

**Township of Woolwich  
Council Minutes**

**Tuesday, September 24, 2024**

**7:00 PM**

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

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

Present from Staff: David Brenneman, Chief Administrative Officer  
Jeff Smith, Director of Corporate Services/Clerk  
Deanne Friess, Director of Development Services  
Ann McArthur, Director of Recreation and Community Services\*  
Richard Petherick, Manager of Accounting/Deputy Treasurer  
Vanessa Albanese, Municipal Enforcement Supervisor  
Jonathan Delli Colli, Junior Planner - Housing  
Lori Fox, Manager of Development Engineering  
Tanya Bettridge, Council and Committee Support Specialist  
Meet Patel, IT Help Desk/Support Representative  
Chelsea Raymond, Asset Management Coordinator  
Ryan Tucker, Engineering Project Supervisor  
Thomas van der Hoff, Deputy Director of Recreation and  
Community Services

**Public Resolution to Move into Closed Session (5:30 P.M.)**

Moved by Councillor Cadeau

Seconded by Councillor Bryant

That the Council of the Township of Woolwich convenes in closed session on Tuesday, September 24, 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. 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 (Legal Matter);
- b. Educating or training the members (Accessibility Training);
- c. Personal matters about an identifiable individual, including municipal or local board employees (Agricultural Enforcement Matter);
- d. Personal matters about an identifiable individual, including municipal or local board employees (Staffing Matter); and
- e. A proposed or pending acquisition or disposition of land by the municipality or local board (Property Matter).

...Carried

**Reconvene to Open Session**

Council reconvened to open session at 7:00 p.m.

**Land Acknowledgement**

Mayor Shantz read a land acknowledgement.

**Moment of Silence**

Mayor Shantz highlighted Rail Safety Week and the upcoming National Day of Truth and Reconciliation, and then a moment of silence was observed.

**Disclosures of Pecuniary Interest**

None.

**Items From Closed Session**

None.

**Adoption of Minutes**

Moved by Councillor Cadeau

Seconded by Councillor Bryant

That the following minutes be adopted:

- Council Minutes – August 27, 2024
- Committee of the Whole Minutes – September 10, 2024

...Carried

**Public Meeting**

None.

**Presentations****Woolwich Transit Update from Region of Waterloo**

Adam Fraser, Principal Planner of Transit Development and Neil Malcolm, Director of Transit Services at the Region of Waterloo provided Council with an informational presentation that outlined:

- Existing transit services
- Route 21 Elmira overview and 10-year annual ridership statistics
- Route 79 Flex Breslau overview and 2022-2024 ridership statistics
- Pick-up and Drop-off hot spots for Route 79
- Route 78 Fountain
- Kiwanis Transit
- Township Transit Strategy (TTS) goals, timeline, and next steps

Council discussed the cost of bus fares versus cost to provide services, on-demand services and their challenges, the process of using data to make future service decisions, specifics of in-town return trips, and matching services with the needs of the current and growing Township. Council expressed their appreciation to the presenters for taking the time to speak to Council.

**Delegations**

None.

**Unfinished Business**F14-2024: Budget Parameters – 2025

CAO David Brenneman made a brief presentation to Council, which highlighted specific budget increase scenarios and their respective estimated tax rate impacts. Council discussed future debentures and their anticipated start dates. In response to Council's inquiry, Mr. Brenneman, Director of Recreation and Community Services Ann McArthur, and Clerk Jeff Smith each described some of the efficiencies and cost savings that staff have achieved over the past few years. In response to Council's inquiry, Deputy Director of Recreation and Community Services Thomas van der Hoff described the use of reserve funds for climate efforts and greenhouse gas emissions initiatives.

Council discussed climate change efforts, the need to see a comprehensive structure of who does what in terms of staff, Committees, and subcommittees, and clarified the difference in roles between the Environmental Coordinator and the Climate Change and Sustainability Coordinator. Council discussed the need for a debt parameters report and training for Council to help them understand the individual departments, their challenges, and their current/future needs.

