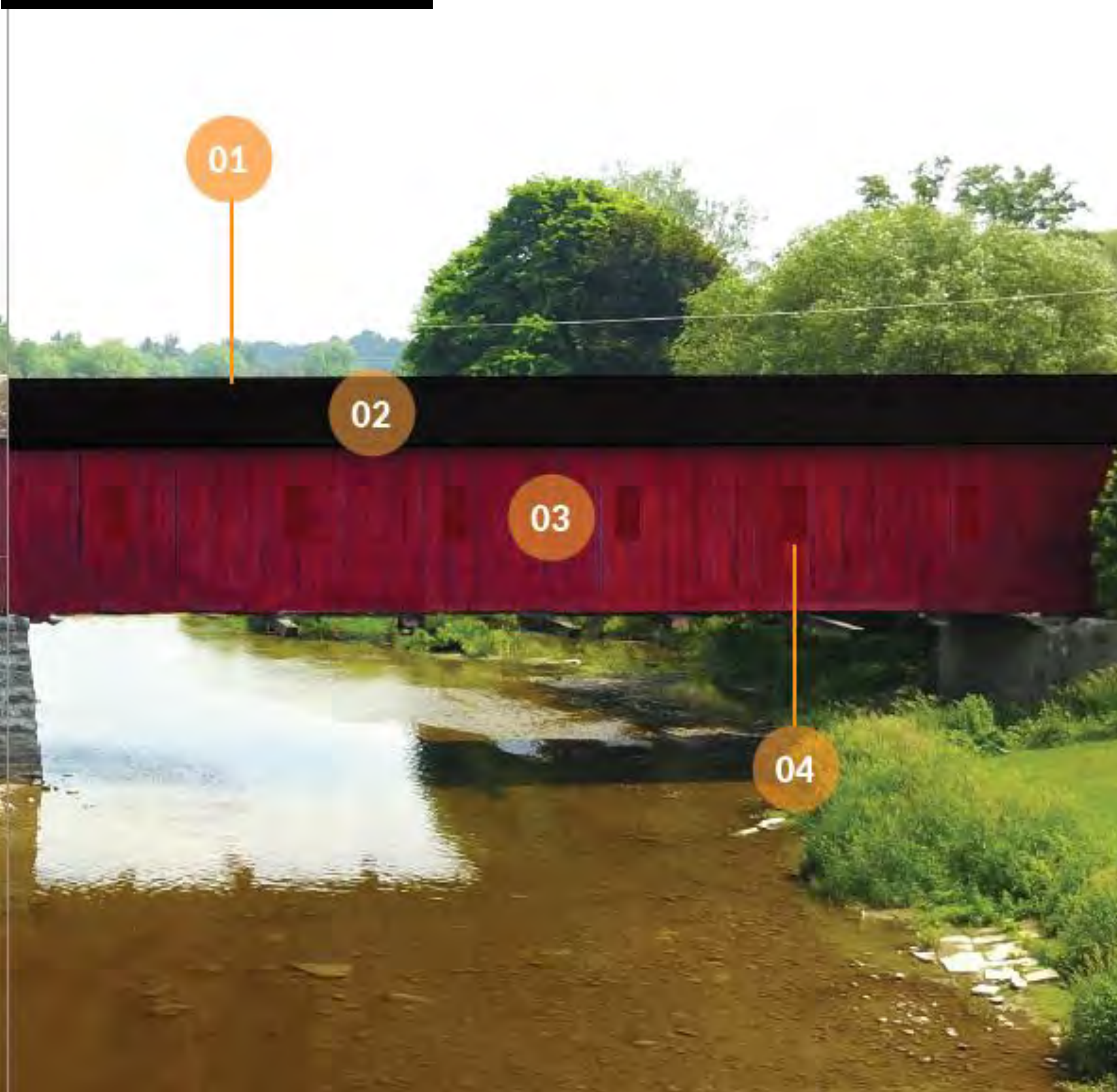
Provide traffic calming for horse & buggies on Line 86

Proposed Rehabilitation – Common to All Alternatives

Existing



Post rehabilitation



- 1 Bridge sag reduced
- 2 Replace roof with new cedar shingles
- 3 Replace exterior wood cladding
- 4 Replace window louvres

Proposed Rehabilitation – Common to All Alternatives



- 5 Remove steel Bailey truss
- 6 Re-instate tar and chip wearing surface after replacement of nail-laminated deck
- 7 Replace steel hanger rods

Proposed Rehabilitation – Common to All Alternatives



- 8 Replace rafters as necessary
- 9 Replace wood curbs
- 10 Replace tie beams as necessary
- 11 Replace light bulbs as necessary

