



Township of Woolwich Council Agenda

Tuesday, December 17, 2024

7:00 p.m.

Council Chambers - Hybrid with YouTube Livestream

24 Church Street West, Elmira ON, N3B 2Z6

Chair: Mayor Sandy Shantz

Pages

1. Public Resolution to Move into Closed Session (5:15 P.M.)

That the Council of the Township of Woolwich convenes in closed session on Tuesday, December 17, 2024 at 5:15 p.m. in accordance with section 239 (2) and (3.1) of the Municipal Act, 2001, for the purposes of considering the following:

- a. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Zoning Enforcement Matter);
- b. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Legal Matter);
- c. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Legal Matter);
- d. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization (Tax Relief Matter);
- e. The security of the property of the municipality or local board (Security Matter);
- f. Educating or training the members (Stormwater Management Training); and,
- g. Proposed or pending acquisition or disposition of land by the

municipality or local board (Property 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 Council Minutes - November 18, 2024 1

7.2 Committee of the Whole - December 3, 2024 8

8. Public Meetings

9. Presentations

10. Delegations

11. Unfinished Business

11.1 Request for Tax Relief Elmira Esso 14

11.2 F17-2024: Property Tax Exemption for Affordable Housing 38

Recommendation:

That the Council of the Township of Woolwich, considering Report F17-2024 respecting Property Tax Exemption for Affordable Housing:

1. Support participation in the Region of Waterloo's property tax exemption program for Roll number 30-29-010-001-25000-0000 by providing a property tax exemption for the Township's portion of the levy for a period of 20 years starting in 2025.
2. Adopt the attached By-law to provide Property Tax Exemption for Roll Number 30-29-010-001-25000-0000

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 (December 3, 2024) 73

Resolution:

That the Summary of Recommendations of the Committee of the Whole dated Tuesday, December 3, 2024 be adopted.

- 12.1.2 F18-2024: Cancellation, Reduction, and Refund of Taxes Section 357 75

Recommendation:

That the Council of the Township of Woolwich, considering Report F18-2024 respecting Cancellation, Reduction, and Refund of Taxes Section 357 approve the adjustment of taxes under the provisions of Sections 357 and 358 of the Municipal Act for a total amount of \$92,883.12 as attached in Attachment 1

- 12.1.3 Memo: Summary of Traffic and Parking By-law Amendments 78

Recommendation:

That the Council of the Township of Woolwich, considering a memorandum from Infrastructure Services dated December 17, 2024, respecting amendments to the Traffic and Parking By-law No. 70-2006, enact the proposed amendments by means of the by-laws as attached in Appendix A.

12.2 Items for Information and Public Notices

- 12.2.1 Letter from Thomasfield Homes - Concerns Regarding High-Performance Development Standards (HPDS) 82

13. Staff Reports and Memos

13.1 C30-2024: Municipal Digital Sign Advertising Policy 85

Recommendation:

That the Council of the Township of Woolwich, considering Report C30-2024 Municipal Digital Sign Advertising Policy:

1. Adopt the Municipal Digital Sign Advertising Policy; and
2. Approve the new fees as set out in attachment 2.

13.2 F19-2024: Award for Financial Software 93

Recommendation:

That the Council of the Township of Woolwich, considering Report F19-2024 respecting Award for Financial Software:

1. Award the purchase and implementation for a new financial software to MNP Digital.
2. Direct staff to include the software purchase and implementation cost of \$226,394.63 after HST in the 2025 budget for Council review and approval.
3. Direct staff to include the costs for two additional contract staff to assist in the implementation of the new financial software (Project Coordinator/Business Analyst and Financial Specialist) \$406,230.00 in the 2025 budget for Council review and approval.

13.3 F20-2024: Fees and Charges - 2025 98

Recommendation:

That the Council of the Township of Woolwich, considering Report F20-2024 respecting Fees and Charges – 2025, adopt the By-laws attached as Attachment 1, 2, 3, and 4 to establish fees and charges for general Township services, planning services and fire services.

13.4 IS19-2024: Award of Contract 2024-19 - East Side Lands Geotechnical Investigation 159

Recommendation:

That the Council of the Township of Woolwich, considering Report IS19-2024 respecting the Award of Contract 2024-19 - East Side Lands Geotechnical Investigation award contract 2024-19 for geotechnical investigation work in the Townships East Side Lands to MTE Consultants Inc. at a cost of \$254,354.21, after H.S.T rebate.

14. Other Business

14.1	Mayor's Report on Regional Matters	
14.1.1	Making Decisions That Matter - November 20, 2024	163
14.1.2	Making Decisions That Matter - December 11, 2024	166
14.2	Council Reports/ Updates	
14.3	Outstanding Council Activity List as of Thursday, December 12, 2024	168
14.4	2025 AMO Conference	
15.	Notice of Motion	
16.	By-laws	
	<u>Resolution:</u>	
	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 77-2024 to 86-2024, and that they be signed by the Mayor and Clerk and sealed with the corporate seal.	
16.1	A By-law to Provide a Property Tax Exemption for Certain Affordable Housing	170
16.2	A By-law to Appoint Officers of the Corporation of the Township of Woolwich	171
16.3	A By-law to Amend By-law 41-2022 and Repeal Various By-laws for the Purpose of Enacting an Appointed Officers By-law	186
16.4	A By-law to Amend the Woolwich Township Traffic and Parking By-law No. 70-2006 Regarding Rates of Speed on Highways in the Township of Woolwich	188
16.5	A By-law to Establish and Require Payment of Fees and Charges	190
16.6	A By-law to Amend By-law 87-2007 Being a By-law to Establish and Require Payment of Fees Authorized Under the Planning Act and Similar Charges	231
16.7	A By-law to Amend By-law-2-2009 Being a By-law to Establish and Require Payment of Fees and Charges for Certain Services Provided by the Fire Department	240
16.8	A By-law to Provide for an Interim 2025 Tax Levy and to Provide for the	245

Payment of Taxes by Installments

16.9 A By-law to Amend By-law Number 59-2005 being A By-law To Establish and Maintain Reserves and Reserve Funds to add a Site Alteration Reserve Fund 247

16.10 A By-law to Confirm All Actions and Proceedings of the Council (December 17, 2024) 249

17. Adjournment

Resolution:

That the meeting adjourns to meet again in special session on January 14, 2025.

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

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

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

**Township of Woolwich
Council Minutes**

Monday, November 18, 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
Colm Lynn, Director of Financial Services
Ann McArthur, Director of Recreation and Community Services*
Jared Puppe, Director of Infrastructure Services*
Anna Harrison, Climate Action & Sustainability Coordinator
Victor Labreche, Manager of Planning
Sherwin Meloney, Planner
Meet Patel, IT HelpDesk/Support Representative
Richard Petherick, Manager of Accounting & Deputy Treasurer*
Alex Smyth, Deputy Clerk

Public Resolution to Resolution to Convene in Closed Session (5:30 P.M.)

Moved by Councillor Bryant
Seconded by Councillor Grant

That the Council of the Township of Woolwich convenes in closed session on Monday, November 18, 2024 at 5:30 p.m. in accordance with section 239 (2) and (3.1) of the Municipal Act, 2001, for the purposes of considering the following:

- a. educating or training the members (Regional Budget Process Training);
- b. educating or training the members (Planning Training);
- c. a proposed or pending acquisition or disposition of land by the municipality or local board (Property Matter); and
- d. a proposed or pending acquisition or disposition of land by the municipality or local board (Property Matter).

...Carried

Public Resolution to Reconvene in Open Session (7:20 P.M.)

Moved by Councillor Bryant
Seconded by Councillor Cadeau

That Council reconvenes in open session.

...Carried

Land Acknowledgement

Mayor Shantz read a land acknowledgement.

Moment of Silence

Council observed a moment of silence.

Disclosures of Pecuniary Interest

None.

Items From Closed Session

None.

Adoption of Minutes

Moved by Councillor Grant
Seconded by Councillor Cadeau

That the following minutes be adopted:

- Council Minutes – October 22, 2024
- Committee of the Whole Minutes – November 5, 2024
- Special Council Minutes – November 5, 2024

...Carried

Public Meeting

None.

Presentations**F15-2024: Audited Financial Statements - 2023**

Following the staff report, Matt Betik of KPMG provided a presentation which highlighted:

- Audit highlights
- Technology highlights
- Current status
- Materiality
- Significant risks and results
- Other risks of material misstatement and results
- Uncorrected misstatements
- Individually significant uncorrected misstatements
- Control deficiencies
- Accounting policies and practices
- Other financial reporting matters

Moved by Councillor Schwindt
Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report F15-2024 respecting Audited Financial Statements - 2023:

1. Approve the Consolidated Financial Statements of The Corporation of the Township of Woolwich for the year ended December 31, 2023, attached as Attachment 1.

2. Direct the Treasurer to publish in a newspaper having general circulation in the municipality, within sixty (60) days, a notice that the Audited Financial Statements, Notes to the Financial Statements and the Auditor's Report and the 2023/2024 tax rate information will be made available at no cost to any taxpayer or resident, upon request.

...Carried

Delegations

DS38-2024: Zone Change Application 02/2024 (881 Weber Street North – 881 Weber Inc.)

Following the staff report, Delegate Brandon Simon of The Planning Partnership spoke on behalf of the applicant, highlighting:

- Details of the active orchard on the property
- The urban/agricultural interface
- Land set aside for proposed use
- Master plan of agricultural cluster
- Purpose of the Zoning By-law amendment
- Collaboration with staff
- Significant benefits to the existing orchard

In response to questions from Council, Mr. Simon noted that concerns raised in the public meeting about the two access points to the property and the impacts of spreading fertilizer have been resolved with the recommendation in the report. Council discussed the location of the worker lodgings on the property, the types of structures adjacent to the property lines, the main access point to the property for commercial vehicles, and the potential impacts of the half-load season on the two access points.

Moved by Councillor Cadeau
Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report DS38-2024 respecting Zone Change Application 02/2024 (881 Weber Street North – 881 Weber Inc.) approve the amending of the Agricultural (A) zone with site-specific provisions to permit an agriculture-related use consisting of an orchard processing operation, an agricultural research and training centre, seasonal and year-round farm help accommodation, and a farm produce stand in accordance with the By-law in Attachment 2 to this report.

...Carried

Memo - Climate Action Update

Anna Harrison, Climate Action and Sustainability Coordinator for the Township of Woolwich, provided a presentation which detailed:

- Woolwich Climate History
- Corporate GHG Emissions Inventory
- Recent Climate Action Work: Corporate Wide
- Recent Climate Action Work: Community Wide
- Future Climate Action Plans
- Woolwich Climate Action Plan: Scope
- Woolwich Climate Action Plan: Vision
- Woolwich Climate Action Plan: Goals
- Woolwich Climate Action Plan: Timeline

Councillor Schwindt left the meeting at this time.

Council discussed the rationale for natural gas and electricity emission fluctuations between 2019 and 2023, the nature of and the potential outcomes of high-performance development standards, and the potential avenues of funding for climate initiatives.

Following the staff presentation, Delegate Bart Van Anandel of GreenWR and on behalf of Sandra Bray provided a presentation highlighting:

- A Call to Councillors for Climate Change
- Woolwich Council's 2021 50 by 30 Pledge
- Energy Efficiency and the 50 by 30 Goal
- Statistics on Woolwich Natural Gas Total Consumption from 2010 to 2030
- The Ontario Municipal Act – Choices for Energy Planning

Council discussed the relationship between energy planning legislation in the Municipal Act and planning documents under the Planning Act.

Unfinished Business

None.

Consent Items

Moved by Councillor Bryant
Seconded by Councillor Cadeau

That the following consent items be approved:

Items for Approval

Recommendations from Committee of the Whole (November 5, 2024)

That the Summary of Recommendations of the Committee of the Whole dated Tuesday, November 5, 2024 be adopted.

DS34-2024: Woolwich Housing Needs Assessment, Consultant Report

That the Council of the Township of Woolwich, considering Report DS 34-2024 respecting Woolwich Housing Needs Assessment, Consultant Report, receive the findings of the Housing Needs Assessment and direct staff to incorporate the recommendations into future development initiatives.

Consent Items

That the following consent items be received for information:

Items for Information and Public Notice

- Municipal Information for Liquor Sales Licenses - Rural Roots

R07-2024: Parks and Recreation Master Plan

That the Council of the Township of Woolwich, considering Report R07-2024 respecting the 2024 Parks and Parks and Recreation Master Plan:

1. Approve the 2024 Parks and Recreation Master Plan and endorse the strategic directions set out in the plan (Attachment 1);
2. Approve in principle, the need for a community park and multi-use recreation facility in Breslau and to report back to Council with a recommended site by 2027;

3. Approve in principle, the need for additional parkland and outdoor amenities in Elmira and direct staff to develop a parkland acquisition strategy by 2028;
4. Adopt the new Parks Classification system into the Township Official Plan and the Landscape and Design Guidelines; and
5. Direct staff to include the necessary policies in the Township's Official Plan and to subsequently prepare a Parkland Dedication By-law for Council's consideration in 2025 to permit the Township to require conveyance or payment-in-lieu as a condition of development or re-development as well as using the alternative requirements, as provided for in section 42 of the Planning Act.

C29-2024: Crossing Guard Program Review

That the Council of the Township of Woolwich, considering Report C29-2024 respecting Crossing Guard Program Review:

1. Remove the crossing guard location at the intersection of Dolman Street and Woolwich Street in Breslau; and
2. Direct staff to develop a policy outlining the guidelines for the crossing guard program and its locations.

C31-2024: Parking By-law Housekeeping Amendment

That the Council of the Township of Woolwich, considering Report C31-2024 respecting Parking By-law Housekeeping Amendment adopt the amending by-law attached to the report.

Memo: Summary of Traffic and Parking By-law Amendments

That the Council of the Township of Woolwich, considering a memorandum from Infrastructure Services dated November 18, 2024, respecting amendments to the Traffic and Parking By-law No. 70-2006, enact the proposed amendments by means of the by-laws as attached in Appendix A.

...Carried

Staff Reports and Memos

None.

Other Business

Mayor's Report on Regional Matters

Making Decisions That Matter - October 23, 2024

Mayor Shantz noted that questions about decisions from Regional Council can be directed to her.

Council Reports/Updates

Upcoming Elmira Events

Councillor Cadeau highlighted the Elmira Business Improvement Area's Moonlight Madness event on Friday, November 29 in the downtown core of Elmira. Mayor Shantz also highlighted the Elmira Kiwanis Santa Klaus parade taking place on Saturday, November 30.

Outstanding Activity List as of Thursday, November 14, 2024

None.

Document Number: 128409

Resolution to Participate in All Council Meeting (December 6, 2024)

Moved by Councillor Cadeau
Seconded by Councillor Grant

That the Council of the Township of Woolwich participate in an in-person all-Council meeting hosted by the Region of Waterloo at Centre in the Square, 101 Queen St N, Kitchener on Friday, December 6, 2024, from 2:00 p.m. to 4:30 p.m.

...Carried

Notice of Motion

None.

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 70-2024 to 76-2024, 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 (881 Weber Inc. - 881 Weber Street North)
- A By-law to Amend By-law 71-2012 and By-law 58-2024 for the Purposes of Enforcing Parking on Private and Municipal Property within the Township of Woolwich
- A By-law to Amend Heritage By-law 60-2007, of the Township of Woolwich
- A By-law to provide for the appointment of a Municipal Law Enforcement Officer, Animal Control Officer and Property Standards Officer for the Township of Woolwich (Frank Heinrich)
- A By-law to provide for the appointment of a Municipal Law Enforcement Officer, Animal Control Officer and Property Standards Officer for the Township of Woolwich (Robert Hughes)
- A By-law to Amend By-law No. 70-2006 Regarding Rates of Speed on Highways and School Zones in the Township of Woolwich
- A By-law to Confirm All Actions and Proceedings of the Council (November 18, 2024)

...Carried

Adjournment (8:20 P.M.)

Moved by Councillor Burgess
Seconded by Councillor Cadeau

That the meeting adjourns to meet again in regular session on December 17, 2024.

...Carried

Sandy Shantz, Mayor

Jeff Smith, Clerk

DRAFT

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

**TUESDAY, DECEMBER 3, 2024
7:00 PM**

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

Present from Council: Mayor Shantz
Councillor Bryant
Councillor Burgess
Councillor Cadeau (Chairperson)
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*
Jared Puppe, Director of Infrastructure Services
Ann McArthur, Director of Recreation and Community Services
Colm Lynn, Director of Finance/Treasurer
Teresa Armstrong, Manager of Revenue/Tax Collector
Alex Smyth, Deputy Clerk
Derek Hughes, Economic Development and Tourism Officer
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 (5:30 P.M.)

Moved by Councillor Schwindt
Seconded by Councillor Grant

That the Council of the Township of Woolwich convenes in closed session on Tuesday, December 3, 2024 at 5:15 p.m. in accordance with section 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 (Library Committee Nomination);
- b. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, and 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 (Legal Matter);
- c. a proposed or pending acquisition or disposition of land by the municipality or local board (Property Matter);
- d. educating or training the members. (Quarterly Report and Budget Training Matter); and
- e. 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).

...Carried

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

Moved by Councillor Grant

Seconded by Councillor Bryant

That Council reconvenes in open session.

...Carried

Land Acknowledgement

Chair Cadeau read a land acknowledgement.

Disclosures of Pecuniary Interest

None.

Items to Come Forward from Closed Session

Moved by Councillor Grant

Seconded by Mayor Shantz

That the Council of the Township of Woolwich, considering Report C33-2024 respecting Regional Municipality of Waterloo Library Committee Nomination, nominate Len Griffiths as the Township of Woolwich's Community Representative to the Library Committee until the expiration of the term of the Council that appointed them, or until successors are appointed, as long as they continue to be a qualified member of the Committee.

...Carried

Public Meetings

None.

Presentations**Downtown Elmira BIA 2025 Budget - Request for Funding**

Downtown Elmira BIA Board Member Dana Costello made a presentation to Council which highlighted:

- BIA Board Membership and Staff
- 2024 Funding Streams Opened
- Façade Improvement Recipients
- CIP Budget versus Disbursement of Funds
- 2025 Budget Committed and Requested

Council discussed the façade improvement program participation by local businesses.

Moved by Councillor Burgess

Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering a Downtown Elmira BIA 2025 Budget - Request for Funding presentation direct staff to incorporate the following amounts in the 2025 budget for the Elmira BIA, subject to final approval during budget deliberations:

1. \$4,000 for the Community Improvement Plan; and

Document Number: 128523

2. \$13,000 for Downtown Greening.

...Carried

Delegations

Request for Tax Relief

Delegates Sasmitaa Nadarajah and Kowsala Nadarajah of Elmira ESSO made a request to Council seeking relief from outstanding taxes due to the negative impact that the COVID-19 pandemic and road construction had on their business, noting the construction at one point blocked all access points. Ms. Nadarajah provided a timeline of how hard they have worked to build and rebuild their business. The delegates provided examples of how they serve the community and noted they believed a similar tax relief request being granted to the previous owner of the business due to construction in 1991. The delegates requested waiver of the taxes assessed during the time of construction, and related penalties and fees.

Council discussed other avenues for reimbursement, such as through the Region of Waterloo since the road construction was a regional project, and how long the road construction affected the business. In response to Council's inquiry, the delegate noted that they received some funds through the Region but that it was not enough, that the construction continued for approximately 8 months, and the outstanding taxes are approximately \$11,000, plus penalties/fees. In response to Council's inquiry, staff clarified that the payments received for taxes are applied to the penalties and interest first, then the principal amount, noting that since 2022 approximately \$15,000 in payments have been received, but \$11,000 of that has gone to penalty/interest.

In response to Council's inquiry, the delegates reported the reduction in daily customers during the time of construction.

Council directed staff to meet with the delegates and examine the time period of construction and bring tax and penalty information back to Council.

Consent Items

Moved by Councillor Grant
Seconded by Councillor Bryant

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

Items for Approval

DS35-2024: Communication Tower, 5511 Crowsfoot Rd, West Montrose

That the Council of the Township of Woolwich, receive Report DS 35-2024 respecting Communication Tower, 5511 Crowsfoot Rd, West Montrose for information purposes.

Items for Information and Public Notice

- Notice of Hearing - December 9, 2024

...Carried

Items Pulled From the Information Package

None.

Document Number: 128523

Staff Reports and Memos

Quarterly Report - 2024 - 3rd Quarter

Council discussed the Enova Dividend and indicated that in the future, they would like to see it allocated to reserves instead of the operating budget.

Moved by Councillor Grant

Seconded by Councillor Burgess

That the Council of the Township of Woolwich, considering the Quarterly Report - 2024 - 3rd Quarter, direct staff to transfer the \$337,994 Enova Dividend surplus for 2024 to the operating contingency reserve.

...Carried

A08-2024: Economic Development and Tourism Initiatives Update

Council discussed the process for being recognized by the awards program and the planned signage for St. Jacobs.

Moved by Councillor Grant

Seconded by Councillor Schwindt

That the Council of the Township of Woolwich, considering Report A08-2024 respecting Economic Development and Tourism Initiatives Update:

1. Append the St. Jacobs Brand Audit and Directional Wayfinding Strategy to the Municipal Sign Policy to approve the Timber concept as approved signs for the St. Jacobs area;
2. Authorize the Mayor and Clerk to sign the grant funding agreement with RTO4; and
3. Approve a \$5,000 contribution from the Municipal Accommodation Tax Reserve Fund.

...Carried

C21-2024: Appointment By-law

Moved by Councillor Grant

Seconded by Councillor Bryant

That the Council of the Township of Woolwich, considering Report C21-2024 respecting an Appointment By-law:

1. Approve the Appointment By-law as attached to this report; and
2. Approve the Amending and Repealing By-law to delegate authority of issuing lottery licences and repeal previous staff appointments as attached to this report.

...Carried

DS39-2024: Drainage By-law

Council discussed sump pumps and confirmed that the proposed by-law addresses those devices and the situations the by-law is designed to address/prevent.

In response to Council's inquiry, staff confirmed that new development drainage issues are generally dealt with via lot and block agreements, whereas this proposed Drainage By-law

addresses common, smaller drainage issues, and helps to bring all properties under the same standards for drainage. Staff also confirmed types of situations that the proposed by-law addresses that the Drainage Act does not.

Council discussed the availability of staff time in writing and enforcing the by-law, frequency of complaints, and what departments are responding to those complaints.

Moved by Councillor Bryant
Seconded by Mayor Shantz

That the Council of the Township of Woolwich, considering Report DS39-2024 respecting Drainage By-law, direct staff to develop a Drainage By-law to be presented to Council for review and acceptance.

...Defeated

Moved by Councillor Grant
Seconded by Mayor Shantz

That the Council of the Township of Woolwich, considering Report DS39-2024 respecting Drainage By-law, direct staff to create a drainage information package for residents in lieu of a formal by-law.

...Carried

F16-2024: LTFF – 2024 Finance Policy Update

Council discussed the inclusion of qualitative guidelines for investments, such as ensuring ethical or Canadian investments. In response to Council's inquiry, staff explained that it can be difficult to navigate those kinds of considerations, as it could result in accepting a lower rate of return. In response to Council's inquiry, staff confirmed internal and external financing are included in the debt calculations, interest rates on internal debt, and the standard practices for municipalities in terms of debt.

Moved by Councillor Bryant
Seconded by Councillor Burgess

That the Council of the Township of Woolwich, considering Report F16-2024 respecting LTFF - 2024 Finance Policy Update approve:

1. the Reimbursement of Personal Vehicles (Mileage) Policy outlined in Attachment 1;
2. the Debt Management Policy outlined in Attachment 2; and
3. the updated Township Investment Policy outlined in Attachment 3.

...Carried

F17-2024: Property Tax Exemption for Affordable Housing

Council confirmed if the property was no longer designated as affordable housing, that it would no longer be tax exempt. In response to Council's inquiry, staff confirmed that the target for this exemption would be not-for-profit and cooperative affordable housing properties. Council discussed offering a tax reduction rather than a full exemption.

Moved by Councillor Grant

Seconded by Mayor Shantz

That the Council of the Township of Woolwich, considering Report F17-2024 respecting Property Tax Exemption for Affordable Housing:

1. Support participation in the Region of Waterloo's property tax exemption program for Roll number 30-29-010-001-25000-0000 by providing a property tax exemption for the Township's portion of the levy for a period of 20 years starting in 2025; and
2. Adopt the attached By-law to provide Property Tax Exemption for Roll Number 30-29-010-001-25000-0000.

Council voted on the motion but the Chair ruled that the result was unclear and requested members vote again. Before voting again, the chair recognized a motion to defer.

Moved by Councillor Schwindt
Seconded by Councillor Bryant

That the Council of the Township of Woolwich, defer considering Report F17-2024 respecting Property Tax Exemption for Affordable Housing until the December 17, 2024 Council meeting.

...Carried

Other Business

Council Reports/Updates

None.

Outstanding Activity List as of Thursday, November 28, 2024

None.

Notice of Motion

None.

Adjournment

Moved by Councillor Bryant
Seconded by Councillor Burgess

That the meeting adjourns.

...Carried

Sandy Shantz, Mayor

Jeff Smith, Clerk

2525416 ONTARIO INC. O/A ELMIRA ESSO

**REPORT OF EPHRAIM STULBERG
ON BUSINESS LOSSES
DATED NOVEMBER 20, 2023**

Table of Contents

A. EXECUTIVE SUMMARY.....	2
Background	2
MDD Calculations.....	2
B. INTRODUCTION.....	3
Author Details and Compliance with Professional Standards	3
Disclosure of Interests.....	3
Statement of Independence	3
C. BACKGROUND AND MANDATE	4
Background	4
Mandate	7
D. MDD DETAILED FINDINGS	8
Methodology.....	8
Loss Period	8
Gasoline Sales	9
Merchandise Sales.....	9
Contribution Margin Rates.....	9
Profits Losses.....	9
Summary.....	10
E. SCOPE, ASSUMPTIONS AND RESTRICTIONS.....	11
Scope of Review	11
Assumptions.....	11
Restrictions and Qualifications	11

**FORENSIC ACCOUNTANTS**

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November 20, 2023

Goldstein Law Firm
370 King Street West,
Toronto, Ontario M5V 1J9

Attention: Jeff Goldstein

**RE: 2525416 Ontario Inc. o/a Elmira Esso - 16 Church Street East
Business Losses**

Dear Mr. Goldstein:

You have asked us as independent professional accountants experienced in economic loss quantification matters to provide you with an Expert Report¹ setting out our opinion of the business losses sustained by 2525416 ONTARIO INC. O/A Elmira Esso ("**Elmira Esso**"), as a result of the construction in the Region of Waterloo ("**the Works**") near Elmira Esso's location at 16 Church Street East, Elmira, Ontario (the "**Location**").

This report has been prepared in the context of Elmira Esso's claims under the Ontario *Expropriations Act*. Our findings are enclosed. Please contact the undersigned with any questions.

Sincerely,

Matson, Driscoll + Damico Ltd.

Ephraim Stulberg, CPA, CA, CBV, CFF
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¹ As defined by the Canadian Institute of Chartered Business Valuators (CICBV).

A. EXECUTIVE SUMMARY

Background

1. Elmira Esso is an Esso gas station and convenience store located at the northwest corner of Church Street East and Cross Street in Elmira, Ontario.
2. The Works were phased over two years from 2022 to 2023. The main construction began in April 2022. Impacts throughout the construction period have included lane restrictions, driveway closures, and restrictions on left turns. The first phase was completed in the fall of 2022, and the second phase commenced in June 2023 and is ongoing as of the date of this report.

MDD Calculations

3. Based on the documents reviewed and subject to the assumptions, restrictions and qualifications set out in this report, we calculate losses of **\$83,349** (Schedule 1), as set out in Table 1 below.

Table 1

Summary of Loss	
Description	Amount
Gas Sales Shortfall	\$ 1,237,448
Merchandise Sales Shortfall	38,998
Total Sales Shortfall	<u>\$ 1,276,446</u>
Contribution Margin	<u>6.53%</u>
Profits Loss	<u>\$ 83,349</u>

B. INTRODUCTION

Author Details and Compliance with Professional Standards

4. This report has been prepared under the direction and supervision of Ephraim Stulberg, CPA, CA, CBV, CFF, a Partner/Senior Vice President in the Toronto office of Matson, Driscoll & Damico Ltd ("**MDD**").
5. MDD is a global professional services firm practicing in the areas of economic loss quantification, business valuation and forensic accounting. It has 11 offices in Canada and 46 offices worldwide.
6. This report has been prepared in compliance with the Canadian Institute of Chartered Business Valuators ("**CICBV**") standards for the preparation of Expert Reports (Practice Standards 310 to 330).

Disclosure of Interests

7. We are not aware of any actual or potential conflict of interest that we may have in providing this report.

Statement of Independence

8. We have been engaged as independent professional accountants to provide an expert report. The terms of our engagement are to act in an independent and objective manner providing our opinion based on an assessment of the facts and our analysis. Neither our firm nor its principals have any financial interest in this matter. Our fees are based solely on the time expended and are not contingent upon the ultimate results or conclusions reached.
9. The author of this report has prepared it in an independent and objective manner.

C. BACKGROUND AND MANDATE

Background

The Business

10. Elmira Esso is an "Esso"-branded gas station in Elmira, Ontario that also has a convenience store. They were incorporated on June 29, 2016.²
11. Figure 1 is a map showing the location:

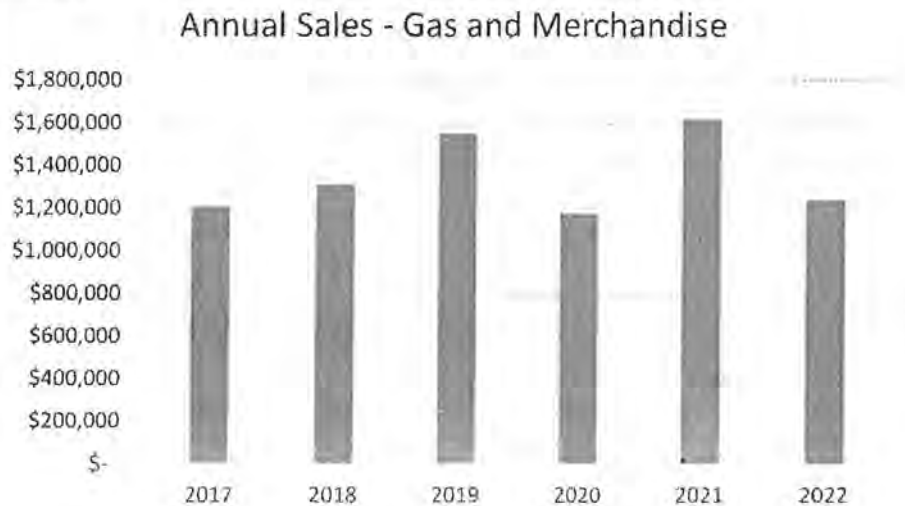
Figure 1



12. As shown in Figure 2 on the following page, the Location's sales grew steadily from 2017 to 2019, before declining somewhat in 2020 following the outbreak of COVID-19. Sales in 2021 returned to their pre-COVID level.

² Financial statements of 2525416 Ontario Inc. for the fiscal year ended December 31, 2022

Figure 2



13. Volumes sold declined from 1.25M litres in 2021 to only 746,000 litres in 2022. By contrast, according to Statistics Canada, the total volume of gasoline sold in Ontario in 2022 was 12% higher than in 2021.³
14. Revenues for Elmira Esso declined less dramatically than did volumes, due to the increase in the price of gasoline over that period; however, higher fuel prices do not result in higher profits to the gas station, and the business's gross margin was therefore down significantly in 2022 compared with 2021.

