



# Township of Woolwich Revised Council Agenda

Tuesday, August 27, 2024

7:00 p.m.

Council Chambers - Hybrid with YouTube Livestream

24 Church Street West, Elmira ON, N3B 2Z6

Chair: Mayor Sandy Shantz

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Pages

**1. Public Resolution to Move into Closed Session - ( 6:00 P.M.)**

That the Council of the Township of Woolwich convenes in closed session on Tuesday, August 27, 2024 at 6:00 p.m. in accordance with section 239 (2) of the Municipal Act, 2001, for the purposes of considering the following:

- a. Personal matters about an identifiable individual, including municipal or local board employees (Downtown Elmira BIA Board Appointment);
- b. Personal matters about an identifiable individual, including municipal or local board employees (Staffing Matter); and
- c. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Building Enforcement 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	Special Council Minutes - July 2, 2024	1
7.2	Special Council Minutes - July 16, 2024	8
7.3	Special Council Minutes - August 9, 2024	13
7.4	Committee of the Whole Minutes - August 13, 2024	14
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, virtual delegates please turn your microphone and camera off again and in-person delegates may return to their seat. You are welcome to stay for 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 2024 H.O.P.E. Multicultural Festival**

10.1.1	Delegate: Abby Cooper of Hearts Open for Everyone (H.O.P.E.)	18
	<i>7 minutes</i>	

**10.2 C18-2024: Arts & Culture Grants – Three Sisters Cultural Centre** 29

Recommendation:

That the Council of the Township of Woolwich, considering Report C18-2024 respecting Arts & Culture Grants – Three Sisters Cultural Centre:

1. Approve an Arts & Culture Grant request of \$3,000 to be funded through the Transient Accommodation Tax Reserve

Fund to support the 2024 Kissing Bridge Art Tour; and

2. Approve an Arts & Culture Grant of \$750 to support the Spirit Humanity Earth: Exploring Healing Through Art event.

10.2.1 Delegate: Jax Rula of Three Sisters Cultural Centre

*7 minutes*

### **10.3 C19-2024: 2025 Annual Grants Program**

53

#### Recommendation:

That the Council of the Township of Woolwich, considering Report C19-2024 respecting 2025 Annual Grants Program:

1. Direct staff to include the annual grant request of Shelter Movers Southwestern to the 2025 draft Operating Budget; and
2. Direct staff to include the annual grant request of Hearts Open for Everyone (HOPE) to the 2025 draft Operating Budget.

10.3.1 Delegate: Courtney Waterfall of Shelter Movers Southwestern Ontario

125

*7 minutes*

10.3.2 Delegate: Abby Cooper of Hearts Open for Everyone (H.O.P.E.)

135

*7 minutes*

10.3.3 Delegate: Karen Gallant of Junior Achievement South Western Ontario

*7 minutes*

10.3.4 Delegate: Steve Haase of the St. Jacobs Home and School Association

147

*7 minutes*

### **10.4 Woolwich Environmental Advisory Committee (WEAC): Recommendation to Council to Endorse ReForest Woolwich**

157

#### WEAC Recommendation:

That the Council of the Township of Woolwich, considering the Woolwich Environmental Advisory Committee Memo: Recommendation to Council to Endorse ReForest Woolwich,

1. Endorse the ReForest Woolwich project; and
2. Direct staff to prepare a report on the long-term costs and benefits.

10.4.1 Delegate: Rebecca Schwarz of the Woolwich Environmental Advisory Committee

*7 minutes*

## 10.5 Car Seat Clinic Request

10.5.1 Delegate: Sara Bueckert

301

*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

303

#### Resolution:

That the Summary of Recommendations of the Committee of the Whole dated Tuesday, August 13, 2024 be adopted.

### 12.2 Items for Information and Public Notices

12.2.1 Notice of Hearing - September 9, 2024

304

## 13. Staff Reports and Memos

13.1 Quarterly Report - Second Quarter (April 1 - June 30, 2024)

310

### Recommendation

That the Council of the Township of Woolwich, respecting the Quarterly



Report - Second Quarter April 1 - June 30, receive the report for information.

**13.2 DS29-2024: West Montrose Covered Bridge 348**

Recommendation:

That the Council of the Township of Woolwich, in accordance with Report DS 29-2024 , direct staff to proceed with the process to consider amendments to the Heritage Designation By-law 60-2007 respecting the West Montrose Covered Bridge as it relates to the proposed rehabilitation, which includes amending the appropriate by-law and providing a 'Notice of proposed amendment' as prescribed under the Ontario Heritage Act.

**13.3 Woolwich Environmental Advisory Committee (WEAC) Memo: Request for No Idling By-law 367**

WEAC Recommendation:

That the Council of the Township of Woolwich, considering the Woolwich Environmental Advisory Committee Memo: Request for No Idling By-law, direct staff to evaluate the materials referenced in the Memo and draft a new by-law against carbon-based fuel engine idling on Township properties.

**14. Other Business**

**14.1 Mayor's Report on Regional Matters**

**14.2 Council Reports/ Updates**

14.2.1 TRAC Bi-Annual Update to Council 369

**14.3 Outstanding Council Activity List as of Thursday, August 22, 2024 386**

**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 50-2024 to 53-2024, and that they be signed by the Mayor and Clerk and sealed with the corporate seal.

**16.1 A By-law to Lift Reserves (Red Bud Road, Richard Rank Road and Bur 388**

Oak Drive, Elmira)

- |      |   |     |
|------|---|-----|
| 16.2 | A By-law to Prohibit or Regulate Site Alteration  | 389 |
| 16.3 | A By-law to Amend By-law 81-2023 Being a By-law to Establish and Require Payment of Fees and Charges Authorized Under the Municipal Act | 408 |
| 16.4 | A By-law to Confirm All Actions and Proceedings of the Council (August 27, 2024)  | 414 |

17. Adjournment

Resolution:

That the meeting adjourns to meet again in regular session on September 24, 2024.

*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](mailto: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](mailto:councilmeetings@woolwich.ca)*

**Township of Woolwich  
Special Council Minutes**

**Tuesday, July 2, 2024**

**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 Grant  
Councillor Schwindt

Present from Staff: David Brennehan, Chief Administrative Officer  
Jeff Smith, Director of Corporate Services/Clerk  
Deanne Friess, Director of Development Services  
Ann McArthur, Director of Recreation and Community Services  
Colm Lynn, Director of Financial Services  
Jeremy Vink, Manager of Planning  
Rae Ann Bauman, Executive Officer  
Carter McGuire, Manager of Operations  
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 Grant  
Seconded by Councillor Bryant

That the Council of the Township of Woolwich convenes in closed session on Tuesday, July 2, 2024 at 5:45 p.m. in accordance with section 239 (2) of the Municipal Act, 2001, for the purposes of considering the following:

- a. Personal matters about an identifiable individual, including municipal or local board employees (Personnel Matter);
- b. Information supplied in confidence to the municipality, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position of a person, group of persons, or organization (Agricultural Enforcement Matter); and
- c. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (Library Facility Lease Matter).

...Carried

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

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

...Carried

**Land Acknowledgement**

Mayor Shantz read a land acknowledgement.

**Disclosures of Pecuniary Interest**

None.

**Items From Closed Session**

None.

**Adoption of Minutes**

Moved by Councillor Schwindt  
Seconded by Councillor Grant

That the following minutes be adopted:

- Council Minutes – June 18, 2024

...Carried

**Delegations****C16-2024: Woolwich Sledge Hockey Equity, Diversity, Inclusion and Belonging (EDIB) Grant Request**

Delegate Catherine Armstrong of Woolwich Sledge Hockey spoke to Council about Woolwich Sledge Hockey, its participants, programs, and successes.

Council discussed with the delegate the number of sledges the program needs, how much each sledge costs including specialized attachments, and how long players use the sledge.

Moved by Councillor Burgess  
Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report C16-2024 respecting Woolwich Sledge Hockey Equity, Diversity, Inclusion and Belonging (EDIB) Grant Request award a grant of \$5,000, of which \$1,500 from the EDIB Grant, Miscellaneous Grants, and surplus funds/Special Circumstance Reserve (Grants) budgets as set out in the report, and the remaining \$3,500 from the Operating Contingency Reserve.

...Carried

**DS13-2024: Agricultural Enforcement Update**

Manager of Planning Jeremy Vink provided a presentation on the Agricultural Enforcement Update, which highlighted:

- Background and history of the path to agricultural enforcement
- Relevant legislation, guidelines, and policy statements
- On-farm diversified uses
- The process and costs
- Home Business – Tradesperson secondary use
- Current status and next steps

Council discussed what impacts it would have on staff availability should the Township decide not to proceed with enforcement, health and safety issues for buildings constructed under lower standards and the legal implications for the Township if no action is taken to bring those buildings up to the relevant code for the buildings' uses.

Delegate Nic Weber of the Waterloo Federation of Agriculture (WFA) expressed the WFA's support for agricultural enforcement in order to preserve and protect farmland, prevent industrial uses from overtaking farm uses, and ensuring that future farmland uses are conforming and appropriate.

Council discussed the pathway forward with or without an updated enforcement strategy, identified concerns with audits and active enforcement versus returning to complaint-based enforcement, and concerns about maintaining the agricultural culture within the Township. In response to Council's inquiry, Mr. Vink reported the \$106,000 cost of the initiative, explained that stopping the process will not free up a lot of staff time, and identified the kinds of uses on properties where enforcement would be appropriate.

Council discussed the issue of fairness should the process cease now and return to complaint-based enforcement, especially for those property owners that have been through the enforcement process. In response to Council's inquiry, staff advised that Council should not be involved in enforcement for specific properties, and advised on the process of how staff address valid complaints.

Council discussed the processes and obligations for fire and building officials to enforce the Fire and Building Codes, health and safety-based enforcement, frequency of complaints and non-conforming expansion of uses on farmland in the past, and debated on the costs and benefits of moving forward with complaints-based versus active enforcement approaches.

Moved by Councillor Schwindt  
Seconded by Councillor Burgess

That the Council of the Township of Woolwich, considering Report DS13-2024 respecting Agricultural Enforcement Update, direct staff to:

1. Return to reactive (complaints-based) agricultural enforcement;
2. Suspend all active Zoning enforcement files currently opened by Stantec; and
3. Report to Council annually on suspended files, complaints and enforcement.

Councillor Cadeau requested a recorded vote. Clerk Jeff Smith administered the recorded vote and clarified the voting options for Council.

#### Recorded Vote

##### In Favour

Councillor Schwindt  
Councillor Bryant  
Mayor Shantz  
Councillor Burgess

##### Opposed

Councillor Grant  
Councillor Cadeau

...Carried

Council discussed item 10.1 at this time.

#### A05-2024: 2024-2034 Community Strategic Plan

Chief Administrative Officer David Brenneman and Brock Hart of Overlap Associates Inc. provided Council with a presentation on the proposed 2024-2034 Community Strategic Plan, which highlighted:

- The benefits realized from staff working with Overlap Associates on the strategic plan project;
- Streamlining and details of the Mission and Vision;
- Key results and areas identified to be focused on;
- Commitment to community connection; and
- Strategic priorities, four key areas and key results for each area;

In response to Council's inquiry, Mr. Hart identified the aspects of the Woolwich Strategic Plan that are unique, such as the emphasis on culture and the 10-year tenure of the plan. Council discussed the feedback from the community and maintaining the agricultural roots of the community.

Motion by Councillor Grant  
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report A05-2024 approve the proposed 2024-2034 Community Strategic Plan.

...Carried

#### **Presentations**

##### Breslau Secondary Plan: One Plan - One Community - A Framework for the Future

Jeremy Vink, Manager of Planning, provided a presentation to Council regarding the Breslau Secondary Plan which highlighted:

- Background on the Breslau community, the process, and the long-term plan to 2051;
- Land Use Plan Framework;
- Transportation/mobility and the planned GO Station;
- Staged growth and servicing plans; and
- Next steps in the process.

Council expressed appreciation to staff for their hard work on this plan and inquired about any further open house opportunities. In response to the inquiry, staff advised that another process will be activated in the fall for the Township-wide official plan, which can accept comments and feedback about Breslau. Mr. Vink invited community members to contact staff if they have any questions or concerns. Council discussed potential industrial sites in Breslau and regional desire for development that supports the airport.

#### **Consent Items**

Moved by Councillor Schwindt  
Seconded by Councillor Burgess

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

Items for Approval**F12-2024: Canada Community-Building Fund - Municipal Funding Agreement**

That the Council of the Township of Woolwich, considering Report F12-2024 respecting Canada Community Building Fund – Municipal Funding Agreement, adopt the Municipal Funding Agreement on the Canada Community Building Fund By-law as per Attachment 1.

Items for Information and Public Notice

- Memo: 2024 Development Charges Background Study, as amended and By-law - Final Approval
- Notice of Hearing - July 8, 2024
- Notice of Public Meeting - July 16, 2024

...Carried

**Staff Reports and Memos**DS22-2024: Official Plan Amendment #7 – Resolving Policy and Mapping Deferrals

Motion by Councillor Cadeau  
Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report DS 22-2024, adopt Official Plan Amendment No. 7 in Attachment 1, which introduces the following amended sections and associated schedules to the Township's new Official Plan, which were deferred by Township Council when it originally considered and adopted the Township Official Plan on September 4, 2021 under By-law Number 55-2021:

- That Section 7.28.14.1 and the associated portion of Schedule 'A' of Section 7.28 in the Township Official Plan (identified as Deferral No. 2), being the Isabella Street Policy Area, shall be adopted, and further that two properties at 49 and 55 Isabella Street in St. Jacobs and associated with the Isabella Street Policy Area shall be redesignated from 'Industrial Area' to 'Residential and Ancillary Use' as shown in Schedule 'A' of Attachment No. 1;
- The associated portion of Schedule 'A' of Section 7.28 in the Township Official Plan (identified as Deferral No. 3) shall be retained, which would result in redesignating a 0.5 hectare area on Albert Street and Water Street in St. Jacobs from 'Industrial Area' to 'Core Area' as shown Schedule 'A' of Attachment No. 1; and
- That Section 7.18.14.3 and the associated portion of Schedule 'A' of Section 7.18 in the previous Township Official Plan adopted by By-law 75-2000 (identified as Deferral No. 4) that was deferred by By-law 55-2021 when adopting the current Township Official Plan shall be repealed which would result in removing the associated policy and reference on the mapping related to North Arthur Street Policy Area in Section 7.29.14.3 and Schedule 'A' of Section 7.29 in the current Township Official Plan, subject to Official Plan Amendment 7 being in accordance with the proposed By-law and Amendment in Attachment No. 1.

AND FURTHER THAT the Council of the Township of Woolwich deems the changes contained in the proposed Official Plan Amendment No. 7 in Attachment No. 1 were appropriately reviewed with the public and affected landowners during the initial public engagement process for the Township's new Official Plan and therefore do not warrant another statutory public meeting in addition to Council's current consideration of Official Plan Amendment No. 7.

...Carried

## Other Business

### Mayor's Report on Regional Matters

#### ***Making Decisions that Matter – June 19, 2024***

Mayor Shantz noted the opening of the Breslau Library.

## Notice of Motion

### Removal of Centreline Bollard Motion

Councillor Burgess noted traffic concerns with the centreline bollard in place, including back-up of traffic in school route areas and dangerous conditions for pedestrians. Council inquired if other areas in the Township with similar bollards have resulted in complaints. Council discussed if summer was the best time to address this, and that school pick-up and drop-off are not the only concerns from residents with regard to the bollard.

Moved by Councillor Burgess  
Seconded by Councillor Cadeau

WHEREAS Woolwich Township has determined that Oriole Parkway West meets the thresholds for traffic calming measures and has installed centerline knock down bollards to slow traffic; and

WHEREAS the bollard in proximity to the property at 65 Oriole Parkway West and the intersection of Mockingbird Drive and Oriole Parkway was installed in a location creating an inconvenience and causing complaints;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Woolwich direct staff to remove the centerline bollard in proximity to 65 Oriole Parkway West.

...Carried

Council requested that staff provide the annual traffic calming report to Council in the fall.

## By-laws

Moved by Councillor Cadeau  
Seconded by Councillor Schwindt

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 39-2024 to 44-2024, and that they be signed by the Mayor and Clerk and sealed with the corporate seal.

- A By-law for the Imposition of Development Charges
- A By-law to Authorize the Execution of the Municipal Funding Agreement for the Transfer of Canada Community-Building Funds
- A By-law to Adopt Official Plan Amendment Number 7 to the Official Plan of the Woolwich Planning Area (Deferrals 2, 3 and 4 of the Township's Official Plan)
- A By-law to Provide for the Appointments of a Chief Building Official, Deputy Chief Building Official, and Building Inspectors for the Township of Woolwich
- A By-law to Provide for the Appointment of a Deputy Treasurer for the Township of Woolwich (Richard Petherick)
- A By-law to Confirm All Actions and Proceedings of the Council (July 2, 2024)

...Carried



**Adjournment**

Moved by Councillor Bryant  
Seconded by Councillor Cadeau

That the meeting adjourns to meet again in special session on July 16, 2024.

...Carried

\_\_\_\_\_  
Sandy Shantz, Mayor

\_\_\_\_\_  
Jeff Smith, Clerk

DRAFT

**Township of Woolwich  
Special Council Minutes**

**Tuesday, July 16, 2024  
7:00 PM**

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

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

Absent from Council: Councillor Burgess

Present from Staff: Alex Smyth, Deputy Clerk  
Deanne Friess, Director of Development Services  
Jared Puppe, Director of Infrastructure Services  
Colm Lynn, Director of Financial Services  
Stephen Dykstra, Senior Planner  
Sherwin Meloney, Planner  
Clayton Lovell, Engineering Technologist  
Tanya Bettridge, Council and Committee Support Specialist  
Meet Patel, IT HelpDesk/Support Representative

*\*indicates remote participation*

**Land Acknowledgement**

Mayor Shantz read a land acknowledgement.

**Disclosures of Pecuniary Interest**

None.

**Public Meeting**

Mayor Shantz declared the public meeting to be open.

[DS25-2024: Information Report Zone Change ZC 02/2024 \(881 Weber Inc., 881 Weber St. North\)](#)

In a report for information, staff provided an overview of the application, which proposes a site-specific amendment to permit an Agricultural Related Use including orchard processing operations, agricultural research and training, a farm produce stand, as well as seasonal farm help accommodations, and year-round farm help accommodation.

Consultant Brandon Simon of The Planning Partnership (TPP) provided a presentation which highlighted the current orchard operation, uses of surrounding properties, proposed enhancement of the orchard operation, growth of storage and staffing needs, and benefits of the proposal.

Council inquired about properties included in the study, the size of the proposed research centre, if the application would affect the zoning or use of nearby properties, entry/exit access to the property, and future road maintenance in that area.

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

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

DS27-2024: Information Report Official Plan Amendment OPA 3/2024 and Zone Change Application ZC 3/2024 (Trinity United Church, 21 Arthur St. North and 4 Cross St., Elmira)

In a report for information, staff provided explanations and background information for the proposed Zone Change to Core Commercial (C-1) with site specific provisions to reduce the required parking spaces from 65 to 57 parking spaces for the proposed place of worship and residential units, and the proposed Official Plan Amendment to permit an increased residential density from 127 to 168 units per hectare.

Valerie Schmidt of GSP Group spoke to Council about the applications, providing an overview of the purpose of the applications, noting how a project such as this addresses housing needs and enhances the community, and highlighted the data that supports the development.

In response to Council's inquiry, Cheryl Fisher, representing the applicant, explained the parking that is needed, uses and activities happening at the Church throughout the week and weekend, and the demographics of those looking to find housing in this development.

Council discussed the layout of the building and inclusion of a residential unit on the main floor.

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

Mayor Shantz asked if there are members of the public present who wished to speak to the application.

Unregistered Participant Joseph Metz expressed concerns regarding parked vehicles interfering with access to and from his business property.

Unregistered Participant Randy Warren spoke in support of the application, citing urgent housing needs, describing situations where senior residents have had to leave the community in search of housing that serve their needs, and how this application would enhance the community of Elmira.

Unregistered Participant Perry Martin spoke to Council about his support for affordable housing, but added his concern is availability of parking on neighbouring streets due to the limited parking spots proposed in the application..

Unregistered Participant Reverend Sue Campbell spoke in support of the application, identifying the support that the Church has provided to the community, acknowledging the challenge of parking but stating that the benefits outweigh the concerns.

Council discussed the potential for additional parking within the proposed development.

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

### **Consent Items**

Moved by Councillor Cadeau

Seconded by Councillor Schwindt

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

Items for Approval***DS19-2024: Review of the Standard Subdivision's and Lot /Block Agreement***

That the Council of the Township of Woolwich, respecting the Review of the Standard Subdivider's and Lot/Block Agreements, receives Report DS19-2024 as information only.

Items for Information and Public Notice

- Notice of Special Council Meeting Cancellation - July 30, 2024

...Carried

**Staff Reports and Memos**

Council approved a change in order of agenda, moving IS12-2024: Tender Award for the 2024 Paving Program to the first item under Staff Reports and Memos.

IS12-2024: Tender Award for the 2024 Paving Program

Director of Infrastructure Services Jared Puppe introduced Engineering Technologist Clayton Lovell to Council and presented the staff report.

Council discussed the current balance of the Infrastructure Reserve Fund, whether the parking lot should be maintained as gravel until the long-term plan is established for the public works building, and the factors leading to the tender exceeding the estimated cost.

Motion by Councillor Cadeau  
Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report IS12-2024 respecting Tender Award for the 2024 Paving Program:

1. Award the Tender to Capital Paving Incorporated. at a total cost of \$510,634.72 after H.S.T. rebate;
2. Authorize the use of \$70,727.19 from the Infrastructure Reserve Fund to address the 2024 Paving Program budget deficit.

...Carried

DS20 -2024: Zone Change Application 1/2024 (Hardwood Forests Recreational Ltd.)

Motion by Councillor Grant  
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report DS20-2024 respecting Zone Change Application 1/2024 (Hardwood Forests Recreational Ltd.) for the property located at 1115 King St N to change the Zoning from Agricultural (A) to Employment (EM-1) and Agricultural (A) with site specific provisions in accordance with the By-law in Attachment 'C'.

...Carried

DS23-2024: Zone Change Application ZC 11/2023

Motion by Councillor Bryant  
 Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report DS23-2024 respecting Zone Change Application ZC 11/2023 (Jeremiah and Alice Brubacher) concerning the property located at 2344 New Jerusalem Road, Elmira approve the zone change to amend the Agricultural (A) Site Specific Provisions 16.48 to permit E-Repair as an additional use and define E-Repair in accordance with the by-law as attached in Attachment 'B' to this report.

...Carried

DS24-2024: Removal of Holding Provision (15 Weymouth Street)

In response to Council's inquiry, Consultant Douglas Steward of Arcadis informed Council that the Plan has now been registered, therefore Weymouth Street from Listowel Road to Whippoorwill Drive will be open to through traffic within the next few days.

Motion by Councillor Cadeau  
 Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report DS24-2024 respecting Removal of Holding Provision (15 Weymouth Street) (Block 54 of Plan 58m-693) approve the removal of the Holding Provision in Section 16.244 and the corresponding Schedule 'A' of Zoning By-law 26-2024, as amended in the manner shown in the amending By-law in Attachment No. 1 and that the By-law shall not come into force and effect until Phase 2 of the Southwood 4 Draft Plan is registered and the surface works are substantially completed for public use.

...Carried

**By-laws**

Moved by Councillor Grant  
 Seconded by Councillor Bryant

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 45-2024 to 49-2024, 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 26-2024, of the Township of Woolwich (1115 King Street North)
- A By-law to Further Amend Zoning By-law 26-2024 of the Township of Woolwich (2344 New Jerusalem Road, Elmira)
- A By-law to Further Amend Zoning By-law 26-2024 of the Township of Woolwich (15 Weymouth Street, Elmira - Block 54, Plan 58M-693)
- A By-law to Exempt Certain Lots from Part Lot Control- Lots 5 and 6 Plan 58M693 (AKB Property Management Inc.)
- A By-law to Confirm All Actions and Proceedings of the Council (July 16, 2024)

...Carried

**Adjournment**

Moved by Councillor Cadeau  
Seconded by Councillor Bryant

That the meeting adjourns to meet again in regular session on August 27, 2024.

...Carried

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Sandy Shantz, Mayor

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Alex Smyth, Deputy Clerk

DRAFT

**Township of Woolwich  
Special Council Minutes**

**Friday, August 9, 2024  
12:00 PM  
Council Chambers – Hybrid with YouTube Livestream  
24 Church Street West, Elmira**

Present from Council:       Acting Mayor/Councillor Bryant (Chairperson)  
  Mayor Shantz\*  
  Councillor Burgess  
  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\*  
  Colm Lynn, Director of Finance  
  Jared Puppe, Director of Infrastructure Services  
  Jeremy Vink, Manager of Planning\*  
  Kevin Thompson, SV Law\*  
  Tanya Bettridge, Council and Committee Support Specialist  
  Meet Patel, IT HelpDesk/Support Representative

*\*indicates remote participation*

**Public Resolution to Move into Closed Session (12:00 P.M.)**

Moved by Councillor Burgess

Seconded by Mayor Shantz

That the Council of the Township of Woolwich convenes in closed session on Friday, August 9, 2024 at 12:00p.m. in accordance with section 239 (2) 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 and advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Ontario Land Tribunal matter).

...Carried

**Adjournment**

Adjournment followed Closed Session.

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Bonnie Bryant, Acting Mayor

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Jeff Smith, Clerk

**TOWNSHIP OF WOOLWICH  
COMMITTEE OF THE WHOLE MINUTES**

**TUESDAY, AUGUST 13, 2024**

**7:00 PM**

**COUNCIL CHAMBERS – HYBRID WITH YOUTUBE LIVESTREAM  
24 CHURCH STREET WEST, ELMIRA**

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

Absent from Council: Councillor Schwindt

Present from Staff: David Brenneman, Chief Administrative Officer  
Jeff Smith, Director of Corporate Services/Clerk  
Deanne Friess, Director of Development Services\*  
Jared Puppe, Director of Infrastructure Services\*  
Ann McArthur, Director of Recreation and Facility Services  
Colm Lynn, Director of Finance/Treasurer  
Thomas van der Hoff, Deputy Director of Recreation and Community Services  
Lori Fox, Manager of Development Engineering  
Tanya Bettridge, Council and Committee Support Specialist  
Meet Patel, IT HelpDesk/Support Representative  
*\*indicates remote participation*

**Public Resolution to Move into Closed Session (6:30 P.M.)**

Moved by Councillor Grant  
Seconded by Councillor Bryant

That the Council of the Township of Woolwich convenes in closed session on Tuesday, August 13, 2024 at 5:30 p.m. in accordance with sections 239 (2) and (3.1) of the Municipal Act, 2001, for the purposes of considering the following:

- a. Personal matters about an identifiable individual, including municipal or local board employees (Staffing Matter);
- b. Proposed or pending acquisitions or dispositions of land by the municipality or local board (Property Matters);
- c. Personal matters about an identifiable individual, including municipal or local board employees (Staffing Matter);
- d. Educating or training the members (Site Alteration Training); and
- e. Personal matters about an identifiable individual, including municipal or local board employees (Homelessness Update).

...Carried



**Public Resolution to Reconvene in Open Session (7:05 P.M.)**

Moved by Councillor Cadeau

Seconded by Councillor Burgess

That Council reconvenes in open session.

...Carried

**Land Acknowledgement**

Chair Bryant read a land acknowledgement.

**Disclosures of Pecuniary Interest**

None.

**Items to Come Forward from Closed Session**

None.

**Public Meetings**

None.

**Presentations**

None.

**Delegations****DS28-2024: Site Alteration By-law 86-2020 - Update**

Following the presentation of the staff report, Delegate Kelly Schwindt gave Council a presentation identifying her concerns regarding the proposed Site Alteration By-law, such as not promoting land rehabilitation, lack of simplicity, efficiency, and cost effectiveness, that the fee seems more like a tax, environmental effects, and perception of potential profits. Ms. Schwindt identified potential solutions, such as treating local fill differently from imported fill, identifying pre-approved sites, and records management processes.

Council discussed the potential for exemptions for agricultural properties, examples of projects and associated fees for typical farm practices, public feedback, the rates of the fees versus costs to the Township, and how the Township will approach enforcement with staff from Corporate Services and Development Engineering working together.

Moved by Councillor Cadeau

Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report DS 28-2024 respecting Site Alteration By-law 86-2020 - Update:

1. Adopt the updated Site Alteration By-law as attached to this report;
2. Adopt changes to the Fees and Charges By-law attached to this report; and
3. Direct staff to create a Site Alteration Reserve Fund.

Carried.

**Consent Items**

Moved by Mayor Shantz

Seconded by Councillor Burgess

That the following consent items be received for information:

**Items for Information and Public Notices:**

- RS05-2024: Region of Waterloo/Area Municipalities – Library Maintenance Agreement  
That the Council of the Township of Woolwich, considering Report RS05-2024 respecting the Region of Waterloo/Area Municipalities – Library Maintenance Agreement, receive this report for information purposes.
- Notice of Public Meeting – August 12, 2024

...Carried

**Items Pulled From the Information Package**

None.

**Staff Reports and Memos****DS26-2024: Planning Improvements**

Council provided feedback that the pre-consultation process for planning applications is very helpful and commended staff for their efforts to make the planning process easier for applicants.

Moved by Councillor Burgess

Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report DS26-2024 respecting Planning Improvements receive this report for information.

...Carried

**Other Business****Council Reports/Updates**

None.

**Outstanding Activity List as of Thursday, August 8, 2024**

None.

**Notice of Motion**

None.

**Public Resolution to Move into Closed Session (7:35 P.M.)**

Moved by Councillor Cadeau

Seconded by Mayor Shantz

That the Council of the Township of Woolwich reconvenes in closed session on Tuesday, August 13, 2024 in accordance with sections 239 (2) of the Municipal Act, 2001, for the purposes of considering the following:

- a. Personal matters about an identifiable individual, including municipal or local board employees (Homelessness Update).

...Carried

**Adjournment**

Adjournment to follow the conclusion of Closed Session.

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Sandy Shantz, Mayor

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Jeff Smith, Clerk

DRAFT



# MULTICULTURAL FESTIVAL OF ELMIRA

# The Multicultural Festival of Elmira 2024

CELEBRATING DIVERSITY, FOSTERING UNITY

August 27, 2024

Presented by:  
Abby Cooper, Founder and Event Organizer  
Hearts Open for Everyone



# The Vision Behind the Festival

- Broaden knowledge and awareness of the diverse cultures that surround us.
- Serve as a warm welcome to newcomers in the Waterloo Region, fostering a sense of belonging.
- Celebrate various ethnic groups and highlight the importance of diversity and inclusion.
- Provide a safe space where everyone in the community is welcome.
- Raise awareness about EDI-related workshops, services and vendors.





# The Impact of Our Inaugural Festival



- Opened volunteering opportunities and exposed the Woolwich community to different cultures, foods and educational experiences.
- 80% of surveyed attendees learned something new about a different culture.
- Attendees primarily came from Elmira and Kitchener, indicating strong regional interest.
- Created the opportunity to improve the physical and emotional well-being of attendees by fostering a sense of belonging.

# Organizational and Community Support

Sound & Staging: Sherwood Systems

Funding: United Way, Township of Woolwich

Art Projects: Grand River Art Collective, Roshan James

Sponsors: McDonald's Elmira, Elmira Pet Products, Hartman Jewellers, Wallenstein Feed, and more.

Woolwich Partnerships: Township of Woolwich, Woolwich Community Services, Waterloo Region Library and local businesses.





# What Made the 2023 Festival Special

- The variety of diverse performances, including Crow Shield Lodge, TenC Dance Co., Sri Abiramy Dance Academy, and more were the festival's most beloved aspects.
- “Building Bridges of Peace” community art activity.
- Face painting, the magic show and scavenger hunt were a hit, with 22% of attendees highlighting these activities as their favourite part of the festival.
- 94% of attendees rated their experience as positive, with 50% suggesting no improvements were needed.
- 94% of vendors were highly satisfied, with 100% expressing interest in returning next year.





# MFE Recap Video



# Creating a Lasting Change



- Praise for the volunteers' helpfulness and the high level of organization.
- Positive comments focused on the event's smooth execution and strong volunteer support.
- 54% of attendees expressed interest in signing up for future HOPE workshops and programs.

# Year Two: Building on Success

- More diverse and dynamic performances.
- Cultures United tent offered by Region of Waterloo Library.
- Interactive workshops and activities.
- Community art project on a 6'x6' mural.
- More kids' activities to create a family-friendly atmosphere.
- Inclusive activities and spaces (chair yoga, e-bike ride and Calm Corner) to improve accessible activities.
- Increased variety of food offerings.
- Continued focus on providing a platform for local organizations, vendors and services.



# Thank You, Township Council!

- Your financial support has been vital to the festival's success.
- It allowed us to create an event that not only celebrated diversity but also strengthened our community bonds.
- We are committed to making the Multicultural Festival of Elmira an annual event that residents of all backgrounds can look forward to and be proud of.





# Join us for the Multicultural Festival of Elmira 2024

## Save the Date

Saturday, September 21 from 12-5 PM at Gibson Park, Elmira.

## Stay Connected

- View festival details on our website (<https://heartsopenforeveryone.ca/multicultural-festival-of-elmira/>)
- Follow us on social media (@heartsopenforeveryone)
- Contact the organizing team for more information (info@heartsopenforeveryone.ca)

# Questions & Feedback

Abby Cooper, Founder  
Hearts Open for Everyone  
[acooper@heartsopenforeveryone.ca](mailto:acooper@heartsopenforeveryone.ca)





## Clerks Services Staff Report

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Report Number:	C18-2024
Report Title:	Arts & Culture Grants – Three Sisters Cultural Centre
Author:	Tanya Bettridge, Council & Committee Support Specialist
Meeting Type:	Council Meeting
Meeting Date:	August 27, 2024
eDocs or File ID:	127716
Consent Item:	No
Final Version:	Yes
Reviewed By:	Deputy Clerk Alex Smyth
Final Review:	Senior Management Team

### Recommendation:

That the Council of the Township of Woolwich, considering Report C18-2024 respecting Arts & Culture Grants – Three Sisters Cultural Centre:

1. Approve an Arts & Culture Grant request of \$3,000 to be funded through the Transient Accommodation Tax Reserve Fund to support the 2024 Kissing Bridge Art Tour; and
2. Approve an Arts & Culture Grant of \$750 to support the Spirit Humanity Earth: Exploring Healing Through Art event.

### Background:

Through the 2024 budget deliberations, Council approved a new grant category for Arts and Culture (A & C) Grants, with a budget allocation of \$3,000. This new category is instrumental in highlighting, supporting and promoting the various avenues of arts and culture available in Woolwich. The Grants and Special Assistance Policy was updated in April to include the new category as well as incorporate changes to streamline and enhance the operation of the program. As a result of A & C Grants approved earlier this year, the remaining 2024 A & C Grant budget is \$1,250.

In July, Adrienne Carter, CEO of the Three Sisters Cultural Centre, connected with staff regarding potential grant applications for two events/initiatives to be run in the fall – the 2024 Kissing Bridge Art Tour in October and a new initiative, Spirit Humanity Earth: Exploring Healing Through Art in September. Staff worked with Ms. Carter on the best

avenues within the Grants Program, and two applications were submitted, each requesting an Arts & Culture (A&C) Grant of \$3,000.

## **Comments:**

### **2024 Kissing Bridge Art Tour**

In 2023, Council supported the Kissing Bridge Art Tour by approving the Centre's funding request of \$5,000, funded through the Transient Accommodation Tax (MAT) Reserve Fund. In addition, the 2023 event received a waiver of the full amount of the fee associated with the rental of the Community Room at the Woolwich Memorial Centre.

The applicant reports that the 2023 event was a great success, noting that it was held in 10 separate venues, welcomed over 3,000 people, and achieved a tourism spending impact to the Township of over \$92,000. The applicant hopes to grow the event's reach from last year which saw a noticeable increase in visitors coming to the tour as a destination, rather than past events where the Artists found that attendees happened upon the event. The Centre partnered with eight businesses in the St. Jacobs area, and intend on doing the same again in 2024, to encourage overnight and longer stays.

The Centre's request for 2024 is \$3,000, which the applicant explains is to support the marketing and wayfinding needs to ensure visitors know about and find their way to the venue, a marketing plan that will include radio and digital ads, and a brochure featuring the participating artists, local business offers and event map. The 2024 Tour will be held at the Waterloo Rod & Gun Club, is free to attend, and has sought/received funding from other sources, including multi-year funding from a Provincial program.

As the event generates tourism in Woolwich, MAT can be utilized to fund the request. The applicant has stated in the application that the event will partner with local businesses, including hotels, to provide discounts for those traveling to attend the Kissing Bridge Art Tour. This is a good example of an event that fits with the purpose of the MAT tax where this event will attract visitors to Woolwich and have the potential for them to extend their stay and explore the rest of Woolwich Township and the Region of Waterloo. Staff recommend using this funding source to grant the \$3,000 request as there is sufficient funding in this Reserve Fund and the event qualifies for an Arts and Culture Grant. Furthermore, staff recommend using MAT funding for this request as the balance of the Arts and Culture budget is low and staff expect more Arts and Culture applications throughout the remainder of 2024.

### **Spirit Humanity Earth: Exploring Healing Through Art**

The Three Sisters Cultural Centre is launching a new initiative scheduled for September 7th to October 6th, 2024, titled "Spirit Humanity Earth: Exploring Healing Through Art". The applicant describes the event as a showcase for, and in collaboration with, Indigenous Artists and art inspired by Indigenous teachings.

According to the applicant, the exhibition will focus on the work by community artist, Suellen Evoy-Oozeer, in her collection S.H.E. is Healing. It consists of 13 spirit portraits



of the woman's sacred power to heal Spirit, Humanity and Earth. The spirit portraits are colourful, gold accented, acrylic paintings depicting women who are using their power of healing to heal themselves, communities, and the planet. The applicant describes the exhibit as giving a visual representation and celebrating the unseen power we have to heal Spirit, Humanity and Earth.

The applicant adds that the show will be complemented by an outdoor art exhibit, Woodland After Dark, which is comprised of a series of metal sculptures in the style of Woodland Art (ie: Norval Morrisseau). Six Nations artist, Adam Monture, worked in collaboration with Jeremy Freiburger from Colbalt Connects to transform the figures in Adam's paintings into these near life-size sculptures that are lit at night. The figures, like the style of Woodland Art, reflect Haudenosaunee connection to nature and the animals with whom we share this land.

The application aligns with the Arts & Culture Grant program criteria and eligibility as per the Grants and Special Assistance Policy. The initiative aligns with the Community Strategic Plan and our commitment to community connection. However, due to budgetary limitations, staff are recommending approval of \$750 of the \$3,000 grant request.

### **Interdepartmental Impacts:**

None.

### **Financial Impacts:**

The total 2024 Arts & Culture Grant program budget at the beginning of the year was \$3,000. Currently, \$1,250 is remaining after previous grant approvals this year. The applicant is requesting two, \$3,000 grants for a total of \$6,000. Staff is recommending one \$3,000 grant funded by the MAT Reserve to support the Kissing Bridge Art Tour and a \$750 A & C Grant to support the Spirit Humanity Earth: Exploring Healing Through Art event. If approved, this would leave a balance of \$500 of the remaining 2024 A & C Grant program budget.

In only its first year, the Arts & Culture Grants program has been more popular than anticipated. In fact, all non-annual grants categories have received significantly more funds requested than the budget has available, especially in the first half of the year. While Council has approved past requests using funding sources such as the Operating Contingency Reserve, staff do not recommend that as a funding source to provide the balance or entirety of requests when budgets cannot fund the full request. As staff have seen this year that the demand for grants is increasing, Council may wish to consider the popularity of the non-annual grants program during upcoming budget discussions and whether increases are needed.

## Community Strategic Plan Impacts:

Consideration of Township grants aligns with the following Community Strategic Plan priorities.

- Empower communities to be adaptable and engaged: *Strengthen and leverage volunteer resources by supporting community events and initiatives that foster and promote connection.*
- Maintain an innovative customer service focus: *Support volunteer initiatives with dedicated staff resources and grant distribution.*
- Expand focus to include Community Events and Programs: *Create a greater sense of belonging and social cohesion among residents and showcase the municipality's unique identity.*

The two grant requests from the Three Sisters Cultural Centre are for events and initiatives that promote cultural awareness, celebrate diversity in art and local artists, and to seek funding to help support the volunteer-based organization, promotion, and operation of these events/initiatives.

## Conclusion:

Staff are recommending approval of a \$3,000 Arts & Culture Grant for the Kissing Bridge Art Tour, funded via the Transient Accommodation Tax (MAT) Reserve Fund, and a \$750 Arts & Culture Grant, for the Spirit Humanity Earth event, funded through the 2024 Arts & Culture Grant program.

## Attachments:

1. Grant Application – Kissing Bridge Art Tour 2024
2. Experience Ontario Final Report – Kissing Bridge Art Tour 2023
3. Grant Application – Spirit Humanity Earth
4. Sample Artwork

# Township of Woolwich - Grant Application Form: Arts & Culture

For more information on Arts & Culture Grants, please see Section 9.1 of the Township's [Grants Policy](#).

The Township's [Grants and Special Assistance Policy](#) provides for the different types of financial support. All information submitted in a grant application becomes public information and will be shared with the public upon request. The Township may request further information or clarification as needed. Should you have any questions or concerns, please email the [Council and Committee Support Specialist](#) or phone at 519-669-6004.

**Name of Organization or Individual \***

Three Sisters Cultural Centre

**Organization Address (Street Number, Street Name, City/Town) \***

1370 King St. N

**Name and Title of Primary Contact \***

Adrienne Carter, CEO

**Address for Primary Contact (If Different than Above)**

**Primary Contact Telephone Number \***

5195739299

**Primary Contact Email Address: \***

adrienne@threesisterscentre.ca

**Have you or the organization you're representing applied for an Arts & Culture Grant before? \***

Yes

Are you applying as an individual or on behalf of an organization? \*

Organization

Type of Organization \*

Non-Profit Organization

Are you, the applicant, a resident of the Township of Woolwich? \*

Yes

Is the organization you represent based in the Township? \*

Yes

Requested Grant Amount: \*

\$3000.00

**Please explain why you are submitting a grant application and how your request fits within the Arts & Culture Category. If you require more room, additional documentation can be attached at the end of this form. \***

This grant application is asking for the Township to support the 2024 Kissing Bridge Art Tour that will showcase over 20 local artists during a weekend art show and sale on October 19 & 20th.

Last year, the Three Sisters Cultural Centre was asked to take on the organization of this 22-year-old studio art tour as it had been run by an ad-hoc group of volunteer artists who no longer wanted to coordinate the event and looked to Three Sisters to raise funds and plan the event in 2023.

Based on the lessons learned from last year and the lack of a volunteer artist committee to help with the planning, Three Sisters will host this two-day art market at the Waterloo Rod & Gun Club this year. Located on the Three Bridges Road in St. Jacobs, we will be able to easily steer visitors to the site where they can explore the work of over 20 local artists.

This annual art event has supported local artists for 22 years and financial support from the Township will ensure that residents will continue to engage with and learn about local artists. Supporting the endeavours of local artists that contribute to their success will mean that more art programs and workshops will be able to continue to be offered in the Township.

**Please provide a detailed description of the proposed use of funding and how the initiative, activity or event would provide significant benefits to the Township. \***

Township funds will support the marketing and wayfinding needs to ensure visitors hear about and will easily find their way to the venue. This will include a robust marketing plan that will include radio and digital ads. A brochure will be produced that features the participating artists, local business offers and a clear map of where to find the event.

The 2023 event was a great success. Held in 10 separate venues, we welcomed over 3,000 people, nearly half of whom travelled from beyond 40kms. This had a tourism spending impact to the Township of over \$92,000. We intend to grow our reach from last year which saw a noticeable increase in visitors coming to the tour on purpose, rather than as in year's prior where the Artists found the people attending the event were residents or visitors who happened to be in the area.

In 2023, we partnered with eight businesses in St. Jacobs Country and intend on doing the same again in 2024 to encourage overnight and longer stays. Our website and the brochure will feature discounts at our partner locations, and we will work with the hotels in the St. Jacobs Market District to help promote the event and boost overnight stays.

**Will there be a fundraising component to your initiative, activity or event? \***

No

**Do you or does your organization provide grants to applicants that give grants, donations, scholarships, bursaries, or otherwise transfer funds to other individuals or organizations? \***

No

**If your organization receives a grant, will all citizens of the Township of Woolwich be eligible to participate in the funded initiative, event, or activity? \***

Yes

No

**Please provide details about how persons with disabilities would be able to access the program, service, or event, such as accessible parking, accessible facilities, awareness training for staff or volunteers, etc. \***

This event will take place at the Waterloo Rod & Gun Club in St. Jacobs, which is a fully accessible building that includes accessible parking, accessible washrooms and barrier-free access to the facility.

Our staff are trained to be welcoming to all patrons as we are Rainbow Registered and understand the importance of providing a safe space for everyone.

**What fundraising has your organization completed so far? What have you received? What are you waiting on? \***

Three Sisters Cultural Centre secured multi-year funding from Fed Dev Ontario to support exhibitions in 2024 and 2025, this includes \$20,000 in support of this exhibition, which is approximately half the budget required for this project. Three Sisters Cultural Centre also obtained funding from the City of Waterloo for operational needs that will support the exhibition planning.

**Did your organization implement user fees and/or request funding from another organization this year? Does your organization intend to request funding assistance from other agencies this year? Please specify. \***

There will be no admission fee to this art event.

An application has also been submitted to the Region of Waterloo's Cultural Tourism Driver grant program and we should hear about that request in August. We are also working on securing corporate sponsors for art tour.

**Please describe how your organization will acknowledge a grant from the Township of Woolwich.**

The Township's logo will continue to be listed as a funder on our website, <https://trisistersarthouse.ca/in-house-artists/three-sisters-cultural-centre/>, and on the signage for the public seating area that was created during Covid and includes outdoor mural installations by local artists. The Township will also be recognized as a funder on printed material to promote the exhibition and will be mentioned in social media channels when promoting the show.

**Do you have any final comments on why public funds should be given to your organization?**

Support of individual artists is increasingly difficult in Waterloo Region. Many long-standing funding opportunities, such as the Waterloo Region Arts Fund, have been reorganized and, as a result, has not provided funds for local artists to create work in a couple of years. Township support of this event will help ensure residents and visitors to Woolwich learn about and buy from local artists. This 2-day event will again see people coming from the GTHA and surrounding areas who will require accommodation, which will have a positive economic impact on the Township.

The attached document is the final report submitted to Experience Ontario for their support of the 2023 Kissing Bridge Art Tour.

Optional: Please attach any supporting documents you feel may be helpful to your application.


**File Name**



Experience Ontario Final Report for KBAT 2023.pdf

421.4 KB

I certify the information provided in this application is accurate and complete. \*

A handwritten signature in black ink that reads "Adrienne Carter". The signature is written in a cursive style.

**Signatory Name \***

Adrienne Carter

**Signatory Telephone Number \***

519-573-9299

# Thank You

Your application has been successfully submitted!

The primary contact for the application will be contacted in the coming weeks regarding the next steps, but please feel free to contact the Township should you have any questions.





## Experience Ontario 2023-2024

Saved: 06/23/2024 17:47

Expand

Validate

<b>Instructions</b>	<b>A - Organization Information</b>	<b>B - Organization Address Information</b>
<b>C - Report Contact Information</b>	<b>D - Performance Measures</b>	<b>E - Project Information</b>
<b>F - Grant funds reporting - Summary of</b>	<b>G - Declaration / Signing</b>	

**Instructions**

Before filling out the final report, review your Transfer Payment Agreement (TPA) for reference.

Failure to provide a complete final report may result in the retention of the final grant payment, and recovery of all or a portion of funding may be requested. Failure to meet any reporting requirements may impact an organization's ability to receive future funding.

You may contact your Regional Advisor with questions.

**Sect. C – Report Contact Information:** This information will be used by the Ministry to contact your organization with any questions we have regarding your report.

**Sect. D – Performance Measures:** The “Goal” column is pre-populated from your application (Section J– Performance Measures).

1. Complete the “Result” column with results from your event. Indicate “0” if not applicable or if there were no results. If there are variances in your results, provide an explanation in the Comments section below the table.

**Client Provided Performance Measures**

1. Complete the “Result” column for each of the performance measures provided in your application

**Sect. E – Project Information:** Answer all questions and provide details and examples where possible. If your final report is missing information, we will contact you for more details.

Final reports cannot be reviewed until all required documents are completed and uploaded in TPON. Final payments will be delayed for incomplete submissions.

**FINAL REPORT SUBMISSION CHECKLIST- MANDATORY DOCUMENTS:**

To be considered complete, all mandatory documents must be submitted into your Transfer Payment Ontario file:

1. **Final Report** - completed, electronically signed, dated, and uploaded.
2. **Summary of Invoices** for eligible incurred expenses for the Experience Ontario funded costs. The summary must include the date of the invoice, the amount – not including HST, the payee and a specific description of each expense.
3. **Reports and/or Publications produced as part of your event** – (if applicable) - Include media summaries, economic impact studies, or visitor analysis that supports performance metrics in your final report.
4. **Financial Statements as follows:**
  - **For recipients of less than \$100,000**

A board endorsed or treasured certified financial statement, for the period April 1, 2023 to March 31, 2024, confirming the revenues and expenses for the completed Experience Ontario supported event.

The document must also clearly outline, in a Note or Schedule, the amount of the Experience Ontario approved funding and the final incurred expenses paid with these funds. This must align with the format in Schedule D, Table 1 in your TPA.

A letter signed, by the recipient's Chief Financial Officer or most senior official, confirming that the funding was used only for eligible expenses. The attestation must state:

“In our opinion, the statement of revenues and expenditures for the Experience Ontario 2023 funded expenses accurately represents and is prepared, in all material aspects, in accordance with the reporting provisions of the Agreement between the [organization name] and the Ministry of Tourism, Culture and Sport, as represented by His Majesty the King in right of Ontario and dated April 1, 2023”.

- **For recipients of funding of \$100,000 or more:**

Audited statement of revenues and expenditures detailing the eligible, expenses for the Experience Ontario approved funding. Expenses must

be incurred within the fiscal year, April 1, 2023 – March 31, 2024. This statement must include the auditor’s opinion of assurance, prepared by a third-party Licensed Public Chartered Professional Accountant, on the expenditures incurred for the Project in accordance with the reporting provisions of the Agreement.

A review engagement report providing the same information as above may also be accepted.

A board endorsed or treasured certified financial statement, for the period April 1, 2023 to March 31, 2024, confirming the revenues and expenses for the completed Experience Ontario supported event. This must align with the format in Schedule D, Table 1 – Eligible Expenses in your TPA. this Agreement.

**Additional Notes**

Records of revenues and expenses for your grant must be kept and made available for at least seven years. The Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario). Any information provided to the Province in connection with your grant or otherwise in connection with your TPA may be subject to disclosure in accordance with that Act.

Final payments cannot be processed without completion of all final reporting requirements and a valid Certificate of Insurance (COI) on file. A Valid COI is required for the full term (until the expiry date) of your TPA.

**A - Organization Information**

**This section is not editable** and displays information from your Transfer Payment Ontario (TPON) registration. The TPON system is a one-window self-serve registration system for submitting and updating organization profile information. All organizations receiving transfer payments from the Government of Ontario must register in the TPON system. If changes are required in Section A of your application, please make them in the TPON system. Once your information is revised, all future downloaded forms will include the updated information

Organization Name: <a href="#">Three Sisters Cultural Centre</a>	Organization Legal Name: <a href="#">Three Sisters Cultural Centre</a>
Website URL: <a href="https://trisistersarthouse.ca/">https://trisistersarthouse.ca/</a>	CRA Business Number <a href="#">772045670</a>

**B - Organization Address Information**

**This section is not editable** and displays information from your Transfer Payment Ontario (TPON) registration. The TPON system is a one-window self-serve registration system for submitting and updating organization profile information. All organizations receiving transfer payments from the Government of Ontario must register in the TPON system. If changes are required in Section B of your application, please make them in the TPON system. Once your information is revised, all future downloaded forms will include the updated information.

**Business Address**

Unit Number:	Street Address 1: <a href="#">1370 King St. N</a>
Street Address 2: <a href="#">PO Box 365</a>	City/ Town: <a href="#">St. Jacobs</a>
Province:	Postal Code: <a href="#">N0B2N0</a>
Country: <a href="#">Canada</a>	

**Mailing Address**

Unit Number:	Street Address 1 <a href="#">1370 King St. N</a>
Street Address 2 <a href="#">PO Box 365</a>	City/ Town <a href="#">St. Jacobs</a>
Province <a href="#">ON</a>	Postal Code <a href="#">N0B2N0</a>

Country

Canada

**C - Report Contact Information**

Fill in the contact information. This will be used by the Ministry to contact your organization with any questions we have regarding your report.

Please indicate only one contact, who must be the signing authority indicated in your TPA. Please check the Primary and Signing Authority boxes.

			Remove
Salutation: * Ms.	First Name: * Adrienne	Last Name: * Carter	
Primary: <input type="checkbox"/>	Role: * Applicant	Email Address: * adrienne@threesisterscentre.ca	
Title: President & CEO	Department:	Phone Number (Work): * 5195739299	
Phone Number (Mobile):	Fax Number:	Signing Authority <input checked="" type="checkbox"/>	
			Add Remove
Salutation: * Ms.	First Name: * Jacqueline	Last Name: * Rula	
Primary: <input checked="" type="checkbox"/>	Role: * Applicant	Email Address: * jax@threesisterscentre.ca	
Title: Artistic Director	Department:	Phone Number (Work): * 5198842811	
Phone Number (Mobile):	Fax Number:	Signing Authority <input type="checkbox"/>	

**D - Performance Measures**

The goal column is pre-populated from your application. (Section J Performance Measures) Complete the "Result" column with results from your event. Explain variances in the comment section below the table. Recipients are encouraged to use the Tourism Regional Economic Impact Model [www.mtr-treim.com](http://www.mtr-treim.com) to calculate – 5. Total Tourist Spending (\$)

Metric	Description	Goal	Result
In-person attendance – Ontario Tourists	Total ON tourists (ON residents who travel 40km or more to attend)	400	1,025
In-person attendance - Canadian Tourists	Total out-of-province Cdn tourists	100	46
In-person attendance – International Tourists	Total international tourists	100	69
In-person attendance – Local	Total local visitors (ON residents who travel less than 40km to attend)	2,000	1,860
Total Tourist Spending (\$)	Total (not per person) spending by all tourists (listed in metrics 1, 2 and 3)	59,500	92,433
Total revenue (\$)	generated from		

festival or event	Description	Goal	Result
	Total revenue (\$) generated (i.e., tickets, sponsors, etc.)	8,000	6,425
Metric	Description	Goal	Result
Number of paid Canadian performers and Ontario-based production staff	Total number of paid Canadian artists/performers/presenters and Ontario-based production/event staff related to carrying out the event	15	7

What was the methodology used to track your results? Please explain why your goals and actuals varied (if applicable). Please attach supporting reports and documentation to validate your performance measure results in TPON. \*

Attendance was tracked at each location and an average number was taken to confirm that 3,000 people visited the tour over the course of 3 days. Through both the Toureka! app statistics and site surveys conducted by volunteers, visitor demographics were determined. Reporting from partnered businesses gave us a count of how many visitors stayed overnight and what other activities they did while visiting our event. The TREIM calculation was used to determine total tourist spending.

**Client Provided Performance Measures**

Complete the "Result" column for each of the performance measures you provided in your TPA. If you did not provide additional performance measures, indicate "0" in the "Result" column.

Metric	Description	Goal	Result
Business Partnerships	work with local businesses to add elements to travel package offer	3	8
Database for Three Sisters	Increase sign ups to the database	50	88
Facebook Followers	Increase followers on the Three Sisters Facebook page by 5%	100	600

What was the methodology used to track your results? Please explain why your goals and actuals varied (if applicable). Please attach supporting reports and documentation to validate your performance measure results in TPON. \*

The number of businesses who partnered with us to develop a travel package exceeded our expectations as they were all eager to assist in the promotion of this shoulder season event that aligned with their own activities. Three Sisters took over the existing database for the Kissing Bridge Art tour which had 417 sign ups in September 2023. By the end of the tour on Oct 22, 2024, this number increased by 88 and is currently at 505. Three Sisters Facebook page increased it's followers from 1,000 before the Kissing Bridge Art Tour to 1,600 after the tour, this is a 62.5% increase. Three Sisters also adopted the social media channels for the Tour, which has 977 followers on Facebook.

**E - Project Information**

Answer all questions and provide details and examples where possible. If you do not provide sufficient detail in your responses, you may be asked to provide additional detail.

1. Explain how the Experience Ontario funding helped to enhance or improve your festival or event and its intended outcomes. Include examples. (max. 3000 characters) \*

The funds from Experience Ontario enabled us to elevate this small long-standing local tour into an event that attracted both artists and tourists from across the province. We added 36 more artists to the tour because of our reach and welcomed 3,000 attendees for the weekend. One participating artist noted that this year had many more visitors than prior years. Where in 2022, the attendees were mostly locals, this year the artist found that people had heard about the tour and had traveled into Woolwich to attend it. These funds allowed us to invest in the digital art tour app Toureka! This tool showcased the 51 artists on the tour and provided an easy to navigate digital map for the 10 tour venues. The app also greatly improved the overall visitor experience of the tour and assisted in its promotion as we saw a significant number of visitors from Toronto and Peterborough use the app and travel to the rural Township of Woolwich to experience local art. 74% of the users of the app were traveling from beyond 40km to attend the tour. We were also able to invest in a robust digital marketing campaign because of Experience Ontario funds and reach into the London and Hamilton markets. These efforts resulted in just over 9% of the attendees coming from these areas.

2. Review the Project Objective and Scope in Schedule C of your TPA. Report on how you successfully carried out these components. If you did not complete any of the components explain why. (max 3000 characters) \*

In this first year of taking over the organization and implementation of the Kissing Bridge Art Tour, Three Sisters was able to exceed half of the projected performance measurements. The attendance goals were set based on the numbers we experienced for our Spring WEFT Fest (a fibre arts festival) that was held in March 2023. Overall, we exceeded the projected numbers by 15% and welcomed far more visitors than we expected, compared with the number of locals attending the event. Welcoming over 2.5 times the anticipated number of visitors from across Ontario made this tour a great success for the artists selling their work and for the Township in welcoming new visitors. This tour resonated with people who want to participate in transformational tourism and are willing to travel distances to take their time and get to know an area and its community. This increase in visitor attendance also resulted in exceeding our projected total tourist spending during the 3 days of the event. Where the attendance numbers did not meet our targets was in welcoming visitors from across Canada and Internationally. Those who did attend the tour from these origins were here because they were visiting friends and relatives or just happened to be visiting the area anyway. Our tour is not at a scale to be a trip motivator for this broader market.

We did not quite meet our expectations for generating revenue from artist participation fees and sponsors. However, we have a solid base from which to grow this effort next year, as we more than tripled the number of participating artists to 51 and had 8 corporate sponsors support the tour. We also received strong support from local businesses in building a tour package and were able to offer a package involving 8 businesses instead the anticipated 3. Our digital marketing efforts and organic posts caused us to exceed our goals in growing our database and followers on Facebook by significant amounts.

The project scope was fulfilled as planned, as we featured 51 artists in 10 locations across Woolwich Township. We utilized the Experience Ontario funding as described in the TPA, in that the \$5,720 paid for the venue fee at the St. Jacobs Mennonite Church, funded the Toureka! mobile app and website work necessary to update the administration and look of the website and it's social channels. The Experience Ontario funds also supported the digital marketing efforts into the London and Hamilton areas.

3. Provide specific examples of how your Experience Ontario 2022 funded event and partnerships supported the local tourism economy and spending at local businesses. (max 3000 characters) \*

The tour package we put together with 8 other businesses included 2 hotels and a local B&B accommodation as well as signature activities including rides on Mennonite wagons and on Waterloo Region's heritage train. Three local restaurants also participated and offered discounts for tour visitors. Partner reporting indicated that approximately 10% of the visitors took advantage of the savings offered to participate in these other activities and to stay overnight. The other businesses in downtown St. Jacobs shared with us that they experienced a higher volume in traffic and sales that weekend.

By having this experience held in 10 separate venues across the Township caused the 3,000 people to travel throughout the township and visit the businesses that were hosting artists. This directly impacted the number of potential customers to their businesses. Five of the venues were non-art based businesses and locations, including a brewery, a cafe, a garden centre, a community centre and a church. This event resulted in a new demographic visiting these locations.

4. Provide details of national or international media received by your event? List all Government of Ontario acknowledgements, include details and weblinks where possible, associated with the Experience Ontario funding. (max 3000 characters) \*

There was no national or international media received from this event. Local news outlets, Explore Waterloo and the St. Jacobs BIA promoted the event in their regular channels. The Government of Ontario is acknowledged as the main funder on our website, both on our main page at [trisistersarthouse.ca](https://trisistersarthouse.ca), and on the Kissing Bridge Art tour page, <https://trisistersarthouse.ca/kissing-bridge-art-tour/>. Please note that as of January 1, we have re-branded and use the consumer facing name of TriSisters Art House on our website and in our social channels. The Government of Ontario logo was also on the printed brochure for the tour. When we adopted this local event, we also took over the website and maintain the <https://kissingbridgearttour.ca/> website, which also lists the Government of Ontario as the major supporter of this event.

5. Outline the extent to which the event directly supported employment of Ontarians, particularly in the tourism, culture and entertainment sectors. (max. 3000 characters) \*

This 3 day event supported 51 self employed artists from across Southern Ontario as it provided opportunities to make sales and to be promoted in tourism marketing efforts. The event hired a local catering company and 2 musicians to perform at the Gala event. It also provided the means for Three Sisters to retain 4 staff people to assist in the management and implementation of the event. The work in planning the event required hiring a graphic designer for the map and brochure and allowed us to hire an Influencer from Toronto to promote the event. This had a large impact on the visitors attending the event as 37.4% of the Toureka! app users came from Toronto.

## F - Grant funds reporting - Summary of invoices

Complete the Ministry provided EO 2023 – Revenue & Expenses Report Template and upload this attachment with your report.

**G - Declaration / Signing**

Recipients must comply with the Ontario *Human Rights Code* (the "Code") and all other applicable laws (<http://www.ohrc.on.ca/en/ontario-human-rights-code>). Failure to comply with the Code may render the recipient in default and liable to repay the grant in its entirety at the Province's request.

Recipients should be aware that the Government of Ontario is bound by the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F.31 ("FIPPA"). Any information provided to the Province in connection with the recipient's application and potential future funding may be subject to disclosure in accordance with FIPPA.

The recipient hereby certifies as follows:

1. The information provided in this final report is true, correct and complete in every respect and is subject to disclosure under FIPPA.
2. The recipient has complied with the terms and conditions of the Transfer Payment Agreement ("TPA") and it is not in an actual, potential or perceived conflict of interest situation (see section A6.0 of the TPA).
3. The statement of event revenue and expenditures as completed in the EO 2023 – Revenue & Expenses Report Template is prepared in all material respects, in accordance with the financial reporting provisions of the TPA (see section A 7.0). The statement has been certified accurate by the organization's board of directors, or a senior financial officer, with full signing authority for the recipient.
4. The summary of invoices statement as completed in the EO 2023 – Revenue & Expenses Report Template included with this report is an accurate and true account of eligible costs incurred from April 1, 2023 to March 31, 2024, and was paid with funds from Experience Ontario approved funding.

All expenses paid with Experience Ontario funds:

- Align with the eligible and ineligible expense requirements outlined in Schedule D of the TPA; and
- Have not been paid to organizations directly affiliated with the recipient or between enterprises under common ownership or control.

5. The recipient confirms original records of revenues, purchases and expenses, including original invoices for its approved grant funding will be kept for a period of at least seven years and, upon request, shall be made available to the Province.
6. The recipient is not in default of the terms and conditions of any other grant, loan or transfer payment agreement with the Government of Ontario
7. The undersigned is an authorized signing officer for the recipient organization.

**Applicant**

Ms. Adrienne Carter  
 President & CEO  
 (w): 5195739299  
 Email: [adrienne@threesisterscentre.ca](mailto:adrienne@threesisterscentre.ca)

Sign Document

By clicking the "I Agree" button, I Agree with the Declaration and Statement Above

I Agree

I Disagree

Signature [Adrienne Carter](#)

Date/Time [21/01/2024 15:02:36](#)

**Please validate your application by clicking the Validate button before submitting the form back to Transfer Payment Ontario.**

# Township of Woolwich - Grant Application Form: Arts & Culture

For more information on Arts & Culture Grants, please see Section 9.1 of the Township's [Grants Policy](#).

The Township's [Grants and Special Assistance Policy](#) provides for the different types of financial support. All information submitted in a grant application becomes public information and will be shared with the public upon request. The Township may request further information or clarification as needed. Should you have any questions or concerns, please email the [Council and Committee Support Specialist](#) or phone at 519-669-6004.

**Name of Organization or Individual \***

Three Sisters Cultural Centre

**Organization Address (Street Number, Street Name, City/Town) \***

1370 King St. N

**Name and Title of Primary Contact \***

Adrienne Carter, CEO

**Address for Primary Contact (If Different than Above)**

**Primary Contact Telephone Number \***

519-573-9299

**Primary Contact Email Address: \***

adrienne@threesisterscentre.ca

**Have you or the organization you're representing applied for an Arts & Culture Grant before? \***

No

Are you applying as an individual or on behalf of an organization? \*

Organization

Type of Organization \*

Non-Profit Organization

Are you, the applicant, a resident of the Township of Woolwich? \*

Yes

Is the organization you represent based in the Township? \*

Yes

Requested Grant Amount: \*

3000.00

**Please explain why you are submitting a grant application and how your request fits within the Arts & Culture Category. If you require more room, additional documentation can be attached at the end of this form. \***

This grant application is asking for the Township to support a new initiative the Three Sisters Cultural Centre is organizing for the month of September 2024. This exhibition, titled Spirit Humanity Earth: exploring healing through art., will showcase Indigenous Artists and art inspired by Indigenous teachings and in collaboration with Indigenous Artists.

The exhibition will focus on the work by community artist, Suellen Evoy-Oozeer, in her collection S.H.E. is Healing. This exhibit was created out of the chaos and uncertainty created by the pandemic. It consists of 13 spirit portraits of the woman's sacred power to heal Spirit, Humanity and Earth. The spirit portraits are colourful, gold accented, acrylic paintings depicting woman who are using their power of healing to heal themselves, communities, and the planet. The exhibit gives a visual representation and celebrates the unseen power we have to heal Spirit, Humanity and Earth.

This show will be complimented by an outdoor art exhibit, Woodland After Dark, which is comprised of a series of metal sculptures in the style of Woodland Art (ie: Norval Morrisseau). Six Nations artist, Adam Monture, worked in collaboration with Jeremy Freiburger from Colbalt Connects to transform the figures in Adam's paintings into these near life-size sculptures that are lit at night. The figures, like the style of Woodland Art, reflect Haudenosaunee connection to nature and the animals with whom we share this land.



**Please provide a detailed description of the proposed use of funding and how the initiative, activity or event would provide significant benefits to the Township. \***

Township funds will keep this exhibition free for the public to access. It will allow us to fulfill our program plans for the month-long exhibition between September 7th to October 6th, 2024. This programming will allow residents of the Township to meet local Indigenous Artists during a pop-up art market and they will be able to participate in a variety of workshops that will enlighten the participants on the cultural ways of Indigenous tribes located in Ontario.

Suellen Evoy-Oozeer has created and facilitated an Intuitive Energy Art workshop for over 10 years. This workshop includes creating a sacred space for people to explore their own spirit and connect with others. Individuals are encouraged to venture into the unknown and establish a greater familiarity with their spirit and their own unique creative source. This is not a follow the leader paint class, it is an explore your own spirit with courage and abandonment while having a fun workshop.

We will also host a drum circle and an Indigenous culinary demonstration by Chef Destiny.

**Will there be a fundraising component to your initiative, activity or event? \***

No

**Do you or does your organization provide grants to applicants that give grants, donations, scholarships, bursaries, or otherwise transfer funds to other individuals or organizations? \***

No

**If your organization receives a grant, will all citizens of the Township of Woolwich be eligible to participate in the funded initiative, event, or activity? \***

- Yes
- No

**Please provide details about how persons with disabilities would be able to access the program, service, or event, such as accessible parking, accessible facilities, awareness training for staff or volunteers, etc. \***

This program will take place at the TriSisters Art House in St. Jacobs, which is a fully accessible building that includes accessible parking, accessible washrooms and barrier-free access to the facility.

Our staff are trained to be welcoming to all patrons as we are Rainbow Registered and understand the importance of providing a safe space for everyone.

**What fundraising has your organization completed so far? What have you received? What are you waiting on? \***

Three Sisters Cultural Centre secured multi-year funding from Fed Dev Ontario to support exhibitions in 2024 and 2025, this includes \$20,000 in support of this exhibition, which is approximately half the budget required for this project. Three Sisters Cultural Centre also obtained funding from the City of Waterloo for operational needs that will support the exhibition planning.

**Did your organization implement user fees and/or request funding from another organization this year? Does your organization intend to request funding assistance from other agencies this year? Please specify. \***

An application has also been submitted to the Region of Waterloo's Cultural Tourism Driver grant program and we should hear about that request in August. We are also working on securing corporate sponsors for exhibition. Some of the workshops will have a participation fee attached to them to cover the costs of paying the artists and required supplies.


**Please describe how your organization will acknowledge a grant from the Township of Woolwich.**

The Township's logo will continue to be listed as a funder on our website, <https://trisistersarthouse.ca/in-house-artists/three-sisters-cultural-centre/>, and on the signage for the public seating area that was created during Covid and includes outdoor mural installations by local artists. The Township will also be recognized as a funder on printed material to promote the exhibition and will be mentioned in social media channels when promoting the show.

Township support will help keep this Indigenous themed exhibition free to access for the residents of and visitors to Woolwich during Canada’s month of Truth and Reconciliation as the government and nation work to meet the 94 calls to action as part of the Truth and Reconciliation Report. Specifically, this exhibition addresses Action 83 as it brings together non-Indigenous and Indigenous artists in an effort to advance the reconciliation process. Action 83 states: We call upon the Canada Council for the Arts to establish, as a funding priority, a strategy for Indigenous and non-Indigenous artists to undertake collaborative projects and produce works that contribute to the reconciliation process. Since 2015, the Canada Council of the Arts has supported over 1,000 Indigenous Artists but has not support non-Indigenous efforts to contribute to the reconciliation process. Support from the Township of Woolwich for the Three Sisters Cultural Centre to host this exhibition would fill this gap.

The attachments are samples of the art work that will be on display.

Optional: Please attach any supporting documents you feel may be helpful to your application.