Proposed Rehabilitation – Common to All Alternatives



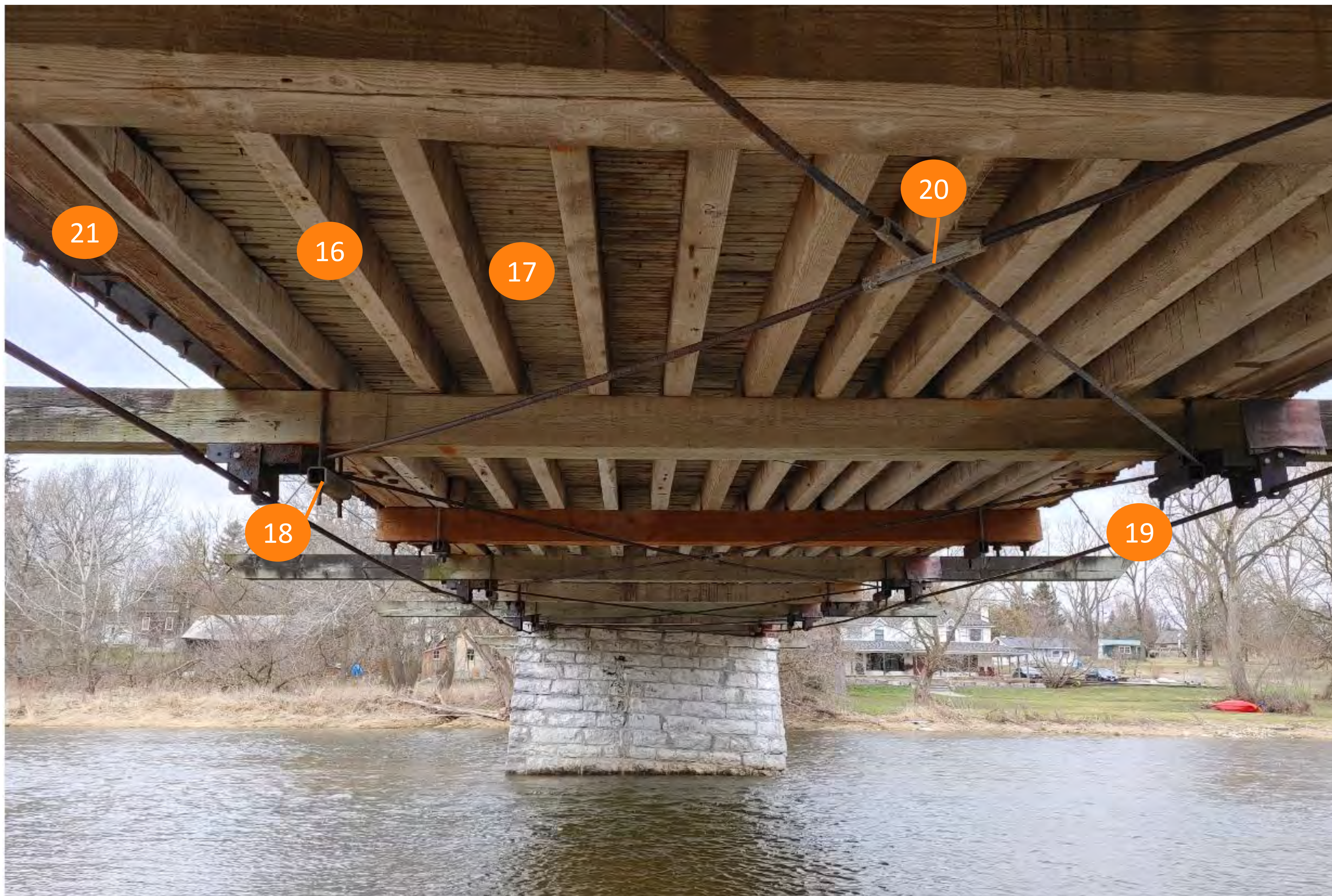
12 Replace needle beams

13 Replace floor beams

14 Repairs to center pier

15 Replace sway bracing

Proposed Rehabilitation – Common to All Alternatives



16 Replace stringers

17 Replace nail-laminated deck

18 Remove Bailey truss hanger system

19 Remove non-functioning tension rods (1959)

20 Replace Bottom lateral bracing

21 Replace bottom chord

Proposed Rehabilitation – Common to All Alternatives

- 22) Concrete repairs to bridge abutments
- 23) Stone mortar repairs and scour protection at bridge pier
- 24) Bridge deck elevation and approach grades will remain the same
- 25) Height restriction bars to prevent oversized vehicles from using the bridge
- 26) Fire retardant materials applied to various bridge elements

3 tonne posted load limit to be maintained



✓ Small Cars, SUVs, Horse & Buggies	1 - 3 tonnes
✓ ✗ Pick-up Trucks	1.7 – 3.5 tonnes
✗ EMS Vehicles	4 - 8 tonnes
✗ School Bus/Small Truck	6 - 12 tonnes
✗ Large truck	13+ tonnes

Rehabilitation Alternatives

The following alternatives were evaluated by the Project Team:

Alternative	Description
A	Steel Girder Reinforcement Presented at Public Consultation #1 and #2
B	Timber Truss Reinforcement with Fiber Reinforced Polymer (FRP) Presented at Public Consultation #2 as the Preferred Alternative
C1 to C4	Repairs to wooden truss members to achieve a design vehicular live load limit of:
C1	12 tonnes
C2 (Preferred)	10 tonnes
C3	8 tonnes
C4	6 tonnes