The Works

15. In March 2022, the Region of Waterloo issued a notice of construction at Church Street East in the town of Elmira. The construction was to take place over two years (2022 and 2023) to minimize disruption.⁴
16. The first stage of the Works commenced in April 2022 and were completed in the fall of 2022. The second stage commenced in June 2023.⁵ Figure 3 on the following page shows the location of the construction:

³ StatsCan Table 23-10-0066-01, accessed here:

<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=2310006601&pickMembers%5B0%5D=1.7&cubeTimeFrame.startYear=2018&cubeTimeFrame.endYear=2022&referencePeriods=20180101%2C20220101>

⁴ Notice of Construction from the Region of Waterloo, dated March 28, 2022

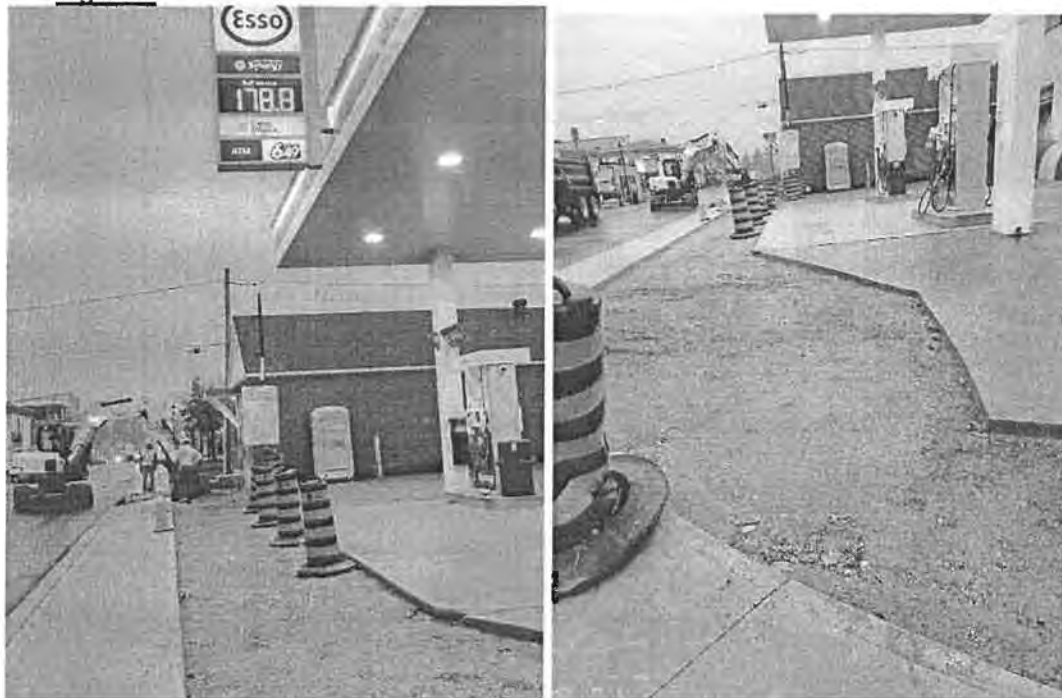
⁵ A detailed chronology of the construction can be found here: <https://www.engagewr.ca/church-street-east#:~:text=The%20Region%20of%20Waterloo%20will,the%20complexity%20of%20the%20project.>

Figure 3



17. Below we present various images that display the impact of the construction:

Figure 4



18. The Works are still ongoing and are expected to be completed by December 2023.⁶

Mandate

19. We have been instructed to provide an opinion with respect to the business losses sustained by Elmira Esso. Our opinion is outlined in Section D of this Report.

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⁶ Notice of Construction from the Region of Waterloo, dated March 28, 2022

D. MDD DETAILED FINDINGS

Methodology

20. In calculating Elmira Esso's business losses, we have employed the following methodology:

Lost Sales - Gasoline

21. To calculate losses associated with lost gasoline sales, we:
- Project the volume of gasoline sales absent the Works (based on historical results) each month
 - Deduct the actual volume of gasoline sales to arrive at the shortfall in volume each month.
 - Apply the average actual selling price per litre for each month to arrive at the shortfall in sales dollars each month.

Lost Sales - Convenience/Merchandise Sales

22. To calculate losses associated with lost convenience store sales, we:
- Project convenience store sales absent the Works (based on historical results) each month
 - Deduct the actual store sales to arrive at the shortfall in volume each month.

Lost Profits on Lost Sales

23. After determining the overall loss of sales, we apply a contribution margin or gross profit margin to determine the loss of profit associated with the lost sales.
24. We discuss each of these steps below.

Loss Period

25. We calculate losses from April to December 2022 for the first phase of the Works, and losses from June to September 2023 for the second phase.
26. As the Works are not yet completed, should we be provided with documentation for the remaining months of the construction period, our loss period may be subject to revision.

Gasoline Sales

27. We have analyzed historical sales from January 2020 to September 2023 at Schedule 3. As gasoline prices are subject to significant volatility, our analysis is based on quantities sold, rather than sales dollars.
28. We have projected monthly fuel volumes for 2022 using the same month of the prior year, adjusted for year-over-year growth of 12% based on the overall growth in the industry in Ontario in 2022.⁷ We did not assume any additional growth for 2023, as data are not yet available.
29. Subtracting actual fuel volume during the loss period, we arrive at a shortfall of 772,544 litres for our loss period (Schedule 1).
30. Multiplying the volume shortage by the average price of fuel sales in the applicable month of the loss period, we arrive at a shortfall in gasoline sales of \$1,237,448.

Merchandise Sales

31. We have projected revenues to be equal to monthly sales in the same month in 2021. Subtracting actual sales, we arrive at a shortfall of \$38,998 (Schedule 1).

Contribution Margin Rates

32. The contribution margin rate represents the incremental profit that would have been associated with each dollar of lost revenue, after factoring in the saved costs (e.g. the cost of fuel and merchandise) that would have been required to earn the lost revenue.
33. Using the financial statement for the fiscal year ended December 31, 2021, we calculate a contribution margin rate of 6.53% (Schedule 2).

Profits Losses

34. We have calculated the profits losses at Schedule 1.
35. Applying the applicable contribution margin rate to the total sales shortfall, we arrived at total contribution margin losses of \$83,349.
36. Given that the Location continued to operate throughout the loss period, we assumed that any saved expenses would be immaterial, and therefore have not considered them in our calculation.

⁷ StatsCan Table 23-10-0066-01

Summary

37. Subject to the to the assumptions, restrictions and qualifications set out in this report, we calculate losses ranging of **\$83,349** (Schedule 1).

Table 1

Summary of Loss	
Description	Amount
Gas Sales Shortfall	\$ 1,237,448
Merchandise Sales Shortfall	38,998
Total Sales Shortfall	<u>\$ 1,276,446</u>
Contribution Margin	<u>6.53%</u>
Profits Loss	<u>\$ 83,349</u>

E. SCOPE, ASSUMPTIONS AND RESTRICTIONS

Scope of Review

38. In arriving at our findings, we have reviewed and considered the following documentation:
- a) Financial statements of 2525416 Ontario Inc. for the fiscal years ended December 31, 2017 to 2022
 - b) Elmira monthly sales summary for January 2020 to September 2023
 - c) Customer Sales Statement: 005025 Esso Elmira - From Jan 01, 2020 to Dec 31, 2022
 - d) Sales drop analysis for March to June 2022
 - e) Appraisal of land as of June 28, 2022 by Musso Appraisals Inc.
 - f) Notice of Construction from the Region of Waterloo, dated March 28, 2022
 - g) Gas sales by liter for January 2020 to September 2023
 - h) Photos of the construction
 - i) Publicly available information, as referenced in the footnotes of this report
39. We have been provided with access to Elmira Esso's management and external accountant.

Assumptions

40. This report is based on various assumptions as set out throughout the report and accompanying schedules. We have assumed that the financial information provided to us by Elmira Esso is materially accurate and would not change if subjected to an audit.

Restrictions and Qualifications

41. This report, and our files related thereto, are not intended for general circulation or publication, and are not to be reproduced or shared for any purpose other than as outlined above (or as otherwise required by law or a relevant professional body). We will not assume any responsibility or liability for losses occasioned to you or any other party as a result of the circulation, publication, reproduction or use of this report contrary to the provisions in this paragraph.
42. Nothing contained in this report is to be construed as a legal opinion or interpretation.

43. The comments and conclusions expressed herein must be read within the context of the entire report. Selecting specific comments or conclusions outside of their context is not appropriate and may be misleading.

Index of Schedules and Appendices

Elmira Esso – Expropriation

SCHEDULE

- 1 Summary of Losses
- 2 Calculation of Contribution Margin
- 3 Analysis of Average Monthly Price
- 4 Summary of Monthly Sales

APPENDIX

- A Summary of Balance Sheet - 2525416 Ontario Inc.
- B Summary of Operating Statement - 2525416 Ontario Inc.

Summary of Losses

Elmira Esso – Expropriation

Month	Gasoline						Merchandise			Revenue Shortfall - Total	Lost Profit on Lost Revenue	Cumul
	Quantity (Litres)				Amount		Amount					
	Base Period (Sch 3)	Projected	Actual (Sch 3)	Shortfall	Price (Sch 3)	Shortfall	Projected (Sch 4)	Actual (Sch 4)	Shortfall			
Growth Rate (Note 1)	11.55%											
Rate of Contribution Margin (Sch 2)										6.53%		
April 2022	101,485	113,203	44,931	68,273	\$ 1.59	\$ 108,307	\$ 9,600	\$ 5,653	\$ 3,947	\$ 112,253	\$ 7,330	\$ 7,330
May	100,485	112,088	96,347	15,741	1.76	27,777	11,442	12,745	(1,303)	26,473	1,729	9,059
June	108,619	121,161	34,815	86,346	1.86	160,585	12,649	7,225	5,424	166,009	10,840	19,899
July	114,793	128,047	22,165	105,882	1.79	189,468	13,590	6,760	6,830	196,298	12,818	32,716
August	113,338	126,425	25,463	100,962	1.55	156,838	12,141	6,101	6,041	162,878	10,636	43,352
September	105,255	117,408	19,804	97,605	1.51	147,711	12,330	4,984	7,346	155,058	10,125	53,477
October	108,633	121,176	26,746	94,430	1.55	146,337	11,524	5,536	5,987	152,324	9,946	63,423
November	109,476	122,116	65,746	56,370	1.55	87,370	10,012	7,219	2,794	90,164	5,888	69,311
December	97,271	108,503	79,587	28,916	1.35	38,908	10,970	9,355	1,615	40,523	2,646	71,957
Subtotal	959,355	1,070,128	415,603	654,525	1.62	1,063,301	104,259	65,578	38,681	1,101,982	71,957	
June 2023	108,619	121,161	113,239	7,921	1.42	11,211	12,649	14,709	(2,060)	9,151	598	72,555
July	114,793	128,047	89,044	39,004	1.44	56,167	13,590	13,780	(190)	55,977	3,655	76,210
August	113,338	126,425	85,676	40,749	1.51	61,542	12,141	11,459	682	62,224	4,063	80,273
September	105,255	117,408	87,064	30,344	1.49	45,227	12,330	10,445	1,885	47,112	3,076	83,349
Subtotal	442,004	493,041	375,023	118,019	1.48	174,147	50,711	50,393	318	174,464	11,392	
Total	1,401,359	1,563,169	790,626	772,544		\$ 1,237,448	\$ 154,969	\$ 115,971	\$ 38,998	\$ 1,276,446	\$ 83,349	

Note 1: Based on growth in net sales of gasoline in Ontario from 2021 to 2022, per StatsCan 23-10-0066-01

Calculation of Contribution Margin

Elmira Esso – Expropriation

Description	FYE Dec 31/21		Contribution Margin	
	Amount	%	Amount	%
	(App B)			
Revenues				
Sales	\$ 1,616,606	96.42%	\$ 1,616,606	100.00%
Commissions	14,607	0.87%		
Rental Income	45,473	2.71%		
	<u>1,676,686</u>	<u>100.00%</u>		
Cost of Sales				
Opening Inventory	87,525	5.22%		
Purchases	1,483,205	88.46%		
Closing Inventory	<u>(68,725)</u>	<u>-4.10%</u>		
	<u>1,502,005</u>	<u>89.58%</u>	1,502,005	92.91%
Gross Margin	<u>174,681</u>	<u>10.42%</u>		
Other Income	<u>30,000</u>	<u>1.79%</u>		
Total Contribution Margin	<u>204,681</u>	<u>12.21%</u>		
Expenses				
Amortizations and Depreciation	81,053	4.83%		
Bank Charges	2,021	0.12%		
Automobile	2,847	0.17%		
Dues and Subscriptions	2,208	0.13%		
Insurance	10,702	0.64%		
Mortgage Interest	34,461	2.06%		
Merchant Account Fees	9,376	0.56%	9,040	0.56%
Office and General	557	0.03%		
Professional Fees	4,583	0.27%		
Property Taxes	14,026	0.84%		
Repairs and Maintenance	3,326	0.20%		
Salaries and Wages	11,856	0.71%		
Telephone	1,901	0.11%		
Utilities	<u>1,461</u>	<u>0.09%</u>		
Total Expense	<u>180,378</u>	<u>10.76%</u>		
Net Income (Loss) for the Period	<u>\$ 24,303</u>	<u>1.45%</u>		
Contribution Margin Rate			<u>\$ 105,561</u>	<u>6.53%</u>
				To Sch 1

Summary of Monthly Sales

Elmira Esso – Expropriation

Month	Sales				
	2020				
	Gasoline	Merchandise	Commissions	Rental Income	Total
January	\$ 111,948	\$ 6,170	\$ 408	\$ 3,849	\$ 122,375
February	92,949	5,355	199	3,812	102,314
March	57,315	5,952	227	3,812	67,307
April	43,370	6,390	254	3,812	53,826
May	79,528	8,659	340	3,812	92,340
June	97,345	9,735	275	3,812	111,167
July	102,584	11,132	208	3,812	117,736
August	99,009	10,448	501	3,855	113,814
September	95,204	9,480	439	3,855	108,978
October	108,687	9,836	534	3,855	122,912
November	99,501	9,507	572	3,855	113,435
December	88,449	7,841	598	3,855	100,743
Total	\$ 1,075,888	\$ 100,505	\$ 4,555	\$ 45,998	\$ 1,226,946
	To Sch 3				

Source: Elmira monthly sales
summary for January
2020 to September 2023

Analysis of Average Monthly Price

Elmira Esso – Expropriation

Month	Sales (Sch 4)	Volume Sold (L)	Average Price
Jan-20	\$ 111,948	106,924	\$ 1.05
Feb-20	92,949	93,099	1.00
Mar-20	57,315	65,788	0.87
Apr-20	43,370	60,474	0.72
May-20	79,528	97,719	0.81
Jun-20	97,345	107,904	0.90
Jul-20	102,584	109,098	0.94
Aug-20	99,009	105,695	0.94
Sep-20	95,204	103,761	0.92
Oct-20	108,687	121,496	0.89
Nov-20	99,501	111,871	0.89
Dec-20	88,449	95,402	0.93
Jan-21	90,127	91,383	0.99
Feb-21	98,035	107,395	0.91
Mar-21	118,619	92,848	1.28
Apr-21	113,856	101,485	1.12
May-21	116,724	100,485	1.16
Jun-21	128,658	108,619	1.18
Jul-21	139,779	114,793	1.22
Aug-21	149,085	113,338	1.32
Sep-21	130,553	105,255	1.24
Oct-21	141,743	108,633	1.30
Nov-21	141,743	109,476	1.29
Dec-21	120,229	97,271	1.24
Jan-22	131,141	102,993	1.27
Feb-22	160,676	114,542	1.40
Mar-22	177,678	113,590	1.56
Apr-22	71,277	44,931	1.59
May-22	170,015	96,347	1.76
Jun-22	64,749	34,815	1.86
Jul-22	39,663	22,165	1.79
Aug-22	39,555	25,463	1.55
Sep-22	29,970	19,804	1.51
Oct-22	41,448	26,746	1.55
Nov-22	101,903	65,746	1.55
Dec-22	107,088	79,587	1.35
Jan-23	127,200	92,098	1.38
Feb-23	120,915	91,059	1.33
Mar-23	146,682	111,493	1.32
Apr-23	159,613	113,864	1.40
May-23	193,665	139,239	1.39
Jun-23	160,264	113,239	1.42
Jul-23	128,225	89,044	1.44
Aug-23	129,391	85,676	1.51
Sep-23	129,769	87,064	1.49
Loss	<u>\$ 4,995,924</u>	<u>\$ 4,099,716</u>	To Sch 1
		To Sch 1	

Source: Monthly gas sales by litre for January 2020 to September 2023

Summary of Operating Statement - 2525416 Ontario Inc.
 Elmira Esso – Expropriation

Description	FYE December 31,					
	2017	2018	2019	2020	2021	2022
Litres Sold		1,142,160	1,387,627	1,179,232	1,250,980	746,728
Average Gas Price Per Litre in Toronto per StatsCan		\$ 1.27	\$ 1.17	\$ 1.00	\$ 1.32	\$ 1.68
Revenues						
Sales	\$ 1,208,706	\$ 1,311,516	\$ 1,550,300	\$ 1,176,129	\$ 1,616,606	\$ 1,240,051
Commissions	1,625	2,547	3,731	5,068	14,607	13,452
Rental Income	30,000	30,000	48,627	45,386	45,473	44,503
	1,240,331	1,344,063	1,602,658	1,226,583	1,676,686	1,298,006
Cost of Sales						
Opening Inventory	43,239	59,250	85,250	96,250	87,525	68,725
Purchases	1,081,721	1,217,511	1,464,295	1,073,881	1,483,205	1,177,541
Closing Inventory	(59,250)	(85,250)	(96,250)	(87,525)	(68,725)	(70,250)
	1,065,710	1,191,511	1,453,295	1,082,606	1,502,005	1,176,016
Gross Margin	174,621	152,552	149,363	143,977	174,681	121,990
Other Income	-	-	-	10,000	30,000	-
Total Gross Margin	174,621	152,552	149,363	153,977	204,681	121,990
Expenses						
Amortization and Depreciation	168,129	140,690	118,513	95,787	81,053	69,509
Bank Charges	1,752	2,140	2,664	1,906	2,021	2,202
Automobile	-	2,622	4,284	2,698	2,847	3,560
Dues and Subscriptions	490	702	1,471	817	2,208	2,863
Insurance	4,133	8,873	9,154	8,684	10,702	7,935
Mortgage Interest	52,666	58,263	53,669	47,313	34,461	41,188
Merchant Account Fees	14,804	11,107	14,158	10,216	9,376	3,965
Non deductible Interest	-	-	-	313	-	-
Office and General	480	2,370	990	666	557	1,076
Professional Fees	4,116	3,272	3,928	2,555	4,583	3,514
Property Taxes	12,107	12,831	13,279	21,224	14,026	14,319
Repairs and Maintenance	2,661	11,558	5,467	1,728	3,326	593
Salaries and Wages	-	3,201	6,345	16,348	11,856	10,855
Telephone	1,943	3,223	2,948	2,463	1,901	2,581
Utilities	5,395	2,358	2,677	4,348	1,461	2,535
Total Expense	268,676	263,210	239,547	217,066	180,378	166,695
Net Income (Loss) for the Period	(94,055)	(110,658)	(90,184)	(63,089)	24,303	(44,705)
Retained Earnings (Deficit): Beginning of the Year	(8,592)	(102,647)	(213,305)	(303,489)	(366,578)	(342,275)
Retained Earnings (Deficit): End of the Year	\$ (102,647)	\$ (213,305)	\$ (303,489)	\$ (366,578)	\$ (342,275)	\$ (386,980)

To Sch 2

Sources: Financial statements of 2525416 Ontario Inc. for the fiscal year ended December 31, 2017 to 2022
 Statistics Canada. Table 18-10-0001-01 Monthly average retail prices for gasoline and fuel oil, by geography

Summary of Balance Sheet - 2525416 Ontario Inc.
 Elmira Esso – Expropriation

Description	FYE December 31,						Comments
	2017	2018	2019	2020	2021	2022	
Assets							
Current							
Bank	\$ 28,033	\$ 10,852	\$ 10,655	\$ 12,995	\$ 38,893	\$ 12,037	
Inventory	59,250	85,250	96,250	87,525	68,725	70,250	
Prepaid Expenses	210	2,267	770	398	1,761	5,936	
Prepaid Deposits	31,126	31,126	31,126	31,126	31,126	31,126	
Total Current Assets	118,619	129,495	138,801	132,044	140,505	119,349	
Fixed							
Land	385,828	385,828	385,828	385,828	385,828	385,828	Note 1
Building	587,211	587,211	587,211	587,211	587,211	587,211	
Accumulated Amortization	(23,488)	(46,037)	(67,684)	(88,465)	(108,415)	(127,567)	
	563,723	541,174	519,527	498,746	478,796	459,644	
Machinery Equipment, Furniture & Fixture	650,000	650,000	650,000	650,000	650,000	650,000	
Accumulated Amortization	(130,000)	(234,000)	(317,200)	(383,760)	(437,008)	(479,606)	
	520,000	416,000	332,800	266,240	212,992	170,394	
Total Fixed Assets	1,469,551	1,343,002	1,238,155	1,150,814	1,077,616	1,015,866	
Other							
Financing Fees (Net of Amortization)	18,562	13,921	9,280	4,639	-	-	Note 2
Goodwill (Net of Amortization)	190,000	180,500	171,475	163,029	155,174	147,415	
Incorporation Costs	1,422	1,422	1,422	1,422	1,422	1,422	
Total Other Assets	209,984	195,843	182,177	169,090	156,596	148,837	
Total Assets	\$ 1,798,154	\$ 1,668,340	\$ 1,559,133	\$ 1,451,948	\$ 1,374,717	\$ 1,284,052	
Liabilities And Equity							
Current							
Accounts Payable	\$ 38,159	\$ 12,265	64,814	15,559	12,202	60,908	
Taxes Payable	9,679	2,615	6,881	3,040	19,927	31,462	
Line of Credit	5,000	80,000	82,000	100,000	90,000	75,000	
CEBA Loan	-	-	-	30,000	40,000	40,000	
Loans Payable	-	37,371	78,715	30,539	43,831	76,423	
Deposits Payable	1,291	1,291	1,291	2,291	2,291	9,891	
	54,129	133,542	233,501	181,429	208,251	293,684	
Long Term							
First Mortgage Payable	1,235,568	1,123,999	1,007,622	945,458	814,102	683,728	
Shareholders Advances	610,104	623,104	620,499	690,639	693,639	692,620	
Total Liabilities	1,899,801	1,880,645	1,861,622	1,817,526	1,715,992	1,670,032	
Shareholders Equity							
Share Capital	1,000	1,000	1,000	1,000	1,000	1,000	
Retained Earnings (Deficit)	(102,647)	(213,305)	(303,489)	(366,578)	(342,275)	(386,980)	
Total Shareholders Equity	(101,647)	(212,305)	(302,489)	(365,578)	(341,275)	(385,980)	
Total Liabilities & Shareholders' Equity	\$ 1,798,154	\$ 1,668,340	\$ 1,559,133	\$ 1,451,948	\$ 1,374,717	\$ 1,284,052	

Note 1: Fixed Assets are stated cost and Amortization is based on the estimated useful life of the assets that are provided as follows:
 Building 4% Declining Balance; Machinery and Equipment 20% Declining Balance

Note 2: Financing Fees are amortized at a straight line basis over 5 year. Goodwill is amortized at 5% Declining Balance.

Source: Financial statements of 2525416 Ontario Inc. for the fiscal years ended December 31, 2017 to 2022

Summary of Monthly Sales

Elmira Esso – Expropriation

Month	Sales				
	2023				
	Gasoline	Merchandise	Commissions	Rental Income	Total
January	\$ 127,200	\$ 9,559	\$ 1,046	\$ 3,855	\$ 141,661
February	120,915	8,439	865	3,855	134,074
March	146,682	9,975	957	3,855	161,469
April	159,613	14,181	648	3,855	178,298
May	193,665	18,725	722	3,855	216,968
June	160,264	14,709	631	3,855	179,460
July	128,225	13,780	383	3,855	146,244
August	129,391	11,459	651	3,855	145,356
September	129,769	10,445	386	3,855	144,456
October					-
November					-
December					-
Total	\$ 1,295,725	\$ 111,272	\$ 6,290	\$ 34,699	\$ 1,447,985
	To Sch 3	To Sch 1			

Source: Elmira monthly sales
summary for January
2020 to September 2023

Summary of Monthly Sales

Elmira Esso – Expropriation

Month	Sales				
	2022				
	Gasoline	Merchandise	Commissions	Rental Income	Total
January	\$ 131,141	\$ 9,756	\$ 955	\$ 3,709	\$ 145,561
February	160,676	9,718	1,001	3,709	175,103
March	177,678	11,928	2,400	3,709	195,715
April	71,277	5,653	2,109	3,709	82,749
May	170,015	12,745	2,404	3,709	188,873
June	64,749	7,225	1,012	3,709	76,695
July	39,663	6,760	626	3,709	50,757
August	39,555	6,101	509	3,709	49,873
September	29,970	4,984	861	3,709	39,523
October	41,448	5,536	499	3,709	51,192
November	101,903	7,219	678	3,709	113,508
December	107,088	9,355	856	3,709	121,008
Total	\$ 1,135,161	\$ 96,980	\$ 13,910	\$ 44,505	\$ 1,290,556
	To Sch 3	To Sch 1			

Source: Elmira monthly sales
summary for January
2020 to September 2023

Summary of Monthly Sales

Elmira Esso – Expropriation

Month	Sales				
	2021				
	Gasoline	Merchandise	Commissions	Rental Income	Total
January	\$ 90,127	\$ 7,856	\$ 881	\$ 3,855	\$ 102,720
February	98,035	7,417	1,030	3,855	110,337
March	118,619	8,973	1,175	3,855	132,621
April	113,856	9,600	1,707	4,009	129,171
May	116,724	11,442	1,221	3,787	133,174
June	128,658	12,649	1,519	3,787	146,614
July	139,779	13,590	1,245	3,707	158,322
August	149,085	12,141	1,284	3,707	166,218
September	130,553	12,330	1,079	3,707	147,669
October	141,743	11,524	956	3,707	157,929
November	141,743	10,012	831	3,707	156,293
December	120,229	10,970	836	3,707	135,743
Total	\$ 1,489,150	\$ 128,504	\$ 13,763	\$ 45,393	\$ 1,676,809
	To Sch 3	To Sch 1			

Source: Elmira monthly sales
summary for January
2020 to September 2023



Financial Services Staff Report

Report Number:	F17-2024
Report Title:	Property Tax Exemption for Affordable Housing
Author:	Teresa Armstrong
Meeting Type:	Committee of the Whole Meeting
Meeting Date:	December 3, 2024
eDocs or File ID:	128505
Consent Item:	No
Final Version:	Yes
Reviewed By:	Colm Lynn, Director of Finance
Final Review:	Chief Administrative Officer

Recommendation:

That the Council of the Township of Woolwich, considering Report F17-2024 respecting Property Tax Exemption for Affordable Housing:

1. Support participation in the Region of Waterloo's property tax exemption program for Roll number 30-29-010-001-25000-0000 by providing a property tax exemption for the Township's portion of the levy for a period of 20 years starting in 2025.
2. Adopt the attached By-law to provide Property Tax Exemption for Roll Number 30-29-010-001-25000-0000

Background:

The Region of Waterloo recently established a program to provide a property tax exemption to certain affordable housing providers. The Region has requested that the area municipalities participate in this program by providing an exemption for their portion of taxes on eligible properties.

On March 5, 2024, the Regional Municipality of Waterloo approved the creation of a property tax exemption program for qualifying affordable housing providers. The main purpose of program is to incentivize the creation of new affordable housing units and to prevent existing affordable housing units from reverting to full market rent upon expiry of existing long-term agreements with the Region.

Through the Regional by-law, only the Region and the Education portion of the levy is exempt. The Township's portion of the levy can only be exempt if the Township as a

lower tier, chooses to participate in the program and passes a by-law to that extent. It is also important to highlight that the Township's portion of the levy is approximately 28% of the total property taxes with the Region and Education share being 64% and 8% respectively on a property classified as multi-residential.

Staff have reviewed the Region's program and have identified only one property in the Township that meets the eligibility criteria. This property is owned by a not-for-profit organization, has rent at or below 80% of Average Market Rent and has 30% of the residential units designated for affordable rent. This property has applied to the Region and has been approved internally for the tax exemption of the regional and education portion of taxes.

Staff are recommending that Council support a property tax exemption for this property as this would preserve long term affordable housing for their low-to-moderate income tenants. This program may also provide an incentive for future growth of new affordable housing units in the Township of Woolwich.

It is recommended that Council support participation in the Region's property tax exemption on an application basis for a period of 20 years starting in 2025. This will allow the Township to provide property tax relief to not-for-profit and co-operatives who operate affordable housing units. Further, it will allow staff an opportunity to assess each application based on the following:

- The outcome of the exemption in the first year of the program
- The potential tax shifts/increases an exemption may create for other tax-paying properties
- The level of interest from for-profit developers for this affordable housing incentive and potential to include them in the program.
- The appropriate duration of a property tax exemption program and potential sunset provisions.

The recommendation of approving a specific roll number (case by case) limits the blanket approval of all applications. Regardless of the Township's approval applicants would still get relief from the Regional and Educational portion of the property tax levy which forms the largest portion of the tax burden. It is expected that after the first full year of implementation, staff will be able assess the program's effectiveness and make further recommendations related to the Township's increased participation in the Regional program.

Comments:

Affordable housing remains a significant challenge to many residents in the community. As rents continue to rise, providers of affordable housing units have a crucial role to play in addressing the issue of developing and managing housing units which are accessible to low to moderate individuals and families.

By implementing a property tax exemption that aligns with the Region of Waterloo, qualifying property owners will have financial assistance needed to provide affordable housing. Property tax is a major expense for property owners which may deter owners from offering affordable housing.

This report considers the implementation of a property tax exemption for affordable housing with details on the following:

- Relevant legislation
- Overview of the Region of Waterloo program
- Other considerations

Relevant legislation

There are two pathways where a provider of affordable housing may be considered for a property tax exemption under legislation. The Assessment Act and the Municipal Act, 2001 have provisions for a property owner who provides affordable housing to qualify for a property tax exemption.

Under the Assessment Act, the Municipal Property Assessment Corporation (MPAC) may provide a tax exemption for any charitable, non-profit philanthropic corporation organized for the relief of the poor if the corporation is supported in part by public funds. There are properties in the multi-residential, new multi-residential class which currently qualify and receive this exemption based on MPAC's assessment.

To qualify for a property tax exemption under the Assessment Act, applicants must meet certain criteria including:

- Being the owners of the property
- The land must be used and occupied by a charitable, not-for-profit philanthropic corporation
- The charitable, not-for-profit philanthropic corporation must be organized for the relief of the poor and supported in part by public funds.

The onus to apply and request an exemption under this legislation is on the property owner. MPAC will review the application and has several documentation requirements to be provided and completed by the property owner to ensure the spirit of the legislation has been met before approval for a property tax exemption is granted. The entire process can take between 6-12 months.

Section 110(6) of the Municipal Act, 2001, permits municipalities to enter into Municipal Capital Facilities Agreements with not-for-profit and for-profit developers to provide incentives in exchange for affordable housing. These incentives may include loans, use of property, reduction/exemption of development charges or property taxes.

In a two-tier system, the lower tier is required to pass a by-law exempting the Township's portion of the property taxes if it wishes to participate in the Regional program.

MPAC has indicated that applications under this legislation will also require their oversight with estimated timelines of between 6-12 months per applicant to get to the approval stage.

Overview of the Region of Waterloo's Program

The Region of Waterloo, through the implementation of a property tax exemption policy for affordable housing units is seeking to:

1. Provide incentives for the creation of affordable housing units
2. Prevent the loss of existing affordable housing units. Between 2001 and 2020, twenty-one buildings were developed by private developers who received capital grants in exchange for providing some affordable housing units within their buildings for a term between 20 to 25 years. These agreements are expiring and therefore there is concern that these affordable units will flip to market rate if further incentives are not provided; and,
3. Create an additional incentive tool to improve the affordable housing stock in the Region.

The Regional program requires qualified providers of affordable housing units (for-profit, not-for-profit and co-operative housing providers) to commit to maintaining affordable housing units for a period of up to 60 years (minimum 20 years depending on the useful life of building) to receive the property tax exemption. The application intake process for this program was initiated in June 2024. It is expected that many of the not-for-profit and co-operative providers of affordable housing will apply for this program. It is unknown at this time whether the for-profit sector will be interested in committing to a 60-year period. Assessment and applicant eligibility will need to be reviewed by MPAC which could take up to one year before an applicant is approved for a tax exemption under this program.

Eligibility criteria to participate in the Region's program includes but is not limited to

1. Affordable rental housing represents a minimum of 30% of the total residential units in a building (with six or more units).
2. Affordability means rents at or below 80% of Average Market Rate (AMR) in the Kitchener-Waterloo-Cambridge Census Metropolitan Area (CMA).
3. Affordable rents must be provided for a term of 60 years or the remaining useful life of the building (minimum 20 years).

Interdepartmental Impacts:

None

Financial Impacts:

Implementing a property tax exemption for affordable housing properties will have no impact on the Township's total property tax levy revenue. However, this tax exemption will result in a shift of tax burden on to all other property tax classes resulting in slightly higher tax rates for all taxable classes, including residential, multi-residential, new multi-residential, commercial and industrial. The exact amount of the tax shift is unknown currently as it is dependant on the number of properties that apply and are approved under this program. The tax shift based on 2024 taxes for roll number 30-29-010-001-25000-0000 would be approximately \$11,500.00.

Community Strategic Plan Impacts:

- Cultivate long-term economic prosperity: *We will carefully navigate the planning and development of our communities through phased and managed growth that supports economic sustainability and community well-being by providing tax exemptions to affordable housing units.*

Conclusion:

Staff identified one property in the Township that would potentially qualify for the property tax exemption. Roll number 30-29-010-001-25000-0000 meets the eligibility criteria for the Region of Waterloo affordable housing tax exemption program and staff are recommending providing a property tax exemption for the Township's portion of the levy to for a period of 20 years starting in 2025.

Further, it is recommended that Council support participation in the Region's property tax exemption program on an application basis. This will allow the Township to assess the merits of each application to determine if it supports the broader affordable housing goals and potential financial impacts.