File Name	
	4.Evoy-Oozeer S.H.E.is Healing Energy-Acrylic framed in white Cedar-30x40.jpeg 615.2 KB
	9. Evoy-Oozeer-S.H.E. is Healing Strength-Acrylic framed in white Cedar-30 x 40.jpeg 785.1 KB
	Adam Monture Goose.jpg 1.2 MB

I certify the information provided in this application is accurate and complete. \*



Signatory Name \*

Adrienne Carter

Signatory Telephone Number \*

519-573-9299

# Thank You

Your application has been successfully submitted!

The primary contact for the application will be contacted in the coming weeks regarding the next steps, but please feel free to contact the Township should you have any questions.

Attachment 4: Sample Artwork









## Clerks Services Staff Report

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Report Number: C19-2024  
 Report Title: 2025 Annual Grants Program  
 Author: Tanya Bettridge, Council & Committee Support Specialist  
 Meeting Type: Council Meeting  
 Meeting Date: August 27, 2024  
 eDocs or File ID: 127801  
 Consent Item: No  
 Final Version: Yes  
 Reviewed By: Alex Smyth, Deputy Clerk  
 Final Review: Senior Management Team

### Recommendation:

That the Council of the Township of Woolwich, considering Report C19-2024 respecting 2025 Annual Grants Program:

1. Direct staff to include the annual grant request of Shelter Movers Southwestern to the 2025 draft Operating Budget; and
2. Direct staff to include the annual grant request of Hearts Open for Everyone (HOPE) to the 2025 draft Operating Budget.

### Background:

Each year, the Township's Grant Program accepts applications for Annual Operating and Annual Capital Grants, both one-time and for the term-of-Council. In February of 2024, following the 2024 Operating Budget deliberation process, Council approved the 2024 Grants and Special Assistance budget.

The Grants and Special Assistance Policy was updated earlier this year to incorporate the addition of the Arts & Culture Grants category, introduce a new process for Annual Grants, and to streamline and enhance application processes and procedures. The update included a change to the application window for Annual Grant applications to be submitted, which is now July 1 to July 31. This change allows for less reporting and better planning and development of the draft operating budget at the staff level. With this report, staff are looking for direction on which organizations to include in the draft operating budget. No monetary decisions will be made until the budget deliberation process in January, 2025. This year, the Township received four Annual Grant Applications.

## 2024 Approved Annual Grants

Council approved Annual Grants in 2024 to the following organizations:

Organization	*New Grant Requested	Grant Amount Approved	Term or One-Time Grant
Woolwich Community Services		\$14,420	Term of Council
Community Care Concepts		\$11,938	Term of Council
Woolwich Counselling Centre		\$14,420	Term of Council
School Safety Patrol		\$1,637	Term of Council
Elmira Horticultural Society		\$1,500	Term of Council
Woolwich Seniors Association		\$10,000	Term of Council
Maryhill Historical Society*	\$7,350	\$1,800	One-time Capital
Shelter Movers Southwestern Ontario*	\$5,000	\$3,150	One-time Operating

### Comments:

### Annual Grant Requests Summary for 2025

2025 – Summary of New Grant Requests		
Organization	Grant Type	Funding Requested
Shelter Movers Southwestern Ontario	Operating Grant, for the Term of Council	\$5,000
Hearts Open for Everyone (HOPE)	Operating Grant, for the Term of Council	\$15,000
Junior Achievement South Western Ontario	Operating Grant, One-Time	\$5,000
St. Jacobs Home & School Association	Capital Grant, One-Time	\$100,000**
<b>Total:</b>		<b>\$125,000</b>

\*\* Applicant intends to change the requested amount to \$10,000.



### Shelter Movers Southwestern Ontario

Shelter Movers Southwestern Ontario, based in Cambridge, has requested a term-of-Council Annual Operating Grant of \$5,000 from the Township of Woolwich. Shelter Movers is a volunteer-powered charitable organization providing moving and storage services at no cost to individuals and families fleeing abuse. They are the only organization of its kind in Canada, providing free moving and storage to survivors of abuse.

They collaborate with local businesses, community agencies and health care professionals to support people, primarily women and children, as they transition to a life free of violence. One of their local partners in Woolwich Township is Woolwich Community Health Centre. Shelter Movers relies on grants and donations from private companies and municipalities, as well as its 150 volunteers dedicating 1500-2000 hours per year to serve residents in need.

With regards to how the application meets an identifiable need in the Township of Woolwich, the application states that last fiscal year they conducted five moves originating in Woolwich Township. In the first three and half months of this fiscal year, they have already conducted two client moves and their network in the area continues to develop, expecting a minimum of six client moves originating in Woolwich Township in fiscal 2025.

The applicant explains that \$5,000 would provide storage, truck rental and fuel for two to four families. Through the 2024 Budget process, Council approved \$3,150 of Shelter Movers' \$5,000 one-time Annual Grant request. For 2025, in response to growing demand for their services and the epidemic of domestic violence, Shelter Movers Southwestern Ontario is requesting an Annual Grant of \$5,000 for the term of Council.

Since the applicant provides an essential service to vulnerable residents and the demand for those services continues to grow, staff recommend including Shelter Movers in the draft 2025 Operating Budget.

### Hearts Open for Everyone (HOPE)

The mission of Hearts Open for Everyone (HOPE) is to foster a multicultural rural community where everyone feels genuinely welcomed and can be their true, authentic selves. HOPE states that through its programs and events, it is dedicated to creating shared community experiences that promote compassion, togetherness, and a deep sense of belonging, break down barriers, celebrate diversity, and build bridges between different cultures and communities.

HOPE's approach to achieving its mission include workshops and programs that address sociological issues, such as racism, and psychosocial challenges such as mental health and building resilience. It also organizes community events aiming to celebrate diversity and raise cultural awareness.

The Township has supported HOPE's events such as the Multicultural Festival and the Community Potluck, with a \$3,000 Equity, Diversity, Inclusion & Belonging (EDIB) grant in 2023 and \$2,980 in total grant funds for two HOPE events in 2024. For 2025, HOPE is requesting an Annual Operating Grant, for the term of Council, of \$15,000 to support the delivery of programs, initiatives, and community events, assist with volunteer management, and increase community engagement.

- **Workshops and Events:** Funding will support the development and implementation of workshops, events, and other community initiatives. This includes essential costs such as marketing and promotions, annual marketing tool fees, translation fees, speaker and catering fees, and venue bookings. These investments are crucial to ensuring that programs remain accessible, engaging and relevant to the community's needs.
- **Volunteer Management and Support:** To effectively deliver these programs, HOPE will enhance their volunteer management, which may include the purchase of volunteer management software, training, and resources to streamline volunteer coordination and ensure that they can maximize community involvement in initiatives.
- **Community Engagement:** The funding will enable HOPE to increase community engagement through targeted outreach and expanded program offerings. Investing in these areas will allow them to enhance their ability to serve more residents, create meaningful experiences and build a stronger, more connected community.

With the work that the applicant does in the community, and the events/programming HOPE wishes to continue and enhance which benefits all residents of Woolwich, staff recommend including HOPE's request in the draft 2025 Operating Budget.

#### Junior Achievement South Western Ontario (JA SWO)

For more than 60 years, Junior Achievement South Western Ontario (JA SWO) has been delivering programs to students on financial health, work readiness, and entrepreneurship from grade 4 through high school. Most of its programs are delivered by volunteers who bring their professional experiences into the classroom to help students connect program concepts with real-life situations. Volunteers use a mix of hands-on activities, discussions, and digital learning to engage students and ensure they retain and use what they learn. When it's not possible for a volunteer to be in a classroom, virtual volunteers or a teacher may facilitate the program.

In 2024, JA SWO requested a one-time \$10,000 Annual Operating Grant, stating that grant funds received from the Township of Woolwich would be used to deliver financial learning experiences to students in grades 4 - 12 in schools within the Township. Each program costs JA SWO \$1,000 to deliver; their goal for 2024 was 10 programs, with an average class size of 20 students, for a total of 200 students. Council declined the grant request from JA SWO for 2024. JA SWO had requested a one-time Annual Operating Grant of \$4,000 from the 2023 Annual Grants program and Council had also declined that request.

For 2025, JA SWO has applied for a one-time Annual Operating Grant of \$5,000 to deliver five programs in the Township of Woolwich, citing an increased need for young people in a post-pandemic era experiencing increases in economic insecurity and anxiety. JA SWO states in its application how its programs combat low high school completion rates, encourage post-secondary education pursuits, and open entrepreneurial pathways.

The Township has consistently considered school programs/curriculum to be a provincial responsibility; therefore, staff recommend that the JA SWO grant request not be included in the draft 2025 Operating Budget.

#### St. Jacobs Home and School Association (HSA)

The St. Jacobs Home and School Association (HSA) reports that the existing school playground at the St. Jacobs Public School has been removed and the students have no play structures for outdoor education, so funds are being raised to build a new playground and in partnership with the school students and staff, the regional board, and the local community. According to the applicant, the project is to make the school grounds accessible and inclusive for all students to learn and play, and the playground would also be accessible to the community as a whole. HSA is requesting a one-time Annual Capital Grant of \$100,000.

Similar requests for grant funding to be used towards the installation of playgrounds on school property have been declined in the past. The Township has maintained the perspective that school programming and facilities are a provincial responsibility, and that Township funds are needed for municipal infrastructure. Furthermore, there are grant programs such as the FCC AgriSpirit Fund, that have frequently provided substantial grants for accessible school playground projects in small communities.

Given the Township's stance that school programs and facilities are a provincial responsibility, that similar grant requests have been denied by Council in the past, and that the applicants have other avenues for grant opportunities, staff recommend that the St. Jacobs Home and School Association grant request not be included in the draft 2025 Operating Budget.

#### **Interdepartmental Impacts:**

None.

#### **Financial Impacts:**

Since the 2025 Annual Grants are part of the 2025 Budget process, there are no current financial impacts and Council is not being asked at this time to discuss or decide on grant amounts. Any potential financial impacts will be at Council's discretion during the budget process in January, 2025.

## Community Strategic Plan Impacts:

The Annual Grants program aligns with the Township's commitment to promoting community connection, creating conditions for communities to thrive, and supports the following Community Strategic Plan priorities and key results:

- **Empower communities to be adaptable and engaged.** *The Annual Grants program strengthens and leverages volunteer resources by supporting community events and initiatives that foster and promote connection.*
- **Maintain an innovative customer service focus.** *The Annual Grants program supports volunteer initiatives via dedicated Township staff resources and grant distribution.*
- **Expand focus to include Community Events and Programs.** *The Annual Grants program supports organizations looking to create a greater sense of belonging and social cohesion among residents and showcase the municipality's unique identity through their community initiatives and events.*

## Conclusion:

Staff are looking for direction from Council on which of the 2025 Annual Grant organizations to incorporate in the preparation of the draft 2025 budget and have recommended that Shelter Movers Southwestern Ontario and Hearts Open for Everyone (HOPE) be included in the draft budget. Grant amounts are not being recommended or decided at this time as Council will have those monetary-specific discussions during the 2025 budget process.

## Attachments:

1. Shelter Movers Southwestern Ontario Annual Grant Application
2. Hearts Open for Everyone (HOPE) Annual Grant Application
3. Junior Achievement South Western Ontario (JA SWO)
4. St. Jacobs Home and School Association Annual Grant Application

# Township of Woolwich - Annual Grant Application Form

**The application period opens July 1st of each year and closes July 31st.**

This form should be used for (read more about each in the noted Section of the [Grants Policy](#)):

- Annual Operating Grants (Section 8.2)
- Annual Capital Grants (Section 8.1)

[Arts & Culture Grants](#) (Section 9.1), [Equity, Diversity, Inclusion and Belonging Grants](#) (Section 9.2), [Special Events and Special Assistance Grants](#) (Section 9.3), and [Travel Assistance Grants](#) (Section 9.4) are considered non-annual and those applications are accepted throughout the year.

The Township's [Grants and Special Assistance Policy](#) provides for the different types of financial support. All information submitted in a grant application becomes public information and will be included in a Council Meeting agenda. The Township may request further information or clarification as needed. A Grants Reporting Form will be provided to all returning applicants following submissions of the Grant Application. This form is required to be filled out and submitted prior to the receipt of any successful grant awards. Should you have any questions or concerns, please contact the Council and Committee Support Specialist - [contact information at the bottom of the Grants page](#).

**Amount of Grant Being Requested: \***

**Type of Grant Being Requested: \***

**Name of Organization: \***

**Organization Address (Street Number, Street Name, City/Town): \***

**Name of Primary Contact: \***

**Title of Primary Contact: \***

**Address for Primary Contact (If Different than Above):**

**Primary Contact Telephone Number: \***

**Primary Contact Email Address: \***

**Type of Organization:**

**Please provide a summary of the purpose, goal, or mission statement of your organization.**

Shelter Movers Southwestern Ontario is a volunteer-powered charitable organization providing moving and storage services at no cost to individuals and families fleeing abuse. We collaborate with local businesses, community agencies and health care professionals to support people, primarily women and children, as they transition to a life free of violence. One of our local partners in Woolwich Township is Woolwich Community Health Centre.

## Essential Service Status

Section 1 of the [Grants Policy](#) defines an essential service as a a service that is necessary for the health, safety or welfare of Township residents. The approval body will give priority consideration to grant applications from local or Region-wide organizations or individuals that are deemed by the approval body to provide an essential service.

**Please indicate which essential service your organization provides (If Applicable - Check All that Apply).**

- Health
- Safety
- Welfare

**Please explain how your organization fits into the selected category.**

Intimate partner violence has been declared an epidemic by most cities and townships in Waterloo Region, as well as the Regional Council. We see firsthand the results of this reality in the increased number of move requests we receive each month.

Research shows that when a woman can take her belongings, and those of her children, she is more likely to leave an abusive situation and the chances of her returning are lower than if she has to leave everything behind. Research also shows that not living in fear has a direct result of increased positive mental health. Children also sleep better, which leads to better physical, as well as learning, outcomes.

## Proposed Use of Funding

Section 7 of the Grant Policy states that grant funding approved by the Council of the Township of Woolwich must be used for the purposes stated in the grant application unless Council has given prior approval for a change in the use of funds.

**Please provide a detailed description of the proposed use of funding.**

Studies have shown that women in rural areas often have fewer options when it comes to receiving assistance to help them leave an abusive relationship. They have limited resources to both help them flee and to find a safe place to stay. If they must move into the city, which often is the case, having their belongings close at hand provides a greater sense of security.

The funds from the Township of Woolwich would be used to recruit new volunteers who live in rural areas of Woolwich to help meet the increased demand for specific moves in the Township. Volunteers work with our logistical staff to orchestrate the timing that works best for the client. Volunteers then book the trucks and personal vehicles that are used to transport the client, organize volunteer drivers and movers, arrange security or police if necessary, and secure a storage facility. Storage facilities can range from \$250 to \$450 a month depending on the size needed, based on the personal items the client wishes to bring.

The funds would also be used to increase our network of volunteer partner companies (especially storage facilities and vehicle rental companies) in more rural areas to decrease the overall amount of transportation needed and help keep fuel costs down. We will network with new referral agencies in these areas as well, to ensure our services are accessible to Woolwich residents who need them. To raise awareness, we will attend local events, fairs and other gathering areas.

We have already moved at least two families from Woolwich Township this fiscal (April 2024-March 2025). In some cases, residents of Woolwich Township may be moved from a shelter in the city and might not be captured in the Woolwich numbers. Even without the likely growth in demand, we anticipate moving at least six families from Woolwich by March 31, 2025. \$5,000 would provide storage, truck rental and fuel for two to four of those families. We often move a client more than once and will store their belongings until they have landed in a safe longer-term environment. Until then, we will transport them to and from their storage unit when they need something like seasonal clothing changes, a specific toy for a child, etc. This is especially important if they are housed in a shelter where they have space for only a few essentials, leaving most of their belongings stored until they can move to a stable, permanent home.

# Township Significance and Need

Section 3 of the Grants Policy states that an organization or individual seeking assistance must ensure its significance to the Township is clearly explained in the application for assistance.

**Please describe the significance of the service, program, or event to be funded to the Township of Woolwich as well as how it meets an identifiable and quantifiable need in the Township.**

Sadly, the incidence of intimate partner violence and domestic abuse continues to rise. Shelter Movers Southwestern Ontario has realized a 30% increase in requests for moves over 2023. Without support from our local communities, we cannot meet this need.

Rural abuse is often hidden as communities are small and unspoken norms limit disclosure. In some circumstances, a woman may be ostracized for sharing her experience of abuse. We work closely with local agencies and groups to make sure women can reach out safely for help when needed.

**Please list the municipalities served by your organization.**

We serve primarily the municipalities in Waterloo Region but we are seeing growth across Southwestern Ontario, specifically in Guelph, Brantford, and Hamilton.

**On average, how many clients does your organization serve annually, and how many total clients do you expect to serve this year?**

This past year (FY 2023/24), we completed 215 moves which included moving 317 children and 97 pets from an unsafe environment. On average, we conducted 18 moves per month, a 38% increase over the previous fiscal year.

**Are the majority of your client's residents of the Township of Woolwich?**

No



**How many of the clients served in the past two years were residents of the Township of Woolwich, and how many residents does your organization expect to serve next year?**

Last year we began to track where each client move originates. Last fiscal we conducted five moves originating in Woolwich Township. In the first three and half months of this fiscal year, we have conducted two client moves. Our network in the area continues to develop and we expect a minimum of six client moves originating in Woolwich Township in fiscal 2025.

Although residents of Woolwich Township do not represent the majority of our clients, anyone in Woolwich Township experiencing abuse qualifies for our services. Our goal is to be able to move to safety anyone who reaches out for assistance.

## Other Requirements

Section 6 of the Grants Policy lists other considerations that must be addressed before the Council of the Township of Woolwich will consider an organization's grant request.

**Does your organization have an elected executive of volunteers that will take responsibility for the receipt and disbursement of funds?**

Yes

**Is your organization in good financial standing, including with the Township of Woolwich?**

Yes

**Is your organization applying for a grant to help cover an operating deficit?**

No

**Does your organization give grants?**

No

**Is your organization applying for a grant to replace financial support that was discontinued by another funding source? If so, please provide additional details.**

No

**Does your organization provide the same or similar services to those offered by another local organization or municipality? If so, please provide additional details.**

No, we do not provide overlap services.  
We are the only service of this kind in Canada, providing free moving and storage to survivors of abuse.

**Could your organization's efforts be better funded through the purchase of a service agreement with the Township of Woolwich? If so, please provide additional details.**

Not at this time

**If your organization receives a grant, will all citizens of the Township of Woolwich be eligible to participate in the funded program, event, or activity? If not, please provide additional details.**

Shelter movers is committed to providing support to any and all people groups. Any person, any race, any gender experiencing abuse, with a referral by a partner agency, can use the services of Shelter Movers. We work through referrals only because when a person is out of the abusive home, we want to ensure they have an ongoing support network.

## Acknowledgment of Township Contributions

Section 4 of the Grants Policy requires organizations that receive a grant to recognize the Township's contribution in any promotional literature which may be prepared by the organization, on the organization's website or social media, during the event or initiative, or in another public manner.

**Please describe how your organization would acknowledge a grant from the Township of Woolwich.**

The grant from the Township of Woolwich will be acknowledged through social media, our donor newsletter and on any printed material shared in the community

## Volunteer Support

The Eligibility Requirements for Operating (Section 8.2) and Capital Grants (Section 8.1) in the Grants Policy states that applicants must rely significantly on the use of volunteer support.

**Does your organization rely significantly on volunteer support? Please describe the number of volunteers and volunteer hours, which benefit your organization.**

Our organization is primarily volunteer powered. We currently have 155 volunteers contributing as drivers, movers, operational support, volunteer services, fund developers, and administrative support. Drivers and movers alone have contributed over 4,000 volunteer hours in the last fiscal year. This year we hope to begin tracking other volunteer hours as well.

## Accessibility and Inclusivity

The Grants Policy states that organizations that apply for Operating and Capital Grants must make their programs, services, or events accessible to, and inclusive of, persons with disabilities. The Township will not normally fund any program, event, or service that is inaccessible of persons with a disability.

**Please provide details about how persons with disabilities would be able to access the program, service, or event, such as accessible parking, accessible facilities, awareness training for staff or volunteers, etc.**

We make all the necessary arrangements for the safe move of a client. If an accessible vehicle is needed, we rent one. Our staff and volunteers are also trained in trauma informed support.

## Requests for Grant Increases (Multi-year/Term of Council Grants Only)

Section 8.2.3 and 8.2.4 of the Grants Policy deals with requests for grants for the Term of Council and inflationary increases.

**Does your organization wish to apply for a multi-year grant that coincides with the current term of Council (ending in 2026) with minor inflationary increases? This is only available to organizations that Council deems to provide essential services.**

Yes

**Will the grant increase be used to support an expansion of a program or service? If yes, please provide details, and if no, please explain why the grant increase is being requested.**

To support increasing costs and anticipated increased service in response to increased demand

## Goal of Self-Sufficiency

The Council of the Township of Woolwich recognizes the contribution that charitable and nonprofit organizations make to the quality of life enjoyed by residents. Council is committed to working with community groups but must be cognizant of budget constraints and competing priorities. Council encourages groups to work towards achieving financial self-sufficiency and independence in their programs through community participation and fundraising.

**Does your organization anticipate that the activities for which this assistance is being requested will become self-supporting through private or other sources? If yes, please provide details, and if no, please explain why not.**

Shelter Movers Southwestern Ontario would like nothing better than to be out of business but sadly we do not see that outcome in the foreseeable future. We are always seeking individual, small business, and corporate partnerships and donations. We also apply for grants where the grantor has an interest in supporting individuals fleeing abuse or serves a general family well-being/safety mandate.

Our chapter receives no formal government funding and we do not want to have to turn down any requests for support. Nor do we wish to charge clients (who are most often unable to pay), for the service. As such, we anticipate needing more funds as demand increases.

## Other Sources of Financial Support

**Who did your organization request funding assistance from this year? (Organization, Date, Amount Requested, Amount Received/Refused)**

This year, funding assistance has been requested from:

Cambridge Bingo (for Cambridge) - \$27,000, requested, in progress

United Way Waterloo Region Communities (for Waterloo Region, primarily Kitchener) - \$8,000 approved Q1 of this fiscal year

Cowan Foundation (for Waterloo Region - \$50,000 approved, pending distribution)

**Did your organization implement user fees this year? If user fees were not charged this year, and will not be charged next year, explain why. Please detail any planned future increases in user fees.**

No. We have no fees for our service, and that will not change. Often an abuser maintains control by controlling finances. If the abused has no money they cannot move. We must remove payment as one more barrier that might prevent a client getting to safety.

**What other agencies does your organization intend to request funding assistance from for the next fiscal year? Include any other municipal, provincial, or federal departments or agencies. (Agency and Amount to be Requested)**

This fiscal year we plan to request funding assistance from Wilmot Township, City of Kitchener, and the City of Waterloo.

In each case the amount requested will be tied to the number of moves anticipated in that municipality.

**What fundraising events has your organization planned for next year, and how will the funds be used? (Event, Estimated Revenue, and Use of Funds)**

Fundraising events planned for this fiscal?

Drive for Survivors Golf Tournament. Estimated revenue: \$15,000

Virtual Silent Auction Estimated revenue: \$2,000

Use of Funds from both events: client moves and storage, fuel, security, volunteer management, outreach and awareness building

## Final Comments

**Do you have any final comments on why public funds should be given to your organization?**

Shelter Movers fills a critical gap in the gender-based violence sector. We step in as a vital part of the solution by filling that gap and removing a financial barrier for survivors by providing secure moving services for those escaping domestic violence.

As a local chapter of a national organization, we do not have separate financial statements, however, we have provided the most recent audited financials for the national organization. Our interim financials for the current fiscal year are not yet available, so we have provided profit and loss financials for fiscal 2023-24.

## Attachments

If any of the required attachments are missing in the application, your organization's application will be designated as incomplete, and Council will be made aware. Ensure that all of the following documents are attached to the application. If you cannot attach a document that has been requested, you must attach a separate sheet to explain to Council why it is not possible to fulfill the requirement.

**Please provide a complete list of Board, Executive, or Committee members, including their roles and contact information.**

**File Name**



Shelter Movers Board of Directors FY25 07-24.xlsx

171.2 KB

**Please provide a copy of your organization's constituting documents (Constitution, By-laws, or Letters of Incorporation).**

Please provide your organization's most recent annual audit financial statements or those qualified by a professional accountant, which should include, at a minimum, a Balance Sheet and Income Statement.

**File Name**[Shelter-Movers-Mar-2023-Financial-Statements.pdf](#)

602.7 KB

Please provide interim financial statements for the current fiscal year.

**File Name**[Shelter Movers - P \\_ L - financial to 31 Mar 2024.xlsx](#)

13.9 KB

Please provide a budget for the year that the grant is being applied for.

**File Name**[SMSWO - 2024\\_25 Budget - Woolwich Township.pdf](#)

72.4 KB

## Certification of Grant Application

We, the people signing below, do certify that the information provided in this Grant Application is accurate and complete to the best of our knowledge, and the Grant Application has been endorsed or approved by our Executive.

**Signatory Name**

Courtney Waterfall



## Board of Directors



First Name	Last Name	Board Position	Area of Experience/Expertise	Profession	Employer	City of Residence
Danielle	Muise	Board Chair	Corporate & Commercial Law & Litigation	Lawyer	Aird & Berlis LLP	Toronto, ON
Christina	Topp	Board Member	Marketing & Communications, Fundraising, Nonprofit management	VP, Marketing & Community Engagement	Sunnybrook Foundation	Toronto, ON
Linette	Soldan	Board Member	GBV, Nonprofit Governance, Women's Shelters	Executive Director	Rowan House Society	Calgary, AB
Amy	Tang	Board Member	Pension Law, Risk Management	Lawyer	Ontario Teachers' Pension Plan Board	Toronto, ON
Amanda	Liscio	Board Member	Chartered Professional Accountant, Finance & Audits	Regulator, Professor	CPA Ontario; York University	Etobicoke, ON
Evan	Risko	Board Member	Psychology	Professor	University of Waterloo	Waterloo, ON
Aneta	Filiciak	Board Member	Business Management, Organizational Consulting & Leadership Coaching	Business Consultant & Agile Coach	Agile by Design	Toronto, ON
Peter	Obradovich	Secretary	Business Management, Acquisitions and Development	VP Acquisitions and Development	Talus Capital Corporation	Toronto, ON
Reema	Chheda	Treasurer	Chartered Professional Accountant, Accounting & Finance	VP Finance	SiteLine Group	Markham, ON
Amanda	Levine	Board Member	Clinical Psychology, Gender based violence	Neuropsychologist	Hennick Bridgepoint Hospital,	East York, ON
Leah	Nord	Board Member	Operations, Government Relations, Workforce Planning & Inclusive Growth/IDEA	Senior Director, Operations	Canadian Homebuilders Association	Ottawa, ON

<b>2024 - 2025 SMSWO Budget</b>	<b>Woolwich Township</b>
<b>Expense</b>	<b>2.3% of moves</b>
<b>Move Operations (subtotal)</b>	<b>\$6,923.80</b>
Fuel	\$360.18
Vehicle Rentals	\$1,106.76
Security	\$175.03
Storage	\$1,968.80
Moving Supplies	\$20.70
Salaries	\$3,292.33
<b>Volunteer Services (subtotal)</b>	<b>\$1,622.09</b>
Volunteer Management	\$136.85
Recruitment	\$6.90
Training & Development	\$57.50
Salaries	\$1,420.84
<b>Marketing &amp; Comms (subtotal)</b>	<b>\$318.96</b>
Direct Mail	\$13.80
Swag/Print Marketing	\$46.00
Salaries	\$259.16
<b>Admin Expenses (subtotal)</b>	<b>\$2,760.95</b>
Professional Fees	\$4.60
Rent	\$5.75
Bank Fees	\$13.80
Business Fees/Licenses	\$27.60
Fundraising Expenses	\$625.60
Travel	\$13.80
Office Supplies	\$21.85
Phone	\$55.20
Software	\$13.80
Salaries	\$1,978.95
<b>Total Expenses (Woolwich Township)</b>	<b>\$11,625.80</b>
<b>Revenue</b> (high level of confidence)	<b>Amount</b>
<b>Grants (subtotal)</b>	<b>\$2,311.50</b>
Gender Equity Fund	\$494.50
City of Cambridge	\$460.00
WRCF & associated funders	\$920.00
UWWRC	\$184.00
Brant County	\$115.00
City of Guelph	\$138.00
	\$0.00
<b>Fundraising Events (subtotal)</b>	<b>\$989.00</b>
Cambridge Bingo	\$598.00
Virtual Silent Auction	\$46.00
Drive Fore Survivors golf tournament	\$345.00
	\$0.00
	\$0.00
<b>Donations &amp; Partnerships (subtotal)</b>	<b>\$1,492.70</b>
Open Text	\$156.40
100 Men Who Give A Damn	\$71.30
TD Wealth	\$115.00
Cowan Foundation	\$1,150.00
	\$0.00
<b>In-Kind Donations (subtotal)</b>	<b>\$2,395.68</b>
Moving Supplies	\$9.20
Security	\$15.18
Storage	\$1,932.00
Vehicle Rentals	\$439.30
<b>Total confirmed &amp; expected funds*</b>	<b>\$7,188.88</b>
<b>*Most of the funds expected and confirmed are restricted to specific municipalities and will not cover Woolwich Township</b>	

## Profit and Loss

Shelter Movers

For the year ended 31 March 2024

Chapter is Waterloo.

Account	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Year to date
<b>Revenues</b>													
<b>Grants and donations</b>													
Donation (Unrestricted)	981.02	292.50	607.35	186.82	2,346.57	1,221.82	389.03	4,230.15	3,366.16	11,494.16	2,908.47	1,081.32	29,105.37
Fundraising (Corporate Partner)	1,370.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,370.00
Fundraising (Event)	216.00	305.00	59.27	0.00	0.00	16,310.91	0.00	2,097.35	15,737.70	3,081.12	2,482.46	4,507.39	44,797.20
Fundraising (Major Gift)	0.00	0.00	0.00	0.00	0.00	7,000.00	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00
Fundraising (One-Time Donation)	0.00	1,420.00	0.00	0.00	1,000.00	0.00	0.00	300.00	1,600.00	0.00	0.00	6,411.45	10,731.45
Grants - Restricted	0.00	10,000.00	0.00	0.00	22,000.00	5,625.00	937.50	937.50	937.50	937.50	937.50	937.50	43,250.00
Grants - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,500.00	0.00	0.00	0.00	0.00	6,500.00
<b>Total Grants and donations</b>	<b>2,567.02</b>	<b>12,017.50</b>	<b>666.62</b>	<b>186.82</b>	<b>25,346.57</b>	<b>32,157.73</b>	<b>1,326.53</b>	<b>14,065.00</b>	<b>21,641.36</b>	<b>15,512.78</b>	<b>6,328.43</b>	<b>12,937.66</b>	<b>144,754.02</b>
<b>Total Revenues</b>	<b>2,567.02</b>	<b>12,017.50</b>	<b>666.62</b>	<b>186.82</b>	<b>25,346.57</b>	<b>32,157.73</b>	<b>1,326.53</b>	<b>14,065.00</b>	<b>21,641.36</b>	<b>15,512.78</b>	<b>6,328.43</b>	<b>12,937.66</b>	<b>144,754.02</b>
<b>Expenses</b>													
<b>Direct moving costs</b>													
Direct Expenses:Fuel Expenses	1,000.78	681.34	800.90	1,026.76	593.56	545.33	962.74	729.85	848.31	614.14	1,046.56	745.23	9,595.50
Direct Expenses:Moving Supplies	17.12	272.82	0.00	0.00	0.00	28.05	64.44	93.51	0.00	68.58	0.00	0.00	544.52
Direct Expenses:Security	114.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,135.29	1,305.15	506.11	428.48	5,489.36
Direct Expenses:Storage Costs	(50.00)	0.00	0.00	0.00	25.99	343.76	0.00	0.00	8.31	0.00	0.00	25.75	353.81
Direct Expenses:Vehicle Rental Expense	667.76	987.67	934.92	708.33	936.73	1,137.10	1,707.91	1,535.12	2,662.90	286.43	1,431.63	985.90	13,982.40
Direct Expenses:Volunteer Management	333.11	4.91	48.71	340.91	34.05	15.04	263.96	304.77	348.95	346.71	222.59	177.08	2,440.79
<b>Total Direct moving costs</b>	<b>2,083.10</b>	<b>1,946.74</b>	<b>1,784.53</b>	<b>2,076.00</b>	<b>1,590.33</b>	<b>2,069.28</b>	<b>2,999.05</b>	<b>2,663.25</b>	<b>7,003.76</b>	<b>2,621.01</b>	<b>3,206.89</b>	<b>2,362.44</b>	<b>32,406.38</b>
<b>Salaries</b>													
Direct Expenses:Direct Salaries and Wages	10,792.19	11,973.99	17,666.76	14,632.10	16,579.54	16,561.28	16,459.28	16,269.24	24,343.80	16,313.20	16,229.20	24,595.80	202,416.38
Direct Expenses:Direct EI Expense	242.62	274.95	403.16	333.91	378.36	377.96	375.63	372.18	438.45	380.97	379.02	574.39	4,531.60
Direct Expenses:Direct CPP Expense	552.52	652.84	955.05	790.52	906.39	905.31	899.25	890.32	1,326.85	895.31	890.32	1,350.47	11,015.15
<b>Total Salaries</b>	<b>11,587.33</b>	<b>12,901.78</b>	<b>19,024.97</b>	<b>15,756.53</b>	<b>17,864.29</b>	<b>17,844.55</b>	<b>17,734.16</b>	<b>17,531.74</b>	<b>26,109.10</b>	<b>17,589.48</b>	<b>17,498.54</b>	<b>26,520.66</b>	<b>217,963.13</b>
<b>Non-salary non-moving costs</b>													
Administrative Expenses:Bank Fees and Interest	21.25	24.25	21.75	24.95	15.45	23.75	19.85	107.10	23.15	60.81	24.65	29.85	396.81
Administrative Expenses:Business Fees & Licenses	274.53	0.00	0.00	127.85	0.00	0.00	0.00	0.00	77.96	0.00	0.00	0.00	480.34
Indirect Expenses:Direct Mail	0.00	0.00	0.00	189.17	0.00	0.00	0.00	0.00	0.00	133.87	0.00	0.00	323.04
Indirect Expenses:Donation Processing Fees	46.28	11.86	20.07	6.53	111.58	58.28	7.51	156.78	119.03	449.02	87.57	41.58	1,116.09
Indirect Expenses:Event Expense	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	539.38	2,274.11	(1,025.85)	419.63	2,707.27
Indirect Expenses:Fundraising Expense	3,392.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.06	0.00	352.80	0.00	3,756.29
Indirect Expenses:Management Travel	0.00	0.00	4.80	0.00	53.34	0.00	3.04	0.00	0.00	0.00	0.00	18.30	79.48
Indirect Expenses:Marketing	24.60	180.10	0.00	377.16	0.00	0.00	0.00	343.78	0.00	0.00	0.00	0.00	925.64
Indirect Expenses:Office Supplies Expense	0.00	0.00	0.00	0.00	0.00	115.48	26.19	9.30	210.80	0.00	0.00	48.16	409.93
Indirect Expenses:Professional Development	103.94	0.00	0.00	0.00	0.00	0.00	0.00	57.17	0.00	0.00	0.00	0.00	161.11
Indirect Expenses: Phone Stipend	0.00	160.00	160.00	200.00	200.00	200.00	200.00	92.30	276.90	184.60	184.60	276.90	2,135.30
Indirect Expenses:Recruitment Expense	0.00	0.00	0.00	0.00	23.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.91
Indirect Expenses:Software Expense	19.82	18.42	17.98	17.97	18.41	18.41	18.62	18.71	18.23	18.34	18.35	18.42	221.68
Indirect Expenses:Stewardship	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105.35	0.00	0.00	0.00	105.35
<b>Total Non-salary non-moving costs</b>	<b>4,382.85</b>	<b>394.63</b>	<b>224.60</b>	<b>943.63</b>	<b>422.69</b>	<b>415.92</b>	<b>275.21</b>	<b>785.14</b>	<b>1,381.86</b>	<b>3,120.75</b>	<b>(357.88)</b>	<b>852.84</b>	<b>12,842.24</b>
<b>Total Expenses</b>	<b>18,053.28</b>	<b>15,243.15</b>	<b>21,034.10</b>	<b>18,776.16</b>	<b>19,877.31</b>	<b>20,329.75</b>	<b>21,008.42</b>	<b>20,980.13</b>	<b>34,494.72</b>	<b>23,331.24</b>	<b>20,347.55</b>	<b>29,735.94</b>	<b>263,211.75</b>
<b>Chapter Contribution</b>													
<b>Total Chapter Contribution</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Profit</b>	<b>(15,486.26)</b>	<b>(3,225.65)</b>	<b>(20,367.48)</b>	<b>(18,589.34)</b>	<b>5,469.26</b>	<b>11,827.98</b>	<b>(19,681.89)</b>	<b>(6,915.13)</b>	<b>(12,853.36)</b>	<b>(7,818.46)</b>	<b>(14,019.12)</b>	<b>(16,798.28)</b>	<b>(118,457.73)</b>

# Township of Woolwich - Annual Grant Application Form

**The application period opens July 1st of each year and closes July 31st.**

This form should be used for (read more about each in the noted Section of the [Grants Policy](#)):

- Annual Operating Grants (Section 8.2)
- Annual Capital Grants (Section 8.1)

[Arts & Culture Grants](#) (Section 9.1), [Equity, Diversity, Inclusion and Belonging Grants](#) (Section 9.2), [Special Events and Special Assistance Grants](#) (Section 9.3), and [Travel Assistance Grants](#) (Section 9.4) are considered non-annual and those applications are accepted throughout the year.

The Township's [Grants and Special Assistance Policy](#) provides for the different types of financial support. All information submitted in a grant application becomes public information and will be included in a Council Meeting agenda. The Township may request further information or clarification as needed. A Grants Reporting Form will be provided to all returning applicants following submissions of the Grant Application. This form is required to be filled out and submitted prior to the receipt of any successful grant awards. Should you have any questions or concerns, please contact the Council and Committee Support Specialist - [contact information at the bottom of the Grants page](#).

**Amount of Grant Being Requested: \***

**Type of Grant Being Requested: \***

**Name of Organization: \***

**Organization Address (Street Number, Street Name, City/Town): \***

**Name of Primary Contact: \***

**Title of Primary Contact: \***

**Address for Primary Contact (If Different than Above):**

**Primary Contact Telephone Number: \***

**Primary Contact Email Address: \***

**Type of Organization:**

**Please provide a summary of the purpose, goal, or mission statement of your organization.**

At HOPE (Hearts Open for Everyone), our mission is to foster a multicultural rural community where everyone feels genuinely welcomed and can be their true, authentic selves. We are dedicated to creating shared community experiences that promote compassion, togetherness, and a deep sense of belonging. Through our programs and events, we aim to break down barriers, celebrate diversity, and build bridges between different cultures and communities. Our ultimate goal is to create a resilient and inclusive community where every individual has the opportunity to thrive, contribute, and feel valued. We accomplish this by inspiring and empowering community members, promoting understanding and respect, and ensuring that everyone has a voice and a place in the community.

## Essential Service Status

Section 1 of the [Grants Policy](#) defines an essential service as a a service that is necessary for the health, safety or welfare of Township residents. The approval body will give priority consideration to grant applications from local or Region-wide organizations or individuals that are deemed by the approval body to provide an essential service.

**Please indicate which essential service your organization provides (If Applicable - Check All that Apply).**

- Health
- Safety
- Welfare

Based on HOPE's Vision and Mission, we feel that our work aligns with the categories of Health and Safety.

Health:

Our initiatives create environments where mental and emotional well-being are prioritized. By providing spaces where individuals feel seen and heard, we reduce feelings of isolation and promote mental health. Our workshops, including the upcoming program led by Grace Ibrahima and Rick Csiernik, address the impacts of racism and build resilience, contributing to the overall mental health of our community members.

Safety:

HOPE is committed to creating safe and inclusive environments for everyone, regardless of ethnicity, gender, race, disability, or any other aspect of identity. By fostering spaces where individuals feel secure and valued, we actively promote a safe community. Our programs and events aim to mitigate social inequalities and ensure that all residents experience a sense of safety and belonging.

Through our holistic approach, HOPE not only supports the well-being of individuals but also strengthens the fabric of the community, making it a healthier, safer and more welcoming place for all residents.

## Proposed Use of Funding

Section 7 of the Grant Policy states that grant funding approved by the Council of the Township of Woolwich must be used for the purposes stated in the grant application unless Council has given prior approval for a change in the use of funds.



**Please provide a detailed description of the proposed use of funding.**

The funding we are requesting will directly support the successful planning, execution and expansion of our community programs and initiatives. This funding will allow us to continue providing high-quality services that address the needs of our community and foster a strong sense of belonging.

Here is a detailed breakdown of how the funding will be utilized:

- Workshops and Events: Funding will support the development and implementation of workshops, events, and other community initiatives. This includes essential costs such as marketing and promotions, annual marketing tool fees, translation fees, speaker and catering fees, and venue bookings. These investments are crucial to ensuring that our programs remain accessible, engaging and relevant to the community's needs.

- Volunteer Management and Support: To effectively deliver these programs, we will enhance our volunteer management processes. This may include the purchase of volunteer management software, training, and resources to streamline volunteer coordination and ensure that we can maximize community involvement in our initiatives.

- Community Engagement: The funding will enable us to increase community engagement through targeted outreach and expanded program offerings. Investing in these areas will allow us to enhance our ability to serve more residents, create meaningful experiences and build a stronger, more connected community.

The support from the Township of Woolwich will be instrumental in allowing us to continue and expand our programs, ultimately contributing to the well-being of the community. This investment in our programs is a direct investment in the people of Woolwich, ensuring that we can continue to foster compassion, togetherness and a deep sense of belonging for all.

## Township Significance and Need

Section 3 of the Grants Policy states that an organization or individual seeking assistance must ensure its significance to the Township is clearly explained in the application for assistance.

**Please describe the significance of the service, program, or event to be funded to the Township of Woolwich as well as how it meets an identifiable and quantifiable need in the Township.**

The programs and services offered by HOPE are integral to the Township of Woolwich, addressing critical community needs and making a measurable impact. This is accomplished in the following ways:

### Promoting Inclusivity and Diversity

HOPE's initiatives are designed to foster inclusivity and celebrate diversity within the Township of Woolwich. By providing platforms for different cultural groups to share their traditions, our programs cultivate mutual understanding and respect among residents. This directly supports the Township's commitment to being a welcoming and inclusive community where everyone feels a sense of belonging.

### Enhancing Community Engagement and Social Cohesion

Our events, such as the Multicultural Festival of Elmira (MFE), Cultures United and Global Flavours, are key to bringing together residents from diverse backgrounds. These gatherings promote social cohesion, allow relationships to be built, and strengthen the community's social fabric. They offer unique opportunities for

residents to connect, engage and collectively celebrate the beauty of our cultural landscape.

#### Supporting Local Talent and Businesses

HOPE's programs contribute to the local economy by providing platforms for artists, performers, and vendors within the Township to showcase their talents and products. We also support local businesses and organizations by using their spaces for our workshops, which raises awareness of the services they offer in Woolwich and beyond. This approach enhances the community's cultural life by creating welcoming spaces while also boosting local economic activity.

#### Providing Educational Opportunities

Our workshops and events are more than just cultural celebrations; they are educational experiences that foster cultural awareness and sensitivity. These opportunities are crucial for building a harmonious and inclusive community, equipping residents with the knowledge and understanding needed to appreciate and respect the diverse backgrounds that make up Woolwich.

#### Delivering Quantifiable Impact

HOPE's impact is clear and measurable. We track various metrics, such as social media engagement, website traffic and participant feedback to assess our programs' effectiveness. For example, significant increases in social media reach and engagement around our events reflect strong community interest and participation. Feedback from participants, vendors and volunteers consistently highlight the positive impact of our initiatives, demonstrating their value to the community.

#### Addressing Specific Community Needs

Our programs are tailored to address specific needs within the community, including platforms for cultural expression, social inclusion and education. The strong demand and appreciation for these initiatives, as reflected in participant feedback, indicate their necessity and relevance. Many community members have expressed a desire for more of these events, underscoring the ongoing need for our work.

By supporting the delivery and expansion of these vital programs, the Township of Woolwich will directly contribute to building a more inclusive and vibrant community. The funding will enable us to reach more residents, enhance the quality of our initiatives and ensure that Woolwich remains a place where diversity is not just acknowledged but celebrated.

#### **Please list the municipalities served by your organization.**

Township of Woolwich



**On average, how many clients does your organization serve annually, and how many total clients do you expect to serve this year?**

Last year was our first year of operations, serving approximately 1,200 community members for the year. We have consistently engaged with a wide range of individuals through various programs, events and initiatives, including participants in our workshops, attendees at our events, users engaging with our online content, and individuals benefiting from our community outreach programs.

Given the success of the Multicultural Festival of Elmira (MFE) and the growing interest in our programs, we anticipate serving around 1,500-2,000 community members this year. This projection is based on key metrics from last year's MFE, including:

- An estimated 600 attendees at the festival.
- Significant growth in our social media presence, with over 500 followers on Instagram and over 170 on Facebook.
- Over 8,500 website visitors within the past year, with 31% visiting the MFE site and 10% visiting the Workshops page.
- Strong community interest and satisfaction, with 94% of attendees and 100% of vendors expressing a desire to participate in future events.

With the increased visibility and positive reception from the MFE, along with our ongoing efforts to promote inclusivity and community well-being through our programs, we are well-positioned to reach and engage more residents from Woolwich Township and beyond.

**Are the majority of your client's residents of the Township of Woolwich?**

Yes

**How many of the clients served in the past two years were residents of the Township of Woolwich, and how many residents does your organization expect to serve next year?**

Over the past year, approximately 60% of our clients have been residents of the Township of Woolwich. This represents a significant portion of our community engagement, indicating strong local involvement and support for our programs and events.

Next year, we anticipate an increase in local participation, with an expected 80% of our clients being residents of the Township of Woolwich. This projection is based on the success of our recent events, increased visibility, and targeted outreach efforts aimed at engaging more Woolwich residents. Our goal is to continue fostering a sense of community and inclusivity, ensuring that a growing number of Woolwich residents benefit from our services and programs.

## Other Requirements

Section 6 of the Grants Policy lists other considerations that must be addressed before the Council of the Township of Woolwich will consider an organization's grant request.

**Does your organization have an elected executive of volunteers that will take responsibility for the receipt and disbursement of funds?**

Yes

**Is your organization in good financial standing, including with the Township of Woolwich?**

Yes

**Is your organization applying for a grant to help cover an operating deficit?**

Yes

**Does your organization give grants?**

No

**Is your organization applying for a grant to replace financial support that was discontinued by another funding source? If so, please provide additional details.**

HOPE is not applying for this grant to replace financial support from another funding source. We seek funding support to enhance and expand our community programs and services. This funding will directly support the effective execution and delivery of our programs, allowing us to improve engagement among community members, social cohesion, awareness and community building within the Township of Woolwich.

Securing this grant will enable us to cover essential costs associated with program delivery, including advertising, marketing, honorariums, community outreach and volunteer engagement. It will also allow us to be more efficient by having the resources required to continue offering high-quality events and workshops, without the need for additional funding requests from Council throughout the year.

Our focus is on creating lasting impacts in the community, and this funding will enable us to plan ahead and deliver programs that promote inclusivity, well-being and a strong sense of togetherness.

**Does your organization provide the same or similar services to those offered by another local organization or municipality? If so, please provide additional details.**

HOPE is a unique grassroots organization within the Township of Woolwich. It is distinguished by our focus on fostering inclusivity, promoting diversity and building a strong sense of community through culturally enriching programs and events. Unlike other local organizations or municipal services, HOPE specializes in creating platforms for cultural exchange and understanding, which are not currently provided.

While there are several community groups and organizations within the Township that address various social, recreational and support services, HOPE's mission is distinct. Our core activities are centred around organizing workshops and educational events that celebrate and promote diversity. These programs are designed to bring together residents from various cultural backgrounds, offering them opportunities to share their traditions, learn from one another and build lasting relationships.

No other organization in the Township of Woolwich offers the same breadth and depth of culturally focused initiatives as HOPE. Our programs are specifically tailored to address the unique needs of our diverse community, fostering an environment where every resident feels valued and included. By providing these specialized services, HOPE fills a critical gap in the community, ensuring that the rich cultural diversity of the Township is celebrated and that all residents have the opportunity to engage in meaningful cultural exchanges.

**Could your organization's efforts be better funded through the purchase of a service agreement with the Township of Woolwich? If so, please provide additional details.**

Yes, HOPE's efforts could be greatly enhanced through a service agreement with the Township of Woolwich. This funding would cover essential costs in order to enhance program delivery and special events, such as advertising, marketing and volunteer management.

We intend to reinvest in the community's contributions by creating tailored programs based on participant feedback and offering additional volunteer opportunities. This ensures that the support we receive benefits the entire community.

A service agreement would help us expand and sustain our programs effectively, advancing our mission to build a vibrant and cohesive community in the Township.

**If your organization receives a grant, will all citizens of the Township of Woolwich be eligible to participate in the funded program, event, or activity? If not, please provide additional details.**

If HOPE receives this grant, all residents of the Township of Woolwich will be eligible to participate in our funded programs, thanks to enhanced efficiency and outreach capabilities. This support will enable us to deliver our programs, workshops, and events more effectively.

We are dedicated to ensuring that our programs are accessible to everyone in the community. This includes hosting events in accessible locations, providing transportation for individuals with mobility challenges, and offering marketing materials in multiple languages to reduce barriers and ensure inclusivity. Our partnerships with local organizations, such as Woolwich Community Services, Woolwich Counselling Centre, Community Care Concepts, and Elmira District Community Living, further extend our reach to diverse groups, including low-income families, seniors, individuals facing mental health challenges, and those with disabilities.

By securing this grant, we will enhance our capacity to deliver high-quality, inclusive programs and explore new opportunities for community engagement. This support will help us ensure that all residents can benefit from our initiatives and contribute to a vibrant, cohesive community.

## Acknowledgment of Township Contributions

Section 4 of the Grants Policy requires organizations that receive a grant to recognize the Township's contribution in any promotional literature which may be prepared by the organization, on the organization's website or social media, during the event or initiative, or in another public manner.

**Please describe how your organization would acknowledge a grant from the Township of Woolwich.**

HOPE is deeply committed to recognizing and celebrating the support we receive from the Township of Woolwich.

We will feature the Township of Woolwich's logo and name in promotional materials related to our new employee, including social media posts and our website. This visibility will ensure that the Township's support is prominently recognized within our community and beyond.

At the start of our upcoming programs, we will publicly acknowledge and express our gratitude to the Township of Woolwich in front of all attendees. This recognition will highlight the valuable support that has enabled us to deliver these programs with the assistance of a full-time employee. Attendees will have the opportunity to see firsthand the positive outcomes and impact made possible by the Township's support.

We will include a detailed acknowledgment of the Township's support in our annual impact report, which will be shared with various organizations, community partners and residents. This report will highlight the specific contributions of the Township and the tangible results achieved through their support.

By implementing these acknowledgment strategies, we aim to celebrate the partnership with the Township of Woolwich, demonstrating our gratitude and showcasing the valuable impact of their support on our community initiatives.

# Volunteer Support

The Eligibility Requirements for Operating (Section 8.2) and Capital Grants (Section 8.1) in the Grants Policy states that applicants must rely significantly on the use of volunteer support.

**Does your organization rely significantly on volunteer support? Please describe the number of volunteers and volunteer hours, which benefit your organization.**

HOPE relies heavily on volunteer support to achieve our mission. Our programs are created and delivered by the community for the community. For this year's Multicultural Festival of Elmira (MFE), we will have over 40 volunteers, in addition to the 15 planning committee members who contribute their time and expertise.

Our volunteers collectively contribute approximately 250 hours each month across various HOPE programs and events. The extent of their support is essential for executing a range of initiatives that promote inclusivity, celebrate diversity and strengthen our community.

We are incredibly grateful for the passion and dedication of our volunteers. Their involvement is vital to our success and allows us to achieve our goals. Their commitment embodies the spirit of togetherness and shared purpose that defines HOPE, and we value their contributions immensely.

## Accessibility and Inclusivity

The Grants Policy states that organizations that apply for Operating and Capital Grants must make their programs, services, or events accessible to, and inclusive of, persons with disabilities. The Township will not normally fund any program, event, or service that is inaccessible of persons with a disability.



**Please provide details about how persons with disabilities would be able to access the program, service, or event, such as accessible parking, accessible facilities, awareness training for staff or volunteers, etc.**

At HOPE, we are fully committed to ensuring our programs are fully accessible to persons with disabilities. We prioritize holding our programs in accessible locations and are mindful of addressing potential barriers to participation. The following are additional ways in which we achieve this goal:

Venues are specifically selected with accessible parking, ramps, elevators and wheelchair-accessible restrooms to accommodate mobility challenges. Spaces located on the main floor provide easy navigation, and locations near bus stops ensure that attendees feel comfortable and welcome.

Transportation options are offered to those facing mobility challenges, ensuring that everyone in the Township has the opportunity to participate. When promoting our workshops, we make it clear that we can cover transportation costs or assist with other arrangements based on individual needs. For example, during our visit to Crow Shield Lodge last October, we rented a shuttle bus to transport guests from Elmira to Kitchener and back. This approach reduces stress for participants by alleviating concerns about parking or navigating bus routes, allowing them to fully enjoy the experience.

Program materials are delivered in alternative formats, ensuring clear, accessible communication. Our social media posts are translated into multiple languages to promote upcoming workshops, and earplugs are provided during workshops to accommodate those with noise sensitivity.

To uphold our commitment to accessibility, we continuously explore and implement ways to reduce barriers to our programs. Our goal is to create an inclusive environment where everyone can fully engage with and benefit from our offerings.

## Requests for Grant Increases (Multi-year/Term of Council Grants Only)

Section 8.2.3 and 8.2.4 of the Grants Policy deals with requests for grants for the Term of Council and inflationary increases.

**Does your organization wish to apply for a multi-year grant that coincides with the current term of Council (ending in 2026) with minor inflationary increases? This is only available to organizations that Council deems to provide essential services.**

No

**Will the grant increase be used to support an expansion of a program or service? If yes, please provide details, and if no, please explain why the grant increase is being requested.**

Yes, the grant increase will support the expansion of our programs and services. The additional funding will allow us to enhance our program delivery and outreach efforts, including increasing the frequency and diversity of our programming. This will help us reach a broader audience within the Township of Woolwich and ensure our programs are more inclusive and accessible to all residents. By focusing on these areas, we aim to improve community engagement and deliver high-quality initiatives that demonstrate our commitment to reducing barriers and fostering inclusivity.

## Goal of Self-Sufficiency

The Council of the Township of Woolwich recognizes the contribution that charitable and nonprofit organizations make to the quality of life enjoyed by residents. Council is committed to working with community groups but must be cognizant of budget constraints and competing priorities. Council encourages groups to work towards achieving financial self-sufficiency and independence in their programs through community participation and fundraising.

**Does your organization anticipate that the activities for which this assistance is being requested will become self-supporting through private or other sources? If yes, please provide details, and if no, please explain why not.**

As a grassroots organization, HOPE is dedicated to providing free programming to our community and relies on a mix of funding sources to sustain our initiatives. Although we do generate some income through vendor fees and MFE T-shirt sales, these funds are reinvested into our programs to support their ongoing delivery.

The funds we are requesting will be used to enhance our program delivery and outreach efforts, including increasing the frequency and diversity of our programming, while maintaining a refined approach when developing programs to ensure that it meets the needs of our community as it continues to grow. To cover the full scope of our expansion and ensure the continuation of our zero-cost programs, we are actively pursuing additional funding opportunities. This involves applying for multiple grants and exploring other revenue streams.

Ongoing support from grants and community contributions is crucial to sustaining our services and effectively serving the community. We are committed to securing the necessary resources to continue and expand our initiatives inclusively and effectively.

## Other Sources of Financial Support

**Who did your organization request funding assistance from this year? (Organization, Date, Amount Requested, Amount Received/Refused)**

This year, HOPE has sought funding assistance from several organizations to support our programs and initiatives:

Waterloo Region Community Foundations  
Date: April 18, 2024  
Amount Requested: \$5,000  
Amount Received: \$4,000  
Purpose: To support the Multicultural Festival of Elmira (MFE).

Township of Woolwich (EDIB Grant)  
Date: January 16, 2024  
Amount Requested: \$980  
Amount Received: \$980  
Purpose: To cover costs for our Global Flavours event.

Township of Woolwich (MFE Funding)  
Date: May 6, 2024  
Amount Requested: \$2,000  
Amount Received: \$2,000  
Purpose: To support the MFE.

Waterloo Region Upstream Fund  
Date: June 14, 2024  
Amount Requested: \$280,000 (2-year funding request)  
Amount Received: \$97,300 (2024-2025) and \$92,435 (2025-2026)  
Purpose: To cover staffing fees for the founder, program costs, and volunteer honorariums.

In addition to our current funding, we are applying for a \$40,000 grant from the United Way General Operating Support to cover the cost of hiring a full-time employee, which would provide us with additional hours and capacity to support our ongoing efforts and help us sustain and expand our services more effectively.



**Did your organization implement user fees this year? If user fees were not charged this year, and will not be charged next year, explain why. Please detail any planned future increases in user fees.**

This year, HOPE did not implement user fees for our programs and events. We are committed to keeping our programming free of charge to ensure accessibility for all community members, regardless of their financial situation. By offering free programs, we aim to remove financial barriers and encourage broad participation, which aligns with our mission to foster inclusivity and build a strong, connected community.

Currently, we do not plan to introduce user fees for the upcoming year. Our focus remains on securing funding through grants, community support, and fundraising activities to sustain our services. While we continuously evaluate our funding strategies, any potential changes to our fee structure would be considered only if they align with our mission of providing accessible programming and are supported by the community's needs and feedback. For now, our priority is to maintain free access to our programs and continue seeking diverse funding sources to support our work.

**What other agencies does your organization intend to request funding assistance from for the next fiscal year? Include any other municipal, provincial, or federal departments or agencies. (Agency and Amount to be Requested)**

In addition to the funding we have already received, we are applying for the United Way General Operating Support grant to support a full-time employee.

We will also apply for the WRCF Racial Equity Fund, which focuses on projects aimed at improving the social infrastructure of the Township.

**What fundraising events has your organization planned for next year, and how will the funds be used? (Event, Estimated Revenue, and Use of Funds)**

For next year, our organization has planned the following events and fundraising activities:

Multicultural Festival of Elmira  
Estimated Revenue: \$30,000 (through grants and sponsorships)  
Use of Funds: The funds will be used to cover the operational costs of the festival, including venue rental, performer fees, staging and supplies, and marketing. Any additional proceeds will be reinvested into our community programs to ensure they remain free and accessible to everyone.

Ongoing Donations  
Estimated Revenue: \$1,000  
Use of Funds: Donations received from individuals and local organizations throughout the year will support our free programming, including workshops and events.

We primarily raise funds for our festival through grant applications and sponsorships. While we do accept donations via cheque or through a CanadaHelps page set up by our fiscal partner, we do not actively promote or seek out fundraising campaigns.

# Final Comments

## Do you have any final comments on why public funds should be given to your organization?

Public funds should be granted to HOPE because our work is profoundly meaningful to our founder, a racialized person who understands the common feelings of isolation, loneliness, and low sense of belonging that arise when one struggles to find connections and strength within a community. Our initiatives have a tangible, positive impact on our community, which we have experienced firsthand. The strong sense of support and connection we now feel is unprecedented, and it is clear why so many residents have chosen to make this place their home.

The feedback we receive from our workshop attendees and community members underscores the importance of our efforts. As our community grows and becomes more diverse, we are dedicated to addressing underlying issues and fostering inclusivity. Our goal is to bridge cultural gaps, enhance awareness, and strengthen the bonds among residents.

By investing in HOPE, you are supporting a vital initiative that enhances community cohesion and ensures that everyone, regardless of their background, feels valued and included. Your support will help us continue our mission to create a harmonious and welcoming environment where all residents can thrive together.

## Attachments

If any of the required attachments are missing in the application, your organization's application will be designated as incomplete, and Council will be made aware. Ensure that all of the following documents are attached to the application. If you cannot attach a document that has been requested, you must attach a separate sheet to explain to Council why it is not possible to fulfill the requirement.

**Please provide a complete list of Board, Executive, or Committee members, including their roles and contact information.**

**Please provide a copy of your organization's constituting documents (Constitution, By-laws, or Letters of Incorporation).**

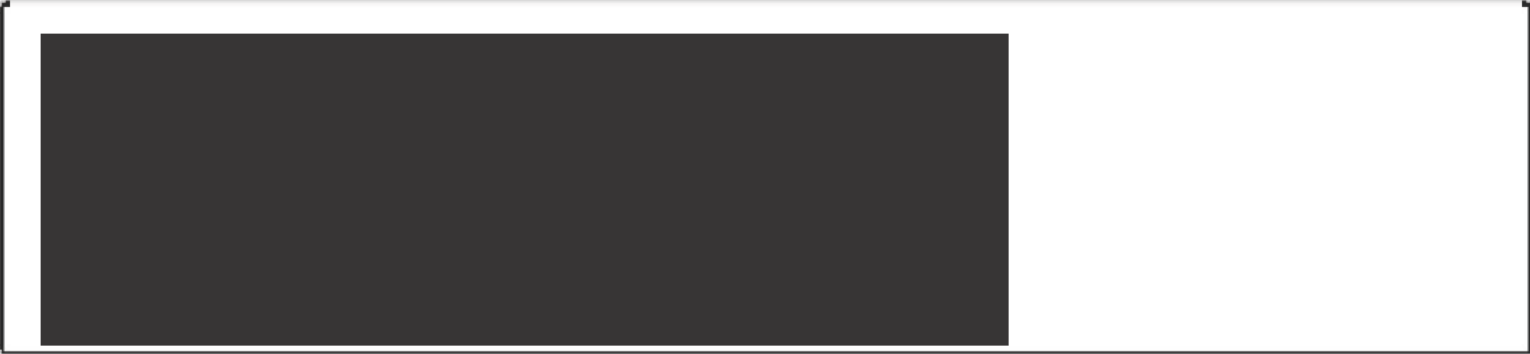
**Please provide your organization's most recent annual audit financial statements or those qualified by a professional accountant, which should include, at a minimum, a Balance Sheet and Income Statement.**

**Please provide interim financial statements for the current fiscal year.**

**Please provide a budget for the year that the grant is being applied for.**

## Certification of Grant Application

We, the people signing below, do certify that the information provided in this Grant Application is <sup>89</sup> accurate and complete to the best of our knowledge, and the Grant Application has been endorsed or approved by our Executive.



**Signatory Name**

Abby Cooper

**Signatory Name**

Lucia Harrison


**Signatory Name**

Abby Cooper

**Signatory Name**

Lucia Harrison



	Unaudited Statement of Receipts & Disbursements - From Apr-24 To May-24						Notes
	2023 - 24 (LY)	2024-25 (1st)	Budget for	Actual for	Bud vs Act (Actual)		
	Budget (Approved)	Budget (Approved)	2 Months	2 Months	\$	%	
<b>Receipts</b>							
Federal Funds - IRCC	2,329,394	2,362,542	374,762	366,921	(7,841.00)	(-2%)	
- Canada Heritage		20,000	-	-	-		
- Summer Student		13,310	-	-	-		
Provincial Funds - LIS	444,199	306,487	51,082	-	(51,082.00)	(-100%)	Not Received Yet
- NSP		119,132	19,856	-	(19,856.00)	(-100%)	Not Received Yet
- PE		22,049	-	-	-		
Municipal Funds - City of K'ner	31,856	8,764	-	-	-		
- City of W'loo		7,000	-	-	-		
- Reg. Mun. W'loo		16,396	-	-	-		
Fee for Service - Interpretation	525,321	600,000	100,000	81,006	(18,994.00)	(-19%)	less appointment
Global Skills Conference	23,000	23,000	-	-	-		
Festival	67,119	60,000	60,000	87,800	27,800.00	46%	more Festival income
Donation - Core	11,263	10,000	800	871	71.00	9%	
Notarization Services	34,088	36,000	5,000	5,615	615.00	12%	
Interest Income	22,692	18,000	2,500	3,354	854.00	34%	more from GIC
Donation (in & out)	-	-	-	-	-		
Other Revenue	134,452	48,567	10,000	20,898	10,898.00	109%	3, 5 and 15 % admin
<b>Total Revenue</b>	<b>3,623,383</b>	<b>3,671,247</b>	<b>624,000</b>	<b>566,465</b>	<b>(57,535)</b>	<b>-9.22%</b>	↓
<b>Disbursement</b>							
Personnel Expenses	2,454,005	2,445,153	369,700	348,050	21,650	6%	
Festival Expenses	56,120	57,258	9,382	8,802	580	6%	
IT & Computer Expenses	49,464	56,755	18,273	18,047	226	1%	
Rent Expense	250,234	241,845	40,308	39,957	351	1%	
Building Maintenance Expenses	17,358	19,746	1,192	1,077	115	10%	
Utilities Expenses	5,561	7,068	458	397	61	13%	
Insurance & Security Expenses	8,403	8,965	-	293	(293)		Security Syatem
Teleph & Commun Expenses	50,885	52,757	8,074	7,677	397	5%	
Administrative Expenses	48,502	37,118	3,800	3,660	140	4%	
Special Events Expenses	33,655	34,363	1,500	1,475	25	2%	
Depreciation of Fixed Assets	5,000	5,500	-	-	-		
Interpretation Services (LIS Grant)	170,000	144,504	32,584	33,209	(625)	(-2%)	
Interpretation Services	386,500	470,400	68,400	64,544	3,856	6%	
Other Operating Expense	74,207	87,153	13,526	12,362	1,164	9%	
Interest & Bank Charges	3,277	2,664	550	621	(71)	(-13%)	
Rounding off		-					
<b>Total Expenses</b>	<b>3,613,171</b>	<b>3,671,248</b>	<b>567,747</b>	<b>540,170</b>	<b>27,577</b>	<b>4.86%</b>	↓
<b>Surplus / (Loss)</b>	<b>10,212</b>	<b>(1)</b>	<b>56,253</b>	<b>26,295</b>			



Revenue Canada    Revenu  
Canada            Canada

Mrs. Myrta Sahas  
Executive Director  
Kitchener-Waterloo Multicultural Centre Inc.  
25 Frederick Street, Market Square  
Kitchener, Ontario  
N2H 6M8

0438796

August 26, 1998

Dear Madam:

**Subject: Confirmation of registration number**

We are writing to confirm that *Kitchener-Waterloo Multicultural Centre Inc.* is registered with the Department of National Revenue as a Charitable Organization.

**Charity's Business Number:** 11898 7601 RR0001 (previously registration number: 0438796-22)

**Effective Date of Registration:** January 1<sup>st</sup>, 1975

We hope the foregoing is satisfactory.

Please do not hesitate to contact the undersigned, at 1-800-267-2384 if you wish to discuss further. You can also write to us at the Charities Division, Revenue Canada, Ottawa, Ontario, K1A 0L5.

Yours sincerely,

A handwritten signature in cursive script that reads "Francine Dupuis".

Francine Dupuis  
Charities Division





Ministry of  
Consumer and  
Commercial  
Relations

Ministère de la  
Consommation  
et du  
Commerce

Ontario Corporation Number  
Numéro de la compagnie  
en Ontario

237706

Supplementary Letters Patent

Lettres patentes supplémentaires

By virtue of the powers vested in me under the Corporations Act, I do by these Supplementary Letters Patent amend the Letters Patent issued to

En vertu de pouvoirs qui me sont conférés par la Loi sur les compagnies et associations, j'amende, par les présentes lettres patentes supplémentaires, les lettres patentes déjà accordées à

KITCHENER-WATERLOO MULTICULTURAL CENTRE INC.  
(formerly/anciennement K-W REGIONAL FOLK ARTS COUNCIL)

as set out in the application which is attached hereto and which forms part of these Supplementary Letters Patent.

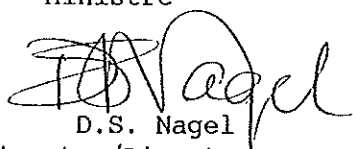
comme indiqué dans la demande ci-jointe, qui fait partie intégrante desdits lettres patentes supplémentaires.

Date/Daté: December 14 decembre 1990.

Peter Kormos

Minister  
Ministre

per/par:

  
D.S. Nagel  
Director/Directeur

23 7706

Trans.  
Code  
C  
18

K	I	T	C	H	E	N	E	R	-	W	A	T	E	R	L	O	M	U	L	T	I	C	H	U	R	A	L
C	E	N	T	R	E																						

Form 3  
Corporations  
Act  
Formulaire  
numéro 3  
Loi sur les  
compagnies et  
associations

**APPLICATION FOR SUPPLEMENTARY LETTERS PATENT  
REQUÊTE EN VUE D'OBTENIR DES LETTRES PATENTES SUPPLÉMENTAIRES**

1. Name of the applicant corporation / Nom de la compagnie ou association requérante:

K	-	W		R	E	G	I	O	N	A	L		F	O	L	K		A	R	T	S		C	O	U	N	C	I	L					

2. Date of incorporation/amalgamation:  
Date de constitution ou de fusion: 25 09 1970  
(day/jour month/mois year/année)

3. The resolution authorizing this application was confirmed by the ~~shareholders~~ members of the corporation on  
La résolution autorisant cette requête a été ratifiée par les actionnaires de la compagnie ou les membres de l'association le

18 09 1990  
(day/jour month/mois year/année)

under section 131 of the Corporations Act.  
aux termes de l'article de la loi sur les compagnies et associations.

4. The corporation applies for the issue of supplementary letters patent to provide as follows:  
La compagnie ou association demande la délivrance de lettres patentes supplémentaires autorisant ce qui suit:

RESOLVED THAT:

A. The Letters Patent of the Corporation dated the 25th day of September, 1970 shall be amended as follows:

(a) The name of the Corporation shall be changed from K-W REGIONAL FOLK ARTS COUNCIL to KITCHENER-WATERLOO MULTICULTURAL CENTRE INC.

B. The President and Secretary of the Corporation be and are hereby authorized and directed on behalf of the Corporation to sign and execute all documents and to do all things necessary or desirable in connection with the foregoing.

5. The Corporation is not insolvent pursuant to subsection 19(4) of Ontario Regulation 152/82 under the Corporations Act.

This application is executed in duplicate.  
Cette requête est faite en double exemplaire.