Council members each discussed budget increase ranges they would like to see presented as a draft 2025 budget and the dollars per average household impact that each scenario would have. Council expressed the importance of prioritizing services and projects. Council discussed various ranges of budget percentage increases, and each range's impact for both the Township's budget and Woolwich residents.

Moved by Councillor Burgess

Seconded by Councillor Schwindt

That the Council of the Township of Woolwich, considering Report F14-2024 respecting Budget Parameters - 2025:

1. Supports existing service levels as provided for in the 2024 Budget Parameters, with potential efficiencies to be reviewed by Council, along with any recommended service level changes, in the 2025 Budget;
2. Supports the 2025 Budget be prepared with a 2.5% - 7.5% base change target for the annual operating and capital budget;
3. Continues to support the concept of special levies above and beyond the base rate change, and that Council sets the amount for the increase to the Infrastructure Levy at 2.5% and 0% for the Climate Action Levy for the 2025 Budget;
4. Direct staff to prepare the 2025 without any new debentures, excluding those already preapproved and for water and wastewater infrastructure projects; and
5. Direct staff to prepare the 2025 budget while keeping reserve funds with appropriate balances.

...Carried

**Consent Items**

Councillor Burgess requested that Item 1 from the Recommendations from Committee of the Whole (September 10, 2024), DS31-2024: Official Plan Amendment 3/2024 and Zone Change

Application 3/2024 (Trinity United Church) 21 Arthur St N and 4 Cross St, Elmira, be pulled for discussion.

Moved by Councillor Bryant  
Seconded by Councillor Grant

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

#### Items for Approval

#### ***Recommendations from Committee of the Whole (September 10, 2024)***

That items 2 through 5 of the Summary of Recommendations of the Committee of the Whole dated Tuesday, September 10, 2024 be adopted.

#### **Consent Items**

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

#### ***Items for Approval***

##### *Revised 2024 Council Meeting Schedule*

That the Council of the Township of Woolwich approve the Revised 2024 Meeting Schedule.

#### ***F15-2024: Long Term Financial Framework***

That the Council of the Township of Woolwich, considering Report F15-2024 Long Term Financial Framework:

1. Adopt the Long-Term Financial Framework (LTFF) as presented as a basis of financial management in the municipality;
2. Supports and adopts the financial pillars and principles contained in this report; and
3. Requests Staff to further develop the framework, policies and elements in the overall framework and to report back on progress with an interim report in March, 2025 and a report prior to budget parameters in September 2025.

#### ***F13-2024: 2023 Surplus/Deficit Distribution***

That the Council of the Township of Woolwich, considering Report F13-2024 respecting 2023 Surplus/Deficit Distribution, approve the transfer of the 2023 surplus and deficit distribution as outlined in Attachment 1 as amended to transfer \$100,00 from the OMB/Legal Reserve to the Operating Contingency Reserve.

#### ***F14-2024: Budget Parameters - 2025***

That the Council of the Township of Woolwich defer consideration of Report F14-2024 respecting Budget Parameters – 2025 until the September 24th Council meeting.

#### ***Memo: Downtown Elmira Business Improvement Area By-law Amendment***

That the Council of the Township of Woolwich, considering a 2024 by-law amendment for the Downtown Elmira Business Improvement Area (BIA) By-law regarding maximum and minimum membership on the board, pass the by-law amendment attached to this memo.

#### ***Memo: Summary of Traffic and Parking By-law Amendments***

That the Council of the Township of Woolwich consider a memorandum from Development Services dated September 24, 2024, regarding amendments to the Traffic and Parking By-law

No. 70-2006, and enact the proposed amendments by approving the amending by-law as attached in Appendix A.

***R06-2024: Elmira Lions Hall Amending Agreement***

That the Council of the Township of Woolwich, considering Report R06-2024 respecting Elmira Lions Hall Amending Agreement, authorize the extension and amendment of the Agreement with the St. Jacob's Lion's Club for the operation of the Lions Hall until 2044.

Items for Information and Public Notice

- Notice of Hearing – October 7, 2024
- Liquor License Application – Chef Duff Culinary Creations, St. Jacobs
- Liquor Licence Application – Taylor's Bridal Boutique Inc., Elmira

...Carried

**Items Pulled from Consent Agenda**

Councillor Burgess expressed concern regarding the site-specific provision to reduce parking and requested that the provision be removed. In response to Council's inquiry, staff confirmed that the removal of the provision would not create a delay in process for the application.