Attachments:

1. Attachment A - Region of Waterloo Affordable Housing Policy and Program Incentives
2. Attachment B - Property Tax Exemption for Affordable Housing By-law

Report: CSD-HOU-24-004

Region of Waterloo
Community Services
Housing Services

To: Community and Health Services Committee
Meeting Date: March 5, 2024
Report Title: Property Tax Exemption for Affordable Housing

1. Recommendation

That the Regional Municipality of Waterloo take the following action with respect to the creation of a Property Tax Exemption Program for Affordable Housing as set out in report CSD-HOU-24-004 dated March 5, 2024:

- a) Repeal By-law Number 02-035, attached as Appendix “A”, and replace with By-Law Number 24-***, attached as Appendix “B” for the purposes of updating the by-law to allow Council to exempt regional and education property taxes for municipal housing facilities and also for general house-keeping amendments, which has been prepared in a form satisfactory to the Regional Solicitor;
- b) Approve the Property Tax Exemption for Affordable Housing Program (“Program”) and guidelines for applications made to the Region for properties eligible for the Program attached as Appendix “C”;
- c) Authorize the Commissioner of Community Services to negotiate and execute on behalf of the Region, agreements with housing providers for the Program, to the satisfaction of the Regional Solicitor;
- d) Direct staff to:
 - a. Develop an application process with intake occurring in Q2 of 2024 for the 2025 taxation year;
 - b. Review the uptake and application of the Program to determine property tax impacts due to class shifts, communicating these in advance of 2025 budget process;
- e) Direct staff to work with interested area municipalities within Waterloo Region to exempt the lower tier portion of property taxes for eligible properties under the Program; and
- f) Advocate to the Government of Ontario to amend eligibility for the Ontario Trillium Benefit to allow Ontario residents living in housing deemed affordable by the municipality where the resident resides, to access property tax credits through the Ontario Trillium Benefit, irrespective of property tax exemption.

2. Purpose / Issue:

To recommend the use of property tax exemptions provided through an updated Municipal Housing Facilities by-law as a policy incentive for incentivizing new affordable housing, financial sustainability for existing community housing, and preserving existing affordable housing.

3. Strategic Plan:

This report addresses Strategic Priority 1: Homes for All, by moving to create affordable, accessible, and equitable housing by increasing access to affordable homes that cost less than 30% of household income across the region and investing in upstream solutions to reduce housing and economic precarity by focusing on preventative interventions.

4. Report Highlights:

- Under Section 110(6) of the Municipal Act, municipalities may enter into agreements with housing providers and developers that meet certain criteria as set out in a by-law. Through these agreements, the Region can provide, among other things, a property tax exemption for the Regional and School Board portion of property taxes for units deemed affordable in accordance with the Region's applicable by-law. In a two-tiered municipal structure, Section 110(9) of the Municipal Act allows an area municipality to exempt its portion of property taxes at its discretion.
- By providing property tax exemptions to affordable housing providers the economic viability and financial sustainability of providing affordable housing is improved. Reduced operating costs decrease pressure to increase rents to cover costs, making it possible to offer a lower than market rent for low-to moderate-income tenants.
- Types of properties targeted for this incentive program include:
 - Current affordable housing providers that have capital funding agreements that have or are beginning to expire.
 - Non-profit and Cooperative providers subject to the *Housing Services Act, 2011* who have or are beginning to reach the end of mortgage or operating agreement.
 - Lower rent units typically found in older buildings with long-term tenants. These 'naturally occurring' units are more likely to have rents that meet the criteria of affordable as set out in the program and the Region would like to bring these units into the BBF initiative.
 - New developments where a portion of the units could be designated as affordable.
- While the total tax levy collected is not impacted, this policy will reduce taxable assessment and property tax levies that would otherwise be collected from the

exempt class are shifted to all other property classes resulting in slightly higher tax rates for all taxable classes, including residential, multi-residential, new multi-residential, commercial and industrial. As Education tax rates are set provincially, these do not shift with changes in the assessment base. As a result, the education portion of property taxes that would otherwise be collected from exempted properties represents reduced revenue for the School Board(s) within the boundary of the impacted assessment base.

- Exempting property taxes can result in a negative impact for tenants who apply for and receive the Ontario Trillium benefit, as in accordance with Canada Revenue Agency rules, tenants of properties that are exempt from property taxes are not eligible for this benefit.

5. Background:

Staff provided Council with information on the potential use of property tax exemption for affordable housing in staff report COR-CFN-22-15/CSD-HOU-22-12 Property Tax Policy Update dated May 10, 2022, which described the need for further review of the tax treatment of rental properties in light of the current housing affordability crisis. Property tax exemption provides an avenue that incentivizes the preservation and the addition of affordable housing units within Waterloo Region. It also provides a pathway outside of development to bring forward long-term affordable housing units under the Building Better Futures (BBF) initiative, through which the Region commits to creating 2500 affordable housing units by 2026.

Between the years of 2001 to 2020, 21 buildings were developed by private developers who received Regional capital grants in exchange for providing some affordable units within their buildings for a term of 20 to 25 years. These agreements are beginning to expire; meaning the current affordability of these units is likely to be lost once the existing tenants move out. By entering into an agreement with the property owners of these units, the Region is able to provide a property tax exemption for these units in exchange for maintaining them as affordable, beyond the term set in the expiring agreement. Property tax exemption is also a tool for supporting existing community housing providers under the *Housing Services Act, 2011* in achieving financial sustainability and maintaining these units as a part of the affordable housing stock beyond the end of mortgage or operating agreements.

Property tax exemptions can increase the economic viability of purpose-built affordable rental housing and provide an opportunity for new developments to stack incentives for affordable housing from the Region and other sources such as Canada Mortgage and Housing Corporation (CMHC). As such, this incentive can work in tandem with existing Regional, Federal, and Provincial affordable housing programs. Affordable housing development in receipt of a Regional capital grant for affordable housing can stack this incentive with a property tax exemption by entering into a municipal housing facilities agreement. In this case, the term length of 60 years would apply to the affordable units

in receipt of the property tax exemption, thereby extending the length of affordability for units developed through a capital grant and potentially incenting developers to add more affordable units to meet the Property Tax Exemption for Affordable Housing Program requirements (Appendix C).

“Naturally occurring” affordable housing units primarily exist in older buildings with long-term tenants. In Waterloo Region, the average market rent (AMR) for buildings with pre-1990 construction dates is lower than the rest of the market. Incentivizing landlords to preserve “naturally occurring” affordable housing is an avenue outside of development, which is often timely and costly, for increasing the number of affordable units in Waterloo Region. Further, it can prevent the loss of this form of affordability in the private market and de-incentivize tenant displacement through “renoviction,” as rent increases between tenancies become regulated by the affordability set in the Program, instead of what the market will bear.

While property tax exemption is a tool that benefits landlords and incentivizes the development and preservation of affordable housing, tenants of a tax-exempt property become ineligible for refundable property tax and energy credits through the Ontario Trillium Benefit (OTB), a program designed to help low-to-moderate-income Ontario residents. The OTB program is legislated and funded by the Province of Ontario and the Canada Revenue Agency (CRA) administers this program on behalf of the Province. It is CRA’s position that tenants within a tax-exempt property are not eligible for the OTB. It is estimated that tenants who would otherwise be eligible for the OTB refundable tax credit receive a maximum benefit of approximately \$420 to \$800 per year.

Other municipalities that have implemented property tax exemptions through municipal housing facilities by-laws include Toronto, Ottawa, Hamilton, Chatham-Kent, and Wellington County.

6. Communication and Engagement with Area Municipalities and the Public

Area Municipalities: Through an Intra-municipal Affordable Housing Incentives Working Group (“Working Group”), Region staff work with area municipalities towards the creation of affordable housing, including the implementation of innovative housing solutions that meet the needs of diverse populations across the Waterloo Region. Area municipalities through the Working Group and the Waterloo Area Municipal Treasurers are aware of this report to Council and have been given the report and Program to provide comment and feedback. Both groups were informed of the creation of the Program in fall 2023, with further discussion about the Program occurring in 2024. In a two-tiered municipal structure, the creation of a Regional Program is a first step for using property tax exemption as an affordable housing incentive, as it enables area municipalities the choice to participate through a common program. It remains the area municipalities' right to decide on participation in the common use of property tax exemption as an incentive.

Public: Development of the Plan to End Chronic Homelessness continues with Lived Experts through the Social Development Centre's Prototyping project and with Co-creators who consist of service providers and advocates. Communication with Co-creators provided insight into the need for preventing entrances into homelessness caused by loss and/or lack of housing affordability and informed the creation of the Program.

The Centre for Community Housing Engagement, Excellence, and Resiliency (CHEER) is a group of community housing providers and representatives formed to provide guidance on the End of Mortgage. In December 2023, staff engaged with CHEER who provided feedback and insights into property tax exemption for both the existing pathway for Non-profits provided through the Assessment Act through Provincial legislation and the proposed pathway through a municipal housing facilities by-law.

In September 2023, staff provided an update to Council on the work of the Working Group, including the results of a survey that identifies local constraints for affordable housing development from the perspectives of developers and area municipal staff (CSD-HOU-23-026). Some of the identified constraints are as follows (see Appendix D for the full results of the survey):

- Gap between what tenants can afford to pay and the cost of development;
- Lack of municipal tools to guarantee affordable housing stays affordable;
- Municipal requirements and restrictions due to legislative-mandated guidelines and processes;
- Some programs are only open to non-profits; and
- Public sector programming is not flexible to respond to rapidly changing markets.

These constraints informed the considered use of property tax exemption as a policy incentive for affordable housing in Waterloo Region. In addition to these constraints, survey respondents also identified property tax exemption as an incentive for developing affordable housing.

7. Financial Implications:

Tax exemptions provided through a municipal housing facilities agreement have no impact on the regional or lower tier property tax levy. Moving a property from a taxable status to an exempt status on the assessment roll impacts the overall amount of assessment upon which municipal taxes are levied. This results in a slightly lower level of net assessment growth in the year following the reclassification, as well as an in-year tax adjustment.

Staff have identified the following categories of properties that may be eligible to enter

into a municipal housing facilities agreement with the Region (note all figures are based on the 2023 assessment roll, tax ratios and tax rates):

- Properties that have an existing funding agreement with the Region or for which an agreement has recently expired – there are approximately 21 properties in this category, most of which are in the three cities. Existing agreements will expire over the 2025-2045 period, and in total, these properties represent approximately \$570,000 in regional taxes (approximately 0.15% of the Region's 2023 tax levy). Future assessment impacts will be dependent on how many of these properties choose to participate in the program.
- Non-profits and Cooperatives subject to *Housing Services Act, 2011* - there are approximately 117 properties in this category, almost all of which are in the three cities. Existing agreements will expire over the 2025-2030 period, and in total, these properties represent approximately \$3.5m in regional taxes (approximately 0.75% of the Region's 2023 tax levy). Future assessment impacts will be dependent on how many of these properties choose to participate in the program.
- Naturally occurring affordable housing – while the number of such units is unknown at this time, entering into municipal housing facility arrangements will assist the Region in achieving its Building Better Futures goals.
- New housing development – providing a tax exemption for new housing development will assist the Region in achieving its Building Better Futures goals. Eligible projects would be added to the roll as exempt rather than taxable, resulting in a slightly lower assessment growth in the year of occupancy and assessment.

Adjustments to the assessment roll will happen over a long period of time and it is anticipated that related tax impacts for properties that have current arrangements with the Region will be very minor in any given year. Determining assessment and tax impacts for naturally occurring and new properties is dependent on uptake and staff will report back to Council periodically on the impacts of this program as a whole.

Any area municipality that adopts a policy to exempt the lower tier portion of property taxes for eligible properties will also experience a slightly lower level of assessment growth. Staff will work with any area municipality that expresses an interest in participating to estimate the local impact.

Municipal housing facilities agreements would result in a reduced amount of education taxes collected for and provided to school boards from the Province. For properties that had previously entered into a funding agreement with the Region, entering into new agreements could result in a total reduction of approximately \$127,000 in property tax revenue for impact School Boards. Additionally, if all current Non-profit and Cooperative housing providers in the Region who are subject to the *Housing Services Act, 2011* were to enter into a municipal housing facility agreement with the Region, the foregone

revenue for School Boards would be approximately \$489,000.

8. Conclusion / Next Steps:

The intake process for the Program will take approximately a year as the following steps are completed: (1) application intake, (2) submission review, and (3) approval. Once Council approves the By-Law 24-***, staff will put an annual call out for applications from March to May. Staff will review the submissions and come back to Council by September with properties to exempt. Agreements will be entered into with the successful applicants, with program administration designed to require housing providers to attest to complying with all provisions of the agreement, including annual review by Regional staff to ensure rents remain affordable and new occupants meet income-tested eligibility requirements. Staff will then be in contact with the Municipal Property Assessment Corporation (MPAC) and area municipalities to ensure the appropriate Region and education portion of these property taxes are exempt for the term length set in the agreements. MPAC may take six to 12 months to review and implement property tax exemptions.

Staff will continue to engage with area municipalities to explore area municipalities exempting their portion of property taxes for affordable housing under the use of a common Program application process administered by the Region of Waterloo. This includes collaboration with the area municipalities on a timeline that works for them and supporting interested area municipalities in the creation of their own by-law. Regardless of this ongoing work with the area municipalities, the first step in the process is Regional approval of an updated by-law and implementation of the Program. The intent is to have the Program implemented for the 2025 taxation year.

9. Attachments:

Appendix A: By-law Number 02-035

Appendix B: By-law to Repeal By-law 02-034 (By-law 24-___)

Appendix C: Property Tax Exemption for Affordable Housing Program

Appendix D: Affordable Housing Incentive Survey Responses Summary

Prepared By: Skylar Niehaus, Social Planning Associate, Housing Services

Cheryl Braan, Director, Corporate Finance

Reviewed By: Ryan Pettipiere, Director, Housing Services

Approved By: Peter Sweeney, Commissioner, Community Services

Craig Dyer, Commissioner, Corporate Services and Chief Financial Officer

BY-LAW NUMBER 02-035

OF

THE REGIONAL MUNICIPALITY OF WATERLOO

A By-law of the Regional Municipality of Waterloo to provide
for municipal housing facilities.

WHEREAS the Regional Municipality is the service manager under the *Ontario Works Act*, 1997 and is authorized to operate and manage housing as well as establish, fund and administer programs for the provision of residential accommodation in its' service area under the *Social Housing Reform Act*, S.O. 2000, c.27;

AND WHEREAS subsection 210.1(2) of the *Municipal Act*, R.S.O. 1990, c. M.45, as amended, allows municipalities to enter into agreements for the provision of municipal capital facilities by any person;

AND WHEREAS Ontario Regulation 46/94, as amended by Ontario Regulation 189/01, made under the *Municipal Act* allows the council of a municipality to enter into an agreement under subsection 210.1(2) of the *Municipal Act* for the provision of a variety of enumerated classes of municipal capital facilities;

AND WHEREAS one of those enumerated classes is municipal housing project facilities;

AND WHEREAS the said Ontario Regulation 46/94, as amended, requires that before a By-law authorizing an agreement respecting municipal housing project facilities is entered into a municipal housing facilities By-law must be enacted, which must comply with requirements set out in that Regulation;

AND WHEREAS Council is of the opinion that making use of subsection 210.1(2) of the *Municipal Act* is a desirable means of increasing the supply of affordable housing by providing financial or other assistance at less than fair market value to private and non-profit housing providers on the criteria set out in this By-law;

THEREFORE the Council of the Regional Municipality of Waterloo enacts as follows:

1. In this By-law,

"Act" means the *Municipal Act*, R.S.O. 1990, c. M.45, as amended, and its regulations;

"affordable housing" means affordable housing as set out in Section 4 of this By-law;

"average CMHC rent" for municipal housing project facilities at any one time means the average unit rent in the Regional Municipality of Waterloo (defined by CMHC as the Kitchener Census Metropolitan Area) as determined and amended from time-to-time by CMHC;

"Region" or "Region of Waterloo" means the municipal corporation known as the Regional Municipality of Waterloo, as the context requires;

"clerk" means the person appointed by Council pursuant to section 73 of the Act;

"CMHC" means the Canada Mortgage and Housing Corporation;

2

"Council" means the Council of the Regional Municipality of Waterloo;

"housing provider" means a corporation, or individual, legally entitled to own real property in the Regional Municipality of Waterloo;

"municipal housing project facilities" means the municipal housing project facilities class of municipal capital facilities, as set out in Ontario Regulation 46/94, as amended;

"municipal housing project facilities agreement" means a municipal housing project facilities agreement as set out in Section 2 of this By-law;

"municipal housing project facilities By-law" means a By-law enacted by Council pursuant to paragraph 18 of section 2 of Ontario Regulation 46/94, as amended;'

"rent supplement agreement" means rent supplement agreement as defined in the *Social Housing Reform Act*, S.O. 2000, c.27, as amended;

"unit size" means the size of a unit within a municipal housing project facility or potential municipal housing project facility, measured by the number of bedrooms;

"waiting list" means the Waterloo Region Co-ordinated Access System or successor waiting list.

2. Council may pass By-laws permitting the Region to enter into municipal housing project facilities agreements with housing service providers, pursuant to subsection 210.1(2) of the Act, as amended, for the provision of municipal housing project facilities.
3. Upon passing a By-law referred to in Section 2, the Regional Clerk shall give written notice of the By-law to the Minister of Education and Training or successor, as set out in the Act.
4. The definition of "affordable housing" for the purpose of a municipal housing project facilities agreement shall be municipal housing project facilities in which the average rent for each unit size, exclusive of utilities, parking, telephone, cable and other related fees, is less than or equal to the most recently released average CMHC rent for the Region of Waterloo for that unit size.
5. The Region shall not enter into an agreement mentioned in Section 2 unless it has

determined that the housing units to be provided as part of the municipal housing project facilities fall within the definition of affordable housing.

6. Under no circumstances shall housing unit be made available,
 - (a) at rent that is not within the definition of affordable housing; or
 - (b) to individuals or families who, if at the time the housing unit was initially rented to them, would already own a residential property, as determined by the housing provider after making all reasonable inquiries.

7. The municipal housing project facilities agreements shall contain the following:
 - (a) the term of the agreement, which shall not be less than twenty years but within which time, requirements may vary;
 - (b) each unit in the municipal housing project facilities shall meet the definition of affordable housing;
 - (c) provisions reflecting those matters set out in Sections 6 and 7;
 - (d) subject to section 9 of this By-law, units subject to the agreement shall not be rented to the housing provider or shareholders or directors of the housing provider, or any individual not at arm's length to the housing provider or shareholders or directors of the housing provider;
 - (e) the Region must register the agreement on title;
 - (f) the municipal housing project facilities agreement shall be binding on the housing provider's heirs, successors and assigns;
 - (g) during the time period in which the municipal housing project facilities agreement is in force, the housing provider shall, as a condition precedent to a sale to a subsequent purchaser, require the subsequent purchaser to enter into an agreement with the Region, and that agreement shall impose the terms of the municipal housing project facilities agreement on that subsequent purchaser;
 - (h) in addition to a general indemnity, the housing provider shall specifically indemnify the Region if the provision set out in clause (g) is breached;
 - (i) a list of the benefits being conveyed to the housing provider under this By-law, including their estimated present day monetary value;
 - (j) if the housing provider does not carry out its obligations under the agreement, the housing provider shall pay to the Region the entire amount of benefits conveyed under the agreement, together with any applicable costs and interest; and

- (k) such other contractual provisions which are required to be inserted based on fundamental contractual drafting principles satisfactory to the Regional Municipality of Waterloo.
8. As a means of increasing the affordability of housing within the project, the municipal housing project facilities agreement may require that the housing providers enter into a separate rent supplement agreement with the Region:
 - (a) if the municipal housing project facilities agreement requires the housing provider to enter into a rent supplement agreement with the Region as set out in subsection (1), the rent supplement agreement shall be entered into concurrently with the municipal housing project facilities agreement and shall be a condition of the Region entering into the municipal housing project facilities agreement.
 - (b) As a further means of increasing the affordability of housing within the project, the municipal housing project facilities agreement may require, in exchange for significant (greater than \$10,000 per unit) capital grants, that lower affordable rents than set out in Section 4 of this By-law may be established for some of the units and that eligible incoming residents be allowed to move in only if they are selected from the waiting list or from Regionally approved categories of minimum wage earners, or recipients of Ontario Works, Ontario Disability Support Payments, or Old Age Supplement/Canada Pension Plan.
 9. Despite clause 7(d), units subject to a municipal housing project facilities agreement may be rented to directors of the housing provider or to an individual not at arm's length to directors of the housing provider if:
 - (a) the housing provider is a non-profit housing co-operative as defined in the *Co-operative Corporations Act*, R.S.O. 1990, c.C.35, as amended, or a not-for-profit corporation; and
 - (b) the housing provider is at arm's length to any individual or private for-profit corporation with which the director or individual not at arm's length to the director, as the case may be, has a non-arm's length relationship.
 10. A municipal housing project facilities agreement may allow for the lease, operation or maintenance of the municipal housing project facilities by any person and, pursuant to subsection 210.1(3) of Act, for the sale or other disposition of municipal land or buildings that are still required for the purposes of the Region.
 11. A municipal housing project facilities agreement may, with respect to the provision, lease, operation or maintenance of the municipal housing project facilities that are subject to the agreement:
 - (a) provide for financial or other assistance at less than market value rent or at no cost to the housing provider with respect of the provision, lease, operation or maintenance of the facilities that are subject of the agreement,

and such assistance may include:

- (i) giving or lending money and charging interest;
 - (ii) giving, lending, leasing or selling property.
12. A municipal housing project facilities agreement containing the provisions set out in Subsection 210 (8) of the Municipal Act may provide for a full or partial exemption for the facilities from the payment of development charges imposed by the Region under the *Development Charges Act, 1997*, S.O. 1997, c.27.
13. This By-law may be cited as the Municipal Housing Facilities By-law.

By-law read a first, second and third time and finally passed in the Council Chamber in the Regional Municipality of Waterloo this * day of * A.D., 20**.

By-Law Number 24-***

of

The Regional Municipality of Waterloo

A By-law to *** and to Repeal By-Law 02-035 of The Regional Municipality of Waterloo, as amended

WHEREAS The Regional Municipality of Waterloo enacted By-Law 02-035, A By-Law to Provide for Municipal Housing Facilities (the "Municipal Housing Facilities By-Law");

WHEREAS The Regional Municipality of Waterloo is a Consolidated Municipal Service Manager and is authorized to operate and manage housing as well as establish, fund and administer programs for the provision of residential accommodation in its service area under the *Housing Services Act, 2011*, S.O. 2011, c.6, Sched.1;

AND WHEREAS section 110 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, allows municipalities to enter into agreements for the provision of municipal capital facilities;

AND WHEREAS Ontario Regulation 603/06, made under the *Municipal Act, 2001*, allows the council of a municipality to enter into an agreement under section 110 of the *Municipal Act* for the provision of a variety of enumerated classes of municipal capital facilities;

AND WHEREAS one of those enumerated classes is municipal housing project facilities;

AND WHEREAS the said Ontario Regulation 603/06, as amended, requires that before a by-law authorizing an agreement respecting municipal housing project facilities is entered into a municipal housing facilities by-law must be enacted, which must comply with requirements set out in that Regulation;

AND WHEREAS Council is of the opinion that making use of section 110 of the *Municipal Act, 2001*, is a desirable means of increasing the supply of affordable housing by providing financial or other assistance at less than fair market value to private and non-profit housing providers on the criteria set out in this by-law;

THEREFORE the Council of The Regional Municipality of Waterloo enacts as follows:

1. In this By-law,

"Act" means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, and its regulations;

"affordable housing" means, for the purposes of this by-law and for all municipal housing project facilities agreements, housing units at or below average rents;

"average rents" means, in respect of any calendar year:

- (i) the average monthly Region-wide rents by unit type for that calendar year as determined and published annually by CMHC; or

- (ii) the average monthly Region-wide rents as determined by the Commissioner, if CMHC does not publish an annual survey of Region-wide rents for any calendar year;

"clerk" means the person appointed by Council pursuant to section 228 of the Act;

"CMHC" means the Canada Mortgage and Housing Corporation;

"Commissioner" means the Region's Commissioner of Community Services or their designate;

"Council" means the Council of The Regional Municipality of Waterloo;

"housing project" means a project or part of a project designated to provide or facilitate the provision of residential accommodation;

"housing provider" means a person with whom the Region has entered into or will enter into a municipal housing project facilities agreement under section 6 of this by-law to operate a housing project;

"housing unit" includes a unit in a housing project used or intended for use as residential accommodation;

"municipal housing project facilities" means the municipal housing project facilities class of municipal capital facilities as set out in Ontario Regulation 603/06, as amended;

"municipal housing project facilities agreement" means a municipal housing project facilities agreement as set out in Section 2 of this By-law;

"municipal housing project facilities by-law" means a by-law enacted by Council pursuant to paragraph 18 of section 2 of Ontario Regulation 603/06, as amended;

"Region" or "Region of Waterloo" means the municipal corporation known as The Regional Municipality of Waterloo, as the context requires;

"rent supplement agreement" means a contract for a non-portable housing benefit provided directly to landlords for households living in a specific housing unit;

"unit type" means the type of housing unit differentiated by the number of bedrooms;

"waiting list" means the Region's Community Housing waiting list or successor waiting list.

2. Council may pass by-laws permitting the Region to enter into municipal housing project facilities agreements, pursuant to section 110 of the Act, for the provision of municipal housing project facilities.
3. Upon passing a by-law referred to in Section 2, the Regional clerk shall give written notice of the by-law as set out in the Act.
4. The Region shall not enter into an agreement mentioned in Section 2 unless it has determined that the housing units to be provided as part of the municipal housing project facilities fall within the definition of affordable housing.

5. Under no circumstances shall a housing unit be made available,
 - (a) at rent that is not within the definition of affordable housing; or
 - (b) to individuals or families who, if at the time the housing unit was initially rented to them, would already own a residential property, as determined by the housing provider after making all reasonable inquiries.
6. The municipal housing project facilities agreements shall contain the following:
 - (a) the term of the agreement shall not be less than twenty years;
 - (b) each housing unit in the municipal housing project facilities shall meet the definition of affordable housing;
 - (c) provisions set out in Sections 4 and 5;
 - (d) subject to section 8 of this by-law, housing units subject to the agreement shall not be rented to the housing provider or shareholders or directors of the housing provider, or any individual not at arm's length to the housing provider or shareholders or directors of the housing provider;
 - (e) the Region must register the agreement on title;
 - (f) the municipal housing project facilities agreement shall be binding on the housing provider's heirs, successors and assigns;
 - (g) during the time period in which the municipal housing project facilities agreement is in force, the housing provider shall, as a condition precedent to a sale to a subsequent purchaser, require the subsequent purchaser to enter into an agreement with the Region, and that agreement shall impose the terms of the municipal housing project facilities agreement on that subsequent purchaser;
 - (h) in addition to a general indemnity, the housing provider shall specifically indemnify the Region if the provision set out in clause (g) is breached;
 - (i) a list of the benefits being conveyed to the housing provider under this by-law, including their estimated present day monetary value;
 - (j) if the housing provider does not carry out its obligations under the agreement, the housing provider shall pay to the Region the entire amount of benefits conveyed under the agreement, together with any applicable costs and interest; and
 - (k) such other terms and conditions satisfactory to the Regional Solicitor and Commissioner.
7. (1) As a means of increasing the affordability of housing within a housing project, the municipal housing project facilities agreement may require that the housing providers enter into a separate rent supplement agreement with the Region.

- (2) If the municipal housing project facilities agreement requires the housing provider to enter into a rent supplement agreement with the Region as set out in subsection (1), the rent supplement agreement shall be entered into concurrently with the municipal housing project facilities agreement and shall be a condition of the Region entering into the municipal housing project facilities agreement.
- (3) As a further means of increasing the affordability of housing within the project, the municipal housing project facilities agreement may require that lower affordable rents than affordable housing may be established for some or all of the housing units and that eligible incoming residents be allowed to move in only if they are selected from the waiting list or eligible to be on the waiting list.
8. Despite clause 6(d), housing units subject to a municipal housing project facilities agreement shall not be rent to:
- (a) the housing provider or shareholder or any manager, officer or director of the housing provider;
 - (b) any individual not at arm's length to the housing provider; or
 - (c) any individual not at arm's length to the housing provider or shareholder or any manager, officer or director of the housing provider,
- unless the housing provider is a non-profit housing co-operative as defined in the *Co-operative Corporations Act*, R.S.O. 1990, c. C.35, as amended, or such other co-operative corporation that receives approval from the Region.
9. A municipal housing project facilities agreement may allow for the sale or other disposition of municipal land or buildings that are still required for the purposes of the Region.
10. A municipal housing project facilities agreement may, with respect to the provision, lease, operation or maintenance of the municipal housing project facilities that are subject to the agreement:
- (a) provide for financial or other assistance at less than market value rent or at no cost to the housing provider with respect of the provision, lease, operation or maintenance of the facilities that are subject of the agreement, and such assistance may include:
 - (i) giving or lending money and charging interest;
 - (ii) giving, lending, leasing or selling property.
11. A municipal housing project facilities agreement that is made under subsection 110(1) may, subject to subsection 110(6), exempt from taxation for municipal and school purposes land or the portion of it on which the municipal housing project facility is or will be located that:
- (a) is owned or leased by the housing provider;
 - (b) is entirely occupied and used or intended for use as a municipal housing project facility; and

- (c) Upon passing a by-law under subsection 110(6), the clerk shall give written notice of the contents of the by-law to the parties listed in subsection 110(8).
- 12. A municipal housing project facilities agreement containing provisions set out in subsection 110(7) of the Act may provide for a full or partial exemption for the municipal housing facilities from the payment of development charges imposed by the Region under the *Development Charges Act, 1997*, as amended.
- 13. A municipal housing project facilities agreement containing provisions set out in subsection 110(7.1) of the Act may provide for a full or partial exemption for the municipal housing facilities from the payment of transit station charges imposed by the Region under the *GO Transit Station Funding Act, 2023*, as amended.

Short Title of Bylaw

- 14. This By-law may be cited as the Municipal Housing Facilities By-law.

Force and Effect Date

- 15. (1) This By-law shall come into force and effect on DATE, 2024.
- (2) Bylaw 02-035, as amended, of the Region shall be repealed effective on the coming into force of this By-law.
- (3) Despite the repeal of By-Law 02-035, none of the provisions of this by-law shall impact municipal housing project facility agreements entered into passed under By-Law 02-035.
- (4) Any reference to By-Law 02-035, or any provision of it is deemed to be a reference to this by-law, modified as necessary.

Regional Clerk

Regional Chair

Appendix C

Property Tax Exemption for Affordable Housing Program

Non-profit, cooperative, and for-profit housing providers that operate rental housing, or are planning to build and/or operate new rental housing are encouraged to apply. Interested non-profit, cooperative, and for-profit housing providers should submit a complete Property Tax Exemption for Affordable Housing Application package. These applications are accepted annually from March 1st to May 31st. Processing time (including reviewing, evaluating, and obtaining Regional Council approval for successful applications) will be completed before October 31st of each year. Property tax exemption as a municipal housing facility includes operational requirements regarding tenant selection, income verification (on occupancy only, units with existing tenants in affordable units and tenants in Rent-Geared-to-Income units are not required to be income tested for this program), annual reporting, and other administrative matters.

Program Objectives

- Create and preserve long-term affordable rental homes for low-to-moderate-income tenants;
- Increase the financial sustainability of existing affordable housing providers;
- Incentivize housing providers to preserve existing affordable units in the private market; and
- Remove properties from the speculative housing market and de-incentivize unit turnover in the private market.

Program Goals

- Maintain existing affordable housing;
- Increase the stock of units with below average market rents; and
- Prevent experiences of homelessness.