K-W REGIONAL FOLK ARTS COUNCIL  
(Name of corporation/Nom de la compagnie ou association)

By: / Par:	<u><i>Amie Kuzmin</i></u>	<u>PRESIDENT</u>
	(Signature) (Signature)	(Description of Office) (Fonction)
	<u><i>Nicki Stelcman</i></u>	<u>SECRETARY</u>
	(Signature) (Signature)	(Description of Office) (Fonction)

(corporate seal)  
(apposer le sceau de la  
compagnie ou association)

# Township of Woolwich – Operating Grant Proposed Budget

For 1-year Period

Category	Amount
Staffing – Operations Coordinator	\$50,000
United Way GOS – Total Requested	\$40,000
Total Funding Request from Woolwich Township	\$10,000

Operations Coordinator - Role Time Disbursement

Tasks	% of Time
Streamlining Operations	25%
Budgeting	20%
Ongoing Administrative Maintenance	20%
Workshop Coordination	15%
Research and Development	10%
Policy Development and Human Resources	10%
Operations Coordinator Role	100%

# Township of Woolwich - Annual Grant Application Form

**The application period opens July 1st of each year and closes July 31st.**

This form should be used for (read more about each in the noted Section of the [Grants Policy](#)):

- Annual Operating Grants (Section 8.2)
- Annual Capital Grants (Section 8.1)

[Arts & Culture Grants](#) (Section 9.1), [Equity, Diversity, Inclusion and Belonging Grants](#) (Section 9.2), [Special Events and Special Assistance Grants](#) (Section 9.3), and [Travel Assistance Grants](#) (Section 9.4) are considered non-annual and those applications are accepted throughout the year.

The Township's [Grants and Special Assistance Policy](#) provides for the different types of financial support. All information submitted in a grant application becomes public information and will be included in a Council Meeting agenda. The Township may request further information or clarification as needed. A Grants Reporting Form will be provided to all returning applicants following submissions of the Grant Application. This form is required to be filled out and submitted prior to the receipt of any successful grant awards. Should you have any questions or concerns, please contact the Council and Committee Support Specialist - [contact information at the bottom of the Grants page](#).

**Amount of Grant Being Requested: \***

**Type of Grant Being Requested: \***

**Name of Organization: \***

**Organization Address (Street Number, Street Name, City/Town): \***

**Name of Primary Contact: \***

**Title of Primary Contact: \***

**Address for Primary Contact (If Different than Above):**

**Primary Contact Telephone Number: \***

**Primary Contact Email Address: \***

**Type of Organization:**

**Please provide a summary of the purpose, goal, or mission statement of your organization.**

JA South Western Ontario (JASWO) is a not-for-profit impact organization that delivers free hands-on, immersive education in work readiness, financial health, and entrepreneurship. For over 60 years, JASWO has served youth from all backgrounds, including Indigenous communities, people of colour, and at-risk populations. JASWO's real-world training helps young people develop the skills to build successful careers, prepare for the risks and rewards of entrepreneurship, and learn to thrive financially. JASWO is a proud member of JA Canada and JA Worldwide, one of the world's largest and most impactful NGOs

## Essential Service Status

Section 1 of the [Grants Policy](#) defines an essential service as a a service that is necessary for the health, safety or welfare of Township residents. The approval body will give priority consideration to grant applications from local or Region-wide organizations or individuals that are deemed by the approval body to provide an essential service.

**Please indicate which essential service your organization provides (If Applicable - Check All that Apply).**

- Health
- Safety
- Welfare

**Please explain how your organization fits into the selected category.**

Over the past several years, young people have experienced a global pandemic, lost the opportunity to participate in many of the rights of passage of youth, and witnessed incredible social injustices. They're now experiencing inflation at a level not seen in more than a decade, living with the threat of recession and trying to overcome the learning loss they've experienced in the past two years. They feel anxious about the future and ill-equipped for it. Many are adrift and feel that many of their former goals (post-secondary education, owning a home, starting a family) are out of reach. Poverty, homelessness, and food insecurity are increasingly common societal issues. Funding alone will not solve the problem. These complex issues require solutions that address the root cause. JA's proactive learning experiences are one component of the solution – they combat low high school completion rates, encourage greater post-secondary education pursuits and result in small business creation.

## Proposed Use of Funding

Section 7 of the Grant Policy states that grant funding approved by the Council of the Township of Woolwich must be used for the purposes stated in the grant application unless Council has given prior approval for a change in the use of funds.

**Please provide a detailed description of the proposed use of funding.**

Financial literacy was added to the Ontario education curriculum in 2021; however, teachers need to source their own material. While several financial institutions offer some financial literacy training, it's often not aligned with the curriculum requirements or would not be age appropriate. JA's learning experiences are unique in that they are designed by people with experience in the education system and are aligned to curriculum. In May 2024, the Ontario Ministry of Education announced new requirements to the high school curriculum, including updating the career exploration supports and a need to demonstrate financial literacy in order to graduate. JA learning experiences continue to be aligned with these new requirements and given our longstanding partnerships with educators, expect to have even greater demand for our learning experiences. Teachers register their classrooms, through the JA website ([jaswo.org](http://jaswo.org)), and our staff recruit, train, and assign volunteers to deliver age-appropriate JA learning experiences to their students. JA learning experiences are delivered free of charge in both public and Catholic school boards by volunteers who bring their professional experiences into the classroom to help students connect learning experience concepts with real-life situations. With their help, students gain the knowledge and confidence they need to define their personal success and go after their dreams. Each program costs \$1,000 to deliver so this funding will allow us to deliver 5 programs in Woolwich Township schools.

## Township Significance and Need

Section 3 of the Grants Policy states that an organization or individual seeking assistance must ensure its significance to the Township is clearly explained in the application for assistance.



**Please describe the significance of the service, program, or event to be funded to the Township of Woolwich as well as how it meets an identifiable and quantifiable need in the Township.**

According to an independent study conducted by the Boston Consulting Group, 65% of Achievers stated that JA has had a significant impact on their decisions to stay in school and enroll in post-secondary education. Students who participate in a JA learning experience are 25% less likely to be unemployed and are three times less likely to spend more than they earn, resulting in greater financial independence and less reliance on social assistance and support.

Supporting, inspiring, and preparing our youth is imperative to reducing poverty, homelessness, and pressure on our government social support systems in the future. Through developing financial literacy acumen, career readiness, and an entrepreneurial mindset, youth are equipped with the necessary skills to become innovative, productive, and contributing citizens. These experiences help young people learn resiliency and self-efficacy, positively contributing to their mental well-being. JA is committed to ensuring the competitive well-being of Canada's economy by enriching the lives of youth in our community by providing them with the tools they need to be successful in their futures.

**Please list the municipalities served by your organization.**

Between 2019 and 2021, three small JA offices (JA South Western Ontario, JA London and District, and JA Waterloo Region) amalgamated to form a new, larger JA South Western Ontario (JA SWO). Its catchment area now covers the counties of Essex, Chatham-Kent, Lambton, Elgin, Middlesex, Oxford, Huron, Perth, Bruce, Grey, Wellington, Waterloo, Brant, Haldimand, Norfolk, Hamilton, and Niagara.

The approximate population for JASWO is 3,568,349 people (2016 census), including more than 550,000 elementary and high school students.

**On average, how many clients does your organization serve annually, and how many total clients do you expect to serve this year?**

Last year, JA South Western Ontario delivered 30,782 student learning experiences, involving students in 1056 classrooms and 601 volunteer engagements. This year we plan to deliver about the same number. Delivery of programs depends on the amount of funding we receive and the volunteers we are able to recruit. JA South Western Ontario receives no ongoing Government or United Way funding. We only receive grants such as Trillium Funding and UW employee contributions. Relying solely on the community for support.

**Are the majority of your client's residents of the Township of Woolwich?**

No

**How many of the clients served in the past two years were residents of the Township of Woolwich, and how many residents does your organization expect to serve next year?**

In the 2023-24 school year, JA South Western Ontario provided JA learning experiences to 16 classrooms in Woolwich Township, exposing 378 students to these critical life skills.

We deliver programs to classrooms based on registration by teachers, funding available for the community and volunteers available.

Of the funding provided by Woolwich Township, 100% would be spent on schools in your community.

## Other Requirements

Section 6 of the Grants Policy lists other considerations that must be addressed before the Council of the Township of Woolwich will consider an organization's grant request.

**Does your organization have an elected executive of volunteers that will take responsibility for the receipt and disbursement of funds?**

Yes

**Is your organization in good financial standing, including with the Township of Woolwich?**

Yes

**Is your organization applying for a grant to help cover an operating deficit?**

No

**Does your organization give grants?**

No

**Is your organization applying for a grant to replace financial support that was discontinued by another funding source? If so, please provide additional details.**

no

**Does your organization provide the same or similar services to those offered by another local organization or municipality? If so, please provide additional details.**

No.

**Could your organization's efforts be better funded through the purchase of a service agreement with the Township of Woolwich? If so, please provide additional details.**

No.

**If your organization receives a grant, will all citizens of the Township of Woolwich be eligible to participate in the funded program, event, or activity? If not, please provide additional details.**

JA learning experiences are available to students whose teachers register for a program delivery in classrooms grades 4 - 12 in both public and Catholic school boards. We also have Inspire programs available on our website that students not in a registered classroom program can do on their, or with their family.

## Acknowledgment of Township Contributions

Section 4 of the Grants Policy requires organizations that receive a grant to recognize the Township's contribution in any promotional literature which may be prepared by the organization, on the organization's website or social media, during the event or initiative, or in another public manner.

**Please describe how your organization would acknowledge a grant from the Township of Woolwich.**

IMPACT Sponsor - \$5,000  
 Listed in Annual Report  
 Listed on JA website for one year  
 Employee engagement opportunities  
 Final Impact Report  
 Social media recognition, grouped with other program sponsors - one post on each of our social media channels

## Volunteer Support

The Eligibility Requirements for Operating (Section 8.2) and Capital Grants (Section 8.1) in the Grants Policy states that applicants must rely significantly on the use of volunteer support.

**Does your organization rely significantly on volunteer support? Please describe the number of volunteers and volunteer hours, which benefit your organization.**

For a significant portion of our learning experience deliveries, we rely on trained volunteers from the community to share their life, academic and career experiences with local youth. With their help, students gain the knowledge and confidence they need to define their personal success and go after their dreams. When it's not possible for a volunteer to be in a classroom, virtual volunteers or a teacher may facilitate the learning experience. During the 2022 - 23 school year 549 volunteer engagements (including repeat volunteers) contributed 4,300 hours! We are just completing our 2023-24 fiscal year but to date we have recorded 601 volunteer engagements, which we can assume would total more than last year's 4,300 hours.

## Accessibility and Inclusivity

The Grants Policy states that organizations that apply for Operating and Capital Grants must make their programs, services, or events accessible to, and inclusive of, persons with disabilities. The Township will not normally fund any program, event, or service that is inaccessible of persons with a disability.

**Please provide details about how persons with disabilities would be able to access the program, service, or event, such as accessible parking, accessible facilities, awareness training for staff or volunteers, etc.**

As the majority of our programs are delivered in classrooms, provisions for students with all disabilities are already accommodated for their every day school attendance. Our online programs also make JA learning experiences possible for other students who may find typical learning difficult.

## Requests for Grant Increases (Multi-year/Term of Council Grants Only)

Section 8.2.3 and 8.2.4 of the Grants Policy deals with requests for grants for the Term of Council and inflationary increases.

**Does your organization wish to apply for a multi-year grant that coincides with the current term of Council (ending in 2026) with minor inflationary increases? This is only available to organizations that Council deems to provide essential services.**

No

**Will the grant increase be used to support an expansion of a program or service? If yes, please provide details, and if no, please explain why the grant increase is being requested.**

## Goal of Self-Sufficiency

The Council of the Township of Woolwich recognizes the contribution that charitable and nonprofit organizations make to the quality of life enjoyed by residents. Council is committed to working with community groups but must be cognizant of budget constraints and competing priorities. Council encourages groups to work towards achieving financial self-sufficiency and independence in their programs through community participation and fundraising.

**Does your organization anticipate that the activities for which this assistance is being requested will become self-supporting through private or other sources? If yes, please provide details, and if no, please explain why not.**

As a non-profit that receives no government or United Way funding, we are always seeking ways to increase our revenue sources.

In 2023, JA SWO hired a new Director, Philanthropy with 25 years of fundraising experience who is building a development strategy for the organization focused on major gifts and planned gifts as an addition to our giving portfolio. This includes for the first time in JA SWO's history, a major gift campaign. We are moving towards more individual giving, legacy giving and strategies to engage our 60 years of alumni in philanthropy. This work has paid off in our receiving our first two ever six-figure pledges this year.

Our goal is to continue to raise increased revenues each year to increase our student reach. With more than 550,000 in our territory, we would need to raise \$22M to have the funds to provide one JA learning experience to every classroom across South Western Ontario annually.

## Other Sources of Financial Support

**Who did your organization request funding assistance from this year? (Organization, Date, Amount Requested, Amount Received/Refused)**

Our fiscal year has just begun on July 1, 2024. We have just been notified of the following:  
WRCF - July 5, 2024 - \$17,000 for programs in Waterloo Region to assist underserved school populations

**Did your organization implement user fees this year? If user fees were not charged this year, and will not be charged next year, explain why. Please detail any planned future increases in user fees.**

no. All of JA programs, with the exception of summer camp are free of charge.

**What other agencies does your organization intend to request funding assistance from for the next fiscal year? Include any other municipal, provincial, or federal departments or agencies. (Agency and Amount to be Requested)**

We do not qualify for government funding from Provincial or Federal levels.  
As we are only beginning our fiscal year, we have not yet determined the list of funders for the coming year but it will be based on past successes including Canada Life \$50,000; Ross & Doris Dixon Foundation \$10,000; and a number of financial institutions that support us on a pro rata basis through our national office.



## What fundraising events has your organization planned for next year, and how will the funds be used? (Event, Estimated Revenue, and Use of Funds)

London and District Business Hall of Fame - Oct. 24, 2024 - \$60,000

Waterloo Region Entrepreneur Hall of Fame - May 13, 2025 - \$20,000

Funds from both events are directed to general purposes to cover ongoing expenses of the organization.

## Final Comments

### Do you have any final comments on why public funds should be given to your organization?

According to a 2021 survey conducted by TD, one in three Canadian parents aren't confident they're setting a healthy financial example for their children, and only about 10 percent of parents consider their household to be in "excellent financial health". According to the National Financial Literacy Strategy 2021-2026, the Financial Consumer Agency of Canada (FCAC) has conducted a survey and found that only 61% of Canadians could correctly answer five of seven financial literacy questions. If we rely solely on the home to provide these valuable lessons, we run the risk of perpetuating the same level of financial literacy that currently exists with little opportunity for improvement.

JA's impact on students, and therefore their family and communities will make a difference for everyone in Woolwich Township. Members of the community can view this as an investment on their own futures.

## Attachments

If any of the required attachments are missing in the application, your organization's application will be designated as incomplete, and Council will be made aware. Ensure that all of the following documents are attached to the application. If you cannot attach a document that has been requested, you must attach a separate sheet to explain to Council why it is not possible to fulfill the requirement.

### Please provide a complete list of Board, Executive, or Committee members, including their roles and contact information.

#### File Name




Board Member List 2024.pdf

109.6 KB

Please provide a copy of your organization's constituting documents (Constitution, By-laws, or Letters of Incorporation).

**File Name**

 [JASWO Letters Patent of Amalgamation 2021.pdf](#)  
284.5 KB

Please provide your organization's most recent annual audit financial statements or those qualified by a professional accountant, which should include, at a minimum, a Balance Sheet and Income Statement.

**File Name**

 [2022 - 23 Audited Financial Statements Signed.pdf](#)  
333.6 KB

Please provide interim financial statements for the current fiscal year.

Please provide a budget for the year that the grant is being applied for.

## Certification of Grant Application

We, the people signing below, do certify that the information provided in this Grant Application is accurate and complete to the best of our knowledge, and the Grant Application has been endorsed or approved by our Executive.



**Signatory Name**

Heather J. Scott

**Signatory Name**

<b>Board Member</b>	<b>Company</b>	<b>Position</b>	<b>Year Joined Board</b>
<b>Executive</b>			
Derek Askew, Chair	TD Bank Group	Associate Vice President	2020
Brad Bishop, Vice Chair	Fanshawe College	Professor, Financial Planning,	2020
Tabitha Schwarz, Secretary	SpringTide Holdings	Chief Financial Officer	2016
Luda Pradyszczuk-Pitt, Treasurer	EY	Associate Partner – Tax	2018
Brad Geddes, Director Emeritus	ZucoraHome	President and Chief Executive Officer	2011
<b>Directors</b>			
Nomar Abdullah	FMF Metal Fabrication	Chief Financial Officer	2022
Matt Cassidy	Harrison Pensa	Associate	2023
Mark Brown	adHOME Creative Inc	Partner	2016
Leonard Bumbacco	Waterloo Catholic District School Board	Student Achievement Consultant	2020
Murray Flanagan	Flanagan Foodservice	Advisor	2014
Wes Vickers	Greater Essex County District School Board	Educator	2022
Jennifer Green	Skills Ontario	Director of Competitions,	2022
Firas Halabi	Libro Credit Union	Community Manager	2016
Stephanie Hayes	Gowling WLG	Partner	2016
Nicole Pereira	Cambridge Centre Honda	President and CEO	2022
Kim MacPherson	SOTI	Director of Talent Management and Organizational Development	2022
Alex Moroz	Hamilton Municipal Cemeteries	Marketing & Family Services Coordinator	2021
Philippe N. Oille			2021
Venkat Ramachandran	TD Bank Group	Director / Sr Manager Business Architecture Trading and Asset Servicing, Wealth	2022

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exclusif du ministère

Ontario Corporation Number  
Numéro de la personne morale en Ontario

**5046734**



Ministry of Government  
and Consumer Services

Ministère des Services  
gouvernementaux et des  
Services aux consommateurs

Ontario

**LETTERS PATENT OF AMALGAMATION**

These Letters Patent amalgamate the corporations named in this application and they are continued as one corporation under the name set out. Dated this

**LETTRES PATENTES DE FUSION**

Les présentes lettres patentes fusionnent les personnes morales désignées dans la requête en une seule et même société portant la dénomination indiquée. Daté le

**JULY 01 JULIET, 2021**

Minister of  
Government and  
Consumer Services

Le ministre des Services  
gouvernementaux et  
des Services aux  
consommateurs

*Barbara Dackitt*

Director / Directrice

per/par

**APPROVED AS A CHARITY - PGT  
OEUVRE DE BIENFAISANCE APPROUVÉE - TCP**

Form 11  
Corporations Act

Formule 11  
Loi sur les personnes  
morales

**APPLICATION FOR LETTERS PATENT OF AMALGAMATION  
REQUÊTE EN VUE D'OBTENIR DES LETTRES PATENTES DE FUSION**

1. Name of the amalgamated corporation / Dénomination sociale de la personne morale issue de la fusion :

J	U	N	I	O	R		A	C	H	I	E	V	E	M	E	N	T		O	F		S	O	U	T	H		W	E	
S	T	E	R	N		O	N	T	A	R	I	O		I	N	C	.													

2. The amalgamation agreement has been duly approved as required by subsection 113(3) of the *Corporations Act*.  
La convention de fusion a été dûment approuvée conformément au paragraphe 113(3) de la *Loi sur les personnes morales*.

3. The names of the amalgamating corporations and the dates on which the amalgamation agreement was approved by the shareholders/members of each of the amalgamating corporations are:  
La dénomination sociale des personnes morales qui fusionnent et la date à laquelle la convention de fusion a été approuvée par les actionnaires ou membres de chaque personne morale qui fusionne sont les suivantes:

Name of corporation Dénomination sociale de la personne morale	Ontario Corporation Number Numéro de la personne morale en Ontario	Date of shareholders/Members approval Date de l'approbation par les actionnaires ou membres
Junior Achievement of South Western Ontario Inc.	5019992	April 9, 2021
Junior Achievement of the Waterloo Region Inc.	237049	April 9, 2021

4. The address of the head office of the amalgamated corporation is:  
 Adresse du siège social de la personne morale issue de la fusion :

15 Wharncliffe Road North

(Street & Number, or R.R. Number, or Lot & Concession Number, or Lot & Plan Number, a Post Office Box Number or General Delivery is not acceptable; if Multi-Office Building give Room Number)  
 (Rue et numéro, ou R.R. et numéro, ou numéro de lot et de concession, ou numéro de lot et de plan; numéro de boîte postale inacceptable; s'il s'agit d'un édifice à bureaux, numéro du bureau)

City of London

(Name of Municipality)  
 (Nom de la municipalité)

N	6	H	2	A	1
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(Postal Code/Code postal)

5. The persons who are to be directors of the amalgamated corporation are:  
 Les personnes appelées à devenir les administrateurs de la personne morale issue la fusion sont :

Name in full, including all given names  
 Nom et prénoms au complet

Address for service giving Street & Number or R.R. Number, or Lot & Concession Number, or Lot & Plan Number, and Postal Code (a Post Office Box Number or General Delivery is not acceptable)

Domicile élu y compris la rue et le numéro, ou la R.R. et le numéro, ou le numéro de lot et de concession, ou le numéro de lot et de plan, ainsi que le code postal (numéro de boîte postale inacceptable)

See attached 2A to 2B

6. The following is a copy of the amalgamation agreement duly certified under corporate seal by the secretary of each of the amalgamating corporations:  
 Copie de la convention de fusion dûment certifiée et revêtue du sceau de la personne morale par le secrétaire de chacune des personnes morales qui fusionnent :

See attached 2C to 2I with signatures

**JUNIOR ACHIEVEMENT OF SOUTH WESTERN ONTARIO INC.  
INITIAL BOARD OF DIRECTORS**

<b>Name</b>	<b>Residence Address</b>	<b>Occupation</b>
Derek Askew	3925 Malpass Rd. London, ON N6P 1E9	Associate VP
Brad Bishop	1227 Thamesridge Crescent London, ON N6K 4Z6	Professor
Mark Brown	1084 Mahogany Road London, ON N6H 2W5	Partner
Logan Burnett	1705-695 Richmond St. London, ON N6A 5M8	Lawyer
Silvana Cservik	80 Green Acres Road Sarnia, ON N7S 6K9	Retired
Firas Halabi	104 Knightsbridge Road London, ON N6K 3R4	Branch Manager
Matt Hernandez	230 Runstedler Drive La Salle, ON N9J 3T1	Director of Client Strategy
Tracy LeClair	4149 Masterson Circle London, ON N6G 1R2	Neuroscience Specialist
Jacqueline Peterson	225 Tecumseh Ave. London, ON N6C 1S7	Chartered Professional Accountant
Luda (Eugeina) Pradyszczuk	4144 Masterson Circle London, ON N6P 1T4	Senior Manager BTS
Mark Russell	46 Tobin Court London, ON N6K 3Y4	Self Employed – Real Estate
Wayne Tjoelker	383 McNay Place London, ON N5Y 5K5	Chartered Professional Accountant
Cyndi Vienneua-Cormier	2564 Woodhull Road London, ON N6K 4S5	Director, Major Accounts
Murray Flanagan	1885 Pinehill Road New Hamburg, ON N3A 2Z9	Advisor
William Fox	202 Union Blvd Kitchener, ON N2M 2S8	Business owner

Stephanie Hayes	51 Cordell Street Breslau, ON N0B 1M0	Lawyer
Peter Nickel	767 Grand Banks Drive Waterloo, ON N2K 4N3	Founder
James Richmond	563 Mill Park Drive Kitchener, ON N2P 1V4	VP
Tabitha Schwarz	524 Forest Gate Crescent Waterloo, ON N2V 2X2	Director of Finance
Leonard Bumbacco	107 Amanda Walk Cambridge, ON N3C 4K7	Consultant
Bev Robinson	24 Edgehill Road London, ON N6G 2T1	President and CEO



**THIS AMALGAMATION AGREEMENT** made as of the 9<sup>th</sup> day of April, 2021,

**BETWEEN :**

**JUNIOR ACHIEVEMENT OF SOUTH WESTERN ONTARIO INC.,**  
a corporation incorporated under  
the laws of the Province of Ontario,

(hereinafter referred to as "**JA SWO**")

**OF THE FIRST PART**

- and -

**JUNIOR ACHIEVEMENT OF THE WATERLOO REGION INC.,**  
a corporation incorporated under  
the laws of the Province of Ontario,

(hereinafter referred to as "**JA WRI**")

**OF THE SECOND PART**

**WHEREAS** JA SWO is a registered charity under the *Income Tax Act*, R.S.C., 1985, c. 1 (5th Supp.) ("**ITA**") that is a non-share capital corporation incorporated under the Ontario *Corporations Act*, R.S.O. 1990, c. C.38 ("**OCA**") pursuant to Letters Patent of Amalgamation issued October 4, 2019;

**AND WHEREAS** JA WRI is a registered charity under the ITA that is a non-share capital corporation, originally incorporated under the OCA pursuant to Letters Patent issued September 25, 1970, amended by Supplementary Letters Patent dated February 14, 1973, and further amended by Supplementary Letters Patents dated February 5, 1991;

**AND WHEREAS** each party has made full and complete disclosure to the other party of its known assets and liabilities;

**AND WHEREAS** the parties hereto, under the authority conferred by the OCA, have agreed to amalgamate and continue as one corporation upon the terms and conditions set out hereunder;

**AND WHEREAS** it is desirable that the said amalgamation should be effected.

**NOW THEREFORE IN CONSIDERATION** of the mutual covenants and agreements contained herein, the parties hereto agree as follows:

1. Definitions

a. In this Agreement

- i. **"Amalgamating Corporations"** means JA SWO and JA WRI;
- ii. **"Amalgamated Corporation"** means the corporation continuing from the amalgamation of the Amalgamating Corporations;
- iii. **"Amalgamation Agreement"** or **"Agreement"** means this amalgamation agreement between the Amalgamating Corporations;
- iv. **"ITA"** means the *Income Tax Act* (Canada) as amended;
- v. **"OCA"** means the *Ontario Corporations Act* as amended;
- vi. **"Letters Patent of Amalgamation"** means the certificate of amalgamation issued pursuant to the OCA with respect to the amalgamation of the Amalgamating Corporations.

b. Unless the context otherwise requires, all terms under this Agreement are defined in the OCA and have the respective meanings given to them in the OCA.

2. The Amalgamating Corporations hereby agree to amalgamate under the provisions of section 113 of the OCA and to continue as one corporation under the terms and conditions hereinafter set out.

3. The name of the Amalgamated Corporation shall be Junior Achievement of South Western Ontario Inc. and the address of the Amalgamated Corporation shall be 15 Wharnccliffe Road North, London, Ontario, N6H 2A1.

4. The current objects of JA SWO shall be the objects of the Amalgamated Corporation, which are as follows:

To inspire and educate young Canadians to value free enterprise, understand business and economics and develop entrepreneurial and leadership skills through educational programs to achieve those purposes.

5. The Amalgamated Corporation shall be a corporation without share capital and shall be carried on without the purpose of gain for its directors and members and any profits or other accretions to the Amalgamated Corporation shall be used in promoting its objects.

6. The Special Provisions contained in the Letters Patent of Amalgamation shall include the following:

- a. The corporation shall be carried on without the purpose of gain for its members and any profits or other accretions to the corporation shall be used in promoting its objects.
- b. The corporation shall be subject to the *Charities Accounting Act*.
- c. No director shall receive remuneration for services provided in the capacity as a director, although they may be paid reasonable expenses incurred by them in the performance of their duties. Unless otherwise prohibited by the corporation, a director may be compensated for services other than as a director pursuant to the regulation made under the *Charities Accounting Act*, or with court approval or an order made under section 13 of the *Charities Accounting Act*.
- d. Upon the dissolution or winding-up of the Amalgamated Corporation and after payment of all of its debts and liabilities, its remaining property shall be distributed or disposed of to Junior Achievement of Canada, provided that, at the time of such dissolution or winding-up, Junior Achievement of Canada continues to exist as a charity registered under the *Income Tax Act* (Canada), or if not, to any charity registered under the ITA carrying on similar activities in Canada;
- e. To invest the funds of the corporation pursuant to the *Trustee Act*.

7. Until changed in accordance with the OCA, the head office of the Amalgamated Corporation shall be in the City of London, in the Province of Ontario, or at such location in the said city as the directors may determine from time to time.

8. The board of directors of the Amalgamated Corporation, until otherwise determined by special resolution, shall consist of twenty-one (21) directors, and the first directors of the Amalgamated Corporation with their names, occupations and places of residence, shall be the following:

<b>Name</b>	<b>Residence Address</b>	<b>Occupation</b>
Derek Askew	3925 Malpass Rd. London, ON N6P 1E9	Associate VP

Brad Bishop	1227 Thamesridge Crescent London, ON N6K 4Z6	Professor
Mark Brown	1084 Mahogany Road London, ON N6H 2W5	Partner
Logan Burnett	1705-695 Richmond St. London, ON N6A 5M8	Lawyer
Silvana Cservik	80 Green Acres Road Sarnia, ON N7S 6K9	Retired
Firas Halabi	104 Knightsbridge Road London, ON N6K 3R4	Branch Manager
Matt Hernandez	230 Runstedler Drive La Salle, ON N9J 3T1	Director of Client Strategy
Tracy LeClair	4149 Masterson Circle London, ON N6G 1R2	Neuroscience Specialist
Jacqueline Peterson	225 Tecumseh Ave. London, ON N6C 1S7	Chartered Professional Accountant
Luda (Eugeina) Pradyszczuk	4144 Masterson Circle London, ON N6P 1T4	Senior Manager BTS
Mark Russell	46 Tobin Court London, ON N6K 3Y4	Self Employed – Real Estate
Wayne Tjoelker	383 McNay Place London, ON N5Y 5K5	Chartered Professional Accountant
Cyndi Vienneua-Cormier	2564 Woodhull Road London, ON N6K 4S5	Director, Major Accounts
Murray Flanagan	1885 Pinehill Road New Hamburg, ON N3A 2Z9	Advisor
William Fox	202 Union Blvd Kitchener, ON N2M 2SE	Business owner

Stephanie Hayes	51 Cordell Street Breslau, ON N0B 1M0	Lawyer
Peter Nickel	767 Grand Banks Drive Waterloo, ON N2K 4N3	Founder
James Richmond	563 Mill Park Drive Kitchener, ON N2P 1V4	VP
Tabitha Schwarz	524 Forest Gate Crescent Waterloo, ON N2V 2X2	Director of Finance
Leonard Bumbacco	107 Amanda Walk Cambridge, ON N3C4K7	Consultant
Bev Robinson	24 Edgehill Road London, ON N6G 2T1	President and CEO

9. The aforementioned first directors shall hold office until the first annual meeting of the Amalgamated Corporation, or until their successors are elected or appointed. The subsequent directors of the Amalgamated Corporation shall be elected in accordance with the by-laws of the Amalgamated Corporation. The affairs of the Amalgamated Corporation shall be under the supervision of the board of directors from time to time, subject to the provisions of the OCA and the by-laws of the Amalgamated Corporation.

10. The members of the Amalgamated Corporation shall be the directors of the Amalgamated Corporation holding office from time to time.

11. JA SWO shall contribute to the Amalgamated Corporation all its assets subject to all its liabilities as more particularly set forth in the balance sheet of JA SWO as of June 30, 2020, subject to changes since that date in the ordinary course of its affairs.

12. JA WRI shall contribute to the Amalgamated Corporation all its assets subject to all its liabilities as more particularly set forth in the balance sheet of JA WRI as of June 30, 2020, subject to changes since that date in the ordinary course of its affairs.

13. The Amalgamated Corporation shall possess all of the property, rights and privileges, and shall be subject to all of the liabilities, contracts, disabilities, trusts and debts of the Amalgamating Corporations.

14. JA SWO and JA WRI each hereby agree that the by-laws of the Amalgamated Corporation shall be the by-laws made pursuant to the Corporations Act (Ontario), until repealed, amended, altered or supplemented and approved at meetings of the Board of

Directors and members of the Amalgamated Corporation called for the purpose of considering the by-laws. The by-laws shall be available for examination at the registered office of the Amalgamated Corporation as set forth herein.

15. All rights of creditors against the rights and assets of the Amalgamating Corporations, and all liens upon their rights and assets, orders, judgments, rulings or convictions upon their rights and assets shall be unimpaired by such amalgamation and all debts, contracts, liabilities and duties of the Amalgamating Corporations shall thenceforth attach to the Amalgamated Corporation and may be enforced against it.

16. No action or proceeding by or against the Amalgamating Corporations shall abate or be affected by such amalgamation and the Amalgamated Corporation shall be deemed to be the party plaintiff or the party defendant, as the case may be, in any civil action commenced by or against the Amalgamating Corporations before the amalgamation becomes effective.

17. All gifts, trusts, bequests, pledges, devises and grants of real or personal property or of the income or proceeds thereof, heretofore expressed by a person in a deed, will bequest or other document, to be made, given or conveyed to either of the Amalgamating Corporations, or to any person in trust for or for the benefit of the foregoing, shall, insofar as the same shall not be vested in possession or been carried into effect on the date this amalgamation comes into force, shall, subject to any applicable law and if practicable, be applied by the Amalgamated Corporation for the exclusive use and benefit of the region to which such funds were designated. Any funds not so designated shall be allocated by the Amalgamated Corporation in accordance with the directions of its board of directors.

18. Upon the members of the Amalgamating Corporations respectively adopting this Amalgamation Agreement, at meetings thereof called for the purposes of considering this Agreement, such fact shall be certified upon the Amalgamation Agreement by the Secretary of each of the parties hereto under their respective corporate seals, and the parties hereto by their joint application shall, as soon as possible after the date of execution of this Amalgamation Agreement, apply to the appropriate authorities in the Province of Ontario for Letters Patent of Amalgamation confirming this Agreement.

19. This Amalgamation Agreement may be executed and delivered by the parties in one or more counterparts, each of which will be an original, and those counterparts will together constitute one and the same instrument.

20. Delivery of this Amalgamation Agreement by facsimile, e-mail or other functionally equivalent electronic means of transmission constitutes valid and effective delivery.

*Signature Page Follows*

IN WITNESS WHEREOF this Amalgamation Agreement has been duly executed by each of Junior Achievement of South Western Ontario Inc. and Junior Achievement of the Waterloo Region Inc.

JUNIOR ACHIEVEMENT OF SOUTH WESTERN ONTARIO INC.

DocuSigned by:  
Per: Mark Russell  
Name: Mark Russell  
Position: Chair

DocuSigned by:  
Per: Bev Robinson  
Name: Bev Robinson  
Position: President & CEO  
We have authority to bind the corporation.

JUNIOR ACHIEVEMENT OF THE WATERLOO REGION INC.

DocuSigned by:  
Per: Murray Flanagan  
Name: Murray Flanagan  
Position: Chair

DocuSigned by:  
Per: Tim Rollins  
Name: Tim Rollins  
Position: Treasurer  
We have authority to bind the corporation.



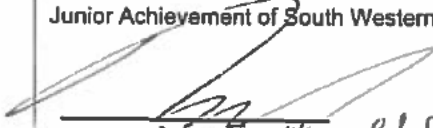
The corporations named below apply jointly for letters patent confirming the agreement and amalgamating the said corporations.


Les personnes morales nommées ci-dessous demandent conjointement des lettres patentes confirmant la convention et les fusionnant.

This application is executed in duplicate./La présente requête est faite en double exemplaire.


Names and seals of the amalgamating corporations and signatures and descriptions of office of their proper officers.  
Dénomination sociale et sceau des personnes morales qui fusionnent, signature et fonction de leurs dirigeants régulièrement désignés.


Junior Achievement of South Western Ontario Inc.

  
Name: Clark Russell, Chair  
Office: London

  
Name: BEN ROBINSON, CEO  
Office: London

Junior Achievement of the Waterloo Region Inc.


  
Name: Murray Flanagan, Chair  
Office: Kitchener

  
Name: TIM ROLLINS, Treasurer  
Office: KITCHENER

**CERTIFICATE**

The undersigned Secretary of Junior Achievement of the Waterloo Region Inc. hereby certifies that the Amalgamation Agreement to which this Certificate is attached was approved by the members of the Corporation in accordance with Section 113(3) of the *Corporations Act*, R.S.O. 1990, c. C. 38, as amended, by unanimous execution of a resolution of the members approving such agreement dated as of the 9<sup>th</sup> day of April, 2021.

Dated at Lion's Head, Ontario this 3<sup>rd</sup> day of June, 2021.

  
\_\_\_\_\_  
Name: Stephanie Hayes  
Office: Secretary

**CERTIFICATE**

The undersigned Secretary of Junior Achievement of South Western Ontario Inc. hereby certifies that the Amalgamation Agreement to which this Certificate is attached was approved by the members of the Corporation in accordance with Section 113(3) of the *Corporations Act*, R.S.O. 1990, c. C. 38, as amended, by unanimous execution of a resolution of the members approving such agreement dated as of the 9<sup>th</sup> day of April, 2021.

Dated at London, Ontario this 3<sup>rd</sup> day of June, 2021.

A handwritten signature in black ink, appearing to read 'Logan Burnett', written over a horizontal line.

Name: Logan Burnett  
Office: Secretary



# Shelter Movers Southwestern Ontario

Woolwich Council Presentation



**Courtney Waterfall, Chapter Director**  
August 27th, 2024

## Our Mission

**Shelter Movers** is a national, volunteer -powered charity that provides moving and storage services at no cost to survivors fleeing abuse.

In collaboration with local businesses and community agencies, we support families transitioning to a life free of violence.

*The only national provider of this service.*



# Growth in Southwestern Ontario

**June 2020** : Shelter Movers Waterloo Region is created.

**December 2020** : We launch our chapter and complete our first move.

**January 2022** : We celebrate our 100th move.

**July 2023** : Our chapter expands to serve all of Southwestern Ontario.

**April 2023** : We celebrate our chapter's 500th move as Shelter Movers Southwestern Ontario.



# GBV - By the numbers

**107,800+**  
cases of Gender -  
Based Violence  
reported in  
2019

**68,000+**  
annual admissions  
to shelters for  
survivors of  
abuse

**185**  
women and girls  
killed by a family  
member or  
intimate partner

Gender-based violence is a  
pervasive social problem affecting  
every community in Canada.



Source: *StatsCan, 2019; Canadian Femicide Observatory for Justice and Accountability, 2023*



## Our impact to date



We move **~145 families** per month across 9 chapters across Canada, **~20 families** per month in Southwestern Ontario.



**+7,400 moves** completed since 2016, **+580** in Southwestern Ontario since Dec. 2020.



Beyond moving (free to clients):




- storage
- security personnel
- police escorts
- language interpreters
- pet fostering





# Removing Barriers to New Beginnings

Leaving an abuser is fraught with risk and obstacles:

-  **EMOTIONAL:** Loss of precious items and keepsakes, normalcy for children.
-  **FINANCIAL:** High cost to move, store, or replace belongings (furniture, clothes, appliances).
-  **SECURITY:** Elevated risk of violence, including femicide, in the 6 months following the end of the relationship.

**The most dangerous place for women and girls in Canada is in their home.**



# Our Moving Services

## Urgent Exit Moves



Trained volunteers and security personnel transport clients and children from the abusive household to confidential, safe locations (primarily shelters) that have agreed to receive them. Furniture and items are stored securely at no cost.

## Escorted Moves



Clients are escorted back to their former home with volunteers and security / police to retrieve their belongings. Furniture and items are stored securely at no cost.

## Resettlement Moves



Volunteers transport the client, children, pets, and stored belongings to their new home.



# Our Volunteers

Powered by 1,200+ incredible volunteers nationally,  
with 150+ in Southwestern Ontario, ranging from 18  
to 84 years old

Varied backgrounds and skill sets

Administrative & Operational roles

Opportunity for men to serve as allies

## Recruitment, Training and Monitoring

- Enhanced police reference check
- Screening interviews
- Trauma-informed orientation
- Specialized training as appropriate
- In-field supervision
- Regular education & workshops
- Mental health counselling



## About our clients

**Primary requirements** - experiencing gender -based violence / living the effects of violence, and has a safe place to go.

All are welcome, though women comprise 99% of clients.

Shelter Movers operates by referral, for example:

- emergency women shelters
- sexual assault centres
- friendship centres
- newcomer settlement services
- police / victim services
- physicians, public health, social workers

No financial threshold to access service

On average, 18 – 55 yrs old, pregnant or with at least one child under 8



Minors may be served with a legal guardian





# Courtney Waterfall

Chapter Director | SMSWO  
courtney@sheltermovers.com



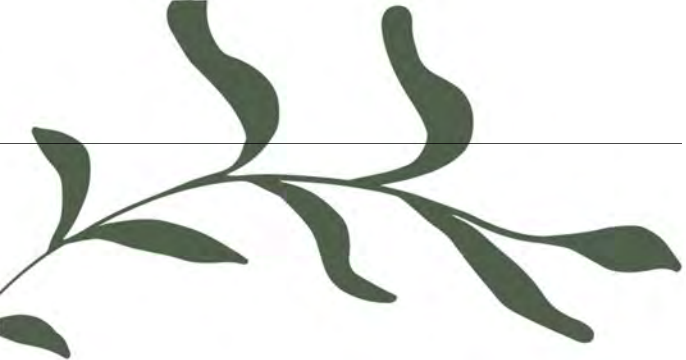
“You found the courage to leave,  
we’ll find the hands to help”

[sheltermovers.com/southwesternontario](https://sheltermovers.com/southwesternontario)

@sheltermoversswontario







# EMPOWERING COMMUNITY THROUGH INCLUSIVITY

HEARTS OPEN FOR EVERYONE REQUEST FOR THE

## Township of Woolwich Operating Grant

August 27, 2024

Presented by:  
Abby Cooper, Founder  
Hearts Open for Everyone






## VISION

To foster a multicultural rural community where everyone can be truly authentic and welcome.

## MISSION

We create shared community experiences while promoting compassion, togetherness, and a deep sense of belonging.





# VALUES

- **RESPECTING IDENTITIES** by
- **STRENGTHENING VOICES** as we
- **GAIN KNOWLEDGE** and
- **SEEK UNDERSTANDING** while
- **WEAVING RELATIONSHIPS** and
- **BUILDING TRUST**



# Our Community Impact

## Founder's Story

- Searching for community and a sense of belonging with lived experiences of racism and microaggressions.

## Why It Matters

- Understanding these challenges helps us craft programs that genuinely connect with our community's needs.

## Success Stories

- Positive feedback from participants.
- Increased community cohesion and sense of belonging.
- Significant improvement in community connection and support since moving to the Township.

# The Need for Grant Support

## Current Challenge

- As our community grows and diversifies, so do the needs we must address.

## Our Request

- Grant funding of \$15,000 to expand and enhance our programming.

## Reason for the Request

- Growing demand for our services.
- Unique opportunity to strengthen community bonds as the Township continues to become more diverse.

## Use of Funds

- Increase the frequency and diversity of programming.
- Refine program development to better meet community needs.
- Expand outreach to a broader audience within the Township.

# Strategic Use of Funds

## Enhancing Program Delivery

- Increase the frequency of events and workshops.
- Introduce new, diverse programming tailored to emerging community needs.



## Expanding Outreach

- Target underrepresented populations within the Township.
- Improve inclusivity through accessibility initiatives like transportation and multilingual marketing.

# Projected Outcomes

## Community Engagement

- Broader participation across all demographics.
- Higher community satisfaction and cohesion.

## Measurable Impact

- More frequent and diverse programming.
- Stronger community partnerships.
- Enhanced volunteer engagement and community support.

# Sustainability and Long-term Vision

## Sustainable Growth

- Ongoing efforts to secure additional grants and explore new revenue streams.

## Building for the Future

- Long-term commitment to serving Woolwich Township.
- Continuously evolving to meet community needs.





# Volunteer Engagement and Community Support

## Volunteers as Our Backbone

- Over 40 volunteers for MFE and 15 dedicated planning committee members.
- 250+ volunteer hours contributed monthly.

## Impact of Volunteer Support

- Vital to the successful delivery of programs and events.
- Embodies the spirit of community and collaboration.



# Accessibility and Inclusivity

## Accessible Programming

- Events held in fully accessible locations.
- Addressing barriers such as transportation and language.
- Collaborative partnerships with local organizations.

## Inclusive Community Building

- Ensuring no one is left behind.
- Programs designed to reflect the diverse needs of our growing community.

# Why Public Funds Are Crucial

- To sustain and expand a vital community resource.
- To continue addressing feelings of isolation and promoting inclusivity as our township grows.
- To maintain the strong sense of belonging that defines Woolwich.





Thank you for your consideration

Questions?

Abby Cooper, Founder  
Hearts Open for Everyone  
[acooper@heartsopenforeveryone.ca](mailto:acooper@heartsopenforeveryone.ca)



# Building the School Playground in St. Jacobs



The Ontario Federation of  
Home and School Associations

A generation of playground-aged children have gone to St Jacobs Public School and been told to stay off the equipment.







COVID-19 HEALTH, WELLBEING & DEVELOPMENT OPEN ACCESS OUTDOOR PLAY ENVIRONMENTS POLICY PRACTICE RESEARCH RESEARCH & DATA  
COLLECTION

# The Conversation: Outdoor education has psychological, cognitive and physical health benefits for children

JULY 24, 2023 | BY LOUISE DE LANNOY

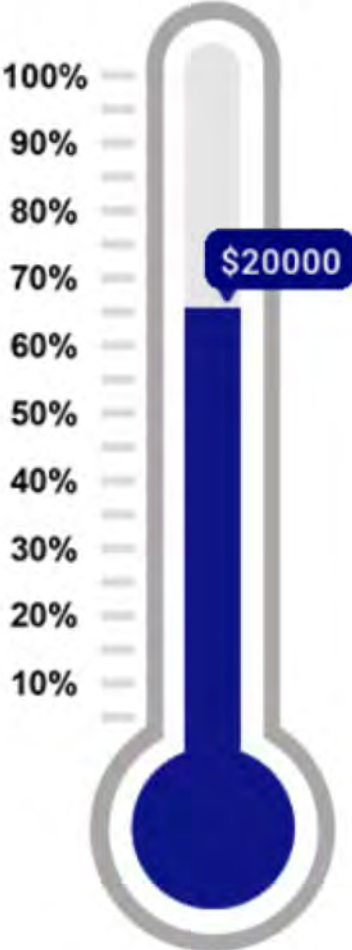




- Monkey bars
- Restaurant



Goal: \$30000





Our ask for 2025:

\$10,000



# The team:

- Tamara Schmelzle, SJPS Principal  
Starting her 2nd year of 4
- Kirsten Boileau, Secretary  
19 years serving on H&S
- Melissa Annett, Treasurer  
12yo child at SJPS
- Steve Haase, President  
6yo and 8yo children at school



Thank You!





## Memo to Woolwich Township Council

To: Woolwich Township Council  
 From: Woolwich Environmental Advisory Committee (prepared by Rebecca Schwarz in consultation with Dan van Haastrech, Art Timmerman, Tova Davidson, Chris Snyder, Lindsay Joseph, Richard Petrone, and Kayla Grant)  
 Subject: Recommendation to Council to endorse ReForest Woolwich  
 eDocs or File ID: File ID  
 Meeting Date: August 27, 2024

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30 July, 2024

Dear Councillors and Mayor Shantz;

The Woolwich Environmental Advisory Committee (WEAC) is a working committee in the township established in January 2023. We are a group of citizens with environmentally-focused expertise that meet regularly to provide insight on environmental issues to the Township Council.

In early 2023 we established that increasing tree canopy cover was a central concern in the township. This aligned with the Elmira Green Infrastructure Report completed in 2018 that lists many recommendations for improving tree canopy cover. Trees for Woolwich (T4W) and other Township projects have begun significant work to meeting these goals already.

T4W reached out to WEAC about an exciting new initiative called ReForest Woolwich which sets ambitious but achievable goals of doubling the urban tree canopy coverage to over 30% by 2070. A draft plan for this new project was presented to WEAC in the spring of 2024 by Mark Schwarz. We were impressed with the detailed work that was completed on finding a workable, cost-effective plan to drastically improve the environmental well-being of our community

In June 2024, WEAC voted unanimously to endorse the ReForest Woolwich project draft proposal, and to make the following recommendations to council: 1) that council also endorse this pioneering project and 2) that council direct staff to prepare a report to assess the long-term impacts of this project, both benefits and costs, especially as we understand from the ReForest Woolwich proposal that support from the township will be key to its success

The Woolwich Environmental Advisory Committee is encouraged to see an ambitious, well-researched, citizen-led initiative to improve the Township, and we are excited to be engaged on this meaningful project. We are also keen to contribute to the preparation of a staff report on the

ReForest Woolwich initiative in order to help drive this process forward. All questions and requests for input from WEAC may be directed to Rebecca Schwarz.

In conclusion, we recommend that the Township Council move to endorse the ReForest Woolwich project and direct staff to prepare a report on the long-term costs and benefits.

With warm regards and hope for a greener future together;

The Woolwich Environmental Advisory Committee

**Attachments:**

1. Elmira Green Infrastructure Report, 2018
2. ReForest Woolwich Draft Proposal, 2024

## **DRAFT: White Paper: ReForest Woolwich**

Gerber, Leah, Bachelor of Journalism, restoration specialist, Earthscape Catalyst;  
 Poetker, Ryan, BS Biochemistry/Biotechnology, Quantitative Analyst;  
 Rayner, Brydon, certified arborist, International Society of Arboriculture, supervisor, forestry and horticulture Operations, Regional Municipality Of Waterloo;  
 Rinne, Inga, chair, Trees for Woolwich;  
 Schwarz, Becca, B. Biol. Sc., member, WEAC;  
 Schwarz, Mark, P.Eng., Hort Tech., Restoration Ecology, Founder, Earthscape Catalyst;  
 Thomason, Kevin, vice chair, Grand River Environmental Network;  
 Van Haastrecht, Dan, BLA, OALA, CSLA, member, WEAC

June 17, 2024. V4

### **Executive Summary:**

ReForest Woolwich is an initiative put forward by a group of concerned and driven residents and green industry professionals to realistically and methodically increase the tree canopy cover in all urban areas in the township of Woolwich from roughly 16.3 percent to 32 percent by 2070. This will mean a concentrated effort to plant extensively and quickly in the next 15 years to allow for tree maturity by 2070. This will be done by bringing together corporate, municipal, non-profit and citizen volunteer efforts in the same way that was spearheaded by the Roadside Tree Planting Project.

The project will see the establishment of a not-for-profit charity and governing board to manage and execute the program and administer funds. ReForest Woolwich already has firm commitments for \$1,250,000 of the estimated \$5M project costs, and another probable \$750,000 matching funds from the federal government.

The program will include three key components:

- Establishing a non-profit trust and board
- Each neighbourhood will have a dedicated Forest Caretaker who will be provided a stipend in order to support landowners, businesses and volunteers to properly plant and maintain trees.
- Establishing an incentive program to target landowners or managers of all land classes (residential, commercial and public) to plant trees.

The ReForest Woolwich project will build on the success of previous and ongoing restoration and ReForestation efforts in the township such as the Roadside Tree Planting Project and the Elmira Nature Reserve and will build on the cooperation and innovation pathways spearheaded by these projects to provide demonstrable and tangible results.

## **What is the problem?**

Impervious surfaces -- like roads, sidewalks and buildings in urban spaces -- absorb heat during the day and release it slowly at night. Trees absorb heat, and release moisture in the air, creating a cooling effect, as well as blocking the sun and providing shade so that those concrete spaces absorb less sun.

Generally, urban forestry experts and best practices in the industry as well as Environment Canada, [suggest](#) a target of at least 30 percent tree canopy cover in urban settings.

According to a [study](#) conducted for the Township of Woolwich Environmental Enhancement Committee in 2018, from Natural Resource Solutions Inc., the town of Elmira has about 16.3 percent tree cover on average. For the purpose of this proposal, we extrapolate that assessment to assume an approximate 16.3 percent tree cover for all the urban areas in the township.

This is a low percentage tree cover, and a problem. Additionally, the presence of pests and diseases such as emerald ash borer or Dutch elm disease, means a significant portion of the existing tree cover is either declining or under threat and needs to be replaced.

A low percentage of urban tree cover means a warmer urban area, decreased biodiversity, increased water runoff -- wasted water running over impervious surfaces and into sewer systems or streams and increasing soil erosion rather than soaking into the ground and replenishing the groundwater supply.

Trees act as carbon sinks, taking CO<sub>2</sub> out of the atmosphere, manage water during high flow conditions and rain events, provide habitat and nourishment for biodiversity including pollinators, and support citizen well being and mental health.

Overall, tree cover increases the quality of life and climate resilience of a community, and the difference made by establishing tree cover is especially important in tree-poor urban areas.

## **What is the solution?**

The goal of the ReForest Woolwich project is to increase the township's urban canopy cover from 16.3 to 32 percent by 2070. This will mean building on the work pioneered by Trees for Woolwich, which has been working on increasing canopy cover since 2011.

ReForest Woolwich will plan to plant extensively and quickly in the next 15 years so that trees have time to mature and fill in the canopy.

Through this project, Woolwich Township will meet and exceed its current commitment to increase the urban tree canopy. In 2018, council endorsed the Elmira Green Infrastructure



[Report](#), which included a 20-year plan to increase the canopy cover in Elmira. The ReForest Woolwich project will address council's commitments.

As well, this project provides a pathway to concrete action to address the climate emergency council declared in 2019 - which stated that emergency mobilization on an unprecedented scale is required. The project can also be synchronized with the Woolwich Climate Action Implementation Plan that township staff are drafting to reduce the township's GHG emissions.

We believe the time is now for bold and aggressive action building on the excellent tree planting foundations already in place in Woolwich Township to position us for the coming [changes](#) to our climate and home. Planting trees is one of the most straightforward ways to tackle the dual issues of climate change and biodiversity loss, and has one of the highest returns on investment in terms of green infrastructure and environmental services provided for monetary outlay.

The ReForest Woolwich Project will build on the success of the Roadside Tree Planting Project and Elmira Nature Reserve projects, which developed repeatable ways to plant many trees at relatively low cost. We have the methodology; now let's scale it up.

### **The ReForest Woolwich Project - What is it?**

This is an initiative put forward by a group of concerned and driven community members and green industry professionals to realistically and methodically increase the tree canopy cover in all urban areas in the township of Woolwich from roughly 16.3 percent to 32 percent by 2070, meaning trees are planted extensively and quickly in the next 15 years. This will be done by bringing together corporate, municipal, non-profit and citizen volunteer efforts in the same way that was spearheaded by the Roadside Tree Planting and Elmira Nature Reserve projects.

ReForest Woolwich will build on the success of previous and ongoing restoration and ReForestation efforts in the township such as the Roadside Tree Planting Project and the Elmira Nature Reserve, and will build on the cooperation and innovation pathways spearheaded by these projects to provide demonstrable and tangible results.

### **Project Breakdown:**

The goal of the project is to increase the tree canopy from 16.3 percent to 32 percent by 2070. In real numbers, we estimate this means planting between 150,000 and 250,000 trees in the urban and peri-urban areas of the township over the next 15 years, which will allow the trees time to mature and fill in the canopy. We have chosen 225,000 trees as the most likely number required.

Annually, we estimate planting approximately 15,000 trees. Currently, the Roadside Tree Planting Program is on track to plant 8,000 to 9,000 trees per year, so this is an approachable objective within reach.

Another possible metric to use for success is the [3-30-300](#) guideline as introduced by the Nature Based Solutions Institute. This rule provides a reference for urban greening initiatives: everyone should be able to see at least three trees from their home, live in a neighbourhood with at least 30 per cent tree canopy (or vegetation cover) and be no more than 300 meters from the nearest green space that allows for multiple recreational activities.

### **Establishing a Not-for-profit Charity and Board**

We propose the creation of a new non-profit organization, named ReForest Woolwich. This consists of a board which is responsible for overseeing a charitable trust, ensuring the timely and efficient execution of the project and will also take on responsibility for the Elmira Nature Reserve and the Roadside Tree Project. The charity structure will encourage private sector contributions, and the board will provide oversight and accountability.

We propose a board make up of:

- 1 to 3 - board members with science, forestry or green industry background
- 1 to 2 - professional member, lawyer and/or accountant
- 1 to 3 - community members
- 1- Woolwich Councillor
- 1- Liaison with Woolwich Parks (non-voting)

ReForest Woolwich will operate as a charity with a board similar to [ReForest London](#). The board will have five to eight members and represent the community and green industry.

The board will be responsible for the oversight and governance of the program as well as administration of funds.

The organization mandate will be narrow: to increase Woolwich Township's tree canopy to 32 percent by 2070 and to care for the trees planted.

### **Who is going to plant and how?**

Planting and tree maintenance will be carried out by landowners, contract tree planting firms and volunteers. All planting will be voluntary (at landowners's request) and encouraged through incentive programs.

A large part of the plantings will occur on residential and industrial lands. Plantings in these land classes will be led by a volunteer neighbourhood Forest Caretaker. This will be under the oversight of ReForest Woolwich, which will provide training and oversight.

Each neighbourhood will have a volunteer Forest Caretaker who will be responsible for delivering trees to landowners, as well as assistance and training to landowners to plant trees on each land class including residential, industrial and public land.

This role will also be responsible to check up on trees in their designated coverage area, and provide positive encouragement and assistance to landowners for proper tree maintenance and care. This role will receive a stipend and typically run for ten year terms.

Trees for Woolwich already has a similar program in place with people volunteering as caretakers of trees in their local parks. The ReForest Woolwich program will expand these volunteers' mandate, increase recruiting efforts and give them support, and will work alongside Trees for Woolwich to achieve our joint goals.

### **Incentive Program**

An incentive program will be created in order to encourage landowners to plant trees on all land classes: residential, industrial and public land- with an emphasis on residential and industrial. Establishing this program will be one of the first tasks the board will tackle.

This program could also include corporate sponsorship, where local corporations purchase trees to give away to their employees who live in Woolwich. The give away would be coordinated by Reforest Woolwich.

### **Where will we get the trees?**

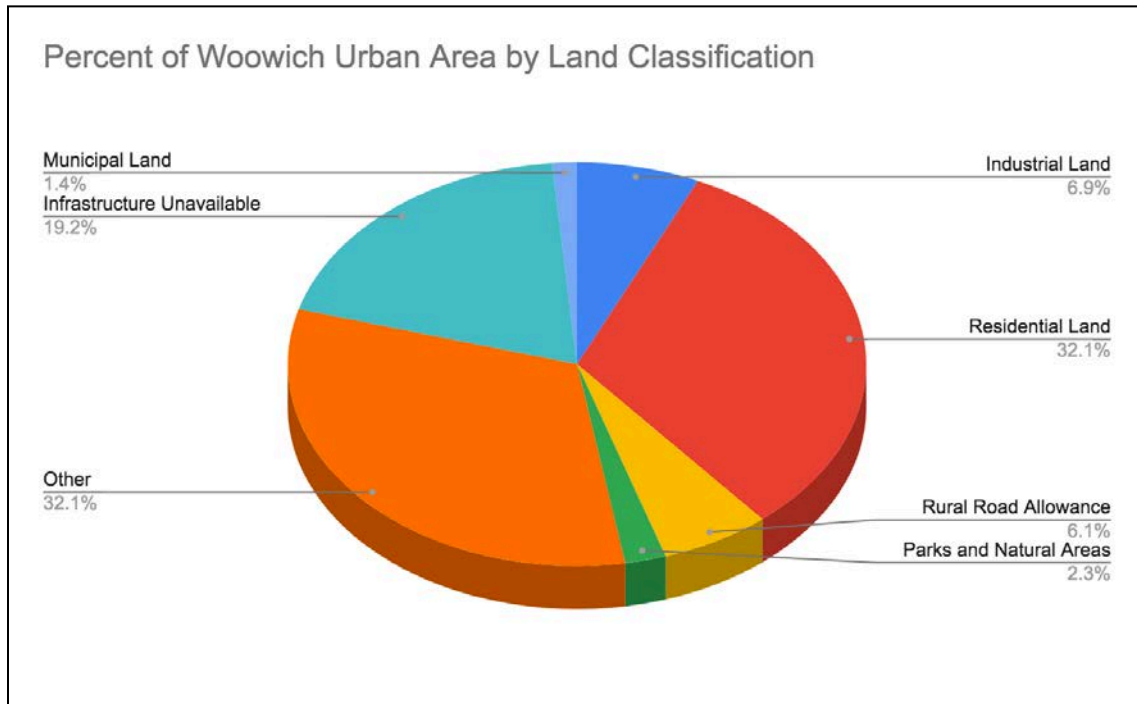
Trees will be supplied by commercial nurseries such as Verbinnens, Winklemolen's and the GRCA. Trees will also be supplied by the Trees for Woolwich and Reep Green Solutions tree nursery, according to their capacity.

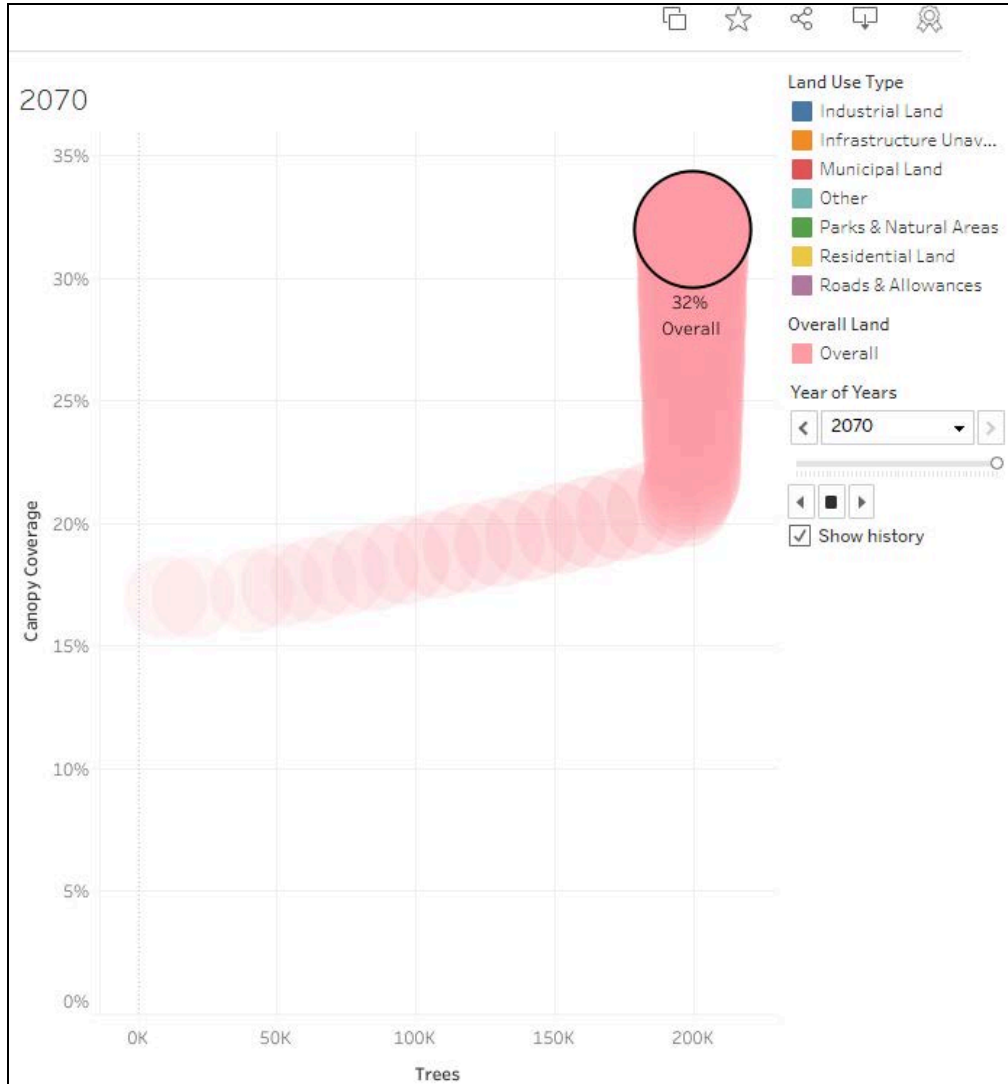
### **Where will these trees go?**

ReForest Woolwich targets all urban and peri-urban (mixed urban and rural characteristic land) in Woolwich. For instance: rural roadsides, rural residential properties on agricultural lands, rail trails, rural cemeteries and churchyards, golf courses, settlements such as Crowsfoot Corner, Our target is land not currently covered by rural tree planting organizations such as GRCA.

The below pie chart illustrates seven main categories of land and how it is currently divided in the township. From this chart, it's clear the land classifications with the most capacity of trees is residential. This is followed by industrial land, rural roads allowances and parks and natural areas. Of note, there is already a tree planting program underway in the rural road allowances in

the township, with the aim to plant approximately 22,000 trees along every major road in the township by 2026.





This is a screenshot of an animated graphic which displays the current tree cover by land class in the township, and what it could be by 2070 if trees are planted within the next 15 years. Here is the [link](#) to the animated data graphic.

To begin the tree planting process, we estimate there is space for approximately 45,000 plantings considered 'low-hanging fruit' or attainable plantings across the township within various land classifications - locations for trees that are accessible and fairly easily attainable.

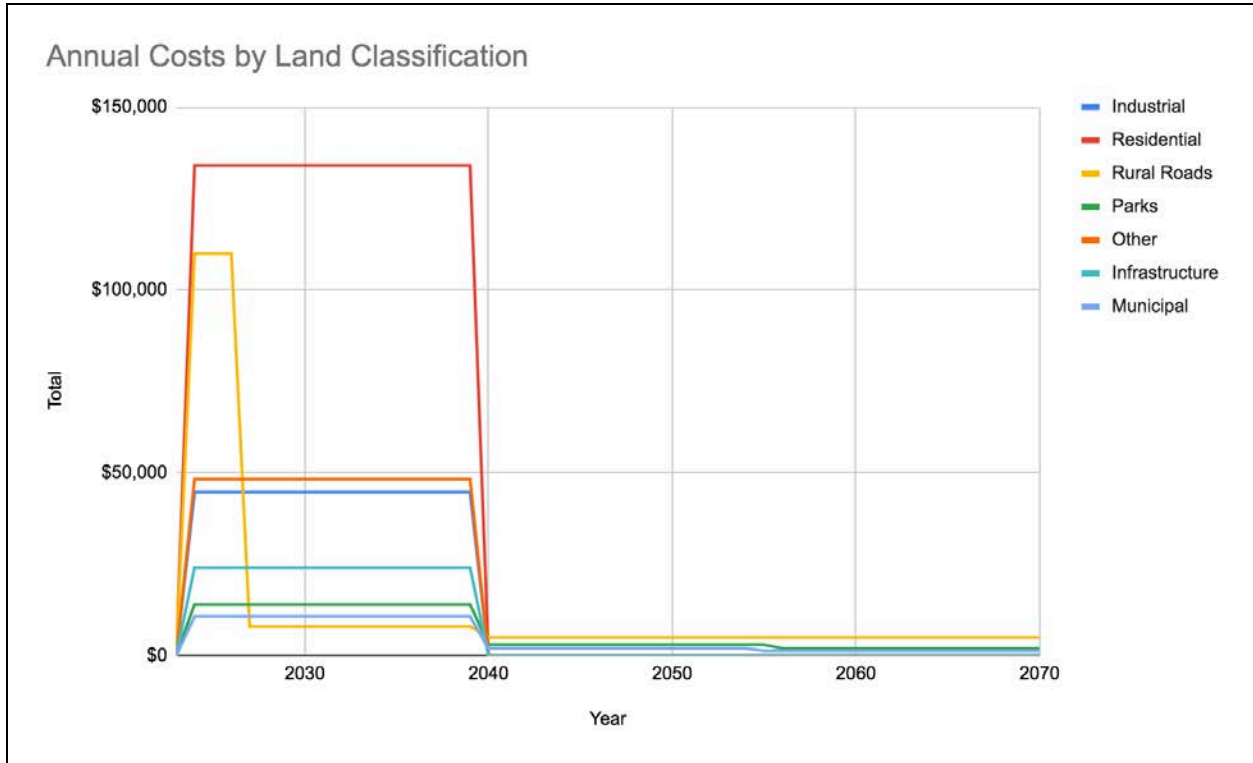
The chart below outlines the locations for these 45,000 trees.

Urban and Peri-Urban Tree Planting Locations	Quantity
Elmira Nature Reserve	3,000
Roadside Trees	22,502
Rail Trail	9,000
Park Naturalizations	2,400
School Yard Naturalizations	1,500
Peri-Urban Residential	3,750
Elmira Wildlife Sanctuary	3,000
Total	45,152

The remainder of tree planting spaces will rely more heavily on incentive programs to implement. Preparing these programs will be among the first tasks of the ReForest Woolwich board.

### **How much will the project cost?**

The funding needed for this project is estimated to be 4.8 million dollars total, or \$320,000 per year. Our estimate is based on an average tree cost for each land classification, and the number of trees estimated for each land class. Tree costs range from most costly (\$70/tree for parkland and industrial land) to least costly (\$9/tree for naturalisation infilling).



### Where will we get funding?

We currently have \$1,250,000 of funding committed from a private donation (Earthscape Catalyst). This funding is planned to be front-loaded for the first 10 years. From here, more funding will need to be found. Other sources of funding could include larger private business donations. Donation managers will be attracted to the large scale of this project and the portfolio of success and invested community members behind it.

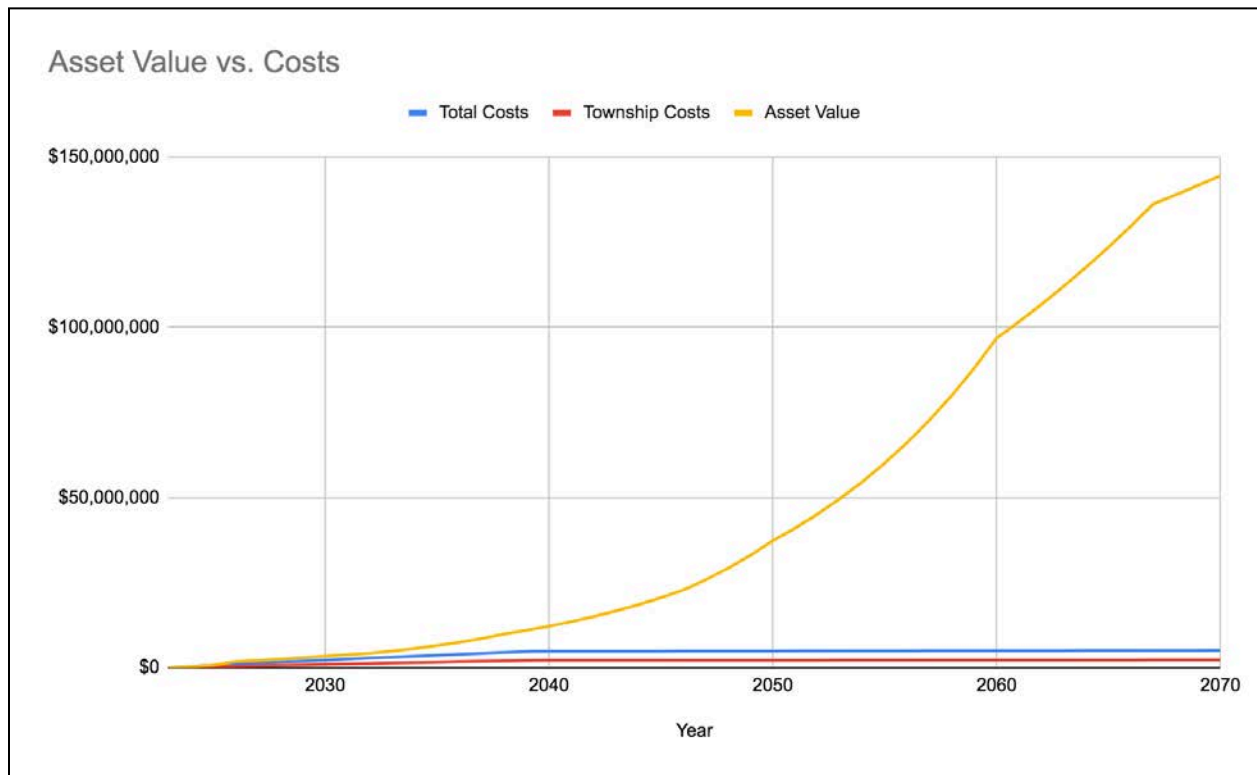
We believe that the federal Two Billion Trees program may provide matching funding, or at minimum 75% funding. The authors believe that generating additional funding beyond this initial amount is both feasible and likely because of the tangible goals, project visibility, and the generational impact of the project.