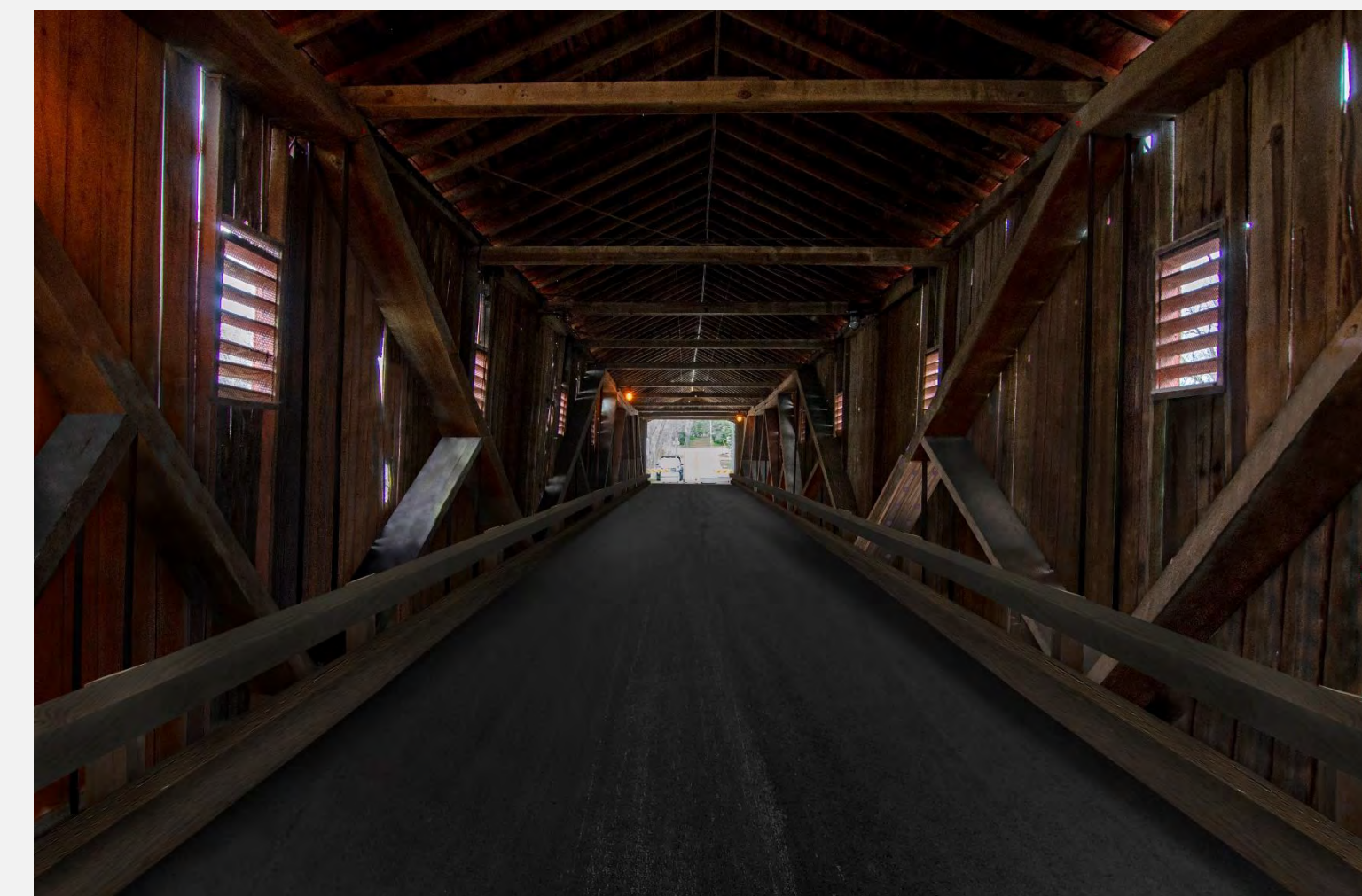
Alternative A – Steel Girder Reinforcement

- Remove Bailey trusses and replace with new steel girders
- New steel girders would be the primary structural system
- Replace interior white cladding
- Bridge interior would look similar to the way it looks today
- Width of driving lane would become slightly more narrow
- Includes new steel floor beams
- Can accommodate a design live load of approximately 15 tonnes



Alternative B – Timber Truss Reinforcement with Fibre-reinforced Polymer (FRP)

- Remove Bailey truss and strengthen the existing wooden truss with high-strength fibre reinforcement attached to the bottom chord
- Reinforce deteriorated truss members
- Remove interior white cladding
- Install timber guardrail to protect wooden truss
- FRP bonding to the bottom chord of the truss was determined to be **unsuitable** due to the deteriorated condition of the bottom chord discovered during the timber inspection. The bottom chord is recommended for replacement.