Eligibility criteria:

<input type="checkbox"/>	A. Affordable rental housing represents a minimum of 30% of the total residential units in a building with six or more units, including licensed lodging units; or B. The housing project is under the <i>Housing Services Act, 2011</i>
<input type="checkbox"/>	Affordability for this program means rent is at or below 80% of Average Market Rent (AMR) in the Kitchener – Cambridge - Waterloo Census Metropolitan Area (CMA) by unit type (number of bedrooms), or 30% of the gross annual household income for low- and moderate-income renter households, whichever is lower at the time of application
<input type="checkbox"/>	A. Affordable rents must be provided for a term of 60 years; or B. To the useful life of the building as determined by an independent engineer or appraiser whichever comes first with 20 years as the shortest term possible

Further eligibility information:

- Housing providers may be:
 - Rental housing providers where there is a landlord-tenant relationship governed by the *Residential Tenancies Act, 2006*;

- A non-profit housing co-operative under the *Co-operative Corporations Act*; or
- A housing provider with an existing operating agreement to provide supportive housing with the Region of Waterloo.
- Determining unit affordability:
 - Average Market Rent is determined by the most recently reported average market rent (AMR) by the Canada Mortgage and Housing Corporation (CMHC). The most recent CMHC AMRs, published in 2023 for the Kitchener – Cambridge - Waterloo Census Metropolitan Area (CMA), is as follows:

Unit Type	80% of the Average Market Rent
Bachelor	\$931
One Bedroom	\$1,077
Two Bedroom	\$1,326
Three Bedroom +	\$1,714

- The Government of Ontario annually reports 30% of the gross annual household income for low- and moderate-income renter households. 30% of the most recently reported gross renter household income for low- and moderate-income households was \$1,960, in 2022.
- The 80% AMR calculation provides the lower rents for calculating monthly occupancy cost in 2024, which would then be the rents for affordable units eligible for a tax exemption.
- Existing tenants in affordable units:
 - Housing providers with existing tenants renting units that are at or below affordability for this program (i.e., 80% AMR or 30% low- and moderate-income for renters, whichever is lower at time of application) are encouraged to apply.
 - Housing providers are not required to income test for affordable units with **existing** tenants.
 - For units with **existing** tenants renting at or below affordability for this program housing providers shall provide copies of lease agreements and rent rolls for these units at time of application to the program. Housing providers under the Housing Service Act, 2011 are not required to provide this documentation upon application.
- Tenant selection for new affordable units (e.g., new development, unit addition, conversion) and unit vacancy during term of agreement:
 - Housing providers are required to:
 - A. Income test **new** tenants before occupancy to ensure they fall under the maximum income for the unit type; or
 - B. Select **new** tenants from the Waterloo Region centralized community housing waitlist.
 - New tenants are only required to be income tested before occupancy. After occupancy, tenants are not required to be income tested for this program.
 - The Region of Waterloo annually establishes income limits for new tenants. These limits are the maximum amount of gross annual income that the household may have to be

eligible to occupy vacant units rented directly by the housing provider and not referred from the Region. The following table is the 2024 income limits for vacant units by unit type:

Unit Type	Maximum Household Income
Bachelor	\$55,872
One Bedroom	\$64,608
Two Bedroom	\$79,584
Three Bedroom +	\$85,134

- Term of affordability:
 - Independent appraisal is the responsibility of the housing provider; otherwise, 60 years is automatically applied.
 - A phase-out period during the last five years may occur. During the phase-out period, market rents can be charged on units that become vacant, subject to provincial legislation.
- The housing project may be:
 - New purpose-built rental construction
 - Conversion of non-residential buildings to purpose-built rental housing
 - Addition of new units to existing sites
 - Rental units in sites with existing affordability (either through a funding agreement with the Region or affordable units in the private market that are “naturally occurring” because of the length of tenancy and/or the age of the building)
 - Units provided under the *Housing Services Act, 2011*

Projects that are not eligible

The following projects are not eligible for this program:

- Nursing and retirement homes
- Shelters and crisis care facilities
- Student residences
- Hotels and motels
- Rental housing provided in a condominium-registered building

Determining portion of property tax exemption

The Region of Waterloo can only exempt the Regional and educational portions of property taxes; area municipality property tax still apply. In mixed-use developments or those with a mix of affordable and market homes, only the affordable rental residential portion of the development is eligible for property tax exemption. The exemption is based on the eligible number of units depending on the relevant approach to fee calculations, unless the housing project is under the *Housing Services Act, 2011*. The Region provides exemptions only and does not refund fees already paid. Projects under the *Housing Services Act, 2011* are not required to complete this calculation and the entire residential portion of these projects may be exempt for Regional and educational property taxes. The Municipal Property Assessment Corporation (MPAC) will provide final determination of the exemption calculation. A

Housing Provider may request an amendment to an existing agreement to which the Region of Waterloo will review if the program objectives and goals are not being fulfilled through the existing agreement, or if a housing provider requests to add affordable units to an existing agreement.

Ontario Trillium Benefit

It is the responsibility of Housing Providers to provide tenants with notification informing them of their ineligibility for claiming property tax and energy credit through the Ontario Trillium Benefit once in receipt of property tax exemption.

Documents for application

Non-profit, cooperative, and for-profit housing providers wishing to apply for the Property Tax Exemption for Affordable Housing Program must submit an Application Form providing the following:

- Housing provider information
- Description of the property
- Lease agreements for existing tenants renting affordable units
- Operating budget
- New construction and conversion projects will be subject to further information requirements

Review process

Housing Services and Finance staff will review applications annually between the months of April to June. A council report with the recommended properties for property tax exemption will annually occur between August and September. Staff will then inform Municipal Property Assessment Corporation (MPAC) of the portion of exemption and term length for the approved properties. Please note, that it may take MPAC six to 12 months to process exemptions.

Approval process

Successful applicants will meet with Region staff and review next steps, including a timeline for Region Council approvals. Note that Region staff must obtain Council approval to request that the Municipal Property Assessment Corporation (MPAC) exempt qualifying units from municipal and education property taxes. Within 60 days following Council approval, successful applicants are to sign an agreement with the Region which will include details of the affordable housing to be provided by the applicant and the exemption provided by the Region. The Region of Waterloo reserves the right to deny applications irrespective of meeting criteria. The annual number of successful applicants is also subject to staff's ability to process the volume of applications.

Non-compliance penalty

If the housing provider does not carry out its obligations under the agreement, the housing provider shall pay to the Region the entire amount of benefits conveyed through the Property Tax Exemption for Affordable Housing Program, together with any applicable costs and interest.

Ongoing Reporting

An annual attestation of program requirements will be required, subject to review/audit by Region of Waterloo Housing staff. Housing providers will be required to provide annual documentation of rent

rolls for affordable units to Housing Services staff to review and ensure appropriate rates of affordability for the term of the agreement. This includes, but is not limited to annual documentation of unit vacancy, new tenant occupancy including income testing for annually set income limits, and lease agreements for affordable units. These ongoing operating requirements are detailed in the agreement.



Region of Waterloo
COMMUNITY SERVICES

Affordable Housing Incentive Survey Responses Summary

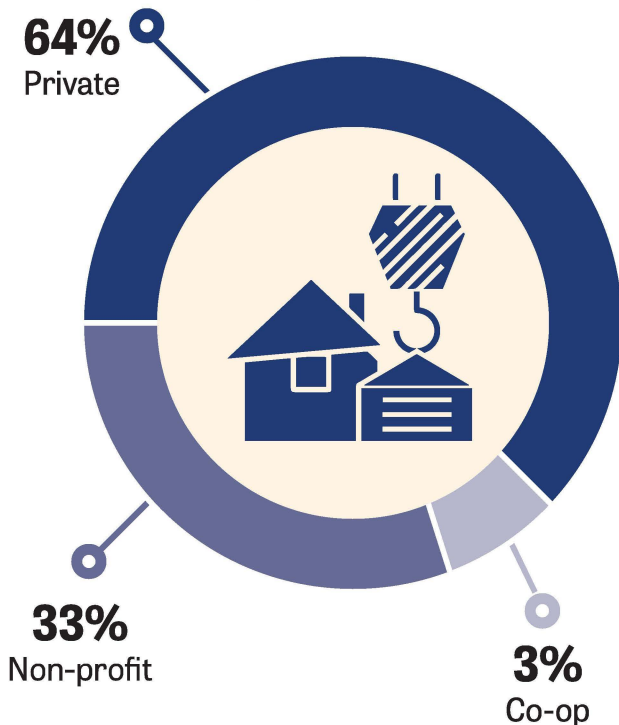
Overview

In the fall of 2022, the Region of Waterloo distributed three surveys to learn about the types of incentives that would be necessary to support the creation of more affordable housing.

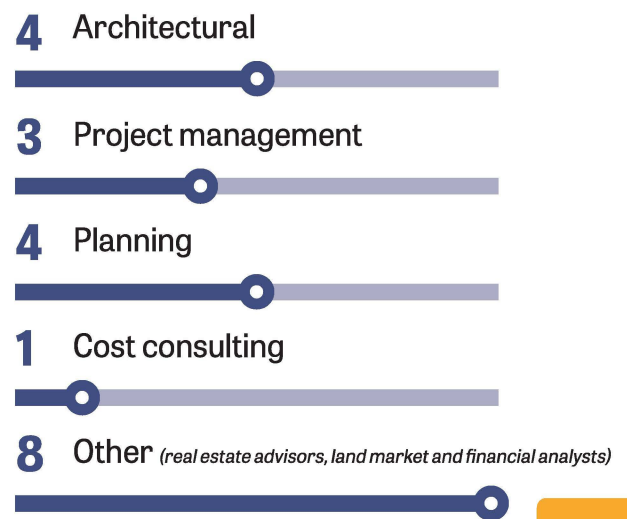
The survey was sent to local housing builders (both private and not for profit), consultants who support builders, and all seven area municipalities within Waterloo Region.

All **seven** area municipalities, **30** builders, and **20** consultants responded.

Survey respondents by type of builder

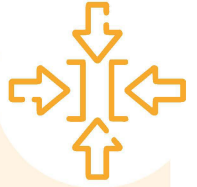


Survey respondents by type of consulting services provided



What we learned

What do you consider the biggest constraints and the lesser constraints to affordable housing development?



Biggest constraints

- Development feasibility
 - Cost of land, construction, development fees
 - Cost inflation – for all parts of the process (land, soft costs, municipal fees, and construction costs)
 - Cost of labour, supply of skilled labour
 - Increasing interest rates
 - Ability to make a return on investment
 - Long-term equity required by lenders (10% of costs) is not enough to cover the cash required to float a project
- Government Funding
 - Lack of government funding
 - Accessing the available funding is difficult and time consuming
 - Lack of certainty about what funding is available and related criteria
 - Challenging reporting and time frame requirements of the funding
- Canada Mortgage and Housing Corporation's (CMHC's) calculation of Average Market Rent (AMR) is not reflective of market rents today
- Municipal requirements and restrictions
 - Development charges and parkland fees
 - Zoning by-laws that limit density
 - Incentives entangled in bureaucracy
 - Approval complexity is increasing and taking more time
 - Approval processes are not predictable
- Others
 - Lack of land
 - Lack of development experience for non-profits
 - Gap between what tenants can afford to pay and the cost of development
 - Long term maintenance and management costs
 - Lack of municipal tools to guarantee affordable housing stays affordable

Lesser constraints

- Stigma against future tenants
- Supply chain issues
- Minimum parking requirements for affordable housing are too high
- Only having some programs open to non-profits
- No funding for on-going supports
- Lack of an integrated approach to incentives (e.g. cash contributions for affordable housing are not coordinated)
- Reluctance on the part of municipalities to innovate with new technology (e.g. modular)
- Timing of when the municipal fees are due causes cash flow problems
- Public sector programming is not flexible to respond to rapidly changing markets



We asked builders and their consultants if they wanted to see a high, medium, or low level of coordination across the region in a future incentive package for affordable housing.



Builders (**60%**) and Consultants (**80%**) want to see a high level of coordination* in a future incentive package.

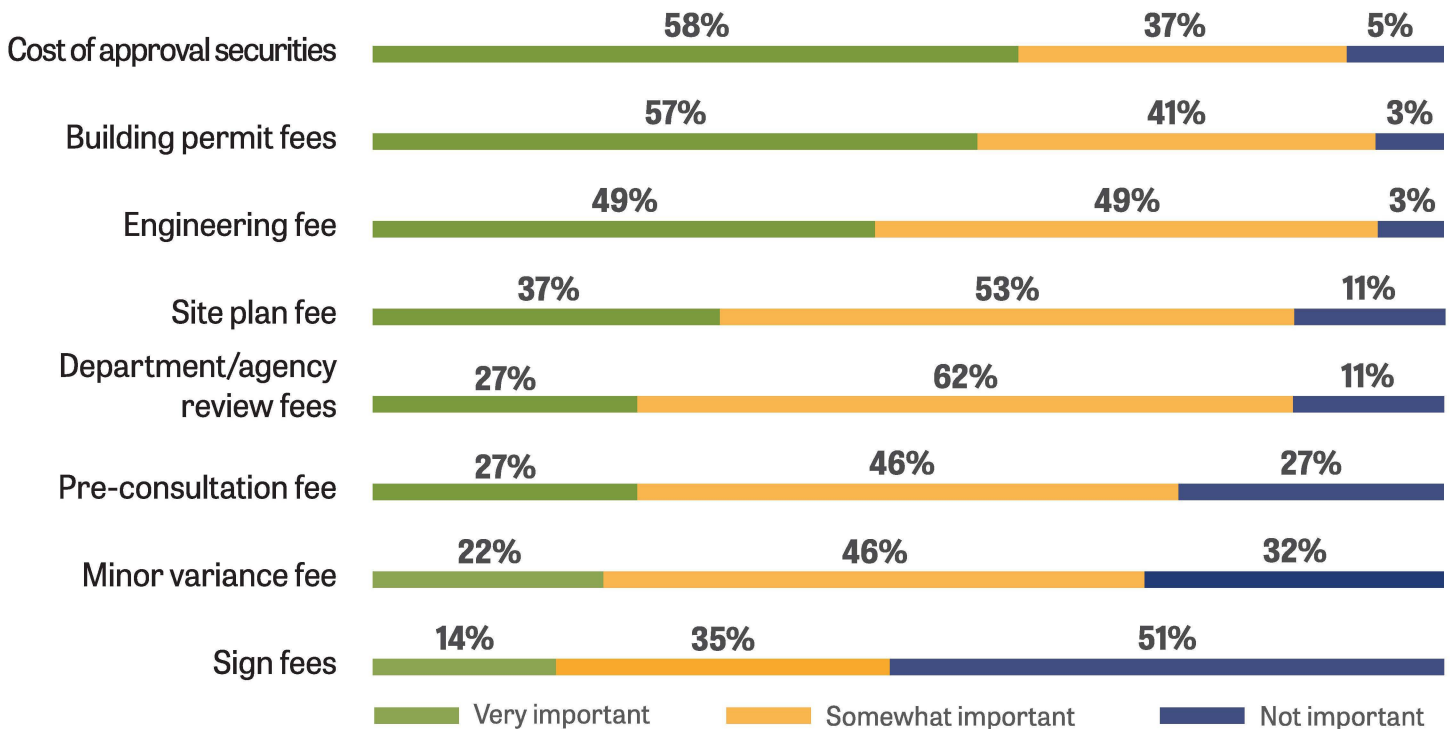
*High level of coordination means that every municipality has the same toolbox of incentives accessed through a common application process.

Incentives required for various rent levels according to 75% of the builders surveyed

	Capital grant	Development charge grant	Parkland fee waiver	Parking ratio reduction	Application fee waivers	Tax reduction	Prioritized application review
\$497/month	✓	✓	✓	✓	✓	✓	✓
\$907/month	✓	✓	✓	✓			
\$1,134/month	✓	✓	✓				

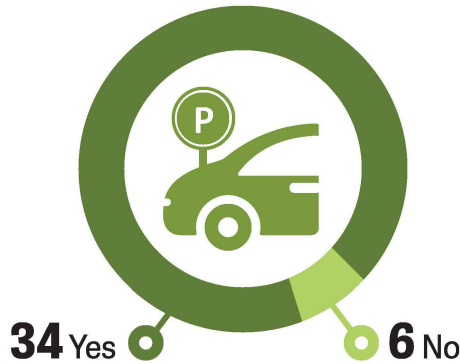
Respondents were asked to be more specific about which application fees were the most important to waive.

The larger the fee - the more important that it be waived.



Reduced parking is an incentive

Do you see a reduced parking ratio for affordable housing units as an incentive?



Of the 6 respondents who said no to this question, 4 indicated that they didn't see it as an incentive because they felt **builders should have the ability to decide how much parking the market demands.**

Current programs used to create affordable housing

When asked about current programs used to create affordable housing, it was clear that both private and non-profit builders use CMHC financing and funding.

Private builders (18 respondents)



Non-profit builders (9 respondents)



Suggestions for planning process improvements

Development review



- Have concurrent approval processes where possible – site plan, building permit, demolition permit, zoning by-law amendments, plans of condominium
- Implement strict review and comment timelines for clear expectations
- Site plan comments from different municipal departments should not be conflicting
- Find the balance between acquiring the necessary information and approvals and not encumbering the process
- Do not add new requirements once the review has started
- Prioritize affordable housing projects by having dedicated staff for projects with a minimum number of affordable units
- Increase planning and technical staff but involve as few as possible on each application
- Focus comments on Planning Act requirements only
- Eliminate non-legislated community meetings
- Make the application process online

Zoning



- Make sure a project can be feasible with the zoning that is currently in place
- Reduce process by pre-zoning land to higher densities
- No height and density limits on transit corridors and nodes
- Remove parking minimums and let the market decide how much parking to provide

What are some other ideas for ways to deliver affordable housing?



Build partnerships with non-profit housing providers to obtain a property tax exemption through Municipal Property Assessment Corporation (MPAC)

Help those with no development experience get started with development

Look into innovative, fast design construction methods and support their use in the planning and building permit process

Consider adding affordable housing as infrastructure for which development charges can be collected – a more regular and stable source of funding (*note: Recent changes through Bill 23, More Homes Built Faster Act, 2022 has eliminated this as a possibility*)

Specific questions asked to the area municipalities

Incentives for ownership versus rental

Area municipal staff were divided about whether or not incentives should be provided for both ownership and rental tenure. Those who chose only rental indicated that rental should be the focus and incentives extended to ownership once rental stock has increased.



What are some incentives area municipalities currently have to support affordable housing?

- Securing donations to an affordable housing reserve fund as a condition of draft approval of plans of subdivision
- Case by case council approved fee exemptions
- Fee waiver program for non-profits (development charges and building permit fee waived, and development charge deferrals to occupancy)
- Development charge rebate program for non-profits (2022)*
- Parkland (cash or land) exemption for affordable housing projects*

** Recent changes through Bill 23 make Development Charge and Parkland (Fee or Land) exemptions mandatory for non-profit builders. These exemptions may also become mandatory for units which meet a specified definition of affordable constructed by the private sector when other parts of Bill 23 come into effect.*



**Thank you to all who participated.
Your feedback is helping to shape the Affordable Housing Incentive Toolkit.**

Attachment B

The Corporation of the Township of Woolwich

By-law No. XX-2024

A By-law to Provide a Property Tax Exemption for Certain Affordable Housing

WHEREAS section 110 of the "*Municipal Act, 2001*, S.O. 2001 c.25" (the "Act") as amended allows municipalities to enter into agreements for the provision of municipal facilities; and

WHEREAS Ontario Regulation 603/06 sets out the classes of municipal capital facilities for which a municipality may enter into such agreements, on of which is municipal housing projects facilities; and

WHEREAS The Regional Municipality of Waterloo enacted By-law 24-007, being a to provide for municipal housing project facilities (the Municipal Housing Facilities By-law"); and

WHEREAS subsection 110(9) of the Act allows another municipality that has not entered into an agreement to provide tax exemption provided that an agreement has been entered into with the service manage under the Housing Services Act;2011, S.O. 2011 c.6, Sched. 1 (the "Housing Services Act"); and

WHEREAS the Regional Municipality of Waterloo is a Consolidated Municipal Service Manager and is authorized to operate and manage housing as well as establish, fund and administer programs for the provision of residential accommodation in its service area under the Housing Services Act:

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

1. Subject to an approved agreement entered into under the Municipal Housing Facilities By-law and as quantified by MPAC (the "Agreement"), the Corporation of the Township of Woolwich shall approve exemption from taxation in relation to the portion of municipal taxes levied by the Township of Woolwich for lands or the portion of it on which the municipal housing project facilities, as defined by roll number 30-29-010-001-25000-0000 is located.
2. Any exemptions provided pursuant to this by-law shall be limited to a period of twenty (20) years commencing on the effective date of the agreement to which said relates to.
3. 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 17 day of December, 2024.

Mayor

Clerk

Township of Woolwich
Summary of Recommendations to Council
From December 3, 2024 Committee of the Whole Meeting

1. Items to Come Forward from Closed Session

That the Council of the Township of Woolwich, considering Report C33-2024 respecting Regional Municipality of Waterloo Library Committee Nomination, nominate Len Griffiths as the Township of Woolwich's Community Representative to the Library Committee until the expiration of the term of the Council that appointed them, or until successors are appointed, as long as they continue to be a qualified member of the Committee.

2. Downtown Elmira BIA 2025 Budget - Request for Funding

That the Council of the Township of Woolwich, considering a Downtown Elmira BIA 2025 Budget - Request for Funding presentation direct staff to incorporate the following amounts in the 2025 budget for the Elmira BIA, subject to final approval during budget deliberations:

1. \$4,000 for the Community Improvement Plan; and
2. \$13,000 for Downtown Greening

3. Consent Items

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

Items for Approval

DS35-2024: Communication Tower, 5511 Crowsfoot Rd, West Montrose

That the Council of the Township of Woolwich, receive Report DS 35-2024 respecting Communication Tower, 5511 Crowsfoot Rd, West Montrose for information purposes.

Items for Information and Public Notice

- Notice of Hearing - December 9, 2024

4. Quarterly Report - 2024 - 3rd Quarter

That the Council of the Township of Woolwich, considering the Quarterly Report - 2024 - 3rd Quarter, direct staff to transfer the \$337,994 Enova Dividend surplus for 2024 to the operating contingency reserve.

5. A08-2024: Economic Development and Tourism Initiatives Update

That the Council of the Township of Woolwich, considering Report A08-2024 respecting Economic Development and Tourism Initiatives Update:

1. Append the St. Jacobs Brand Audit and Directional Wayfinding Strategy to the Municipal Sign Policy to approve the Timber concept as approved signs for the St. Jacobs area;
2. Authorize the Mayor and Clerk to sign the grant funding agreement with RTO4; and

3. Approve a \$5,000 contribution from the Municipal Accommodation Tax Reserve Fund.

6. C21-2024: Appointment By-law

That the Council of the Township of Woolwich, considering Report C21-2024 respecting an Appointment By-law:

1. Approve the Appointment By-law as attached to this report; and
2. Approve the Amending and Repealing By-law to delegate authority of issuing lottery licences and repeal previous staff appointments as attached to this report.

7. DS39-2024: Drainage By-law

That the Council of the Township of Woolwich, considering Report DS39-2024 respecting Drainage By-law, direct staff to create a drainage information package for residents in lieu of a formal by-law.

8. F16-2024: LTFF – 2024 Finance Policy Update

That the Council of the Township of Woolwich, considering Report F16-2024 respecting LTFF - 2024 Finance Policy Update approve:

1. the Reimbursement of Personal Vehicles (Mileage) Policy outlined in Attachment 1;
2. the Debt Management Policy outlined in Attachment 2; and
3. the updated Township Investment Policy outlined in Attachment 3.

9. F17-2024: Property Tax Exemption for Affordable Housing

That the Council of the Township of Woolwich, defer considering Report F17-2024 respecting Property Tax Exemption for Affordable Housing until the December 17, 2024 Council meeting.



Financial Services Staff Report

Report Number: F18-2024
 Report Title: Cancellation, Reduction, and Refund of Taxes Section 357
 Author: Teresa Armstrong, Manager of Revenue
 Meeting Type: Council Meeting
 Meeting Date: December 17, 2024
 eDocs or File ID: 128490
 Consent Item: Yes
 Final Version: Yes
 Reviewed By: Colm Lynn, Director of Financial Services/Treasurer
 Final Review: Senior Management Team

Recommendation:

That the Council of the Township of Woolwich, considering Report F18-2024 respecting Cancellation, Reduction, and Refund of Taxes Section 357 approve the adjustment of taxes under the provisions of Sections 357 and 358 of the Municipal Act for a total amount of \$92,883.12 as attached in Attachment 1.

Background:

Under the provisions of Sections 357 and 358 of the Municipal Act, any person may apply to Township Council for the cancellation, reduction, or refund of taxes. The Act sets out the following circumstances under which an application may be made:

- A property has ceased to be liable to be taxed at the rate at which it was taxed, as an example a bed & breakfast (assessed as commercial) is converted back to a family residence (assessed as residential);
- A property has become vacant;
- A property has become exempt from taxation, as an example an organization exempt from taxation purchases a property within the municipality not previously exempt;
- A building was destroyed by fire or demolished;
- A mobile unit was moved from the municipality;
- A ratepayer was overcharged by reason of a clerical error (gross or manifest error); or,

- A property was not used for its normal purpose by reason of repairs or renovations.

Comments:

For Council's information the following is a brief description of the process by which tax write-offs can occur under Section 357 and 358 of the Municipal Act. If a property owner believes that any one of the above circumstances affects their property, they can file an application under Section 357 or Section 358 with their municipality. The municipality forwards the application to the Municipal Property Assessment Corporation (MPAC) for its review of the factual information. The results of the review are recorded and MPAC's response and the municipal tax application are returned to the municipality for council's decision regarding any tax adjustments. Both Section 357 and 358 applications allow assessment classification changes and prior year's errors to be quickly rectified without having to go through the formal assessment review process.

Property identification information, such as the municipal address, have not been provided in Attachment 1 for privacy reasons as provided for under the Municipal Freedom of Information Act.

Interdepartmental Impacts:

None

Financial Impacts:

The Township's share of the tax revenue due to the proposed cancellations, reductions, and refunds is \$23,211.34. The remaining balance will be divided accordingly between the Region of Waterloo and the School Boards.

Community Strategic Plan Impacts:

- Provide effective and open leadership: *We will guide with transparency and empathy, fostering a culture of trust and collaboration by being fiscally responsible and efficiently.*

Conclusion:

Staff recommends that Council approve the cancellations, reductions, and refunds of taxes under the provisions of Section 357 or Section 358 of the Municipal Act for a total amount of \$92,883.12.

Attachments:

1. Attachment 1 - Summary of Cancellation, Reductions and Refunds

F18-2024 Attachment 1

SUMMARY OF CANCELLATIONS, REDUCTIONS AND REFUNDS OF TAXES

Sections 357 & 358 of the Municipal Act, 2001

YEAR	ROLL NUMBER	REASON FOR APPLICATION	TWP TAXES	TOTAL TAXES
2022	010-001-32907	Shed destroyed by fire	51.60	203.94
2022	020-006-07400	Demolished part of industrial building	166.60	858.39
2022	020-006-11900	Demolished residential building	323.13	1,258.77
2023	010-001-32907	Shed destroyed by fire	79.31	311.25
2023	020-002-18100	Farm shop destroyed by fire	5.05	19.54
2023	020-003-21310	Class change RT to E (Non-profit housing)	2,018.37	7,224.74
2023	020-004-15200	Demolished farm building	3.57	13.80
2023	020-004-20000	Demolished residential and outbuildings	220.34	873.28
2023	020-006-07400	Demolished part of industrial building	179.59	904.56
2023	020-006-11900	Demolished residential building	506.54	1,960.74
2023	020-006-13100	Demolished farm building	8.55	33.09
2023	020-007-13000	Class change – no longer operating business	88.96	455.09
2023	030-005-01000	Class change CT to RT No longer a business	212.27	1,329.65
2024	010-001-03700	Class change CT to E No longer a business	247.41	1,219.31
2024	010-001-25900	Demolished commercial building	578.85	2,852.90
2024	010-001-32907	Shed destroyed by fire	86.00	333.09
2024	010-002-19400	Class change – CT to RT (MPAC error)	764.31	5,111.40
2024	020-001-01001	Demolished part of residential building	8.40	32.19
2024	020-002-00551	Class change – no longer operating business	94.88	573.04
2024	020-002-16900	Demolished farm buildings	35.96	137.82
2024	020-002-18100	Farm shop destroyed by fire	22.19	85.06
2024	020-003-21310	Class change RT to E (Non-profit housing)	13,540.70	47,895.98
2024	020-003-28600	Class change IT to RT – no longer a business	654.15	3,950.84
2024	020-003-33300	Farm building destroyed by fire	19.34	74.13
2024	020-003-41285	Class change RT to E (Township land)	30.25	115.91
2024	020-004-07800	Demolished residential building	74.30	284.77
2024	020-004-15200	Demolished farm building	7.63	29.24
2024	020-004-20000	Demolished residential building	354.52	1,389.03
2024	020-006-07400	Demolished part of industrial building	194.75	955.82
2024	020-006-11900	Demolished residential building	549.30	2,105.31
2024	020-006-13100	Demolished farm building	27.74	106.33
2024	020-007-08100	Mobile unit removed	33.29	127.59
2024	020-007-13000	Class change CT to FT – no longer a business	451.42	2,248.43
2024	030-001-09400	Demolished residential building	171.91	658.89
2024	030-001-09802	Demolished residential building	381.81	1,463.39
2024	030-005-01000	Class change CT to RT No longer a business	1,018.35	5,685.81
			23,211.34	92,883.12



Infrastructure Services Memo

To: Council
 From: Haley Bozanis, Engineering Technician
 Subject: Summary of Traffic and Parking By-law Amendments
 eDocs or File ID: N/A
 Meeting Date: December 17, 2024

Recommendation:

That the Council of the Township of Woolwich, considering a memorandum from Infrastructure Services dated December 17, 2024, respecting amendments to the Traffic and Parking By-law No. 70-2006, enact the proposed amendments by means of the by-laws as attached in Appendix A.

Background:

Infrastructure Services are responsible for corridor management throughout all Township of Woolwich right of ways. Traffic is contained within corridor management, which can include the review of rates of speeds, traffic calming, traffic warrant studies, annual traffic counting program and the traffic and parking by-laws. Requests are received from stakeholders including but not limited to the general public, emergency services, and businesses. If the requests are warranted, the Township will proceed with amendments on a semi-annual basis, generally in the Spring and Fall.

Infrastructure Services brings forward the second annual amendment to The Township of Woolwich Traffic and Parking By-law No. 70-2006. This by-law contains amendments to Rates of Speed on Highways in the Township of Woolwich.

Comments:

Schedule 18, “Rates of Speed on Highways”

Schedule 18, “Rates of Speed on Highways” of By-law No. 70-2006 is amended by removing the following:

- St. Jacobs Area, Three Bridges Road, from Hawkesville Road to a point 540m north of Hawkesville Road.
 - Remove current rates of speed on Three Bridges Road to be amended by adding the rates of speed listed in the following section.

- St. Jacobs Area, Three Bridges Road, from a point 1,300m south of Listowel Road to a point 950m south of Listowel Road.
 - Remove current rates of speed on Three Bridges Road to be amended by adding the rates of speed listed in the following section.

Schedule 18, “Rates of Speed on Highways” of By-law No. 70-2006 is amended by adding the following:

- St. Jacobs Area, Three Bridges Road, from Hawkesville Road to a point 540m north of Hawkesville Road.
 - Reduce the speed to 40km/hr, while keeping the limits of the current 60 km/hr school zone on Three Bridges Road.
- St. Jacobs Area, Three Bridges Road, from a point 540m north of Hawkesville Road to a point 1,300m south of Listowel Road.
 - Reduce the speed limit on Three Bridges Road from 80km/hr to 60 km/hr along the approach to the 40 km/hr school zone, in order to facilitate the necessary speed adjustment when entering a school zone.
- St. Jacobs Area, Three Bridges Road, from a point 1,300m south of Listowel Road to a point 950m south of Listowel Road.
 - Reduce the speed to 40km/hr, while keeping the limits of the current 60 km/hr school zone on Three Bridges Road.
- St. Jacobs Area, Three Bridges Road, from a point 950m south of Listowel Road to Listowel Road.
 - Reduce the speed limit on Three Bridges Road from 80km/hr to 60 km/hr along the approach to the 40 km/hr school zone, in order to facilitate the necessary speed adjustment when entering a school zone.

Attachments:

1. Appendix A – By-law XX-2024 – A By-law to Amend the Woolwich Township Traffic and Parking By-law No. 70-2006 regarding Rates of Speed on Highways in the Township of Woolwich.

The Corporation of the Township of Woolwich

By-law No. XX-2024

A By-law to Amend the Woolwich Township Traffic and Parking By-law No. 70-2006 Regarding Rates of Speed on Highways in the Township of Woolwich

WHEREAS section 11 of the "*Municipal Act, 2001, S.O. 2001 c.25*" provides that lower-tier municipalities may pass by-laws respecting highways, including parking and traffic on highways; and

WHEREAS on October 10, 2006, the Council of Woolwich passed the Woolwich Township Traffic and Parking By-law No. 70-2006; and

WHEREAS Council deems it necessary and expedient to pass the subject by-law to amend Rates of Speed on Highways in the Township of Woolwich;

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

1. Schedule 18, "Rates of Speed on Highways (Km/hr)" of By-law No. 70-2006 is amended by removing the following:

Reference	Highway	From	To	Speed
St. Jacobs Area	Three Bridges Road	Hawkesville Road	540m north of Hawkesville Road	60 km/hr
St. Jacobs Area	Three Bridges Road	1,300m south of Listowel Road	950m south of Listowel Road	60 km/hr

2. Schedule 18, "Rates of Speed on Highways (Km/hr)" of By-law No. 70-2006 is amended by adding the following:

Reference	Highway	From	To	Speed
St. Jacobs Area	Three Bridges Road	Hawkesville Road	540m north of Hawkesville Road	40 km/hr
St. Jacobs Area	Three Bridges Road	540m north of Hawkesville Road	1,300m south of Listowel Road	60 km/hr
St. Jacobs Area	Three Bridges Road	1,300m south of Listowel Road	950m south of Listowel Road	40 km/hr

St. Jacobs Area	Three Bridges Road	950m south of Listowel Road	Listowel Road	60 km/hr
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3. This by-law shall come into full force and effect on the date it is passed.

FINALLY PASSED AND ENACTED this XXst day of December, 2024.

Mayor

Clerk



To: All Members of Waterloo Regional Council
 Regional Municipality of Waterloo
 150 Frederick Street
 Kitchener, Ontario
 N2G 4J3

Via Email: regionalclerk@regionofwaterloo.ca

Dear Council Members,

Re: Concerns Regarding Proposed High-Performance Development Standards (HPDS)

On behalf of Thomasfield Homes Limited (Thomasfield), I am writing to formally express our opposition to the proposed High-Performance Development Standards (HPDS). While we recognize the importance of environmental sustainability, we have significant concerns about the legality, lack of transparency, and governance of this initiative.

At Thomasfield, we support sustainable building practices and are proud to say that our we committed to environmentally responsible and sustainable development, built upon decades of experience, compliance with the requirements of the Ontario Building Code ("OBC"), and recognition of industry best practices. However, we believe that the HPDS, in its current form, is flawed and poses challenges that cannot be overlooked.