Starting the project will not require Township funding. We believe that the Township should consider funding trees that will be planted on Township land, such as parks and township facilities.

We are recommending that the township will in future set aside a reserve for maintenance of trees on their land. Trees planted on private owner's land will not require a reserve. A budget for Forest Caretaker stipend, and the salaries for the ReForest Woolwich staff are currently included in the per tree costs for each class. Upon startup, a more-detailed budget will be developed to break out staff time and overhead costs. We anticipate hiring 1.3 full time staff.



Using a conservative calculation for tree asset values, the ReForest Woolwich tree canopy will be worth approximately \$150,000,000 by 2070, with an investment of less than \$5,000,000.



## Final Thoughts

The ReForest Woolwich Project is important because it will help fulfill Woolwich council's current tree planting commitments, and make significant headway to restore the township's landscape and biodiversity while increasing resilience to coming climate-related changes. As well, increased tree coverage is proven to increase quality of life for citizens.

Woolwich Township has already embraced significant and successful tree planting projects which are gaining attention, such as the Roadside Tree Planting and Elmira Nature Reserve programs, and ReForest Woolwich will continue the municipality's bold leadership.

The ReForest Woolwich project is the next logical step following the established success of the Elmira Nature Reserve and the Roadside Tree Planting Program. The program will use tested efficient tree planting methods and build upon established community, municipal and industry partnerships while creating new ones.

Tree planting is now a recognized priority of governments at all levels, and is backed by significant funding, such as the federal Two Billion Trees Program. Now is the time, not only to

take advantage of this watershed moment, but also to take a leadership role and protect and replenish our township's biodiversity and climate resilience for ourselves and those who follow.

## Elmira Green Infrastructure



Prepared for:  
Township of Woolwich Environmental Enhancement Committee

Project No. 1975

September 2018



**NATURAL RESOURCE SOLUTIONS INC.**  
Aquatic, Terrestrial and Wetland Biologists

## Elmira Green Infrastructure

### Project Team:

Brett Woodman	Senior Biologist, Certified Arborist, Project Advisor
Katharina Richter	Senior Biologist, Project Manager

Report submitted on September 7, 2018



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Katharina Richter  
Project Manager  
Senior Biologist

## Executive Summary

Township of Woolwich Environmental Enhancement Committee (TWEEEC), in cooperation with the Township of Woolwich and Region of Waterloo, retained Natural Resource Solutions Inc. (NRSI) in July 2017 to undertake a 20-year plan to “green” Elmira, Ontario. This plan addresses “Green Infrastructure”, with a focus on increasing the tree canopy in Elmira. The town of Elmira, located within the Township of Woolwich and greater Region of Waterloo, is located within the heart of southern Ontario. The Provincial Policy Statement (MMAH 2014) defines green infrastructure as the “natural and human-made elements that provide ecological and hydrological functions and processes. Green infrastructure can include components such as natural heritage features and systems, parklands, stormwater management systems, street trees, urban forests, natural channels, permeable surfaces, and green roofs.”

This report provides recommendations to increase the tree canopy in Elmira, as well as other strategies to provide environmental benefits such as stormwater management and wildlife habitat. Increased tree canopy has many benefits, including beautification, promoting walking and cycling, cooling, mitigating climate change, and improving stormwater management, among other ecological services. This plan is to be a “living” document, to be implemented over time, by both the Township and volunteer organizations. As hard infrastructure is built and replaced, this presents an opportune time to implement greening strategies to ensure Elmira has a green infrastructure that is sustainable into the future. The Growth Plan (OMMA 2017) specifically requires upper- and single-tier municipalities to develop policies in their official plans to identify actions that will reduce greenhouse gas emissions and adapt to climate change.

The following recommendations are made for Elmira within the timeframes provided:

### 1-2 years

- update and implement Township’s Tree Planting and Landscape Design Guidelines
- replace trees along Arthur and Church Streets
- maintain downtown trees through watering and remove weeds from downtown area
- establish an annual planting program in Elmira
  - Priority areas: downtown, Bolender Park
- start fulsome tree inventory (may be completed in 5-year management blocks)

- augment tree maintenance/pruning schedule in 5-year management blocks
- enforce Township policies and standards with regards to tree compensation, tree planting and care, as well as topsoil depth
- implement a pilot project using structural cells to plant at least 2 trees on the south side of Church Street East, between Arthur Street and Memorial Avenue as part of the Church Street reconstruction in 2020
- identify canopy cover target for Elmira

#### Within 5 years

- encourage homeowners to plant trees and other native plants on their properties
- develop a tree protection by-law for individual trees on private and public land
- integrate stormwater management into parking lot design through use of Low Impact Development techniques
- develop guidance and use break-out zones where necessary to promote tree growth
- continue annual planting program in Elmira
  - Priority areas: industrial lands, plantable spots along roads and in parks, school yards
- provide additional greening opportunities in downtown Elmira through planters
- promote incorporation of Low Impact Development techniques into all new developments

#### 5-10 years

- continue tree inventory
- continue tree maintenance program
- continue tree planting program
  - Priority areas: Arthur Street South, Pentecostal Church property
- implement LID on all new development sites
- implement LID in retrofit projects
- reassess Elmira's tree canopy cover

#### 10-20 years

- continue tree inventory
- continue tree maintenance program
- continue tree planting program

- consider structural cells along Arthur Street when this street is reconstructed in the future
- implement greening strategy of the parking area along the Maple Street extension between Church Street and Wyatt Street, including structural cells for soil, tree planting, and a parkette



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## 1.0 Introduction

Township of Woolwich Environmental Enhancement Committee (TWEEC), in cooperation with the Township of Woolwich and Region of Waterloo, retained Natural Resource Solutions Inc. (NRSI) in July 2017 to undertake a 20-year plan to “green” Elmira, Ontario. This plan addresses “Green Infrastructure”, with a focus on increasing the tree canopy in Elmira. The town of Elmira, located within the Township of Woolwich and greater Region of Waterloo, is located within the heart of southern Ontario. Its population is approximately 10,900 (Township of Woolwich has a population of 26,300).

TWEEC was started in 2006 as a committee of Township of Woolwich Council, and while planting native trees and shrubs throughout Woolwich is a major part of what TWEEC does, the initiatives are wide ranging, including work on waste issues (e.g. recycling of agricultural bale wrap), leading interpretive trail walks and water walks (stormwater education), and involving school classes in clean-waterway plantings every spring. TWEEC maintains a plant nursery in Elmira, created the butterfly garden at Elmira’s library, and has a program to give away trees each year. The volunteer organization is supported by the Township’s Trails Coordinator.

The Green Infrastructure Ontario Coalition (GIOC, 2017) defines green infrastructure as the natural vegetative systems and green technologies that provide a multitude of economic, environmental, and social benefits, including:

- Urban forests and woodlots;
- Bioswales, engineered wetlands and stormwater management ponds;
- Wetlands, ravines, waterways, and riparian zones;
- Meadows and agricultural lands;
- Green roofs and green walls;
- Urban agriculture;
- Parks, gardens, turf, and landscaped areas.

Green infrastructure also includes soil volumes and qualities adequate to sustain the natural vegetation and absorb water, as well as supporting technologies like porous pavement, rain barrels, and cisterns. Green technologies replicate the functions of ecosystems, such as stormwater storage and filtration (GIOC 2017). Green

infrastructure reduces and treats stormwater at its source. It uses vegetation, soils, and other elements and practices to restore the natural processes required to manage water and create healthier urban environments (EPA 2017).

This report provides recommendations to increase the tree canopy in Elmira. Increased tree canopy has many benefits, including beautification, promoting walking and cycling, cooling, mitigating climate change, and improving stormwater management, among other ecological services. This plan is to be a “living” document, to be implemented over time, by both the Township and volunteer organizations. As hard infrastructure is built and replaced, this presents an opportune time to implement greening strategies to ensure Elmira has a green infrastructure that is sustainable into the future.

This Green Infrastructure report provides a review of the Township of Woolwich’s existing policies, by-laws, and programs dealing with urban trees and greenspaces. It also reviews what other communities across southern Ontario are doing with regards to maintaining their urban trees, replacing trees, and integrating trees into new development areas including subdivisions, commercial and industrial development, and parking lots. This report makes recommendations on how to establish trees, including appropriate tree species, minimum soil volumes, maintenance of existing and newly planted vegetation and specific technologies including structural soil cells and structural soil.

In a time when climate change is a pressing issue, the Township’s desire to become more ‘green’ is critical and an important step towards climate change mitigation. Recent updates to the Provincial Policy Statement (2014) and the Growth Plan for the Greater Golden Horseshoe (2017) have recognized key actions are necessary in addressing climate change, which include the following (MMAH 2014, OMMA 2017, Region of Peel 2017):

- Promoting intensified and compact forms of development,
- Promoting an efficient and connected transportation system by encouraging public and active transportation,
- Incorporating green infrastructure and low impact development,
- Encouraging agricultural uses and best management practices,

- Promoting the protection of water and natural heritage resources,
- Reducing water and energy use.

In fact, the Growth Plan (OMMA 2017) specifically requires upper- and single-tier municipalities to develop policies in their official plans to identify actions that will reduce greenhouse gas emissions and adapt to climate change (Policy 4.2.10.1).

Many communities have begun to realize and implement policies regarding non-treed greenspaces and habitats, such as pollinator habitats, as well other early and mid-successional vegetation communities. This report considers such habitats, and also makes recommendations with regards to appropriate low impact development approaches to deal with stormwater runoff from large paved areas.

Despite being a smaller municipality, the Township of Woolwich is following suit with larger municipalities that are following provincial directive in addressing climate change and caring for its citizens in this regard.

## 2.0 Public and Stakeholder Consultation

Following retainment, NRSI biologists met with the TWEEC representatives spearheading this project, as well as with the Township's representative on TWEEC. This meeting took place August 3, 2017 to identify project goals and share information. A public stakeholder meeting was held on September 25, 2017 to introduce the project to the public and garner feedback. NRSI biologists provided a presentation, followed up by a time of discussion. Following the meeting, members of the community were encouraged to provide additional feedback on the project through the submission of a questionnaire. In total, 20 respondents submitted comments, which are summarized in Appendix I.

Several common themes emerged from stakeholder comments:

- 1) Elmira needs more greenery; there are not enough trees or green spaces;
- 2) Planning ahead is crucial in order to design green infrastructure that will be successful in the long term; this includes a need for ongoing maintenance and professional advice;
- 3) Native plant species are vastly preferred to non-native species; and
- 4) Public outreach, educational initiatives, and community involvement in the short- and long-term will ensure the success and lasting impact of the project.

Individuals also identified a number of general areas where greening efforts should be focused, including the downtown core (the main corridors of Arthur Street and Church Street), the industrial lands to the southeast, along all trails and walkways, road medians, and vacant lots. Several specific locations were also highlighted as being priority areas for improvements or having vegetation-related issues that require attention (see Appendix I).

On October 26, 2017, NRSI biologists met with Township staff (Director of Engineering and Planning Services; staff representative on the Green Infrastructure project; staff representative of the Elmira BIA), Region of Waterloo staff (project manager for the reconstruction and resurfacing of Church and Arthur Streets), and the Elmira Business Improvement Area (BIA) Chairperson. This meeting was used to provide information on the project to Township, Regional, and BIA representatives, get a better understanding

of the planned road works in the Elmira downtown area, and share information and ideas.

Another meeting with TWEEC representatives and their Township staff support person was held November 28 to discuss the work in progress, as well as next steps, leading up to a presentation to Township Council in September 2018.



### **3.0 Existing Policies, Legislation, and Guidelines**

In the Ontario policy context, green infrastructure was first introduced in the 2014 Provincial Policy Statement (PPS). Its importance is entrenched in the 2017 Growth Plan for the Greater Golden Horseshoe, which includes the Township of Woolwich. Relevant policies are discussed below.

NRSI has reviewed the Township of Woolwich's existing policies, by-laws, guidelines, standards, and programs dealing with urban trees and greenspaces, including the Township's Landscape Design Guidelines, Tree Planting Guidelines, Site Plan / Development Approval Process document, and tree maintenance homeowner brochures (mulching, pruning, watering). NRSI staff have also reviewed what other communities across southern Ontario are doing with regards to maintaining their urban trees, replacing trees, and integrating trees into new development areas including subdivisions, commercial and industrial developments, and parking lots. In addition to the Township of Woolwich, policies and legislation from Region of Waterloo, City of Waterloo, City of Kitchener, City of London, County of Wellington, Town of Minto, Town of Bracebridge, Town of Oakville, Region of York, and City of Markham, as well as volunteer groups from across southern Ontario have been reviewed, as highlighted in the following sections. Excerpts of specific policy wording is provided in Appendix II.

#### **3.1 Provincial Policy Statement, 2014**

The PPS (MMAH 2014) defines green infrastructure as the “natural and human-made elements that provide ecological and hydrological functions and processes. Green infrastructure can include components such as natural heritage features and systems, parklands, stormwater management systems, street trees, urban forests, natural channels, permeable surfaces, and green roofs.” Policy 1.6.2 of the PPS states that green infrastructure should be promoted by planning authorities to complement traditional forms of infrastructure (such as sewage and water systems, electrical and transportation corridors).

#### **3.2 Growth Plan, 2017**

The revised Growth Plan (OMMA 2017) provides the same definition of green infrastructure as the PPS (2014). It identifies green infrastructure as a way to become

resilient to climate change. The Growth Plan promotes green infrastructure in identifying that complete communities will integrate green infrastructure (Policy 2.2.1.4.g); large-scale development will minimize stormwater flows and reliance on stormwater ponds by including green infrastructure (Policy 3.2.7.2.b); upper- and lower-tier municipalities are to develop Official Plan policies to address climate change, including green infrastructure in stormwater management to mitigate the impacts of severe weather events (Policy 4.2.10.1.d); and in planning, green infrastructure is to be used to develop strategies to reduce greenhouse gas emissions and improve resilience (Policy 4.2.10.2.a).

### **3.3 Grand River Conservation Authority**

The Grand River Conservation Authority (GRCA) manages water and other natural resources on behalf of 39 municipalities in the Grand River watershed, which is the largest watershed in southern Ontario. The GRCA is mandated with flood control, protecting environmentally important areas, providing recreational opportunities, and promoting environmental stewardship in urban and rural areas. The latter includes a tree planting program for farm and rural landowners who have at least 1ha of land. Together with the Region of Waterloo, the GRCA administers the Rural Water Quality Program which provides grants and technical assistance to farmers for tree planting and other best management practices such as stream fencing, manure storage, and well decommissioning. The GRCA also offers tree planting consultation with a Forester as well as installation for sites greater than 2ha in size.

Ontario Regulation 150/06, *GRCA Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses*, ensures public health and safety and the protection of life and property with respect to natural hazards. The GRCA regulates watercourses, floodplains, valley slopes, wetlands, and hazardous lands.

### **3.4 Township of Woolwich**

The majority of the natural environment protection policies in the Woolwich Official Plan (updated to July 31, 2012) deal with large natural areas and significant environmental features. However, in terms of urban trees and vegetation, landowner stewardship is encouraged through education and outreach, as well as publicly funded planting programs. In addition, any development subject to Site Plan Control will encourage the use of native vegetation planting along Township roads. The Official Plan also

addresses new planting in road right-of-ways, and replacement of any trees removed from construction projects or that are nearing the end of their natural life cycle. Tree Management Plans are required for new development applications.

The Official Plan states that the Township may undertake a Parks and Recreation Master Plan to encourage linked greenspace, however this has not yet been completed. In addition, the Township does not have its own tree cutting by-law, but relies on the Region's by-law to protect woodland trees.

The Township has Tree Planting Guidelines (2013) and Landscape Design Guidelines (2013) that outline technical aspects of street tree planting, maintenance, location, and preservation. Township staff implement these strategies as part of the Landscaping Plans and Engineering drawings for Site Plan applications and Plans of Subdivision. These require that 30cm of topsoil is to be provided in boulevards, as well as water bags on street trees in new developments. Occasionally the Township will advertise in the local newspapers (Woolwich Observer and Elmira Independent), encouraging property owners to maintain the tree on public property fronting their home. Door knockers are also sometimes distributed to inform homeowners on how to care for newly planted street trees. An example of such a door hanger is attached in Appendix III.

Tree pruning in Elmira is contracted out as Township staff becomes aware of pruning needs based on site visits, reconstruction preparation, or calls from residents or businesses.

### **3.5 Region of Waterloo**

The Region of Waterloo Official Plan (2015) encourages area municipalities to adopt tree preservation by-laws. The Region itself has a Conservation of Trees in Woodlands By-Law that requires permits to harvest trees in woodlots of one hectare or more. The Region also has an Environmental Sustainability Strategy (2009) which states that a priority is to improve tree canopy and monitor the percentage of land cover (no specific targets are given). There are also several past and present environmental initiatives provided by the Region, such as the Rural Water Quality Program administered in partnership with the GRCA which provides grants and technical assistance for tree planting. Another initiative are xeriscape (or "naturescape") demonstration gardens for

all Regional buildings since 2004, to illustrate how the use of appropriate native species can reduce impacts on water usage and runoff. The Region also has a policy by which every tree that is removed through a road construction project has to be replaced by two trees.

### **3.6 City of Waterloo**

The City of Waterloo's Official Plan (2016) has a section on the urban forest. This section states that the City will encourage conservation and planting of trees and hedgerows for all new development applications and municipal infrastructure projects, including the requirement for a Tree Preservation Plan. The City will also identify opportunities for tree planting on City-owned lands and encourage planting programs, public education and involvement. The Official Plan states that the City will implement urban design standards to preserve root structures and prevent soil compaction.

The City of Waterloo's Urban Forest Policy (2001) and Urban Forestry Operation Program (2010) guide the forestry and management operations within the City. These technical documents outline maintenance and pruning standards, process for determining if a tree is on public or private land, identification of significant trees for inclusion in the maintenance schedule, tree protection and damage prevention measures, maintenance and monitoring of environmental lands.

The City of Waterloo has a tree conservation by-law that prohibits damage to or removal of any tree on public property.

### **3.7 City of Kitchener**

The City of Kitchener's Official Plan (2014) has a section dedicated to urban forests. This section encourages conservation, planting and replacement of urban trees, development of a tree inventory and tree planting and education programs. Developments subject to the Site Plan Approval process may be required to maintain and protect existing trees, and any new development applications will be required to submit a tree management plan. The City's Tree Management Policy (2002) states that a Tree Preservation/Enhancement Plan is required for subdivisions, site plan approval, and severances.

The City of Kitchener's *Developing a Sustainable Urban Forest Program* background document (2017) provides information on the urban forest to support the development of a sustainable urban forest program. It contains a summary of current urban forest cover and conditions, as well as next steps that will eventually lead to an Urban Forest Strategy, Implementation Plan, and Asset Management Plan. This process is still in the background analysis and public consultation phase, with final approval for the plans expected in late 2018.

The City of Kitchener has a tree conservation by-law for all properties 1 acre or greater and for trees larger than 10cm dbh (diameter at breast height).

### **3.8 City of London**

The City of London's Official Plan (2016) addresses the percentage of canopy tree cover within the Urban Growth Boundary, and sets out specific canopy cover targets (28% by 2035, 34% by 2065). Tree inventories and tree preservation plans are required for all planning and development applications and infrastructure projects where trees exist on the applicable lands. All trees that must be removed will be replaced on a 1:1 basis, development heights and densities may be increased to support tree conservation on restrained lots, and a water balance study may be required to ensure remaining trees retain long-term health.

The City of London's Urban Forest Strategy (2014) lists 18 future strategic goals focused on preserving and enhancing canopy cover, forest health, and natural biodiversity.

The City of London's Boulevard Tree Protection By-law (2010) and Tree Protection By-law (2016) prohibit damaging, removal or planting of trees in the public right-of-way. The newer Tree Protection By-law (2016) adds new components such as forest health, exemptions for certain activities, designation of "Tree Protection Areas," and designation and protection of "Distinctive Trees". Distinctive trees are those with a dbh of 50cm or more.

### **3.9 County of Wellington**

The County of Wellington Official Plan (2013) has a section addressing urban forests and encourages the retention of trees as well as an increase in the overall urban tree

canopy. Tools to help achieve these goals include residential intensification to preserve existing trees, requiring all Site Plans and Development Agreements address tree planting, and compensation for tree loss when a new lot is created by subdivision, consent, or part lot control. The County also enacts a Rural Water Quality Program with local Conservation Authorities which provides funding and technical advice for best management practices, including tree planting.

The County's forest conservation by-law requires a permit for destruction of more than 20 trees in a forested area 1 hectare or larger.

### **3.10 Town of Minto**

"Trees for Minto" was established in 2014 as a local initiative to increase forest cover in the Town of Minto. A grant of \$10,000 was made to the group by the Wellington County Stewardship Committee in 2015 to assist with future tree planting projects. The Town of Minto and staff make contributions to the budget.

### **3.11 Town of Bracebridge**

The Town of Bracebridge is committed to protecting its trees as it sees them as a "precious resource". Their tree cutting by-law protects trees in the urban boundary and within shoreline areas. The Town developed a Downtown Urban Tree Management Plan (NRSI 2013) that established the condition of trees on public property in the urban core with recommendations to improve tree health and manage hazards. The Town plants 30 trees a year on public property to replace fallen, hazardous, or dead trees. In addition, the Town of Bracebridge promotes memorial tree planting.

### **3.12 Town of Oakville**

The Livable Oakville Plan (Official Plan, consolidated 2017) has sections addressing landscaping, sustainability, and urban forests. The goals of these sections are maintaining and enhancing the existing tree cover to 40%, including replacing every square metre of leaf area that is removed. The Town is to develop standards for the protection and planting of trees.

The Town undertook a comprehensive study of the urban forest in 2015, as a ten-year follow-up to a 2005 study that quantified the structure of the urban forest and its

environmental benefits. It found that the urban tree canopy has increased 1.3% over ten years and the report made several recommendations to move forward.

The Town's Private Tree Protection By-Law prohibits the injury or destruction of any tree classified as endangered, threatened or at risk, as well as prohibiting the injury or destruction of 5 or more trees greater than 20cm dbh and less than 76cm dbh on private property within one calendar year, without first obtaining a permit (although there are a number of exceptions).

The North Oakville Urban Forest Strategic Management Plan (NRSI and Dillon 2012) ensures a sustainable and healthy urban forest for the Town's lands north of Dundas Street. The plan recommends a strategy that connects urban forestry best practices to existing environmental features in Oakville's Natural Heritage System. The plan identifies trees as green infrastructure and their location and suitability are now addressed at the onset of the planning process. Development applications require detailed locations and soil volume of all trees be provided in composite utility plans, ensuring the placement of trees receive equal consideration with other infrastructure services. The Town of Oakville has recently initiated a project to develop a similar urban forest plan for the entire Town.

### **3.13 Region of York**

York Region's Official Plan (2016 Office Consolidation) promotes urban greening strategies and identifies that local municipalities should develop an Urban Forest Management Plan. The Region has its own Forest Management Plan (2016) that sets a canopy target of 35% by 2031, and 40% by 2051. Woodlands are protected by the Region's Forest Conservation By-law, which applies to treed areas greater than 0.2ha.

### **3.14 City of Markham**

The City of Markham's Official Plan (2014, consolidated in 2017, appealed and not yet in force) contains policies on the urban forest, for its protection and enhancement. The City highly values trees, protecting them and requiring compensation if they are removed. The City's Trees for Tomorrow Streetscape Manual (AECOM 2009) guides development applications, as well as City boulevard tree planting. The purpose of the manual is to ensure adequate replacement and increased number of new tree plantings



occur within the City in a sustainable manner. The guideline manual provides specifications, details, and education for staff, developers, contractors and residents to guide tree planting throughout the City.

Markham's Tree Preservation By-law protects trees with a dbh of at least 20cm on private property. Trees to be removed within the City that are between 20 and 40cm dbh require replacement at a ratio of 2:1; trees with a dbh greater than 40cm require an economic appraisal as outlined in the Council of Tree and Landscape Appraisers (CTLA) Guide for Plant Appraisal (2017).

### **3.15 Volunteer Groups**

TWEEC, as mentioned above, is a volunteer organization within the Township of Woolwich. It promotes and organizes many environmental initiatives including tree and shrub planting, recycling, and nature walks. It maintains a tree nursery in Elmira with approximately 4,000 trees, that it uses in its tree planting campaigns, including school events, planting stream corridors, and free tree give-aways. This Elmira Green Infrastructure project is one of TWEEC's initiatives.

An offshoot of TWEEC, "Trees for Woolwich" was formed in 2011 to plant 23,000 trees, one for each of the Township's residents, as well as engaging the community as a whole in the joys and benefits of tree planting. It built on other tree planting efforts by groups like the Elmira Lions Club and the Woolwich Healthy Communities' Clean Waterways Group. Trees were planted on both public and private land, and emphasis was put on planting natural windbreaks along roads and between fields in order to limit erosion and soil runoff, as well as to boost crop yields. In October of this year (2017), the 23,000<sup>th</sup> tree was planted!

The Elmira Lions Club manages a Memorial Forest in Elmira along the Kissing Bridge Trail (established in 2001) and adjacent to the Lunor subdivision. Trees are planted in memory of a loved one.

The Elora Environment Centre has a volunteer group, "NeighbourWoods," which conducts multiple activities around the community to support urban tree health. These include an ongoing tree inventory of Centre Wellington since 2009, the Celebration Tree

Program in which citizens can donate money to plant 6-8 foot tall native trees in public parks, and the Citizen Pruners Program, through which arborists and volunteers prune urban trees in the Elora-Fergus area. NeighbourWoods also holds a number of public education campaigns including booths on Earth Day and a Tree Tag project that illustrates the dollar value of environmental services offered by urban trees.

Trees for Mapleton is a local initiative of landowners and technical advisors to increase the number of trees in Mapleton Township. Initiated in 2006 out of the Trees for Peel program, Trees for Mapleton's focus is on establishing windbreaks. The strategy includes planting trees around the perimeter of every 100 acres, planting the buffers of all waterways, planting up small forest fragments, planting shelterbelts around all farmsteads, linking woodlands, and planting live snow fences. The goal is 5 million trees within the Township.

Forests Ontario is a non-profit registered charity that reaches across Ontario and provides tree planting programs, education, and community outreach, relying on many volunteers. Forest Ontario is helping Ontario residents meet the province's target of planting 50 million trees by 2025, as part of the global Billion Tree Campaign. That campaign was launched in 2006 by the United Nations Environment Program in response to climate change and other sustainability issues. Forests Ontario helps landowners plant trees by reducing the costs of large-scale tree planting, covering up to 90% of the total costs through subsidies. Landowners who plant 10 acres of land with trees can participate in the Managed Forest Tax Incentive Program, thereby reducing their property taxes.

## 4.0 Urban Trees

Urban trees, found within woodlands, riparian corridors, parks, and those along streets and within parking lots, provide many benefits. These include, but are not limited to the following, many of which are related:

- Improved health (physical, emotional, mental)
- Energy savings (shading reduces the need for air conditioning, thus saving money)
- Improved water quality
- Improved air quality
- Climate change mitigation
- Increased property values
- Cancer protection (trees block UV rays)
- Stormwater management (water quantity and quality)
- Slope stabilization
- Increased crop yields through wind breaks (soil retainment)
- Traffic calming
- Increased economic growth
- Heat island mitigation
- Beautification
- Increased tourism
- Wildlife habitat
- Recreation

The economic value of trees can be calculated. i-Tree Eco is a software application that uses data collected in the field from individual trees along with local hourly air pollution and meteorological data to quantify forests, environmental impacts, and value to communities. It can provide estimates of urban forest structure, pollution reduction, public health impacts, carbon sequestration, energy impacts, avoided runoff, forecasting of tree and forest growth over time, bioemissions, compensatory value of trees, as well as potential pest impacts ([www.itreetools.org](http://www.itreetools.org)). For instance, a 40cm dbh Sugar Maple tree in southern Ontario can intercept 6,674 litres of water, raise property values by \$58, conserve 98kWh of energy, reduce carbon by 502 pounds, and provide overall benefits of \$148 per year (Schmitt 2017). Large trees provide much greater environmental

services than young trees. GreenBlue Urban (2017) reports that 60 small trees are required to achieve the same benefit as one mature tree.

Trees provide economic, environmental, and community benefits, which can be calculated in terms of dollars. As an example, Chicago's urban forest of more than 157 million trees has been calculated to be worth \$51.2 Billion, and the entire urban forest in the United States has been valued at more than \$2 Trillion (Scharenbroch 2017). Property values increase by 3-15% when they have large trees (Wolf 2010). The Toronto Star (Vendeville 2015) reported that having 10 more trees on a neighbourhood block has a self-reported health benefit similar to a \$10,000 salary raise or being 7 years younger.

The University of Washington cites the following facts related to urban trees ([https://depts.washington.edu/hhwb/Thm\\_Economics.html](https://depts.washington.edu/hhwb/Thm_Economics.html)):

- *While development costs can be greater for lots where trees were conserved (5.5% in one study), builders can recover extra costs of preserving homes through higher sales prices and faster sales for houses on wooded lots.*
- *Averaging the market effect of street trees on all house values across Portland, OR (population 590,000) yields a total value of \$1.35 billion, potentially increasing annual property tax revenues \$15.3 million.*
- *Homes that are adjacent to naturalistic parks and open spaces are valued at 8-20% higher than comparable properties, with the positive price effect declining to near zero about ½ mile away.*
- *A study found 7% higher rental rates for commercial offices having high quality landscapes.*
- *Shoppers claim that they will spend 9% to 12% more for goods and services in central business districts having high quality tree canopy.*
- *Shoppers indicate that they will travel greater distance and a longer time to visit a district having high quality trees, and spend more time there once they arrive.*



**Photo 1. Treed Business Area**

(Source: Michigan Complete Streets Coalition; <https://michigancompletestreets.wordpress.com/> )

Trees require certain elements to survive. These include sunlight, water, carbon dioxide, growing medium, and nutrients. If any of these elements is missing or limited, trees can either not grow, or cannot grow to their full maturity. As listed above, trees provide a wide range of ecological services, however, trees do not reach their full potential until they are approximately 20 years old. Trees are the only infrastructure that *appreciates* over time. Greater benefits can be received from more mature trees, than young trees, and as such, it is imperative that trees be provided the resources they need to reach maturity and to live many years.

Urban trees, especially street trees, face many harsh conditions that trees growing in natural settings do not encounter. These include limited space, limited soil volume and quality, compacted soils, not enough access to water, damage from mowers or other implements (vehicles, bikes, etc.) (Photo 2), salt from winter road maintenance, pesticides from yard maintenance, non-permeable surfaces (which reduces moisture and soil), and air pollution. Street trees that are planted in road medians and in front yards often do not survive, as roots cannot penetrate the compacted subsoils

surrounding the hole that was dug for the tree. Statistically, 50% of street trees die before they reach 10 years (GreenBlue Urban 2017). Street tree survivorship can be greatly increased by improving site conditions, selecting an appropriate species for the site, and providing sufficient maintenance. This report addresses tree requirements, which if implemented, will greatly help trees survive to maturity.



**Photo 2. Damage to the Trunk of a Street Tree**

*Note:* Newly planted trees should be surrounded by mulch. The mulch controls weed growth, retains moisture, ameliorates soil temperatures, and eliminates damage by grass trimmers. Damage done by mowers and trimmers affect the cells that transport nutrients and water between the roots and the leaves. Because these cells function as vertical tubes, once the ‘tube’ is severed at the base of the trunk it can no longer function along its length, so the overall damage is a ratio of the circumference and not the overall area of bark. In Photo 2, the damage is caused by grass trimmers, also known as weed whackers or line trimmers. Even though this looks like a relatively small wound, the tree has lost approximately 40% of its ability to convey water and nutrients. If these cells (called xylem and phloem) are damaged around the entire trunk the tree is girdled and can die. Even if the damage is not around the entire trunk, the wounded area is susceptible to wood-rotting organisms and decay fungi which will cause further damage.





**Photo 3. "Typical" Soil Conditions for Street Trees in New Subdivisions**

Beside the harsh conditions, many tree diseases are present in Ontario that affect trees, often killing them in a short period of time. Numerous tree diseases are described in Appendix IV. Notably, Emerald Ash Borer has had a significant impact on the urban streetscape in recent years by killing virtually all Ash trees, including those in downtown Elmira, that were removed in 2015. Historically Ash trees were a preferred species to plant along streets as they were hardy and tolerant to urban conditions, such as salt. Since the demise of Ash trees, it has been noted that a diversity of tree species should be planted, so no one disease can wipe out entire treed areas.



## 5.0 Elmira Tree Inventory

The Township of Woolwich originally completed a tree inventory in 1984-1985 (Hayden undated) for all communities within the Township. Within Elmira, that included 1,062 trees of 32 species on Township property.

In the summer of 2017, the Township of Woolwich retained a college student to undertake a street tree inventory. In total, 1,204 trees were inventoried in Elmira, comprised of 33 different species, including some shrubs. Approximately half the streets west of Arthur Street were inventoried, but were not surveyed. Appendix V contains a map showing the streets in Elmira where the street trees were inventoried<sup>1</sup>. The inventory focused on newer subdivisions, where public trees could more easily be identified. Data collected included tree species, location (property address), and health. Additional notes were made with regards to whether the tree should be pruned or removed, and the condition of mulch around the base of the tree. Data was not recorded consistently, however, as no categorized responses were recorded or no data was entered, making analysis difficult.

Table 1 provides collected data on tree health. Where data was recorded on a tree's health (1,103 out of 1,204 trees), most were in 'good', 'fair', or 'okay' condition (note: there is no glossary of terms defining how 'okay' differs from 'good' or 'fair'). In reviewing the data, where information was not entered, the vast majority of the trees were either dead or in 'poor' condition, as they were predominantly infected White Ash. As such, the data in Table 1 is misrepresentative, identifying that only slightly over 8% of surveyed trees in Elmira are in poor condition or dead. In reality, it is closer to 18% (based on the 2017 tree inventory).

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<sup>1</sup> The map is *approximate*. Roads were highlighted as accurately as possible based on the Excel data provided (addresses).

**Table 1. Elmira Tree Inventory - Tree Health**

Condition	#	%	Synonymous Condition
Good	479	43.4	
Fair	425	38.5	green canopy
Okay	108	9.8	
Poor	88	8.0	hazard, not planted deep, 1/2 dead, bad, complaint, shoots, dying, diseased
Dead	3	0.3	dead, remove
	1103	100	

Similarly, Table 2 identifies the maintenance recommendation for the inventoried trees. Data was recorded in 105 different ways, making analysis difficult. However, for the purposes of this report, it was identified as either 1 of 3 recommendations: prune, remove, or no maintenance required. The vast majority of street trees (82%) require pruning. 16% of trees were recommended for removal, either because they were dead, in poor or very poor condition, or were infected Ash trees (most in poor condition or already dead). Very few trees do not require maintenance. To the extent possible, it is recommended that trees that have to be removed are replaced the same year they are removed.

**Table 2. Elmira Tree Inventory - Maintenance Recommendation**

Maintenance	#	%
Prune	990	82.2
Remove	198	16.4
No Maintenance	16	1.3
	1204	100.0

It is recommended that all street trees in Elmira be inventoried, as they form a part of the urban forest, an important asset within the Township. It is best to manage a street tree inventory as a GIS or AutoCAD layer, similar to other infrastructure (e.g. utilities). This layer can be maintained with updates whenever new street tree plantings or removals are undertaken, and is not an onerous task once a fulsome tree inventory is completed. A schedule to re-inventory street trees can be established to keep the data up to date at

10-year intervals. Elmira can be subdivided into management blocks such that the inventory work can be done over several years. The management blocks will allow the required work and budget to be split up into manageable amounts over several years.

A standard inventory method and trained arborist is recommended. Appendix V includes an example data sheet that can be used or digitized, outlining the information that should be collected. It is imperative that data be collected in a standard way, using accepted terms. The following data is typically collected during street tree inventories:

- Species
- Municipal street address as applicable
- UTM survey point
- DBH (diameter at breast height, cm)
- Number of stems
- Crown radius (m)
- Potential for structural failure (as improbable, possible, probable, or imminent)
- Overall condition (as excellent, good, fair, poor, very poor, or snag/dead)
- Maintenance recommendation (such as prune, remove/replace, no maintenance required)
- Other comments (such as regarding disease, damage, aesthetics, mulch, suckers, use by wildlife including woodpecker cavities, comments from homeowner)

Criteria for how to assess and determine potential for structural failure and overall condition is outlined in Tables A and B within Appendix V. Each tree location is typically surveyed along with areas that could have a street tree planted. Notes on each “plantable” spot are recorded including the following information:

- Approximate size of plantable area
- Restrictions (e.g. overhead wires, hydro pole, utility box, mail box)
- Location with UTM and municipal address (e.g. boulevard, front yard)
- Recommendation for size of tree (large or small stature tree)

The Township may tender the tree inventory work. This will give Township staff a competitive price on having the work completed by a third party and will provide

information that the Township will find informative, such as time involved to conduct the inventory, equipment required, and best time of year to conduct the inventory.



**Photo 4. Street Trees in Elmira**

## 6.0 Township of Woolwich Guidance Documents

The Township has several guidelines related to trees and green infrastructure. There are many good guidelines contained within these documents that should be implemented, along with the following suggestions.

### 6.1 Tree Planting Guidelines

The Township of Woolwich's Tree Planting Guidelines (2013) were reviewed. The following suggestions are made to improve upon these guidelines:

- Insert tree stakes outside the root ball instead of in the root ball to avoid damaging the roots and to give the tree more stability (p. 2).
- Update the recommended tree list from Appendix A with species listed in Section 7 of this report (p. 4).
- Balled and burlapped stock should be used for street tree planting instead of bare root or container stock (p. 5).
- Consider cul-de-sac islands for tree planting (p. 7).
- Stake all newly planted trees for 2 years, after which time the stakes should be removed (p. 17).
- The tree planting guidelines should consider mandating at least 40cm topsoil be placed on boulevards and residential yards to promote tree and other vegetation growth.

A list of suitable trees for planting in Elmira is attached in Appendix VI. The table identifies where each species can be planted. In and adjacent to natural areas (e.g. woodlands), only *native* species should be planted, no cultivars or varieties. Non-native species may be planted as street trees where necessary, although native trees are preferred. Always avoid invasive species near woodlands and other natural features.

## 6.2 Landscape Design Guidelines

The Township of Woolwich's Landscape Design Guidelines (2013) were reviewed. The following suggestions are made to improve upon these guidelines. Under Section 1, Site Plan, the following bullets are recommended to be added below each sub-heading:

### Plant Material

- Consider shape and size to appropriately fit the space

### Lighting

- Be directed downward to minimize light pollution and impacts to migratory birds

### Existing Landscaping

- Retain existing landscaping through the completion of a Tree Preservation Plan or Environmental Impact Study

### Parking Areas

- Consider a minimum tree to parking stall ratio of 1:5

### Plant Material

- Consider proximity to natural areas and opportunities to support pollinators in species selection

Under "Site Plan Submission & Approval Process, Plant Material" (p. 15), the following suggestions are made:

- Under 'Plant Material Specifications,' deciduous trees are to have a caliper of at least 60mm, which contradicts the 50mm specified in the Township's Tree Planting Guidelines. 50mm is considered adequate.
- Add Ash (*Fraxinus*) species to the list of trees not acceptable for planting along roads.
- Plant buffers with native species only. Add Eastern Hemlock (*Tsuga canadensis*), Red Cedar (*Juniperus virginiana*), White Cedar (*Thuja occidentalis*), and White Pine (*Pinus strobus*) to the list of acceptable species.

Under "Drawing Submission Requirements, Tree Preservation Plan" (p. 17), that the following suggestions are made:

- The Plan is to be prepared by a Certified Arborist.
- Add scale and include crown radius with tree size.

Under “Tree Preservation” (p. 19), it is unnecessary to plant trees spaced on mature width, as tree width is variable and a product of its growing area. Under “Existing trees should be assessed for the following” (p. 20), trees with splitting potential should be managed for the hazard, such as pruned, and not necessarily removed. It is recommended that trees are assessed by a Certified Arborist.

The species lists appended to the Landscape Design Guidelines with regard to stormwater management facilities are not entirely appropriate. New species lists should be prepared specifically for Waterloo Region, with a strong preference to native species. Native species provide habitat for wildlife that non-natives species do not. For instance, birds will forage within native trees, as they harbor insects, whereas non-native trees will not provide the insect diversity or quantity, providing little foraging habitat for birds. The following documents can be reviewed for their guidance on appropriate species for stormwater management facilities, including various environmental tolerances (e.g. salt):

- City of Toronto. 2015. Landscape Design Guidelines for Stormwater Management Ponds. September 2015. See especially Appendix A, Acceptable Plant Species for Stormwater Management Ponds.  
[https://www1.toronto.ca/City%20Of%20Toronto/Engineering%20and%20Construction%20Services/Standards%20and%20Specifications/Files/pdf/Landscape%20Design%20Guidelines/Landscape\\_Design\\_Guidelines\\_SWM\\_Ponds\\_Sep2015\\_AODA.pdf](https://www1.toronto.ca/City%20Of%20Toronto/Engineering%20and%20Construction%20Services/Standards%20and%20Specifications/Files/pdf/Landscape%20Design%20Guidelines/Landscape_Design_Guidelines_SWM_Ponds_Sep2015_AODA.pdf)
- Credit Valley Conservation (CVC). 2012. Stormwater Management Criteria. August 2012. See especially Appendix D, Stormwater Management Pond Planting Guidelines.  
<http://www.creditvalleyca.ca/wp-content/uploads/2014/09/cvc-swm-criteria-appendices-Aug12-D-july14.pdf>
- Conservation Halton. 2010. Landscaping and Tree Preservation Guidelines. April 2010. Appendices current to December 2014. See especially Appendix 1, Native Species List (Herbaceous and Woody)  
<http://www.conservationhalton.ca/policies-and-guidelines>
- Ministry of the Environment (MOE). 2003. Stormwater Management Planning and Design Manual. See especially Section 4.6.1, SWMP Vegetation, and Appendix E, plant species. Note that a revised Manual is expected out very soon.  
<https://dr6j45jk9xcmk.cloudfront.net/documents/1757/195-stormwater-planning-and-design-en.pdf>

Tree species for landscaping along streets, within parks, natural areas and buffers, are addressed in the next section.



## 7.0 Tree Species

The Township Tree Planting Guidelines (2013) contain a list of preferred species for street trees in Appendix A. It is recommended that list be updated and replaced by the one attached in Appendix VI. Generally, native species should be planted wherever possible. However, some urban conditions are very difficult and native species may not thrive. In such cases, non-native cultivars may be better suited to the site-specific conditions. A local nursery can be consulted for the most appropriate species. Some of the hardiest trees for difficult situations are Ohio Buckeye (*Aesculus glabra*), Kentucky Coffee Tree (*Gymnocladus dioicus*), and Lilac (*Syringa vulgaris*), with the two former species being the most “bullet proof” (Gynan 2017). Suitable species lists from other jurisdictions are attached in Appendix VI as well, and can be consulted with regards to suitability for site conditions, such as salt tolerance.

Within natural areas and any areas bordering natural features, only native species should be planted (no cultivars or varieties). The tree list provided in Appendix VI identifies native species that are suitable for these areas. Trees that provide food for wildlife should be considered, especially Basswood (*Tilia americana*), Hickory (*Carya* spp.), Ironwood (*Ostrya virginiana*), Oak (*Quercus* spp.), and White Cedar (*Thuja occidentalis*) (Wu-Winter 2017).

## 8.0 Greening Areas

Various areas in Elmira are highlighted within this section to focus greening efforts, especially tree planting.

### 8.1 Downtown

The two main roads in Elmira, Arthur Street and Church Street, are both Regional roads. Church Street East, between Arthur Street and Spruce Lane, is to be reconstructed in 2020. This reconstruction will not widen the road, but is to widen sidewalks to 1.8m. The road corridor is extremely tight, leaving no room for boulevards. There are no plans for any reconstruction on Church Street West in the near future.

Arthur Street is to be resurfaced in 2021, between South Street to just beyond the Canagagigue Creek bridge north of Riverside Drive. This will include a 'shave and pave' of the road, as well as repairs to lighting, sidewalks, and spot repairs to curbs. It does not, however, include a full reconstruction. Arthur Street was last reconstructed in 1991, which is when the downtown trees were planted. These were mostly Ash, which died because of infestation by Emerald Ash Borer, and so were removed in 2015 (see Photos 5 and 6). The tree beds have been covered with concrete to prevent trips, while a solution to the downtown tree area could be found (Photo 7).

The Region is responsible for the road works; however, the Township is responsible for sidewalks, lighting, and trees, partially through Regional funding. In partnership with the Elmira BIA and Region of Waterloo, the Township will upgrade the existing decorative lighting along Church and Arthur Streets. The Township will also plant trees or other vegetation along the roads, with guidance from this Green Infrastructure document.



**Photo 5. Arthur Street Prior to 2015**



**Photo 6. Arthur Street in 2017**

The BIA currently arranges for the decorative hanging flower baskets in the downtown area each summer (Photo 8). These are watered and fertilized regularly, which causes unsightly weeds to grow underneath the baskets (Photo 8). Some business owners in the downtown area have expressed concern with certain issues trees along the main streets cause, including blocking advertising and signs, interfering with delivery trucks,

maintenance issues such as falling branches and leaves, and impacts of tree roots on basements and underground utilities. On the other hand, residents and other business owners have expressed concern and frustration by an unfriendly downtown area denude of trees and vegetation. Residents have noted that the heat island created in the downtown core is very difficult and unhealthy for elderly residents in the summer. Downtown areas with trees and other vegetation have been shown to increase economic revenue by being an inviting place and encouraging visitors to spend more time downtown, spending money, as well as providing cooling, shade, beautification, and calming traffic. In short, treed downtown areas are much more welcoming and encourage people to stop and stay (compare Photos 5 and 6 of the Elmira downtown area, before and after the trees were removed).



**Photo 7. Downtown Former Tree Bed**



**Photo 8. Hanging Basket and Weeds**

Most of the concerns business owners have can be addressed by pruning trees so that they do not block signage. Appropriate species selection and pruning can address issues with delivery trucks.



According to the Township's Landscape Design Guidelines (2013), 'gateway roads,' such as Arthur Street, are prominent areas that require additional landscaping to soften parking and building features. In keeping with this guidance, it is strongly recommended that the trees along Arthur Street and Church Street be replaced. According to Google Earth images from 2006, it appears that there were 51 trees along Arthur Street between William Street to the north and Park Street to the south. Along Church Street, between Walker Street to the west and Memorial Avenue to the east, there were 11 trees (with only 1 tree being located east of Arthur Street). The most effective way to grow mature street trees in downtown areas is by using enhanced rooting environments, also referred to as structural cells for soil. Numerous companies sell these products, such as the following:

- **Deep Root Canada Corp.** (Silva Cell product)  
Suite 341 – 550 West Broadway  
Vancouver, BC V5Z 0E9  
1-800-561-3883  
[www.deeproot.com](http://www.deeproot.com)
- **GreenBlue Urban**  
71 Bysham Park Drive  
Woodstock, ON N4T 1P1  
1-866-282-2743  
[www.greenblue.com](http://www.greenblue.com)

Structural cells are generally modular plastic frames that are used in urban environments to provide sufficient rooting area for trees. These products can be integrated with other underground infrastructure (e.g. pipes) to provide soil volumes necessary for large tree growth. These systems also provide an array of other environmental benefits, such as stormwater management through absorption, evapotranspiration, and interception. They have been proven to improve stormwater quality significantly (reduce total suspended solids, reduce heavy metals and other contaminants, reduce temperature), reduce peak flows, and require low or no maintenance. Structural soil cells are installed in the ground around other infrastructure, filled with topsoil, and covered with a variety of surface treatments, which include roads, walkways, and parking lots. Stormwater is directed to these systems for treatment before discharging into natural systems. The downtown Elmira core receives no stormwater treatment, so installing these systems would be very beneficial for many reasons. However, since the proposed work on Arthur Street in the near future is solely resurfacing, installing these underground cells is not feasible at this

time. It is highly recommended that this infrastructure be considered for the future, at whatever time Arthur Street is reconstructed.

On Church Street East, as this is a reconstruction project to be completed in 2020, this infrastructure can be considered, especially as a pilot project for the Township. The south side of the road, between Arthur Street and Memorial Avenue could be identified for this project. Local banks may have funding opportunities that can be applied for this greening project or others. Local businesses may also be interested in supporting such an initiative. As the road corridor is very tight along Church Street East, almost the entire stretch of reconstruction will be enveloped by road or sidewalk, with no boulevards. As such, there is no room for tree planting on Township property without the use of structural soil cells. Private homeowners adjacent to the reconstruction may be approached to see if they are willing to accept one or more trees on their property. It is suggested the Township provide and plant the trees, educating homeowners how to maintain the trees (e.g. frequency of watering). It is estimated that approximately 20-24 trees could be planted this way, offsetting the trees that have to be removed as part of the reconstruction. In addition, the embankments to the north and south of the road can be planted with trees, especially east of Canagagigue Creek.

Along Arthur Street, in the absence of a full reconstruction, it is recommended that a mini-excavator be used to re-dig the tree holes where trees once were. Hand digging will also have to be used (or used exclusively) to remove excess material, making the holes as large as possible. Suitable tree species should be planted and the hole filled with high quality topsoil. It is imperative the trees be watered regularly (as needed) for the first 2 -3 years at least. It is suggested that the trees be given water bags, which can be filled as needed (usually once per week, twice per week if there is no rain) by the same contractor who is watering the hanging baskets. Tree pruning every 5 years along the gateway roads is recommended.

Township staff recommendation to plant the downtown trees over 4 years is endorsed. It is recommended that 15 trees be replanted in 2018, 17 trees in 2019, 15 trees in 2020, and another 15 trees in 2021. In 2021, following the Arthur Street repaving, it is recommended additional greening strategies be implemented, including planters of flowers and grasses. These should be maintained by the Township. Weeds in the

downtown core have been noted as a concern and should also be removed through a Township contract, without the use of pesticides. Weeds can be pulled, cut, or removed by spraying them with boiling water.

The following tree species are recommended for downtown Elmira:

Large stature trees:

- Chinquapin Oak (*Quercus muhlenbergii*)
- Common Hackberry (*Celtis occidentalis*)
- Elm species (*Ulmus* sp.; Dutch Elm disease resistant cultivar)
- Honey Locust (thornless variety, *Gleditsia triacanthos* var. *inermis*)
- Kentucky Coffee Tree (*Gymnocladus dioica*)

Small stature trees (only on sites with overhead restrictions):

- Ivory Silk Lilac (*Syringa reticulata*)
- Serviceberry (*Amerlanchier canadensis*)

#### **Recommendations for Elmira:**

- Consider a pilot project implementing structural cells to plant at least 2 trees on the south side of Church Street East, between Arthur Street and Memorial Avenue
- Plant trees on private property along Church Street East where permissible
- Replace the trees along Arthur Street and Church Street West starting in 2018
- Provide additional greening in the downtown core with flower and glass planters; promote native species which provide pollinator habitat
- Watering of trees and weeding should be included in a contract to maintain the downtown area, along with planters, decorative hanging baskets, and garbage clean up
- Consider structural cells along Arthur Street when this street is reconstructed in the future



## 8.2 Parking Lots

The Township's Landscape Design Guidelines (2013) already provide guidelines for parking lot design, which include the following, related to greening:

- *Reduce visual impact and massing of parking areas where possible.*
- *Provide shaded areas and windbreaks to improve microclimate.*
- *Parking islands should be planted with trees, shrubs, ground covers and/or turf and landscaping must be of suitable height and hardiness for the use of the area.*
- *It is recommended that traffic safety islands be provided at the ends of all bays of parking to separate parking areas from driveways, aisles or other areas. These safety islands should be planted with appropriate shade trees and/or other plantings.*
- *Should be dispersed with visual relief with vertical landscape elements, and physical relief with seasonal tree shading to improve parking lots.*

These guidelines are not necessarily implemented, as evidenced recently in a large retail parking lot on Arthur Street South, which opened in March 2017. Many attendees at the public stakeholder meeting, as well as respondents to the questionnaire, explained their disappointment that the new parking lot does not contain enough trees. Large paved surfaces are detrimental to the environment as they produce heat islands and do not allow water to infiltrate into the ground. Planting trees in parking lots can help with both issues.

Some municipalities are providing specific guidelines with regards to trees in parking areas. The City of London's Official Plan, London Plan (2016), contains the following policies:

*277\_ Surface parking lots should be designed to include a sustainable tree canopy with a target of 30% canopy coverage at 20 years of anticipated tree growth.*

*282\_ Surface parking areas will be designed to incorporate landscape/tree islands for visual amenity and to help convey stormwater and reduce the heat island effect.*

401\_ 14. *A minimum tree canopy cover of 30% should be achieved for parking lots. Appropriate soil volume, drainage, and appropriate technology will be used to ensure the long-term sustainability of these trees.*

An objective of the Town of Oakville's Official Plan (2017) is "to progressively increase the urban forest to achieve a canopy cover of 40% Town-wide". In order to meet this goal, the North Oakville Urban Forest Strategic Management Plan (NRSI and Dillon 2012) recommends implementing design guidelines for greening parking lots and amending the Town's zoning by-law to require trees within parking lots. Relevant sections of the North Oakville Plan (NRSI and Dillon 2012) are copied below:

#### **7.4.3.7 Surface Parking Lots**

##### *7.4.3.7.1 Tree Planting Requirements*

- *Minimum one (1) 60 millimetre caliper deciduous tree planting for every five (5) parking spaces.*
- *Minimum two (2) trees per parking lot island.*
- *All required trees must be in or within 5.0 metres of surface parking area in parking lot with 76 or more parking spaces.*
- *Distribute shade tree planting such that no parking space is no more than 30 metres from a tree.*
- *When necessary, small-statured trees (3 metre spread and less) will be accepted to meet these requirements.*

##### *7.4.3.7.2 Landscape Buffer Strip Requirement*

- *Provide a minimum 3.0 metre wide landscape buffer from inside the property line, between the parking lot and the municipal right-of-way.*
- *Provide for a minimum 3.0 metre wide landscape strip not abutting a street in 5 to 75 space parking lot.*
- *Provide for a minimum 4.5 metre wide landscape strip not abutting a street in parking lot with 76 or more parking spaces.*
- *Provide a minimum 4.5 metre soft landscape area as setback when abutting a residential zone. If other zoning setbacks apply, the greater setback shall be required.*

#### 7.4.3.7.3 Landscape Buffer Strip Planting Requirements

*For landscape buffer abutting the municipal right-of-way, the buffer shall include:*

- *One (1) deciduous tree for every 12 metres of street fronting the parking lot; arrangement of trees in clusters or groupings is encouraged, but in no case shall trees be more than 15 metres apart. Site trees must be sufficiently set back to avoid overlap with any municipal street tree.*

*For landscape buffer not abutting a street, the buffer shall include:*

- *Deciduous tree plantings meeting parking lot tree spacing and minimum tree planting requirements.*

#### 7.4.3.7.4 Internal Landscape Area / Parking Lot Islands

- *Minimum two (2) shade trees per parking lot island. Provide ground cover planting.*

#### 7.4.3.7.5 Parking Lot Tree Spacing Requirements

- *Small stature tree (3 metre spread) = min 5 metre spacing*
- *Medium stature tree (10 metre spread) = min 10 metre spacing*
- *Large stature tree (14 metre spread and greater) = min 14 metre spacing*

The City of Toronto has adopted Design Guidelines for 'Greening' Surface Parking Lots (2013). These discuss parking lot location and layout, including lighting requirements; vehicle and pedestrian access and circulation; landscaping; and stormwater management. Relevant sections are copied below:

#### 4.4.2. Streetscape and Perimeter Landscaping

*c. For parking lot edges adjacent to streets, parks or other public open space, provide the following:*

- *at least one row of shade trees, spaced evenly at 5m to 6m intervals (or as appropriate to the selected species) for the length of the parking lot edge*
- *screening, consisting of continuous planting, alone or in combination with a low decorative fence/wall or a landscaped berm. Typically, keep shrubs, fences or walls to a maximum height of 1m.*

#### 4.4.3 Internal Landscaping

d. *Plant high-branching deciduous trees throughout the parking lot interior to provide shade for pedestrians, vehicles and surfaces:*

- *provide internal shade trees at a minimum ratio of one tree planted for every five parking spaces supplied*
- *distribute internal shade tree planting such that no parking space is more than 30m from a tree*

*Note: On small or narrow sites, shade trees provided in non-street facing perimeter planting areas can be counted toward the internal tree requirement, provided that the maximum distance from a parking space (30m) is met.*

e. *Include landscaped islands at the beginning and end of each parking row and to break up longer rows or highlight special features:*

- *provide a minimum growing environment of 30m<sup>3</sup> (at 0.9m depth) of good quality soil*

*Note: This typically results in a landscaped area at least 3.5m wide for end-of-row islands and 3m wide for mid-row islands*

- *plant at least 1 high-branching deciduous shade tree (2 preferred) in each island*
- *include understory planting, such as shrubs, perennials, ornamental grasses and groundcover*

f. *Provide continuous landscaped medians every 3 (or fewer) banks of parking.*

*Note: a “bank” of parking consists of 2 parking rows and a drive aisle.*

g. *Medians should have a landscaped area at least 3m in width and combine with shade tree planting requirements, pedestrian pathways and/or stormwater management as appropriate.*

**Recommendations for Elmira:**

- Implement Township's Landscape Design Guidelines (with revisions as per Section 6.1)
- Specify 1 tree for every 5 parking stalls, or best efforts as determined by Township staff
- Specify 2 trees for every parking lot island, depending on size (design parking lot islands to be large enough for 2 or more trees)
- Specify requirement for landscape buffer strips surrounding parking lot and within parking lot
- Integrate stormwater management into parking lot design through use of Low Impact Development techniques (e.g. rainwater harvesting, infiltration galleries, bioretention areas, permeable pavement, use of CB Shield units)
- Priority parking lot areas in Elmira are the parking lots in these areas: large retail parking lots along Arthur Street South (south of Southfield Drive), large parking area on south side of William Street between Maple Street and Arthur Street North, and Maple Street extension to Wyatt Street.



**Photo 9. Parking Lot South of William Street Near Arthur Street**

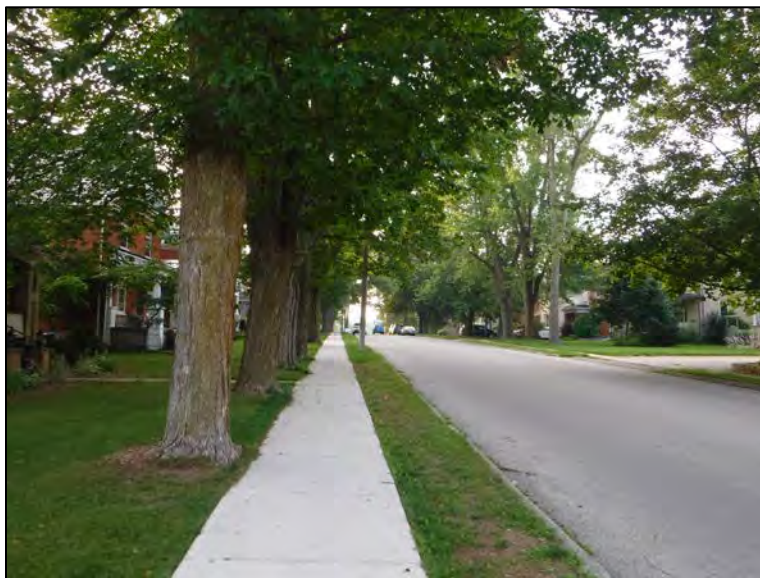
## 8.3 Residential Areas

### 8.3.1 Established Neighbourhoods

Older neighbourhoods in Elmira contain some very large, mature trees. These trees obtained their stature because either the houses were built within former woodlands, or because home building was conducted differently in the past than it is now.

Unfortunately, street trees planted today will struggle to reach maturity under today's planting practices. When new homes are built today, they are usually part of a large subdivision, where the entire land is stripped and cleared. Subsoils are compacted through the use of heavy machinery. Topsoil is often reapplied at a minimal depth, as current guidelines are not necessarily adhered to and the Township lacks enforcement capabilities. In the past, homes were built on an individual basis, and typically left native soils in place. As such, planted trees had access to higher quality and quantities of soil.

Street trees in older neighbourhoods in Elmira are declining because of their age. The trees should be pruned as required to manage for hazards and to extend their life as long as possible. Even though many of the trees are in decline, they still provide an incredible amount of environmental, social, and economic benefits. Where possible, it is recommended that young trees be inter-planted, so they can become established before the large trees have to be removed. Where this is not possible, large trees that have had to be removed should be replaced by caliper trees in close proximity.



**Photo 10. Park Street in Elmira**

### 8.3.2 New Neighbourhoods

When new development occurs, large areas get stripped of their topsoil. Generally, less than 30% of the topsoil is reapplied following construction, usually to a depth of 10 to 15cm, with 1-2% organic content (TRCA 2012, Young 2016). Planting of street trees in Elmira is required in new subdivisions through the Draft Plan of Subdivision approval process with the Township. The Township currently requires 15cm topsoil depth in yards, and 30cm topsoil depth in boulevards. The *Preserving and Restoring Healthy Soil: Best Practices for Urban Construction* document (TRCA 2012) makes the following recommendations:

Areas of turf (i.e. yards):

- 5-10% organic matter (by dry weight)
- pH of 6 – 8
- subsoil should be scarified by at least 10cm and some topsoil should be incorporated into this lower layer
- topsoil depth at least 20cm

Planting beds:

- 10-15% organic matter (by dry weight)
- pH of 6 – 8
- subsoil should be scarified by at least 10cm and some topsoil should be incorporated into this lower layer
- topsoil depth at least 20cm

Tree pits:

- 10-15% organic matter (by dry weight)
- pH of 6 – 8
- subsoil should be scarified by at least 30cm and some topsoil should be incorporated into this lower layer
- topsoil depth at least 60cm
- tree pits should provide at least 30m<sup>3</sup> soil for single trees. Multiple trees can share soil volumes provided the minimum of 30m<sup>3</sup> is satisfied (e.g. parking lot island for 2 trees)

The Credit Valley Conservation's *Healthy Soils Guideline* (CVC 2017) goes further, by recommending the following for development sites:

- 10-13% organic matter (by dry weight)
- pH of 6 – 7.5
- subsoil should be scarified by at least 45cm and some topsoil should be incorporated into this lower layer
- topsoil depth at least 30-45cm; topsoil should be placed in lifts of 15cm

The TRCA's guide (2012) is expected to be updated in the near future, and may incorporate some of the newer recommendations.



For Elmira, it is recommended that the depth of topsoil be increased to a minimum of 40cm. To retain the health of the soil, it is best practice to store only the first stripping of topsoil, and maximize stock pile height at 2m. Higher piles ruin the soil quality by killing soil organisms and microbes. Before it is reapplied, the subsoils should be scarified to 45cm. If possible, the topsoil should be amended with compost (10-15%; in tree pits 25% compost is recommended, Henry 2106). This will not only improve tree growth and health, but will improve all other plantings, including turf. Stormwater benefits will also be realized, as topsoil will retain and infiltrate stormwater. Studies have shown that where these best management practices are not implemented, landscaped areas constructed on compacted soils act more like impervious areas, with 40-60% total runoff (TRCA 2012).

The Township's Tree Planting Guidelines (2013) provide guidance with regards to where trees should be planted within new subdivisions.

Where trees are planted in boulevards, it is recommended the Township stipulate that structural soil or equivalent (e.g. unwashed  $\frac{3}{4}$  inch crushed aggregate) be placed under the 2 sidewalk squares adjacent to the tree, to create a "break-out zone". Structural soil is a mixture of crushed stone, clay loam, and a hydrogel stabilization agent that supports the weight of pavement (sidewalks, driveways, roads), without compacting the soil. The medium contains pore spaces to allow root growth, while providing some water and nutrients for trees. As such, roots can grow through the structural soil, accessing additional high quality soils in areas on the other side of the pavement, such as front yards. Structural soil was developed by Cornell University. "CU-Structural Soil" is produced by a network of qualified companies and is sold for \$35-42/ton. Structural soil must be installed by licensed contractors, as it requires special handling. Local contracts that install CU-Structural Soil include the following:

- **Earthco Soil Mixtures**  
401 Bowes Road  
Concord, ON L4K 1J4  
905-761-6599  
sales@earthcosoils.com  
www.earthcosoils.com

- **Hermanns Contracting Limited**

1510 Hwy 27, PO Box 369  
Schomberg, ON L0G 1T0  
905-939-1230  
general@hermanns.ca  
www.hermanns.ca

**Recommendations for Elmira:**

- Retain mature trees for as long as possible; pruning for hazards and to prolong life
- Inter-plant in established neighbourhoods to start new tree growth where old trees will eventually have to be removed
- In new neighbourhoods, implement the following as minimum soil standards:
  - 10-15% organic matter (by dry weight)
  - pH of 6 – 7.5
  - scarify subsoils to 45cm or greater if possible, or to at least 15cm and incorporate some topsoil into this lower layer
  - topsoil depth at least 40cm; topsoil should be placed in lifts of 15cm
- Mandate 30m<sup>3</sup> of topsoil per tree, which may be shared by other trees
- Encourage topsoil stockpiling in accordance with best practices (see TRCA 2012)
- Where necessary (to meet soil requirements per tree), create break-out zones
- Encourage homeowners to plant trees on their properties and educate them on how best to maintain trees
- Encourage homeowners to plant native flowers and shrubs to provide pollinator habitat as well as other wildlife habitat
- Encourage homeowners to disconnect downspouts where they are currently connected to storm sewers and encourage the use rain barrels
- Implement Low Impact Development techniques wherever possible to manage stormwater (e.g. permeable driveways, rain gardens, bioretention facilities, CB Shield units)



**Photo 11. Perennial Garden With Many Native Species**

#### **8.4 Industrial Areas**

Industrial areas within Elmira contain very little tree cover, which is quite evident on aerial photography (see Figure 1 in Section 10), especially in the southeast portion of Elmira, which is heavily industrialized (south of First Street, east of Arthur Street South) (Photo 12). Business owners should be encouraged to plant trees on their properties. They may need to be educated on the environmental, social, and economic benefits trees provide. The Township should consider an incentive program to encourage tree planting on industrial properties. This could be in the form of public recognition within local newspapers or other means. Many properties are large and contain large areas of mowed grass, which are very suitable for tree planting. It is recommended that vacant lots be left to naturalize in order to provide habitat while the property is not in use.



**Photo 12. Industrial Lands** (Google Earth image, 2016)

Where industries have planted trees, but in the future need to expand their building or parking area, they should be allowed to do so, without having to compensate for the removal of trees they may have planted years earlier. Of course, tree removal should be discouraged wherever possible.

The implementation of Low Impact Development scenarios on industrial lands should be highly encouraged for their benefit to stormwater and stormwater management.

**Recommendations for Elmira:**

- Encourage more tree planting and naturalization of industrial lands
- Integrate Low Impact Development techniques wherever possible (e.g. green roofs, rainwater harvesting, disconnect downspouts, increase topsoil depth, bioretention facilities, vegetated swales)
- See Section 8.2 for recommendations with regards to parking lots

## 8.5 Parks

Individual trees within parks should be managed as street trees; trees within naturalized wooded areas should be managed as part of the natural feature. It is recommended that trees within woodlands only be pruned as necessary to manage for hazards, such as those in close proximity to private property or trails. Individual park trees should be inventoried and plantable spots within parks identified so more trees can be planted.

### Recommendations for Elmira:

- Individual trees in parks should be inventoried and maintained as street trees
- Additional tree planting in parks where possible

## 8.6 Schools

The tarmac around schools can become extremely hot in the spring and fall while school is running, creating a heat hazard for children. Sun and heat is a health and safety concern that schools need to be concerned about and which they have an obligation to protect children from. Tree planting should be encouraged on school grounds, which have a lot of opportunity because of their large size. Besides protecting children from sun burn and severe heat, trees provide psychological benefits to children, reducing stress and providing relaxation.

The Evergreen Foundation provides many resources to promote the greening of school yards (see <https://www.evergreen.ca/our-projects/planning-design/> ). Strategies include the following:

- Tree planting, especially in clusters
- Pollinator gardens
- Food gardens
- Naturalization areas

### Recommendations for Elmira:

- Promote tree planting on school grounds
- Encourage schools to create school yard greening strategies and implement these

- Integrate Low Impact Development techniques wherever possible (e.g. associated with parking lots; green roofs)
- See Section 8.2 for recommendations with regards to parking lots

### 8.7 Other Areas

The following areas within Elmira were specifically recommended for tree planting, most as identified by members of the community who submitted questionnaires.

- Arthur Street South, especially between Listowel Road / Union Street and Whippoorwill Drive / Southfield Drive
  - Especially on east side of road within vacant lots and in areas of manicured lawn (e.g. site immediately north of Voisin Chrysler Ltd.)
  - Large stature trees preferred, including Sugar Maple, as Elmira is home of the world's largest Maple Syrup Festival (particularly to be considered near the sign for Elmira, noting the Maple Syrup Festival)
- Arthur Street South, between Southfield Drive and Oriole Parkway
  - Tree planting on Home Furniture/PIB property and along Industrial Drive
- Bolender Park
  - Shade tree planting around the new splash pad
- Elmira Pentecostal Church
  - Tree planting along sidewalk and drainage ditch

The extension of Maple Street to Wyatt Street in downtown Elmira is discussed here as well. This area is comprised mostly of parking areas for the stores along Arthur Street and Church Street. As such, this area is heavily paved, with only 2 trees in one parking lot island. Whenever reconstruction is necessary in this area, it is highly recommended that this area be 'greened' through structural cells for soil to manage and clean stormwater and to promote tree growth. A small parkette in this area with trees and benches would enhance the downtown area, providing beauty and a spot to rest and socialize.