Alternatives C1 to C4 – Wood Repairs

- Remove existing steel Bailey truss and repair/replace deteriorated wooden truss members
- Level of intervention to various truss members varies based on the design live load, as outlined in the table below
- Remove interior white cladding and reinstate in small sections at each end
- Install overhead lateral bracing inside the bridge

Truss Element	Alt. C1 – 12 tonnes	Alt. C2 - 10 tonnes (Preferred)	Alt. C3 - 8 tonnes	Alt. C4 - 6 tonnes
Stringers	Replace with new sawn wood stringers			
Floor and Needle Beams	Replace with new 16" x 16" sawn wood Douglas Fir beams. The current beams are 12" x 12".			
Bottom Chord	Replace with new Douglas Fir chord			
Top Chord	No action			
Lower Top Chord	Make composite with top chord by adding wood plate between top chord and lower top chord and fastening together			No action
End Diagonals	Repair by fastening on new 4 1/2" (102mm) thick wood plank	Repair by fastening on new 4" (89mm) thick wood plank	Repair by fastening on new 3" (64mm) thick wood plank	
Interior Diagonals	Repair by fastening on new 2" (38mm) thick wood plank	No action		
Lower Diagonals	No action			

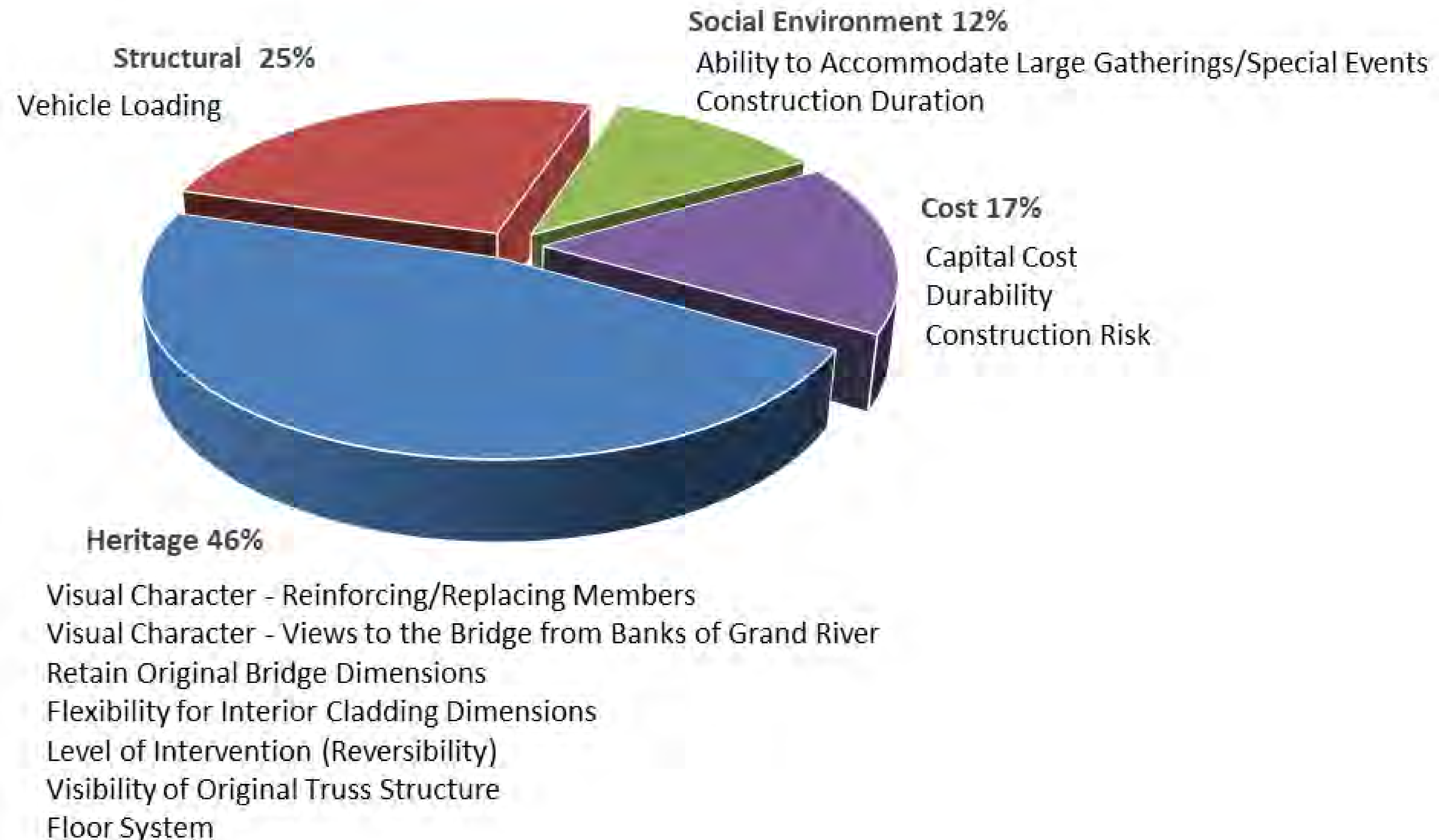
Alternatives Evaluation – Multi-Attribute Trade-off System (MATS)