Moved by Councillor Burgess  
Seconded by Councillor Bryant

***DS31-2024: Official Plan Amendment 3/2024 and Zone Change Application 3/2024 (Trinity United Church) 21 Arthur St N and 4 Cross St, Elmira***

That the Council of the Township of Woolwich, considering Report DS31-2024 respecting Official Plan Amendment 3/2024 and Zone Change Application 3/2024 (Trinity United Church) 21 Arthur St N and 4 Cross St, Elmira:

1. Recommends approval of OPA 3/2024 in accordance with the amendment as attached in Attachment 5 of this report to the Region of Waterloo;
2. Approve the allocation of sewage capacity within the Elmira Settlement Area equivalent to a population of approximately 94 people (53 units at 1.77ppu) provided the development proceeds within 2 years; and
3. Delegate the removal of the Holding (H) to the director of Development Services to remove once the Record of Site Condition with acknowledgement from the Ministry has been provided to the satisfaction of the Region of Waterloo.
4. Refuse Zone Change Application 3/2024.

...Carried

**Staff Reports and Memos**

C22-2024: 2025 Council Meeting Schedule

In presenting the proposed 2025 Council Meeting Schedule, staff noted an error in the Association of Municipalities of Ontario (AMO) Conference dates and the correct date of August 17-20, 2025, was confirmed. In response to Council's inquiry, staff confirmed that the proposed April meetings are scheduled to avoid being in the same week as the Easter holiday. Council discussed past preference for avoiding meetings scheduled immediately following a statutory holiday.

Moved by Councillor Cadeau  
Seconded by Councillor Burgess

That the Council of the Township of Woolwich, considering Report C22-2024 respecting the 2025 Council Meeting Schedule, approve the draft 2025 Council Meeting Schedule as attached to this report.

...Carried

C23-2024: Administrative Monetary Penalty System

Moved by Councillor Bryant  
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report C23-2024 respecting Administrative Monetary Penalty System:

1. Approve the Administrative Monetary Penalty System By-law, as attached to this report; and
2. Direct staff to prepare the required amending by-law and policies and present to Council at the October 22, 2024, meeting.

...Carried

DS32-2024: Madwest Subdivision Cost Sharing Agreement for Ottawa Street – Breslau

Council discussed the water servicing for Breslau including how it would support industrial expansion.

Moved by Councillor Burgess  
Seconded by Councillor Grant

That the Council of the Township of Woolwich, in accordance with the approval of the Draft Plan for Madwest Subdivision and updated Development Charges By-law 39-2024,

1. Authorize the Director of Finance to fund the Township's portion through Development Charges credit for the cost sharing works for Ottawa Street as per schedule 'K' of the Ottawa Street Construction Agreement attached as Appendix A; and
2. Authorize the Director of Finance to fund the watermain upsizing through Township Development Charges credit which will be reconciled at a future Development Charges By-law update.

...Carried

DS33-2024: Comprehensive Transportation/ Mobility Plan, Consultant Selection

Council discussed the HST rebate portion of the financial impacts, how Grand River Transit and a development like the Madwest Subdivision, as well as other stakeholders, would align in determining transit services, if there were cost-sharing opportunities, and the projects currently planned to be funded via the Housing Accelerator Fund (HAF).

Moved by Councillor Grant  
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report DS33-2024 respecting Comprehensive Transportation/ Mobility Plan, Consultant Selection, approves the consultant for the Comprehensive Transportation/ Mobility Plan at a total cost of \$119,252.54 after HST rebate.

...Carried

IS14-2024: Consultant Award for 2025 Asset Management Plan Update

Council discussed the value of completing asset management projects. In response to Council's inquiry, staff clarified the legislative requirements the Township must meet, the timelines for completion, how the asset management plan assists the Township's short and long-term financial planning for assets as well as how it fulfills conditions for government funding/grant eligibility. Council discussed the need for an asset management consultant versus relying on in-house staff. In response to Council's inquiry, staff clarified the points-based evaluation model used for Requests for Proposals (RFPs).