It is recommended that trees planted in the Memorial Forest in Elmira be comprised of native species only, especially since the Memorial Forest is adjacent to natural areas.

## 9.0 Soil Volume

Mature trees, those at least 20 years old, provide the greatest environmental and stormwater benefits. Important is providing trees with the elements they need so that they can reach maturity; key to this, is sufficient soil volume. Trees need at least  $0.625\text{m}^3$  of soil for every square metre of tree canopy (Blakelock and Maynes 2016). Toronto and Oakville have mandated  $30\text{m}^3$  of good quality soil for tree planting (City of Toronto 2013; NRSI and Dillon 2012); whereas the City of Markham (AECOM 2009) specifies  $15\text{m}^3$  for small stature trees and  $30\text{m}^3$  for large stature trees. It should be noted that trees can share this soil volume, so 2 trees will not require  $60\text{m}^3$  of soil, but can share the  $30\text{m}^3$ . Of course, additional trees will require additional soil volume to some extent. It is a best management practice that topsoil in tree pits be provided to a depth of at least 90cm (TRCA 2012). It is beneficial to tree growth and health to scarify the surrounding subsoils to a depth of 45cm. Topsoil must be high quality to provide the best medium for tree growth (see above).

### Recommendations for Elmira:

- As above, implement the following as minimum soil standards in all planting locations:
  - 10-15% organic matter (by dry weight)
  - pH of 6 – 7.5
  - Scarify subsoils to at least 45cm and incorporate some topsoil into this lower layer
  - topsoil depth at least 40cm; topsoil should be placed in lifts of 15cm
- Mandate  $30\text{m}^3$  of good quality topsoil for tree planting



## 10.0 Tree Management and Maintenance

Both young and old trees need to be pruned to obtain the maximum utility from each tree. Pruning will ensure good growth and structure of young trees, while managing liability in old trees. Pruning should be done on a rotational basis, such as recommended for the tree inventory in Section 5. Trees in high profile areas, such as along the main roads, should be pruned every 5 years. It is encouraged that pruning work is documented in the tree inventory database so that there is an overlay that will record pruning events (dates) by tree or street. Tree removals also need to be recorded in the overlay both as risk management but also in identifying new plantable spots.

Dead or nearly dead trees should be removed and replaced throughout the town. Planting beds should be maintained regularly. This includes pruning trees, replacing mulch as needed, and weeding. Tree maintenance is an investment. A special report put out by the TD Bank (Alexander and DePratto 2014) noted that “the return on trees is significant: for each dollar spent on maintenance, between \$1.88 and \$12.70 in benefits are realized each year, depending on the city.”

It is recommended that the Township identify an urban forest canopy target and establish a planting program to work towards this goal. A target of 30% forest cover by watershed was identified by Environment Canada (2013) as a minimum threshold, that has often been identified as a canopy cover target by municipalities, which others are surpassing. In York Region, canopy cover targets range between 20 and 47% for member municipalities (York Region 2016). An estimate of current canopy cover within Elmira’s urban area<sup>2</sup> has been identified as 16.3% (Seery 2018; see report in Appendix VII). This is above the 12% tree canopy of the Upper Middle Grand subwatershed within which Elmira is located, based on mapping from the Grand River Conservation Authority.

Based on rough GIS mapping of the woodlands in Elmira, the town has a woodland canopy cover of just under 5%. Figure 1 shows the woodlands within Elmira, based on Land Information Ontario mapping within the Elmira Ward boundary. Based on these numbers, it is estimated that the existing urban forest canopy cover within the town

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<sup>2</sup> Seery 2018 does not include a map identifying the assessed area that makes up Elmira’s urban area.

(Ward boundary) is between 10 and 15%. The canopy cover should be reassessed every 5 to 10 years to identify how it has changed and in order to assess progress in reaching the canopy target.



**Figure 1. Elmira Woodlands**

In order to increase tree canopy cover to 20% in 20 years (an increase of approximately 4% over current conditions), an estimated 6,470 large stature trees would have to be planted. In order to increase canopy cover to 30% in Elmira in 20 years (an increase of 14%), 22,650 trees would have to be planted. This assumes an existing tree canopy of  $1\text{m}^2$  at the time of planting, and a canopy of  $78.5\text{m}^2$  after 20 years, based on a 5m crown radius, which is achievable for large stature trees. These calculations have been made for the town of Elmira as show on Figure 1, with an area of 1,270ha. This also assumes that *all* planted trees survive and thrive, which points to the necessity of providing the

best growing conditions for each tree, as well as proper maintenance. It should be noted that in the short term, increases in canopy cover are mostly realized through the growth of existing, large trees; but in the long term, increases in canopy cover will come from the trees that are planted today and tomorrow. Newly planted trees will not contribute greatly to canopy cover until they are well established and actively growing (exponential growth rates are typically seen after 10 years of age). It is vital that existing trees be protected and maintained in good health.

It is also recommended that the Township enforce its tree compensation policy, as well as monitor compliance with its tree planting guidelines and topsoil depth requirements. This will address common problems including improper staking and mulching, ensure that water bags are provided, and that topsoil depths adhere to Township standards.

**Recommendations for Elmira:**

- Create regular pruning program for all trees (young and old)
- Identify canopy cover target for Elmira; suggestion: minimum 30%
- Establish an annual planting program
- Enforce Township policies and standards with regards to tree compensation, tree planting and care, as well as topsoil depth

## 11.0 Low Impact Development

Low impact development, referenced several times in this report and often referred to as LID, are techniques used to manage stormwater at its source, rather than through end-of-pipe facilities such as stormwater management ponds. LID measures are considered green infrastructure, as they promote clean water and the greening of the landscape.

LID techniques include the following:

- Green roofs
- Disconnected downspouts
- Rain barrels
- Increased topsoil depths
- Permeable pavement
- Rain gardens
- Bioretention facilities
- Underground stormwater tanks
- Rainwater harvesting
- Infiltration trenches

There are other methods as well, including a combination of approaches that can be used and tailored to specific site needs. A combination of techniques is recommended as a 'treatment train' approach in order to provide the greatest environmental benefit, which includes maintaining the water budget, both in the ground and in the natural watercourses through treated, clean stormwater. New development in Elmira is required to integrate stormwater management into its design, however older neighbourhoods and industrial lands do not manage stormwater. It is recommended that new developments in Elmira be required to implement several LID measures, and that LID be incorporated into existing neighbourhoods and industrial lands as much as possible through retrofits. This includes the structural cells for soil recommended for downtown Elmira, which will treat stormwater, while also providing the soil requirements for trees. The Toronto and Region Conservation Authority and Credit Valley Conservation are on the forefront of promoting LID. More information can be obtained from the following websites:

<https://sustainabletechnologies.ca/>

<https://www.creditvalleyca.ca/low-impact-development/>

The Ministry of Environment and Climate Change (MOECC) is in the process of developing a Low Impact Development Stormwater Management Guidance Manual, which is expected to be posted on Ontario's Environmental Registry later in 2018 for final review. This document is to be a companion report to the 2003 Ministry of Environment Stormwater Manual. The new manual will prescribe specific runoff volume control targets for new development, redevelopment, linear development, and stormwater retrofits. The targets are to be met using a control hierarchy which will require the application of green infrastructure and LID techniques.

An easy and cost effective way to provide stormwater improvements is by installing a CB Shield unit ([www.cbshield.com](http://www.cbshield.com)) in each catch basin, whether old or new. These are small units that can be installed into any catch basin to capture sediment and phosphorus before it is discharged into natural watercourses or stormwater management ponds. These units will mitigate impact from urban development on watercourses and can extend the life of stormwater management ponds significantly. These units can be installed in all areas of Elmira, including parking lots, residential neighbourhoods, and industrial areas.

## 12.0 Summary of Recommendations, Timeframe, and Costs

The following recommendations are made in the report and summarized here, divided by recommendations that are easy to implement in the short term, those that will have a maximum impact with some additional resources (short and long term), and that that will require longer term planning but are also critical for the greening of Elmira. Cost estimates are provided as well, although these are approximate and may vary considerably depending on whether they can be completed by Township staff, require a new position, or are tendered. Tendering work does not necessarily result in additional costs, as the work is competitive. Some costs may be reduced, for example, tree planting costs can be reduced to the cost of the tree if volunteers are available for the planting.

### A. Short term recommendations

	Recommendation	Report Section	Estimated Cost (\$)
1	Update the Tree Planting Guidelines	6.1	In-house
2	Update the Landscape Design Guidelines	6.2	In-house
3	Use the recommended tree species list for Elmira	7	0
4	Replace the trees along Arthur Street and Church Street West starting in 2018	8.1	2018: \$9,000 2019: \$10,200 2020: \$9,000 2021: \$9,000
5	Watering of trees and weeding should be included in a contract to maintain the downtown area, along with planters, decorative hanging baskets, and garbage clean up	8.1	5K/year
6	Implement Township's Landscape Design Guidelines (with recommended revisions)	8.2	0
7	Specify 1 tree for every 5 parking stalls or best efforts as determined by Township staff	8.2	Part of #2
8	Specify 2 trees for every parking lot island	8.2	Part of #2
9	Specify requirement for landscape buffer strips surrounding parking lot and within parking lot	8.2	Part of #2
10	Retain mature trees for as long as possible; pruning for hazards and to prolong life	8.3	0
11	Implement the following as minimum soil standards: <ul style="list-style-type: none"> <li>▪ topsoil depth at least 40cm; topsoil should be placed in lifts of 15cm</li> <li>▪ 10-15% organic matter (by dry weight)</li> <li>▪ Scarify subsoil (to 45cm if possible, but no less than 15cm) and incorporate some topsoil into this lower layer</li> <li>▪ pH of 6 – 7.5</li> </ul>	8.3	Part of #2
12	Encourage topsoil stockpiling in accordance with best practices	8.3	Part of #2

	<b>Recommendation</b>	<b>Report Section</b>	<b>Estimated Cost (\$)</b>
13	Inter-plant in established neighbourhoods to start new tree growth where old trees will eventually have to be removed	8.3	500/tree
14	Homeowners should be encouraged to plant trees on their properties and educated on how best to maintain trees	8.3	1K
15	Homeowners should be encouraged to plant native flowers and shrubs to provide pollinator habitat as well as other wildlife habitat	8.3	Included in #14
16	Encourage homeowners to disconnect downspouts and use rain barrels	8.3	Included in #14 (Cost to homeowner: \$0-200)
17	Mandate 30m <sup>3</sup> of topsoil per tree, which can be shared	8.3, 9	Part of #2
18	Additional tree planting in parks where possible	8.5	600/tree <sup>3</sup>
19	Tree planting along Arthur Street South, south of Oriole Parkway	8.7	600/tree <sup>2</sup>
20	Tree planting in Bolender Park, especially around the splash pad	8.7	600/tree <sup>2</sup>
21	Tree planting on the Pentecostal Church property, especially along sidewalk	8.7	600/tree <sup>2</sup>
22	Enforce Township policies and standards with regards to tree compensation, tree planting and care, as well as topsoil depth	10	May require additional position at Township. 80K

## B. Recommendations with maximum impact

	<b>Recommendation</b>	<b>Report Section</b>	<b>Estimated Cost (\$)</b>
23	Develop a tree protection by-law for individual trees on private and public land	3.4	In-house
24	Complete the tree inventory	5	30K
25	Integrate stormwater management into parking lot design through use of Low Impact Development techniques	8.2	Part of #2
26	Where necessary (to meet soil requirements per tree), create break-out zones under sidewalk squares	8.3	Part of #2
27	Integrate Low Impact Development techniques wherever possible, in residential neighbourhoods, industrial areas, and on school grounds.	8.3, 8.4, 8.6	Part of #2
28	Encourage more tree planting on industrial lands	8.4	In-house; volunteers; tie into #21

<sup>3</sup> \$600 is a fairly typical cost to plant 1 caliper tree (50mm or smaller), with mulch, stakes, and a water bag. Costs can be reduced by using volunteer labour, or may increase with larger trees, additional soil amendments or structural soil.



	<b>Recommendation</b>	<b>Report Section</b>	<b>Estimated Cost (\$)</b>
29	Individual trees in parks should be inventoried and maintained as street trees	8.5	Part of #23
30	Promote tree planting on school grounds	8.6	In-house; volunteers; tie into #21
31	Schools should be encouraged to create and implement school yard greening strategies	8.6	Part of #28
32	Create regular pruning program for all trees (young and old)	10	25K/year
33	Identify canopy cover target for Elmira; suggestion: minimum 30%	10	0-5K
34	Establish an annual planting program	10	0-5K

### C. Recommendations that require longer term planning, but are very important

	<b>Recommendation</b>	<b>Report Section</b>	<b>Estimated Cost (\$)</b>
35	Reassess tree canopy cover in Elmira every 5 – 10 years	10	5K
36	Plant trees on private property along Church Street East where permissible	8.1	600/tree <sup>2</sup>
37	Consider a pilot project implementing structural cells to plant at least 2 trees on the south side of Church Street East, between Arthur Street and Memorial Avenue	8.1	15K
38	Provide additional greening in the downtown core with flower and glass planters; promote native species which provide pollinator habitat	8.1	10-20K
39	Consider structural cells along Arthur Street when this street is reconstructed in the future to promote tree growth and manage stormwater	8.1	To be determined in future with prices of the day.
40	Future greening of the parking area along the Maple Street extension between Church Street and Wyatt Street, including structural cells for soil, tree planting, and a parkette	8.7	100K

Many of the recommendations may be incorporated into the Township's Tree Planting and Landscape Design Guidelines as they are updated. Others may be best addressed through a by-law or amendments to the Official Plan.

The recommendations made in this report are intended to be implemented within the next 20 years, with many of them to be implemented within the next 5 years. Certainly the recommendations included in Table A, above, can be implemented within the next 1 to 2 years. It is suggested that this Plan be reviewed every 5 years to assess what recommendations have been achieved, which have not been, and adapting the Plan and

recommendations as necessary at the time. The following provides a rough guideline on the timing of implementation:

#### 1-2 years

- update and implement Township's Tree Planting and Landscape Design Guidelines
- replace trees along Arthur and Church Streets
- maintain downtown trees through watering and remove weeds from downtown area
- establish an annual planting program in Elmira
  - Priority areas: downtown, Bolender Park
- start fulsome tree inventory (may be completed in 5-year management blocks)
- augment tree maintenance/pruning schedule in 5-year management blocks
- enforce Township policies and standards with regards to tree compensation, tree planting and care, as well as topsoil depth
- implement a pilot project using structural cells to plant at least 2 trees on the south side of Church Street East, between Arthur Street and Memorial Avenue as part of the Church Street reconstruction in 2020
- identify canopy cover target for Elmira
- only native trees to be planted in Memorial Forest, moving forward

#### Within 5 years

- encourage homeowners to plant trees and other native plants on their properties
- develop a tree protection by-law for individual trees on private and public land  
integrate stormwater management into parking lot design through use of Low Impact Development techniques
- develop guidance and use break-out zones where necessary to promote tree growth
- continue annual planting program in Elmira
  - Priority areas: industrial lands, plantable spots along roads and in parks, school yards
- provide additional greening opportunities in downtown Elmira through planters
- promote incorporation of Low Impact Development techniques into all new developments

5-10 years

- continue tree inventory
- continue tree maintenance program
- continue tree planting program
  - Priority areas: Arthur Street South, Pentecostal Church property
- implement LID on all new development sites
- implement LID in retrofit projects
- reassess Elmira's tree canopy cover

10-20 years

- continue tree inventory
- continue tree maintenance program
- continue tree planting program
- consider structural cells along Arthur Street when this street is reconstructed in the future
- implement greening strategy of the parking area along the Maple Street extension between Church Street and Wyatt Street, including structural cells for soil, tree planting, and a parkette

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**APPENDIX I**

Summary of Comments on Project

## APPENDIX I

### Questionnaire and Summary of Public Comments on the Elmira Green Infrastructure Project

Following a public stakeholder meeting held on September 25, 2017, members of the community were encouraged to provide feedback by completing a questionnaire on the Elmira Green Infrastructure Project. In total, 20 individuals replied with comments made in response to 5 general questions. Comments are summarized below.

#### **Question 1: What are your concerns with regards to trees and green space?**

- There are not enough trees or green spaces in Elmira
- There are not enough trees being planted in new subdivisions, especially in parks and playgrounds
- There is a need for more trees and green space for social, economic, and environmental reasons, e.g. pollution mitigation, hydrological function, food and habitat for wildlife, cooling effect in hot weather, climate change mitigation
- Many storefronts and sidewalks (particularly in the downtown core) are overgrown with weeds, making these areas unattractive
- The denuded downtown core creates a heat island during the summer months that is unsafe for children and seniors, raises utility bills for lower-income residents living above commercial establishments, increases the cost of replacing the asphalt, and produces more CO<sub>2</sub> from increased utility use
- Mature trees should not be cut down without serious thought being given to alternative options
- Planning ahead is crucial to ensure that appropriate varieties are chosen for longevity and size at maturity, and ease of maintenance and growth
- Maintenance of trees and green spaces in public areas is often lacking
- Plant species chosen for greening initiatives and tree replacements should be native varieties, and should be long-lasting (e.g. 20 years or more)
- Trees, shrubs, and other greenery should be planted in clusters, rather than in isolation
- Homeowners should have a say as to which tree species are planted on or near their property
- Greening and naturalization should be done in consideration of the public health risks associated with Lyme disease and West Nile Virus, to ensure that any implemented changes do not provide increased habitat for ticks and mosquitos
- When possible, stormwater management and servicing is to be integrated with habitat for wildlife and plants



***Hydrogeological Concerns:***

- More education is needed to communicate the importance of keeping swales and proper drainage systems away from house foundations on immediate and adjacent properties
- Large open spaces within the industrial lands in the southeast presents the risk for erosion and wash-outs, and impacts the conditions of the soil and aquifer; more trees are needed to prevent these issues

**Question 2: What are the benefits of trees specific to your point of view?**

Trees:

- Are aesthetically pleasing and visually interesting (particularly when a variety of species are planted)
- Provide habitat and movement corridors for wildlife
- Are integral to the ecosystem as a whole
- Produce oxygen
- Improve air quality by reducing pollution and allergens
- Absorb CO<sub>2</sub>, thereby fighting climate change
- Offer shade and temperature regulation in hot weather
- Provide wind protection in winter (particularly evergreens)
- Extend the life of asphalt
- Stabilize the soil
- Improve topsoil quality through the decomposition of fallen leaves
- Help retain moisture
- Filter and sequester water
- Can be harvested for wood at the end of their lifecycle, thereby providing building material
- Calm traffic
- Increase economic activity in a town core by making it a more attractive place to stop and shop
- Provide people with places to explore and a way to connect with nature
- Encourage cycling and walking along trails and sidewalks
- Are therapeutic, calming, and provide mental relaxation

**Question 3: What topics should this study address / focus on?**

- Public outreach, education, and community involvement\*
- Providing trees and green spaces, but also ensuring that these spaces are maintained in the long-term
- Addressing the need for ongoing, professional help for the tree population of Woolwich Township
- Developing a plan to increase the percent canopy cover in the Elmira
- Conducting an inventory of all trees in Elmira
- Identifying trees that will be susceptible to disease over the next 20 years to understand specific areas that may be devoid of trees in the future
- Recommending new bylaws for minimum numbers/size of trees and required soil conditions in parking lots and new developments
- Recommending new policies that prioritize the establishment and maintenance of green spaces
- Developing methods to ensure ongoing greening measures for established, but particularly new, developments
- Advocating for the retention of more topsoil in new developments to ensure suitable soil depths for trees and plants (Elmira has lots of topsoil that is often sold by the developer), and recommending policies to ensure minimum topsoil thickness in new developments
- Encouraging developers to consider long-term neighbourhood aesthetics and greening, and not only building activities
- Exploring options such as permaculture neighbourhoods, ‘living’/grass driveways and parking lots, home water cisterns to reduce the demand on stormwater systems (and the demand on the water supply for irrigation and watering when weather is hot and dry), and planting grasses and trees in large existing parking lots
- Developing guidelines for where to plant, what species to use, and how to ensure the successful establishment and long-term survival of trees and other plants
- Determining how to get stakeholders to “buy in” and commit to the long-term maintenance of the trees and other plants on their properties; ideas include incentives for the installation of water cisterns to mitigate water costs under ongoing water use restrictions and increasing awareness of the Region’s water barrel program
- Determining how the Region and Township can encourage more tree-planting, especially through the use of “structural soils” in new developments
- Identifying short-term, small-scale improvement goals as part of the long-term plan so that success can be observed and documented over time, and so that advances can be directly observed by the volunteer groups and individuals involved in these efforts

***Public Outreach, Education, and Community Involvement Suggestions:***

- Educational materials should be made available (online and in print) with information about the native species that will thrive in Elmira; information about the size at maturity of trees is particularly important to include to ensure residents can make appropriate decisions about what to plant depending on the size of their lot
- Provide education about the benefits and possibilities of greening initiatives now and in the future
- Publicize all greening initiatives through well-written articles in The Observer and The Record
- Find ways to encourage the participation from people of all ages
- Enlist school groups of all ages to participate in planting projects; this can result in a sense of ownership for those involved that can be a catalyst for long-term stewardship
- Implement community projects that help to maintain green spaces
- Conduct public relations campaigns (for example, the tree cutting guide provided in a recent edition of the newspaper) that inform the community about how to care for plants and green spaces
- Implement a monthly meeting to track progress and solve issues
- Create a calendar and a weekly newsletter to highlight planting events
- Have a specific community area where everyone can participate
- Implement an Adopt-a-Tree Program
- Educational plaques beneath trees in prominent locations (e.g. Gibson Park, Bolender Park), potentially tied in to school programs to encourage learning about different species
- Placing an emphasis on the practical usefulness of trees during public outreach will help to get everyone on board

**Question 4: What are your priorities with regards to trees in Elmira?**

- The beautification of Elmira
- The restoration of unwanted swaths of asphalt back to a greener state
- Community health and socioeconomic issues, including the heat island effect downtown, food security, and the health of the creek
- Minimizing community costs for utilities and stormwater management
- Encouraging home- and business-owners to plant trees on their properties through education about the care and maintenance of trees, support from experts, and incentive programs
- Better methods for successfully establishing additional green space
- Planting of a wide variety of native species should be encouraged

- Planting native food-bearing species on both public and private property can contribute to local food security
- In many spaces that are already naturalized, more trees are still needed to create a more visually appealing effect
- Replacing trees that have been cut down and then some
- Trees should be planted in areas where they will thrive, and there must be a plan for maintaining the health of these trees in the long-term
- To “get them (trees/plants) in the ground” as soon as possible, but following a plan so that time, effort, and money is not wasted
- If a forest canopy within Elmira is the end goal, there needs to be a commitment to education and a devotion of resources that will permit the canopy to grow to the most healthy and complex state
- In the small lots mandated in recent developments, trees that will not overwhelm the lots should be planted rather than larger varieties
- Low-maintenance species should be planted in road medians
- Replacement of deceased and diseased ash trees affected by Emerald Ash Borer before they fall and injure people or property
  - Hazard trees on private property are less likely to be managed properly by homeowners, and increased awareness about the risks and financial incentives for safe removal are necessary
- Dead trees within woodlots should be harvested or removed, or at least only a percentage of deadfall should be allowed to remain as compost
- Harvested trees should be replaced, and an overlap between harvesting and planting is key
- Having more shade in the downtown core would attract visitors to linger and enjoy the scenery

***General areas within Elmira that respondents have identified as priorities for greening:***

- Downtown core (main corridors of Arthur Street and Church Street)
  - As a short-term solution, large concrete planters with trees or evergreen shrubs could be placed downtown
  - Store owners should be encouraged to add more planters and benches outside their stores
- Industrial lands in the southeast
  - Liaising with business owners to increase awareness and provide education and support for planting native trees and shrubs on their properties, especially in the large, unattractive parking lots
- Along footpaths and trails
- Road medians

- In general, these are initially planted by developers but are not being maintained afterwards, resulting in an overgrowth of weed species; the survival of trees to maturity within these medians is often questionable due to the poor condition of these medians
- Vacant lots

***Specific locations within Elmira that respondents have highlighted as being priority areas for improvements or having vegetation-related issues that require attention:***

- Grasses planted as part of greening enhancements along the front of St. Teresa of Avila Catholic Elementary School on First Street cascade over the sidewalk, effectively impeding use of half of the sidewalk
- Diseased ash trees along First Street past St. Teresa of Avila Catholic Elementary School need to be removed
- The road median west of Elmira Mennonite Church has become overgrown with weeds and requires more regular maintenance
- Sumacs planted when the Raceway Lands were developed are starting to become overgrown; and ditches are overwhelmed by Common Reed (*Phragmites australis*)
- The woodland off of Whippoorwill Drive is not currently being managed, and the space taken up by fallen or cut trees should be put to better use by clearing the deadfall and planting new seedlings in the resulting space
- Trees and greenery are urgently needed to be planted along Arthur Street South, especially following redevelopment in 2020
- Shade trees are needed to provide cover for children and families over the new splash pad in Bolender Park
- The Home Furniture/PIB property could benefit from greening along the trail
- The boulevard and ditch along Industrial Drive needs bushes and greenery that are sensitive to vehicle sight lines on all intersecting streets
- The church at Whippoorwill Drive and Arthur Street should be encouraged to place greenery along the walking path
- The drainage ditch beside the Pentecostal Church would benefit from tree planting and a “greenery treatment”
- Potentially a walkway could be created behind McDonald’s, tying in with an existing trail between Oriole Parkway and Howard Avenue
- The creation of a trail system along the creek, as well as a path to the Woolwich Dam, would be welcome
- Leafy walkways between the original downtown core and the attached bedroom communities nearby are suggested
- More trees are needed along the biking/walking path along the creek in the new subdivision in the south

### **Question 5: Other comments and suggestions**

- “We are citizens who care about our community and see nothing but positive things when we have lots of healthy trees around”
- Snow removal issues are a poor argument against the greening of the downtown core; in December 2016, there was a “rocky mountain range” of snow banks between the road and sidewalk downtown, and the Township should be managing snow removal differently
- Consider the inclusion of specialty gardens (e.g. butterfly, water, bird, arboretum) in the greening plan
- Consider installing rooftop gardens on large buildings within the downtown core
- Consider establishing several paid summer internships for students to beautify and maintain public areas (e.g. downtown core) during the summer months
- Consider establishing a position within Woolwich Township devoted to both consulting with new homeowners about the trees they would like to encourage on their property to ensure long-term success, and overseeing all forest reserves within the Township
- Have a part-time forester/arborist on Township staff to assist locals with tree-related issues
- Consider a tax reduction incentive for homeowners who plant trees on their own property
- Wherever possible, trees should be used for phytoremediation purposes
- While trees seem to be the current focus of greening initiatives, open green space (i.e. natural grassland) is also necessary to provide habitat for the widest variety of wildlife species possible; an approach to greening Elmira that considers the big picture and the ecosystem as a whole is needed
- In new subdivisions, the parks are not large enough; more trees and park benches are needed in these areas
- In new subdivisions, builders should be encouraged to place small cisterns underground during lot constructions, thereby enabling new homeowners to gather water for gardens and trees for use during dry periods without having to install the cisterns themselves
- Solar panels should be placed on all south-facing roofs in new subdivisions
- Many individuals feel as though these initiatives are Township-led and paid for; helping the public to understand the costs so they help, rather than complain about inaction, would be beneficial
- By beautifying public areas with trees and other plants, homeowners are more likely to engage in similar projects on their own properties
- TWEEC and the Elmira District Horticultural Society could consider joining forces in being resources/advisors for residents that want to plant native species
- Local nurseries should be encouraged to stock native plant species
- Local fundraisers aimed at raising money to help Foodland, Canadian Tire, and Home Hardware create rooftop gardens for public enjoyment

**APPENDIX II**  
Specific Policy Excerpts



**Township of Woolwich Official Plan consolidated version (updated to July 31, 2012)**

**Chapter 13 Environmental Stewardship**

13.1.1 Council shall support private landowners in their efforts to manage property in a way which maintains or enhances the natural environment, by encouraging publicly-funded programs, such as reforestation and stream improvement, to focus on measures which enhance the natural environment system including:

- increasing connectivity between natural habitat areas;
- increasing native vegetative cover within and around significant natural areas, on steep slopes and adjacent to watercourses;
- encouraging initiatives in the agricultural community to develop environmental farm plans and other programs to support farming practices which maintain or enhance environmental quality;
- making available information to landowners on environmental issues;
- pursuing opportunities to combine education and communication on environmental issues with other Township activities.

13.12.4 The Township will promote the use of native trees, shrubs and herbaceous vegetation for plantings along Township Roads and for new development subject to Site Plan Control.

**13.13 TREE MANAGEMENT**

13.13.1 The Township recognizes the environmental, aesthetic and heritage values of trees lining urban streets and rural roads.

13.13.2 The Township shall protect and preserve trees located within road rights of way wherever practical. Trees removed from a road right of way due to development or public utilities projects shall be required to be replaced wherever possible with native species by the individual or body responsible for their removal, to the satisfaction of the Township.

13.13.3 The Township shall implement a program of planting native trees within the boulevards on Township roadways where appropriate.

13.13.4 The Township shall implement a program of planting native trees where appropriate along streets where the existing trees in those areas are mature and are close to the end of their natural life cycles.

13.13.5 The Township encourages private landowners to protect and preserve street trees located outside of road rights of way.

13.13.6 The Township shall require, as necessary, the preparation of a Tree Management Plan prior to consideration of a development application, with an aim to preserve and protect significant individual trees, tree stands, hedgerows, woodlots and forested areas within the municipality.

#### 13.14 OTHER NATURAL AREAS AND FEATURES

It is recognized that some environmental areas and features in the Township may not meet the criteria as components of the Natural Habitat Network as identified in Policy 13.2.2.

Notwithstanding this, the Township recognizes that these areas and features contribute to the environmental health of the Township and the Township shall require, as necessary, the preparation of a Tree Management Plan prior to consideration of a development application, with an aim to preserve and protect significant individual trees, tree stands, hedgerows, woodlots and forested areas within the municipality

#### Chapter 10 Open Space Policies

10.1.3 The Township may undertake a parks and recreation master plan on a Township-wide basis to inventory existing parkland, open space, and recreational facilities, identify deficiencies, and provide recommendations for future acquisition/development of parkland, open space and facilities.

10.1.5 The Township will encourage the development of a system of linked green space, open space and trails throughout the Township relying on existing parklands, watercourses, utilities corridors, conservation areas, schools and the co-operation of private landowners.

**Region of Waterloo Conservation of Trees in Woodlands By-Law**

By-law number 08-026 of the Regional Municipality of Waterloo

A By-law Respecting the Conservation of Trees in Woodlands

Under this By-Law, a permit is needed from the Region to harvest trees in woodlots of one hectare or more.

**Region of Waterloo Official Plan (as approved June 18, 2015)**

7.1.7 Area Municipalities are encouraged to adopt a Tree Preservation By-law to prohibit or regulate the destruction or injuring of trees in woodlands less than four hectares in area.

**Region of Waterloo Past and Present Environmental Initiatives (May 2008)****2.5.1 Facility and Road Construction (Corporate)**

In road construction projects that require landscaping, anytime one tree is removed, two are replanted where feasible. Where landscape buffers are provided for noise attenuation, enhanced landscaping beyond the 2-for-1 tree planting practice is implemented within the road allowance where feasible.

**City of Waterloo. Official Plan. Office Consolidation Nov. 2016**

8.2.9 Urban Forest

(1) The City recognizes the urban forest as providing significant ecological, social, and economic benefits. The City will encourage the protection, restoration, wise management, and expansion of the urban forest.

(2) It is the City's intent to protect existing trees and plant new ones where feasible and appropriate. When considering development applications and site alteration permit applications, the City will require that only the trees that directly impede the proposed work be removed and that the applicant replace them in reasonable amount, with trees of sufficient maturity. The amount and maturity of replacement trees will be determined based on the amount, maturity, species, and health of the trees to be removed. A Tree Preservation Plan may be required to provide an inventory of all trees on the site, an assessment of their health and condition, recommendations regarding which trees should be saved and which will be removed, tree protection measures, and replacement trees. As part of any Tree Preservation Plan, the City may require tree loss totals and corresponding compensation estimates. Tree Preservation Plans must be prepared by qualified professionals.

(3) When considering development applications and site alteration permit applications, the City may require the protection and enhancement of hedgerows, especially where:

- (a) they link other elements of the Natural System;
- (b) wildlife regularly use them as habitat or movement corridors;
- (c) they are composed of mature, healthy trees;
- (d) they contain trees that are rare, unique, culturally important, or over 100 years in age; or
- (e) they contribute to the aesthetics of the landscape.

(4) Where the City is undertaking infrastructure work, the urban forest will be protected and preserved, where feasible. If it is necessary for infrastructure work to remove any trees, the City will compensate by replanting in reasonable amount on or off-site, with trees of sufficient maturity. The amount and maturity of replacement trees will be determined based on the amount, maturity, species, and health of the trees to be removed. A Tree Preservation Plan may be required to provide an inventory of all trees on the site, an assessment of their health and

condition, recommendations regarding which trees should be saved and which will be removed, tree protection measures, and replacement trees.

(5) Opportunities for tree planting on City-owned lands will be identified and implemented in coordination with other public agencies and local interest groups, as required. The City will plant native species that are ecologically appropriate and suitable for site conditions, where feasible.

(6) The City will implement planting programs of desired and compatible species, with preference given to native species, on public lands or, in conjunction with landowners, on private lands.

(7) To generate appreciation and stewardship towards the urban forest, the City will encourage public education and involvement.

(8) The City will support and enhance the urban forest by implementing urban design standards that protect street trees, in particular in terms of preservation of existing root structures and preventing soil compaction.

**City of Waterloo BY-LAW NO. 2014 078 BY-LAW FOR THE PROTECTION OF TREES ON CITY PROPERTY WITHIN THE CITY OF WATERLOO**

Provides for the prohibition of damage or removal to any trees on public property.

**City of Kitchener. Official Plan. (Approved Nov. 19, 2014)**

8.C.2 Urban Forests

8.C.2.1. The City will preserve, protect, manage, replace and where appropriate acquire significant tree stands, hedgerows, woodlands and forested areas within the city boundaries.

8.C.2.2. The City, in accordance with the Parks Strategic Plan, will develop an Urban Forest Management Strategy including a tree inventory and an update of the Woodland Management Program.

8.C.2.3. The City, in accordance with the Parks Strategic Plan, will protect the natural environment through greening and naturalization initiatives and policies, restoration and management of City-owned natural areas and the urban forest, and natural areas stewardship and education programs.

8.C.2.4. The City, in accordance with the Parks Strategic Plan, will implement a tree planting and replacement program and support natural area and urban woodland retention and maintenance.

8.C.2.5. The City will encourage landscaping on public and private lands to preserve and complement the existing natural landscape. The City will direct the use of a mix of indigenous plant species and trees having historic or cultural significance in these landscape areas.

8.C.2.6. The City will incorporate existing and/or new trees into the streetscape or road right-of-way and encourage new development or redevelopment to incorporate, protect and conserve existing healthy trees and woodlands in accordance with the Urban Design Policies in Section 11, the Urban Design Manual and the Development Manual

Trees and Natural Areas on Public Property

8.C.2.7. The City will, where appropriate, reforest and naturalize parks, open space and stormwater management areas.

8.C.2.8. Wherever feasible and appropriate, species native to the region will be used in roadside plantings, stormwater management facilities and park naturalization projects.

8.C.2.9. The City will promote and encourage the protection and wise management of trees located within and outside a road right-of-way and encourage public authorities to give due

consideration to their preservation when undertaking infrastructure projects and regular maintenance.

8.C.2.10. The City will require the replacement of any trees damaged or removed from an existing road right-of-way due to a development or infrastructure project.

8.C.2.11. By-laws enacted under the Municipal Act will contain details and regulations pertaining to protection, planting, care and maintenance of City trees within a public right-of-way and regulate and ensure the appropriate use of the City's natural areas including parks.

#### Trees on Private Property

8.C.2.12. The City will encourage the reforestation, wise management and improvement of privately owned trees and woodlands within the City.

8-11 8.C.2.13. Tree removal on private property will be subject to the City Tree Conservation By-law where applicable.

8.C.2.14. The City will, whenever possible, provide guidance and advice for the reforestation, wise management and improvement of privately owned trees and woodlands within the city.

8.C.2.15. The City may require existing trees and vegetation to be retained through the Site Plan Approval process to act as buffers to minimize potential adverse effects to sensitive natural areas.

#### Development or Site Alteration

8.C.2.16. The City will require the preparation and submission of a tree management plan in accordance with the City's Tree Management Policy, where applicable, as a condition of a development application. Any tree management plan must identify the trees proposed to be removed, justify the need for removal, identify the methods of removal and specify an ecologically sound tree replacement scheme and any mitigative measures to be taken to prevent detrimental impacts on remaining trees.

8.C.2.19. When considering development, redevelopment or site alteration proposals, the City may require the protection and enhancement of hedgerows, especially where: a) they link other elements of the Natural Heritage System; b) wildlife regularly use them as habitat or movement corridors; c) they are composed of mature, healthy trees; d) they contain trees that are rare,

unique, culturally important or over 100 years in age; or, e) they contribute to the aesthetics of the landscape.



**City of Kitchener. Tree Management Policy (Policy no. I-1160). Feb. 28, 2002**

<http://www.kitchener.ca/en/businessinkitchener/resources/Treemanagementpolicy.pdf>

A consistent tree management process will ensure that:

1. An inventory and analysis of existing natural characteristics of a site are undertaken, so that both opportunities and constraints for tree management in the natural environment are identified.
2. An assessment of proposed development impact on trees and vegetation communities is undertaken, so that adverse impacts are minimized while potential benefits of remaining tree and vegetation communities are optimized.
3. Tree removal and tree protection responsibilities are implemented prior to the grading and construction stages of development.
4. Initial and continual compliance with approved tree protection measures including tree replacement are achieved.
5. Rationale is presented to justify tree removal i.e. layout, grading, servicing constraints. Section 51(2)(g) of the Planning Act requires the location of natural features to be shown on any Draft Plan of Subdivision. The lack of specific information at an early stage often results in poor tree management. This policy requires a General Vegetation Overview be submitted by the Subdivider and approved by the Development and Technical Services Department and the Department of Community Services prior to draft approval to optimize tree management potential.

The Tree Management Policy consists of three key steps within which data collection and analysis is to be sequentially undertaken. These are:

- 1) A General Vegetation Overview (part of the subdivision approval process)
- 2) A Detailed Vegetation Plan (part of the subdivision registration process)
- 3) A Tree Preservation/Enhancement Plan

A Tree Preservation/Enhancement Plan is required for subdivisions, site plan approval, and consents

**City of Kitchener – Tree Conservation By-Law** (property maintenance Chapter 692 trees - protection destruction – injury)

A tree conservation permit is required for all properties 0.405 hectares (1.0 acre) or greater.

A permit is not required for:

- Trees that are less than 10 cm, in diameter at breast height (DBH).
- The removal of a dead, diseased or hazardous tree when certified as such by an individual designated or approved by the director of planning.

**City of London. The London Plan (Official Plan). Approved Dec. 28, 2016**

Section 389 explicitly states the goal is to have no net loss of urban tree cover through protection, monitoring, and additional planting.

393\_ It is a target of this Plan to achieve a tree canopy cover of 28% within the Urban Growth Boundary by 2035.

394\_ The 20-year target identified above is intended help us to achieve a long-term tree canopy cover of 34% within the Urban Growth Boundary by 2065.

395\_ Specific tree canopy cover and other targets for specific place types will be developed through the Urban Forest Strategy Implementation Plan and implemented through the Zoning Bylaw and other by-laws and guideline documents.

396\_ Progress toward meeting these targets will be monitored as follows:

1. A tree canopy cover analysis will be prepared every five years to determine if tree canopy targets are being achieved.
2. An analysis of the structure, function, and value of the Urban Forest will be prepared at least once every ten years.
3. An inventory update and analysis of trees in boulevards, rural streets, manicured portions of parks and municipal properties will be completed at least once every ten years.

399\_ The following policies will be applied to support the strategy of protecting trees:

Tree inventories and tree preservation plans will be required for all planning and development applications and infrastructure projects where trees exist on the applicable lands.

All trees that must be removed will be replaced on a one-to-one basis, development heights and densities may be increased to support tree conservation on restrained lots, and a water balance study may be required to ensure remaining trees retain long-term health.

**City of London Urban Forest Strategy. June 2014.**

<https://www.london.ca/residents/Environment/Trees-Forests/Documents/London%20Urban%20Forestry%20Strategy%20Final.pdf>

The strategy lists 18 future strategic goals:

1. Achieve appropriate canopy cover across the community.
2. Develop a tree establishment program driven by canopy cover targets, maintenance capacity, and “right tree, right place” principles.
3. Establish a diverse tree population city-wide as well as at the neighbourhood level.
4. Preserve and enhance local natural biodiversity.
5. Enhance and enforce municipal policies.
6. Improve urban forest health.
7. Ensure City departments operate with common goals and objectives and adequate staffing.
8. Maintain publicly owned trees to maximize current and future benefits provided to the site.
9. Increase funding to support and sustain urban forest management.
10. Complete a comprehensive urban forest inventory and apply to management decision making.
11. Monitor existing and potential canopy cover.
12. Undertake research to improve urban forest performance and encourage adaptive management.
13. Consult and cooperate with large private landholders to embrace city-wide urban forest goals and objectives.
14. Consult and cooperate with local nurseries, arborists, landscapers, etc. (urban forestry services) to embrace city-wide urban forest goals and objectives.
15. Consult and cooperate with citizens at the neighbourhood level to embrace city-wide urban forest goals and objectives.
16. Consult and cooperate with the business community to embrace city-wide urban forest goals and objectives.
17. Facilitate public understanding of urban forest management.
18. Consult and cooperate with neighbouring communities on regional urban forest management issues.

Table 1 Suggested canopy cover goals by current land use types.

<u>Land Use Type</u>	<u>Target Canopy Cover by 2035</u>	<u>Target Canopy Cover by 2065</u>
Agriculture	13%	15%
Commercial	10%	15%
Institutional	18%	20%
Industrial	12%	15%
Low density residential	27%	35%
Medium and high density residential	19%	25%
Natural area and open space	55%	60%
City-wide	25%	32%

**City of London. Boulevard Tree Protection By-law P.-69 – Consolidated May 3, 2010**

Damaging, removal, or planting of trees in any boulevard is prohibited. “Boulevard” means that portion of every road allowance within the limits of the City of London which is not used as a sidewalk, driveway, travelled roadway or shoulder.

**City of London. Tree Protection By-law C.P.-1515-228 – Enacted August 30, 2016**

The new Tree Protection By-law includes:

- a new Forest Health component, allowing the City to respond quickly to any serious threats to our forests;
- exemptions for certain activities, such as pruning a tree, from requiring a permit;
- designated 'Tree Protection Areas', and;
- protection for 'Distinctive Trees'.

**County of Wellington. Official Plan. Consolidated version updated to Sept. 1, 2016**

Good forestry practices will be encouraged and tree removal shall be subject to the Wellington County Forest Conservation By-law.

The County has developed a Rural Water Quality Program with Conservation Authorities to encourage farm stewardship initiatives to improve water quality. The County also has a Green Legacy Program that supports community and private planting activities which include an educational and advisory component. Both programs are stewardship initiatives that restore and enhance the County's natural heritage. Examples include projects to: tree planting to prevent or reduce water and wind erosion or to restore fragile lands.

7.5.14 Urban Forests

Urban forests are made up of trees in a range of environments from downtowns to rural fringes, including: trees in planters on main streets; street trees; trees in yards; park trees; interspersed woodlots or hedgerows in greenfield areas; and trees in hazardous lands, wetlands and significant woodlands referred to above that are protected in the Greenlands System of this Plan. Collectively, these trees make important economic, visual and environmental contributions to the quality of life in Wellington's small towns and hamlets. The County will encourage the retention of trees where practical and will encourage increases in the overall urban tree canopy.

8.3.12 Intensification Criteria

Intensification within all residential land use designations shall be evaluated using the following criteria: e) the impact of the development on the streetscape including, where feasible, the protection of municipal street trees;

Under Development Agreements and Site Plans, the developer must address preparation and implementation of a landscaping plan to cover tree planting, sodding and buffering;

10.1.3 The County will consider the following when considering new lot creation by subdivision, consent or part lot control: g) that tree loss related to anticipated development be kept to a minimum and, wherever reasonable, be compensated for by new tree planting;

**County of Wellington. Forest Conservation By-Law 5115-009**

A County permit is required prior to the cutting or destruction of more than 20 trees in a "woodlands" [i.e. a forested area 1 hectare or larger].

**Town of Oakville. The Livable Oakville Plan (2009 Town of Oakville Official Plan).  
Consolidated to April 4, 2017.**

6.10 Landscaping

6.10.2 Development should preserve and enhance the urban forest by: a) maintaining existing healthy trees, where possible; b) providing suitable growing environments; c) increasing tree canopy coverage; d) incorporating trees with historic or cultural significance; and, e) integrating a diverse mix of native plant species

10. Sustainability

10.1.1 Objectives - The general objectives for sustainability are:

e) to maintain the existing urban forest; and,

f) to progressively increase the urban forest to achieve a canopy cover of 40% Town-wide beyond the life of this Plan.

10.12 Urban Forests - The Town considers its municipally-owned urban forest as green infrastructure.

10.12.1 For every square metre of leaf area that is removed from Town property or from Town road rights-of-way, sufficient trees will be replanted to replace the lost square metres of leaf area.

10.12.2 The Town shall ensure that appropriate space for tree protection and tree planting within road rights-of-way are included in the design of new roads or road improvements.

10.12.3 The Town shall develop standards for the protection of trees to assist with the review of planning applications and municipal consents by utilities.

10.12.4 The Town shall develop standards for the planting of new trees to assist with the review of planning applications.

10.12.5 Tree removal on private property shall be subject to the Town's private tree protection by-law.



**Town of Oakville. Growing Livability – A Comprehensive Study of Oakville’s Urban Forest. 2016.** <http://www.oakville.ca/assets/general%20-%20culture%20recreation/itree-growing-livability-report.pdf>

In 2005, Oakville was one of a number of Canadian municipalities to complete an Urban Forest Effect Model (UFORE) study, now known as i-Tree, to quantify the structure of the urban forest and its environmental benefits. In 2015, Oakville became the first municipality in Canada to conduct a ten-year follow-up survey to track the changes to the urban forest since the initial study. The results of the 2015 survey show that Oakville has increased its tree canopy by 1.3 per cent in the last ten years to a total canopy coverage of 27.8 per cent.

Highlights of the report include:

- Oakville’s urban forest canopy cover in 2015: 27.8 per cent
- Total number of trees: 2,016,500
- The structural value of Oakville's urban forest is \$1.04 billion
- Oakville’s tree canopy is estimated to provide \$2.93 million in environmental benefits each year
- The total value of home energy savings provided by Oakville’s trees is approximately \$1.8 million per year
- Oakville’s urban forest removed 113 tonnes of pollutants and 7,586 tonnes of carbon dioxide from Oakville's air in 2015
- Oakville’s top three species by leaf area are Sugar maple, Norway maple and Northern red oak

Recommendations focus on several key areas:

Communication: Building & strengthening partnerships across departments and sectors

Management: Enhancing and adapting management practices to address pertinent issues, like invasive species and enhancing urban forest health

Planning: Developing tools for improved procedures and supporting urban forest management with current, high-quality data

Planting: Re-evaluate and refine planting strategies to maximize the ecological services of Town-owned trees

**York Region – Official Plan (2010, April 2016 Office Consolidation)**

2.2.50 That local municipalities shall develop an Urban Forest Management Plan, together with York Region, that may include additional locally significant woodlands.

5.4.6. ... These secondary plans shall include:

- i. policies that establish urban greening targets, which may be achieved through urban forest canopy, green walls, requirements for on-site greening

**City of Markham – Official Plan (2014, April 21 Office Consolidation)**

3.2 Urban Forest System

The Urban Forest System comprises all woodlands, hedgerows and small woodlots, individual trees and shrubs, understory and soils that grow on public and private property in Markham. The urban forest provides various benefits to Markham including reduction in air pollution, moderation of urban heat island effect, energy savings, mitigating climate change effects, habitat for urban adapted wildlife, stormwater management, recreation and opportunities for physical activity, biodiversity, improving mental wellbeing and contributing to the quality and character of the urban environment and supporting Markham's Greenway System. It is the policy of Council:

3.2.1 To protect, expand and integrate the urban forest in existing and new communities.

3.2.2 To develop in cooperation with York Region an Urban Forest Management Plan to address local tree canopy targets, tree species diversity, invasive species management, soil conservation strategies to implement tree canopy targets and provide for the long-term maintenance of Markham's urban forest.

3.2.3 To encourage the enhancement of the urban forest through tree planting and restoration of public and private lands in the urban area. Restoration sites may include hydro corridors, municipal parks, schools, stormwater management ponds and other public infrastructure sites. Diversity of tree species shall be encouraged to ensure a resilient and healthy urban forest.

3.2.4 To require appropriate compensation in the form of rehabilitation and enhancement of the urban forest where the urban forest has been impacted by the provision of infrastructure.

3.2.5 To maintain and update the Tree Preservation By-law to manage the preservation of trees on private property and cooperate with the York Region in the implementation of the Regional Tree By-law.

3.2.6 To protect and enhance the urban forest, including hedgerows and small woodlots identified for protection by an environmental impact study, and integrate the urban forest

into development, redevelopment and site alteration where possible, particularly where it provides a linkage to other natural areas, provides for wildlife habitat and movement, and is composed of healthy and mature trees.

3.2.7 To increase awareness of the benefits of the urban forest and promote public education and involvement in the stewardship of Markham's urban forest.

3.2.8 To work in cooperation with York Region to track and measure the health and environmental benefits of the urban forest.

**Provincial Policy Statement 2014**

1.6.2 Planning authorities should promote *green infrastructure* to complement *infrastructure*.

**Green infrastructure:** means natural and human-made elements that provide ecological and hydrological functions and processes. *Green infrastructure* can include components such as natural heritage features and systems, parklands, stormwater management systems, street trees, urban forests, natural channels, permeable surfaces, and green roofs.

## **Growth Plan 2017**

2.2.1.4. Applying the policies of this Plan will support the achievement of complete communities that:

g) integrate green infrastructure and low impact development.

3.2.7.2. Proposals for large-scale development proceeding by way of a secondary plan, plan of subdivision, vacant land plan of condominium or site plan will be supported by a stormwater management plan or equivalent, that:

b) incorporates an integrated treatment approach to minimize stormwater flows and reliance on stormwater ponds, which includes appropriate low impact development and green infrastructure;

4.2.10.1. Upper- and single-tier municipalities will develop policies in their official plans to identify actions that will reduce greenhouse gas emissions and address climate change adaptation goals, aligned with the Ontario Climate Change Strategy, 2015 and the Climate Change Action Plan, 2016 that will include:

d) undertaking stormwater management planning in a manner that assesses the impacts of extreme weather events and incorporates appropriate green infrastructure and low impact development;

4.2.10.2. In planning to reduce greenhouse gas emissions and address the impacts of climate change, municipalities are encouraged to:

a) develop strategies to reduce greenhouse gas emissions and improve resilience through the identification of vulnerabilities to climate change, land use planning, planning for infrastructure, including transit and energy, green infrastructure, and low impact development, and the conservation objectives in policy 4.2.9.1;

**APPENDIX III**

Township of Woolwich Documents:

Door Hanger

Tree Planting Guidelines

Landscape Design Guidelines



## HOW TO CARE FOR YOUR NEW BOULEVARD TREE:

## HOW TO CARE FOR YOUR NEW BOULEVARD TREE:

### PLEASE DO:

- Water the soil around the base of the trees at least once every ten days to help establish roots
- Soak the soil around your trees slowly
- If your tree appears to be dead, is damaged or requires pruning please contact Engineering & Planning Services at 519-669-6041 or 519-664-2613 ext. 6041

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- Soak the soil around your trees slowly
- If your tree appears to be dead, is damaged or requires pruning please contact Engineering & Planning Services at 519-669-6041 or 519-664-2613 ext. 6041

### PLEASE AVOID:

- Watering every day since roots can become waterlogged
- Mounding up the mulch or soil around the base of the tree. While it may look aesthetically pleasing, it causes the water to run away from the roots, starves the surface roots of oxygen and may encourage mould and pests to invade the bark
- Cultivating, digging, planting or constructing borders around the mulched area as this may damage the newly forming roots. Also do not tie anything to the tree that could restrict its growth
- Using a trimmer close to the bark of the tree

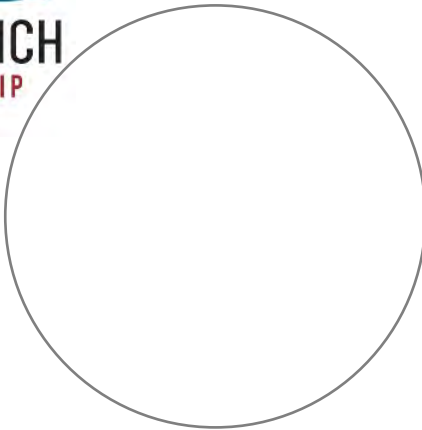
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Thank you for your cooperation and assistance in helping to create a more beautiful and healthy environment in the Township of Woolwich and helping to ensure we will all enjoy these trees for many years to come.

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## CARING FOR YOUR BOULEVARD TREE

### TREE SPECIES PLANTED:

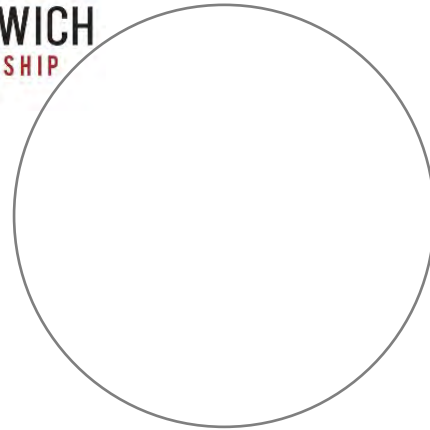
#### PLEASE DO:

- Water the soil slowly around the base of the tree or fill the supplied water bag, should one be provided, at least once every ten days, to help establish roots.
- Leave mulch around the tree to minimize weed and grass growth and reduce soil moisture loss.
- If your tree appears to be dead, is damaged or requires pruning, please contact Engineering & Planning Services at 1-877-969-0094 ext. 6041.

#### PLEASE AVOID:

- Watering every day since roots can become waterlogged.
- Mounding mulch or soil around the base of the tree. While being aesthetically pleasing, it can decrease roots of oxygen and encourage diseases.
- Cultivating, digging, planting, or constructing borders around the mulched area, as this may damage the roots and restrict growth.
- Also, do not tie anything to the tree that could restrict its growth.
- Using a nylon cord trimmer close to the base of the tree as broken/cut bark can cause the tree to die.

**Thank you for your cooperation and assistance in helping to create a more beautiful and healthy environment in the Township of Woolwich**



## CARING FOR YOUR BOULEVARD TREE

### TREE SPECIES PLANTED:

#### PLEASE DO:

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**APPENDIX IV**

Tree Diseases

## **Tree Diseases**

### **Asian Long-horned Beetle**

The Asian Long-horned Beetle (*Anoplophora glabripennis*) has caused 2 infestations in Ontario. The first was observed in 2003 near the border between Toronto and Vaughan. It was deemed eradicated in April 2013 after infected trees were removed and no additional beetles were observed in 5 years of monitoring. In August 2013 another infestation was found in Mississauga and Toronto which is actively being eradicated. This beetle affects Maples (*Acer* sp.), Birches (*Betula* sp.), Poplars (*Populus* sp.), and Willows (*Salix* sp.).

### **Beech Bark Disease**

This disease effects American Beech (*Fagus grandifolia*) and is caused by a non-native insect-fungus relationship. The Beech Scale (*Cryptococcus fagisuga*), a European insect likely introduced to Canada in the 1890s, feeds on the outer bark of Beech trees. After 2 to 10 years of feeding, the tree declines in vigour, growth, and resistance to infection. It is then infected with the canker fungus, *Neonectria faginata*, which kills the tree. This disease was first confirmed in Ontario in 1999.

### **Butternut Canker**

Butternut canker is an infection caused by a fungus, *Ophiognomonia clavignenti-juglandacearum*, affecting the Butternut (*Juglans cinerea*) tree. It was first confirmed in Ontario in 1991. The fungus is spread by rain-splashed spores, as well as possibly by insects, birds, and seeds. The fungus causes cankers on the stem that eventually girdle and kill the tree.

### **Dutch Elm Disease**

Dutch Elm Disease is caused by a fungus (*Ophiostoma ulmi* or *Ophiostoma novo-ulmi*) that is spread by either the European Elm Bark Beetle (*Scolytus multistriatus*) or the native Elm Bark Beetle (*Hylurgopinus rufipes*). The disease was first confirmed in Canada in 1947. It attacks and blocks the water-conducting systems in Elm trees (*Ulmus* sp.) and kills the infected tree within 1 to 3 years.

### **Emerald Ash Borer**

Emerald Ash Borer (*Agrilus planipennis*), a beetle originally from Asia, was first observed in Ontario in the Windsor area in 2002. The beetle kills any type of Ash (*Fraxinus* sp.) tree by feeding off its inner bark, thereby interfering with the circulation of nutrients and water. These

beetles kill the tree within 2 to 3 years after infestation. In Waterloo Region, Emerald Ash Borer was discovered in approximately 2011 and since then, has killed almost all Ash trees in the Region. A typical sign that a tree is infected is the flecking on the bark, where bark falls off due to foraging by Chickadees, Nuthatches, and Woodpeckers.

### **European Gypsy Moth**

The European Gypsy Moth (*Lymantria dispar dispar*) was introduced to Massachusetts in 1869. Gypsy Moth caterpillars have a voracious appetite, eating leaves of many different tree species, although Red Oak (*Quercus rubra*), White Oak (*Quercus alba*), Poplar species (*Populus* sp.), and White Birch (*Betula papyrifera*) are preferred.

### **Hemlock Woolly Adelgid**

The Hemlock Woolly Adelgid (HWA, *Adelges tsugae*) is an aphid-like insect that feeds at the base of Eastern Hemlock (*Tsuga canadensis*) needles, killing the tree. This disease was introduced to eastern North America in the 1950's from Japan, and was first identified in Ontario in 2012 and 2013 in Etobicoke and Niagara Falls, respectively. It is hoped that the infestations in Ontario have been destroyed; it was last observed in 2015. HWA affects all variety of Hemlock species.

### **Magnolia Scale**

Magnolia Scale (*Neolecanium cornuparvum*) affects Magnolia trees (*Magnolia* sp.) and Tulip Tree (*Liriodendron tulipifera*). The insects cause damage to trees by feeding on the tree's sap through its vascular system; they can kill entire branches and weaken the tree. The scale excretes a sticky substance that is referred to as 'honeydew', on which black mold grows.

### **Oak Wilt**

Oak Wilt is a lethal disease caused by a fungus (*Ceratocystis fagacearum*) that affects all Oak species (*Quercus* sp.). The fungus is most serious in members of the Red Oak family, including Red Oak (*Quercus rubra*), Black Oak (*Q. velutina*), and Pin Oak (*Q. palustris*); it can kill these trees within several months. In White Oak trees, including White Oak (*Q. alba*), Swamp White Oak (*Q. bicolor*), and Bur Oak (*Q. macrocarpa*), trees may survive several years, or even defeat the disease. This disease has not yet been documented in Canada, although it is found throughout Michigan, including Detroit. The disease is transmitted by insects or between tree roots.

**Tar Spot**

Tar Spot is a leaf disease that is caused by the fungus *Rhytisma acerinum*. Although it can appear in several different species, it mostly occurs in Maples (*Acer* sp.). Tar spot does not cause long-term damage to the tree, but it is aesthetically unappealing. The dark spots on the leaves are the fruiting structures of the fungus, that spread through spores in the spring.

**Tent Caterpillars / Fall Webworm**

The larvae of several moth and butterfly species are referred to as tent caterpillars for the large, tent-like webs they built on the end of tree branches. They are found in large groups that enabling them to defoliate trees in a short amount of time. Fall Webworm (*Hyphantra cunea*) is one such common species in Ontario. Although unsightly, they rarely cause too much damage to a tree. The caterpillars affect many different tree species, but prefer Birch (*Betula* sp.), Black Walnut (*Juglans nigra*), Ash (*Fraxinus* sp.), Cherry (*Prunus* sp.), and Apple (*Malus* sp.).

**APPENDIX V**

Street Tree Inventory:

2017 Elmira Street Tree Inventory Map

Example Data Sheet for Tree Inventories

Tree Assessment Criteria (Tables A and B)





Map data ©2017 Google 500 m





Table A. Tree Health Assessment Criteria

Assessment Criteria*	Definition <sup>1</sup>
Excellent	Represents a tree in near perfect form, health, and vigor. This tree would exhibit no deadwood, no decline, and no visible defects.
Good	Represents a tree ranging from a generally healthy tree to a near perfect tree in terms of health, vigor and structure. This tree exhibits a complete, balanced crown structure with little to no deadwood and minimal defects as well as a properly formed root flare.
Fair	Represents a tree with minor health, balance or structural issues with minimal to moderate deadwood. Branching structure shows signs of included bark or minor rot within the branch connections or trunk wood. The root flare shows minimal signs of mechanical injury, decay, poor callusing, or girdling roots. Trees in the category require minor remedial actions to improve the vigor and structure of the tree.
Poor	Represents a tree that exhibits a poor vigor, reduced crown size (<30% of crown typical of species caused by overcrowding or decline), extreme crown unbalance, or extensive rot in the branching and trunk wood. Fungus could be seen from these rotting areas, suggesting further decay. These trees have extensive crown die back with a large amount of deadwood, and possibly dead sections. These weakened areas can lead to a potential failure of tree sections. Rooting zones show signs of extensive root decay or damage (fruiting bodies or mechanical damage) or girdling roots. Trees in this category require more extensive actions to prevent failure. A tree identified as poor would be a candidate for removal in the near future.
Very Poor	Represents a tree that exhibits major health and structural defects. Quite often the defects or diseases affecting this tree will be fatal. Large quantities of fungus, large dead sections with possible cavities and bark falling off all are signs that a tree is in a major state of decline and would be identified as very poor. These trees have a probable or imminent potential for structural failure. These trees should be identified for removal.
Dead	Represents a tree that exhibits no sign of new growth, including buds, foliage, or shoot growth. These trees have a probable or imminent potential for structural failure. These trees should be identified for removal.
* Trees which are located within dense groupings are evaluated as individual specimens. Trees within these stands quite often have a reduced crown size (<30% of crown typical of species), off balanced crowns, and prioritized upward growth (i.e. low trunk taper and few lateral branches). As such, these trees would be considered to have poor vigour. As well, these trees pose a probable potential for structural failure when newly exposed edges or individual trees are isolated through removal of surrounding trees. This is often the case with overstocked plantations. Individual trees which meet the above criteria will be identified as poor or probable potential for structural failure.	

<sup>1</sup>Dunster 2009

**Table B. Tree Risk Assessment Criteria**

<b>Assessment Criteria*</b>	<b>Definition<sup>1</sup></b>
Improbable	The tree or branch is not likely to fail during normal weather conditions and may not fail in many severe weather conditions within the specified time frame.
Possible	Failure could occur, but it is unlikely during normal weather conditions within the specified time frame.
Probable	Failure may be expected under normal weather conditions within the specified time frame.
Imminent	Failure has started or is most likely to occur in the near future, even if there is no significant wind or increased load. This is a rare occurrence for a risk assessor to encounter, and it may require immediate action to protect people from harm.
*A specified time frame of 1 year will be used when assessing potential for structural failure.	

<sup>1</sup>Dunster et al. 2013

## References

- Dunster, J.A. 2009. Tree Risk Assessment in Urban Areas and the Urban/Rural Interface: Course Manual. Silverton, Oregon: Pacific Northwest Chapter, International Society of Arboriculture.
- Dunster, J.A., E.T. Smiley, N. Matheny, and S. Lily. 2013. Tree Risk Assessment Manual. Champaign, Illinois: International Society of Arboriculture.

Table A. Tree Health Assessment Criteria

Assessment Criteria*	Definition <sup>1</sup>
Excellent	Represents a tree in near perfect form, health, and vigor. This tree would exhibit no deadwood, no decline, and no visible defects.
Good	Represents a tree ranging from a generally healthy tree to a near perfect tree in terms of health, vigor and structure. This tree exhibits a complete, balanced crown structure with little to no deadwood and minimal defects as well as a properly formed root flare.
Fair	Represents a tree with minor health, balance or structural issues with minimal to moderate deadwood. Branching structure shows signs of included bark or minor rot within the branch connections or trunk wood. The root flare shows minimal signs of mechanical injury, decay, poor callusing, or girdling roots. Trees in the category require minor remedial actions to improve the vigor and structure of the tree.
Poor	Represents a tree that exhibits a poor vigor, reduced crown size (<30% of crown typical of species caused by overcrowding or decline), extreme crown unbalance, or extensive rot in the branching and trunk wood. Fungus could be seen from these rotting areas, suggesting further decay. These trees have extensive crown die back with a large amount of deadwood, and possibly dead sections. These weakened areas can lead to a potential failure of tree sections. Rooting zones show signs of extensive root decay or damage (fruiting bodies or mechanical damage) or girdling roots. Trees in this category require more extensive actions to prevent failure. A tree identified as poor would be a candidate for removal in the near future.
Very Poor	Represents a tree that exhibits major health and structural defects. Quite often the defects or diseases affecting this tree will be fatal. Large quantities of fungus, large dead sections with possible cavities and bark falling off all are signs that a tree is in a major state of decline and would be identified as very poor. These trees have a probable or imminent potential for structural failure. These trees should be identified for removal.
Dead	Represents a tree that exhibits no sign of new growth, including buds, foliage, or shoot growth. These trees have a probable or imminent potential for structural failure. These trees should be identified for removal.
* Trees which are located within dense groupings are evaluated as individual specimens. Trees within these stands quite often have a reduced crown size (<30% of crown typical of species), off balanced crowns, and prioritized upward growth (i.e. low trunk taper and few lateral branches). As such, these trees would be considered to have poor vigour. As well, these trees pose a probable potential for structural failure when newly exposed edges or individual trees are isolated through removal of surrounding trees. This is often the case with overstocked plantations. Individual trees which meet the above criteria will be identified as poor or probable potential for structural failure.	

<sup>1</sup>Dunster 2009

**Table B. Tree Risk Assessment Criteria**

<b>Assessment Criteria*</b>	<b>Definition<sup>1</sup></b>
Improbable	The tree or branch is not likely to fail during normal weather conditions and may not fail in many severe weather conditions within the specified time frame.
Possible	Failure could occur, but it is unlikely during normal weather conditions within the specified time frame.
Probable	Failure may be expected under normal weather conditions within the specified time frame.
Imminent	Failure has started or is most likely to occur in the near future, even if there is no significant wind or increased load. This is a rare occurrence for a risk assessor to encounter, and it may require immediate action to protect people from harm.
*A specified time frame of 1 year will be used when assessing potential for structural failure.	

<sup>1</sup>Dunster et al. 2013

## References

- Dunster, J.A. 2009. Tree Risk Assessment in Urban Areas and the Urban/Rural Interface: Course Manual. Silverton, Oregon: Pacific Northwest Chapter, International Society of Arboriculture.
- Dunster, J.A., E.T. Smiley, N. Matheny, and S. Lily. 2013. Tree Risk Assessment Manual. Champaign, Illinois: International Society of Arboriculture.