- Alternatives were assessed using a comprehensive evaluation methodology referred to as the Multi Attribute Trade-off System (MATS) method.
- Four evaluation factor groups were considered: Heritage, Structural, Social Environment and Cost.
- Factor groups are made up of measurable criteria (sub-factors) used to identify relevant benefits and impacts and the relative differences between alternatives.
- The alternatives were evaluated based on the following criteria:

Criteria	Cultural Heritage	Structural Performance	Social Environment	Life-cycle Cost
Sub-Factors	<ul style="list-style-type: none"> • Visual Character – Reinforcing/Replacing Members • Visual Character – view to the bridge from Banks of Grand River • Retain Original Bridge Dimensions • Flexibility for Interior Cladding Dimensions • Level of Intervention (Reversibility) • Visibility of Original Truss Structure • Floor System 	<ul style="list-style-type: none"> • Vehicle Loading 	<ul style="list-style-type: none"> • Ability to accommodate large gatherings/ special events • Construction Duration 	<ul style="list-style-type: none"> • Capital Cost • Durability • Constructability

Alternatives Evaluation - MATS

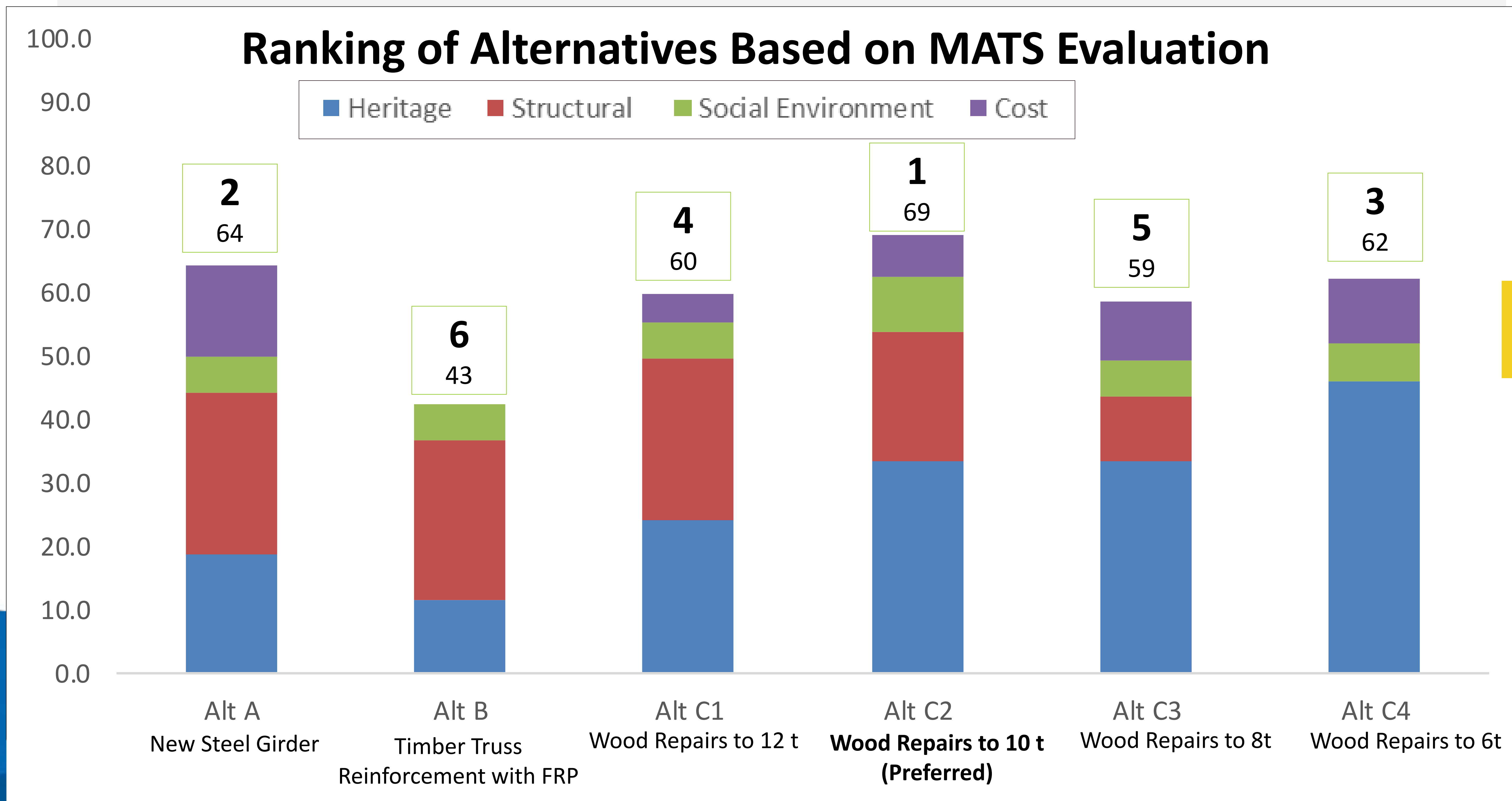
The criteria were assigned weightings in the evaluation by the Project Team:



Alternatives Evaluation - MATS

Alternative scores are determined through the use of a mathematical relationship to equate impacts to scores.