1. Lack of Legal Authority

The HPDS oversteps municipal jurisdiction as outlined in the Ontario Building Code (OBC) Act, the Planning Act, and the Municipal Act. These laws explicitly limit municipalities from imposing standards that exceed those already mandated by the OBC. While municipalities may promote sustainability goals, they cannot enforce construction standards beyond provincial regulations.

Even the WRCE's materials acknowledge that the HPDS cannot fully align with the OBC, demonstrating that it exceeds the Region's jurisdiction. Furthermore, imposing such standards through site plan control or subdivision approvals risks legal challenges, as these tools cannot regulate construction methods or material standards.

The HPDS also contradicts the province's recent policy direction, as reflected in the 2024 Provincial Planning Statement and the forthcoming amendments to the OBC, which carefully balance sustainability with economic feasibility. Any attempt to bypass provincial authority undermines this balance and risks regulatory overreach.

2. Non-Transparent and Improper Governance

The process by which the HPDS has been developed raises significant concerns:

- The decision-making process lacks transparency. Despite requests, WRCE has refused to disclose the composition of the Municipal Working Group or provide sufficient details on stakeholder engagement.
- Key discussions and decision-making appear to be influenced by special interest groups rather than a neutral, evidence-based process. Polling questions and workshops have been structured to elicit specific responses, undermining genuine community and industry input.
- Delegating legislative powers to a non-profit organization like WRCE, without public oversight or accountability, is deeply concerning and likely improper under Section 23.2 of the Municipal Act.

3. Industry Opposition and Lack of Support

Despite claims in WRCE presentations that the HPDS aligns with industry priorities, the development community, including Thomasfield Homes Limited, strongly disagrees:

- The WRHBA, representing the vast majority of builders in the region, has opposed the HPDS, highlighting its redundancy, increased costs, and lack of proven benefits.
- Industry feedback during engagement workshops emphasized affordability, simplicity, and alignment with existing regulations—none of which the HPDS achieves.
- Builders and developers are concerned about the added complexity and potential delays introduced by the HPDS during a critical housing supply crisis.

4. Unjustifiable Costs and Consequences

The HPDS introduces unnecessary costs that will ultimately burden homebuyers:

- No cost-benefit analysis or financial impact study has been disclosed to justify the standards. This is especially troubling given the affordability challenges faced by Ontario's housing market.
- The WRCE claims that upfront costs will be minimal but fails to provide transparent evidence to support this assertion.
- By deviating from provincial standards, the HPDS risks creating an uneven playing field, driving development—and economic growth—away from Waterloo Region.

5. Misalignment with Municipal Responsibilities

Municipalities must operate within their legislated responsibilities and in collaboration with provincial policy. Attempting to impose unvetted green standards exposes the Region and the local municipalities to potential liability, especially if unproven measures lead to long-term building failures. Aligning with the OBC and leveraging provincial frameworks is a more prudent approach.

Conclusion

Thomasfield Homes Limited urges the Region to reconsider the HPDS and to pause its implementation until these serious legal, procedural, and industry concerns are resolved. Development standards must be transparent, accountable, and voluntary, with clear alignment to provincial law and demonstrated benefits for stakeholders.

We remain committed to working collaboratively with the Region to achieve sustainability goals in a manner that respects legal frameworks and industry realities.

Sincerely,



Tom McLaughlin

Thomasfield Homes / Ariss Glen Developments Ltd.

Mayor Sandy Shantz, Township of Woolwich
Deanne Friess, Director of Development Services, Township of Woolwich
Scott Andison, CEO OHBA
Hon. Mike Harris, Minister of Red Tape Reduction
Hon. Paul Calandra, Minister of MMAH
Hon. Matthew Rae, Deputy Minister of MMAH



Corporate Services Staff Report

Report Number:	C30-2024
Report Title:	Municipal Digital Sign Advertising Policy
Author:	Rae Ann Bauman, Executive Officer
Meeting Type:	Council Meeting
Meeting Date:	December 17, 2024
eDocs or File ID:	DM#128379
Consent Item:	No
Final Version:	Yes
Reviewed By:	Jeff Smith, Director of Corporate Services/Clerk
Final Review:	Senior Management Team

Recommendation:

That the Council of the Township of Woolwich, considering Report C30-2024 Municipal Digital Sign Advertising Policy:

1. Adopt the Municipal Digital Sign Advertising Policy; and
2. Approve the new fees as set out in attachment 2.

Background:

When the Municipal Signage Policy was implemented by the Council of the day in 2015, it began discussions around the installation of a Municipal Digital Sign that could be used for community messaging. The installation of this digital sign was in conjunction with the Industrial Drive reconstruction project, currently all messaging is from the Township, but our intent is to open this up to the community.

Comments:

Staff drafted the Municipal Digital Sign Advertising Policy to ensure that signage provides residents, ratepayers and visitors with accurate and appropriate information from the Township, and its businesses and non-profit organizations. The policy facilitates effective digital communication tools for important community messaging while ensuring transparent, honest and clear channels of communication.

The policy defines the expectations regarding the appropriate use of the municipal digital sign to ensure that advertising does not include:

- Promotion of a political, factional or religious viewpoint;
- False, misleading or deceptive messages;
- Messages expressing discriminating viewpoints pursuant to the Ontario Human Rights Code;
- Personal requests such as birthdays, engagements, weddings, anniversaries, etc.;
- Events and functions open only to members of an organization;
- References to the sale or consumption of alcohol or other drugs;
- References to gambling or lotteries;
- Profane language or content, personal attacks, sexual content;
- Information that may compromise the safety and security of the public; and
- Any other content that is considered inappropriate in the opinion of the Township.

As messages conveyed to the public by the Township act as a representation of the municipality, these limitations ensure that the sign is operated in a manner that represents Woolwich positively.

Interdepartmental Impacts:

With the implementation of this policy, it will require Corporate Services staff to coordinate both the advertisement content and the receipt of payment.

Other departments will be able to use the municipal digital sign to raise awareness of municipal events, notices, programs and services.

Financial Impacts:

The fees for the use of the sign set out in attachment 2 have been established to cover the cost of operating the sign. Fees being recommended were set by reviewing what local community groups currently pay for advertising, reviewing other municipalities' fees and considering the cost to maintain the sign. Once the program has been established the intent is for the advertising revenue generated will provide a source of funding for the end-of-life replacement of this sign at no additional cost to the taxpayer. This ensures that the Township is provided the use of the sign for its own purposes while also minimizing expenses incurred on ratepayers in future years relative to the asset.

The policy provides a discounted fee - dependant on length of the advertising contract - and exempts fees for:

- Township messaging
- Joint messaging with other nearby municipalities
- Messages from the Elmira Maple Syrup Festival

Council or anyone delegated authority to waive fees, may choose to waive fees, with funding coming from Council's Fees and Charges Waiver account.

Community Strategic Plan Impacts:

This Municipal Digital Sign supports our Commitment to Community Connection as it provides residents and visitors with a visual tool that informs them of ways that they can socially connect with each other. Further it establishes an innovative customer service opportunity that furthers our commitment to increasing communication to our community.

Conclusion:

The purpose of the digital sign is intended to promote the municipality's commitment to increasing communication to the public, while generating revenue. With the adoption of a policy relative to the use of the municipal digital sign, our intent is to offset the expense of the renewal of the asset while providing a cost neutral platform that promotes appropriate and effective communication for the Township, its businesses and non-profit organizations.

Attachments:

1. Draft Municipal Digital Sign Advertising Policy
2. Draft Fees and Charges

<p>CORPORATE POLICY and PROCEDURE</p>	 <p>WOOLWICH TOWNSHIP</p>	<p>Policy No.: PR-04 Pages: 5 Effective Date: Supercedes: N/A</p>
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SECTION: Public Relations

SUBJECT: Municipal Digital Sign Advertising Policy

PURPOSE

The Township of Woolwich has installed a digital sign in the town of Elmira. The digital sign is intended to promote the municipality's commitment to increasing communication to our community. Its secondary purpose is to generate revenue for future maintenance of the asset. The purpose of this policy is to set rules regarding non-municipal advertisements placed on the Township's digital sign.

DEFINITIONS

Commercial Advertisements: Advertisements with the intent to promote a commercial business.

Charitable and/or Not-for-Profit: An organization that seeks to relieve poverty, advance education, or other has benefits to the community in a way that courts have said is charitable.

Charitable Advertisements: Advertisements with the intent to promote events that have a clear benefit to members of the community and public at large.

Programs: Sports or athletic groups, activity groups such as a knitting club, etc.

Programming: Advertisements with the intent to promote program registration.

Service Club: A voluntary non-profit organization where members meet regularly to perform charitable works either by direct hands-on efforts or by raising money for other organizations

Service Club Advertisements: Advertisements with the intent to promote events that have a clear benefit to members of the community and public at large.

Sign Display Area: means any colour, graphic logo, symbol, word, numeral, text, image, message, picture or combination thereof displayed

POLICY SCOPE

Principles

1. The digital sign is viewed by the public as a representative of the Township, and therefore, will be operated in a manner that reflects and enhances the values of the Township of Woolwich.

2. The following messages shall not be permitted to be advertised:
 - a. Promotion of a political, factional or religious viewpoint;
 - b. False, misleading or deceptive messages;
 - c. Messages expressing discriminating viewpoints pursuant to the Ontario Human Rights Code;
 - d. Personal requests such as birthdays, engagements, weddings, anniversaries, etc.;
 - e. Events and functions open only to members of an organization;
 - f. References to the sale or consumption of alcohol or other drugs;
 - g. References to gambling or lotteries;
 - h. Profane language or content, personal attacks, sexual content;
 - i. Information that may compromise the safety and security of the public; and
 - j. Any other content that is considered inappropriate in the opinion of the Township.
3. The advertiser shall not hold the Township liable or responsible for any error and/or omissions that may occur, however caused.
4. Appearance of messages on the digital sign area are subject to constraints of priorities, as well as electronic and mechanical limitations.
5. Posting will take place once per week, where practical.
6. All BIAs, Committees of Council, Charitable, Not-for-profit, Schools and Service Clubs, will take priority over for-profit organizations. New advertisements will take priority over repeat advertisements.
7. The dates of postings, their duration and content are all at the final discretion of the Township.
8. In the event of an emergency, the Township has the right to suspend all messages and use the sign for emergency purposes only.
9. Should the sign be down for a period of time (due to weather, technology issues, or emergency purposes, etc.), the Township of Woolwich will reimburse or provide future credit pro-rated time.
10. The Township reserves the right to make changes to this policy and the fee schedule. Such amendments shall take effect immediately upon ratification or when noted.
11. The Township reserves the right to reject or revise all media submitted, or to cancel advertising at any time.
12. Advertising shall also be subject to all other policies adopted by the Municipality

General Requirements

1. Advertisements must be in a media-ready file subject to the advertising parameters when submitted for posting to the sign. This means that advertisement text or a .jpg file (picture) will be uploaded to the contract form ready to post, without needing any municipal recourses to

complete the design of the advertisement. A creative fee will apply as set out in the fees and charges by-law, at the discretion of Municipal staff.

2. Advertisers are encouraged to contact the Township before finalizing advertisements to ensure the advertisement meets the parameters and will have the best characteristics for display.
3. Advertisements will be approved by the Township before they are displayed on the sign.
4. Weekly, monthly and yearling pricing for the Digital sign available as per the Fees and Charges By-law.
5. Contracts are fully invoiced at the beginning of the contract.
6. Contracts begin on the first day the advertisement is posted to the sign.

BIAs, Committees of Council, Charitable, Not-for-profit, Programs/Programming, Schools, Service Clubs and Advertisements:

Advertisements with the intent to promote events that have a clear benefit to members of the community and public at large will be permitted subject to the following:

7. Advertisements that promote charitable and community events and programs/programming outside of the Township of Woolwich will not be accepted for display.
1. All other Advertisements are then considered Commercial Advertisements.

Commercial Advertisements:

Advertisements with the intent to promote a commercial business will be permitted subject to the following:

1. Commercial advertisements can be changed once per month after the first month of advertising.

Advertising Parameters:

1. The advertisement parameters are 300 x 180 pixels – a 5:3 ratio.
2. The sign accommodates the following file formats:

.bmp	.m1v	.mpeg	.swf
.3gp	.m2v	.nsv	.tga
.avi	.m4v	.pct	.tiff
.f4v	.miff	.pict	.wmv
.fla	.mkv	.png	.wrap
.flv	.mng	.px	.xbm
.gif	.mov	.pxr	
.jpeg	.mp4	.raw	
.lbm	.mpe	.rm	

3. Full motion videos can be played that fit the ratio of 5:3. Videos must be no longer than 10 seconds.
4. Text or fonts should be a minimum of 14 pt.
5. Contracts are guaranteed one, ten second advertisement every ten minutes. The maximum number of advertisements is 60 per cycle and as a general rule, commercial advertising will be limited to 30 advertisers at any given time.

FEE EXEMPTIONS AND FEE WAIVERS

Fees for advertising on the Municipal Digital Sign shall not apply to:

1. Messaging by or on behalf of the Township of Woolwich, or joint messaging with nearby municipalities.
2. Messaging by the Elmira Maple Syrup Festival.

Upon receiving a request for fees to be waived, Council or anyone delegated authority to waive fees, may choose to waive fees, with funding coming from Council's Fees and Charges Waiver account.

Attachment 2: Draft Fees and Charges

Digital Sign Fees – For Profit	1 Week	\$ 100.00
	1 Month	\$ 400.00
	3 Months	\$ 900.00 (10% discount)
	6 Months	\$ 2,210.00 (15% discount)
	1 Year	\$ 3,900.00 (25% discount)
	Creative Fee	\$ 100.00

Digital Sign Fees – Not-for-profit	1 Week	\$ 25.00
	1 Month	\$ 100.00
	3 Months	\$ 270.00 (10% discount)
	6 Months	\$ 552.50 (15% discount)
	1 Year	\$ 975.00 (25% discount)
	Creative Fee	\$ 25.00



Financial Services Staff Report

Report Number:	F19-2024
Report Title:	Award for Financial Software
Author:	Richard Petherick, Manager of Accounting & Deputy Treasurer
Meeting Type:	Council Meeting
Meeting Date:	December 17, 2024
eDocs or File ID:	eDocs #128520
Consent Item:	No
Final Version:	Yes
Reviewed By:	Colm Lynn, Director of Finance & Treasurer
Final Review:	Senior Management Team

Recommendation:

That the Council of the Township of Woolwich, considering Report F19-2024 respecting Award for Financial Software:

1. Award the purchase and implementation for a new financial software to MNP Digital.
2. Direct staff to include the software purchase and implementation cost of \$226,394.63 after HST in the 2025 budget for Council review and approval.
3. Direct staff to include the costs for two additional contract staff to assist in the implementation of the new financial software (Project Coordinator/Business Analyst and Financial Specialist) \$406,230.00 in the 2025 budget for Council review and approval.

Background:

The Township is currently using Asyst by USTI for its financial software needs, which was implemented in 2010. This system is an on-site solution which is currently being run in a Microsoft Windows environment using the Microsoft SQL Server RDMS. While the system has been sufficient for the Township's needs, due to growth (both taxation and utility) and the complexity of the Township's operations the Township has outgrown the current software solution. This has led to data integrity errors and lack of functionality to perform regular reporting.

With growth and complexity issues the Township has been looking to transition our current legacy financial system to a newer solution. The shift to more modern technologies offers several benefits, including:

- Efficiency through enhanced workflow and automation
- Improved database integrity
- Greater security and resiliency
- Elevated reporting capabilities
- Better ability to meet the needs of citizens

Comments:

Request for Proposal (RFP) – Evaluation Process and Criteria

On October 16, 2023, the Township issued a Request for Proposal for Financial Software. The RFP allowed Proponents to submit up to two proposals, an on premise solution and a hosted/cloud based solution. Upon closing of the RFP on November 10, 2023, the following five (5) firms had submitted detailed proposals:

1. Catalis Technologies Canada, Ltd.
2. CentralSquare Canada Software Inc. (Diamond - On Premise)
3. CentralSquare Canada Software Inc. (Diamond - Hosted)
4. MNP Digital Inc. (SylogistGov)
5. Procom Data Services (Town Suite)
6. Vigilant Consulting Services Inc.

Due to staffing and resource challenges the RFP was not evaluated until May 23, 2024. The proposals received were reviewed by a team consisting of the Manager of Accounting, Manager of Revenue and the Manager of IT Services.

The review team evaluated the proposal and used an evaluation model, which awarded points based on the following criteria and weighting:

- Proposed Software 30 points
- Ease of Use/Integration 20 points
- Experience & references 20 points
- Cost 30 points

Based on the above evaluation model, the Township invited the three top solutions, being CentralSquare (both on premise & hosted) and MNP Digital, to conduct a demonstration of their software offering.

Through the evaluation and demonstration process, the platform as presented in CentralSquare's Diamond solution, Microsoft Dynamics GP, an end-of-life was announced for this platform. This means that this product will no longer be available for purchase. The review team conducted discussions with CentralSquare on this development and did review an alternative solution proposed by them. However, after reviewing this alternative, and in consultation with the Director of Finance, the review team has selected MND Digital and their SylogistGov solution as the preferred vendor.

SylogistGov Solution

SylogistGov is a comprehensive cloud-based ERP solution, built upon the foundation of Microsoft Dynamics 365 Business Central (D365 BC) and is designed for use by municipalities, local governments, and public utilities. The SylogistGov solution meets the Township's requirements for modules such as General Ledger, Accounts Payable, Purchase Orders, Property Taxation, Utilities, etc. It has the ability through data imports, open APIs, and PowerApps, and the Extension Marketplace, to extend to any of the Township's current solutions (e.g. CityWide, Esri, etc.).

SylogistGov also has a suite of features that allow for sophisticated, or simple, workflow approvals. In SylogistGov, the Township can create approval and routing codes, document approval rules (purchase orders, expense reports, etc.), transaction approval rules, and validation rules. Users can add approval tiles to their home screen or landing page in the system or they can approve requests via email through their mobile devices.

The SylogistGov solution has a Citizen Portal where Woolwich residents and customers will have the ability to signup and view Property Tax and Utility eBills. The Citizen Portal also allows the ability to see a history of both bills and payments for each property or account that a customer may own. Through the Citizen Portal the Township will have the ability to engage with residents and businesses by posting important information and promoting upcoming community events.

In addition, SylogistGov offers direct integration with PowerBI, budget management tools, grant management, payroll and human resources. Through the purchase of the solution the Township will be granted a licensee for PowerBI, which will assist in the analysis and presentation of financial information

Additional Staff Resources

As Council may appreciate to ensure an effective and efficient implementation of a new financial software, additional staffing resources are required. Financial services currently do not have the bench strength and capacity to dedicate the time required to implement a software of this scale and complexity. It is anticipated that this project will take two-years to implement, which will involve planning, implementation, and post-implementation activities. Critical to the successful implementation of this project will be ensuring sufficient staff resources are available. Staff are recommending two contract positions: Project Coordinator/Business Analyst and Financial Specialist.

Project Coordinator/Business Analyst

One of the key positions that would be required in the implementation is a Project Coordinator/Business Analyst. This position would be a liaison between the software provider and the Township and would be the lead through the implementation process. This will involve identifying and monitoring business goals and milestones as the implementation progresses and identifies and resolves any roadblocks that may arise.

While all municipal financial software will have the standard modules the software that is being recommended is based on a different platform and is more modernized in its workflow. With this the position will need to create/amend and document new work processes to ensure that effective efficient procedures are implemented. This position would meet with all user departments to gain a greater understanding of workflows and identify and implement efficiencies where possible.

This position would also monitor the budget for this project and perform variance analyses. This will ensure that the project stays within the approved budget.

The person in this position will need to have good project management skills as well as analytical, facilitation and interpersonal skills.

Financial Specialist

Another role that will be critical for a successful implementation is to ensure there is sufficient support for the finance team that will be seconded to work on this project. As finance operates with very limited resources, an additional Financial Specialist would be required to backfill various existing staff in Financial Services staff who will need to dedicate time during the configuration and testing. This position will assist with all functions within Financial Services, including but not limited to accounts payable, property taxation, utility billing, and financial reporting.

This position will also assist the Project Coordinator in gathering, disseminating and communicating information that will be critical for a successful implementation.

Interdepartmental Impacts:

While financial software is mainly used by Financial Services, the information contained in it is utilized by every department in the Township.

Financial Impacts:

Capital Budget (2024) \$200,000.00

MNP Digital - SylogistGov

Implementation and Annual Licensing (Year 1)	\$222,479.00
Plus H.S.T.	\$28,922.27

Sub total	\$251,401.27
Less H.S.T. rebate	(\$25,006.64)
Total	\$226,394.63

\$226,394.63

Additional Staff Resources – 2 Years Total (All-in)

Project Coordinator/Business Analyst	\$209,880.00
Financial Specialist	\$192,850.00
Staff Equipment (Computer & Accessories)	\$3,500.00
Total	\$406,230.00

\$406,230.00

Grand Total

\$632,624.63

Additional Funding Required

(\$432,624.63)

As mentioned earlier, it is anticipated that this project will be implemented over a two-year period. The 2024 Budget has \$200,000, however based on year-one licencing and implementation costs as well as additional staff support required additional funding of \$435,624.63 will need to be included and phased in over the 2025 and 2026 IT Capital Budgets.

Community Strategic Plan Impacts:

The purchase and implementation of a new financial software solution supports the direction to “Maintain an innovative customer service focus” by ensuring the Township has a reliable and robust system for financial integrity which also has the capability to provide citizens with access to their property and utility account information.

Conclusion:

Based on the review and evaluation process noted above, Staff recommends the purchase and implementation of MNP Digital’s SylogistGov financial software solution and to hire two full-time contract staff to assist with the implementation.

Attachments:

None.



Financial Services Staff Report

Report Number:	F20-2024
Report Title:	Fees and Charges – 2025
Author:	Colm Lynn, Director of Finance and Treasurer
Meeting Type:	Committee of the Whole Meeting
Meeting Date:	December 17, 2024
eDocs or File ID:	File
Consent Item:	No
Final Version:	Yes
Reviewed By:	SMT
Final Review:	Chief Administrative Officer

Recommendation:

That the Council of the Township of Woolwich, considering Report F20-2024 respecting Fees and Charges – 2025, adopt the By-laws attached as Attachment 1, 2, 3, and 4 to establish fees and charges for general Township services, planning services and fire services.

Background:

Annually, staff review Township fees and charges and recommend any changes to be brought forward for Committee and Council consideration and approval. The review of fees and charges is a part of the annual budget process and the recommendations that result from this review help determine revenue projections. Revenue that can be generated through user fees will lessen the tax levy required by the Township. Also, as a part of this review staff continues to consider those fees that should be at or close to user pay while remaining realistic by looking at comparable municipalities.

Comments:

Fees and Charges Review Process

Staff has undertaken a review of fees and charges culminating in the amendments to the By-laws attached to this report. The following analysis was performed in the development of these By-laws:

- **Review of Current Legislation** – to ensure that all departments understand and agree on the implications of recent legislation, including:

- Planning Act
- Municipal Act, 2001 – Section 150 – Licensing Fees
- Municipal Act, 2001 – Part XII – Fees and Charges
- **Municipal Fees and Best Practices Design Comparisons** – to provide a financial context for fee adjustments (market comparisons of Township’s fees and charges)
- **Recommended Fee and Charge Refinements** – recommended refinements to improve fee structure.

Corporate Services (COR)

Staff reviewed fees and changes proposed generally fall into three categories:

- Minor inflationary increases to service fees that have not increased in several years (e.g. commissioning)
- Changes to fees following a review of rates set in neighbouring municipalities (e.g. death registration, marriage license)
- Reductions in regulatory fees to promote increased compliance (e.g. sign return fee, 7-day winter parking)
- Staff have been charging fees for a municipally significant event, but it was not explicitly stated in the by-law

Development Services (DS)

Development Engineering

- Reviewed existing fees and adjusted with cost of living increases
- Adjustment to Minor Zoning Application description and related fee based on actual costs to review
- Additional fees including:
 - Fees for services provided prior to formal application to be refunded once formal application fees are submitted
 - Additional Planning application related review fees (zoning, OPA, etc.)
 - Fees for re-submissions (new or altered design)
 - Fees for review of new or altered services submissions
 - Site Alteration Fees in accordance with the updated Site Alteration By-law

Planning

- Official Plan Amendment applications – with the changes to the fee structure mid 2024 there was no fee incorporated for an Official Plan Amendment application that wished to proceed without having a preapplication process completed. Staff have incorporated the related fees at a higher rate than that of an Official Plan Amendment application which proceeds with a preapplication to encourage applicants to complete a preapplication review.
- Development Agreement (Site Plan Agreement). With the changes to the fee structure mid 2024 there was no fee incorporated for a Major Site Plan application that wished to proceed without having a preapplication process completed. Staff have incorporated the related fees at a higher rate than that of a Major Site Plan application that proceeds with the preapplication process.
- Effective January 1, 2025, through Bill 23, the Township will be assuming the responsibility from the Region for the processing of Condominium and Subdivision applications. As such, the respective preapplication fees have been added as new fees for 2025.
- An overall 5% increase in planning application fees was applied to the current 2024 planning fees to account for the proposed 2025 fees due to extra time and efforts to take on added responsibilities imposed on local municipalities by the Province. This is as a result of Provincial Bill 23 that removes our upper tier, Region of Waterloo, as a “planning authority” come January 1st, 2025.

Financial Services (FIN)

Financial Services are not proposing any changes to their fees and charges for 2025. Most existing fees are rounded to whole numbers (such \$25) and inflationary increases would be consolidated and rounded to the next larger whole number in future years. Finance will be taking a deeper look at their fees in 2025 and have more data informed changes in 2026.

Fire Services (Fire)

Fire Services have proposed modest increases to their fees and charges in 2025. This includes a \$5 increase to burn permits and a moderate increase to the inspection fees to reflect current costs. Other fees such as the attendance at motor vehicle accidents are based on the latest available MTO rates.

Infrastructure Services (IS)

Staff are proposing to maintain the department’s fees and charges static with 2024. The only additions to 2025 include fees associated with Consolidated Linear Infrastructure Environmental Compliance Approvals. Responsibility for ECAs were previously with the Ministry of the Environment, Conservation and Parks (MECP) and were downloaded to

municipalities through the CLI-ECA program. The majority of CLI-ECA's are reviewed by Development Services staff through development applications and an issue has been encountered with some development applications that require multiple resubmissions before approval can be granted. Appreciating that this takes additional staff time and resources, it is proposed to include a resubmission fee that can be subjectively applied on a case-by-case basis to ensure that there is an appropriate cost recovery model in place for such instances.

Recreation & Community Services (RCS)

Staff are recommending that Council approve adjustments to departmental fees and charges with an average increase of 2% - 10% over 2024 rates to reflect actual costs where possible. Staff have undertaken evaluations of fees charged in comparative municipalities to assist with establishing our 2025 rates for programs, rentals, and services. Staff are mindful of costs and balance registration and user fees with what the market will pay for programs and rentals.

Cemeteries

Fees have been established to reflect the increased cost for contracted services as well as staff administration and operations. Some fees listed in the fees and charges cannot be adjusted, as they are set by the Bereavement Authority of Ontario (BAO).

Recreation

Ice Rates

Council previously approved ice rates for affiliated groups for a 4-year term (2023-2027) that will see a 2.0% increase in 2025 (effective August 1, 2025).

These ice rates and associated rate caps do not reflect associated increased costs for utilities, wages, facility repair and maintenance, but were established to help affiliated groups recover post-pandemic. The 4-year term will assist the associations to establish registration fees through 2027. Staff would note that increases to ice rates across southwestern Ontario range from 2% to 8%.

Aquatics

Most aquatic rates for pool rentals, drop-in swim programs will increase by 2.5%, and instructional lessons will increase an average by 10% in 2025. These fees are to reflect increased costs for utilities, maintenance, as well as to address the compensation disparity for aquatic staff in relation to neighbouring municipalities, to better position the department for recruitment and retention. Residents will receive a discount on instructional programs.

Day Camp

Programs and camp registration will see an increase of 3% to assist with program costs and additional staff costs that reflect the most recent increase to minimum wage. New in 2025 is a Non-Resident surcharge of 10% of the program cost.

Sports Fields, Community Centres

Sport field and community centre rental rates will increase by 2% to reflect increased costs for maintenance and utilities, to offset the increase in minimum wage, and to bring Woolwich's rental fees in-line with surrounding municipalities.

Settlement Areas

New in 2025, is a Non-Resident surcharge for settlement community centre facility rentals. Additionally, the daily rate in Bloomingdale and Heidelberg have increased by 80% (\$114.09 to \$205.36) for an 8-hour /full-day rental to bring those fees in line with other rental rates in the Township.

Rentals – Alcohol Events

Staff recommend that alcohol events, including Stag and Does, not be a permitted use for rentals in Township facilities. The current rental fee charged in smaller settlements such as Maryhill, Bloomingdale and Heidelberg do not cover the staff and security costs for this type of rental. There are private facility's operating in the communities that are more appropriately resourced to handle alcohol events such as the Bridgeport Rod and Gun Club located between Bloomingdale and Maryhill, Schwaben Club in Breslau and the Lions Hall in St. Jacobs and Elmira. Council will recall that the Recreation Associations used to staff such events with volunteers and thereby generating a profit. The Township does not have resources to staff these infrequent events and have difficulty finding part-time staff willing to work these events due to the late hours, difficult patrons, and requirement to enforce rental rules and regulations. Historically, most of the alcohol rentals were booked by non-residents due to the lower rental rates. Staff continue to advocate that our role in the community is not to facilitate alcohol events and feel the potential revenue to be gained does not outweigh the risk, liability and challenges.

Additionally, staff note that the Breslau, Maryhill and Bloomingdale Community Centres are booked year-round with family events, birthday parties, and programs. The number of rentals at all facilities continues to increase annually. Conestogo and Heidelberg are not equipped to handle alcohol events.

Interdepartmental Impacts:

Revenues generated by fees and charges are retained within each program area.

Financial Impacts:

Fees and charges support competitive property taxes by maximizing the use of non-tax revenue sources and will be included in the 2025 Operating Budget.

Strategic Plan Impacts:

By reviewing and establishing appropriate fees and charges the Township is ensuring alignment with one of its key areas of focus and values of being fiscal responsibility and sustainability by creating an appropriate user pay system.

Conclusion:

Staff recommends that Council adopt the By-laws attached as Attachment 1, and 2 to this report to establish fees and charges for general Township services and planning services.

Attachments:

1. By-law to Establish and Require Payment of Fees and Charges (General Fees and Charges)
2. Fees and Charges Schedule by Department
3. Amending By-law Planning Fees and Charges
4. Amending By-law Fire Fees and Charges

The Corporation of the Township of Woolwich

By-law No. XX-2024

A By-law to Establish and Require Payment of Fees and Charges

WHEREAS Section 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;

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

1. In this By-law,
 - a. "Corporation" means the Corporation of the Township of Woolwich
 - b. "Department" means a department of the Township of Woolwich
 - c. "Township" means the Corporation of the Township of Woolwich
2. Council hereby establishes the fees and charges as set out in the Schedules attached to the By-law.
3. No request by any person for any information, service, activity or use of Township property described in the Schedules to this By-law will be processed or provided by the Township, unless and until the person requesting the information, service activity or use of Township property has paid the applicable fee in the prescribed amount as set out in the Schedules to this By-law.
4. The fees listed in the Schedule to this By-law may be subject to the Harmonized Sales Tax (H.S.T.) where applicable.
5. Schedule "A", Schedule "B", Schedule "C", Schedule "D", Schedule "E" and Schedule "F" shall be deemed to be an integral part of this By-law and are to be in effect as of January 1, 2024, unless otherwise amended.
6. Where applicable, any By-law affected by the Schedules appended to this By-law shall be amended in accordance with the Schedules appended to this By-law. The appropriate By-laws shall be amended only in respect of the alteration of the fees permitted to be charged under the appropriate By-law, and only in such manner as is prescribed by the new Schedules of Fees appended to this By-law.
7. Should any part of this By-law, including any part the Schedules attached to this By-law, be determined by a court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of the Schedules, as applicable, shall continue to operate and to be in force and effect.

- 8. That By-law 81-2023 of the Township of Woolwich, and all by-laws amending the same and all Schedules related to such and any other by-law inconsistent with provisions of this By-law are hereby repealed.
- 9. This by-law shall come into full force and effect on January 1, 2025.

FINALLY PASSED AND ENACTED this 17th day of December, 2024.