**APPENDIX VI**

Street Tree Recommended Species

Township of Woolwich  
Street Tree Recommended Species

Scientific Name	Common Name	CC	CW	SRANK	Location Suitability			Small Stature Tree
					Parks / Residential Lots	Boulevards	Buffers / Natural Areas	
<b>Cupressaceae</b>		<b>Cypress Family</b>						
<i>Juniperus virginiana</i>	Eastern Red Cedar	4	3	S5	•		•	
<i>Thuja occidentalis</i>	White Cedar	4	-3	S5	•		•	
<b>Ginkgoaceae</b>		<b>Ginkgo Family</b>						
<i>Ginkgo biloba</i>	Maiden-hair Tree				•	•		
<b>Pinaceae</b>		<b>Pine Family</b>						
<i>Abies balsamea</i>	Balsam Fir	5	-3	S5	•		•	
<i>Larix decidua</i>	European Larch		5	SE2	•			
<i>Larix laricina</i>	Tamarack	7	-3	S5	•		•	
<i>Picea abies</i>	Norway Spruce		5	SE3	•			
<i>Picea glauca</i>	White Spruce	6	3	S5	•		•	
<i>Picea pungens</i>	Colorado Spruce			SE1	•			
<i>Picea rubens</i>	Red Spruce			S3	•		•	
<i>Pinus resinosa</i>	Red Pine	8	3	S5	•		•	
<i>Pinus strobus</i>	Eastern White Pine	4	3	S5	•		•	
<i>Tsuga canadensis</i>	Eastern Hemlock	7	3	S5	•		•	
<b>Aceraceae</b>		<b>Maple Family</b>						
<i>Acer pensylvanicum</i>	Striped Maple	7	2	S5	•	•	•	•
<i>Acer rubrum</i>	Red Maple	4	0	S5	•	•	•	
<i>Acer saccharinum</i>	Silver Maple	5	-3	S5	•	•	•	
<i>Acer saccharum ssp. saccharum</i>	Sugar Maple	4	3	S5	•	•	•	
<i>Acer saccharum ssp. nigrum</i>	Black Maple	7	3	S4?	•	•	•	
<i>Acer X freemanii</i>	Freeman's Maple				•	•	•	
<b>Betulaceae</b>		<b>Birch Family</b>						
<i>Betula alleghaniensis</i>	Yellow Birch	6	0	S5	•	•	•	
<i>Betula occidentalis</i>	River Birch	2		S3?	•	•		
<i>Betula papyrifera</i>	White Birch		2	S5	•	•	•	
<i>Betula populifolia</i>	Gray Birch	5	0	S5	•	•	•	
<i>Ostrya virginiana</i>	Hop Hornbeam / Ironwood	4	4	S5	•	•	•	

Scientific Name	Common Name	CC	CW	SRANK	Location Suitability			Small Stature Tree
					Parks / Residential Lots	Boulevards	Buffers / Natural Areas	
<b>Cornaceae</b>	<b>Dogwood Family</b>							
<i>Cornus alternifolia</i>	Alternate-leaved Dogwood	6	5	S5	•	•	•	•
<i>Cornus florida</i>	Eastern Flowering Dogwood *	7	4	S2?	•	•	•	•
<b>Fabaceae</b>	<b>Pea Family</b>							
<i>Cladrastis kentukea</i>	Kentucky Yellowwood			SE1	•	•		
<i>Gleditsia triacanthos</i>	Honey Locust	3	0	S2			•	
<i>Gleditsia triacanthos var. inermis</i>	Honey Locust				•	•		
<i>Gymnocladus dioica</i>	Kentucky Coffee-tree *	6	5	S2	•	•	•	
<b>Fagaceae</b>	<b>Beech Family</b>							
<i>Castanea dentata</i>	American Chestnut *	8	5	S2	•	•	•	
<i>Fagus grandifolia</i>	American Beech	6	3	S5	•	•	•	
<i>Fagus sylvatica</i>	European Beech				•	•		
<i>Quercus alba</i>	White Oak	6	3	S5	•	•	•	
<i>Quercus bicolor</i>	Swamp White Oak	8	-4	S4	•	•	•	
<i>Quercus ellipsoidalis</i>	Northern Pin Oak	9	5	S3	•	•	•	
<i>Quercus macrocarpa</i>	Bur Oak	5	1	S5	•	•	•	
<i>Quercus muhlenbergii</i>	Chinquapin Oak	9	5	S4	•	•	•	
<i>Quercus palustris</i>	Pin Oak	9	-3	S4	•	•	•	
<i>Quercus prinoides</i>	Dwarf Chinquapin Oak	10		S2	•	•	•	•
<i>Quercus robur</i>	English Oak			SE1	•	•		
<i>Quercus rubra</i>	Red Oak	6	3	S5	•	•		
<i>Quercus shumardii</i>	Shumard Oak	7	-5	S3	•	•	•	
<i>Quercus velutina</i>	Black Oak	8	5	S4	•	•	•	
<b>Hamamelidaceae</b>	<b>Witch-hazel Family</b>							
<i>Liquidambar styraciflua</i>	Sweet Gum				•	•		
<b>Hippocastanaceae</b>	<b>Buckeye Family</b>							
<i>Aesculus glabra var. glabra</i>	Ohio Buckeye	10	-1	S1	•	•		
<i>Aesculus hippocastanum</i>	Horse Chestnut		5	SE2	•	•		

Scientific Name	Common Name	CC	CW	SRANK	Location Suitability			Small Stature Tree
					Parks / Residential Lots	Boulevards	Buffers / Natural Areas	
<b>Juglandaceae</b>		<b>Walnut Family</b>						
<i>Carya cordiformis</i>	Bitternut Hickory	6	0	S5	•	•	•	
<i>Carya ovata</i> var. <i>ovata</i>	Shagbark Hickory	6	3	S5	•	•	•	
<i>Juglans nigra</i>	Black Walnut	5	3	S4	•		•	
<b>Lauraceae</b>		<b>Laurel Family</b>						
<i>Sassafras albidum</i>	Sassafras	6	3	S4	•	•	•	
<b>Magnoliaceae</b>		<b>Magnolia Family</b>						
<i>Liriodendron tulipifera</i>	Tulip Tree	8	2	S4	•	•	•	
<i>Magnolia acuminata</i>	Cucumber Tree *	10	1	S2	•	•		
<i>Magnolia soulangeana</i>	Saucer Magnolia				•	•		•
<b>Moraceae</b>		<b>Mulberry Family</b>						
<i>Maclura pomifera</i>	Osage Orange		3	SE2	•	•		
<b>Nyssaceae</b>		<b>Sour Gum Family</b>						
<i>Nyssa sylvatica</i>	Black Gum	9	-4	S3	•	•		
<b>Oleaceae</b>		<b>Olive Family</b>						
<i>Syringa vulgaris</i>	Common Lilac		5	SE5	•	•		•
<i>Syringa reticulata</i>	Ivory Silk Lilac				•	•		•
<b>Platanaceae</b>		<b>Plane-tree Family</b>						
<i>Platanus occidentalis</i>	Sycamore	8	-3	S4	•	•	•	
<i>Platanus X acerifolia</i>	London Plane-tree		5	SE1	•	•		
<b>Rosaceae</b>		<b>Rose Family</b>						
<i>Amelanchier arborea</i>	Downy Juneberry		3	S5	•	•	•	•
<i>Amerlanchier canadensis</i>	Serviceberry				•	•		•
<i>Amelanchier laevis</i>	Smooth Juneberry	5	5	S5	•	•	•	•
<i>Prunus americana</i>	American Plum	6	5	S4	•	•	•	•
<i>Prunus pensylvanica</i>	Pin Cherry	3	4	S5	•	•	•	•
<i>Prunus serotina</i>	Black Cherry	3	3	S5	•	•	•	
<i>Prunus virginiana</i> ssp. <i>virginiana</i>	Choke Cherry	2	1	S5	•	•	•	•



Scientific Name	Common Name	CC	CW	SRANK	Location Suitability			Small Stature Tree
					Parks / Residential Lots	Boulevards	Buffers / Natural Areas	
<i>Sorbus americana</i>	American Mountain-ash	8	-1	S5	•	•	•	•
<i>Sorbus aucuparia</i>	European Mountain-ash		5	SE4	•	•		•
<i>Sorbus decora</i>	Showy Mountain-ash	8	3	S5	•	•	•	•
<b>Rutaceae</b>		<b>Rue Family</b>						
<i>Ptelea trifoliata</i>	Common Hop-tree	9	2	S3	•	•		•
<b>Salicaceae</b>		<b>Willow Family</b>						
<i>Populus balsamifera ssp. balsamifera</i>	Balsam Poplar	4	-3	S5	•	•	•	
<i>Populus grandidentata</i>	Large-tooth Aspen	5	3	S5	•	•	•	
<i>Populus tremuloides</i>	Trembling Aspen	2	0	S5	•	•	•	
<b>Tiliaceae</b>		<b>Linden Family</b>						
<i>Tilia americana</i>	American Basswood	4	3	S5	•	•	•	
<i>Tilia cordata</i>	Small Leaf Linden			SE1	•	•		
<b>Ulmaceae</b>		<b>Elm Family</b>						
<i>Celtis occidentalis</i>	Common Hackberry	8	1	S4	•	•	•	
<i>Ulmus americana</i>	White Elm	3	-2	S5	•	•	•	
<i>Ulmus rubra</i>	Slippery Elm	6	0	S5	•	•	•	
<i>Ulmus thomasii</i>	Rock Elm	6	-1	S4?	•	•	•	
<i>Ulmus species</i>	Elm cultivars				•	•		

\* Possession, planting, and cultivation of these species is permissible, however removal or harm is subject to Sections 9 and 10 of the Endangered Species Act.

**Legend**

**CC - Co-efficient of Conservatism:** This value, ranging from 0 (low) to 10 (high), is based on a species tolerance of disturbance and fidelity to a specific habitat integrity.

**CW - Wetness Index:** This value, ranging from -5 (obligate wetland) to 5 (upland) provides the probability of a species occurring in wetland or upland habitats.

**SRANK - Provincial Status:** Provincial ranks are used by the NHIC to set protection priorities for rare species and natural communities. These ranks are not legal designations. S4 and S5 species have populations that are generally secure in the province. Species ranked S1-S3 are considered to be rare (imperiled or vulnerable) in Ontario.

# Shade Tree List

## A Supplement to the Shade Audit Guide + Tool

These trees have been selected for the shade they can provide, their large stature, their suitable use in urban settings, their ability to adapt to climate change, and their resistance to disease and pests. This list is not intended to be comprehensive.

Shade Density	HEAVY SHADE					
Tree Name <i>Species</i>	American Basswood <i>Tilia americana</i>	Black Maple <i>Acer nigrum</i>	Northern Catalpa* <i>Catalpa speciosa</i>	Freeman Maple <i>Acer freemanii</i>	Hackberry <i>Celtis occidentalis</i>	Red Maple <i>Acer rubrum</i>
Height	18 to 26 metres	15 to 25 metres	15 to 20 metres	14 to 23 metres	14 to 20 metres	11 to 20 metres
Canopy spread	10 to 18 metres	12 to 20 metres	15 metres	Varies by cultivar	11 to 13 metres	10 to 22 metres
Rate of growth	Medium to fast	Slow to medium	Fast	Medium to fast	Fast	Medium to fast
Tolerates high winds	✗	✓	✓	✓	✓	✗
Drought resistant	Somewhat	Somewhat	✓	✓	✓	✗
Salt resistant <sup>1</sup>	✗	✗	Somewhat	✗	✓	Poor
Tolerates air pollution	Somewhat	✗	✓	✓	✓	✓
Tolerates poor soil	Somewhat	Somewhat	✓	✓	✓	✓
Resistant to insects/disease <sup>2</sup>	✗	✗	Disease	✓	Disease	Disease
Tolerates sun	✓	Somewhat	✓	✓	✓	✓

\*Introduced species  
(not native to Waterloo  
Region or Ontario)

### Soil moisture tolerance

- Wet to dry, well-drained

- Moist to well-drained

- Moist to well-drained

- Moist, well-drained, to occasionally dry
- Tolerates flooding

- Wet to occasionally dry

- Wet to occasionally dry
- May require irrigation in well-drained soils

### Pruning needs and other considerations

- Needs pruning to develop strong structure

- Responds well to pruning
- Prune to maintain shape
- Sensitive to reflected heat (some cultivars)

- Young bark is thin and easily damaged
- Seed pods

- Graft incompatibility is an issue
- Bark easily damaged

- Skilled pruning may be needed to prevent formation of weak branch crotches and weak multiple trunks

- Prune for shape and strength
- Suckers/sprouts can form weak connections
- Bark easily damaged
- Surface roots can cause problems



# Shade Tree List

## A Supplement to the Shade Audit Guide + Tool

These trees have been selected for the shade they can provide, their large stature, their suitable use in urban settings, their ability to adapt to climate change, and their resistance to disease and pests. This list is not intended to be comprehensive.

Shade Density	HEAVY SHADE				MEDIUM SHADE	
Tree Name <i>Species</i>	Red Oak <i>Quercus rubra</i>	Silver Maple <i>Acer saccharinum</i>	Sugar Maple <i>Acer saccharum</i>	White Oak <i>Quercus alba</i>	Accolade Elm* <i>(interspecific hybrid)</i> <i>Ulmus x accolade</i>	Bur Oak <i>Quercus macrocarpa</i>
Height	20 to 26 metres	20 to 30 metres	15 to 25 metres	18 to 32 metres	12 to 20 metres	20 to 30 metres
Canopy spread	16 to 22 metres	15 to 20 metres	12 to 20 metres	18 to 25 metres	10 to 12 metres	20 to 30 metres
Rate of growth	Medium	Fast	Slow to medium	Slow	Fast	Medium
Tolerates high winds	Somewhat	✗	✓	✓	✓	✓
Drought resistant	✓	Somewhat	✗	Somewhat	✓	✓
Salt resistant <sup>1</sup>	✓	Somewhat	✗	✓	✓	✓
Tolerates air pollution	✓	✓	✗	✓	✓	✓
Tolerates poor soil	✓	✓	✗	Somewhat	✓	✓
Resistant to insects/disease <sup>2</sup>	✗ Insects (Gypsy moth/fall cankerworm), Disease (Oak wilt)	Disease	✗	Insects (Gypsy moth)	✓ (resistant to Dutch Elm Disease)	Insects (Gypsy moth)
Tolerates sun	✓	✓	✓	✓	✓	✓

\*Introduced species  
(not native to Waterloo Region or Ontario)

### Soil moisture tolerance

- Moist to dry
- Wet to well-drained
- Well-drained to moist
- Moist to well-drained
- Moist to well-drained
- Wet to dry, well-drained

### Pruning needs and other considerations

- Prune with care (dormant or summer)
- Frequent pruning needed
- Responds well to pruning, prune to maintain shape
- Area under dripline susceptible to disturbance
- Needs pruning
- Large drooping lower branches may need pruning
- Invasive roots
- Sensitive to reflected heat (some cultivars)
- Difficult to transplant
- Can sucker extensively
- Deep tap roots
- Branches and twigs break easily
- Aggressive root system
- Avoid use near structures
- Surface roots may cause problems
- Cultivar



# Shade Tree List

## A Supplement to the Shade Audit Guide + Tool

These trees have been selected for the shade they can provide, their large stature, their suitable use in urban settings, their ability to adapt to climate change, and their resistance to disease and pests. This list is not intended to be comprehensive.

Shade Density	MEDIUM SHADE						LIGHT SHADE
Tree Name <i>Species</i>	Horse Chestnut* <i>Aesculus hippocastanum</i>	Ironwood <i>Ostrya virginiana</i>	London Plane* <i>Platanus x acerifolia</i>	American Sycamore <i>Platanus occidentalis</i>	Tuliptree <i>Liriodendron tulipifera</i>	Yellowwood* <i>Cladrastis kentuckea</i>	Honey Locust <i>Gleditsia triacanthos</i> <i>var. inermis - Shadblow</i>
Height	20 to 25 metres	10 to 15 metres	22 to 32 metres	25 to 30 metres	22 to 30 metres	10 to 17 metres	14 to 16 metres
Canopy spread	15 metres	7 to 9 metres	18 to 26 metres	15 to 20 metres	12 to 15 metres	14 to 18 metres	14 metres
Rate of growth	Rapid (young) Slow (mature)	Slow	Medium	Fast	Medium to fast	Medium to fast	Fast
Tolerates high winds	Somewhat	✓	✓	✓	✓	✗	Somewhat
Drought resistant	Somewhat	✓	✓	✓	Somewhat	Somewhat	✓
Salt resistant <sup>1</sup>	Somewhat	✗	Somewhat	Somewhat	✗	Somewhat	✓
Tolerates air pollution	Somewhat	✓	✓	✓	✓	Somewhat	✓
Tolerates poor soil	✓	✓	✓	✓	✗	✓	✓
Resistant to insects/disease <sup>2</sup>	✗	✓	✗	✗	✗	Disease	✗
Tolerates sun	✓	✓	✓	✓	✓	✓	✓

\*Introduced species  
(not native to Waterloo  
Region or Ontario)

### Soil moisture tolerance

- Moist to well-drained
- Moist to well-drained
- Wet to dry
- Fairly wet to well-drained
- Very moist to well-drained
- Moist to well-drained
- Moist to well-drained

### Pruning needs and other considerations

- Prune for shape and strength
- Prune to maintain shape
- Responds well to pruning, prune to maintain shape
- Surface roots can cause problems
- Bark easily damaged
- May need pruning to maintain shape
- Prune for shape and strength
- Extensive clean-up needed for large flowers, nuts and leaf litter
- Short-lived
- Surface roots can cause problems
- Insects (Aphids can cause honeydew deposits)
- Insects (Aphids can cause honeydew deposits)
- Weak crotches
- Most trees are seedless, seeds grow in pods
- Surface roots can cause problems
- Bark easily damaged
- Surface roots can cause problems



# Shade Tree List

## A Supplement to the Shade Audit Guide + Tool

### Notes:

<sup>1</sup> Some trees' tolerance for soil salt may be higher than for airborne (aerosol) salt.

<sup>2</sup> Most trees act as hosts to insect/disease but usually do not die as a result. This column indicates problematic reaction to either an insect or disease, if applicable.

\*Introduced Species (not native to Waterloo Region or Ontario)

There are many variables that confound the ratings in this document. Combinations of environmental variables may cause unusual reactions to any given condition. Stressed trees are always more susceptible to normally benign factors. Stress is created by changing climate conditions, changed drainage, outbreaks of invasive insects or diseases, and other events.

### Planting for diversity

Rather than planting all one type and size of tree, various species of trees should be considered to reduce the risk of losing all trees on a site due to disease or insects. Also, a variety of sizes and ages of trees should be on a site.

### Planting, maintenance, and protection

Urban trees are up against many stressors and it is essential that trees are properly planted and maintained to increase their life expectancy.

### Considerations:

**Tree selection** – Select tree species that are appropriate for the climate and site conditions. If possible, plant trees with a minimum of 70 mm caliper. If budget is an issue, it is better to plant fewer but more established trees. Select trees that optimize shade coverage because of their dense canopy.

**Planting** – Consider whether the planting site has adequate space and plant trees a sufficient distance apart (for most hardwoods 5 to 6 metres apart). Determine if you need to apply amendments to improve the soils or to remove invasive species to reduce competition. Stakes and ties can be used to provide some support after planting depending on tree size and soil characteristics, but the stakes and ties should be removed after one year.

**Pruning** – At planting, ensure that any larger roots circling the pot are spread out to prevent girdling and prune excessive surface roots. Over the years, look at the upper branches of the tree to decide if pruning is necessary.

**Maintenance** – Plan for proper maintenance of a tree and build this into your budget. Proper maintenance includes applying mulch, using wrap or fencing for protection, watering until established and completing necessary pruning. Vigorous trees tend to be more resistant to stress and vigor can be maintained through good stewardship – soil, water and nutrients should all be monitored and managed as much as possible.

### Considerations for planting shade trees:

#### Shade Audit Information Guide + Tool:

<http://bit.ly/1wu0xZZ>

- Plant trees in areas/zones on the site that are used the most frequently by vulnerable users (e.g., playgrounds, rest areas)
- Plant to the south and southwest of the area that you are hoping to shade

#### Tree species:

- Ontario's Tree Atlas-Ministry of Natural Resources: <http://bit.ly/1DEB4kp> (native species specific to Waterloo Region)
- Evergreen's Native Tree Database: <http://nativeplants.evergreen.ca>

#### Planting, maintenance and protection:

- Evergreen's Mulch is Magic! <http://bit.ly/12jm9yQ>
- Evergreen's The Bucket Method: Watering Guidelines for Newly Planted Trees <http://bit.ly/2b1ojtf>

Developed in partnership with the Shade Work Group of Waterloo Region, Region of Waterloo Public Health and Emergency Services and Region of Waterloo Community Environmental Fund.



#### Resources/additional information:

The Shade Work Group of Waterloo Region  
[www.regionofwaterloo.ca/shade](http://www.regionofwaterloo.ca/shade)

**Compiled based on the expertise of:** Albert Hovingh, *RFP, Principal Planner – Stewardship*, Region of Waterloo; Paul Willms, *Sustainability Planner*, City of Cambridge; Chris Gosselin, *Manager of Environmental Planning*, Region of Waterloo; Dennis Wendland, *Community Member*

Alternate formats of this document are available upon request. Please contact 519-575-4400 (TTY: 519-575-4608) to request an alternate format.

## City of Waterloo Preferred Street Tree Species List

Source:

[https://rapidtransit.regionofwaterloo.ca/en/projectinformation/resources/2014Schedule15-Sch.15-2AppendixETreeList\\_RFPV3.pdf](https://rapidtransit.regionofwaterloo.ca/en/projectinformation/resources/2014Schedule15-Sch.15-2AppendixETreeList_RFPV3.pdf)



**List of preferred species for Urban Trees**

SPECIES CODE	LATIN NAME	COMMON NAME	Salt Tolerance	Native	Soil pH	Soil Moisture	Soil Compaction Tolerance	Shade Tolerance	Flowers	Mature Size (m) (height & width)	Form	Planting Site Location
Aca	Acer campestre	Hedge Maple				D		T		10x10	R	1,2,3,4
Af	Acer x freemanii	Silver/Red Maple				W,A,D						3,4
Afar	Acer x freemanii 'Armstrong'	Armstrong Maple				W,A,D						3,4
Ag	Acer ginnala	Amur Maple			6.1-7.5	A				7x7	R	1,2,3,4
Ar	Acer rubrum	Red Maple	S	X	4.5-6.5	W,A	I			17x15	O	3,4
Arb	Acer rubrum 'Bowhall'	Bowhall Maple	S	X	4.5-6.5	W,A	I			17x15	O	3,4
Arf	Acer rubrum 'Frank Jr.'	Redpointe Maple	S	X	4.5-6.5	W,A	I			17x15	O	3,4
Asa	Acer saccharinum	Silver Maple		X	4.0-7.3	W,A						4
Asas	Acer saccharinum 'Silver Queen'	Silver Queen Maple				W,A						3,4
As	Acer saccharum	Sugar Maple	S	X	6.0-7.5	W,A	S	T		20x15	O	3,4
At	Acer tataricum	Tatarian Maple										2,3
Ac	Amelanchier canadensis	Serviceberry	T	X	6.0-6.5	W,A	S	T	X	8x3	O	1,2,3,4
Cb	Carpinus betulus	Hornbeam										2,3
Cbf	Carpinus betulus 'Frans Fontaine'	Frans Fontaine Hornbeam										2
Co	Celtis occidentalis	Common Hackberry	T	X	6.0-6.5	W,A,D	M	M		20x18	R	3,4
Cl	Crataegus laevigata 'Paul's Scarlet'	Paul's Scarlet Hawthorn				D			X			1,2,3,4
Gbp	Ginkgo biloba 'Princeton Sentry'	Princeton Sentry Ginkgo	M		4.5-7.0	A		S		17x11	I,P	2,3,4
Gbp	Ginkgo biloba 'Saratoga'	Sartoga Ginkgo	M		4.5-7.0	A		S		17x11	I,P	3,4
Gt	Gleditsia triacanthos var. inermis 'Skycole'	Skyline Honeylocust	T		6.0-7.5	W,A,D	T	S		15x13	P	3,4
Gt	Gleditsia triacanthos var. inermis 'Draves'	Street Keeper Honeylocust	T		6.0-7.5	W,A,D	T	S		15x13	P	3,4
Gme	Gymnocladus dioica 'Espresso-JFS'	Espresso Kentucky Coffee Tree	T			A,D	T	S				3,4
Ltf	Liriodendron tulipifera 'Fastigiatum'	Columnar Tulip Tree	M			A	T					2,3,4
Mr	Malus 'Royal Raindrops'	Royal Raindrops Crab Apple	T		5.5-6.5	A,D	I	S	X	20x15	R	1,2,4
Ns	Nyssa sylvatica	Black Gum	T	X		W,A,D						3,4
Pab	Platanus x acerfolia 'Bloodgood'	Bloodgood London Plane Tree	M		5.5-7.5	W,A		S				3,4
Pa	Platanus occidentalis	Sycamore	S	X	6.5-8.5	W,A	T	M		35x20	O	3,4
Po	Populus tremuloides	Trembling Aspen	M	X	4.3-9.0	W,A						4
Pc	Pyrus calleryana	Calleryana Pear							X	13x7	O	2,3,4
Ov	Ostrya virginiana	Ironwood		X	4.2-7.6	A		T				2,3,4
Qa	Quercus alba	White Oak	M	X	4.5-6.8	A,D						3
Qac	Quercus alba x robur 'Crimschmidt'	Crimson Spire Oak	M									2,3,4
Qb	Quercus bicolor	Swamp Oak	M	X	4.5-6.5	D				15x15	R	4



Qm	Quercus macrocarpa	Bur Oak	T,M	X	4.0-8.5	W,A,D	S			18x13	O	3,4
Qr	Quercus robur	English Oak	T		5.0-7.0	A	S	S		18x13	R	3,4
Qrf	Quercus robur fastigiata	English Pyramidal Oak	T		5.0-7.0	A	S	S		15x5	F	2,3,4
Qru	Quercus rubra	Red Oak	T	X	4.5-6.5	A	S	T		16x15	R	4
Saf	Sorbus aucuparia fastigiata	Pyramidal European Mountain Ash	M						X	11x2	F	2
Sd	Sorbus decora	Showy Mountain Ash	M	X	4.0-7.0	W,A			X			1,2
Stf	Sorbus thuringiaca fastigiata	Oakleaf Mountain Ash	M						X	7x3	F	1,2,4
Sr	Syringa reticulata 'Ivory Silk'	Japanese Ivory Silk Lilac							X			1,2,4
Ta	Tilia americana	Basswood	M,S	X	6.5-7.5	A	S			25x13	P,R	3,4
Tcc	Tilia cordata 'Corzam'	Corinthian Linden	M,S		6.5-7.5	A	S		X	25x13	P,R	2,3,4
Tch	Tilia cordata 'Halka'	Summer Sprite Linden	M,S		6.5-7.5	A	S		X	25x13	P,R	2,3,4
Uav	Ulmus americana var. resil	American Elm, DED resistant varietie	M		5.0-8.0	D						3,4
Up	Ulmus propinqua 'JFS-Bieberich'	Emerald Sunshine Elm	M		5.0-8.0	D						3,4
Zs	Zelkova serrata	Zelkova			6.0-6.9							3,4

**All Fraxinus Species Are Temporarily Prohibited Due To Emerald Ash Borer Infestation In Waterloo Region**

last updated: Feb, 2012

SALT TOLERANCE, S - Sensitive, M - Moderately Sensitive, T - Tolerant

SOIL pH, On scale of 1.0 (acid) to 14.0 (base) with 7.0 (neutral)

SOIL MOISTURE, W - Moist, A - Average, D - Dry

SOIL COMPACTION TOLERANCE, S - Sensitive, M - Moderately Sensitive, T - Tolerant

TRANSPLANTING EASE, S - Sensitive, M - Moderately Sensitive, T - Tolerant

SHADE TOLERANCE - T-Tolerance to Shade, M -Moderately Tolerant of Shade (Semi-shade), S -Sensitive to Shade

FORM - O-oval, R-round, F-fastigate,I-irregular,P-pyramidal

PLANTING SITE LOCATION - 1 - Under Utility Lines, 2 - Center Median Plantings, 3 -Street Tree, 4 -Park Plantings

File: h:pws/for-hort/forestry/policies/species.xls

Yellow New Additions

# Town of Oakville

Source: <https://www.oakville.ca/residents/native-species.html>

## Native Species

Thinking about planting a tree on your property? There are many trees that are native to Southern Ontario and well-suited to local conditions, including:

- Balsam Fir (*Abies Balsamea*)
- Red Maple (*Acer Rubrum*)
- Sugar Maple (*Acer Saccharum*)
- Silver Maple (*Acer Saccharinum*)
- Common Hackberry (*Celtis Occidentalis*)
- Red Cedar (*Juniperus Virginiana*)
- Eastern Larch (*Larix Laricina*)
- Tulip Tree (*Liriodendron Tulipifera*)
- White Spruce (*Picea Glauca*)
- White Pine (*Pinus Strobus*)
- Sycamore (*Platanus Occidentalis*)
- White Oak (*Quercus Alba*)
- Bur Oak (*Quercus Macrocarpa*)
- Red Oak (*Quercus Rubra*)
- American Basswood (*Tilia Americana*)
- Eastern Hemlock (*Tsuga Canadensis*)

For a detailed list and planting tips, visit the Ontario [Tree Atlas](#) website.

Oakvillegreen, the town's largest residents' association, has been working for almost a decade to protect our environment, promote sustainable planning and make sure that new development pays for itself. Learn more about [Oakvillegreen](#) and their tree planting initiatives.

## THE REGIONAL MUNICIPALITY OF YORK ACCEPTABLE STREET TREE SPECIES FOR REGIONAL ROADS

Regional road allowances present an extremely harsh environment for street tree establishment and growth. Only a select group of hardy tree species establish and thrive in this environment. The Regional Municipality of York has developed the following street tree species lists and guidelines to ensure that only those hardy tree species proven to establish and thrive along Regional roads are planted.

The Region continually reviews these lists and guidelines in an attempt to ensure they reflect the most current knowledge and are as broad as possible. The Region is continually trying new species and varieties in controlled trials to identify additional species for the lists.

### Top Performing Street Tree Species

The Regional Municipality of York has developed a list of “Top Performing Street Tree Species” based on an extensive literature review, results of recent street tree health assessments and anecdotal records of species performance in Regional road allowances.

This list represents species which have desirable characteristics and are tolerant of the harsh growing environment present along Regional roads. While being sensitive to species diversity, this list has been developed to ensure that trees planted meet performance expectations and achieve the expected benefits for Region residents. These species will form the majority of species planted within Regional road allowances.

At a minimum, 75% of trees planted along Regional roads will come from the Region’s top performing street tree species list. In road side locations where conditions are particularly harsh, up to 100% of species planted may come from the top performing street tree species list.

**TABLE 1: Top Performing Small Form (Hydro Acceptable) Species List**

Species Name	Native	Characteristics
Shubert cherry ( <i>Prunus virginiana</i> ‘Shubert’) <sup>1</sup>	Yes	Very susceptible to black knot, requires annual pruning to control fungus Prone to suckering from base of tree
Ivory silk lilac ( <i>Syringa reticulata</i> )	No	Showy lilac-like blooms in early summer, followed by seed capsules that persist on the tree Fairly pest and disease resistant

**TABLE 2: Top Performing Full Form Species List**

Species Name	Native <sup>1</sup>	Characteristics
Silver maple ( <i>Acer saccharinum</i> ) <sup>1</sup>	Yes	Develops large crown, therefore plant in locations with adequate space
Ohio Buckeye ( <i>Aesculus glabra</i> ) <sup>1</sup>	Yes	Showy flower spikes followed by seed husks covered in soft spines Less susceptible to leaf scorch and leaf blotch than horsechestnut
Horsechestnut ( <i>Aesculus hippocastanum</i> ) <sup>1</sup>	No	Showy flower spikes, less seed production than Ohio buckeye, seed husks covered in soft spines Susceptible to leaf scorch and leaf blotch
Honeylocust ( <i>Gleditsia triacanthos</i> var. <i>inermis</i> )	Yes	Small leaves provide a filtered shade Can be susceptible to defoliation by leafhoppers Acceptable cultivars for Regional roads include: Shademaster
Kentucky coffee tree ( <i>Gymnocladus dioicus</i> ) <sup>1</sup>	Yes	Coarse branching structure, large double-compound leaves with small leaflets Dioecious tree with male and female plants, male tree preferred

Notes:

<sup>1</sup>Spring planting only

<sup>2</sup>A native tree is defined as a tree whose natural range is within Ontario and/or the northern U.S lake states.

### Notable Street Tree Species for Select Planting Sites

The Regional Municipality of York has developed a list of “Notable Street Tree Species for Select Planting Sites” based on an extensive literature review, results of recent street tree health assessments and anecdotal records of species performance in Regional road allowances.

This list represents species which have many desirable characteristics and tolerances, but are sensitive to specific environmental conditions (exposure to prevailing winds, de-icing salt, etc.). Their use is limited to specific sites where the environmental conditions are ideal for their initial survival and long term performance. These species will form a minor component of species planted within Regional road allowances.

The Region has developed a series of street tree species fact sheets that provide additional information on many of these species. These are available upon request.

<b>TABLE 3: Notable Full Form Species List</b>		
<b>Species Name</b>	<b>Native<sup>2</sup></b>	<b>Planting/Site Restrictions</b>
Norway maple ( <i>Acer platanoides</i> )	No Invasive	This species is invasive. Although some of the cultivars are less invasive, it is not to be planted near natural areas.
Autumn Blaze maple ( <i>Acer x freemanii</i> 'Autumn Blaze') <sup>1</sup>	Yes	Sensitive to desiccation from winter winds. Use in locations sheltered from prevailing winds.
Hackberry ( <i>Celtis occidentalis</i> ) <sup>1</sup>	Yes	Sensitive to de-icing salts (airborne spray). Use in locations where exposure to salt spray will be minimized, e.g. wide boulevards (6 m +) on the north and west sides of roads.
Swamp white oak ( <i>Quercus bicolor</i> ) <sup>1</sup>	Yes	Of the oak species, this has shown the greatest tolerance to Regional road conditions. Still considered sensitive to de-icing salts (airborne spray). Use in locations where exposure to salt spray will be minimized, e.g. wide boulevards (6 m+) on the north and west sides of roads.
Bur oak ( <i>Quercus macrocarpa</i> ) <sup>1</sup>	Yes	Has shown tolerance to Regional road conditions. Still considered sensitive to de-icing salts (airborne spray). Use in locations where exposure to salt spray will be minimized, e.g. wide boulevards (6 m+) on north and west sides of roads.
Littleleaf linden ( <i>Tilia cordata</i> )	No	Sensitive to desiccation from winter winds and de-icing salt. Plant in locations where exposure to salt spray will be minimized, e.g. wide boulevards (6 m+) on the north & west sides of roads and in a location sheltered from prevailing winds. Acceptable cultivars for Regional roads include: Glenleven and Greenspire
Accolade elm ( <i>Ulmus japonica x Ulmus wilsoniana</i> )	No	Initial plantings of this species have shown tolerance to the growing conditions on Regional road allowances. Experience with this species is limited and it should be used in limited quantities until further evaluation of its performance is completed.
Colorado spruce ( <i>Picea pungens</i> ) <sup>1</sup>	No	Sensitive to desiccation from winter winds and de-icing salt. Plant a minimum of 6 m from edge of road, and preferably in a sheltered location. Should always be planted behind sidewalk/pedestrian zone Susceptible to yellow-headed spruce sawfly defoliation
White spruce ( <i>Picea glauca</i> ) <sup>1</sup>	Yes	More sensitive to desiccation from winter winds and de-icing salt than Colorado or Norway spruces. Plant a minimum of 6 m from edge of road, and preferably in a sheltered location. Should always be planted behind sidewalk/pedestrian zone Can be susceptible to yellow-headed spruce sawfly defoliation
Norway spruce ( <i>Picea abies</i> ) <sup>1</sup>	No	Sensitive to desiccation from winter winds and de-icing salt. Plant a minimum of 6 m from edge of road, and preferably in a sheltered location. Should always be planted behind sidewalk/pedestrian zone Fairly pest and disease resistant
Austrian pine ( <i>Pinus nigra</i> ) <sup>1</sup>	No	Sensitive to desiccation from winter winds and de-icing salt. Plant a minimum of 6 m from edge of road, and preferably in a sheltered location. Should always be planted behind sidewalk/pedestrian zone Susceptible to Diplodia blight, select locations with good air flow and avoid mass plantings of this tree

<b>TABLE 4: Notable Small Form (Hydro Acceptable) Species List</b>		
<b>Species Name</b>	<b>Native<sup>2</sup></b>	<b>Planting/Site Restrictions</b>
Hedge maple ( <i>Acer campestre</i> )	No	Sensitive to desiccation from winter winds. Use in locations sheltered from prevailing winds.
Ornamental pear ( <i>Pyrus calleryana</i> ) <sup>1</sup>	No	Sensitive to desiccation from winter winds. Use in locations sheltered from prevailing winds. Acceptable cultivars for Regional roads include: Chanticleer Pear
Columnar Norway maple ( <i>Acer platanoides</i> 'Columnare')	No Invasive	Species suitable for planting adjacent to overhead hydro due to its narrow width. Must be planted a minimum of five (5) metres from overhead hydro
English pyramidal oak ( <i>Quercus robur</i> 'fastigiata') <sup>1</sup>	No	Species suitable for planting adjacent to overhead hydro due to its narrow width. Must be planted a minimum of five (5) metres from overhead hydro Should always be planted behind sidewalk/pedestrian zone

Notes:

<sup>1</sup>Spring planting only

<sup>2</sup>A native tree is defined as a tree whose natural range is within Ontario and/or the northern U.S lake states.



## TREES ON THE PUBLIC ROAD ALLOWANCE

The City of Toronto owns a portion of land between roadways and private property, known as the public road allowance. Urban Forestry plants and maintains trees on this land to help grow Toronto's urban forest and to reach the City's goal of increasing the tree canopy to 40 per cent.

## BENEFITS OF STREET TREES

Trees provide many benefits in urban settings. They clean the air, reduce stormwater runoff, provide habitat for birds and other wildlife, and enhance the urban landscape. Street trees have an enormous impact on our urban environment. Street trees benefit property owners by providing shade, reducing heating and cooling costs, and increasing property values.

## CHOOSING THE RIGHT TREE

This brochure highlights the tree species that are available for planting by the City. Trees grow best when they are planted in the right growing conditions. Amount of sunlight, soil type and moisture, and available room to grow are the key considerations for selecting the right tree.

## REQUESTING THE TREE

Property owners can submit a tree planting request for the City-owned road allowance in front of their home or business by calling 311 or visiting [toronto.ca/311](http://toronto.ca/311). The City's Urban Forestry staff will then visit the site to confirm the right tree species and determine the ideal planting location. The actual planting will take place during the next planting season (typically spring or fall).

## CARING FOR THE TREE

Urban Forestry will plant and maintain the tree on the City-owned road allowance. Newly planted trees are very sensitive to the difficult growing conditions along urban streets. Property owners can assist by watering newly planted trees during the first two to three years after planting.


























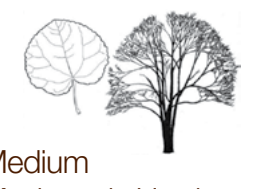







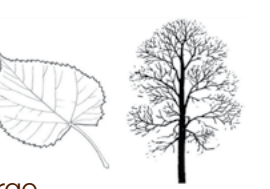

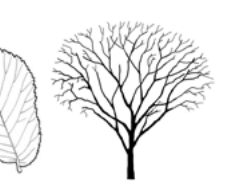


# EVERY TREE COUNTS

Help Grow Toronto's Street Tree Canopy





<p><b>1. BLACK MAPLE</b> <i>Acer nigrum</i></p>  <p>Large Hardy Gorgeous fall colour, creates deep shade</p>	<p><b>2. RED MAPLE</b> <i>Acer rubrum</i></p>  <p>Medium Hardy Brilliant fall colour, excellent shade tree</p>	<p><b>3. SILVER MAPLE</b> <i>Acer saccharinum</i></p>  <p>Large Very Hardy Attractive winter buds, fast growing, excellent shade tree</p>	<p><b>4. SUGAR MAPLE</b> <i>Acer saccharum</i></p>  <p>Large Sensitive Brilliant fall colour</p>	<p><b>5. OHIO BUCKEYE</b> <i>Aesculus glabra</i></p>  <p>Medium Sensitive Showy white flowers, attracts hummingbirds</p>	<p><b>6. HACKBERRY</b> <i>Celtis occidentalis</i></p>  <p>Medium Very Hardy Interesting bark and leaves</p>	<p><b>7. KENTUCKY COFFEETREE</b> <i>Gymnocladus dioica</i></p>  <p>Large Very Hardy Interesting leaves, creates dappled shade</p>	<p><b>8. TULIP TREE</b> <i>Liriodendron tulipifera</i></p>  <p>Large Sensitive Large flowers, attractive seed pods, gorgeous fall colour</p>	<p><b>9. CUCUMBER TREE</b> <i>Magnolia acuminata</i></p>  <p>Medium Sensitive Interesting seed pods, rare in Toronto</p>	<p><b>10. BLACK GUM</b> <i>Nyssa sylvatica</i></p>  <p>Medium Sensitive Brilliant fall colour, rare in Toronto</p>	<p><b>11. IRONWOOD</b> <i>Ostrya virginiana</i></p>  <p>Medium Hardy Interesting bark, attractive form, showy seed pods</p>	<p><b>12. WHITE SPRUCE *</b> <i>Picea glauca</i></p>  <p>Medium Sensitive Excellent shade tree, great winter bird habitat</p>
<p><b>13. WHITE PINE *</b> <i>Pinus strobus</i></p>  <p>Large Sensitive Provincial tree of Ontario, great shade tree</p>	<p><b>14. WHITE OAK</b> <i>Quercus alba</i></p>  <p>Large Sensitive Majestic form when mature, rare in Toronto</p>	<p><b>15. SWAMP WHITE OAK</b> <i>Quercus bicolor</i></p>  <p>Medium Hardy Interesting bark and leaves, rare in Toronto</p>	<p><b>16. BUR OAK</b> <i>Quercus macrocarpa</i></p>  <p>Medium Hardy Majestic tree, leaves stay on tree over winter</p>	<p><b>17. CHINQUAPIN OAK</b> <i>Quercus muehlenbergii</i></p>  <p>Large Hardy Interesting leaves, rare in Toronto</p>	<p><b>18. RED OAK</b> <i>Quercus rubra</i></p>  <p>Large Hardy Majestic tree, vibrant fall colour</p>	<p><b>19. NORTHERN CATALPA</b> <i>Catalpa speciosa</i></p>  <p>Large Hardy Showy white flowers, attractive seed pods</p>	<p><b>20. YELLOW-WOOD</b> <i>Cladrastis kentukea</i></p>  <p>Small Moderately Hardy Showy white flowers in hanging clusters, small bean-like pods</p>	<p><b>21. SWEET GUM</b> <i>Liquidambar styraciflua</i></p>  <p>Medium Sensitive Brilliant fall colour, attractive seed pods</p>	<p><b>22. BLACK LOCUST</b> <i>Robinia pseudoacacia</i></p>  <p>Medium Hardy Showy white fragrant flowers, creates dappled shade</p>	<p><b>23. FREEMAN MAPLE</b> <i>Acer x freemanii</i></p>  <p>Medium Very Hardy Brilliant fall colour, attractive red winter buds, fast growing</p>	<p><b>24. RUBY RED HORSE CHESTNUT</b> <i>Aesculus x carnea 'Briotii'</i></p>  <p>Medium Moderately Hardy Showy red flowers, interesting seed pods</p>
<p><b>25. HORSE CHESTNUT</b> <i>Aesculus hippocastanum</i></p>  <p>Medium Hardy Showy white flowers, interesting seed pods</p>	<p><b>26. JAPANESE KATSURA</b> <i>Cercidiphyllum japonicum</i></p>  <p>Medium Moderately Hardy Brilliant fall colour, attractive form, interesting seed pods</p>	<p><b>27. TURKISH HAZEL</b> <i>Corylus colurna</i></p>  <p>Medium Moderately Hardy Interesting leaves and bark</p>	<p><b>28. EUROPEAN BEECH</b> <i>Fagus sylvatica</i></p>  <p>Large Sensitive Majestic tree, attractive smooth bark, slow growing</p>	<p><b>29. GINKGO</b> <i>Ginkgo biloba</i></p>  <p>Large Very Hardy Unique foliage, interesting pyramidal form</p>	<p><b>30. SKYLINE HONEY LOCUST</b> <i>Gleditsia triacanthos 'Skyline'</i></p>  <p>Medium Very Hardy Gorgeous fall colour, fast growing, creates dappled shade</p>	<p><b>31. DAWN REDWOOD *</b> <i>Metasequoia glyptostroboides</i></p>  <p>Large Sensitive Brilliant fall colour, majestic tree, attractive bark</p>	<p><b>32. LONDON PLANE-TREE</b> <i>Platanus x acerifolia</i></p>  <p>Large Moderately Hardy Attractive leaves, interesting bark and fruit</p>	<p><b>33. ENGLISH OAK</b> <i>Quercus robur</i></p>  <p>Large Hardy Majestic tree, leaves stay on tree over winter</p>	<p><b>34. REDMOND LINDEN</b> <i>Tilia americana 'Redmond'</i></p>  <p>Large Hardy Attractive, fragrant flowers</p>	<p><b>35. LITTLE LEAF LINDEN</b> <i>Tilia cordata</i></p>  <p>Large Hardy Attractive, fragrant flowers</p>	<p><b>36. VALLEY FORGE ELM</b> <i>Ulmus americana 'Valley Forge'</i></p>  <p>Large Hardy Interesting form, fast growing, resistant to Dutch Elm Disease</p>

**LEGEND:**

- NATIVE TO SOUTHERN ONTARIO
- NATIVE TO NORTH AMERICA
- NATIVE TO EUROPE/ASIA, HYBRIDS AND CULTIVARS

**\*** Only appropriate for sites of a certain size due to sightline concerns

For definitions of the terms used in this brochure and more information on tree species, their features, attributes, and benefits, visit [toronto.ca/trees](http://toronto.ca/trees)

**SOURCES:**

- Trees in Canada (John Laird Farrar)
- Native Trees of Canada (R.C. Hosie)



## 1: Why is this important?

# Canada motor vehicle crash statistics

This table shows Injuries and fatalities due to motor vehicle crashes in Canada (2019).

Age Group	Fatalities	Serious Injuries	Moderate/ Minor Injuries
0-4	17	67	2,032
5-14	28	285	5,464
<b>0-14</b>	<b>45</b>	<b>352</b>	<b>7,496</b>

Injuries from motor vehicle collisions remain the leading cause of death in children and youth in Canada. In 2018, motor vehicle collisions in children under age 14 cost Canada 83 million dollars.<sup>1</sup>

This table shows the most recently available Transport Canada (2019) statistics for injuries and fatalities due to motor vehicle crashes.<sup>2</sup>

While fatalities are the worst outcome, and typically the most reported events in the news, properly buckling children in motor vehicles can also reduce the risk of all types of injury. Only looking at fatalities is like looking at the tip of an iceberg.

This chart includes children involved in crashes where a fatality occurred or where medical treatment was sought at a hospital. It does not include medical treatment at a doctor's office or treated at home.

"Serious Injuries" include persons admitted to hospital for treatment or observation. "Total Injuries" include all reported severities of injuries ranging from minimal to serious.

### Notes

<sup>1</sup> Parachute. (2021). *Cost of injury fall transport chat 3-EN*.

<https://public.tableau.com/app/profile/michael.gemar/viz/CostofInjuryFallTransportChart3-EN/MoreonFallsandTransport>

<sup>2</sup> Transport Canada. (2021). *Canadian Motor Vehicle Traffic Collision Statistics 2019*.

<https://tc.canada.ca/en/road-transportation/statistics-data/canadian-motor-vehicle-traffic-collision-statistics-2019>



## 1: Why is this important?

# Canadian caregivers need additional support

A Canadian roadside study<sup>1</sup> found 99% of kids were buckled, but:



73%  
of car seats were  
installed or used  
incorrectly,



30%  
of kids in booster  
seats did not meet  
the weight minimum,



52%  
of kids in seat belts did  
not fit safely without a  
booster seat.

Car seats and booster seats save lives. When the right car seat or booster seat is used in the right way, the risk that a child will be hurt or killed in a crash is reduced by up to 71%.<sup>2</sup>

Nearly all children were observed to be buckled in some way, but caregivers needed additional support to make sure that children were safely buckled in the right seat.

CPSTs can provide the education and support that many caregivers need to safely transport children in their care.

### Notes

<sup>1</sup> Bruce B., Cramm C., Mundle K., Williams DP., & Conrad A. (2015) Roadside observation of child passenger restraint use. *Advances in Pediatric Research*, 2, 1-6.

<sup>2</sup> Snowdon, A., Hussein, A., Purc-Stevenson, R., Bruce, B., Kolga, C., Boase, P., & Howard, A. (2009). Are we there yet? Canada's progress towards achieving road safety vision 2010 for children travelling in vehicles. *International Journal of Injury Control & Safety Promotion*, 16(4), 231-237.

**Township of Woolwich**  
**Summary of Recommendations to Council**  
**From August 13, 2024 Committee of the Whole Meeting**

**1. Delegations**

DS28-2024: Site Alteration By-law 86-2020 – Update

That the Council of the Township of Woolwich, considering Report DS 28-2024 respecting Site Alteration By-law 86-2020 - Update:

1. Adopt the updated Site Alteration By-law as attached to this report;
2. Adopt changes to the Fees and Charges By-law attached to this report; and
3. Direct staff to create a Site Alteration Reserve Fund.

**2. Consent Items**

That the following consent items be received for information:

Items for Information and Public Notice

- *RS05-2024: Region of Waterloo/Area Municipalities – Library Maintenance Agreement*  
That the Council of the Township of Woolwich, considering Report RS05-2024 respecting the Region of Waterloo/Area Municipalities – Library Maintenance Agreement, receive this report for information purposes.
- *Notice of Hearing – August 12, 2024*

**3. DS26-2024: Planning Improvements**

That the Council of the Township of Woolwich, considering Report DS26-2024 respecting Planning Improvements receive this report for information.





THE TOWNSHIP OF  
**WOOLWICH**

BOX 158, 24 CHURCH ST. W.  
ELMIRA, ONTARIO N3B 2Z6  
TEL. 519-669-1647 / 1-877-969-0094  
Email – [planning@woolwich.ca](mailto:planning@woolwich.ca)

**COMMITTEE OF ADJUSTMENT  
NOTICE OF HEARING**

Pursuant to the Planning Act and Ontario Regulations 197/96 and 200/96  
TAKE NOTICE THAT the Committee of Adjustment for the Township of Woolwich will meet on:

**MONDAY, September 9, 2024 at 4:30 P.M.**

for the purpose of hearing all persons interested in support of or opposition to any of the following applications as described on the attached Schedule.

**Committee of Adjustment meetings are held virtually via Zoom where public attendance can be arranged with staff, if required. Below is information on how you can view or participate in the meeting as well as how to submit comments. Please contact the Committee Secretary by email to [planning@woolwich.ca](mailto:planning@woolwich.ca) or by phone at 519-669-6040 if you have any questions.**

**HOW TO PARTICIPATE**

You can view or participate in the meeting as follows:

**VIEW** the Committee of Adjustment meeting livestream on the Woolwich Township Youtube channel at the following link - [@woolwichtownship9588](#) – search Committee of Adjustment and the meeting date;

**PARTICIPATE** in the meeting by registering with the Committee Secretary on or before 12 noon on Wednesday September 4th. To register please email [planning@woolwich.ca](mailto:planning@woolwich.ca) or phone 519-669-6040. When registering you must provide your name, phone number, email and the application number you would like to comment on. Once you are registered the Committee Secretary will forward information on how to connect to the Zoom meeting (i.e. zoom Wi-Fi login or conference call number).

If you are concerned that you do not have access to phone or internet you can contact the Committee Secretary by phone 519-669-6040 to make arrangements to attend the municipal office the day of the meeting.

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

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

**WHY REGISTER**

By registering staff can ensure that you are permitted access to the virtual meeting, we know which application you are commenting on and, can call on you at the appropriate time to comment if you wish to do so. As the meeting is virtual registering will provide a level of security that is necessary to prevent unwanted guests from disrupting the meeting. Applicants and their consultants will be automatically registered and contacted accordingly by the Committee Secretary ahead of the meeting.

## **SUBMITTING COMMENTS**

If you would like to comment on a particular application, staff always recommend that you do so by:

- submitting a letter by mail or delivering it to the Township office at 24 Church Street West, Elmira and placing it in the drop box on the Maple Street side of the building; or
- submit an email to [planning@woolwich.ca](mailto:planning@woolwich.ca)

You can also contact the Township Planner at 519-669-6033 to discuss any comments / concerns however, this is not considered a formal comment.

The Committee will consider submissions for or against the applications. All submissions must be made no later than 4:30 p.m. on Friday August 31, 2024 (Note that this date is before the meeting). Any submissions received will be included in a comment package and presented at the meeting. This information is collected and maintained for the purpose of creating a record that is available to the general public at the Committee of Adjustment hearing. Please note that while the Committee may redact some personal information such as email addresses and phone numbers, your submissions will otherwise be made public in their entirety.

This notice has been sent to commenting agencies, and to owners of property located within 60 metres (200 feet) of the subject properties. If you wish to be notified of any last minute changes to the agenda (i.e. withdrawal of an application) you must contact the Committee Secretary at 519-669-6040 or 1-877-969-0094 (Ext. 6040) or by email to [planning@woolwich.ca](mailto:planning@woolwich.ca).

**FAILURE TO PARTICIPATE IN HEARING:** If the applicant or authorized agent fails to participate in this public hearing, the Committee may postpone or deny the application in their absence.

**NOTICE OF DECISION:** Within 10 days of the meeting, a copy of each decision will be sent to owners, agents, those who submit written comments, and people who register for the meeting. If you wish to be notified of the decision of the Committee of Adjustment in respect to this application, you must submit a written request to the Committee Secretary or register ahead of the meeting. This will also entitle you to be advised of a possible Ontario Land Tribunal.

**APPEAL OF MINOR VARIANCE AND CONSENT APPLICATIONS:** An appeal from a decision of the Committee of Adjustment to the Ontario Land Tribunal shall be filed with the Secretary-Treasurer of the Committee of Adjustment, in person at 24 Church Street West, Elmira. The Tribunal may dismiss an appeal without holding a hearing if the appellant did not make oral or written submissions to the Committee of Adjustment before a decision was given or does not provide a reasonable explanation for having failed to make a submission to the Committee.

## **QUESTIONS / FURTHER INFORMATION**

Please feel free to reach out to Township Staff by phone or email to assist you should you have any questions. Contact the Committee Secretary at 519-669-6040 or 1-877-969-0094 (Ext. 6040) or by email to [planning@woolwich.ca](mailto:planning@woolwich.ca).

Further information about the applications may be obtained by contacting Sherwin Meloney, Planner, Development Services at 519-669-6033 or 1-877-969-0094 (Ext. 6033), or Email: [smeloney@woolwich.ca](mailto:smeloney@woolwich.ca)



Sherwin Meloney, Planner

DATED at Elmira, this 14th day of August 2024

**COMMITTEE OF ADJUSTMENT  
EXPLANATORY NOTE**

**September 9, 2024**

A copy of this notice is also available on the Township's website at [www.woolwich.ca](http://www.woolwich.ca). If you require an alternative format of this notice, please contact the Township Office.

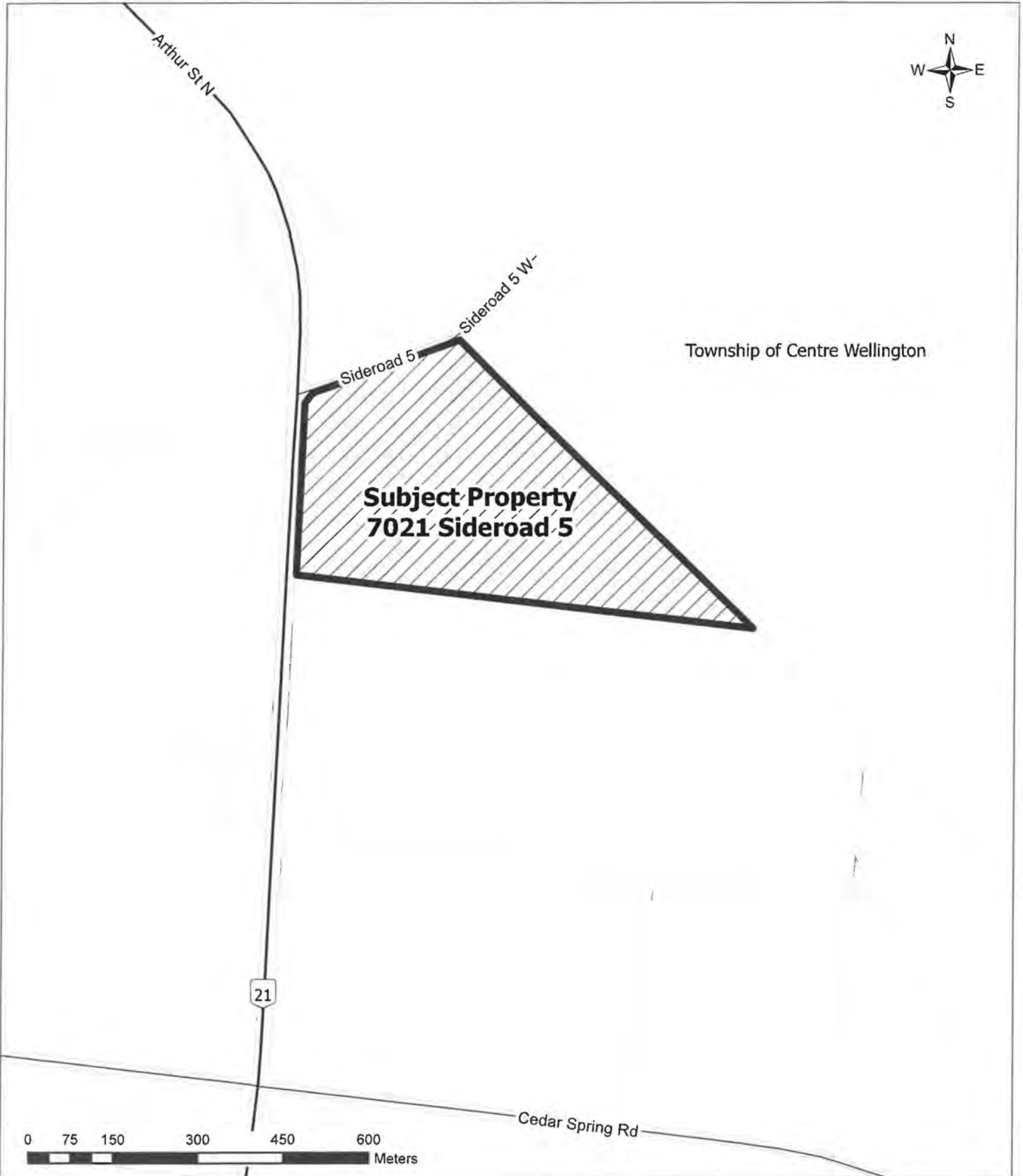
**MINOR VARIANCE APPLICATION A 12/2024 Robert B. and Dorothy Brubacher**

**PROPERTY:** 7021 Sideroad 5, GCT Part Lot 125, Plan 58R9005 Part of Part 4

**ZONE / USE:** Agricultural (A) with site specific provisions (16.218) / single detached dwelling, barn and buildings associated with a farm fertilizer operation

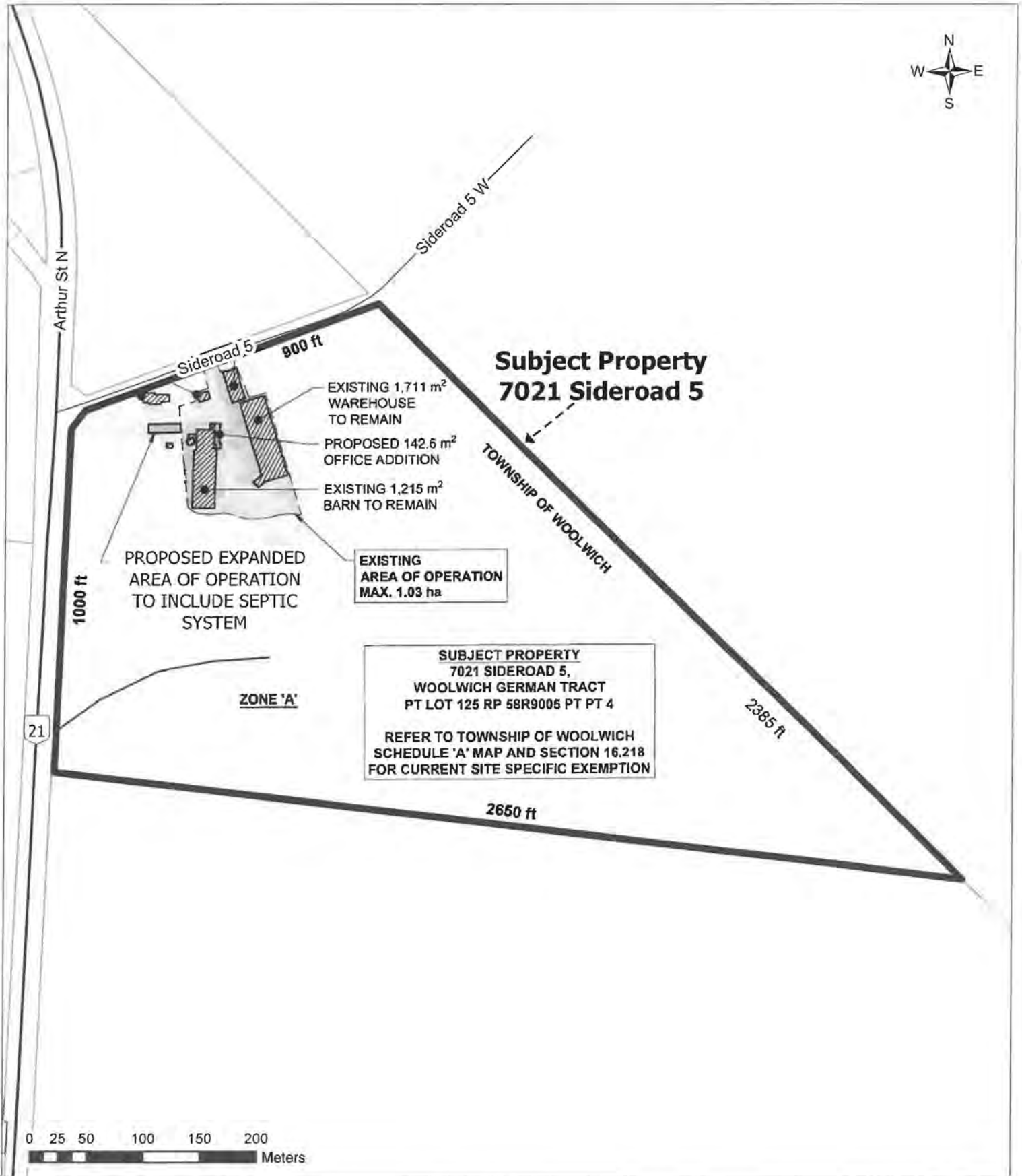
**PROPOSAL:** The applicant is proposing to increase the area of operation for the agricultural farm fertilizer operation by 0.02 hectares to a total of 1.05 hectares in order to facilitate a new septic system to serve the proposed new office area. The new septic system is proposed to be located on an existing grass yard so as not to impact the farm operations.

Location Map  
Minor Variance Application A 12/2024  
Robert and Dorothy Brubacher





Concept Plan  
Minor Variance A 12/2024  
Robert and Dorothy Brubacher





# 2024

# QUARTERLY REPORT

Second Quarter



April 1st - June 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 second quarter of 2024. 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.

## **Treasurer's Comments**

### *Financial Statement*

The year-to-date operating results for the second quarter ended June 30, 2024, are appended for Council's consideration.

### **Operating Budget**

To date, \$7,243,550 of the net operating levy budget of \$14,803,720 has been spent. This represents 48.9% of the total levy and a slightly positive operating budget variance considering 50% of the year yet to come. In comparison the Budget to Actual position at the end of the second quarter of 2023 had a slight positive variance of 0.69%.

Even though the Township is tracking in a minor surplus, there are many activities that will occur throughout the year that may alter the financial performance. At of June 30, 2024, most budget areas are tracking according to historical activities and staff expectations. There are however a few areas staff would like highlight to Council:

- Development Services, Building – Bill 124 Transfer, the balance at the end of June is in a negative position of \$137,872. The negative balance means that we have incurred greater expenses in the Building Services then revenues. For Council's information, and according to Bill 124, Building Services is self funded, meaning that funding comes from

## Year to Date Report Quarter 2 – April 1<sup>st</sup> – June 30<sup>th</sup>, 2024

building related fees and charges and not the tax levy. 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. It should be noted that a deficit was anticipated in the 2024 Building Division's Budget, as there is a budget allocation of \$296,229 proposed to be transferred from the Building Administration Reserve Fund. Given that we are halfway through 2024, the current negative position is slightly less than half of the budgeted negative position for 2024. Staff have no concerns at this point in the year, however staff will continue to monitor this area and report back to Council through the future quarterly report.

- Financial Services – Management and Budget. This line represents both the admin costs related to the finance department and the corporate revenues and expenses related to the overall administration of the township such as reserve transfers. While the expense and revenue lines are much higher than the YTD budget, most of these entries such as the receipt of the Housing Accelerator Fund grant are completed earlier in the year. The ending variance will more closely align with budget as the year progresses. Staff are looking into breaking out these costs in more detail through future budgets to improve transparency.

Most other expenditures are tracking within budget and year-to-date expectations as there are expenditures which the bulk will occur at one time. In addition, there are several expenditures, specifically in Infrastructure Services, such as gravel resurfacing, surface treatment, pavement works, that have seen minimal expenditures year to date. These activities have had tenders already approved by Council and work has commenced but may not have been invoiced. 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 2024, the Wastewater program is in a deficit position of \$538,798. This deficit position is attributed to two factors both involving our *other system costs* (i.e. Regional Billings) and related revenue.

- With the significant precipitation experienced throughout the first half of 2024, and with Inflow & Infiltration issues, the water runoff seeps into our sewer collection system and flows into the Regions Wastewater Treatment facilities. These flows are considered non-revenue yet they still incur related treatment costs.
- The second factor is related to the revenue loss of a large industrial customer in late 2023. This user had significant flows which translates into less revenue received by the Township.

The Water program budget area is in a deficit position of \$146,224, which is in a similar position to the first quarter.

- The revenue received in the water budget is lower than in 2023 and likely attributable to the loss of a significant industrial water customer.

**Year to Date Report**  
**Quarter 2 – April 1<sup>st</sup> – June 30<sup>th</sup>, 2024**

- Through an investigation, staff have found some significant water users were not billed correctly in prior years. Staff expect a significant one-time water revenue related to this catch up with improving the system's deficit in the third quarter.

## **Capital Budget**

The level of activity in the capital budget increased in the second quarter, consistent with the annual trend that will give rise to peak construction activity in the summer and early fall. As 2024 progressed there have been tender calls and contracts approved by Council. Projects continue to generally be within approved budget parameters. The expectation is that the recording of these capital expenditures will continue to increase as work is completed and as invoices are submitted.










As part of the Q2 2024 Capital Statements, staff have provided some commentary for each of the projects listed so that Council has some preliminary information on the status of each project. If Council requires additional information on any of the 2024 Capital projects, staff would be more than happy to discuss this at the August 27<sup>th</sup> 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
	Continue with the update to the 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
	Complete the review and update of Woolwich Zoning By-law	DS
	Respond to Provincial direction for added lands to the settlement area through updates the Breslau Secondary Plan, and review of St. Jacobs and Elmira servicing and infrastructure needs	DS
	Review and update the Pool & Fence Bylaw	DS
	Review and implement staging and phasing policies to control growth in a managed and sustainable manner	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 and strategies for servicing through agreements and expansions	DS/IS
	Review Township wide servicing and develop timing for cross border arrangements and infrastructure	DS/IS
	Plan for the servicing of additional lands added to the settlement boundary through the Provincial approval of Regional Official Plan	DS/IS
	Develop a long term servicing strategy for Breslau with the Region of Waterloo, City of Kitchener and City of Cambridge	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

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



Action Item		Department
	Conduct annual review and update of the Engineering Design Manual	DS
	Explore information sharing for GIS services	DS
	Explore local affordable housing partnership with not-for-profit housing corporations on municipally owned land, and potential collaboration with Region on regionally owned lands and lands of mutual interest	CAO/DS
	Partner with the Region on woodlot management throughout the Township	RCS
	Implement the programming partnership agreement for the library services within the Breslau Community Centre.	RCS
	Meet quarterly with Regional Library staff on service & programs.	RCS
	Continue to explore opportunities for shared staffing, services and programs with neighbouring Townships	CAO

- 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
	Joint Advocacy with the other Townships at ROMA and AMO regarding legislative changes: development and approvals process, separation distances from settlements, progressive rehabilitation to agriculture	CAO


- 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"> <li>- Continue to develop an inventory of historic properties</li> <li>- Advise Council with regard to the need to designate or list historic properties</li> <li>- Review relevant Planning applications</li> <li>- Initiate Ghost Hamlet signage</li> <li>- Identify Cultural Heritage Landscapes</li> </ul>	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
	Complete the review and update of the Township Zoning By-law	DS
	Prepare a Growth Strategy for Elmira, St. Jacobs and Breslau	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
	Plan for an update of the 2011 Economic Development and Tourism Strategy in 2024	CAO/EcDev
	Complete St. Jacobs wayfinding strategy	CAO/EcDev
	Work with Explore Waterloo Region on a strategy to spend the Municipal Accommodation Tax in priority areas that will extend visitor stays in the area	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






- 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 with regulations to support through the Zoning By-law review	DS/EcDev



## Planning for Growth and Exploring Economic Development Opportunities

### 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 or examine alternatives to remove truck traffic from the Elmira Downtown core.	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
	Collaborate with the Region regarding the development of aerospace industries at the Regional airport	CAO/DS/EcDev

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

Action Item		Department
	Facilitate partnerships to facilitate 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 a growth strategy 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 the EngageWR platform.	ALL
	Complete the Strategic Plan process.	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, on program, services 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 organizations to explore opportunities for partnership on events and program development	RCS

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


Action Item		Department
	Provide volunteer and mentor opportunities for post secondary students from partnering colleges and universities	RCS
	Develop a formalized volunteer program - this is inclusion focused to assist people with diverse needs to participate in recreation programs, aquatics, and camps	RCS
	Develop a youth development program which incorporates a volunteer component to encourage volunteerism	RCS

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



Action Item	Department
 Work with the University of Waterloo to host the 2025 UHOCKEY Women's National Championships at the Woolwich Memorial Centre	RCS
 Host Team Ontario Para Hockey at the Woolwich Memorial Centre	RCS
 Work with Waterloo Regional Tourism to attract and complete bids for Regional, Provincial and 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
 Implement the Recreation Master Plan to inform renewal or removal of existing parks infrastructure, and plan for future park and facility development to support growth and anticipated population projections over the next 15 years.	DS/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/RCS
 Implement the Active Transportation Plan in new developments and reconstruction projects	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 season usage at the Woolwich Memorial Centre	RCS
 Explore opportunities to expand and implement new specialty summer camps at underutilized Township facilities.	RCS
 Develop virtual tours to actively market and promote rental spaces in municipal facilities.	RCS
 Develop a marketing strategy to attract long-term rentals at the Heidelberg Community Centre, Bloomingdale Community Centre and Maryhill Community Centre	RCS



- 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
	Enhance the WMC Fitness Centre portfolio by incorporating personal training options	RCS
	Implement monthly strategies and introductory programs to attract new WMC Fitness Centre users	RCS
	Continue to pursue and broker 3 <sup>rd</sup> party partnerships to provide program opportunities	RCS
	Offer various Family Swim to Survive programs to increase water safety knowledge and skills.	RCS






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

Action Item		Department
	Administer year 4 of the 5-year 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 2024 Work Plan: <ul style="list-style-type: none"> <li>- Provide staff support to Committees such as TWEEC, Woolwich Healthy Communities, Trees for Woolwich</li> <li>- Host annual Community Clean-up Day</li> <li>- Host tree planting and tree giveaway events</li> <li>- Continue community programs with the school board</li> <li>- Continue the tree nursery program</li> <li>- Provide public education about invasive plant species. Continue phragmites and buckthorn control projects</li> <li>- Continue invasive species control in the Elmira Nature Reserve</li> <li>- Actively promote the TWEEC green business award program- CARES</li> <li>- Continue to support the Woolwich greening initiative</li> </ul> Continue Rural roadside tree planting program	RCS/IS
	Continue to work towards Implementation of 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 with onboarding of a full-time dedicated staffing position	ALL
	Provide staff support to the Woolwich Environmental Advisory Committee	DS

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





- DIRECTION: Preserve and protect passive open green spaces and develop a tree management plan.






Action Item		Department
	Support TWEEC/T4W in maintenance of the “Elmira Nature Reserve”, for both trail use and for educational purposes	RCS
	Identify Township land opportunities for native species naturalization	RCS

- DIRECTION: Preserve Agricultural Land.