The results of the MATS evaluation are illustrated on the following exhibit.



Alternatives Evaluation – Sensitivity Testing

- Sensitivity testing was conducted to determine if the nature of the evaluation is sensitive to the weights assigned to each criterion.
- A series of tests were completed varying the weight for each global factor.
- Following this series of tests, the results were reviewed to assess whether the preferred alternative changed when the weights were varied.
- The results of the sensitivity test illustrate the trade-offs of the structural and heritage characteristics of the alternatives.
- Alternative A performs best structurally, with trade-offs for impacts to the heritage attributes. Alternative C4 performs best for the heritage attributes, but has the lowest structural loading capacity.
- Alternative C2 provides the best balanced alternative, balancing the structural loading capacity and the heritage attributes of the structure.

Recommended Rehabilitation Alternative

Removal of the existing Bailey truss and strengthening of the existing wooden truss to a **10 tonne design live load**, by replacing and/or strengthening specific wooden truss members, including:

- Replace floor beams and needle beams with new 16"x16" Douglas fir beams
- Replace bottom chord with new Douglas Fir members
- Make lower top chord composite with top chord by adding wood plate between top chord and lower top chord and fastening together
- Strengthen end diagonals by fastening on new 4" (89mm) thick wood planks
- Remove interior cladding and reinstate in short sections in each corner



Recommended Rehabilitation Alternative



- 12 New Douglas Fir 16"x16" needle beams
- 13 New Douglas Fir 16"x16" floor beams
- 16 New sawn wood stringers
- 17 New nail-laminated wood deck
- 20 New steel rod cross-bracing
- 21 New Douglas Fir bottom chord member

Recommended Rehabilitation Alternative



9 New wood curbs

27 Strengthen end diagonals

28 New overhead wood lateral bracing

29 New timber guiderail

Recommended Rehabilitation Alternative



30 Reinforce top chord with lower top chord

Recommended Rehabilitation Alternative – Interior Cladding



31 Reinstate interior cladding in short sections at each end of the bridge

VE



Proposed Improvement #25 – Height Restrictor Bar Options for Public Input



Proposed Location of Height Restrictor Bars



Next Steps



Next Steps

Thank you!

Please email your comments and join our mailing list

Follow the project at: engagewr.ca/west-montrose



A public Open House is planned on **November 22, 2023** from 6:30p.m. – 9:00p.m. at the West Montrose United Church located at 42 Covered Bridge Drive, West Montrose

Project Contacts:

<p>Michelle Pinto, P.Eng., M.B.A. Engineer Region of Waterloo mipinto@regionofwaterloo.ca (519) 575-4400 ext. 3637</p>	<p>Steve Taylor, P.Eng., M.Eng., CVS-LIFE, P.E. Chief Executive Officer BT Engineering stevenj.taylor@bteng.ca 519-672-2222</p>	<p>Andrew Lehan, P.Eng., M.A.Sc. Senior Engineer Entuitive andrew.lehan@entuitive.com 437-219-4715</p>
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Next Steps

COUNCIL'S OUTSTANDING ACTIVITY LIST
As of November 16th, 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.
O – November 14, 2023	WEAC Request for Tree By-law	DS	TBD	Explore the development of a tree by-law to protect the Township's tree canopy.

COUNCIL'S OUTSTANDING ACTIVITY LIST
As of November 16th, 2023

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



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.