Mayor

Clerk

SCHEDULE "A"
By-law XX-2024

CORPORATE SERVICES

		Fees & Charges	
		2024	2025
= New item			
COR DEPARTMENT	Rate Description		
Clerks Fees	<u>Commissioning</u>		
	Certification of a Township Document (per document)	\$15.00	\$20.00
	Commissioning of Non-Township Related Documents (Includes up to three documents on single visit)	\$25.00	\$30.00
	Commissioning: document preparation (per document)	\$25.00	\$30.00
	Death Registration	\$27.00	\$28.00
	Appeal to the Municipal Election Compliance Audit Committee (MECAC)	Free	Free
	<u>Freedom of Information Access Request: (Provincially legislated)</u>		
	a) Application Fee	\$5.00	\$5.00
	b) Staff time to manually search a record (per 15 minutes)	\$7.50	\$7.50
	c) Photocopies and computer print-outs (per page)	\$0.20	\$0.20
	d) Computer discs (per disc)	\$10.00	\$10.00
	e) For preparing a record for disclosure (per 15 minutes)	\$7.50	\$7.50
	f) For developing a computer program (per 15 minutes)	\$15.00	\$15.00
	<u>Issue of Books and Lists:</u>		
	a) Where actual value is known	Actual Cost	Actual Cost
	b) Where actual value is not known	\$0.25 per page	\$0.25 per page
	Photocopying (per page)	\$0.25	\$0.25
	Travel Letter (i.e. birth registration pending)	\$25.00	\$25.00
	Locating/Researching/Preparing Documents (per ½ hour)	\$20.00	\$30.00
	Township Pins - up to 25 pins	Free	Free
	Township Pins - each pin (after 25 free pins)	\$1.07 Each	\$1.07 Each
	Electronic Registration of Legal Documents for Outside Parties	\$70.00	\$70.00

SCHEDULE "A"
By-law XX-2024

CORPORATE SERVICES

		Fees & Charges	
		2024	2025
	= New item		
	Administration Fee per Electronic Registration	\$15.00	\$15.00
Communcations Fees	Digital Sign Fees - For Profit		
	1 Week		\$ 100.00
	1 Month		\$ 400.00
	3 Months		\$ 900.00
	6 Months		\$ 2,210.00
	1 Year		\$ 3,900.00
	Creative Fee		\$ 100.00
	Digital Sign Fees – Not-for-profit		
	1 Week		\$ 25.00
	1 Month		\$ 100.00
	3 Months		\$ 270.00
	6 Months		\$ 552.50
	1 Year		\$ 975.00
	Creative Fee (for-profit business)		\$ 25.00
Marriage Fees	<u>Marriage Ceremony:</u>		
	On-Site Commitment Ceremony, During Business Hours. Details: \$50 non-refundable, a Statement of Vows in Council Chambers. Room rental time: Up to 1 hour.	\$250.00	\$250.00
	On-Site Commitment Ceremony, Non-Business Hours. Details: \$50 non-refundable, in Council Chambers. Includes a 30-minute pre-meeting, 1 hour rehearsal, and Ceremony.	\$375.00	\$375.00
	Off-Site Commitment Ceremony, Any Time. Details: \$50 non-refundable, at a location secured by the Couple and within the boundary of the Township of Woolwich.	\$400.00	\$400.00
	On-Site Vow Renewal Ceremony, During Business Hours. Details: \$50 non-refundable, Renewal of Vows in Council Chambers. Room rental time: 45 minutes.	\$125.00	\$125.00

SCHEDULE "A"
By-law XX-2024

CORPORATE SERVICES

		Fees & Charges	
		2024	2025
	= New item		
Marriage Fees	Off-Site Vow Renewal Ceremony. Details: \$50 non-refundable, Renewal of Vows in a location secured by the Couple and within the boundary of the Township of Woolwich.	\$175.00	\$175.00
	Witness provided by the Township (per witness). Only offered at on-site ceremonies during business hours + HST	\$25.00	\$30.00
	Mileage Fee - for pre-meeting or rehearsals if held at a location other than the Township administration office	Current Township rate	Current Township rate
Licencing Fees	Marriage Licence	\$150.00	\$155.00
	Seasonal Trailer Licence (per trailer, per month)	\$24.00	\$25.00
	Municipal Information Form for Liquor Licence	\$25.00	\$30.00
	Letter for Designation of a Municipally Significant Event		\$30.00
	Application for the Temporary Extension of Outdoor Licensed Premises for a Liquor Licence	\$250.00	\$250.00
	Lottery Licence Fee (% of prize value)	3%	3%
	Lottery licence administration fee for new eligibility reviews	\$30.00	\$30.00
	Fireworks Permits and Licences		
	- Fireworks Display Permit for Public Display (Per Event)	\$115.00	\$115.00
	- Fireworks Display Permit for the Public Display (Charitable/Non-Profit Organizations - Per Event)	\$15.00	\$15.00
	- Fireworks Sales Licence (Annual)	\$175.00	\$175.00
	Refreshment Vehicles - Class "A" - Mobile Food Truck		
	- Per Day (For-Profit)	\$75.00	\$75.00
	- Per Day (Charitable, Non-Profit)	\$35.00	\$35.00
	- Annual (For-Profit)	\$350.00	\$350.00
- Annual (Charitable, Non-Profit)	\$200.00	\$200.00	

SCHEDULE "A"
By-law XX-2024

CORPORATE SERVICES

	Fees & Charges	
	2024	2025
= New item		
Licencing Fees		
Refreshment Vehicles - Class "B" - Stationary Refreshment Vehicle		
- Per Day (For-Profit)	\$75.00	\$75.00
- Per Day (Charitable, Non-Profit)	\$35.00	\$35.00
- Annual (For-Profit - New Applicaion)	\$500.00	\$500.00
- Annual (For-Profit - Renewal Application)	\$350.00	\$350.00
- Annual (Charitable, Non-Profit)	\$200.00	\$200.00
Refreshment Vehicles - Class "C" - Food Cart		
- Per Day (For-Profit)	\$50.00	\$50.00
- Per Day (Charitable, Non-Profit)	\$15.00	\$15.00
- Annual (For-Profit)	\$285.00	\$285.00
- Annual (Charitable, Non-Profit)	\$100.00	\$100.00
Refreshment Vehicles - processing fee where application is received less than 15 business days before event	\$50.00	\$50.00
Salesperson Licence		
- Per Day (For-profit - Township resident)	\$60.00	\$60.00
- Per Day (For-profit - non-resident)	\$120.00	\$120.00
- Per Day (Charitable, non-profit)	\$20.00	\$20.00
- Up to 3 consecutive days at one location (For-profit - Township resident)	\$120.00	\$120.00
- Up to 3 consecutive days at one location (For-profit - non-resident)	\$260.00	\$260.00
- Up to 3 consecutive days at one location (Charitable, non-profit)	\$45.00	\$45.00

SCHEDULE "A"
By-law XX-2024

CORPORATE SERVICES

		Fees & Charges	
		2024	2025
	= New item		
Licencing Fees	Drain Layer's Licence		
	- New, with examination fee	\$120.00	\$120.00
	- Examination fee (to rewrite)	\$60.00	\$60.00
	- Renewal or New without examination fee	\$60.00	\$60.00
	Replacement Licence Fee	\$15.00	\$15.00
Animal Control Fees	Application for New or Expanded For-Profit Kennel, in addition to any fee required regarding the On Farm Diversified Use	\$200.00	\$200.00
	Application for New or Expanded Charitable/Non-Profit Kennel, in addition to any fee required regarding the On Farm Diversified Use	\$100.00	\$100.00
	Renewal of For-Profit Kennel Licence	\$26 per dog + \$100	\$27 per dog + \$100
	Renewal of Charitable Kennel Licence	\$20/dog Max. \$160	\$20/dog Max. \$160
	Transfer of Kennel Licence to New Owner	\$175.00	\$175.00
	Dog Tag: Spayed or Neutered	\$30.00	\$30.00
	Dog Tag: Non-Spayed, Non-Neutered	\$40.00	\$40.00
	Dog Tag: Late Fee (30 days after tag expiry date)	\$15.00	\$15.00
	Issuance of replacement tag	\$5.00	\$5.00
	Surcharge to purchase dog tag for a Dog actively designated as a Dangerous Dog by Enforcement Services (in addition to regular dog tag fees)	\$100.00	\$100.00
	Appeal by Dog Owner to the Dog Designation Appeal Committee	\$250.00	\$250.00
	Request by Dog Owner for Reconsideration of Dangerous Dog Designation By Appeal Committee (must be at least 6 months past original hearing date)	\$250.00	\$250.00

SCHEDULE "A"
By-law XX-2024

CORPORATE SERVICES

		Fees & Charges	
		2024	2025
	= New item		
Property Standards Fees	Appeals to the Property Standards Committee	\$250.00	\$250.00
	Third and any subsequent Inspection Fees	\$150.00	\$150.00
	Title Search for Confirmed Orders	\$30.00	\$30.00
	Clearance Certificate showing Property in Compliance	\$50.00	\$50.00
	Sidewalk Snowclearing By Enforcement Division – <i>Per Hour (includes Contractor and equipment and Enforcement Staff Time)</i>	\$150.00	\$150.00
Parking Fees	1-day Winter Overnight Parking Permit - Select Lots (inclusive of online payment convenience fee - non-refundable)	\$10.00	\$10.00
	7-days Winter Overnight Parking Permit - Select Lots (inclusive of online payment convenience fee - non-refundable)		\$50.00
	Wyatt Street Residential Parking Permits		\$0.00
Noise By-law Fees	Noise By-law Exemption for a registered charity or non-profit organization – up to four consecutive days or four days within one month	\$40.00	\$40.00
	Noise By-law Exemption – one day	\$80.00	\$80.00
	Noise By-law Exemption – up to four consecutive days or four days within one month	\$140.00	\$140.00
	Processing fee if application is received less than 15 business days before the event	\$50.00	\$50.00
Sign By-law Fees	Sign Return Fee for Wire-Mounted Signs Picked Up by Enforcement Services (Per sign, if claimed within 5 days of pickup)	\$15.00	\$5.00
	Sign Return Fee for all other types of Signs Picked Up by Enforcement Services (Per sign, if claimed within 5 days of pickup)	\$25.00	\$10.00

SCHEDULE "B"
By-law XX-2024

INFRASTRUCTURE SERVICES

[Yellow Box] = New item

		Fees & Charges	
		2024	2025
INFRASTRUCTURE ENGINEERING	Rate Description		
	Municipal Access Agreement Annual Fee	\$4,500.00	\$4,500.00
	Municipal Consent Process Fee (per 500 metres)	\$525.00	\$525.00
	Inspection Fee	\$225.00	\$225.00
	Service Connection Fee (per connection to storm, sanitary or water)	\$1,400 Per Service Connection	\$1,400 Per Service Connection
	Roadway Signage as a Result of new development, installed by Township - per sign	\$530.00	\$530.00
	Request for Technical Documentation / Researching Documents	\$145.00	\$145.00
	Work performed which is not part of a required and Council approved duty in respect to the maintenance of roads and public works services	Actual Cost Recovery PLUS up to 15%	Actual Cost Recovery PLUS up to 15%
	<u>Permits:</u>		
	a) Driveway Entrance/Widening Permit	\$240.00	\$240.00
	b) Oversize Load (plus deposit – see below)	\$100.00	\$100.00
	c) Road Occupancy Permit	\$125.00	\$125.00
	d) Road Occupancy Permit - Excavation	2x Occupancy Fee	2x Occupancy Fee
	e) Special Events – no road closure required	\$60.00	\$60.00
	f) Special Events – road closure requested	\$200.00	\$200.00
	g) Special Events - Filming	\$1,000.00	\$1,000.00
	h) Watermain Form 1 Authorization	\$3,000.00	\$3,000.00
	Watermain Form 1 Authorization resubmission		\$1,500.00
	i) Work Without a Permit	2x Applicable Fee	2x Applicable Fee

SCHEDULE "B"
By-law XX-2024

INFRASTRUCTURE SERVICES

= New item

	Fees & Charges	
	2024	2025
<u>Consolidated Linear Infrastructure (CLI)</u>		
<u>Environmental Compliance Approval (ECA):</u>		
a) CLI-ECA - Storm Sewer	\$3,000.00	\$3,000.00
CLI-ECA - Storm resubmission		\$1,500.00
b) CLI-ECA - Quality Device, i.e. Oil/Grit Separator	\$3,000.00	\$3,000.00
CLI-ECA - Quality Device i.e. Oil/Grit Separator resubmission		\$1,500.00
c) CLI-ECA - Stormwater Management Facility, Each	\$6,000.00	\$6,000.00
CLI ECA - Stormwater Management Facility, Each resubmission		\$3,000.00
d) CLI-ECA - Sanitary Sewer	\$3,000.00	\$3,000.00
CLI-ECA Sanitary Sewer resubmission		\$1,500.00
e) CLI-ECA - Sanitary Pump/Lift Station, Each	\$6,000.00	\$6,000.00
CLI-ECA - Sanitary Pump/Lift Station, Each resubmission		\$3,000.00
f) CLI-ECA - 3rd pipe system		\$3,000.00
CLI-ECA - 3rd pipe system resubmission		\$1,500.00
<u>Refundable Damage Deposits:</u>		
Urban - Maximum of \$5,000.00	\$150.00/m	\$150.00/m
Rural - Maximum of \$2,000.00	\$150.00/m	\$150.00/m

SCHEDULE "B"
By-law XX-2024

INFRASTRUCTURE SERVICES

[Yellow Box] = New item

	Fees & Charges	
	2024	2025
Annual Deposit	\$10,000.00	\$10,000.00
<u>Municipal Addressing:</u>		
a) Sign	\$50.00	\$50.00
b) Post	\$15.00	\$15.00
c) Installation by Township	\$60.00	\$60.00
<u>Easements</u>		
a) Dedication of an Easement not part of a Plan of Subdivision Application	Cost Plus 15% Admin Fee	Cost Plus 15% Admin Fee
b) Extension of an Easement not part of a Plan of Subdivision Application	Cost Plus 15% Admin Fee	Cost Plus 15% Admin Fee
<u>Encroachments</u>		
a) Encroachment Agreements plus deposit - see c) below	Cost Plus 15% Admin Fee	Cost Plus 15% Admin Fee
b) Extension of an Encroachment Agreement plus deposit – see c) below	Cost Plus 15% Admin Fee	Cost Plus 15% Admin Fee
c) Deposit for legal fees to review and register documents	Cost Plus 15% Admin Fee	Cost Plus 15% Admin Fee
Other Development Agreements (Not Section 41 (Site Plan) or 53 (non-Subdivision), Planning Act)	Cost Plus 15% Admin Fee	Cost Plus 15% Admin Fee

SCHEDULE "C"
By-law XX-2024

DEVELOPMENT SERVICES



= New item

DEVELOPMENT ENGINEERING

	2024	2025
Rate Description		
<u>Subdivision / Condominium / Multi-Residential</u>		
Development Engineering Administrative Fee (for Plans of Subdivisions and residential Site Plans/Condominium applications 30 units or more). Based on construction value.	6% minus the Subdivision Application - Draft Plan Submission review fee	
Subdivision Preliminary Review Fee/Request for Service Prior to Subdivision or Site Plan application	N/A	\$5,000 to be applied to fees upon Draft Plan/Site Plan submission
<i>NOTE: 50% of the 6% fee will be collected at time of first detailed 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 and residential Site Plans/Condominium Application - Draft Plan Submission review Fee	\$540.00 per block/unit to a max of \$50,000.00	\$560.00 per block/unit to a max of \$52,000.00
Subdivision residential Site Plan/Condominium Application resubmission beyond the third review	\$5,770.00	\$6,000.00
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.	\$1,800.00	\$1,860.00
Third and subsequent submission of As recorded package (dwgs, GIS, CCTVs, documentation)	\$4,370.00	\$4,500.00
Letter of Credit Update - i.e. reduction, increase, etc.	\$230.00	\$240.00

SCHEDULE "C"
By-law XX-2024

DEVELOPMENT SERVICES

_____ = New item

	2024	2025
<u>Site Plan / Condominium</u>		
Site Plan Preliminary Review Fee/Request for service prior to Site Plan application	N/A	\$5,000 to be credited upon payment of Site Plan submission review fees
Site Plan Pre-application Review Fee	\$515.00	\$530.00
Site Plan Review Fee (all Site Plans and residential Site Plan/Condominium less than 50 units)	\$2,000 + 1% of construction Value (construction value fee not to be less than \$1,000)	\$2,060 + 1% of construction Value (construction value fee not to be less than \$1,000)
Site Plan resubmission fee beyond the third review	\$515 for each resubmission + peer review costs	\$530.00 for each resubmission + peer review costs
Site Plan Addendum Review Fee	\$515 + 1% of construction Value	\$530.00 + 1% of construction Value
Site Plan Addendum resubmission fee beyond the third review	\$255 for each resubmission	\$265.00 for each resubmission
Site Plan third and subsequent engineering inspection - per inspection	\$390.00	\$400.00
<u>Consent Applications</u>		

SCHEDULE "C"
By-law XX-2024

DEVELOPMENT SERVICES



= New item

	2024	2025
Consent Application Review Fee	\$450.00	\$465.00
<u>Zoning Applications and Release of Holding Provisions Applications</u>		
Minor Zoning Application Review Fee (1 unit for industrial/commercial, two-ten residential units, new agricultural)	\$200.00	\$1,500.00
Minor Zone Change Re-submission fee	N/A	\$1,350.00
Major Zoning Application Review Fee (multiple commercial/industrial units, subdivision development)	N/A	\$5,500.00
Major Zoning Change re-submission fee	N/A	\$5,000.00
Release of Development Engineering Holding Provisions	\$1,500.00	\$1,550.00
Release of Development Engineering Holding Provisions re-submission fee	N/A	\$1,395.00
Official Plan Amendment application review fee	N/A	\$5,500.00
Official Plan Amendment re-submission review fee	N/A	\$4,950.00

SCHEDULE "C"
By-law XX-2024

DEVELOPMENT SERVICES

[Yellow Box] = New item

	2024	2025
<u>Minor Variance Applications</u>		
Minor Variance Application Review Fee	\$150.00	\$160.00
<u>Infill lots/units - per lot and / or unit</u>		
Individual new or altered services review - existing or new lot per request	\$615.00	\$635.00
Individual new or altered services review - existing or new lot per request Re-submission	N/A	\$575.00
Individual new or altered lot grading, drainage review - existing or new lot per request	\$490.00	\$500.00
Combined new or altered lot grading, drainage and services review - existing or new lot	\$1,110.00	\$1,150.00
Combined new or altered lot grading, drainage and services review - existing or new lot Re-submission	N/A	\$1,035.00
Third and subsequent submission on individual grading plan (per unit)	\$155.00	\$160.00
Grading Deposit (per unit) Note, refund can be reduced to cover outstanding fees owed to the Township	\$3,000.00 or in accordance with the Development Agreement	\$3,000.00 or in accordance with the Development Agreement
Underground Servicing and As Recorded Security. Note, refund can be reduced to cover outstanding fees owed to the Township	\$5,000.00	\$5,000.00

SCHEDULE "C"
By-law XX-2024

DEVELOPMENT SERVICES



= New item

	2024	2025
<u>Building permit review</u>		
Additional Field Inspection Per Lot	\$155.00	\$160.00
Lot Grading Certification Inspection Fee Per Lot	\$105.00	\$110.00
Building Permit Grading Review Fee Per Lot	\$165.00	\$170.00
Building Permit Entrance Review Fee Per Lot	\$140.00	\$145.00
Lot Releases Per Lot	\$190.00	\$195.00
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)	\$865.00	\$890.00
<u>Peer Review</u>		
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. Plus 15% admin fee	see description	see description
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	see description
If peer and/or legal review costs are less than the amount deposited the balance shall reimbursed.	see description	see description
<u>Development Engineering Miscellaneous</u>		

SCHEDULE "C"
By-law XX-2024

DEVELOPMENT SERVICES

= New item

	2024	2025
Review of Development applications (Site Plan, Sudivision, Zoning, etc.) with Development Engineering components outside of Woolwich Municipal boundary	Site Plan - \$1,665.00 Subdivision - \$11,100.00	Site Plan - \$1,700.00 Subdivision - \$11,400.00
Review of general submissions when required (patios, pools, super mailbox locations, miscelaneous items) - per submission / property / location	\$155.00	\$160.00
Cost recovery / Administration fee	15%	15%
Locating/Researching/Preparing Documents (e.g. request for information on a property for site plan or subdivisions or environmental site assessment)	\$145.00	\$150.00
Development Status Letter (property transactions)	\$135.00	\$140.00
Sanitary Sewer Capacity Model Review	\$1,450.00	\$1,500.00
Township Environmental Compliance Approval signoff for private stormwater management facilities	\$170.00	\$175.00
Additional Meetings (Develoment and Site Alteration enquiries, applications) per hour	\$290.00	\$300.00
Additional Field Inspections Per Unit	\$155.00	\$160.00
Municipal Consent processing fee (per 500m) per submission	N/A	\$525.00
<u>Site Alteration</u>		
Application Fee for Site Alteration Without Permit	Double Permit Fee	Double Permit Fee
Permit Renewal	\$320.00	\$320.00
Fill Quality Testing	Actual costs + 15% Admin fee	Actual costs + 15% Admin fee

SCHEDULE "C"
By-law XX-2024

DEVELOPMENT SERVICES

= New item

	2024	2025
Refundable Security Default of permit or breach of Site Alteration By-law	\$5,000 or such greater amount to be determined by Director	\$5,000 or such greater amount to be determined by Director
Refundable Security Restoration or maintenance of public highways used as truck haul routes	To be determined by Director	To be determined by Director
Appeal Site Alteration decision by Council	\$520.00	\$520.00
Peer Review	Actual costs + 15% Admin fee	Actual costs + 15% Admin fee
Agricultural - alteration less than 1,000m³ in a 12 month period		\$1,000.00
Agricultural - alteration greater than 1,000m³ in a 12 month period		\$1,000.00 + /m ³ fee
Development		\$3,500.00 + /m ³ fee
General - less than 500m³ in a 12 month period		\$160.00
General - greater than 500m³ in a 12 month period		\$2,700.00 + /m ³ fee
<u>Environmental Impace Fee - per cubic metre</u>		
Agricultural - import greater than 500m³		\$2.00-\$1.00 (see reducing graduated fee schedule)
Development - import /m³		\$2.00
General - import greater than 500m³		\$2.00-\$1.00 (see reducing graduated fee schedule)

SCHEDULE "C"
By-law XX-2024

DEVELOPMENT SERVICES

 = New item

	2024	2025
Reducing Graduated /m³ Fee Schedule		
20m ³ to 2,499m ³		\$2.00
2,500m ³ to 4,999m ³		\$1.50
5,000m ³ to 7,499m ³		\$1.25
7,500m ³ to 10,000m ³		\$1.00

SCHEDULE "D"
By-law XX-2024

FINANCIAL SERVICES

FINANCE DEPARTMENT

Rate Description	Fees & Charges	
	2024	2025
Locating/Researching/Preparing Documents (per ½ hour)	\$25.00	\$25.00
<i><u>Penalty and Interest Charges:</u></i>		
a) Upon Default;	1.25%	1.25%
b) Per month thereafter	1.25%	1.25%
c) Accounts Receivable (Per month)	1.25%	1.25%
Returned Cheques or PAD (non serviceable funds)	\$35.00	\$35.00
<i><u>Statement of Taxes or Water/Sewer Account:</u></i>		
a) Current year, requested in person or in writing by ratepayer or authorized agent;	Nil	Nil
b) Prior years, requested in person or in writing by ratepayer or authorized agent (per year)	\$23.00	\$23.00
Tax Certificate	\$65.00	\$65.00
Tax Sale Third Party Fees Added to Tax Roll	\$200 Initial Set Up Fee PLUS Disbursements PLUS 15%	\$200 Initial Set Up Fee PLUS Disbursements PLUS 15%
Water Arrears Added to Tax Roll	\$45.00	\$45.00
Other Charges Added to Tax Roll	Disbursements PLUS 15%	Disbursements PLUS 15%
Registered Letter (Taxes and Water/Sewer)	Disbursement	Disbursement

SCHEDULE "E"
By-law XX-2024

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

	Fees & Charges			
	2024	2025	HST	Total
ADMINISTRATION				
Interest 1.25%-Recreation & Facilities A/R-net 30 days				
Damage Deposit/ Late Fee	\$200.00	\$250.00		\$250.00
Halls - cash, debit or certified chq				
Processing Fee for Refund of fee or charge	\$35.00	\$35.00		\$35.00
not applicable when program cancelled by Township or due to weather				

**COMMUNITY CENTRE STAFFING CHARGE
BACK**

	2024	2025	HST	Total
Facility Supervisor - outside of CS hours / hr	\$25.00	\$25.00		
Facility Supervisor (Stat Holidays)	\$25.00	\$25.00		
Hydro Drops	\$25.00	\$25.00	\$3.25	\$28.25

ADVERTISING

Advertising Bundling
Includes Community Guide, Arena Boards, other

1 item - full cost
2 items - 15% discount off cheapest product
3 items - 20% discount off cheapest product
4 items- 25% discount off cheapest product

ARENA BOARDS

	2024	2025	HST	Total
1 Year Term				
Dan Snyder	\$1,486.34	\$1,516.07	\$197.09	\$1,713.16
Jim Mcleod	\$515.00	\$525.30	\$68.29	\$593.59
St. Jacob's Arena	\$515.00	\$525.30	\$68.29	\$593.59
2 Year Term				
Dan Snyder	\$1,314.55	\$1,340.84	\$174.31	\$1,515.15
Jim Mcleod	\$515.00	\$525.30	\$68.29	\$593.59
St. Jacob's Arena	\$515.00	\$525.30	\$68.29	\$593.59
3 Year Term				
Dan Snyder	\$1,142.73	\$1,165.58	\$151.53	\$1,317.11
Jim Mcleod	\$515.00	\$525.30	\$68.29	\$593.59
St. Jacobs Arena	\$515.00	\$525.30	\$68.29	\$593.59

RECREATION & COMMUNITY SERVICES**ICE RATES TAKE AFFECT AUGUST 1, 2025**

		Fees & Charges			
		2024	2025	HST	Total
= New item					
STAIR RISERS - 1 Year Term	Main Lobby / Dan Snyder arena - per riser location, minimum 5 risers	\$100.00	\$102.04	\$13.27	\$115.31
NEW ICE RESURFACER BRANDING- 1 Year	Woolwich Memorial Centre				\$0.00
	St. Jacobs Arena				\$0.00
SNYDER CLOCK- 1 Year Term	Dan Snyder		\$2,363.00		\$2,363.00
IN ICE LOGO- 1 Year Term	Jim McLeod		\$2,500.00		\$2,500.00
	St. Jacobs Arena		\$2,500.00		\$2,500.00
NEW WASHROOM DOOR ADVERTISING					
1 Month	Woolwich Memorial Centre		\$50.00		\$50.00
	St. Jacobs Arena		\$50.00		\$50.00
	Breslau Community Centre		\$50.00		\$50.00
ARENAS price increases occur August 1st annually		2024	2025	HST	Total
Prime Time Ice Rentals (Mon - Fri, 5 pm - 11:30 pm) Sat, Sun & Stat Holidays	St. Jacobs / McLeod	\$222.47	\$226.92	\$29.50	\$256.42
	Snyder	\$226.11	\$230.63	\$29.98	\$260.61
	Woolwich Youth Affiliated Rate	\$147.94	\$150.90	\$19.62	\$170.52
Non-Prime Ice Rentals (Mon - Fri, 8:30 am - 5 pm)	St. Jacobs Arena / McLeod / Snyder	\$125.21	\$127.71	\$16.60	\$144.31
	Woolwich Youth Affiliated Rate	\$83.26	\$84.93	\$11.04	\$95.97
Early Morning Ice Rental (Mon-Fri, 6:30 am-8:30am)	St. Jacobs Arena / McLeod / Snyder	\$101.50	\$103.53	\$13.46	\$116.99
	Woolwich Youth Affiliated Rate	\$83.26	\$84.93	\$11.04	\$95.97
Slice of Ice Rate (max 24 hours prior to rental)	Prime time	\$101.50	\$103.53	\$13.46	\$116.99

SCHEDULE "E"
By-law XX-2024

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

		Fees & Charges				
= New item		2024	2025	HST	Total	
Public Skating	Adult / Student / Senior / Child	\$3.54	\$3.75	\$0.49	\$4.24	
	Children under 2 years old are FREE					
	Family Rate (Max. 5)	\$9.74	\$10.81	\$1.41	\$12.22	
	including Noon, Parent&Tot, After School Skate	10 Visit Skate Pass	\$30.97	\$33.14	\$4.31	\$37.45
	Stick and Puck	\$4.43	\$4.65	\$0.60	\$5.25	
Shinny Hockey	Per Player	\$8.85	\$8.85	\$1.15	\$10.00	
	10 Visit Shinny Pass	\$79.65	\$79.65	\$10.35	\$90.00	
	Per Family (max 4)	\$22.12	Removed			
	Extra Skater per family	\$4.43	Removed			
Arena Summer Floor Usage	Hourly Rate	2024	2025	HST	Total	
	Hourly Rate	\$62.22	\$63.46	\$8.25	\$71.71	
	Not for profit affiliated rate	\$41.37	\$42.20	\$5.49	\$47.69	

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

		Fees & Charges			
		2024	2025	HST	Total
= New item					
Commercial (Special Events) Floor Usage - Da	Snyder	\$637.93	\$650.69	\$84.59	\$735.28
	Snyder Woolwich Affiliated Rate	\$446.55	\$455.48	\$59.21	\$514.69
	McLeod / St. Jacob's Arena	\$637.93	\$650.69	\$84.59	\$735.28
	McLeod / St. Jacob's Arena Woolwich Affiliated Ra	\$446.55	\$455.48	\$59.21	\$514.69

AQUATICS

Pool Rentals

Hourly Rentals

		2024	2025	HST	Total
	Rental - total pool facility (4 staff included)	\$234.64	\$244.03	\$31.72	\$275.75
	Woolwich Not for profit affiliated rate	\$164.25	\$170.82	\$22.21	\$193.03
	Lap pool - 3 staff included	\$133.07	\$138.39	\$18.00	\$156.39
	Woolwich Not for profit affiliated rate	\$93.15	\$96.88	\$12.59	\$109.47
	Leisure Pool- 3 staff included	\$113.07	\$117.59	\$15.29	\$132.88
	Woolwich Not for profit affiliated rate	\$93.15	\$96.88	\$12.59	\$109.47
	Each additional on deck staff	\$33.44	\$33.44	\$4.35	\$37.79
	Birthday Splash Bash- total pool facility	\$287.98	\$287.98		\$287.98
	Birthday Splash Bash- Leisure Pool	\$172.95	\$172.95		\$172.95
	Birthday Splash Bash- Lap Pool	\$172.95	\$172.95		\$172.95
		2024	2025	HST	Total

Public Swim - Single Admission

Child 2 & under	FREE	FREE	FREE	FREE
Child / Youth (3 - 17)	\$3.85	\$3.85	\$0.51	\$4.36
Student, Senior, Adult, Aquafit	\$5.86	\$5.86	\$0.76	\$6.62
Family	\$14.35	\$14.35	\$1.87	\$16.22
(maximum 5, each additional \$2.00)				
Group rate per person	\$2.86	removed		
	2024	2025	HST	Total

Public Swim - 10 Visit Pass

Child 2 & under	FREE	FREE	FREE	FREE
Child / Youth (3 - 17)	\$33.67	\$34.51	\$4.49	\$39.00
Student, Senior, Adult, Aquafit	\$51.29	\$52.67	\$6.85	\$59.52

SCHEDULE "E"
By-law XX-2024

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

	= New item	Fees & Charges			
		2024	2025	HST	Total
Public Swim - 20 Visit Pass	Child 2 & under	FREE	FREE	FREE	FREE
	Child (6 - 15)	\$62.72	\$64.29	\$8.36	\$72.65
	Student, Senior, Adult, Aquafit	\$95.55	\$97.94	\$12.73	\$110.67
Public Swim - 40 Visit Pass	Child 2 & under	FREE	FREE	FREE	FREE
	Child / Youth (3 - 17)	\$121.59	\$124.63	\$16.21	\$140.84
	Student, Senior, Adult, Aquafit	\$185.24	\$189.87	\$24.68	\$214.55
Child Summer Swim Pass	Child / Youth (3 - 17) July 1 - Aug 31	\$51.59	\$53.14	\$6.91	\$60.05

INSTRUCTIONAL (No HST on children's programming)

		2024	2025	HST	Total
Learn to Swim	Per Class	\$9.86	\$10.45		\$11.50
Parent & Tot	Resident Discount	\$8.57	\$9.08		\$9.44
Swim for Life 30 minutes	Per Class	\$11.19	\$11.41		\$12.56
	Resident Discount	\$9.73	\$9.92		\$9.92
Swim for Life 45 minutes	Per Class	\$11.19	\$11.64		\$12.80
	Resident Discount	\$9.73	\$10.12		\$10.12
Swim for Life 60 minutes	Per Class	\$11.19	\$11.86		\$13.05
	Resident Discount	\$9.73	\$10.31		\$10.31
Adult/ Teen Lessons	Per Class	\$14.56	\$14.56	\$1.89	\$16.45
	Resident Discount	\$12.67	\$12.67	\$1.65	\$14.32