Action Item		Department
	Conduct agricultural enforcement for non-agricultural uses in Agricultural zoned areas through a complaint basis	DS
	Examine the agricultural policies through the Official Plan review to ensure protection of agricultural land and also allow on-farm diversified uses to increase the viability of the agricultural operations	DS
	Review the planning process for on-farm diversified uses and agricultural related use to find efficiencies	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
	Continue to ensure the accurate delineation of natural features through development applications and updates to GIS mapping	DS
	Update Township mapping with most up to date natural environmental mapping as it comes available from the Grand River Conservation Authority	DS
	Review 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/IS
 Implement climate action initiatives identified in the Pathway to Net Zero Feasibility Study for major facilities to reduce GHG emissions and support operating efficiencies	RCS
 Facilitate educational events for Woolwich residents through Woolwich Climate Action related to reducing personal carbon footprints.	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
 Develop long term servicing strategy for Breslau with the Region of Waterloo, City of Kitchener and City of Cambridge	DS/IS
 Work with the Region of Waterloo on the timing for upgrades to the Elmira and St. Jacobs wastewater treatment plants	DS/IS



### 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 2 <sup>nd</sup> annual Woolwich Pride event	RCS/COR
 Work with the community to support the 2 <sup>nd</sup> annual Multicultural Festival	RCS/COR
 Continue to promote EDIB Grants and support new community events and activities	RCS/COR
 Implement the Active Transportation Master plan including the accommodation of accessible active transportation opportunities	DS/IS
 Implement recommendations from the 2SLGBTQ+ Ad-hoc Working Group	COR

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





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

Action Item		Department
	Deliver the 7 <sup>th</sup> “Seniors Active Living Fair” in partnership with Community Care Concepts, Woolwich Seniors Association and Woolwich Community Heath Centre	RCS
	Explore opportunities to increase program offerings at the Breslau Community Centre for the older adult demographics	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 programming within recreation programs and summer day camp	RCS
	Develop and implement an Adult Adapted Aquatic program.	RCS
	Develop updated Accessibility Audit of Township facilities and implement projects to works towards the 2025 AODA compliance deadline	RCS
	Implement outdoor amenity and trail accessibility initiatives through retrofits and new park development (trail signage, accessible play equipment).	RCS
	Develop the Township’s new Multi-year Accessibility Plan with feedback from the Grand River Accessibility Advisory Committee and begin work to implement initiatives.	COR





- DIRECTION: Advocate for affordable housing development.

Action Item		Department
	Implement the Housing for All Plan to provide affordable housing opportunities	DS
	Update Official Plan policies to 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 including potential implementation of Housing Accelerator Funding if granted	DS
	Facilitate the development of surplus Snyder Street property for affordable housing, and work with the Region to explore other suitable local sites	DS/CAO









**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
	Work on finalizing the joint Region-wide Communications/Media Supporting Plan and further enhancing it with pre-built templates that will improve communications to the public during specific types of emergencies such as flooding, chemical and airline emergencies.	CAO/FIRE/ COR
	Collaborating with local Fire Departments on joint training in initiatives, with the onboarding of a dedicated Training Officer	FIRE
	Acquiring new Fire Trucks for Elmira and Breslau as per the Truck Replacement Policy	FIRE
	Monitoring Climate Change and the effects it has on the Emergency Services of Woolwich including working with our community partners to develop plans and processes that help mitigate those effects in the coming years (including but not limited to): <ul style="list-style-type: none"> <li>• Continuing to enhance and build the Flood Support Plan</li> <li>• Continued monitoring and to react as needed to other potential threats that have arrived/increased over the last couple of years such as Avian Influenza, Swine Flu, MPox and Air Quality issues as a result of Wildfire Smoke</li> </ul>	CAO/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




## Infrastructure Maintenance and Transportation Planning

### 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 or alternative transportation options	DS/IS
	Review long term infrastructure planning for road networks and trail systems through the Township Official Plan and Secondary Planning processes	DS/IS/RCS


- 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
	Conduct Secondary Planning processes to plan for long term transportation needs where appropriate	DS

- 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, at ROMA and AMO, to champion the completion of new Highway 7 and GO Transit in Breslau	CAO

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



## 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
	Continue to complete Building Condition Assessments to support the Township’s Asset Management Plan and infrastructure renewal program	RCS
	Complete Water & Wastewater Rate Review Study	FIN/IS


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

Action Item		Department
	<p><b>Facilities</b></p> <ul style="list-style-type: none"> <li>▪ Complete and implement the Recreation Master Plan</li> <li>▪ Complete and implement updated accessibility audit</li> <li>▪ St. Jacob’s Arena – accessibility improvements, washroom renovations, dehumidifier replacement</li> <li>▪ St. Jacob’s Fire Station - Exterior insulation and finishing system (stucco) repairs</li> <li>▪ Administration Building - Renovations</li> <li>▪ WMC - Dressing Room improvements</li> <li>▪ WMC - Pool changeroom / shower renovations</li> <li>▪ Breslau Community Centre - porch/entrance/washroom design work</li> <li>▪ Climate Action Initiatives – Facility renewal and energy efficiencies</li> <li>▪ Elmira Fire Station – feasibility study</li> </ul> <p><b>Parks</b></p> <ul style="list-style-type: none"> <li>▪ South Parkwood - Multi-use Pad and Multi-use Trail Installation</li> <li>▪ Maryhill Park – Playground Replacement</li> <li>▪ Bolender Park - bridge decking replacement</li> <li>▪ Walter Bean Trail Improvements</li> <li>▪ Bolender Park – parking lot paving (upper lot)</li> <li>▪ Breslau Memorial Park – splash pad installation</li> <li>▪ Breslau Memorial Park – fieldhouse design work</li> </ul>	RCS
	IT – develop an implementation plan in response to a recent security audit	COR





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








## Infrastructure Maintenance and Transportation Planning

	Ensure that the approved 2023 Infrastructure Services Capital Budget is implemented to the extent possible	IS
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■ DIRECTION: Ensure a municipal wide infrastructure maintenance program that is needs-based.

Action Item	Department
 Ontario Structure Inspection Manual (OSIM) 2025 Bridge and Culvert Study	IS
 Continuation of wastewater sewer lining program to extend useful life and better align 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


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

**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 a new Township Development Charge Background Study and By-law.	FIN/IS/ RCS

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

Action Item		Department
	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

- 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, and explore alternative service delivery models	CAO/FIN/ RCS
	Working with other Municipalities on Joint Purchasing initiatives	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
 Continue to update Engage Woolwich information website for public information sharing	CAO/COR
 Continue to provide live streaming of Council meetings and make improvements to engage residents on YouTube	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

- 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
 Continue to promote online dog tag sales through the website, vet clinics, pet stores, social media and door-to-door canvassing	COR

## Communication with the Public and the Marketing of Municipal Services



- 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, and streamlining the approval process for tech companies that have received upper level government funding for network expansions	CAO/COR/IS

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

Action Item		Department
	Continue to monitor and improve the Township’s website, YouTube and social media using data and analytics	COR
	Update website to latest content management system and complete a site map review based on analytics to improve accessibility, improve the look and feel and ensure people can easily find the content they are looking for	COR
	Continue to provide more information and services through the Townships website, including by-laws, fillable forms and online payments	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 a simplified fee schedule for Planning applications to provide clear direction and information to applicants	DS
	Continue to accommodate customer requests for discussions on property applications and issues	DS/IS


## Communication with the Public and the Marketing of Municipal Services

### 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
	Foodlink Map creation, print and distribution to promote agri-tourism	CAO/EcDev
	Creation of Farmgate Trail GIS Map and hosting on Township website	CAO/EcDev
	Acquire Fed Dev funding for Tourism shuttle pilot project between Farmers Market and St. Jacobs Village. (Deferred to 2025)	CAO/EcDev
	Commence work on dedicated tourism micro-site with Fed Dev funding	CAO/EcDev
	Examine opportunities to support Agritourism with regulations to support through the Zoning By-law review	DS/EcDev
	Continue to lead the Taste the Countryside event with support from the other Townships	
	Update the Downtown Elmira Art Project	CAO/EcDev





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

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










**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 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
	Review and update of Human Resources 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
	Develop a Community Group Affiliation Policy	RCS
	Develop a Community Group Affiliation Application Form	RCS
	Update the Facility Allocation Guideline referencing the Community Group Affiliation Policy	RCS
	Revise the Ice Allocation Policy in consultation with affiliated ice user groups	RCS
	Develop a Special Events Policy	RCS
	Update the Fireworks By-law, including clarification around holidays and hours when fireworks can be set off	COR
	Update the Animal Control By-law, including Kennel licensing process	COR

## Best Managed and Governed Municipality


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

Action Item		Department
	Staged implementation of the Administrative Monetary Penalty System (AMPS) including the possibility of shared services with local municipalities on parking and other by-laws.	COR
	Continue discussions between the Area Municipalities and the Region regarding opportunities for different service delivery models	ALL


- 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 explore new governance and delivery models. (Breslau branch is open. New governance model is being reviewed.)	CAO/RCS

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



Action Item		Department
	Provide online payment options for more services on the Township’s website	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
	If Bill 23 is not proclaimed, champion the expediting of the delegation of Region planning responsibilities to the Township to streamline the development approval process. (Bill 23 was proclaimed. Awaiting date from Province for transfer of responsibilities.)	CAO/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, and in the post-pandemic world continue to look for virtual and online opportunities	ALL
	Provide online payment options for more services on the Township’s website	COR

- 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.

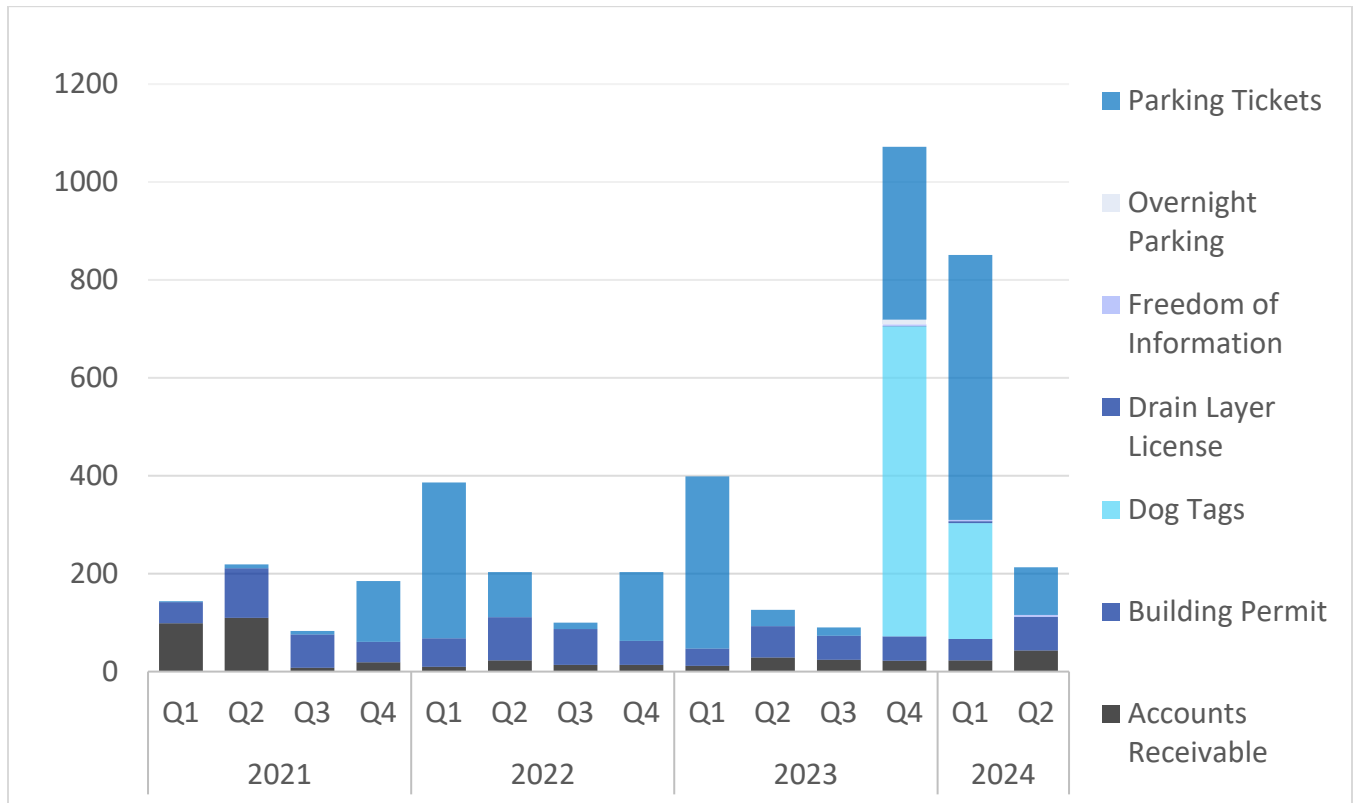
Action Item		Department
	Be an active participant with neighbouring municipalities to endeavour to better align planned programs and projects.	IS

### Corporate Services

#### Quarterly Grants Awarded by Staff

No grants were awarded by staff during the second quarter.

#### Number of Services Provided Online



#### 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	325	1380
2024	351	341			692

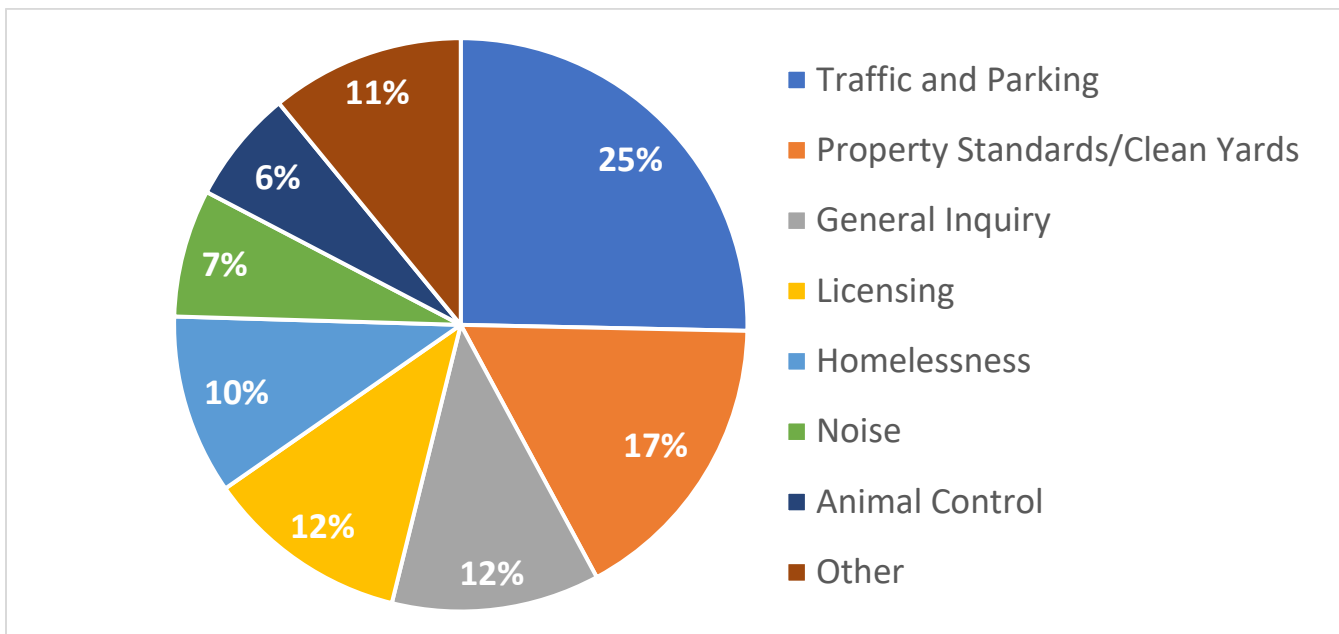
**Parking Tickets Issued**

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	596	49	79	762	1486
2024	918	100			1018

**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	234	901
2024	134	375			509

**By-law Enforcement Quarterly Call Frequency**



## Development Services

For the reporting period of January 1<sup>st</sup> to June 30<sup>th</sup>, 340 permits have been issued to date with a total construction value of \$77,034,798. This compares to 305 permits and a total construction value of \$69,984,137 for the same period in 2023. The second quarter has seen 82 dwelling unit permits issued which is compared to the 77 dwelling unit permits that were issued in the second quarter in 2023.

For Reporting Period - January 1st to June 30th				
	Applications Entered	Dwelling Units Issued	Total Permits Issued	Construction Value
<b>2020</b>	302	70	258	\$ 38,704,295
<b>2021</b>	368	63	304	\$ 81,722,854
<b>2022</b>	365	74	330	\$ 68,651,244
<b>2023</b>	336	77	305	\$ 69,984,137
<b>2024</b>	364	82	340	\$ 77,034,798

## Fire Services

Incident Type	2024	2023	2022	2021
Fire	44	22	25	32
False Alarm	48	46	56	36
Public Hazard	2	3	8	2
Rescue	31	37	30	27
Medical	33	47	30	41
Assisting Other Agencies	2	3	8	6
<b>TOTAL</b>	160	158	157	144

	2024	2023	2022	2021
<b>Dollar Loss</b>	\$1,292,200	\$30,500	\$69,000	\$176,100
<b>Average Response Time (minutes)</b>	9:22	9:39	9:00	9:10

## Recreation and Community Services

### Participation Statistics

	April 2024	May 2024	June 2024	Q2
Swim Drop-in	949	732	746	2,427
Fitness / Program Drop-in	117	129	133	379
Public Skate	N/A	N/A	N/A	N/A
				<b>2,806</b>

### Swim Lesson Statistics – Spring 2024

Parent & Tot	132
Preschool	236
Learn to Swim	300
Private Lessons	77
Leadership	80
Adapted Program	20
Winter TOTAL	<b>845</b>

### WMC Fitness Memberships

April 2024	456
May 2024	361
June 2024	360
Monthly Average	<b>392</b>



**TOWNSHIP OF WOOLWICH  
CAPITAL YEAR-TO-DATE FINANCIAL STATEMENTS AS OF JUNE 30, 2024**



	2024 BUDGET	2024 ACTUAL	2024 TOTAL VARIANCE	% VARIANCE
<b>Fire Services</b>				
Fire Fighting Gear - Replacement	66,000	57,309	8,691	13.17%
Auto Ex. Air Bags	10,000	8,136	1,864	18.64%
Thermal Imaging Cameras	49,000	54,794	(5,794)	-11.82%
Auto Ex Equipment - Jaws Replacement	65,000	56,462	8,538	13.14%
<b>Total Expense</b>	<b>190,000</b>	<b>176,700</b>	<b>13,300</b>	<b>7.00%</b>

<b>Additional Comments (i.e. 2024 Carry Fwd Budget Requirements)</b>
Complete
Complete
Complete
Complete

	2024 BUDGET	2024 ACTUAL	2024 TOTAL VARIANCE	% VARIANCE
<b>Recreation &amp; Community Services</b>				
Playground Upgrades	60,000	8,421	51,579	85.97%
Walter Bean Trail Upgrades	50,000	1,460	48,540	97.08%
Gravel Parking Lot Remediation	30,000	22,642	7,358	24.53%
South Park Wood - Park Development 2nd Phase (New)	100,000		100,000	100.00%
Maryhill Park Playground (Replacement)	96,000		96,000	100.00%
Bolender Park - Church St. Parking Lot Paving	34,308		34,308	100.00%
Breslau Memorial Park Splashpad	350,000	395,579	(45,579)	-13.02%
Breslau Memorial Park Fieldhouse				
Engineering/Replacement Design	40,000		40,000	100.00%
Bolender Bridge Decking (Replacement)	25,000	31,525	(6,525)	-26.10%
Healthy Valley Trail	0	114	(114)	
St. Jacobs Dog Park	0	1,699	(1,699)	
Valleyview Park Improvements	0	13,574	(13,574)	
<b>Total Expense</b>	<b>785,308</b>	<b>475,015</b>	<b>310,293</b>	<b>39.51%</b>

Completed, waiting for invoices to be received
Q3 Completion
Completed
RFP awarded, Q3 completion
in progress
Work awarded, Q2 completion (Aug.-Sept.)
completed
in progress
completed
Q3 Completion
Completed
water service installed by group

	2024 BUDGET	2024 ACTUAL	2024 TOTAL VARIANCE	% VARIANCE
<b>Township Equipment Replacement</b>				
<b>Public Works Rolling Stock</b>				
New - 1 Ton Crew Cab with dump bed	88,428		88,428	100.00%
E005 - 2012 International Single Axel Plow Truck	300,000		300,000	100.00%
E011 - 2016 Ford F150	60,000		60,000	100.00%
New - Automatic Valve Turner (Trailer Mount)	80,000	59,252	20,748	
<b>Sub Total</b>	<b>528,428</b>	<b>59,252</b>	<b>469,176</b>	<b>88.79%</b>
<b>Fire Rolling Stock</b>				
2001 Conestogo Rescue	1,169,862		1,169,862	100.00%
2002 Freightliner Rescue - Elmira	700,000		700,000	100.00%
1986 E-One Platform Aerial (2005)	1,000,000		1,000,000	100.00%
<b>Sub Total</b>	<b>2,869,862</b>	<b>0</b>	<b>2,869,862</b>	<b>100.00%</b>
<b>Recreation Rolling Stock</b>				
2014 Pickup	55,000	50,743	4,257	7.74%
New - 1/2-Ton Truck	55,000	50,074	4,926	8.96%
1999 Tractor (Replacement)	60,000	54,543	5,457	9.09%
<b>Sub Total</b>	<b>170,000</b>	<b>155,360</b>	<b>14,640</b>	<b>8.61%</b>
<b>Other Rolling Stock</b>				
By-law Enforcement Truck	40,000	44,604	(4,604)	-11.51%
<b>Sub Total</b>	<b>40,000</b>	<b>44,604</b>	<b>(4,604)</b>	<b>-11.51%</b>
<b>Total Expense</b>	<b>3,608,290</b>	<b>259,216</b>	<b>3,349,074</b>	<b>92.82%</b>

Received and in use
Out to Tender in Q3/Q4. Budgeted amount will be carried to future budget years based on delivery timeframes
RFQ closes tomorrow. Expected delivery this year
Purchased and received in Q2
ongoing
ongoing
ongoing
completed
completed
completed
complete





**TOWNSHIP OF WOOLWICH**  
**OPERATING YEAR-TO-DATE FINANCIAL STATEMENTS AS OF JUNE 30, 2024**



	2024 TOTAL BUDGET	2024 YTD ACTUAL	2024 TOTAL VARIANCE	2024 TOTAL VARIANCE %
<b>TOWNSHIP OPERATING BUDGET</b>				
<b>Office of the Chief Administrator</b>				
Administration	433,515	173,045	260,470	60.1%
Economic Initiatives	225,788	123,850	101,938	45.1%
Tourism & Marketing	35,300	73	35,227	99.8%
<b>Total Expense</b>	<b>694,603</b>	<b>296,967</b>	<b>397,636</b>	<b>57.2%</b>
Administration	109,604	19,463	90,142	82.2%
Economic Initiatives	3,000	1,111	1,889	63.0%
Tourism & Marketing	10,000	0	10,000	100.0%
<b>Total Revenue</b>	<b>122,604</b>	<b>20,574</b>	<b>102,030</b>	<b>83.2%</b>
<b>Net - Operating</b>	<b>571,999</b>	<b>276,394</b>	<b>295,605</b>	<b>51.7%</b>
<b>Corporate Services</b>				
Grants	69,365	63,956	5,409	7.8%
Clerk's Division	505,414	252,414	253,000	50.1%
Information Technology (IT) Services	570,338	364,514	205,824	36.1%
Enforcement	391,661	185,470	206,191	52.6%
Crossing Guards	57,458	32,452	25,006	43.5%
Human Resources	248,606	128,641	119,965	48.3%
Corporate Overhead	199,435	96,552	102,883	51.6%
<b>Total Expense</b>	<b>2,042,276</b>	<b>1,123,998</b>	<b>918,278</b>	<b>45.0%</b>
Grants	2,000	0	2,000	100.0%
Clerk's Division	60,150	23,308	36,842	61.3%
Information Technology (IT) Services	500	864	-364	-72.7%
Enforcement	90,300	63,323	26,977	29.9%
Crossing Guards	-	0	0	0.0%
Human Resources	-	0	0	0.0%
Corporate Overhead	436,200	218,100	218,100	50.0%
<b>Total Revenue</b>	<b>589,150</b>	<b>305,595</b>	<b>283,555</b>	<b>48.1%</b>
<b>Net - Operating</b>	<b>1,453,126</b>	<b>818,404</b>	<b>634,722</b>	<b>43.7%</b>
<b>Council/Committee</b>				
Council/Committee	303,374	141,300	162,074	53.4%
<b>Total Expense</b>	<b>303,374</b>	<b>141,300</b>	<b>162,074</b>	<b>53.4%</b>
Council/Committee	56,000	15,557	40,443	72.2%
<b>Total Revenue</b>	<b>56,000</b>	<b>15,557</b>	<b>40,443</b>	<b>72.2%</b>
<b>Net - Operating</b>	<b>247,374</b>	<b>125,743</b>	<b>121,631</b>	<b>49.2%</b>

**TOWNSHIP OF WOOLWICH**  
**OPERATING YEAR-TO-DATE FINANCIAL STATEMENTS AS OF JUNE 30, 2024**



	2024 TOTAL BUDGET	2024 YTD ACTUAL	2024 TOTAL VARIANCE	2024 TOTAL VARIANCE %
Development Services				
Planning Operations	1,113,965	471,968	641,997	57.6%
Committee of Adjustment	53,937	21,925	32,012	59.3%
Building Enforcement	1,036,967	428,976	607,991	58.6%
Bill 124 Transfer		(137,872)	137,872	0.0%
Development Engineering	1,399,250	394,184	1,005,066	71.8%
Total Expense	3,604,119	1,179,182	2,424,937	67.3%
Planning Operations	514,500	130,141	384,359	74.7%
Committee of Adjustment	53,937	62,350	-8,413	-15.6%
Building Enforcement	1,399,906	449,856	950,050	67.9%
Development Engineering	1,399,250	394,184	1,005,066	71.8%
Total Revenue	3,367,593	1,036,531	2,331,062	69.2%
<b>Net - Operating</b>	<b>236,526</b>	<b>142,651</b>	<b>93,875</b>	<b>39.7%</b>
Financial Services				
Management and Budget	2,886,095	3,018,209	-132,114	-4.6%
Accounting Division	315,772	152,738	163,034	51.6%
Revenue Division	408,419	208,760	199,659	48.9%
Total Expense	3,610,286	3,379,707	230,579	6.4%
Management and Budget	1,656,623	2,144,551	-487,928	-29.5%
Accounting Division	0	0	0	0.0%
Revenue Division	1,039,000	569,645	469,355	45.2%
Total Revenue	2,695,623	2,714,196	-18,573	-0.7%
<b>Net - Operating</b>	<b>914,663</b>	<b>665,511</b>	<b>249,152</b>	<b>27.2%</b>
Fire Services				
Administration	1,709,532	844,537	864,995	50.6%
Fire Prevention & Education	72,500	26,979	45,521	62.8%
Breslau Fire Station	173,912	133,047	40,865	23.5%
Conestogo Fire Station	155,157	99,511	55,646	35.9%
Elmira Fire Station	269,208	191,111	78,097	29.0%
Floradale Fire Station	158,233	100,551	57,682	36.5%
Maryhill Fire Station	168,697	88,716	79,980	47.4%
St. Jacobs Fire Station	219,215	161,074	58,141	26.5%
Total Expense	2,926,454	1,645,528	1,280,926	43.8%
Administration	225,684	114,950	110,734	49.1%
Fire Prevention & Education	0	7,683	-7,683	0.0%
Breslau Fire Station	9,000	3,780	5,220	58.0%
Conestogo Fire Station	0	0	0	0.0%
Elmira Fire Station	0	0	0	0.0%
Floradale Fire Station	0	0	0	0.0%
Maryhill Fire Station	0	0	0	0.0%
St. Jacobs Fire Station	0	0	0	0.0%
Total Revenue	234,684	126,413	108,271	46.1%
<b>Net - Operating</b>	<b>2,691,770</b>	<b>1,519,115</b>	<b>1,172,655</b>	<b>43.6%</b>

**TOWNSHIP OF WOOLWICH**  
**OPERATING YEAR-TO-DATE FINANCIAL STATEMENTS AS OF JUNE 30, 2024**



	2024 TOTAL BUDGET	2024 YTD ACTUAL	2024 TOTAL VARIANCE	2024 TOTAL VARIANCE %
<b>Infrastructure Services</b>				
Engineering Administration	1,205,217	596,358	608,859	50.5%
Bridges	98,400	39,941	58,459	59.4%
Roadside Maintenance	643,975	166,444	477,531	74.2%
Hardtop Maintenance	923,650	160,831	762,819	82.6%
Loosetop Maintenance	866,350	166,219	700,131	80.8%
Winter Control	1,091,800	712,617	379,183	34.7%
Safety	260,480	94,165	166,315	63.8%
Boundary Road Maintenance	25,000	0	25,000	100.0%
Parking Lots	187,000	96,624	90,376	48.3%
Street Lights	201,000	79,393	121,607	60.5%
Sidewalks (Ward 1)	176,000	144,010	31,990	18.2%
<b>Total Expense</b>	<b>5,678,872</b>	<b>2,256,602</b>	<b>3,422,269</b>	<b>60.3%</b>
<b>Revenue</b>				
Engineering Administration	58,000	31,330	26,670	46.0%
Bridges	0	0	0	0.0%
Roadside Maintenance	36,050	6,916	29,134	80.8%
Hardtop Maintenance	130,500	0	130,500	100.0%
Loosetop Maintenance	80,000	45,557	34,443	43.1%
Winter Control	0	24,586	-24,586	0.0%
Safety	0	0	0	0.0%
Boundary Road Maintenance	0	0	0	0.0%
Parking Lots	0	0	0	0.0%
Street Lights	0	0	0	0.0%
Sidewalks (Ward 1)	176,000	144,010	31,990	18.2%
<b>Total Revenue</b>	<b>480,550</b>	<b>252,399</b>	<b>228,151</b>	<b>47.5%</b>
<b>Net - Operating</b>	<b>5,198,322</b>	<b>2,004,203</b>	<b>3,194,118</b>	<b>61.4%</b>
<b>Recreation &amp; Community Services</b>				
Cemeteries	92,411	50,888	41,523	44.9%
General Administration	2,431,593	1,166,474	1,265,119	52.0%
St Jacobs Arena	400,976	189,336	211,640	52.8%
Woolwich Memorial Centre	2,204,177	1,275,304	928,873	42.1%
Parks	844,002	378,298	465,704	55.2%
Recreation Associations	372,897	165,341	207,556	55.7%
Recreation Programs & Community Development	30,502	15,750	14,752	48.4%
Day Camps	109,067	14,965	94,102	86.3%
Libraries	48,281	34,782	13,499	28.0%
Other Township Owned Facilities	126,550	46,561	79,989	63.2%
Administration Building	180,559	87,471	93,088	51.6%
<b>Total Expense</b>	<b>6,841,016</b>	<b>3,425,171</b>	<b>3,415,845</b>	<b>49.9%</b>
<b>Revenue</b>				
Cemeteries	133,700	74,345	59,355	44.4%
General Administration	123,130	58,952	64,178	52.1%
St Jacobs Arena	337,000	167,334	169,666	50.3%
Woolwich Memorial Centre	1,554,300	871,093	683,207	44.0%
Parks	411,000	228,669	182,331	44.4%
Recreation Associations	214,500	144,688	69,812	32.5%
Recreation Programs & Community Development	12,000	2,567	9,433	78.6%
Day Camps	215,000	178	214,822	99.9%
Libraries	24,888	32,775	-7,887	-31.7%
Other Township Owned Facilities	145,000	63,760	81,240	56.0%
Administration Building	180,559	89,280	91,279	50.6%
<b>Total Revenue</b>	<b>3,351,077</b>	<b>1,733,642</b>	<b>1,617,435</b>	<b>48.3%</b>
<b>Net - Operating</b>	<b>3,489,939</b>	<b>1,691,529</b>	<b>1,798,410</b>	<b>51.5%</b>

**TOWNSHIP OF WOOLWICH  
OPERATING YEAR-TO-DATE FINANCIAL STATEMENTS AS OF JUNE 30, 2024**



	2024 TOTAL BUDGET	2024 YTD ACTUAL	2024 TOTAL VARIANCE	2024 TOTAL VARIANCE %
<b>NET-TOWNSHIP OPERATING</b>	<b>14,803,720</b>	<b>7,243,550</b>	<b>7,560,169</b>	<b>51.1%</b>
<b>TOWNSHIP UTILITY BUDGET</b>				
Wastewater Services				
Wastewater Mains	230,297	52,216	178,081	77.3%
Pumping Stations	162,661	100,916	61,745	38.0%
Billing and Collecting	120,218	51,714	68,504	57.0%
Administrative Overhead	973,671	448,773	524,897	53.9%
Other System Costs b)	3,824,819	2,118,157	1,706,662	44.6%
Total Expense	5,311,666	2,771,776	2,539,890	47.8%
Revenue	231,415	56,843	174,572	75.4%
User Rate Revenue	5,080,250	2,176,135	2,904,115	57.2%
Total Revenue	5,311,665	2,232,978	3,078,687	58.0%
<b>Net - Wastewater Operating</b>	<b>-0</b>	<b>538,798</b>	<b>(538,798)</b>	<b>-</b>
Water Services				
Water Mains	652,100	228,110	423,990	65.0%
Water Service	90,700	32,152	58,548	64.6%
Meters	114,000	17,363	96,637	84.8%
Hydrants	86,550	24,837	61,713	71.3%
Billing and Collecting	117,318	47,410	69,908	59.6%
Administrative Overhead	842,406	429,684	412,721	49.0%
Other System Costs b)	3,902,770	1,843,343	2,059,427	52.8%
Total Expense	5,805,844	2,622,900	3,182,944	54.8%
Revenue	480,329	101,561	378,768	78.9%
User Rate Revenue	5,325,514	2,375,114	2,950,400	55.4%
Total Revenue	5,805,843	2,476,676	3,329,167	57.3%
<b>Net - Water Operating</b>	<b>0</b>	<b>146,224</b>	<b>(146,224)</b>	<b>0.0%</b>

Note:

- a) Excludes service charge revenues and transfers  
b) Includes a Regional Water/Wastewater billing accrual for Current Month



## Development Services Staff Report

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Report Number:	DS29-2024
Report Title:	West Montrose Covered Bridge
Author:	Sherwin Meloney, Planner
Meeting Type:	Council Meeting
Meeting Date:	August 27, 2024
eDocs or File ID:	DM 127772, 127773, 127774 and 127775
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, in accordance with Report DS29-2024 , direct staff to proceed with the process to consider amendments to the Heritage Designation By-law 60-2007 respecting the West Montrose Covered Bridge as it relates to the proposed rehabilitation, which includes amending the appropriate by-law and providing a 'Notice of proposed amendment' as prescribed under the Ontario Heritage Act.

### Background:

The West Montrose Covered Bridge must undergo rehabilitation to ensure the safety of the structure and its users. The bridge was built in 1881 and designated on March 14<sup>th</sup>, 2007. It is Ontario's last remaining covered bridge and an integral part of Woolwich landscape.

In 2023, it was identified that the bridge needed to be rehabilitated. Six proposed rehabilitation alternatives were evaluated based on structural integrity, heritage, cost and social environment, to determine the preferred option. The preferred alternative was recommended by the Township of Woolwich Heritage Committee, involving the removal and replacement of several heritage attributes which include:

- the existing steel Bailey truss;
- deteriorated wooden truss members and bridge elements; and,
- the reinforcing of selected members to accommodate a 10-tonne design vehicular live load.

The current by-law and existing heritage attributes can be found in Attachment 2 of this report. Photos depicting the preferred rehabilitation alternative can be found in Attachment 3 and the preferred height restriction bar chosen by the public in Attachment 4.

### **Comments:**

In November of last year, staff began to work with the Region to consider addressing the amendments to the Heritage Designation By-law 60-2007 to allow for the rehabilitation of the West Montrose Bridge. A Heritage Impact Assessment (HIA) was requested by staff to determine the potential impacts of the changes on the existing heritage attributes with respect to the bridge and the surrounding area. The Region has provided a HIA to rehabilitate the bridge, which has been reviewed by the Heritage Committee.

To proceed with the rehabilitation of the bridge, the current heritage attributes in the by-law will need to be amended, following the process required by the Ontario Heritage Act, and approved by Council. It is requested that staff be directed to proceed through the process below to amend the designated by-law.

1. If Council wishes to proceed with amending the designation, a 'Notice of proposed amendment' must be published in a newspaper and served on the owner of the property (i.e., the Region of Waterloo) and the Ontario Heritage Trust (OHT).
2. If no objections are filed within 30 days Council can decide on whether to pass the amending by-law or to withdraw the 'Notice of proposed amendment'.
3. If the amending by-law is passed a copy of the amending by-law and a notice of appeal rights must be published in a newspaper and served on the owner of the property, anyone who objected, and the OHT.
4. If no appeals are filed within 30 days, the amending by-law comes into force and the amending by-law is registered on title and a copy is served to the OHT.

### **Interdepartmental Impacts:**

None.



**Financial Impacts:**

Costs to advertise the notice of proposed amendment and notice of appeal rights for the ensuing by-law along with associated mailings (estimated \$2000.00).

**Conclusion:**

Staff recommends Council to direct staff to proceed with the process to amend Heritage Designation By-law 60-2007 for the West Montrose Covered Bridge Rehabilitation. Staff will require an estimated 2 months to complete the next steps and will return to Council in November, 2024.

**List of Attachments:**

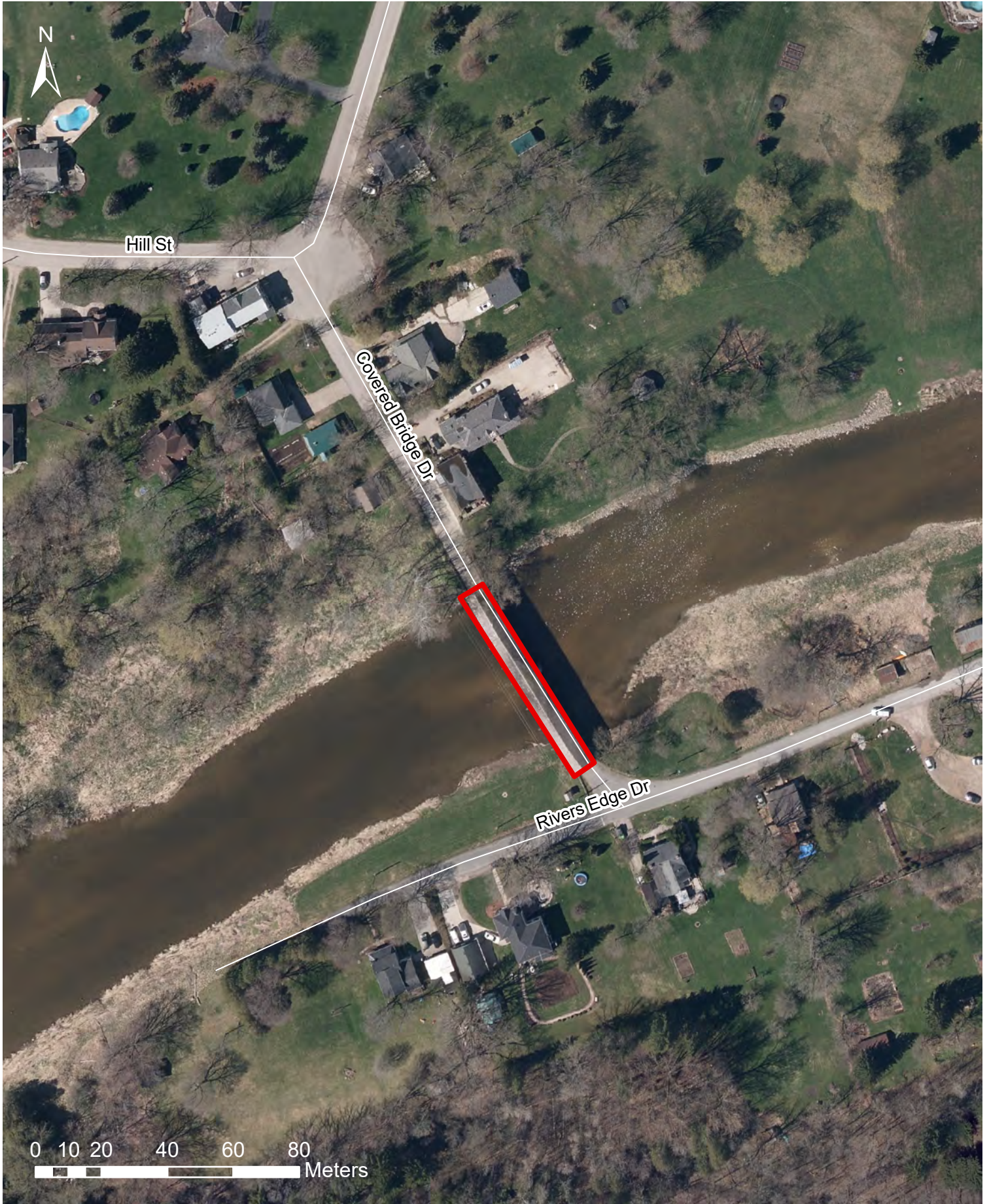
Attachment 1 – Location Map

Attachment 2 – Current Heritage By-law

Attachment 3 – Recommended Rehabilitation Alternative Renderings

Attachment 4 – South End – Oversized Vehicle Restriction Concept

# Appendix A – Location Map





## TOWNSHIP OF WOOLWICH

## BY-LAW NUMBER 60-2007

A by-law to designate the West Montrose Covered Bridge,  
in the Township of Woolwich, in the Regional Municipality of Waterloo,  
to be of cultural heritage value or interest pursuant to the provisions of section 29 of the  
*Ontario Heritage Act*, R.S.O. 1990, chapter O.18, as amended

WHEREAS section 29 of the *Ontario Heritage Act*, R.S.O. 1990, Chapter O.18, as amended, authorizes the council of a municipality to enact by-laws to designate real property within the municipality, including all the buildings and structures thereon, to be of cultural heritage value or interest;

AND WHEREAS the Council of the Township of Woolwich has caused to be served on the owner of the property known municipally as the West Montrose Covered Bridge in the Township of Woolwich, and upon the Ontario Heritage Trust, a Notice of Intention to Designate as being of cultural heritage value or interest that part of the property more particularly described in Schedule A attached hereto and has caused such Notice of Intention to be published in the Saturday June 2, 2007 edition of the Observer, a newspaper having general circulation in the Township of Woolwich;

AND WHEREAS no notice of objection to the proposed designation has been served on the Clerk of the municipality;

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

1. That the property known as the West Montrose Covered Bridge having the legal description set out in Schedule A (the "Property"), is hereby designated as being of cultural heritage value or interest pursuant to section 29 of the *Ontario Heritage Act*.
2. The Clerk shall cause a copy of this by-law to be registered against the Property in the proper land registry office.
3. The Clerk shall cause a copy of this by-law to be served upon the owner of the Property and upon the Ontario Heritage Trust and to cause a notice of this by-law to be published in a newspaper having general circulation in the Township of Woolwich as required by the Ontario Heritage Act.
4. Nothing in this By-law, including the statement of cultural heritage value and the description of heritage attributes, shall be construed so as to require the owner of the Property to make application for consent to make an alteration to the West Montrose Covered Bridge from time to time in the nature of:
  - (a) Minor maintenance and repair work including, without limitation, pothole patching, deck washing, bridge joint maintenance and graffiti removal; or
  - (b) Emergency repair work as determined to be reasonably necessary by, and in the sole discretion of, the Property owner.

Schedule A  
**The West Montrose Covered Bridge**

**Legal Description of the Property**

Part Lot 71, part of the Grand River, identified as the West Montrose Covered Bridge on the sketch attached as Schedule B to By-law 60-2007 known municipally as West Montrose Covered Bridge, Township of Woolwich, Regional Municipality of Waterloo.

**Description of Property**

The West Montrose Covered Bridge is a late 19<sup>th</sup> century covered wooden bridge that spans the Grand River in the rural village of West Montrose. Connecting Hill Street, Covered Bridge Drive and Rivers Edge Drive, the bridge is just over 200 feet in length and covered with red-painted wood paneling and a gable roof.

**Statement of Cultural Heritage Value or Interest**

The West Montrose Covered Bridge is the only remaining covered bridge in Ontario and the second oldest surviving bridge in the Region of Waterloo. It was designed by a local contractor, John Bear, who, with his brother Benjamin, constructed the bridge in 1881 as a replacement for an earlier open bridge at the same location. Originally, the bridge was constructed solely of wood. Over the course of more than a century, a number of improvements have been necessary to maintain the function and integrity of the bridge. The bridge materials today are a mix of wood, stone, asphalt, concrete and steel, representing not only the evolution of bridge technology but also the stewardship of the township, the region and the province. While the materials have been altered, however, the original form of the bridge designed by John Bear has been largely maintained.

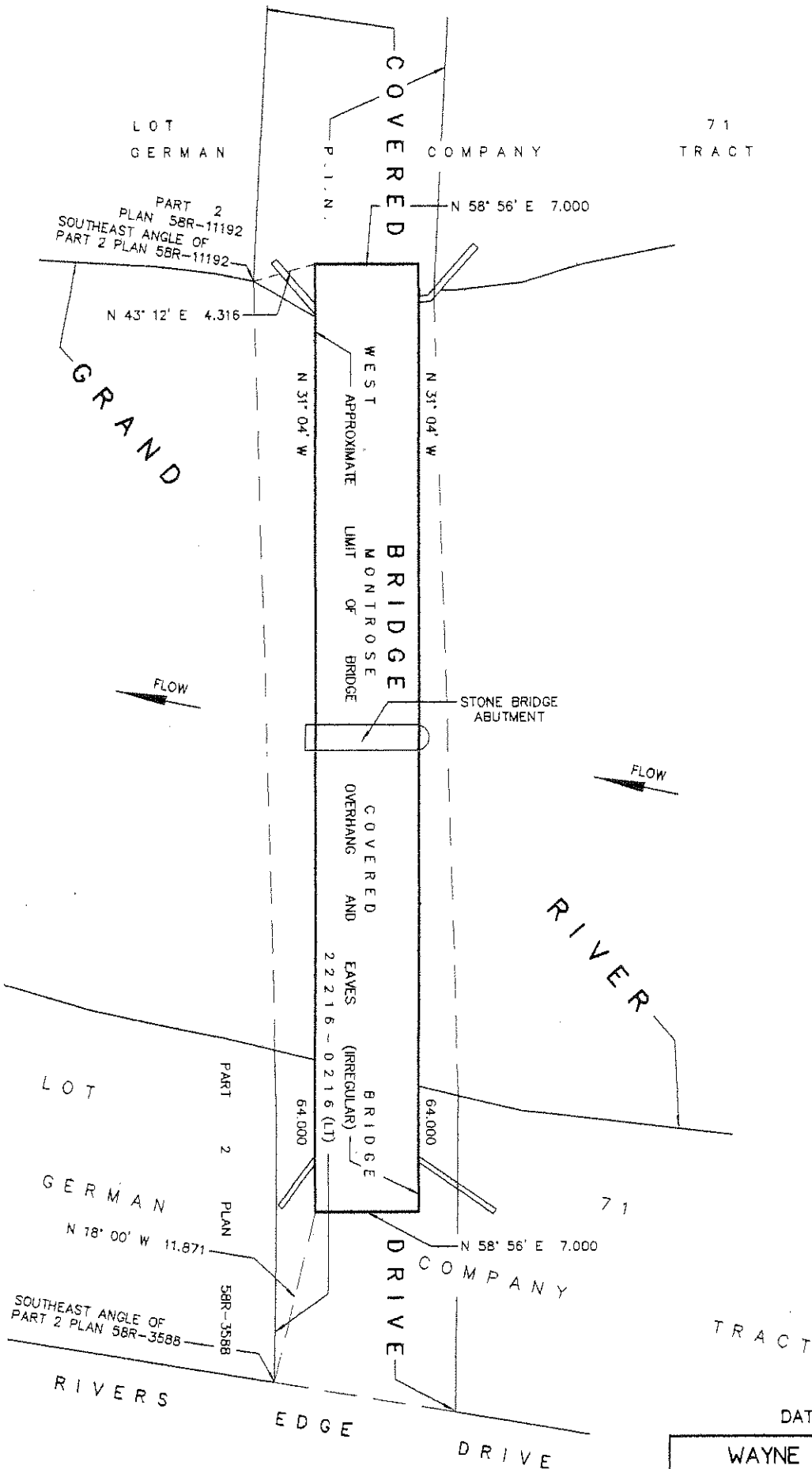
The 'Kissing Bridge', as it was appropriately nicknamed due to the intimacy and privacy that the covered bridge offered its travelers, is an iconic structure. It is a prominent and recognizable feature in arguably one of the most picturesque landscapes in Ontario. It is also representative of the early history of Woolwich Township and of an earlier time in the village.

**Description of Heritage Attributes**

Attributes that contribute to the cultural heritage value of the bridge and which should be retained include:

- the original location of the bridge in the Village of West Montrose spanning the Grand River
- the original dimensions of the bridge, 208 feet in length and 17 feet wide
- the original truss configuration, a hybrid Queen Post – Howe timber configuration, reinforced by a recycled 1944 Bailey steel truss structure
- the central pier
- the wood exterior sheathing and interior paneling, punctuated by louvered window openings
- the shingled gable roof
- the system of illumination by decorative electric interior lamps
- views to and into the bridge from the north and south banks of the Grand River

THE COVERED BRIDGE OVER THE GRAND RIVER AT WEST MONTROSE  
IN THE TOWNSHIP OF WOOLWICH REGIONAL MUNICIPALITY OF WATERLOO

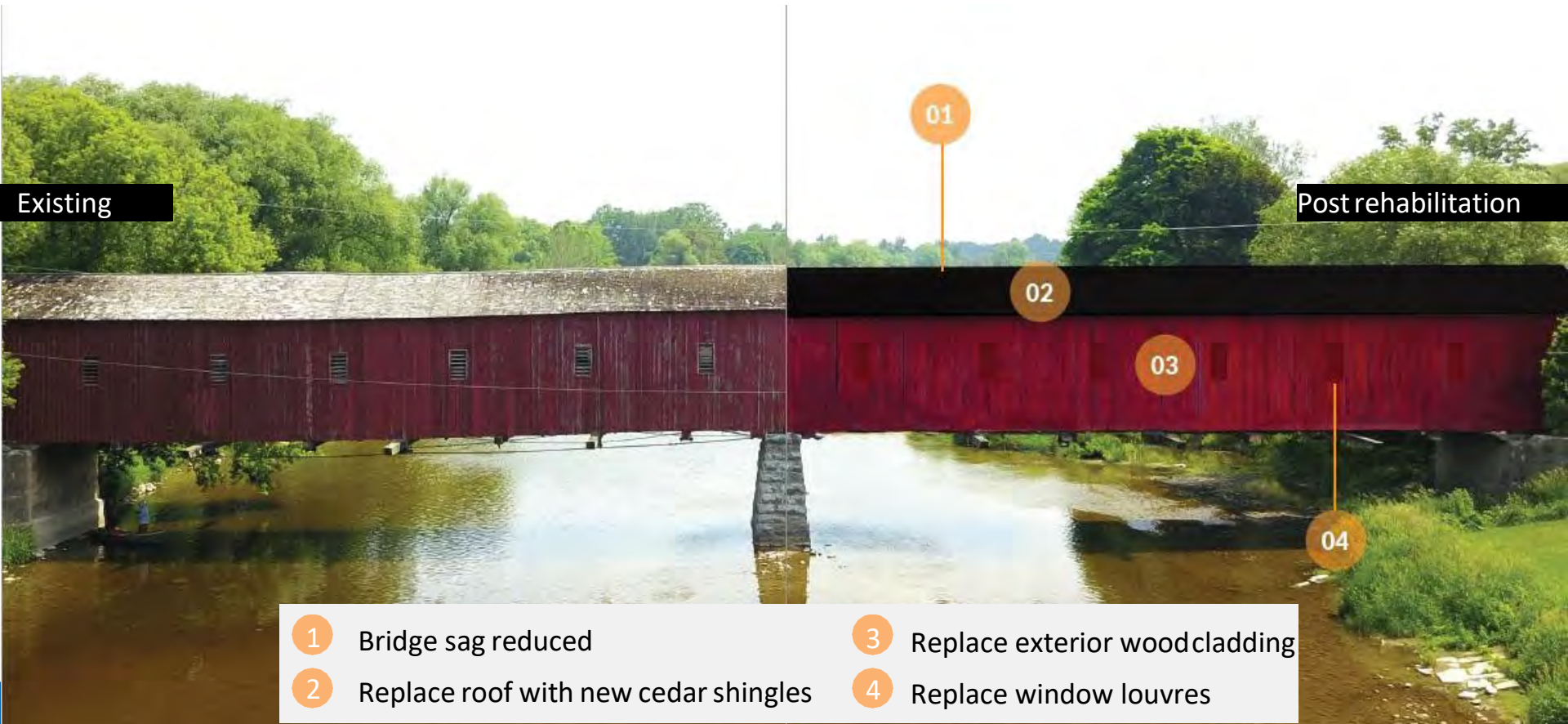


SCALE RATIO 1:400  
METRIC

DATED AUGUST 3, 2007

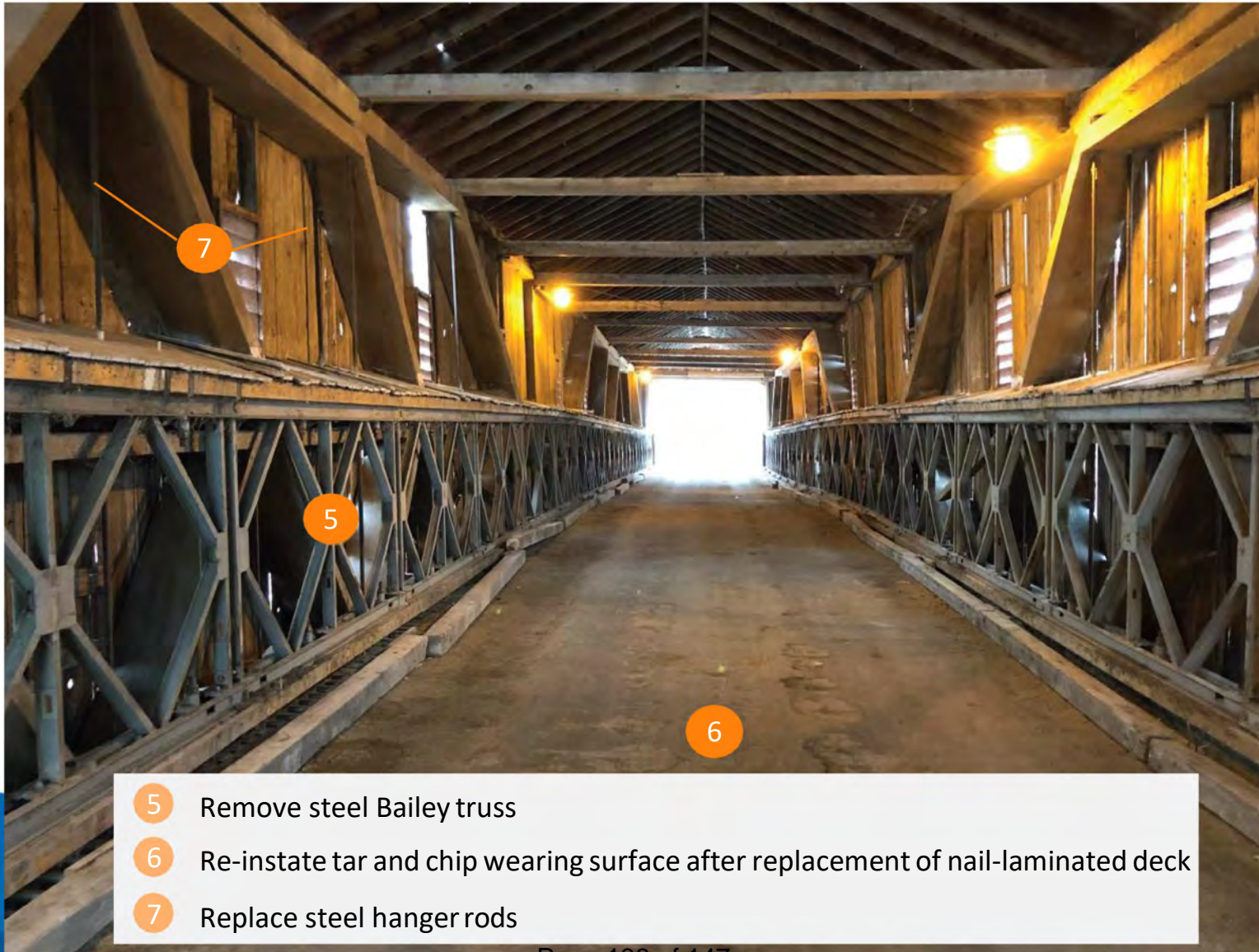
WAYNE D. TURPEL SURVEYING LIMITED			
ELMIRA		TELEPHONE (519) 669-5070	
DF	WT	DRAWING FILE	07-3808 (ACAD)

# Recommended Rehabilitation Alternative





# Recommended Rehabilitation Alternative





## Recommended Rehabilitation Alternative



8

Replace rafters as necessary

10

Replace wood curbs

9

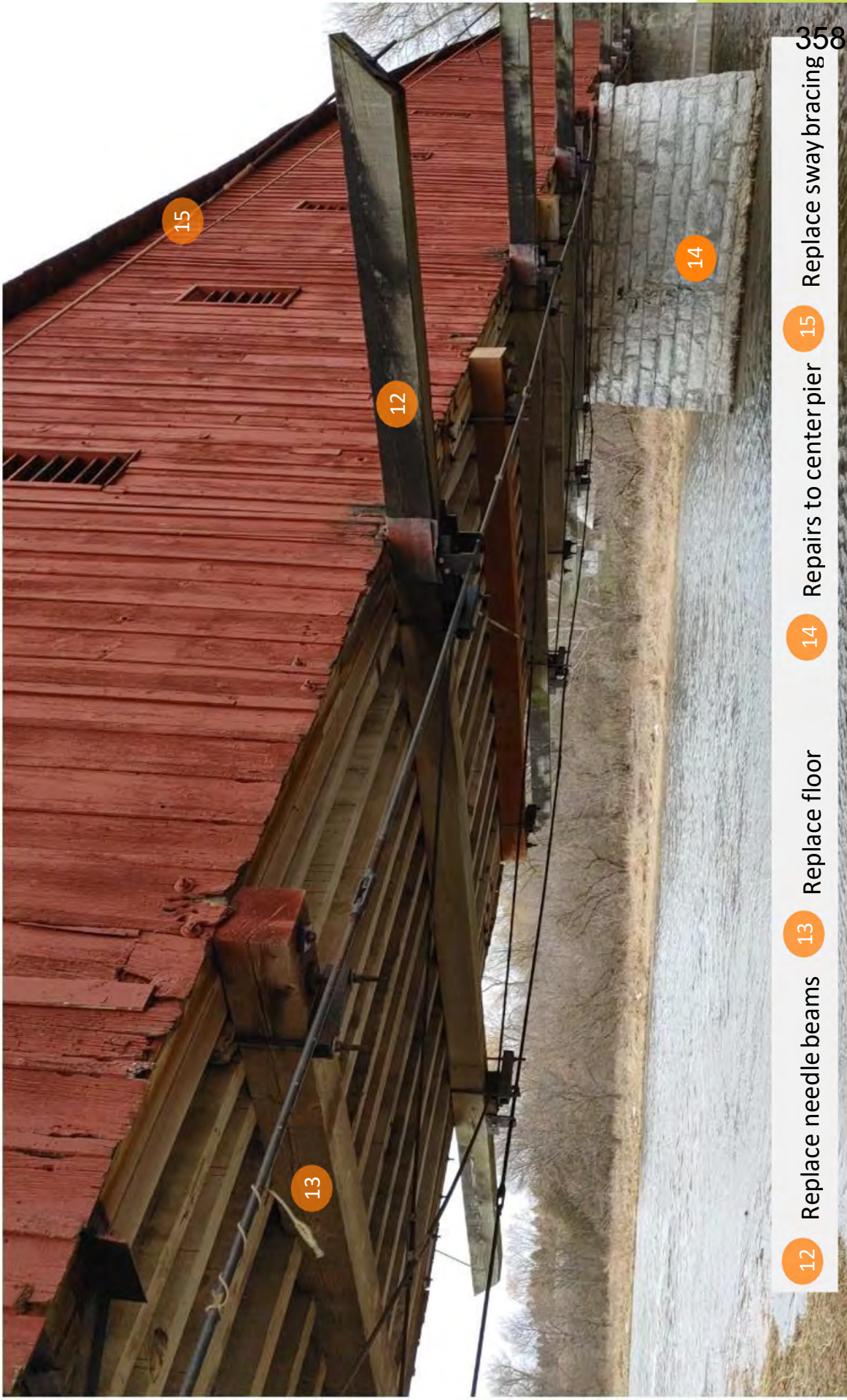
Replace tie beams as necessary

11

Replace light bulbs as necessary



# Recommended Rehabilitation Alternative



12

Replace needle beams

13

Replace floor

14

Repairs to center pier

15

Replace sway bracing



## Recommended Rehabilitation Alternative



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 chords



# 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  
Page 140 of 147







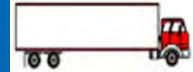
20 New steel rod cross-bracing

21 New Douglas Fir bottom chords

# Recommended Rehabilitation Alternative

- 22 Concrete repairs to bridge abutments
- 23 Bridge deck elevation and approach grades will remain the same
- 24 Height restriction bar to prevent oversized vehicles from using the bridge
- 25 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



# Height Restriction Bar - North Approach



\*Details to be finalized with the input of an architect



# Recommended Rehabilitation Alternative



26 Replace end diagonals at pier and strengthen end diagonals at abutments

27 New overhead wood lateral bracing

28 New timber guiderail



# Recommended Rehabilitation Alternative



29

29 Reinforce top chord with lower top chord

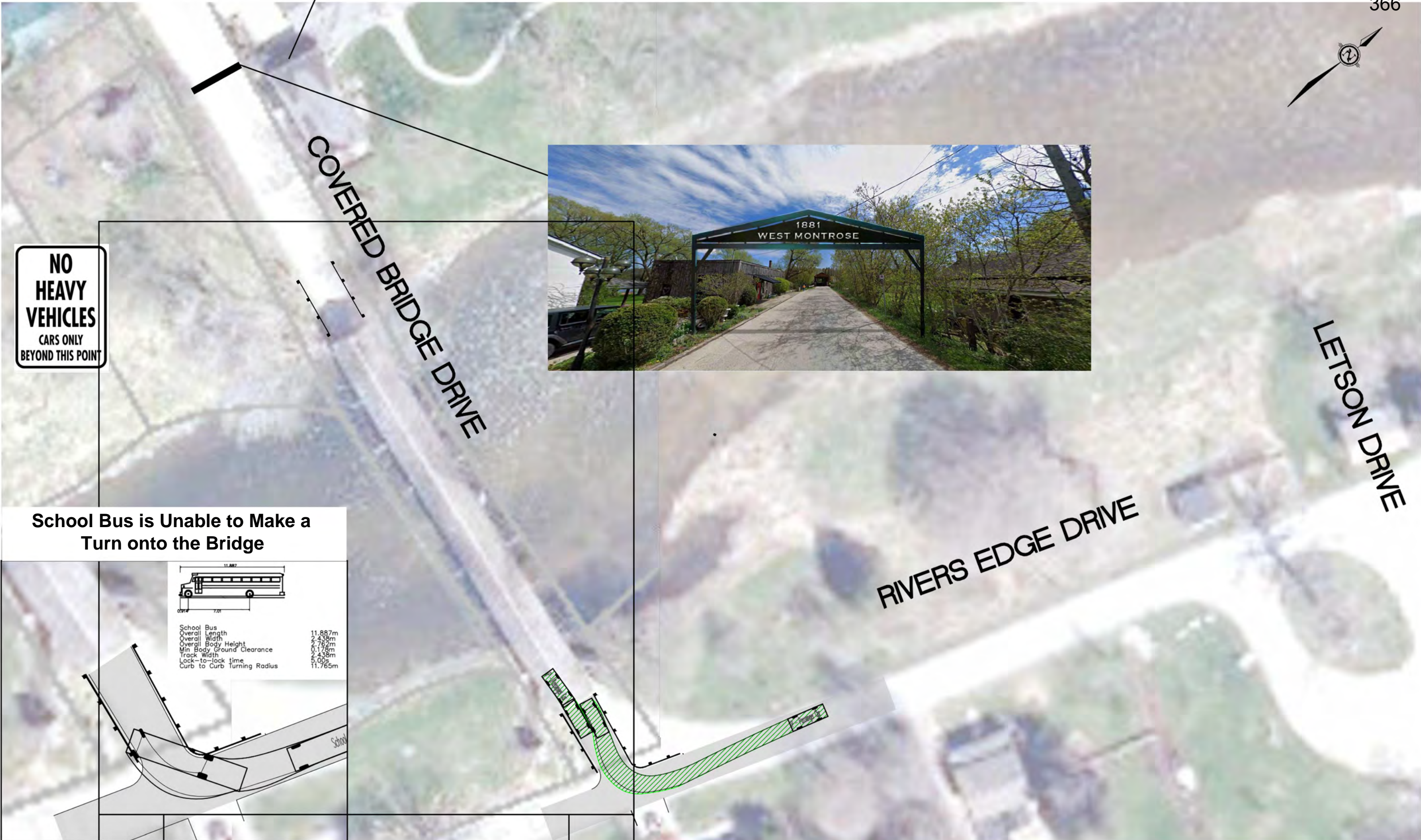


30

30

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





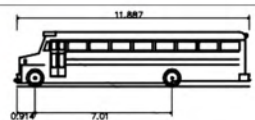
**NO HEAVY VEHICLES**  
CARS ONLY  
BEYOND THIS POINT

COVERED BRIDGE DRIVE

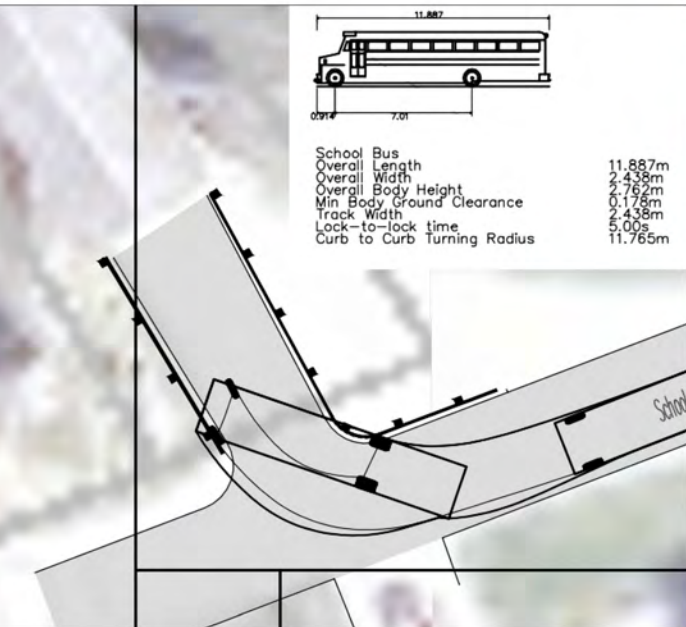
LETSON DRIVE

RIVERS EDGE DRIVE

**School Bus is Unable to Make a Turn onto the Bridge**



School Bus	
Overall Length	11.887m
Overall Width	2.438m
Overall Body Height	2.762m
Min Body Ground Clearance	0.178m
Track Width	2.438m
Lock-to-lock time	5.00s
Curb to Curb Turning Radius	11.765m







## Memo to Woolwich Council

To: Council  
 From: WEAC – Woolwich Environmental Advisory Committee  
 Subject: No Idling Bylaw  
 eDocs or File ID: File ID  
 Meeting Date: August 27, 2024

---

### Purpose:

The Woolwich Environmental Advisory Committee requests that Council to pass a motion to have Staff evaluate the attached materials and implement a new Bylaw against Carbon based fuel engine idling on Township properties.

### Background:

The origin of this request is personal experience at the Woolwich Memorial Complex. In the drop off area there is a line-up of cars either dropping off or picking up activity participants. Few if any turn off their vehicles – particularly while waiting to pick up. This creates a plume of exhaust fumes along the walk way – where people walk – mostly children.

The broader ask is to implement what so many other communities surrounding Woolwich have already done and so we are attaching the materials from these communities as a jump start to the research. Transportation accounts for 20% of CO<sub>2</sub> – of which 15% is from cars. Idling is pure waste and creates a hazardous environment. We do not allow smoking near the building for health concerns – the same should apply to cars.

### Comments:

Our goals to reduce the carbon footprint of the community need to have many pathways and this is a simple one to send a clear message. The absence of such bylaws makes it difficult to implement more advanced strategies.

While the WMC does have signs, there are no consequences to idling. The ask is that there are signs and consequences on all municipal properties and streets.

**Attachments:**

1. City of Guelph <https://guelph.ca/how-can-we-help-you/vehicle-idling/>
2. City of Kitchener <https://www.kitchener.ca/en/bylaws-and-enforcement/bylaw-guide.aspx#:~:text=or%20dispute%20it,-.Idling,this%20bylaw%20does%20not%20apply.>
3. City of Waterloo <https://www.waterloo.ca/en/living/anti-idling-bylaw.aspx>
4. City of Cambridge [https://www.cambridgetimes.ca/news/turn-off-your-engine-cambridge-anti-idling-bylaw-expanded/article\\_9391ba52-31fc-5f71-9b7c-bbe42a931949.html](https://www.cambridgetimes.ca/news/turn-off-your-engine-cambridge-anti-idling-bylaw-expanded/article_9391ba52-31fc-5f71-9b7c-bbe42a931949.html)

# **Technical Remediation Advisory Committee (TRAC) Update to Council**

August 27, 2024

Township of Woolwich  
24 Church Street West, Elmira



# Outline

- Update on revised committee structure and TOR
- Provincial regulatory framework and controls
- Areas of investigation and remediation
- Status update
- Next steps

# TRAC Terms of Reference

## Approval and Meetings

- TOR approved by Council in April 2024, replacing the RAC/TAG process (active since 2015).
- Two TRAC meetings held since approval (April 25 and June 13).

## Roles and Responsibilities

- Serve the Township in a technical and advisory capacity:
  - Provide summaries of legacy environmental issues from the LANXESS chemical manufacturing site.
  - Ensure appropriate review of environmental reports and remediation efforts.
  - Monitor legacy environmental impacts at LANXESS, focusing on the contaminated Elmira aquifers and other off-site or potential future impacts.
  - Summarize and recommend actions to the Township.