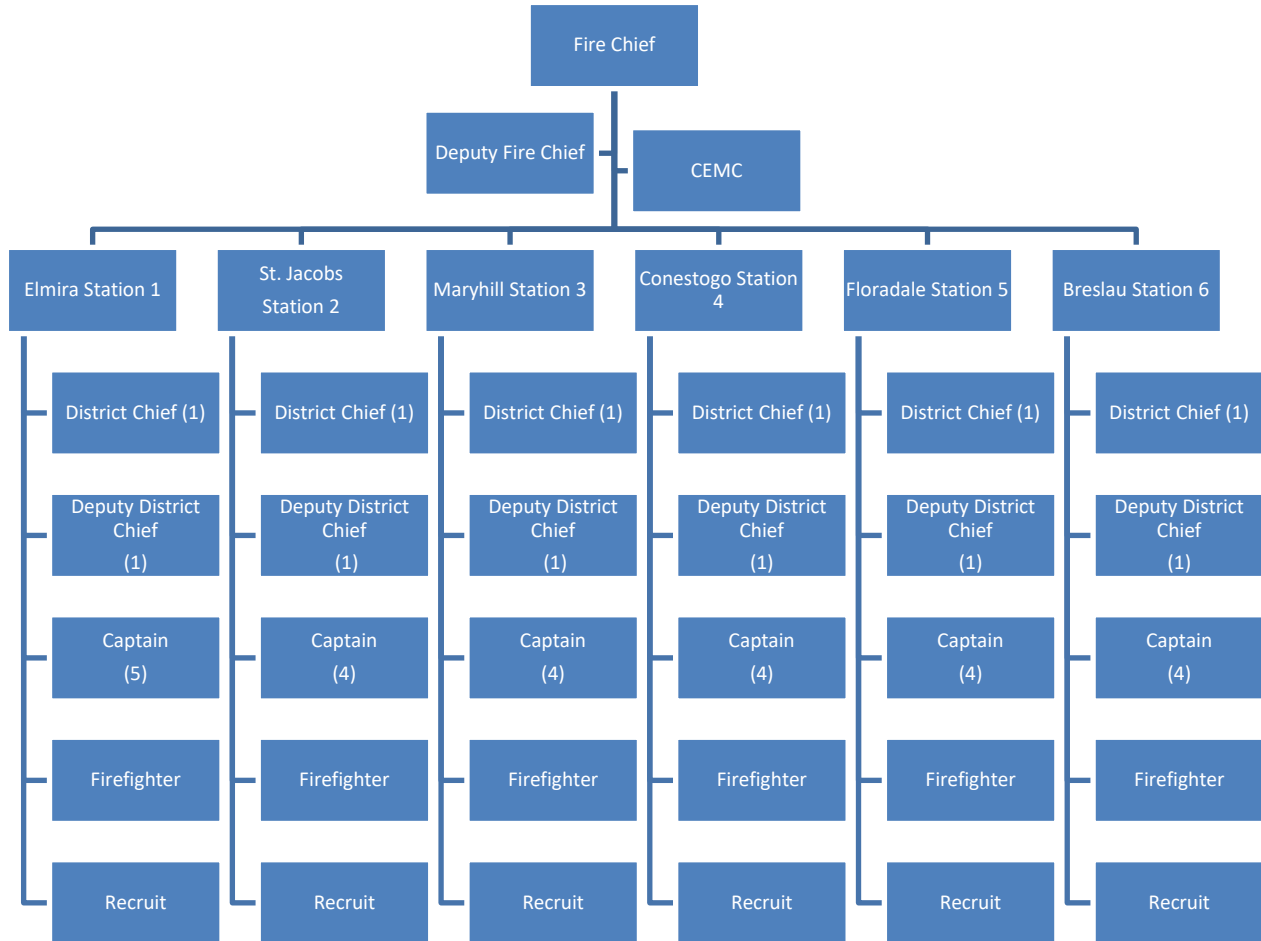
FINALLY PASSED AND ENACTED this [day] day of [Month], 2023.

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 the 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.

The Corporation of the Township of Woolwich

By-law No. XX-2023

A By-law to Further Amend Zoning By-law 55-86, of the Township of Woolwich (1189 Weeby Place)

WHEREAS the Council of the Corporation of the Township of Woolwich (the "Township") deems it desirable to further amend By-law 55-86, as amended.

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

1. THAT following Section 26.1.385 of By-law 55-86, as amended, the following Section and corresponding Schedule 'A' be added, to allow the reduction in minimum lot area on the property described as 1189 Weeby Place, GCT Part of Lots 33 and 42, Township of Woolwich:

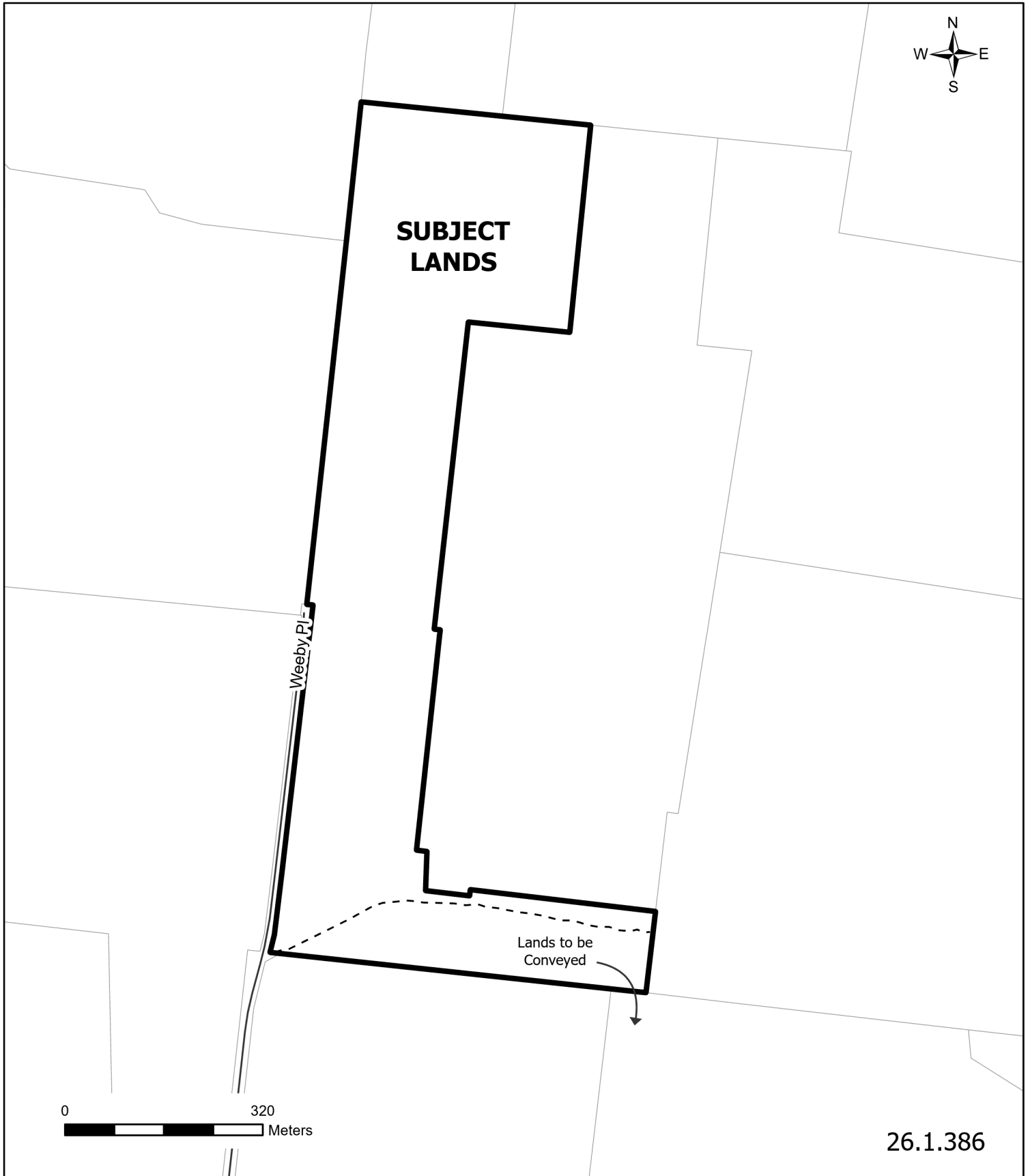
26.1.386 Notwithstanding any other provisions of this By-law, the lands illustrated on Schedule "A" of this By-law may have a minimum lot area of 34 hectares.
2. That this By-law come into effect on the final passing thereof by Council of the Corporation of the Township of Woolwich subject to the provisions of the planning Act, 1990 and amendments thereto.

PASSED THIS ----th DAY OF November, 2023.

Mayor

Clerk

Schedule "A"
1189 Weeby Place
TRACT GERMAN COMPANY PT LOT 33 PT LOT 42



**SUBJECT
LANDS**

Weeby Place

Lands to be
Conveyed

0 320 Meters

26.1.386

The Corporation of the Township of Woolwich

By-law No. ##-2023

A By-law to provide for the appointment of a Municipal Law Enforcement Officer, Animal Control Officer and Property Standards Officer for the Township of Woolwich (Xxandra Morgan)

WHEREAS Section 15(1) of the Police Services Act, R.S.O. 1990, Chapter P.15 provides that a municipal council may appoint persons to enforce the by-laws of the municipality;

AND WHEREAS Section 15(2) of the Police Services Act R.S.O. 1990, Chapter P.15 provides that Municipal Law Enforcement Officers are peace officers for the purpose of enforcing municipal by-laws;

AND WHEREAS the Council of the Corporation of the Township of Woolwich deems it expedient to appoint Municipal Law Enforcement Officers to enforce the by-laws of the municipality;

AND WHEREAS under authority of Section 11 of the Municipal Act S.O. 2001, the Council of the Corporation of the Township of Woolwich has passed an Animal Control By-law which sets out that Council may appoint an Animal Control Officer to carry out the provisions of the By-law;

AND WHEREAS under authority of Section 15.1(3) of the Building Code Act, the Council of the Corporation of the Township of Woolwich has passed a Property Standards By-law which sets out that Council shall appoint a Property Standards Officer to carry out the provisions of the by-law;

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

1. That **Xxandra Morgan** be appointed as Municipal Law Enforcement Officer, Animal Control Officer, and Property Standards Officer for the Township of Woolwich.
2. This by-law shall come into full force and effect on the date it is passed.

FINALLY PASSED AND ENACTED this 21st day of November, 2023.

Mayor

Clerk

The Corporation of the Township of Woolwich

By-law No. XX-2023

A By-law to Confirm All Actions and Proceedings of the Council

The Council of the Corporation of the Township of Woolwich enacts as follows:

All actions and proceedings of the Council taken at its meeting held on:

November 21, 2023

Except those taken by by-law and those required by law to be done by resolution, are hereby sanctioned, ratified and confirmed as though set out herein provided, however, that any member of this Council who has dissented from any action or proceeding or has abstained from discussion and voting thereon shall be deemed to have dissented or abstained, as the case may be, in respect of this by-law as it applies to such action or proceeding.

Passed this 21st day of November, 2023

Mayor

Clerk