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

	= New item	Fees & Charges			
		2024	2025	HST	Total
Private Lessons					
	Private - 30 minutes	\$40.58	\$40.58	\$5.28	\$45.86
	Resident Discount	\$35.30	\$35.30	\$4.59	\$39.89
	Semi Private - 30 minutes	\$22.12	\$22.12	\$2.88	\$25.00
	Resident Discount	\$19.25	\$19.25	\$2.50	\$21.75
	3-Person Private - 30 minutes	\$15.29	\$15.60	\$2.03	\$17.63
	Resident Discount	\$13.30	\$13.57	\$1.76	\$15.06
Advanced Aquatics	Bronze Star/ Assistant Instructor	\$129.84	\$153.42	\$19.94	\$173.36
Exam Fees and Material Extra	Resident Discount	\$112.96	\$135.42	\$17.60	\$153.02
	Bronze Medallion & Emergency First Aid - CPR B	\$129.84	\$228.92	\$29.76	\$258.68
	Resident Discount	\$112.96	\$210.92	\$27.42	\$238.34
	Bronze Cross	\$129.84	\$170.42	\$22.15	\$192.57
	Resident Discount	\$112.96	\$152.42	\$19.81	\$172.23
Divided the various courses we offer	National Lifeguard	\$172.10	\$271.47	\$14.85	\$286.32
	Resident Discount	\$149.73	\$247.61	\$14.86	\$262.47
	NL Recertification	\$40.18	\$74.50	\$4.47	\$78.97
	Resident Discount	\$34.97	\$69.04	\$4.14	\$73.18
	Swim Instructor/ Lifesaving Instructor	\$172.10	\$263.17	\$15.79	\$278.96
	Resident Discount	\$149.73	\$239.78	\$14.39	\$254.17
	Standard First Aid & CPR C		\$162.42	\$21.11	\$183.53
	SFA Recert		\$77.58	\$10.09	\$87.67

SCHEDULE "E"
By-law XX-2024

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

= New item		Fees & Charges			
		2024	2025	HST	Total
		2024	2025	HST	Total
COMMUNITY CENTRE MEMBERSHIPS					
Annual Membership	Woolwich Memorial Centre (WMC)	\$525.87	\$525.87	\$68.36	\$594.23
	Fitness Centre Only	\$355.25	\$355.25	\$46.18	\$401.43
Six Month Membership	WMC	\$275.15	\$280.65	\$36.48	\$311.63
Four Month Membership	WMC	\$184.00	\$187.68	\$24.40	\$212.08
Student 4 Month Membership	WMC	\$144.60	\$147.49	\$19.17	\$166.66
One Month Membership	WMC	\$52.10	\$52.10	\$6.77	\$58.87
10 Visit Pass	WMC and BCC	\$61.95	\$61.95	\$8.05	\$70.00
20 Visit Pass	WMC and BCC	\$113.27	\$113.27	\$14.73	\$128.00
Daily Pass	WMC	\$10.62	\$10.62	\$1.38	\$12.00
Adult Drop in Rate / activity	WMC and BCC	\$7.08	\$7.08	\$0.92	\$8.00
		2024	2025	HST	Total
Family / Corporate Rate (WMC)	One time Corporate/Organization Registration	\$103.62	\$106.21	\$13.81	\$120.02
	Corporate/Organization individual membership	\$420.70	\$433.32	\$56.33	\$489.65
	Monthly payment annual Corporate/Organization me	\$35.06	removed		
	Family Membership for family members beyond initial	\$420.70	\$433.32	\$56.33	\$489.65
	Monthly payment for above category	\$35.06	removed		
Fitness Lite	Fitness Light - Mon - Fri, 9am - 4 pm (per month)	\$26.95	\$26.95	\$3.50	\$30.45
	Fitness Light (Annual)	\$304.50	\$304.50	\$39.59	\$344.09
	Summer Special - July & August	\$53.90	\$59.29	\$7.71	\$67.00

RECREATION & COMMUNITY SERVICES**ICE RATES TAKE AFFECT AUGUST 1, 2025**

= New item

Fees & Charges***NEW*** Personal Training

	2024	2025	HST	Total
	2024	2025	HST	Total
Individual 1 Session		\$67.80		\$67.80
Individual 5 Sessions		\$310.75		\$310.75
Individual 10 Sessions		\$565.00		\$565.00
Partner 1 Session		\$90.40		\$90.40
Partner 5 Sessions		\$395.50		\$395.50
Partner 10 Sessions		\$678.00		\$678.00
Pickleball	\$5.00	\$5.00		\$5.00
Pickleball 10 Pass		\$40.00		\$40.00

NEW Pickleball**YOUTH PROGRAMS**

(HST not Applicable for youth programs age 12 and under)

	2024	2025	HST	Total
Camp - WMC	\$212.00	\$212.00		\$212.00
4 Day week - WMC	\$172.52	\$172.52		\$180.79
Youth Specialty Camps - per week - WMC	\$228.17	\$228.17		\$228.17
Youth - 4 day week - WMC	\$178.08	\$178.08		\$178.08
Camp -Breslau / Maryhill / Heidelberg/ St.Jacobs	\$194.78	\$200.62		\$200.62
4 Day week	\$155.82	\$155.82		\$160.49
Non Resident Surcharge		10%		10% of program cost
P.D. Day Program - daily - WMC	\$50.09	\$50.09		\$50.09
P.D. Day Program - daily - Breslau	\$45.63	\$45.63		\$45.63
Non Resident Surcharge		10%		10% of program cost
Extended Care (8 am - 5 pm) per day	\$6.00	\$6.00		\$6.00

SCHEDULE "E"
By-law XX-2024

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

= New item

Fees & Charges

	2024	2025	HST	Total
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BLOOMINGDALE

HALL RENTAL RATES HOURLY

Bloomingtondale Community Centre

	2024	2025	HST	Total
Hourly Rate	\$34.23	\$34.91	\$5.13	\$40.04
Woolwich Not for Profit Affiliated Rate	\$23.96	\$24.44	\$3.59	\$28.03
Woolwich Affiliated Groups and Organizations	No Charge	No Charge		
Non Resident Surcharge		10%		10% of rental cost

DAILY HALL RENTAL RATES EVENTS

Bloomingtondale Community Centre (with servery)

	2024	2025	HST	Total
Community Centre Daily Rate (max 8 hrs)	\$114.09	\$205.36	\$26.70	\$232.06
Woolwich Not for Profit Affiliated Rate	\$79.86	\$143.75	\$74.27	\$218.02
each additional hour	\$22.26	\$22.71	\$3.34	\$26.05
each additional hour - affiliated rate	\$15.58	\$15.89	\$2.34	\$18.23
Non Resident Surcharge		10%		10% of rental cost

BLOOMINGDALE BALL DIAMONDS

Without lights per hour	\$34.80	\$35.49	\$5.22	\$40.71
With lights per hour	\$43.48	\$44.35	\$5.77	\$50.12
Grooming (line and drag)	\$43.22	\$43.22	\$5.62	\$48.84

BLOOMINGDALE SOCCER FIELD

Without lights per hour	\$33.80	\$34.38	\$5.07	\$39.45
Woolwich Not for Profit Affiliated Rate	\$23.66	\$24.13	\$3.55	\$27.68

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

= New item

Fees & Charges

BRESLAU COMMUNITY CENTRE
MEETING ROOMS

Breslau Meeting Room 1, 2 & Main

	2024	2025	HST	Total
Meeting Rate (hourly)		Removed		
Not for profit Rate (hourly)		Removed		
Woolwich Affiliated Groups and Organizations		Removed		
	2024	2025	HST	Total
Hourly Rate	\$49.27	\$50.26	\$7.39	\$57.65
Woolwich Not for Profit Affiliated Rate	\$37.67	\$38.42	\$4.99	\$43.41
Daily Event Rate (includes kitchenette) 8 hours max.	\$487.79	\$497.55	\$73.17	\$570.72
Woolwich Not for Profit Affiliated Rate	\$341.46	\$348.29	\$51.22	\$399.51
Hourly Rate	\$70.69	\$72.10	\$10.60	\$82.70
Woolwich Not for Profit Affiliated Rate	\$49.48	\$50.47	\$7.42	\$57.89
Hourly Rate	\$49.27	\$50.26	\$7.39	\$57.65
Woolwich Not for Profit Affiliated Rate	\$34.49	\$35.18	\$5.17	\$40.35
Daily Event Rate (includes servery) 8 hours max.	\$699.78	\$713.78	\$104.97	\$818.75
Woolwich Not for Profit Affiliated Rate	\$489.85	\$499.65	\$73.48	\$573.13
Non Resident Surcharge		10%		10% of rental cost

Empire Room (Includes kitchenette)

Full Gymnasium

Half Gymnasium

Daily Rate

SERVERY RATE

Hourly Rate	\$13.93	\$14.21	\$2.09	\$16.30
Hourly Affiliated Rate	\$9.75	\$9.95	\$1.46	\$11.41
Hourly Commercial Rate	\$25.24	\$25.74	\$3.79	\$29.53
Non Resident Surcharge		10%		10% of rental cost

SCHEDULE "E"
By-law XX-2024

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

	Fees & Charges			
	2024	2025	HST	Total
= New item				
EMPIRE AND FULL GYM RENTAL				
Empire & Full Gym (4 hours max) hourly	\$106.03	\$108.15	\$15.90	\$124.05
Affiliated Rate (4 hours max) hourly	\$74.22	\$75.70	\$11.13	\$86.83
Full Day Empire & Full Gym- 8 hours max.	\$1,060.35	\$1,081.56	\$159.05	\$1,240.61
Full Day Affiliated Rate	\$742.24	\$757.08	\$111.34	\$868.42
Non Resident Surcharge		10%		10% of rental cost

EQUIPMENT RENTAL

Badminton/Volleyball Rental	\$20.00	\$20.00	\$2.60	\$22.60
Sport Specific - Each Sport	\$15.00	\$15.00	\$1.95	\$16.95
Option 1	\$20.00	\$20.00	\$2.60	\$22.60
Option 2	\$30.00	\$30.00	\$3.90	\$33.90

CONCESSION SPACE LEASE

Per Square Footage Rate (annually)	\$7.41	\$7.56	\$0.98	\$8.54
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Breslau Ball Diamonds

Grooming-each service request

Grooming	\$43.22	\$44.04	\$6.48	\$50.52
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Breslau Ball Diamonds

Without Lights	\$34.80	\$35.50	\$5.22	\$40.72
Woolwich Not for Profit Affiliated rate	\$24.36	\$24.85	\$3.65	\$28.50
With Lights	\$43.48	\$44.35	\$6.52	\$50.87
Woolwich Not for Profit Affiliated rate	\$30.43	\$31.04	\$4.04	\$35.08
Tournament Rate (per diamond per day)	\$230.08	\$234.68	\$30.51	\$265.19

Breslau Soccer Pitch

Soccer Pitch Rental	\$33.80	\$35.17	\$4.57	\$39.74
Woolwich Not for Profit Affiliated Rate	\$23.66	\$24.61	\$3.62	\$28.23

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

		Fees & Charges				
		2024	2025	HST	Total	
= New item						
CONESTOGO						
Conestogo Pad						
Multi Use Pad		2024	2025	HST	Total	
hourly rate		\$32.80	\$33.46	\$4.92	\$38.38	
BALL DIAMOND RENTAL						
Without Lights		\$34.80	\$35.50	\$5.22	\$40.72	
Woolwich Not for Profit Affiliated rate		\$24.36	\$24.85	\$3.65	\$28.50	
With Lights		\$43.48	\$44.35	\$6.52	\$50.87	
Woolwich Not for Profit Affiliated rate		\$30.43	\$31.04	\$4.04	\$35.08	
HEIDELBERG						
HALL RENTAL RATES HOURLY						
Heidelberg Community Centre						
Hourly Rate		2024	2025	HST	Total	
Woolwich Not for Profit Affiliated Rate		\$34.23	\$34.91	\$5.13	\$40.04	
Woolwich Affiliated Groups and Organizations		\$23.96	\$24.44	\$3.59	\$28.03	
Woolwich Affiliated Groups and Organizations		No Charge	No Charge		No Charge	
Non Resident Surcharge			10%		10% of rental cost	
DAILY HALL RENTAL RATES EVENTS						
Heidelberg Community Centre (with servery)						
Community Centre Daily Rate (max 8 hrs)		\$114.09	\$205.36	\$26.70	\$232.06	
Woolwich Not for Profit Affiliated Rate		\$79.86	\$143.75	\$74.27	\$218.02	
each additional hour		\$22.26	\$22.71	\$3.34	\$26.05	
each additional hour - affiliated rate		\$15.58	\$15.89	\$2.34	\$18.23	
Non Resident Surcharge			10%		10% of rental cost	
BALL DIAMOND RENTAL						
Heidelberg						
Without Lights		\$34.80	\$35.50	\$5.22	\$40.72	
Woolwich Not for Profit Affiliated rate		\$24.36	\$24.85	\$3.65	\$28.50	
With Lights		\$43.48	\$44.35	\$6.52	\$50.87	
Woolwich Not for Profit Affiliated rate		\$30.43	\$31.04	\$4.04	\$35.08	
Grooming (line and drag)		\$43.22	\$43.22	\$5.62	\$48.84	
Heidelberg Full Facility - day rate		Includes hall, servery, picnic shelter, ball diamond	\$228.17	\$410.71	\$212.20	\$622.91

SCHEDULE "E"
By-law XX-2024

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

= New item

Fees & Charges

	2024	2025	HST	Total
Non Resident Surcharge		10%		10% of rental cost

MARYHILL

HALL RENTAL RATES HOURLY

Maryhill Community Centre

Hourly Rate	\$36.91	\$37.64	\$5.54	\$43.18
Woolwich Not for Profit Affiliated Rate	\$25.83	\$26.35	\$3.87	\$30.22
Non Resident Surcharge		10%		10% of rental cost

DAILY HALL RENTAL RATES EVENTS

Maryhill Community Centre (with servery)

	2024	2025	HST	Total
Community Centre Daily Rate (max 8 hrs)	\$227.16	\$231.70	\$34.07	\$265.77
Woolwich Not for Profit Affiliated Rate	\$159.12	\$162.30	\$23.87	\$186.17
each additional hour	\$24.12	\$24.60	\$3.62	\$28.22
each additional hour - affiliated rate	\$16.89	\$17.22	\$2.53	\$19.75
Non Resident Surcharge		10%		10% of rental cost

BALL DIAMOND RENTAL

Without Lights	\$29.84	\$30.44	\$4.48	\$34.92
Woolwich Not for Profit Affiliated rate	\$20.88	\$21.30	\$3.13	\$24.43

MARYHILL SOCCER FIELD

Without lights per hour	\$33.80	\$34.48	\$5.07	\$39.55
Woolwich Not for Profit Affiliated Rate	\$23.66	\$24.13	\$3.55	\$27.68

WOOLWICH MEMORIAL CENTRE

WMC OFFICE SPACE LEASES

Per Square Footage Rate (annually)	\$7.41	\$7.56	\$0.98	\$8.54
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THIRD PARTY FOOD SERVICE PROVISION

Per day rate	\$25.00	\$25.00		\$25.00
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MEETING ROOMS

WMC Meeting Room 1, 2 & Concourse Cafe

	2024	2025	HST	Total
Meeting Rate (hourly)	\$23.85	\$24.33	\$3.16	\$27.49
Not for profit Rate (hourly)	\$16.70	\$17.03	\$2.51	\$19.54

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

= New item

Fees & Charges

	2024	2025	HST	Total
Daily (8 hrs. max)		\$145.98	\$18.98	\$164.96
Not for profit Rate (daily)- 8 hrs. max		\$102.18	\$13.28	\$115.46
Woolwich Affiliated Groups and Organizations	No Charge	No Charge		No Charge
Non Resident Surcharge		10%		10% of rental cost

SCHEDULE "E"
By-law XX-2024

RECREATION & COMMUNITY SERVICES

ICE RATES TAKE AFFECT AUGUST 1, 2025

		Fees & Charges			
		2024	2025	HST	Total
= New item					
HALL RENTAL RATES HOURLY					
WMC Community Centre					
Hourly Rate		\$36.91	\$37.65	\$4.89	\$42.54
Woolwich Not for Profit Affiliated Rate		\$25.83	\$26.35	\$3.87	\$30.22
Non Resident Surcharge			10%		10% of rental cost
DAILY HALL RENTAL RATES EVENTS					
WMC Community Centre					
Community Centre (WMC) Daily Rate (8 hrs max)		\$227.16	\$231.70	\$34.07	\$265.77
Affiliated / NFP Daily Rate		\$159.01	\$162.19	\$23.85	\$186.04
Combined CC /Servery Daily Rate		\$284.00	\$289.68	\$42.60	\$332.28
Woolwich Not for Profit Affiliated Rate		\$198.80	\$202.78	\$29.82	\$232.60
Non Resident Surcharge			10%		10% of rental cost
SET UP FEE					
Charge back for set up of tables and chairs		\$25.00	\$25.00	\$3.25	\$28.25
SERVERY RATE					
WMC					
Hourly Rate		\$12.56	\$12.81	\$1.88	\$14.69
Woolwich Not for Profit Affiliated Rate		\$8.79	\$8.97	\$1.32	\$10.29
Hourly Commercial Rate		\$23.45	\$23.92	\$3.10	\$27.02
EQUIPMENT RENTAL FEE					
Large screen		\$10.00	\$10.00	\$1.30	\$11.30
Projector		\$10.00	\$10.00	\$1.30	\$11.30
Both		\$15.00	\$15.00	\$1.95	\$16.95
PARKS AND OUTDOOR ATHLETIC FIELDS					
Outdoor Green Space for Weddings					
Riverside Meadows					
Riverside Meadows		\$266.45	\$266.45	\$34.64	\$301.09
Grooming Request		\$106.00	\$106.00	\$13.78	\$119.78
Picnic Shelter Rentals					
Bolender, Gibson, Snider, Floradale					
Picnic Shelter Reservations		\$90.55	\$92.36	\$13.58	\$105.94

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025



= New item

Fees & Charges

* up to 50 people / family picnic

	2024	2025	HST	Total
Woolwich Not for Profit	\$63.38	\$64.65	\$9.51	\$74.16

SCHEDULE "E"
By-law XX-2024

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

= New item		Fees & Charges			
		2024	2025	HST	Total
Bandstand Rental per day	Gore Park Bandstand	\$46.03	\$46.95	\$6.90	\$53.85
	Woolwich Not for Profit Affiliated Rate	\$32.22	\$32.86	\$4.83	\$37.69
	Park Rental Special Event 50+, large scale special events	includes Picnic shelter, hydro use, and other non-exclusive use of other amenities	\$162.98	\$166.24	\$24.45
Park Rental Festival Fee (additional staff resources required)	Festival Fee daily - includes picnic tables & garbage bins drop off	\$300.00	\$306.00	\$39.78	\$345.78
	Equipment Rental Fee	Staff / supplies	\$113.00	\$113.00	\$240.69
				\$14.69	\$240.69

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

	= New item	Fees & Charges			
		2024	2025	HST	Total
Ball Diamond Rentals - per hour					
Grooming-each service request		\$42.38	\$43.23	\$6.36	\$49.59
Industrial, Snider, Lions - "A" Diamonds					
"A" Diamonds - fencing all around + lights					
(also Breslau, Bloomingdale, Conestogo, Heidelberg)					
Without Lights		\$34.80	\$35.50	\$5.22	\$40.72
Woolwich Not for Profit Affiliated rate		\$24.36	\$24.85	\$3.65	\$28.50
With Lights		\$43.49	\$44.36	\$6.52	\$50.88
Woolwich Not for Profit Affiliated rate		\$30.44	\$31.05	\$4.57	\$35.62
Tournament Rate (per diamond per day)		\$230.08	\$234.68	\$30.50	\$265.18
Riverside Meadows/ Floradale Park - B Diamonds					
B Diamond - no fencing in outfield, no lights					
(also Maryhill)					
Without Lights		\$30.74	\$31.35	\$4.61	\$35.96
Woolwich Not for Profit Affiliated rate		\$21.52	\$21.95	\$3.23	\$25.18
School Board Diamonds - Mahood, Conestogo, St. Jacobs (Youth Groups Only)					
Booking fee per permit		\$39.23	\$40.01	\$5.88	\$45.89

SCHEDULE "E"
By-law XX-2024

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

	= New item	Fees & Charges			
		2024	2025	HST	Total
Soccer Pitch Rentals - per hour					
"A" Rated Pitch					
Lions Park Socer Pitches					
	Without Lights	\$45.64	\$46.55	\$6.85	\$53.40
	Woolwich Not for Profit Affiliated Rate	\$31.95	\$32.59	\$4.79	\$37.38
	With Lights	\$55.73	\$56.84	\$8.36	\$65.20
	Woolwich Not for Profit Affiliated Rate	\$39.02	\$39.80	\$5.85	\$45.65
"B" Rated Soccer Pitches					
Park Manor, Riverside Meadows, Breslau + School Board Fields					
	Without Lights	\$40.17	\$40.97	\$6.03	\$47.00
	Woolwich Not for Profit Affiliated Rate	\$28.12	\$28.68	\$3.73	\$32.41
MISCELLANEOUS					
Access to Township Property	Access fee	\$75.00	\$75.00		\$75.00
Security Deposit	Damage Deposit	\$2,000.00	\$2,000.00		\$2,000.00
Lease - 5 First St E (Monthly)		\$502.52	\$502.52	\$65.33	\$567.85
Lease - 3 Water St Warehouse (Monthly)	Damage Deposit	\$7,798.50	\$7,798.50	\$1,013.81	\$8,812.31
Parks-Turf Maintenance (Elmira and Floradale)	Per acre		\$1,160.00		\$1,160.00
Parks- Other Areas of the Township	Per acre		\$880.00		\$880.00
Maintenance- Stone Dust Trails	Per metre		\$2.00		\$2.00

SCHEDULE "F"
By-law XX-2024

RECREATION & COMMUNITY SERVICES

Fees & Charges
2024 2025 HST Total

CEMETERIES

Rate Description



= New item

Please Note: The following lot prices include costs for Perpetual Care. Lot prices are allocated as follows: Care & Maintenance Fund - 40% / General Maintenance Operating - 60%.

Plot Sales	Standard Plot	\$1,555.43	\$1,586.54	\$206.25	\$1,792.79
	Social Services Plot	\$500.00	\$500.00	\$65.00	\$565.00
	Half Plot/Double Cremation	\$873.10	\$890.56	\$115.77	\$1,006.33
	Cremation Plot	\$482.71	\$492.36	\$64.00	\$556.36
For Existing Columbarium	Columbarium Row A	\$1,980.88	\$1,980.88	\$257.51	\$2,238.39
	Columbarium Row B	\$2,142.00	\$2,142.00	\$278.46	\$2,420.46
	Columbarium Row C	\$2,142.00	\$2,142.00	\$278.46	\$2,420.46
NEW 2022 Columbarium	Columbarium Row A	\$2,233.44	\$2,278.11	\$296.15	\$2,574.26
	Columbarium Row B	\$2,415.11	\$2,463.41	\$320.24	\$2,783.65
	Columbarium Row C	\$2,415.11	\$2,463.41	\$320.24	\$2,783.65
	Columbarium Row D	\$2,415.11	\$2,463.41	\$320.24	\$2,783.65
	Columbarium Row E	\$2,415.11	\$2,463.41	\$320.24	\$2,783.65
	Columbarium Row F	\$2,415.11	\$2,463.41	\$320.24	\$2,783.65
Interment	Traditional with Liner/Vault	\$1,639.42	\$1,721.39	\$223.78	\$1,945.17
	Traditional Winter Dec 1- April 30	\$2,058.19	\$2,269.16	\$294.99	\$2,564.15
	Traditional (without liner)	\$2,576.90	\$2,705.75	\$351.75	\$3,057.50
	Traditional Winter Dec 1- April 30 without liner	\$2,935.03	\$3,081.78	\$400.63	\$3,335.66
	Child (under 8 years of age)	\$848.77	\$891.21	\$115.86	\$1,007.07
	Child (under 8 years of age) Winter Interment	\$1,609.46	\$1,689.93	\$219.69	\$1,909.62

SCHEDULE "F"
By-law XX-2024

RECREATION & COMMUNITY SERVICES

		Fees & Charges			
		2024	2025	HST	Total
	Cremated	\$506.00	\$516.12	\$67.10	\$583.22
	Green Cremated (underneath sod No Winter)	\$364.06	\$371.34	\$48.27	\$419.61
	Additional Interment Cremated (same grave)	\$128.97	\$131.55	\$17.10	\$148.65
	Cremated Columbarium Niche	\$259.70	\$259.70	\$33.76	\$293.46
	Cremated Columbarium Niche Winter	\$325.79	\$325.79	\$42.35	\$368.14
	Cremation using Urn Vault	\$1,012.00	\$1,032.24	\$134.19	\$1,166.43
Interment Additional Costs	Saturdays & Statutory Holidays	\$225.00	\$225.00	\$29.25	\$254.25
	Sundays	\$300.00	\$300.00	\$39.00	\$339.00
	Prior to 9am or after 3pm on Tues-Sun per 1/2hr	\$173.31	\$150.00	\$22.53	\$169.50
	Prior to 12pm or after 3pm on Monday per 1/2 hr	\$173.31	\$150.00	\$22.53	\$169.50
Disinterment	Adult	\$1,660.63	\$1,693.84	\$220.20	\$1,914.04
	Child/Infant (under 8 years of age)	\$1,612.11	\$1,644.35	\$213.77	\$1,858.12
	Cremated Remains	\$458.87	\$468.05	\$60.85	\$528.90
	Cremated Remains Columbarium Niche	\$271.50	\$276.93	\$36.00	\$312.93
Location & Inspection Monuments & Markers	For Monument and Marker Locates	\$99.87	\$101.87	\$13.24	\$115.11
Monument Care & Maintenance Surcharge (Provincially regulated)	Flush Markers - less than 173 sq. in.				
	Flush Markers - 173 sq. in. or greater	\$100.00	\$100.00	\$13.00	\$113.00
	Upright Monument up to four (4) ft. high or wide	\$200.00	\$200.00	\$26.00	\$226.00
	Upright Monument over four (4) ft. high or wide	\$400.00	\$400.00	\$52.00	\$452.00
	Care & Maintenance for Lots sold prior to 1958	\$276.11	\$276.11	\$35.89	\$312.00
Miscellaneous Interment Expenses	Transfer of Rights or Re-issuance of Interment Fee	\$95.70	\$97.61	\$12.68	\$110.29
	Research Genealogy	\$59.19	\$60.37	\$7.85	\$68.22

TOWNSHIP OF WOOLWICH**BY-LAW XX-2024****A BY-LAW TO AMEND BY-LAW 87-2007 BEING A BY-LAW TO ESTABLISH AND REQUIRE PAYMENT OF FEES AUTHORIZED UNDER THE PLANNING ACT AND SIMILAR CHARGES**

WHEREAS section 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;

AND WHEREAS by-laws establishing a tariff of fees for the processing of applications made in respect of planning matters are authorized by section 69 (1) of the Planning Act, R.S.O. 1990, c.p. 13, as amended;

NOW THEREFORE the Council of the Corporation of the Township of Woolwich amends Schedule 'A' of By-law 87-2007 as attached, effective January 1, 2025, and to repeal By-law 82-2023.

Passed this 17th day of December, 2024.

Mayor

Clerk

DEVELOPMENT SERVICES

PROPOSED CHANGES

= New item

**COMMITTEE OF
ADJUSTMENT &
SIGN VARIANCE**

Rate Description	2024	2025 (rounded)
Minor Variance Application	\$1,100.00	\$1,135.00
Minor Variance Advertising Fee	\$250.00	\$260.00
<i>MV Total</i>	\$1,350.00	\$1,400.00
Pre-application		
Consent Pre-application review Fee	\$600.00	\$620.00
Consent (severance) application	\$3,500.00	\$3,600.00
Consent Advertising Fee	\$250.00	\$250.00
<i>Consent (sub total)</i>	\$4,350.00	\$4,470.00
Consent - No Pre-application process		
Consent (severance) application	\$4,200.00	\$4,350.00
Consent Advertising Fee	\$250.00	\$250.00
<i>Consent (sub total)</i>	\$4,450.00	\$4,600.00
Clearance of Consent conditions (per severance)	\$525.00	\$550.00
Recirculation due to Applicant Initiated Deferral (MV, Consent or Sign)	\$400.00	\$415.00
Advertising Fee	\$250.00	\$250.00
<i>Recirculation total</i>	\$650.00	\$665.00
Amending Conditions of Consent Approval - applicant initiated		
where circulation is required	\$1,250.00	\$1,275.00
where no circulation is required	\$750.00	\$775.00
A combined application for a minor variance (MV) and consent	\$3,750 plus \$400 per MV	\$3,600 plus \$400 per MV
Advertising Fee	\$250.00	\$250.00
<i>Combined Appl Total</i>	min \$4400	min \$4250
A combined application for a minor variance (MV) and consent - No		\$4,350 plus \$400 per MV
Advertising Fee		\$250.00
<i>Combined Appl Total</i>		min \$5000
Billboard Application Fee	\$1,400.00	\$1,450.00
Sign Variance Application Fee	\$1,400.00	\$1,450.00
Advertising Fee	\$250.00	\$250.00
Request for Special Meeting - MV, Consent, Sign (plus application and advertising fee)	\$4,000.00	\$4,120.00

DEVELOPMENT SERVICES

PROPOSED CHANGES

= New item

PLANNING

Rate Description	2024	2025 (rounded)
<u>Official Plan Amendment:</u>		
Pre-application consultation review	\$5,100.00	\$5,350.00
Review to deem an application Complete	\$500.00	\$525.00
Application Fee	\$7,200.00	\$7,500.00
Advertising Fee	\$1,500.00	\$1,575.00
<i>min. OP application Fee</i>	\$14,300.00	\$14,950.00
Resubmission fee	same as application fee less 10%	same as application fee less 10%
where a zoning by-law amendment is being processed in tandem.	\$3,600.00	\$3,700.00
<i>min. fee</i>	\$3,600.00	\$3,700.00
No Pre-application process		
Complete application		\$15,000.00
Review to deem an application Complete		\$525.00
Advertising fee		\$1,575.00
<i>min. OP application fee</i>		\$17,100.00
<u>Zoning by-law amendment by classification:</u>		
a) Gravel Extraction Operations		
<u>Pre-application process</u>		
a.1) Pre-application consultation review step 1	\$5,100.00	\$5,350.00
a.2) Pre-application consultation review step 2	\$10,100.00	\$10,600.00
a.3) Application fee for an amendment to permit an extractive use, gravel pit or quarry operation;	\$31,000.00	\$32,550.00
a.4) Review for complete application	\$500.00	\$525.00
a.5) Advertising Fee	\$1,500.00	\$1,575.00
<i>min. Total</i>	\$48,200.00	\$50,600.00
No Pre-application process		
<i>Complete application</i>	\$47,500.00	\$55,000.00
<i>Review for complete application</i>		\$525.00
Advertising Fee	\$1,500.00	\$1,575.00
Total	\$49,000.00	\$57,100.00
b) MINOR - single detached or agricultural fees (Temp / Holding)		
<u>Pre-application</u>		
b.1) Pre -application Minor (item b) below) (Temp/Holding)	\$1,500.00	\$1,545.00

DEVELOPMENT SERVICES

PROPOSED CHANGES

= New item

Rate Description	2024	2025 (rounded)
b.2) Complete application fee	\$2,100.00	\$2,160.00
b.3) Review for complete application	\$500.00	\$515.00
b.4) Advertising Fee	\$1,500.00	\$1,550.00
<i>min total fee</i>	<i>\$5,600.00</i>	<i>\$5,770.00</i>
No Pre-application process		
<i>Complete application</i>	<i>\$4,500.00</i>	<i>\$5,000.00</i>
<i>Review for complete application</i>	<i>\$500.00</i>	<i>\$515.00</i>
<i>Advertising Fee</i>	<i>\$1,500.00</i>	<i>\$1,550.00</i>
<i>Total</i>	<i>\$6,500.00</i>	<i>\$7,065.00</i>
c) MINOR - Industrial or commercial, two or more residential units, new industrial/commercial (Agricultural Related) use in Agricultural zone		
Pre-application		
c.1) Pre-application - initial submission	\$1,500.00	\$1,550.00
c.2) Pre-application - detailed submission	\$2,500.00	\$2,600.00
c.3) Complete application fee	\$2,600.00	\$2,700.00
c.4) Review for complete application	\$500.00	\$520.00
c.5) Advertising Fee	\$1,500.00	\$1,550.00
<i>min total fee</i>	<i>\$8,600.00</i>	<i>\$8,920.00</i>
No Pre-application process		
<i>Complete application</i>	<i>\$7,500.00</i>	<i>\$8,000.00</i>
<i>Review for complete application</i>	<i>\$500.00</i>	<i>\$520.00</i>
<i>Advertising Fee</i>	<i>\$1,500.00</i>	<i>\$1,550.00</i>
<i>Total</i>	<i>\$9,500.00</i>	<i>\$10,070.00</i>
d) Complex/Major (Temp /Holding)		
Pre-application		
d.1) Pre-application - initial submission	\$1,500.00	\$1,575.00
d.2) Pre-application - detailed submission	\$5,600.00	\$5,880.00
d.3) Complete application fee	\$3,600.00	\$3,780.00
d.4) Review for complete application	\$500.00	\$525.00
d.5) Advertising Fee	\$1,500.00	\$1,575.00
<i>min total fee</i>	<i>\$12,700.00</i>	<i>\$13,335.00</i>
No Pre-application process		
<i>Complete application</i>	<i>\$11,700.00</i>	<i>\$14,000.00</i>
<i>Advertising Fee</i>	<i>\$1,500.00</i>	<i>\$1,575.00</i>
<i>Review for complete application</i>	<i>\$500.00</i>	<i>\$525.00</i>
<i>Total</i>	<i>\$13,200.00</i>	<i>\$16,100.00</i>
e) Extension of a temporary use by-law;	\$1,250.00	\$1,300.00
f) Establishing a holding provision (in conjunction with change of use)	Per use above	
g) Release of a holding provision.		
g.1) Staff release process	\$3,000.00	\$3,100.00