Moved by Councillor Grant

Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report IS14-2024 respecting Consultant Award for 2025 Asset Management Plan Update:

1. Award the contract for consulting services for the 2025 Asset Management Plan Update to Aspire Consulting Group Ltd. at a cost of \$151,225.54 after H.S.T. rebate;
2. Authorize additional expenditures in the amount of \$45,000.00 in 2024 to be funded from the Infrastructure Reserve (74.1%), Water Reserves (12.7%) and Wastewater Reserves (13.2%); and
3. Authorize pre-budget approval for the remaining costs to complete the 2025 Asset Management Plan Update.

...Carried

R04-2024: Facilities Accessibility Audit

Moved by Councillor Burgess

Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report R04-2024 respecting Facilities Accessibility Audit:

1. Receive this report for information purposes; and,
2. Continue to support efforts to meet, and where feasible, exceed Accessibility for Ontarians with Disabilities Act and Ontario Building Code standards to establish inclusive and accessible facilities.

...Carried

**Other Business**Mayor's Report on Regional Matters

None.

Council Reports/Updates

Councillor Bryant informed Council of a recent news segment, which included a speaker discussing potential savings from removing illegal wastewater connections. Mr. Brenneman suggested Mr. Puppe, Director of Development Services, could provide information on the Township inflow and infiltration program for Council.

Councillor Cadeau expressed appreciation for the Multi-Cultural Festival organizers as well as those involved in the banner raising ceremony at the Woolwich Memorial Centre, noting both events

were successful. Mayor Shantz added that all the events happening across Woolwich produced a positive atmosphere in the Township.

#### Outstanding Activity List as of Thursday, September 19, 2024

None.

#### Accessible Swing Request

Councillor Schwindt brought a request forward for accessible equipment to be added to the park in St. Jacobs. In response to Council's inquiry, staff confirmed the process for replacing or adding playground equipment that is accessible and explained the accessible features policy that has been implemented. Council provided direction to staff to purchase an accessible swing for the park in St. Jacobs and ensure playground equipment replacement with accessible equipment is planned for the future across the Township.

#### Agricultural Enforcement Update

Councillor Schwindt made a request for staff to add to their workplan a stakeholder consultation process for agricultural enforcement. Staff confirmed that it would be added to the workplan for the second quarter of 2025.

#### **Notice of Motion**

None.

#### **By-laws**

Moved by Councillor Bryant

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 54-2024 to 60-2024, and that they be signed by the Mayor and Clerk and sealed with the corporate seal.

- A By-law to Adopt Official Plan Amendment 8 – Trinity United Church, 21 Arthur Street North and 4 Cross Street
- A By-law to Further Amend Zoning By-law 26-2024, of the Township of Woolwich (21 Arthur Street North and 4 Cross Street, Elmira – Trinity United Church), As Amended
- A By-law to Amend By-law 18-1980 to Establish Maximum and Minimum Number of Board Members on the Downtown Elmira Business Improvement Area (BIA) Board
- A By-law to Amend the Woolwich Township Traffic and Parking By-law No. 70-2006 Regarding No Parking, Limited Parking, No Stopping, and Intersection Stop Signs in the Township of Woolwich
- A By-law to Regulate and Enforce Designated Township By-laws with the Administrative Monetary Penalty System
- 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
- A By-law to Confirm All Actions and Proceedings of the Council (September 24, 2024)

...Carried



**Adjournment**

The open portion of the meeting adjourned and Council immediately moved into closed session.

**Public Resolution to Move into Closed Session**

Moved by Councillor Grant

Seconded by Councillor Burgess

That the Council of the Township of Woolwich convenes in closed session on Tuesday, September 24, 2024 immediately following adjournment of the Open Session in accordance with section 239 (2) of the Municipal Act, 2001, for the purposes of considering the following:

- a. A proposed or pending acquisition or disposition of land by the municipality or local board (Property Matter).

...Carried

Signature on file

Sandy Shantz, Mayor

Signature on file

Jeff Smith, Clerk