## Public and Regulatory Engagement

- Inform the public bi-annually on LANXESS remediation progress, including public awareness and education initiatives.
- Provide a forum for public concerns about LANXESS site operations and historical impact remediation.
- Facilitate presentations and updates from MECP, GRCA, RMOW, and other regulatory bodies on remediation activities.
- Enable LANXESS to present regular updates on current environmental issues to the community.

## Future Planning and Tools

- Advise and recommend on community priorities for the aquifer cleanup's post-August 2028 period, developing these priorities by end of 2026.
- Evaluate and provide feedback on subsequent orders or directives for this period.
- Create an electronic dashboard on the EngageWR platform to outline and show remediation efforts and progress.

# Current TRAC Committee Composition

- **Voting Members**

- 7 members of the community
- Mayor Shantz, Councillors Cadeau and Schwindt (Councillor Cadeau designated as Chair)
- 1 Region of Waterloo representative

- **Non-Voting Members**

- 1 independent third-party technical expert (appointed by Council)
- 1 Woolwich Township staff support person, to support the committee
- Stakeholders (MECP, LANXESS, GRCA)

# Provincial Regulatory Framework

**Amended Environmental Compliance Approval (ECA) No. 0831-BX6JGD (issued Oct. 15, 2021)** This ECA is for LANXESS' operation, monitoring and reporting requirements for the majority of their groundwater collection & treatment systems. Most of the information in LANXESS' Annual Monitoring Reports (AMRs) and monthly progress reports address monitoring and reporting requirements under this ECA.

**June 21, 2000 Amending Order** – This Order amends the 1991 Amended Control Order. The purpose of this amended order is to optimize the groundwater extraction between off-site collection wells near the site (W5A and W5B) and the on-site collection wells. This Order identifies the off-site groundwater clean-up goal, including a clean-up time of 30 years from start-up of Uniroyal's off-site groundwater pump and treat system.

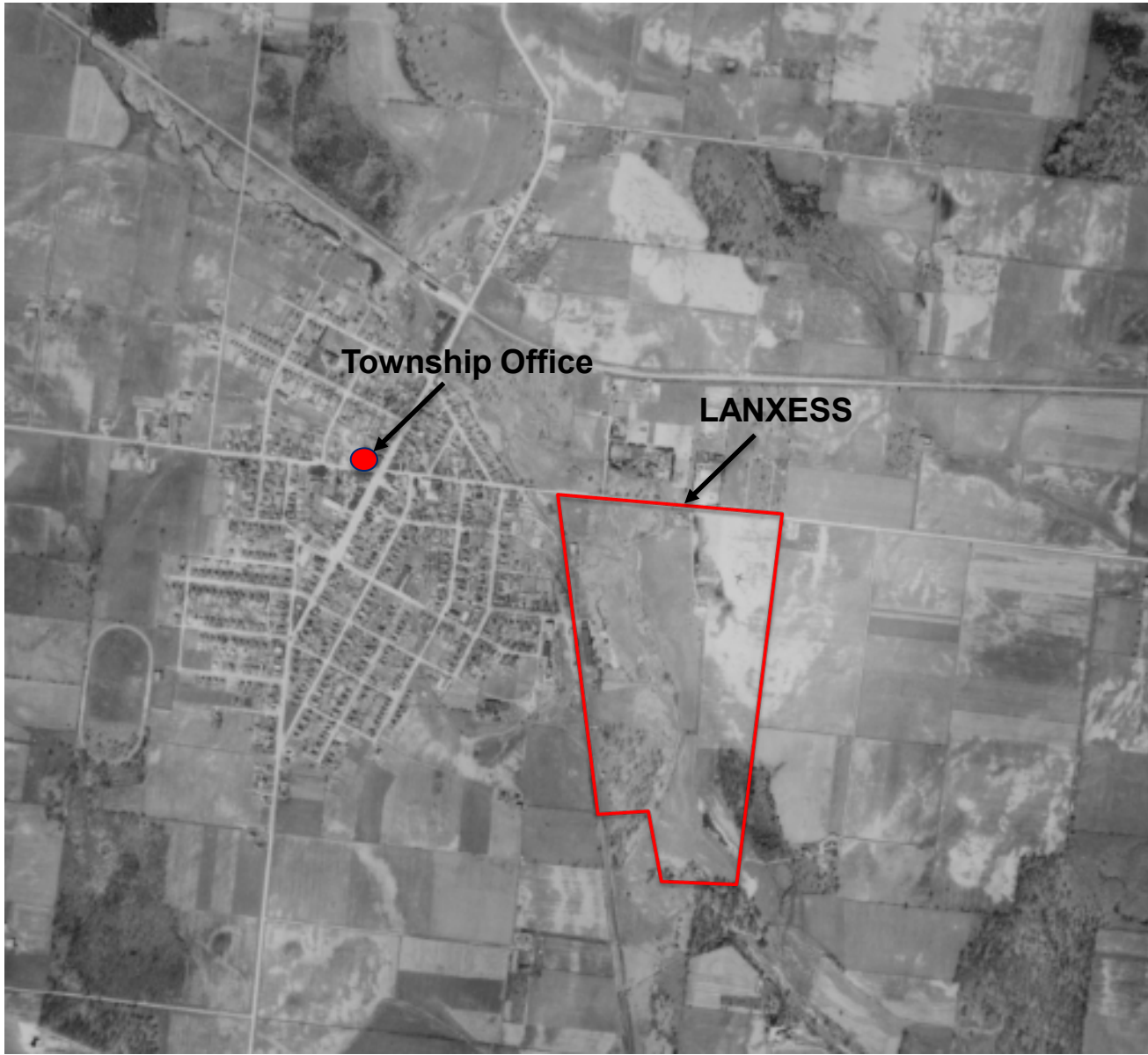
**Certificate of Approval (C of A) No. 4-0025-94-976 (issued March 18, 1997)** – This C of A requires annual performance monitoring and reporting for groundwater extraction wells E7/E9 and its UV/Oxidation Treatment System and is addressed through LANXESS' AMRs.

**November 4, 1991 Amended Control Order** – This Order requires on-site containment of impacted groundwater, off-site collection & treatment of impacted groundwater (municipal aquifers), remediation of on-site waste storage, and annual environmental audit (changes at the LANXESS site and whether there's an effect on air emissions, effluents and wastes disposed of or discharged to the environment). Progress updates are provided in LANXESS' monthly progress reports and AMRs.

**April 13, 1984 Control Order** – This Order requires an annual hydrogeological report summarizing groundwater quality data and evaluation of this data in relation to historical data, and to demonstrate changes in contaminant migration in groundwater. LANXESS' AMRs present this reporting requirement.

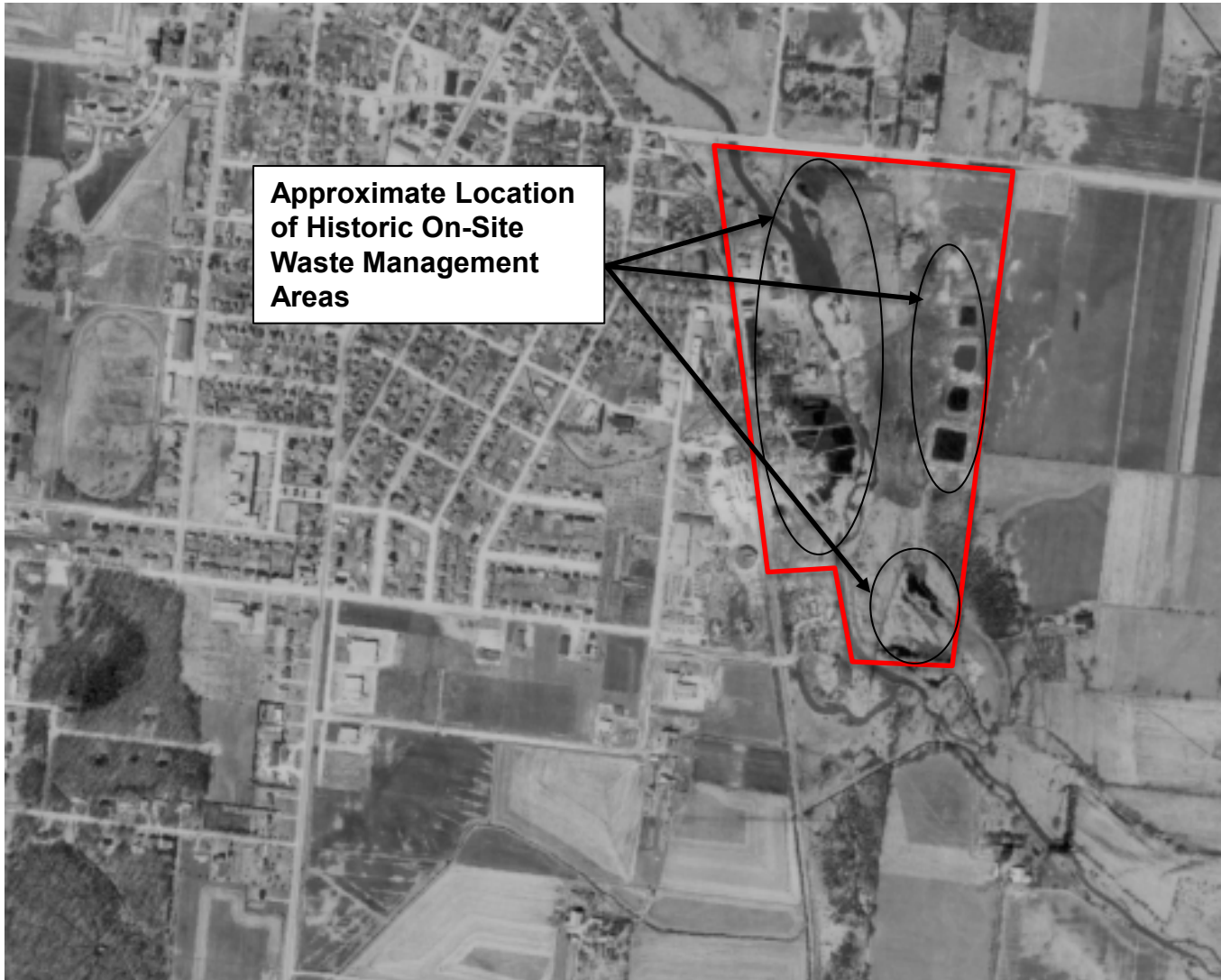
# What is being... Investigated - Remediated – Monitored?

- Groundwater
- Surface water
- Soil
- Sediment
- Air (not considered a legacy issue)



Ca. 1930





1940 to 1970



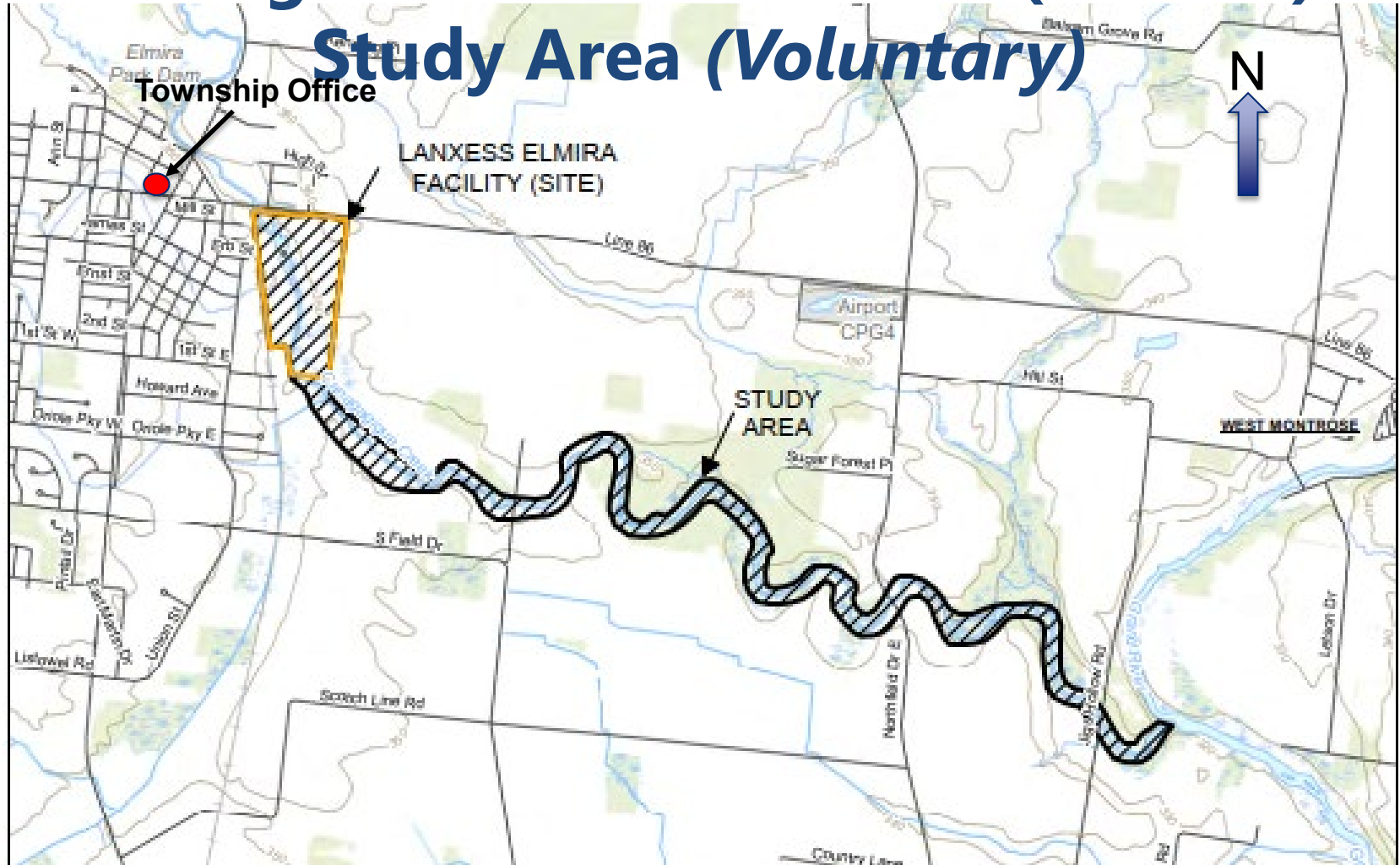


# Areas of Investigation, Remediation and Monitoring

- **On-site containment of contamination and monitoring**
  - *soil and groundwater*
- **Off-site management zone containment and monitoring**
  - *groundwater (Surficial Aquifer (SA), Upper Aquifer (UA), Upper Municipal Aquifer (MU), Lower Municipal Aquifer (ML), Bedrock Aquifer)*
- **Off-site contaminant removal and monitoring**
  - *soil (Eastside) and groundwater (Eastside, Surficial Aquifer (SA), Upper Aquifer (UA), Upper Municipal Aquifer (MU), Lower Municipal Aquifer (ML), Bedrock Aquifer)*
- **Flood-plain management (including creek monitoring)**
  - *soil, sediment, surface water, groundwater, ecosystem*

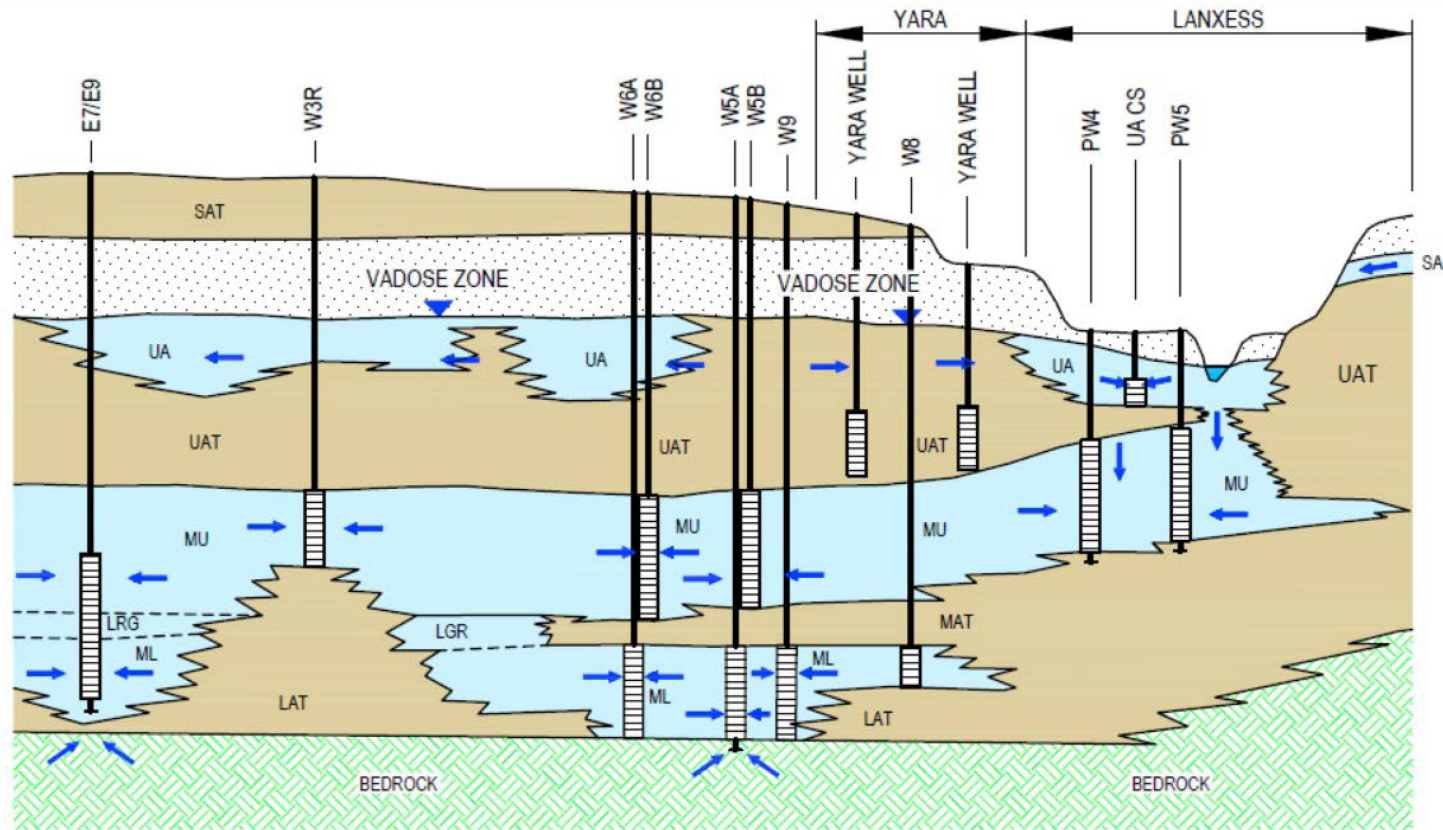
# Canagagigue Creek Human Health and Ecological Risk Assessment (HHERA)

## Study Area (Voluntary)







# Schematic of Hydrogeological Units...



## HYDROGEOLOGICAL UNIT

SA	SURFICIAL AQUIFER	MU	UPPER MUNICIPAL AQUIFER	LAT	LOWER AQUITARD
SAT	SURFICIAL AQUITARD	MAT	MUNICIPAL AQUITARD	BEDROCK	BEDROCK
UA	UPPER AQUIFER	LGR	LOW GAMMA-RESISTIVITY ZONE		
UAT	UPPER AQUITARD	ML	LOWER MUNICIPAL AQUIFER		

## LEGEND

	WELL SCREEN
	GROUNDWATER FLOW DIRECTION

# Groundwater Remediation Approach

- One On-site Upper Aquifer Collection System (UA CS)
  - Prevent on-site contaminated groundwater from entering Canagagigue Creek.
- One On-site Containment and Treatment System (CTS)
  - Prevent off-site migration of contaminated groundwater.
- Two Off-site Containment and Treatment Systems (CTS)
  - Off-site CTS
    - two (2) stand-by extraction wells (W3 and W4) and seven (7) extraction wells (W3R, W5A, W5B, W6A, W6B, W8, and W9)
  - Containment well E7
    - operated to contain the southern limit of the Municipal Aquifer (MA) NDMA plumes, both in the MU and ML
  - Objectives of the Off-site CTS are containment of the Off-site plumes in the upper and lower municipal aquifer (MU and ML) and maximizing off-site contaminant mass removal without compromising the on-site groundwater containment.



# Status Update

- **Remediation of the off-site municipal aquifers**
  - Remedial objectives established through the 1991 and 2000 amended orders are not achievable (ODWQS by 2028)
  - Contaminant mass removal in municipal aquifers reaching asymptotic stage of remediation (law of diminishing returns, common for sites at this stage)
  - MECP has requested LANXESS to identify next steps and evaluate enhanced treatment technologies for the areas of the off-site municipal aquifer that still do not meet the remedial objectives (ODWQS)
  - Currently there are existing constraints on using the municipal aquifer for any purpose. This is common for large and dilute contaminant plumes.
- **Creek risk assessment**
  - Waiting for a second revision of the Draft HHERA, responding to MECP and TRAC (TAG/RAC) comments
- **Public communications**
  - Working on electronic dashboard, accessible through EngageWR

# Next Steps

- **Public Communication**
  - Launch EngageWR dashboard (Q4 2024)
- **Build Consensus within TRAC**
  - Community priorities with respect to the municipal aquifer clean up post 2028 (Ongoing)
- **Public Consultation Process**
  - Develop process (Q2 2025)
- **Technical Experts Meeting**
  - Update and review LANXESS' draft enhanced treatment technologies assessment and a revised RAP (Q4 2024 to Q1 2025)

# Additional Resources

## Municipal Aquifer Remediation Monitoring

- [2023 Annual Monitoring Report \(WSP, March 2024\)](#)

## Canagagigue Creek Risk Assessment

- [Revised Draft Risk Assessment – Canagagigue Creek \(Stantec, May 9, 2023\)](#)

**Thank You**

**COUNCIL'S OUTSTANDING ACTIVITY LIST**  
**As of August 22<sup>nd</sup>, 2024**

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 <sup>th</sup> , 2021	<b>Monitoring of Transit Issues:            Elmira Community Bus, Breslau on Demand Pilot program</b>	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, including the Waterloo Region Airport. Route 79 Breslau remains in operation and saw increased ridership this fall. Through the 2024 budget, Regional Council approved a second vehicle to be added to this route to provide additional connections towards Sportsworld Station.  Regional Council has decided to extend the existing Elmira Community Bus operation for an additional one-year timeframe. The current end date on the existing scope of work is August 31, 2024.
O – May 16, 2017 R – July 4, 2017 R – August 22, 2017 R – September 12, 2017 R – December 9, 2019 R – March 2, 2022	<b>Taxation of Old Order Mennonite Churches</b>	DS	Later in 2024	Updated policies to allow severance of churches have been incorporated in the Township Official Plan to be approved by the Region. To be included in part two of the ROPP review.

**COUNCIL'S OUTSTANDING ACTIVITY LIST**  
As of August 22<sup>nd</sup>, 2024

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

Commitments with Unplanned/Unknown Financial Implications				
Meeting Date	Title/Project	Assigned To	Projected Date of Completion	Commitment/Updates/Notes
O - October 1, 2019 R – December 9, 2019	<b>Resolution to Declare a Climate Emergency and Implementation of a Corporate Carbon Budget</b>	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"> <li>• development applications</li> <li>• implementation of updated Building Code regulations</li> <li>• update to the Zoning by to reflect electric vehicles</li> <li>• investigation into green options for infrastructure projects</li> </ul>
	<b>Future Infrastructure Maintenance Agreement with the Region of Waterloo</b>	Infrastructure Services	Later in 2024	



**Township of Woolwich**  
**By-law Number XX-2024**  
**A By-law to Lift Reserves**

(Red Bud Road, Richard Rank Road and Bur Oak Drive, Elmira)

WHEREAS the Council of the Township of Woolwich is empowered under Section 31 of The Municipal Act, 2001, Chapter 25 and amendments thereto, to establish highways;

AND WHEREAS the Council of the Township of Woolwich deems it necessary to incorporate the land described below into a certain highway within its limits;

AND WHEREAS the said land is owned by the Township of Woolwich;

NOW THEREFORE the Council of the Township of Woolwich enacts as follows:

1. That the following land is hereby established and laid out as a public highway:
  - Part of PIN 22227-0008 being Part of Reserve H Plan 1338, Part 1 of Plan 58R22058 to form part of Red Bud Road, Elmira;
  - PIN 22233 0951 being Block 108 Plan 58M592 to form part of Richard Rank Road, Elmira;
  - PIN 22233 0952 being Block 109 58M592 to form part of Bur Oak Drive, Elmira; and
  - Part of PIN 22233-1225 being Part of Block 56 Plan 58M693, Part 2 of Plan 58R22058 to form part of Red Bud Road, Elmira.
2. That Council authorizes the said land to be opened as a public highway.
3. That this By-law comes into force and takes effect on the date of its registration in the Land Registry Office (No. 58).

PASSED this 27<sup>th</sup> day of August, 2024

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Mayor

---

Clerk



By-law No. ###-2024

Site Alteration By-law

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**Consolidated Version** *Revised and Verified* \_\_\_\_, 2024

Revision History:	Passed On:
86-2020 (Original)	December 15, 2020
86-2020	December 17, 2020

**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. ###-2024

### A By-law to Prohibit or Regulate Site Alteration

---

WHEREAS section 142 of the *Municipal Act, 2001*, S.O. 2001, c.25 (the "*Municipal Act*"), authorizes a municipality to pass by-laws to prohibit, regulate, or require a permit for, and impose conditions upon, the placing or Dumping of Fill, removal of topsoil and alteration of the grade; and

WHEREAS sections 23.1, 23.2, 23.3 and 23.5 of the *Municipal Act* authorize a municipality to delegate certain powers and duties; and

WHEREAS sections 11 and 391 of the *Municipal Act* authorize a municipality to impose fees and charges for services and activities provided or done by or on behalf of the municipality; and

WHEREAS section 436 of the *Municipal Act* authorizes a municipality to pass by-laws providing that the municipality may enter on land to conduct inspections; and

WHEREAS section 446 of the *Municipal Act* authorizes a municipality to do a matter or thing in default of it being done by the person directed or required to do it; and

WHEREAS on December 15, 2020, the Council of The Corporation of the Township of Woolwich passed By-law No. 86-2020 to Prohibit or Regulate Site Alteration; and

WHEREAS Woolwich Council deems it in the public interest to enact a by-law for prohibiting or regulating Site Alteration; and

WHEREAS on [Date], Woolwich Council passed a motion to enact the subject by-law in place of By-law No. 86-2020.

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

#### **Part I. Short Title and Purpose**

##### **Short Title**

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

##### **Purpose**

2. The purpose of this by-law is to:
  - a. prohibit, control and regulate Site Alteration on lands within the Township;
  - b. ensure Site Alteration is undertaken for necessary or beneficial purposes;
  - c. minimize Adverse Effects on infrastructure, the environment and the community in respect to Site Alteration; and
  - d. promote and protect Agricultural Operations.

#### **Part II. Interpretation**

##### **Headings and References to Applicable Law**

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

4. All references to applicable law are ambulatory and apply as amended from time to time.
5. The schedules appended to this by-law are incorporated into and form a part of this by-law;

### Definitions

6. In this by-law:

"Adverse Effect" means one or more of:

- a. impairment of the quality of the natural environment for any use that can be made of it;
- b. injury or damage to property or plant or animal life;
- c. harm or material discomfort to any Person;
- d. an effect on the health of any Person;
- e. impairment of the safety of any Person;
- f. rendering any property or plant or animal life unfit for human use;
- g. loss of enjoyment of normal use of property; and
- h. interference with the normal conduct of business.

"Agricultural Lands" includes all lands that are used by a farming business registered under the *Farm Registration and Farm Organizations Funding Act, 1993*, S.O. 1993, c 21 as amended for the growing of crops, including nursery and horticultural crops, raising livestock, raising of other animals for food, fur or fibre, including poultry and fish, aquaculture, apiaries, agro-forestry and maple syrup production and are zoned "agricultural" in the Township Zoning By-law;

"Agricultural Operation" has the same meaning as defined under the *Farming and Food Protection Act, 1998*, S.O. 1998, c 1 and are activities carried out on lands zoned "agricultural" in the Township Zoning By-law;

"Applicant" means any Person applying for a Permit under this by-law;

"Application" means an application for a Permit in the form prescribed by the Director;

"Commercial Fill Operation" means a Site Alteration which meets one or more of the following criteria:

- a. the placing or Dumping of Fill is for commercial benefit or gain, whether for the Owner or occupier of the land or for a third party, including the placing or Dumping of Fill involving remuneration paid, or any other form of consideration provided to the Owner or occupier of the land or a third party, whether or not the remuneration or consideration is the sole reason for the placing or Dumping of the Fill;
- b. the placing or Dumping of Fill is for the commercial purpose;
- c. greater than ten thousand (10,000) cubic metres of Fill is being placed or Dumped on a property within a twelve (12) month period;
- d. the Fill is obtained from more than one source site and there is no Fill Management Plan in effect; and
- e. the Fill is generated as a function of waste Soil treatment and/or remediation facility, whether or not such facility is operated under an environmental compliance approval issued by the Ministry of the Environment and Climate Change.

"Council" means the Council of the Township;

"Director" means the Director of Development Services for the Township or their designate;

"Drainage" means the movement of stormwater, whether by way of the natural characteristics of the ground surface, or by artificial or man-made means;

"Dump" means to deposit Fill in a location other than the locations from which the Fill was obtained and includes moving, storing or depositing Fill from one location to another on the same Lot;

"Engineer" means a Professional Engineer, currently licensed to practice in the Province of Ontario;

"Environmental Management Fee" means a fee to fund non-recoverable costs associated with Site Alteration in the Township;

"Environmental Protection Act" means the Environmental Protection Act, R.S.O. 1990, c. E.19;

"Erosion" means the detachment and movement of Soil, sediment, or rock fragments by water, wind, ice or gravity;

"Fill" includes Soil, subsoil, Topsoil, stone, sod turf, clay, sand, gravel or any other such similar material, either singly or in combination, capable of being removed from or deposited on lands;

"Finished Grade" means the actual grade elevation after a Site Alteration;

"Grade" means the elevation of the surface of the land;

"Haul Route" means the system of Highways that is approved for the transporting of Fill;

"Highway" means a Highway as defined in the *Municipal Act*;

"Inspector" means a Person designated, appointed and authorized by Council to administer or enforce the provisions of this by-law, and includes the following:

- a. any Police Officer;
- b. any Municipal By-law Enforcement Officer appointed by the Township;
- c. any person designated by the Director.

"Lot" means a lot or block of record as indicated by the Land Registry Office records;

"Locally Sourced Fill" means fill generated from a source site located in the Township of Woolwich;

"Municipal Act" means *Municipal Act, 2001*, S.O. 2001, c.25;

"Order" means an order issued pursuant to the provisions of this by-law;

"Owner" means the registered owner of the property on which the Site Alteration will take place;

"Permit" means a permit to conduct Site Alteration issued under this by-law;

"Permit Holder" means the Owner of the Lot or site for which a Permit has been issued under this by-law;

"Person" includes individuals, sole proprietorships, partnerships, corporations, trustees, agents or legal representatives, and the singular shall include the plural;

"Planning Act" means the Planning Act, RSO 1990, c P.13;

"Qualified Person" means a Person qualified as defined within Ontario Regulation 153/04;

"Retaining Wall" means a wall designed by an Engineer to contain and support Fill which has a Finished Grade higher than that of adjacent lands;

"Site" means the Lot upon which Site Alteration is proposed or has occurred";



"Site Alteration" means the placing or Dumping of Fill on land, the removal of topsoil from land, or the alteration of the Grade of land by any means including the removal of trees, vegetation cover, the compaction of Soil or the creation of impervious surfaces, or any combination of these activities. Without limiting the generality of the foregoing, site alteration includes paving a gravel or dirt parking lot which includes, without limitation, resurfacing with asphalt or concrete;

"Site Alteration Agreement" means a legal agreement between the Owner and the Township which is registered on title to the lands on which the Site Alteration is to take place;

"Site Alteration – Agricultural" means any alteration of the Grade (topography of land through the movement, removal or placement of Topsoil or Fill to any lands designated for agricultural purposes in the Official Plan or zoned for agricultural purposes in the Zoning By-law on which an Agricultural Operation is carried out and the quality and quantity of imported Soil are consistent with the beneficial purpose of the Land;

"Site Alteration – Development" means any alteration of the Grade (topography of land through movement, removal or placement of Topsoil or Fill in advance of registering a development agreement, site plan agreement, pre-servicing agreement or subdivision agreement with the Township of Woolwich; fulfilling the conditions of a Consent Application to create a new Lot under the Planning Act and any site alteration on lands used for commercial or industrial operations to which a Planning Act application is not required;

"Site Alteration – General" means any alteration of the Grade (topography of land through the movement, removal or placement of Topsoil or Fill to any land other than Site Alteration Agricultural or Site Alteration Development;

"Soil" means unconsolidated naturally occurring mineral particles and other naturally occurring material resulting from the natural breakdown of rock or organic matter by physical, chemical or biological processes that are smaller than 2 millimeters in size or that pass the US #10 sieve;

"Statutory Powers Procedure Act" means the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S. 22;

"Topsoil" means those horizons in a Soil profile, commonly known as the "O" and "A" horizons, containing organic material and includes deposits of partially decomposed organic matter such as peat;

"Township" means the Township of Woolwich and a reference to Woolwich is a reference to the geographical area of the Township of Woolwich or to the Corporation of the Township of Woolwich as the context requires;

"Zoning By-law" means those by-laws passed by the Township pursuant to section 34 of the Planning Act.

### **Part III. Scope**

#### **Exemptions**

7. In accordance with section 142 (5) and 142 (6) of the Municipal Act, this by-law does not apply to:
  - a. activities or matters undertaken by the Township or a local board of the Township;
  - b. the placing or Dumping of Fill, removal of Topsoil or alteration of the Grade of land imposed after December 31, 2002 as a condition to the approval of a site plan, a plan of subdivision or a consent under sections 41, 51 or 53, respectively, of the Planning Act or as a requirement of a registered site plan agreement, subdivision agreement or pre-servicing agreement entered into under those sections;

- c. the placing or Dumping of Fill, removal of Topsoil or alteration of the Grade of land imposed after December 31, 2002 as a condition to a development permit authorized by regulation made under section 70.2 of the Planning Act or as a requirement of a registered agreement entered into under that regulation;
- d. the placing or Dumping of Fill, removal of Topsoil or alteration of the Grade of land undertaken by a transmitter or distributor, as those terms are defined in section 2 of the *Electricity Act, 1998*, for the purpose of constructing and maintaining a transmission system or a distribution system, as those terms are defined in that section;
- e. the placing or Dumping of Fill, removal of Topsoil or alteration of the Grade of land undertaken on land described in a license for a pit or quarry or a permit for a wayside pit or wayside quarry issued under the *Aggregate Resources Act*;
- f. the placing or Dumping of fill, removal of topsoil or alteration of the grade of land undertaken on land described in a license for a pit or quarry or a permit for a wayside pit or wayside quarry in order to lawfully establish and operate or enlarge any pit or quarry on land
- i. that has not been designated under the Aggregate Resources Act or a predecessor of that Act, and
  - ii. on which a pit or quarry has a permitted land use under a by-law passed under section 34 of the Planning Act;
- g. the placing or Dumping of Fill, removal of Topsoil or alteration of the Grade of land undertaken as an incidental part of drain construction or maintenance under the *Drainage Act* or the *Tile Drainage Act*;
- h. the removal of Topsoil as an incidental part of a normal agricultural practice as defined in the *Farming and Food Production Protection Act, 1998*, S.O. 1998, c.1., including such harvesting or removal as an incidental part of sod-farming, greenhouse operations and nurseries for horticultural products;
- i. the exception in Part III Section 7 (h) respecting the removal of Topsoil as an incidental part of a normal agricultural practice does not include the removal of Topsoil for sale, exchange or other disposition;
- Other Exemptions
- j. the placement or Dumping of Fill as a nutrient management activity for Agricultural Operation in compliance with the *Nutrient Management Act, 2002*;
- k. the temporary storing of Topsoil or Fill on a Site for storing, processing or treating before transporting to another location
- l. Minor Site Alteration which can be described as yard works i.e., landscaping, driveway maintenance, lawn maintenance, installation of Retaining Walls, etc. provided the works meet the following;

<b>Size of Property</b>	<b>Maximum Volume of Site Alteration</b>
Less than 0.2 hectares	20 cubic metres
0.2 – 2 hectares	100 cubic metres
Greater than 2 hectares	500 cubic metres

The volumes noted above greater than 20m<sup>3</sup> are exempt from requiring a Permit provided

- the Site Alteration works are completed within twelve (12) months period for betterment of the permitted use of the *Site*, and

- all imported Fill meets the requirements of Ontario Regulation 406/19, and
- all imported Fill is Locally Sourced Fill.

Notwithstanding this exemption, if requested, a property owner shall provide the Township with a Haul Route Plan and any other items deemed necessary by the Township included in Schedule A of this by-law.

- m. any Site Alteration included in the construction, renovation, replacement or demolition of a basement, foundation, or septic bed for residential purposes in accordance with a Building Permit issued pursuant to the *Building Code Act, 1992*, S.O. 1992. C.23 or the construction/reconstruction of a driveway, provided the Site Alteration is related to the project, is in accordance with all other requirements included in this By-law, and the volume of Site Alteration does not exceed the maximum volume set out in Part III Section 7 (I);
- n. the installation of swimming pools, provided the proposed pool and Site works do not impact any approved grading plan that applies to the lands, and does not Adversely Effect Drainage on abutting properties due to changes in Grade or surface treatment, is in accordance with all other By-law requirements, and provided the volume of Site Alteration does not exceed the maximum volume set out in Part III Section 7 (I).

#### **Part IV. Administration**

##### **Director**

8. The Director shall be responsible for the administration and enforcement of this by-law.
9. The Director shall:
  - a. operate and manage a Permit system in compliance with this by-law;
  - b. carry out the procedural and policy provisions of this by-law and request enforcement as required;
  - c. issue Permits in accordance with this by-law;
  - d. determine and deem a Permit or Application for Permit as expired or abandoned;
  - e. appoint a peer review consultant or other engineering specific and technical experts to fulfill any roles or duties of this by-law;
  - f. approve amendments to Site Alterations;
  - g. require or exempt works from the requirements of this by-law.
10. The Director may:
  - a. prior to the issuance of a Permit, require the Owner to enter into a Site Alteration Agreement which may be registered on title of the Site and any such Site Alteration Agreement may contain such requirements as the Director considers necessary to ensure that the Site Alteration is done in accordance with Township requirements;
  - b. issue or deny/refuse or cancel a Permit in accordance with the provisions of this by-law;
  - c. make forms, notices, applications and documents not otherwise prescribed by this by-law to satisfy the requirements of, or to provide other information required under this by-law and to minimize Adverse Effects on the environment, infrastructure and the community.

**Owner**

11. An Owner may request a variance from or exception to the general provisions contained in this by-law and upon such request, the Owner is entitled to a review of such request by the Director.

**Part V. General Provisions****General Provisions**

12. No Person shall perform, or permit the performance of, any Site Alteration, at any time, on any land within the Township, without first obtaining a Permit unless exempt in accordance with Part III of this By-law.
13. No Person shall place and no Owner shall permit the placement of Fill that contains contaminants at levels that exceed the applicable levels as set out in the Ontario Regulation 406/19 Rules For Soil Management and Excess Soil Quality Standards made under the *Environmental Protection Act*.
14. No Person shall place and no Owner shall permit stockpiling of Fill for greater than 30 days unless specifically included in the Permit;
15. Owners of Agricultural Lands within settlement areas as defined in the Township Official Plan, are required to apply for Site Alteration Permits prior to any grading, stripping or natural vegetation removal and are not subject to the exemptions in Part III Section 7 (h) of this By-law;
16. Sites that are subject to Planning Act applications, will be required to obtain a Permit, unless the Planning Act agreements registered on the title of the land specifically include approved Site works related to the Site Alteration;
17. No Person shall import any Fill onto any property with the use of hydro excavation equipment, being any truck that excavates, removes or moves Fill with water and/or air, except where a Permit has been issued.
18. Notwithstanding anything else contained in this by-law, no Person shall operate a Commercial Fill Operation within the Township except where a permit has been issued by Council.

**Part VI. Application for Site Alteration Permit**

19. Every Applicant for a Permit under this by-law shall:
  - a. complete and submit the applicable form(s) as provided by the Township;
  - b. submit the Permit fees and security as set out in the Township Fees and Charges By-law; Note: where Site Alteration has begun before a Permit is obtained, all Permit fees shall be double;
  - c. provide all required documentation as required in Schedule A of this by-law and as requested by the Director; and
  - d. abide by all municipal, provincial, and federal legislation.

**Permit Expiration, Extension and Renewal**

20. Unless otherwise stated on the Permit or Agreement, a Permit shall remain valid for a period of one (1) year from the date of issuance but shall expire six (6) months after the date of issuance if work under the Permit has not yet commenced or a Permit extension has not been issued.
21. A Permit that is no longer valid or has expired may, at the sole discretion of the Director, be renewed for a six (6) month period from the date of invalidity or expiry provided that the proposed work has not been revised and that the Applicant is not in contravention of the requirements of this by-law. A request shall be made in writing to the Director accompanied by payment of the applicable Permit renewal or extension fee, in accordance with the Fees and Charges By-law.

**Terms And Conditions of a Permit**

22. It is understood that all Permits contain the following conditions:
- a. The issuance of a Permit does not relieve the Owner of a Site, an Applicant, or a Permit Holder from any responsibility to obtain all other approvals that may be required from any level of government or authority having jurisdiction or any agencies thereof.
  - b. A Permit shall be prominently displayed at the entrance to the Lot for the duration of the Site Alteration and is not transferable to another Lot or Person, except in accordance with Part V Section 28.
  - c. The work shall be done at the request of, or with the consent of, the Owner of the Lot where the proposed Site Alteration is to be performed.
  - d. All Fill to be dumped or placed shall be clean and free of waste, brick, concrete, asphalt, trash, rubbish, glass, liquid or toxic chemicals, hazardous waste or contaminants within the meaning of the *Environmental Protection Act*
  - e. No Ponding or alteration of existing surface water flow resulting directly or indirectly from the Site Alteration shall be caused on abutting lands.
  - f. The Finished Grade surface shall be protected from Erosion by sod, turf, seeding for grass, greenery, asphalt, concrete, or other means either singly or in combination, upon completion of the Site Alteration work, or as specified by the Director.
  - g. Any infrastructure that is part of the Drainage system shall be inspected by the Township prior to backfilling the excavation.
  - h. Erosion and sedimentation control measures and inspections shall be provided around all disturbed areas in accordance with the EDIM and standard engineering practices.
  - i. All Fill shall be properly compacted using acceptable engineering practices, as appropriate, unless it is being temporarily stockpiled on the Site for future use in accordance with all applicable by-laws and permitted uses for the Township. Stockpiles that remain in place for more than 30 days shall be stabilized by vegetative cover, Erosion mats or other means. Stockpiles that will be in existence less than 30 days shall be controlled by heavy duty sediment fencing installed around the perimeter of the pile.
  - j. The Permit Holder and Owner shall ensure that natural Drainage or any natural or human- made watercourse or body of water is not altered in such a manner that will Adversely Effect other property or the environment.
  - k. Notwithstanding any other legislated reporting requirement, if archaeological resources are discovered or identified during the Site Alteration, even after the issuance of a Permit, the Owner of a Site, an Applicant or a Permit Holder shall immediately cease all activity on the property and contact the Director.
  - l. Unless otherwise stated on the Permit or Site Alteration Agreement, no Site Alteration shall be performed;
    - i. in contravention of the Township's Noise By-law.
    - ii. using Highways to or from the Site except those Highways designated as Haul Routes. The Director may restrict the daily volume of truckloads to ensure adequate oversight by the Township of the operations, ensure traffic safety and to address reasonable concerns regarding Adverse Effect for citizens along

- the Haul Route and in the vicinity of the proposed Site Alteration works;
- iii. prior to submitting to the Township, a schedule of the anticipated starting and completion dates for each Site Alteration activity including the schedule for the use of the designated Haul Routes;
  - iv. prior to submitting to the Township, emergency contact information for the property Owner, project manager, contractor or any other Person deemed responsible for the project.
- m. The Owner and occupant of the Site and any Permit Holder shall ensure that the Site Alteration performed pursuant to a Permit shall not Adversely Effect the quality or quantity of water in wells on adjacent properties.
  - n. The Owner, Applicant and contractor and any Permit Holder shall ensure that all vehicles to and from the Site follow the designated Haul Routes.
  - o. The Owner of the Site and any Permit Holder shall ensure that no Fill is to be placed on native Topsoil and that Fill areas are stripped of Topsoil and stockpiled at locations as noted on the Site plan. The existing Topsoil on lands subject to Site Alterations shall be preserved by removing and stockpiling it for use as final cover prior to the performance of any Site Alteration work, as applicable.
  - p. The Owner of the Site and any Permit Holder shall ensure that the Finished Grade shall not have a slope greater than 3:1 and shall ensure that the Finished Grade is in accordance with the Township's Engineering Development and Infrastructure Manual.
  - q. The Owner of the Site and any Permit Holder shall comply with any other requirements for the securing of the land or any other condition deemed appropriate at the sole discretion of the Director.

### **Responsibilities of Permit Holder**

23. Every Permit Holder shall:
- a. notify the Township upon commencement and upon completion of the work authorized by the Permit;
  - b. notify any applicable road authority and obtain permission to use a Highway as a Haul Route and obtain any required permissions or permits prior to their use;
  - c. provide proof satisfactory to the Director that the Site has been adequately reinstated and stabilized in accordance with this By-law and the plan accompanying the Permit;
  - d. give notice to the Director to carry out a final inspection to confirm that all relevant terms of this By-law have been complied with;
  - e. following the completion of the Site Alteration, and before the release of any deposit or portion thereof, provide a statement from an Engineer retained by the Permit Holder certifying that:



- i. the grading has been completed in accordance with the plans submitted;
  - ii. the finished project does not Adversely Effect Drainage on adjacent properties; and
  - iii. the finished project does not Adversely Effect the quality or quantity of water in wells on adjacent properties.
- f. prior to commencement of works under a Permit, certify that the Fill introduced to the Site contains no contaminants within the meaning of the *Environmental Protection Act* and provide Soil Quality Reports to the Township as requested;
- g. keep all Highways free of debris originating from the Site Alteration; and
- h. during performance of a Site Alteration, perform the following minimum procedures:
- i. at least once per day, clean all Highways that have been fouled; and
  - ii. perform any additional cleaning of the Highways as directed by the Township;
- i. prior to commencement of the works, install and inspect sediment and Erosion control features in accordance with the accepted plans and following commencement of the works, inspect the sediment and Erosion control features weekly and after each heavy rainfall, and repair any deficiencies; and
- j. comply with all conditions of the Permit and the provisions of this By-law, the Township's Engineering, Development and Infrastructure Manual and Provincial and Federal legislation.

### **Issuance of Permit**

24. The Director may issue a Permit for volumes less than 10,000 m<sup>3</sup> where:
- a. the Director is satisfied that the Site Alteration which is the subject of the Application for a Permit is not otherwise prohibited by this By-law;
  - b. the Applicant has fulfilled all requirements of this By-law;
  - c. the Applicant has entered into a Site Alteration Agreement, if required, and has performed all the obligations which the Site Alteration Agreement requires to be performed prior to the issuance of a Permit;
  - d. the Director is satisfied that the Proposed Grade and resulting Drainage pattern, the design of any Retaining Wall, the type of Fill to be placed and the method of grading, are all in accordance with prevailing Development and Engineering Standards;
  - e. an Engineer's signature and stamp is provided on the plan submitted with the Application, where the exposed height of any Retaining Wall is 1.0 metre or greater; and
  - f. an appropriate Haul Route or Haul Routes to and from the Site have been designated by the Director for the use of Vehicles traveling to or from the Site for the purpose of Dumping or placing or removing Fill or Topsoil.
25. Without limiting the generality of any other section of the By-law, the Director may require the Applicant to:
- a. Retain a Qualified Person to prepare Site documents which meet the requirements of Schedule A;
  - b. Retain an appropriate qualified consultant or Qualified Person, as specified by the Director, to undertake any tests or studies that the Township deems necessary to complete any background studies as detailed in Schedule A;

- c. Consult with any other Persons or bodies about the Application and report to the Director on the results of the consultation and provide confirmation that the other Persons or bodies consulted in did not raise any objections to the Application or that these objections have been resolved to the satisfaction of the Person or bodies consulted;
- d. Retain a qualified consultant or Qualified Person to prepare a report or reports to the satisfaction of the Director that demonstrate how the proposed operations reconcile to the Ministry of the Environment, Conservation and Parks document entitled "Management of Excess Soil, A guide for Best Management Practices" or any relevant Provincial documents; and
- e. Provide proof of Commercial General Liability Insurance, Pollution Liability Insurance and any other Insurance as deemed necessary by the Township.

### **Revocation of Permit**

- 26. The Director may revoke a Permit at any time when:
  - a. the Site Alteration is contrary to the provisions of this By-law, the conditions of a Permit, or other applicable law;
  - b. the Permit was issued in error, or on mistaken, misleading, false, incomplete, or incorrect information;
  - c. the Applicant or Owner have failed to comply with the provisions of the By-law, Site Alteration Agreement or Permit.
- 27. Where the ownership of the Lot for which a Permit has been issued is to be transferred while the Permit remains in effect, the Permit Holder, prior to the completion of the transfer of the Lot, shall provide written notice of both the pending transfer and the Site Alteration status to both the Director and the purchaser, and the new Owner shall provide either of the following no later than thirty (30) days prior to the completion of the transfer:
  - a. provide the Township with an undertaking to comply with all the conditions under which the existing Permit was issued, or
  - b. apply for and obtain a new Permit in accordance with the provisions of this By-law.
- 28. In the event that neither the undertaking prescribed by Part VI Section 28 (a) nor a complete Application for a new Permit under Part VI Section 28 (b), is received by the Township prior to the transfer of the Lot, the existing Permit may be deemed expired or abandoned by the Director, and the Permit Holder shall thereupon cease and desist forthwith all operations being conducted under the authority of the revoked Permit, and restore the Site to conditions acceptable to the Director.
- 29. In the event that the Director has revoked a Permit, all outstanding non-refundable fees must be paid to the Township and are recoverable in accordance with Part VII Section 66 and 67.

### **Refusal to Issue Permit**

- 30. The Director may refuse to issue a Permit when the requirements of this By-law have not been satisfied. In the event that the Director refuses to issue a Permit, the Applicant shall be informed in writing by personal delivery or regular mail or email of the refusal, and the reasons for the refusal. The Director may reconsider the Application if the additional information or documentation required by the Director is submitted.

### **Appeal and Requests for Variance or Exception**

- 31. The Applicant may within 20 (twenty) business days of the making of the decision of the Director to refuse to issue a Permit, appeal to the Committee of the Whole against the decision of the Director by filing with the Clerk a notice of appeal setting out the objection to the decision and the reasons in

- support of the objection, accompanied by payment to the Clerk of the fee as set out in the Township Fees and Charges By-law on an appeal for a Permit.
32. Where a notice of appeal is not received by the Clerk within the time indicated in Part VI Section 32 no further opportunity to file a notice of appeal will be granted.
  33. The Clerk, upon receipt of a notice of appeal filed under Part VI Section 32, shall schedule a hearing before the Committee of the Whole and shall provide notice in the manner and containing the information described in this section at least ten (10) days before the date of the hearing, to the Applicant and each owner within sixty (60) metres of the subject property.
  34. Notice shall be provided by personal service or prepaid registered mail and shall include the following:
    35. The date, time, and location of the appeal hearing;
    36. A statement that the hearing is being held in accordance with the *Statutory Powers Procedure Act*;
    37. The objection to the decision and the reasons in support of the objection;
    38. A statement that if the party notified, or their representative, does not attend at the appeal hearing, the Committee of the Whole may proceed in the party's absence and the party will not be entitled to any further notice in the proceeding;
  39. Where the good character, propriety of conduct or competence of a party is an issue in the appeal hearing, the party is entitled to be furnished with reasonable information of any allegations with respect thereto.
  40. The Committee of the Whole will conduct a hearing in accordance with the *Statutory Powers Procedure Act*, and may uphold, reverse or amend the decision of the Director as in its opinion is desirable, if in the opinion of the Committee of the Whole the general intent and purpose of the By-law is maintained. Where a notice of hearing has been given to a party, or their representative, and the party, or their representative does not attend the hearing, the Committee of the Whole may proceed in the absence of the party and the party is not entitled to any further notice in the proceeding.
  41. In addition to complying with the requirements of this By-law the Committee of the Whole shall comply with such rules of procedure as are set out in the *Statutory Powers Procedure Act*.
  42. The hearing shall be held in public, except as otherwise provided in the *Statutory Powers Procedure Act* and the Committee of the Whole shall hear the appellant and any party who participated in the hearing, or their representatives, and the Committee of the Whole may adjourn the hearing or reserve its decision.
  43. Any member of the Committee of the Whole may administer oaths and affirmations and may require evidence to be given under oath or affirmation.
  44. No decision of the Committee of the Whole on an appeal is valid unless it is concurred in by the majority of the members of the Committee that heard the appeal, and the decision of the Committee of the Whole, whether upholding, amending or reversing the decision of the Director, shall be in writing and shall set out the reasons for the decision. When the Committee of the Whole makes a decision on an appeal, no further opportunity to appeal will be granted by the Township.
  45. Any decision by the Committee of the Whole may be for such time and subject to such terms and conditions as the Committee of the Whole considers advisable and as are set out in the decision.
  46. The Recording Secretary of the Committee of the Whole shall compile a record of the hearing as set out in the *Statutory Powers Procedure Act*, and shall provide said record to the Planning Clerk.

47. The Clerk shall, not later than ten (10) business days from the making of the decision, send one copy of the decision including the reasons that have been given if any, by regular letter mail or by electronic mail, to each party who participated in the appeal hearing or their representatives, including a statement that no further opportunity to appeal will be granted by the Township and such notice deemed to be received by the party as set out in the *Statutory Powers Procedures Act*.
48. Where the Committee of the Whole decision is to issue the Permit no further opportunity to appeal will be granted by the Township, and the Site Alteration Permit shall be issued.
49. If all appeals under Part VI Section 32 are withdrawn within fifteen (15) business days after the last day for filing a notice of appeal, the Clerk shall notify the parties that the appeal has been withdrawn, that a hearing will not be held and that no further opportunity to appeal will be granted.

## **Part VII. Inspection, Enforcement and Penalty**

### **Inspection**

50. Pursuant to subsection 426(1) of the Municipal Act, no Person shall hinder or obstruct, or attempt to hinder or obstruct, any Person who is exercising a power to perform a duty under the Municipal Act or this By-law.
51. Pursuant to section 436(1) of the Municipal Act, an Inspector may enter on lands at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with:
  - a. This By-law
  - b. A Permit or Site Alteration Agreement or a condition of a Permit or a Site Alteration Agreement
  - c. A direction or Order made under the Municipal Act or this By-law
52. Pursuant to section 436(2) of the Municipal Act, for the purposes of an inspection under this by-law the Inspector may:
  - a. require the production for inspection of documents or things relevant to the inspection;
  - b. inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
  - c. require information from any Person concerning a matter related to the inspection; and
  - d. alone or in conjunction with a Person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.
53. Pursuant to subsection 436(3) of the Municipal Act, any sample take shall be divided into two parts and one part shall be delivered to the person from whom the sample is taken, if the person requests that the sample be divided at the time it is taken and provides the necessary facilities and it is technically feasible to divide the sample.
54. Pursuant to subsection 436(4) of the Municipal Act, if a sample is taken and the sample has not been divided into two parts, a copy of any report on the sample shall be given to the person from whom the sample was taken.
55. Pursuant to subsection 436(5) of the Municipal Act, a receipt shall be provided for any document or thing removed and the document or thing shall be promptly returned after the copies or extracts are made.

### **Enforcement**

#### Order to Discontinue Activity

56. Pursuant to subsection 444(1) of the Municipal Act, if the Inspector is satisfied that a contravention of this By-law has occurred, the Inspector may

make an Order requiring the person who contravened this By-law, or who caused or permitted the contravention or the Owner or occupier of the land on which the contravention occurred to discontinue contravening activity.

57. Pursuant to subsection 444(2) of the Municipal Act, an Order issued under Part VII of this By-law shall set out:
- a. Reasonable particulars of the contravention adequate to identify the contravention and the location not the land on which the contravention occurred; and
  - b. The date by which there must be compliance with the order.
58. Any person who contravenes and order under Part VII of this By-law is guilty of an offence.

#### Work Order

59. Pursuant to subsection 445(1) of the Municipal Act, if the Inspector is satisfied that a contravention of this By-law has occurred, the Inspector may make an Order requiring the person who contravened this By-law, or who caused or permitted the contravention or the Oner or occupier of the land on which the contravention occurred to do work to correct the contravention.
60. Pursuant to subsection 445(2) of the Municipal Act, and order issued under Part VII of this By-law shall set out:
- a. Reasonable particulars of the contravention adequate to identify the contravention and the location of the land on which the contravention occurred; and
  - b. The work to be done and the date by which the work must be dine.
61. An Order issued under Part VII of this By-law may require work to be done even though the fact which constitute the contravention of this By-law were present before the By-law making them a contravention came into force.
62. Any person who contravenes and Order under Part VII of this By-law is guilty of an offence.

#### Remedial Action

63. Pursuant to subsection 446(1) of the Municipal Act, if a municipality has the authority under this or any other Act or under a By-law under this 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 direct or required to do it, the matter or thing shall be done at the person's expense.
64. Pursuant to subsection 446(2) the of the Municipal Act, for the purposes of Part VII Section 64 of this By-law, the Township may enter upon land at any reasonable time.
65. Pursuant to subsection 446(3) of the Municipal Act, the municipality may recover the costs of doing a matter or thing under Part VII Section 64 of this By-law from the person directed or required to do it by action or by adding the costs to the tax roll and colleting them in the same manner as property taxes.
66. Pursuant to subsection 446(5) of the Municipal Act, the costs reverenced in Part VII Section 66 of this By-law shall include interest calculated at a rate of 15 percent, calculated for the period commencing on the day the Township incurs the cost and ending on the day the costs, including the interest, are paid in full.
67. Pursuant to subsection 446(6) of the Municipal Act, the amount of costs, including interest, outlined in Part VII Sections 66 and 67 of this By-law constitutes a lien on the land upon the registration in the property land registry office of a notice of lien.
68. Pursuant to subsection 446(7) of the Municipal Act, the lien referenced in Part VII Section 68 of this By-law, is in respect of all costs that are payable at the time the notice is registered plus interest accrued at the rate

established in Part VII Section 67 of this By-law to the date of payment in full is made.

69. Pursuant to subsection 446(8) of the Municipal Act, upon receiving payment of all costs payable plus interest accrued to the date of full payment, the Township shall register a discharge of the lien referenced in Part VII Section 68 of this By-law in the property land registry office.

### **Penalty**

70. Pursuant to subsections 425(1) and 429(3) of the Municipal Act, every Person who contravenes any of the provisions of this by-law is guilty of an offence and upon conviction is liable to pay a fine of not less than \$500.00 and not more than \$100,000.00.
71. Pursuant to subsections 425(3) and 429(3) of the Municipal Act, a director or senior officer of a corporation who knowingly concurs in the contravention of a by-law by the corporation is guilty of an offence and , upon conviction, is liable to pay a fine of not less than \$500.00 and not more than \$100,000.00.
72. Pursuant to section 431 of the Municipal Act, if this By-law is contravened and a conviction entered, in addition to any other remedy and to any penalty imposed by the By-law, the court in which the conviction has ben entered and any court of competent jurisdiction thereafter may make an order
- a. Prohibiting the continuation or repetition of the offence by the person convicted; and
  - b. Require the person convicted to correct the contravention in the manner and within the period that the court considers appropriate.
73. In addition to any other remedy and to any penalty imposed by this By-law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an Order
- a. prohibiting the continuation or repetition of the offence by the Person convicted; and
  - b. requiring the Person convicted to correct the contravention in the manner and within the period that the court considers appropriate.

## **Part VIII. Conflict and Transition**

### **Conflict**

74. In the event the provisions of this by-law are inconsistent with the provisions of the *Municipal Act*, its Regulations or any other Provincial or Federal Act, the provisions of the Act or Regulation shall prevail.

### **Terms Severable**

75. The terms and provisions of this by-law shall be severable, and should any term or provision be found by a court of competent jurisdiction to be legally unenforceable, in operative or invalid, the remainder of the by-law shall continue to be in full force and effect.



**Repeal or Amendment**

76. By-law 86-2020 is hereby repealed.

**Enactment**

77. 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], 2024.

\_\_\_\_\_  
Mayor Sandy Shantz

\_\_\_\_\_  
Clerk Jeff Smith

## Schedule A - Site Alteration Permits

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### Types of Permits

1. There are three (3) types of Permits. Permit Applications shall indicate which permit type is being applied for.
  - a. Site Alteration - Agricultural
  - b. Site Alteration - Development
  - c. Site Alteration - General

### Applying for a Permits

2. A Permit Application shall include the following:
  - a. a complete Application in the form prescribed by the Director, including proof satisfactory to the Director that the Applicant is the legal Owner of the Site, or has written authorization from the Owner of the Site to submit the Application;
  - b. the applicable Permit fees in accordance with the Township Fees and Charges By-law including;
    - i. Site Alteration Permit Fee
    - ii. Environmental Impact Fee
  - c. a Site plan drawn to scale prepared by an Engineer showing existing conditions, sediment and Erosion control, proposed Fill placement location and Site entrance locations. Additional plans, reports and documentation may be required at the discretion of the Director.
  - d. Report signed and sealed by an Engineer, certifying that all import Fill is clean and inert as per Ministry Regulations and Guidelines, and contains no contaminants within the meaning of the *Environmental Protection Act* and further that the Fill meets the most stringent Provincial guidelines regardless of the current use unless the Director approves compliance to the table requirements applicable to the current permitted land use of the Land as set out in the Township's Zoning By-law;
  - e. A Haul Route Plan showing the proposed Highways within the Township to be used for vehicles Dumping Fill. Where the Highways are not under the jurisdiction of the Township; the Applicant shall provide permission from the road authority in a form acceptable to the Director prior to issuance of a Permit;
  - f. An Excess Soil Tracking System in accordance with Ontario Regulation 406/19 for all Fill imported and exported to/from the Site;
  - g. File notice with the Resource Productivity & Recovery Authority Excess Soil Registry where applicable;
  - h. A refundable security in the amount prescribed in the Township's Fees and Charges By-law or as determined by the Director;
  - i. A release and indemnity in favour of the Township, and in a form satisfactory to the Director, with respect to any and all liability which may arise as a result of the Site Alteration and including any liability in the event that the Fill used in the Site Alteration contains contaminants within the meaning of the *Environmental Protection Act*;
  - j. Supporting documentation in accordance with the Township of Woolwich Engineering Development and Infrastructure Manual that the Director deems appropriate;

**The Corporation of the Township of Woolwich**

**By-law No. XX-2024**

**A By-law to amend By-law 81-2023 being a By-law to establish and require payment of fees and charges authorized under The Municipal Act**

WHEREAS sections 9, 10 and 391 of the Municipal Act 2001, S.O. 2001, c.25, as amended, authorizes a municipality by By-law to impose fees or charges on any class of persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property, including property under its control;

WHEREAS on August 13, 2024, the Council of Woolwich deems it desirable to enact the subject by-law;

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

- 1. To delete Schedule "C" and replace it with the Schedule "C" attached hereto.

This by-law shall come into full force and effect on the date it is passed.

FINALLY PASSED AND ENACTED this 27<sup>th</sup> day of August, 2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

SCHEDULE "C"  
By-law 81-2023

**DEVELOPMENT SERVICES**

2024

**DEVELOPMENT ENGINEERING**

Rate Description	
<b>Subdivision / Condominium</b>	
Development Engineering Administrative Fee (for Plans of Subdivisions <b>and residential Site Plans/Condominium applications 30 units or more</b> ). Based on construction value.	6% minus the Subdivision Application - Draft Plan Submission review fee
<i>NOTE: 50% of the 6% fee will be collected at time of <b>second first detailed</b> submission. The balance owing of the 6%, based of revised cost estimates at the time of registration, will be collected prior to registration.</i>	
Subdivision <b>and residential Site Plans/Condominium</b> Application - Draft Plan Submission review Fee	<b>\$540.00 per block/unit to a max of \$50,000.00</b>
<b>Subdivision residential Site Plan/Condominium Application resubmission beyond the third review</b>	<b>\$5,770.00</b>
In addition to the 6% Development Engineering Administrative Fee, an additional fee will be collected for each infrastructure inspection beyond the third inspection, for both the start and completion of maintenance periods.	<b>\$1,800.00</b>
Third and subsequent submission of As recorded package (dwgs, GIS, CCTVs, documentation)	<b>\$4,370.00</b>
Letter of Credit Update - i.e. reduction, increase, etc.	<b>\$230.00</b>
<b>Site Plan / Condominium</b>	
Site Plan Pre-application Review Fee	<b>\$515.00</b>

SCHEDULE "C"  
By-law 81-2023

Site Plan Review Fee <b>(all Site Plans and residential Site Plan/Condominium less than 50 units)</b>	<b>\$2,000 + 1% of construction Value (construction value fee not to be less than \$1,000)</b>
Site Plan resubmission fee beyond the third review	<b>\$515 for each resubmission + peer review costs</b>
Site Plan Addendum Review Fee	<b>\$515 + 1% of construction Value</b>
Site Plan Addendum resubmission fee beyond the third review	<b>\$255 for each resubmission</b>
Site Plan third and subsequent engineering inspection - per inspection	<b>\$390.00</b>
<b><u>Consent Applications</u></b>	
Consent Application Review Fee	<b>\$450.00</b>
<b><u>Zoning Applications and Release of Holding Provisions Applications</u></b>	
Zoning Application Review Fee	<b>\$200.00</b>
Release of Development Engineering Holding Provisions	<b>\$1,500.00</b>
<b><u>Minor Variance Applications</u></b>	
Minor Variance Application Review Fee	<b>\$150.00</b>

SCHEDULE "C"  
By-law 81-2023

<b><u>Infill lots/units - per lot and / or unit</u></b>	
Individual new or altered services review - existing or new lot per request	<b>\$615.00</b>
Individual new or altered lot grading, drainage review existing or new lot per request	<b>\$490.00</b>
Combined new or altered lot grading, drainage and services review - existing or new lot	<b>\$1,110.00</b>
Third and subsequent submission on individual <b><u>grading plan (per unit)</u></b>	<b>\$155.00</b>
Grading Deposit (per unit) Note, refund can be reduced to cover outstanding fees owed to the Township	<b>\$3,000.00 or in accordance with the Development Agreement</b>
Underground Servicing and As Recorded Security. Note, refund can be reduced to cover outstanding fees owed to the Township	\$5,000.00
<b><u>Building permit review</u></b>	
Additional Field Inspection <u>Per Lot</u>	<b>\$155.00</b>
Lot Grading Certification Inspection Fee <u>Per Lot</u>	<b>\$105.00</b>
Building Permit Grading Review Fee <u>Per Lot</u>	<b>\$165.00</b>
Building Permit Entrance Review Fee <u>Per Lot</u>	<b>\$140.00</b>
Lot Releases <u>Per Lot</u>	<b>\$190.00</b>
Grading Alteration Requests - Fee PLUS actual costs for any Legal, Survey and/or Consulting Engineering work that may be required (for lots not released by the Township)	<b>\$865.00</b>
<b><u>Peer Review</u></b>	
Where the Director determines that peer and/or legal review costs will be encountered, the applicant shall deposit \$25,000.00 or \$10,000.00 depending on the extent of peer review are likely to be encountered.	see description



SCHEDULE "C"  
By-law 81-2023

If peer and/or legal review costs exceed the amount deposited, the applicant shall re-establish the full amount as is determined by the Director.	see description
If peer and/or legal review costs are less than the amount deposited the balance shall reimbursed.	see description
<b><u>Development Engineering Miscellaneous</u></b>	
Review of Development applications (Site Plan, Sudivision, Zoning, etc.) with Development Engineering components outside of Woolwich Municipal boundary	<b>Site Plan - \$1,665.00 Subdivision - \$11,100.00</b>
Review of general submissions when required (patios, pools, super mailbox locations, miscelaneous items) - per submission / property / location	<b>\$155.00</b>
Cost recovery / Administration fee	15%
Locating/Researching/Preparing Documents (e.g. request for information on a property for site plan or subdivisions or environmental site assessment)	<b>\$145.00</b>
<b>Lawyers Development Status</b> Letter (property transactions)	<b>\$135.00</b>
<b>Sanitary Sewer Capacity Model Review</b>	<b>\$1,450.00</b>
<b>Township Environmental Compliance Approval signoff for private stormwater management facilities</b>	<b>\$170.00</b>
<b>Additional Meetings (Develoment and Site Alteration enquiries, applications) per hour</b>	<b>\$290.00</b>
Additional Field Inspections Per Unit	<b>\$155.00</b>
<b><u>Easements</u></b>	
a) <del>Dedication of an Easement not part of a Plan of Subdivision Application</del>	
b) <del>Extension of an Easement not part of a Plan of Subdivision Application</del>	

SCHEDULE "C"  
By-law 81-2023

<b><u>Encroachments</u></b>	
a) <del>Encroachment Agreements plus deposit – see c) below</del>	
b) <del>Extension of an Encroachment Agreement plus deposit – see c) below</del>	
c) <del>Deposit for legal fees to review and register documents</del>	
Other Development Agreements ( Not Section 41 (Site Plan) or 53 (non-Subdivision), Planning Act)	
<b><u>Site Alteration</u></b>	
a) <del>Application fee for Site Alteration <u>less than</u> 500-cubic metres</del>	\$160.00
b) <del>Application fee for Site Alteration <u>greater than</u> 500-cubic metres</del>	\$2,700.00
c) Application Fee for Site Alteration Without Permit	Double Permit Fee
d) Permit Renewal	\$320.00
e) Fill Quality Testing	Actual costs + 15% Admin fee
f) <del>Fee for each cubic metre of fill</del>	<del>\$2.00</del>
g) Refundable Security Default of permit or breach of Site Alteration By-law	\$5,000 or such greater amount to be determined by Director
h) Refundable Security Restoration or maintenance of public highways used as truck haul routes	To be determined by Director
i) Appeal Site Alteration decision by Council	\$520.00
j) Peer Review	Actual costs + 15% Admin fee
<b><u>Site Alteration Permit Fees</u></b>	
a) Agricultural - alteration less than 1,000m <sup>3</sup> in a 12 month period	

The Corporation of the Township of Woolwich

By-law No. XX-2024

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

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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:

**August 27, 2024**

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 27<sup>th</sup> day of August, 2024

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Mayor

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Clerk