DEVELOPMENT SERVICES

PROPOSED CHANGES

= New item

Rate Description	2024	2025 (rounded)
g.2) Council release process	\$4,500.00	\$4,600.00
First Resubmission Fees	application fee minus 10% for items b) c) and d), and 50% for item a) (gravel pit).	application fee minus 10% for items b) c) and d), and 50% for item a) (gravel pit).
Subsequent resubmission fees	application fee minus 50% for items b) c) and d), and 80% for item a) (gravel pit).	application fee minus 50% for items b) c) and d), and 80% for item a) (gravel pit).
Peer Review (as per By-law 87-2007)		
Where the Director of Development Services determines upon reasonable grounds that peer and/or legal review costs will be		
If peer and/or legal review costs during the processing of a planning application exceed the amount deposited with the Township, the		
If peer and/or legal review costs incurred by the Township in the processing of a planning application are less than the amount		
Condominium		
Pre-application		\$1,575.00
a) Condominium Application		
i) Standard or Phased (no public meeting)	\$5,000 plus \$150.00 per unit - maximum of \$8,000	\$5,250 plus \$150.00 per unit - maximum of \$9,000
ii) Common Element (public meeting)	\$8,500 plus \$150.00 per unit up to 200 lots (i.e., max \$38,500)	\$8,925 plus \$150.00 per unit up to 200 lots (i.e., max \$40,000)
iii) Vacant Land Condo	\$8,500 plus \$150.00 per unit up to 200 lots (i.e., max \$38,500)	\$8,925 plus \$150.00 per unit up to 200 lots (i.e., max \$40,000)
iv) Condo Conversion	\$8,500 plus \$150.00 per unit up to 200 lots (i.e., max \$38,500)	\$8,925 plus \$150.00 per unit up to 200 lots (i.e., max \$45,000)
b) Amending Condominium Approval or Conditions thereof	\$3,100.00	\$3,250.00
Subdivision		
Pre-application		\$1,575.00
a) Subdivision Application not in conjunction with an OPA or ZC application	\$8,500 plus \$150.00 per unit up to 200 lots (i.e., max \$38,500)	\$8,925 plus \$150.00 per unit up to 200 lots (i.e., max \$40,000)

DEVELOPMENT SERVICES

PROPOSED CHANGES

= New item

Rate Description	2024	2025 (rounded)
b) Subdivision Application - with OPA and Zone Change	\$8,500 plus \$150.00 per unit up to 200 lots (i.e., max \$38,500) + OPA & ZBA fees	\$8,925 plus \$150.00 per unit up to 200 lots (i.e., max \$40,000)
c) Creation of Subdivision Agreement and Lot and Block Agreement	\$3,600.00	\$3,750.00
d) Amending Draft Plan Approval, Conditions thereof or Subdivision Agreement	\$3,700.00	\$3,885.00
e) Clearance of Draft Plan Approval Conditions	\$1,000.00	\$1,050.00
f) Amending a Lot/Block Agreement (to address a specific lot issue)	\$2,100.00	\$2,200.00
<i>NOTE: A deposit is required at the time of application (see below). Fees associated with subdivision agreements are included in</i>		
Development Applications / Site Plan Agreement (Section 41, Planning Act)		
a) Pre-application consultation (new application)	1,500.00	1,575.00
b) Review to deem complete	\$200.00	210.00
c) Development agreement application		
i) Major	\$5,100.00	\$5,355.00
Total a), b) and ci)	\$6,800.00	\$7,140.00
i*) Major with no pre-application process		\$8,000.00
Total b) and ci*)		\$8,210.00
ii) Basic (may or may not require pre application); Agricultural related commercial or industrial use;	\$1,550.00	\$1,630.00
iii) On-Farm Diversified Use (no additional fees);	\$2,500.00	\$2,625.00
iv) Minor site plan; Review to deem complete	\$2,500.00 \$200.00	\$2,625.00 210.00
	\$2,500.00	\$2,625.00
d) Addendums		
i) Pre-application consultation - addendum	\$1,000.00	\$1,050.00
ii) addendum requiring circulation; min fee (total d)i) and d)ii)	\$2,500.00 \$3,500.00	\$2,625.00 \$3,675.00
iii) addendum not requiring circulation or red line plan amendments min fee (total d)i) and d)iii)	\$500.00 \$1,500.00	\$525.00 \$1,575.00
iv) addendum not requiring circulation (no pre-consultation required)	\$1,000.00	\$1,050.00
e) Clearance of Conditions (Site Plan) - for Conditional Site Plan agreements	\$1,500.00	\$1,575.00
f) Release of a Development Agreement;	\$525.00	\$550.00

DEVELOPMENT SERVICES

PROPOSED CHANGES

= New item

Rate Description	2024	2025 (rounded)
g) Certificate of compliance with conditions of a development agreement.	\$650.00	\$680.00
e) Other Development Agreements (Not Section 41 (Site Plan) or 53 (non-Subdivision), Planning Act)	\$7,000.00	\$7,350.00
Telecommunication Tower review	\$4,000.00	\$4,200.00
Cash in lieu of parkland zone regulation (Per Unit)		
a) R7 Multiple including conversions in all zones	\$1,600.00	\$1,680.00
b) R3 – R6 duplex	\$2,050.00	\$2,150.00
c) R3 – R6 Semi	\$2,050.00	\$2,150.00
d) R2A – R5 Single	\$2,300.00	\$2,415.00
e) R1 – R2 Single	\$2,550.00	\$2,675.00
f) Agricultural – one dwelling unit	\$3,700.00	\$3,885.00
Cash in lieu of parking, per space	\$4,000.00	\$4,200.00
Ontario Land Tribunal (OLT)		
OLT Referral Fee (payable to the Township of Woolwich upon receipt of an appeal with respect to any application)	\$750.00	\$775.00
<p>OLT Appeals Deposit (where the applicant has not retained legal representation and/or requests the Township to provide our own representation by the Township's solicitor) (1) Where the Director determines upon reasonable grounds that legal costs for preparing and attending an OLT hearing will be encountered, the applicant shall deposit with the Township \$25,000 or \$10,000 depending on the extent of legal costs that the Director determines are likely to be encountered. (2) If legal costs incurred by the Township during the process of preparing for and attending an OLT hearing exceed the amount deposited Township, the applicant shall replenish the full amount of the deposit or such other reasonable amount as is determined by the Director. (3) If legal costs incurred by the Township during the process of preparing for and attending an OLT hearing are less than the amount deposited, the Township shall reimburse the unused portion.</p>		
Part Lot Control		
a) for the first lot to be created	\$1,275.00	\$1,340.00
b) for each additional unit/lot created within the same block	\$425.00	\$450.00
c) Part Lot Control Extension of By-law	\$425.00	\$450.00
Easements		
a) Dedication of an Easement not part of a Plan of Subdivision Application	\$3,000.00	\$3,150.00

DEVELOPMENT SERVICES

PROPOSED CHANGES

= New item

Rate Description	2024	2025 (rounded)
b) Extension of an Easement not part of a Plan of Subdivision Application	\$2,000.00	\$2,100.00
 Cross Border Service Agreement: 6.0% of the total cost to install the services (not including Engineering and Contingency and HST) OR \$5,500.00 (whichever is greater) plus 100% of all associated fees incurred by the Township	see description	
 Mundil Cross Border Servicing Agreement		
a) Property Owner Agreement – no mortgage on title (master agreement preparation \$76.00, title search, preparation of property owner agreement, legal fees and registration)	\$475.00	\$500.00
b) Property Owner Agreement - with mortgage on title (master agreement preparation \$76.00, title search, preparation of property owner agreement, legal fees and registration)	\$825.00	\$865.00
 Request to Declare Lands Surplus		
Administration fee for request to declare lands surplus PLUS 100% of all associated advertising, survey and legal costs	\$825.00	\$850.00
Environmental Review / Record of Site in conjunction with a request to declare lands surplus PLUS 100% of all associated consultant costs	\$575.00	\$600.00
Deposit with request to declare lands surplus (for associated advertising, appraisal, legal, survey costs)	\$2,500.00	\$2,575.00
If associated costs during the processing of a request to declare lands surplus exceed the amount deposited with the Township, the If associated costs incurred by the Township in the processing of a request to declare lands surplus are less than the amount		
NOTE: The above does not include the purchase price of the land		
 Publications and Printing		
a) Plotter Prints		
i) Black and White 2 by 3'	\$60.00	\$63.00
ii) Black and White 4 by 6'	\$60.00	\$63.00
iii) Colour 2 by 3'	\$60.00	\$63.00
iv) Colour 4 by 6'	\$85.00	\$90.00
 Other		

DEVELOPMENT SERVICES

PROPOSED CHANGES

= New item

Rate Description	2024	2025 (rounded)
Minimum Distance Separation Calculation - per request	\$120.00	\$126.00
Letter of Compliance	\$200.00	\$210.00
Zoning Compliance (previously Certificate of Occupancy) re: zoning provision	\$250.00	\$265.00
Zoning Compliance renewal (Agr) (previously Certificate of Occupancy)	\$100.00	\$105.00
Minor amendment to Zoning Compliance (previously Certificate of Occupancy)	\$50.00	\$53.00
Locating/Researching/Preparing Documents (e.g. request for information on a property for an environmental site assessment)	\$250.00	\$260.00
Scanning of documents (per document)	\$100.00	\$105.00
Registration Fee (recovery of Teraview fees when no other application processing fee is collected)	\$150.00	\$160.00

The Corporation of the Township of Woolwich

By-law No. XX-2024

A BY-LAW TO AMEND BY-LAW 2-2009 BEING A BY-LAW TO ESTABLISH AND REQUIRE PAYMENT OF FEES AND CHARGES FOR CERTAIN SERVICES PROVIDED BY THE FIRE DEPARTMENT

WHEREAS section 2 of the Fire Protection and Prevention Act 1997, S.O. 1997, c. 4, as amended, authorizes a municipality to establish a Fire Department to provide firefighting and fire protection services and for participating in an emergency fire services program;

AND WHEREAS the Corporation of the Township of Woolwich has established a Fire Department to deliver firefighting and related emergency services;

AND WHEREAS section 391 of the Municipal Act 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;

AND WHEREAS section 100 of the Environmental Protection Act, R.S.O. 1990, c.E.19, as amended, authorizes a municipality to do everything practicable to prevent, eliminate and ameliorate the adverse effects where a pollutant is spilled and causes or is likely to cause an adverse effect with the right to require compensation from the owner of the pollutant and the person having control of the pollutant for all reasonable costs and expenses incurred;

NOW THEREFORE the Council of the Corporation of the Township of Woolwich

1. Amends Schedule 'A' of By-law 2-2009 as attached effective January 1, 2025, and
2. Repeals By-law 63-2022.

FINALLY PASSED this 17th day of December, 2024.

Mayor

Clerk

SCHEDULE "A"
By-law 02-2009

FIRE SERVICES

Fees & Charges

2024

2025

= New item

FIRE SERVICES

Rate Description	2024	2025
<i>For responding to false alarms occurring as a result of work being performed on a fire alarm system or emergency alarm:</i>		
a) for properties monitored by a fire alarm system but not connected to the fire department, first false alarm in the calendar year	Nil	Nil
b) for properties monitored by a fire alarm system and connected to the fire department, the first false alarm in a calendar year	Nil	Nil
c) each subsequent false alarm in the year	\$954.00	\$1,000.00
<i>For attending at the scene of a motor vehicle accident or motor vehicle fire and providing fire fighting or other emergency services to a non-resident:</i>		
a) for the first hour or any part thereof;	\$477.00 per dispatched truck	Current MTO Rate per dispatched truck
b) for each additional one-half hour or part thereof	\$239.00 per dispatched truck	1/2 of current MTO Rate per dispatched truck

SCHEDULE "A"
By-law 02-2009

FIRE SERVICES

	Fees & Charges	
	2024	2025
= New item		
FIRE SERVICES		
Rate Description		
<i>For attending a non-emergency elevator incident to free an individual from an elevator, or to standby for a repair service:</i>		
a) for the first hour or part thereof;	\$477.00 per dispatched truck	Current MTO Rate per dispatched truck
b) for each additional one-half hour or any part thereof	\$239.00 per dispatched truck	1/2 of current MTO Rate per dispatched truck
<i>An inspection for any purpose other than one initiated by the Fire Department:</i>		
a) for the first hour or any part thereof;	\$110.00	\$125.00
b) for each additional one-half hour or any part thereof	\$55.00	\$62.50
Outdoor function permit application review (no inspection)	\$75.00	\$100.00
Liquor License Fee Inspection		\$100.00
<u><i>Open fire burning permit:</i></u>		
Less than 60cm by 60 cm (2ft by 2ft) - Campfire	Nil	Nil
Greater than the above but less than 6 metres by 6 metres (20 feet by 20 feet)	\$30 one time burn	\$35 one time burn
	\$65 per season	\$70 per season

SCHEDULE "A"
By-law 02-2009

FIRE SERVICES

Fees & Charges

2024

2025

= New item

FIRE SERVICES

Rate Description	2024	2025
Fire Reports, File Search (insurance / legal)	\$110.00	\$125.00
Hourly labour rate for services covered by contract	\$40.00	\$55.00
<i>Usage or rental of fire vehicle (not including labour):</i>		
a) for the first hour or any part thereof;	\$477.00 per	Current MTO
b) for each additional one-half hour or any part thereof	\$239.00 per vehicle dispatched	1/2 MTO current rate per dispatched truck
<i>For responding to approved and unapproved fires:</i>		
a) failure to obtain a permit and/or permission to	\$1,000.00	\$1,250.00
b) failure to adhere to permit requirements of loss of control that requires the attendance of the Fire Department	\$1,000.00	\$1,250.00
<i>For attending a public event:</i>		
FOR PROFIT ORGANIZATIONS		
a) for the first hour or any part thereof	\$477.00 per vehicle PLUS Firefighter hourly rate	Current MTO Rate per dispatched truck PLUS Firefighter hourly rate
b) for each additional one-half hour or any part thereof	\$239.00 per vehicle PLUS Firefighter hourly rate	1/2 current MTO rate per truck PLUS Firefighter hourly rate
c) If staff only is attending (no vehicle)	Firefighter hourly rate	Firefighter hourly rate

SCHEDULE "A"
By-law 02-2009

FIRE SERVICES

Fees & Charges

2024

2025

= New item

FIRE SERVICES

Rate Description	2024	2025
NON PROFIT ORGANIZATIONS	Cost	Cost
	Recovery	Recovery
<i>Fire Extinguisher Training and or First Aid Training:</i>		
FOR PROFIT ORGANIZATIONS	Firefighter hourly rate PLUS cost recovery	Firefighter hourly rate PLUS cost recovery
NON PROFIT ORGANIZATIONS	Cost	Cost
<i>Fire Response Fees - Indemnification Technology Agency recovery of covered costs associated with the Fire Department response to premise. Should the insurer pay the coverage to the property owner and/or policy holder, the property owner and/or policy holder is liable to remit these funds to the municipality or its representative.</i>	Current MTO rate plus personnel costs, plus any additional costs to the Township of Woolwich	Current MTO rate plus personnel costs, plus any additional costs to the Township of Woolwich



Infrastructure Services Staff Report

Report Number: IS19-2024
 Report Title: Award of Contract 2024-19 - East Side Lands Geotechnical Investigation
 Author: Ryan Tucker, Engineering Project Supervisor
 Meeting Type: Council Meeting
 Meeting Date: December 17, 2024
 eDocs or File ID: E01 ESL
 Consent Item: No
 Final Version: Yes
 Reviewed By: Jared Puppe, Director of Infrastructure Services
 Final Review: Senior Management Team

Recommendation:

That the Council of the Township of Woolwich, considering Report IS19-2024 respecting the Award of Contract 2024-19 - East Side Lands Geotechnical Investigation award contract 2024-19 for geotechnical investigation work in the Townships East Side Lands to MTE Consultants Inc. at a cost of \$254,354.21, after H.S.T rebate.

Background:

The Region of Waterloo's East Side Lands are coarsely defined by Highway #7 to the North, the Grand River to the West, Shantz Station Road / Speedsville Road to the East and Highway #8 / Highway #401 to the South. Located within the municipal boundaries of the Township of Woolwich, the City of Cambridge, and the City of Kitchener, these Lands are comprised of approximately 4,000 hectares (ha) that are favourably positioned for future employment development due to the proximity to the Region of Waterloo International Airport, Highway 401 and the Metrolinx Rail Corridor.

Currently, sanitary servicing for the Township's southern portion of the East Side Lands has not been installed since an outlet at the southern border with Cambridge does not currently exist. Cambridge and the Region of Waterloo are currently working to complete the downstream receiving sewer that will accept the southern sanitary flows from Woolwich. Woolwich Council endorsed the preferred trunk sewer alignment to service the Township's southern portion of the East Side Lands on October 22nd, 2024. As a part of the detailed design works for the trunk sanitary sewer, a geotechnical investigation to explore the subsurface soil and groundwater conditions is required. Information gathered

from the geotechnical investigation will aid the design consultant in preparing the detailed design for the installation of the trunk sewer.

Comments:

Request for Proposal - Evaluation Process and Criteria

On November 6, 2024, the Township issued a “Request for Proposal for Geotechnical Services” (RFP) for the East Side Lands Geotechnical Investigation Project. Upon closing on November 28, 2024, the following eleven (11) Geotechnical firms had submitted detailed proposals:

1. DS Consultants Ltd.
2. Egis Canada Ltd.
3. Englobe Corp.
4. GEI Consultants Canada Ltd.
5. GRIT Engineering Inc.
6. JLP Services Inc.
7. MTE Consultants Inc.
8. Pinchin Ltd.
9. PNJ Engineering Inc.
10. PRI Engineering Corp.
11. Saffa Engineering Inc.

The proposals received were reviewed by a team consisting of the Township of Woolwich’s Director of Infrastructure Services and Engineering Project Supervisor, as well as a Senior Engineer from the Region of Waterloo Airport.

The review team evaluated the proposal using Infrastructure Services evaluation model, which awarded points based on the following criteria and weighting:

Project Understanding – 30 points

The Engineering firms provided a detailed description of the methodology and project management approaches to be used for each of the services proposed.

Experience and References – 30 points

The Engineering firms provided 3 references, within the last 5 years of their company's relevant experiences as they pertain to the Township’s requirements listed in section 2.0 Project Scope and Requirements of the RFP document.

Project Manager and Project Team – 30 points

The Engineering firms provided organizational charts and resumes of all project participants.

Proposal Cost – 10 points

The Township uses a two-phase system for the submission of proposals, which includes one separate submission for cost information which is opened and evaluated subsequent to completing the evaluation of the technical portions. The Geotechnical firms provided their hourly rates, estimate of expenses and a total upset price, including HST.

Based on the Infrastructure Services evaluation model, the firm of MTE Consultants Inc. achieved the highest overall evaluation.

MTE Consultants Inc. has satisfactorily completed numerous projects for the Township of Woolwich in the past and are capable of fulfilling the requirements of this assignment. The schedule submitted by MTE Consultants Inc. also confirms that the field portion of the work will be completed within the preferred timing window.

Interdepartmental Impacts:

None.

Financial Impacts:

Budget **\$350,000.00**

Request for Quotation

MTE Consultants Inc.	\$249,955.00
Plus H.S.T.	\$32,494.15
Subtotal	\$282,449.15
Less H.S.T. rebate	(\$28,094.94)
Total	\$254,354.21

Grand Total **\$254,354.21**

Budget Surplus **\$ 95,645.79**

This is a joint project that is identified to be funded by the Region of Waterloo Airport, as well as through Township of Woolwich development charges.

Community Strategic Plan Impacts:

The East Side Lands Geotechnical Investigation project in Breslau supports the Township of Woolwich's strategic direction to "*Strive for 80/20 residential to industrial commercial assets split*", with a goal to "*Cultivate long-term economic prosperity*". This is being accomplished through the project by taking the first steps required to implement the proposed trunk sewer infrastructure for the southern section of the Township's East Side

Lands. The proposed trunk sewer works will support both industrial/commercial expansion as well as residential growth.

Conclusion:

Funding for this project was approved by Council through the 2024 Capital Budget.

Based on the review and evaluation process noted above, Staff recommends that the firm of MTE Consultants Inc. be retained as the geotechnical investigation firm for the East Side Lands Geotechnical Investigation (Contract 2024-19).

Attachments:

None.

Making decisions that matter – November 20, 2024

With input from the community, Regional Council sets the direction for the Region as an organization and makes decisions that help improve the lives of Waterloo Region residents every day. Please refer to the minutes for an official record of the meeting.

Council calls on Province for an agreement to help address rising service pressures and infrastructure needs

Through the Regional Chair's office, Council will ask five local MPPs to work with the Province to reach an agreement to help the Region address rising service pressures and infrastructure needs as the community continues to grow. The Chair's office will ask that the financial agreement reflect those reached between the Province and the cities of Toronto and Ottawa. The resolution will be shared with area municipalities.

Council and staff ensure accountability and transparency to public around lobbyist activities

Council has approved the by-law and code of conduct for a lobbyist registry that will enable residents to safely and securely search the record of people who lobby public office holders outside of meetings that are open to the public. The online accountability and transparency tool will allow the public to view activity between lobbyists and elected officials or municipal staff. Lobbying is a legal activity that enables individuals, groups, and companies to communicate with public office holders to influence a particular position or outcome related to a municipal issue or decision.

Region takes ownership of a section of Oxford Road 5 leading through Punkeydoodles corner

At the request of Wilmot Township, the Region has taken on ownership of a stretch of road leading through Punkeydoodles Corners. Traffic volume in this area has increased and this stretch of Oxford Road 5 is being used for more inter-regional transportation. The Region will be responsible for maintaining Oxford Road 5/Wilmot Easthope Road between Oxford-Waterloo Road and Concession Road. The intersection at Perth Road 101 and Oxford Road 5 recently underwent upgrades to improve safety for the public. The Region undertook a portion of the costs.

Upgrades and expansions of separated bike lanes will make busy areas safer and easier for cycling and walking

Council has approved the design concepts for several upgrades and expansions to the separated cycling network that will make it safer and easier for people walking, rolling or cycling to get around busy areas. The improvements include the following roads:

- King Street between University Avenue and Weber Street North
- University Avenue between Westmount Road and Albert Street
- Bridgeport Road between Lancaster Street and Lang Crescent
- Bridgeport Road between Goldbeck Lane and Albert Street
- Caroline St. between Albert Street and Erb St West
- Erb Street East between Caroline Street and Goldbeck Lane

The improvements will be bundled with road reconstruction work already planned for the corridors and will result in long-term savings through reduced maintenance costs.

All-way stop makes it safer and easier for pedestrians and cyclists to get around Roseville

Council has approved an all-way stop at the intersection of Fischer Hallman and Roseville Road to make it safer and easier for residents walking, rolling, and cycling through the hamlet of Roseville. The recommendation came from a staff review that looked at which townships needed all-way stops to help vulnerable road users get around. Two other intersections were identified as part of the review; an all-way stop was installed at Manser Road and Ament Line in Linwood in 2023 and staff are currently looking at options for the intersection of Stanley and Swan Street in Ayr.

Council lowers speed limit on section of Weber Street in Waterloo to optimize safety

Council will lower the speed limit on Weber Street between Allen and just south of King Street to 50 km/hr from the current 60 km/hr to optimize safety and prevent collisions. The change in speed for this section creates a uniform speed to keep traffic moving well. A survey of more than 23,000 vehicles showed that the average travel speed along Weber Street is 48 km/hr.

Council takes next step towards a new bridge on the Kissing Bridge Trailway

Council is moving forward with studies and design for a pedestrian bridge over the Conestogo River for users of the Kissing Bridge Trailway. The Region will complete an environmental assessment and start detailed design, contingent on grant funding from the province. Private funding has also been pledged to support the design and construction of the bridge located near Wallenstein. The Kissing Bridge trailway is an important tourist destination that stretches across the northern portion of the Region and forms part of the Guelph to Goderich (G2G) Rail Trail.

Council calls on Province to help mitigate rising costs for people living with disabilities

Council will call on the Ontario Government to maintain or raise the monthly income provided to people living with disabilities, as the cost of living continues to rise. The average monthly rate for the Ontario Disability Support Program, combined with the federal government's Canada Disability Benefit set to start in 2025, is below the poverty line. The motion will also be circulated to area municipalities and the Association of Municipalities of Ontario.

Council calls on Province to withdraw bill requiring provincial approval for certain cycling lanes

Council is calling for the Province to withdraw a bill requiring provincial approval for new cycling lanes that would remove vehicular traffic lanes. The Region joins the Association of Municipalities of Ontario's position that municipalities should make decisions about local transportation matters based on local knowledge and community input. The Region has developed a comprehensive plan to enhance walking and cycling facilities. The resolution calls on other municipalities across Ontario to adopt similar resolutions.



Region of Waterloo

Making Decisions That Matter - December 11, 2024

With input from the community, Regional Council sets the direction for the Region as an organization and makes decisions that help improve the lives of Waterloo Region residents every day. Please refer to the minutes for an official record of the meeting.

First Indigenous-led Child Care Centre in Waterloo Region coming to 30 Christopher, Cambridge

The Healing of the Seven Generations will use Region-owned property at 30 Christopher Drive in Cambridge to create a licensed, Indigenous-led non-profit child care centre for 65 children in the community. Ga'nigq̓hi:yo Indigenous Child Care and Family Centre will provide a safe, nurturing and culturally-attuned environment. It will prioritize access for Indigenous children, and provide holistic, culturally-responsive child care for Waterloo Region families. The new centre will receive a five-year lease, with options to renew after that.

[Read the full report](#)

Lower speed limits for two Woolwich schools

Regional Council has approved two new School Zone to keep students safer in the Township of Woolwich. Speed limits will also be reduced from 80 km/h to 40 km/h on Regional Road 15 (Lobsinger Line) at King Alfred Academy and on Regional Road 22 (Northfield Drive E) at Balsam Grove Parochial School. These changes will make roads safer for vulnerable road users. It will also mean these two rural schools can be included in the Region of Waterloo's Municipal Speed Camera program to reduce vehicle speeds.

[Read the full report](#)

Redesigning Victoria Street for new transit hub

Regional Council has approved a preliminary design to update Victoria Street North to align with the coming Kitchener Central Transit Hub. Between Weber and King Streets, Victoria will get

wider sidewalks, a separated two-way cycle track, transit priority lanes, and a single lane in each direction for vehicles. The high-quality active transportation options will present residents with first and last mile connections to Kitchener Central and support increased transit services. Regional Council also approved the sale of a small parcel of land near Victoria and King to Metrolinx for \$1.4 million. The sale will facilitate the start of construction for the new the new Kitchener Central Transit Hub, which is expected to begin in 2025.

[Read the full report about the street redesign](#)

[Read the full report on the land sale](#)

Redeveloping Waterloo Region Housing to create new and better units

Region of Waterloo is moving forward on the next phase of renovations and improvements to six Region-owned affordable housing properties. Region staff will look for ways to partner with non-profit groups and private businesses to create more affordable units or improve units for existing tenants. This is the next step in the Waterloo Region Housing Revitalization Plan to expand and update these properties. Tenants are engaged in the design decisions. When completed, the plan will result in 669 new affordable homes across five properties.

[Read the full report](#)

Over \$1M grant for new affordable housing

Regional Council has approved a project that will create 15 new affordable rental units in Kitchener. A proposal from the non-profit Beyond Housing will build 20 units (15 with affordable rent) at 887 Frederick Street, Kitchener. The project will receive \$1,074,960 in grant funding from the Ontario Priorities Housing Initiative and was chosen from seven proposals submitted to the Region. Supporting this project with a grant is part of the Region's ongoing work to build more affordable housing for people in this community.

[Read the full report](#)

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COUNCIL'S OUTSTANDING ACTIVITY LIST
As of December 12th, 2024

Discussion Date	Title/Action Required	Assigned To	Projected Date of Completion	Updates/Notes
O – May 16, 2017 R – July 4, 2017 R – August 22, 2017 R – September 12, 2017 R – December 9, 2019 R – March 2, 2022 R – December 2, 2024	Taxation of Old Order Mennonite Churches	DS	Later in 2024 June 2025	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.

Commitments with Unplanned/Unknown Financial Implications				
Meeting Date	Title/Project	Assigned To	Projected Date of Completion	Commitment/Updates/Notes
O - October 1, 2019 R – December 9, 2019	Resolution to Declare a Climate Emergency and Implementation of a Corporate Carbon Budget	CAO / FIN / RCS	Tied to the implementation of the TransformWR Strategy	<p>Council passed a resolution which was confirmed at the October 1, 2019, Council meeting to declare a climate emergency and implement a corporate carbon budget.</p> <p>A Region wide group is to be established to create a plan.</p> <p>Until this joint group is established, it was noted that the township has begun to address climate action strategies with respect to:</p> <ul style="list-style-type: none"> • development applications • implementation of updated Building Code regulations • update to the Zoning by to reflect electric vehicles • investigation into green options for infrastructure projects
R – December 2, 2024	Future Infrastructure Maintenance Agreement with the Region of Waterloo	Infrastructure Services	Later in 2024 2025	Discussions between the Region and area townships still needs to occur.

COUNCIL'S OUTSTANDING ACTIVITY LIST
As of December 12th, 2024

Discussion Date	Title/Action Required	Assigned To	Projected Date of Completion	Updates/Notes
	Elmira By-Pass	Region of Waterloo	Unknown	Region has identified a report to Regional Council for the end of 2025.

The Corporation of the Township of Woolwich

By-law No. XX-2024

A By-law to Provide a Property Tax Exemption for Certain Affordable Housing

WHEREAS section 110 of the "*Municipal Act, 2001*, S.O. 2001 c.25" (the "Act") as amended allows municipalities to enter into agreements for the provision of municipal facilities; and

WHEREAS Ontario Regulation 603/06 sets out the classes of municipal capital facilities for which a municipality may enter into such agreements, one of which is municipal housing projects facilities; and

WHEREAS The Regional Municipality of Waterloo enacted By-law 24-007, being a to provide for municipal housing project facilities (the Municipal Housing Facilities By-law"); and

WHEREAS subsection 110(9) of the Act allows another municipality that has not entered into an agreement to provide tax exemption provided that an agreement has been entered into with the service manager under the Housing Services Act; 2011, S.O. 2011 c.6, Sched. 1 (the "Housing Services Act"); and

WHEREAS the Regional Municipality of Waterloo is a Consolidated Municipal Service Manager and is authorized to operate and manage housing as well as establish, fund and administer programs for the provision of residential accommodation in its service area under the Housing Services Act:

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

1. Subject to an approved agreement entered into under the Municipal Housing Facilities By-law and as quantified by MPAC (the "Agreement"), the Corporation of the Township of Woolwich shall approve exemption from taxation in relation to the portion of municipal taxes levied by the Township of Woolwich for lands or the portion of it on which the municipal housing project facilities, as defined by roll number 30-29-010-001-25000-0000 is located.
2. Any exemptions provided pursuant to this by-law shall be limited to a period of twenty (20) years commencing on the effective date of the agreement to which said relates to.
3. 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 17 day of December, 2024.

Mayor

Clerk



By-law No. ###-2024

Appointment By-law

Consolidated Version *Revised and Verified* ____, 2024

Revision History:	Passed On:
###-2024 (Original)	[Date Passed]

Consolidated for Convenience Only

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

Table of Contents

Part I. Short Title, Purpose and Scope.....	2
Short Title	2
Purpose.....	2
Part II. Interpretation.....	2
Headings	2
References to Applicable Law	2
Definitions	2
Part III. Appointment	3
General Provisions.....	3
Part IV. Officers	3
Clerk.....	3
Treasurer	3
Fire Chief	4
Chief Building Official and Inspectors	4
Municipal Law Enforcement Officers	4
Livestock and Poultry Valuers.....	4
Licensing Officers	4
Part V. Conflict and Transition.....	4
Conflict	4
Terms Severable	5
Enactment.....	5
Schedule A - Appointed Officers.....	2
Schedule B - Appointed Municipal Law Enforcement Officers.....	4
Schedule C - Appointed Licensing Officers	7
Schedule D - Appointed Acting Clerk Pro Tempore.....	8
Schedule E - Appointed Livestock and Poultry Valuers.....	9

The Corporation of the Township of Woolwich

By-law No. ###-2024

A By-law to Appoint Officers of the Corporation of the Township of Woolwich

WHEREAS section 227 of the *Municipal Act* provides that Council may by by-law appoint such officers and employees as may be necessary for the purposes of the corporation, or for carrying into effect the provisions of any Act of the Legislature or by By-law of Council; and

WHEREAS section 228 of the *Municipal Act* provides that a municipality shall appoint a clerk and provides for certain duties of the clerk and may appoint deputy clerks who have all the powers and duties of the clerk; and

WHEREAS section 286 of the *Municipal Act* provides that a municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council and may appoint deputy treasurers who have all the powers and duties of the treasurer; and

WHEREAS section 6 of the *Fire Protection and Prevention Act, 1997 S.O. 1997, c. 4* (the *Fire Protection and Prevention Act*) provides that where a fire department is established, the council of the municipality shall appoint a fire chief for the fire department; and

WHEREAS Order-in-Council 1413-08 provides for the issuance of Lottery Licences by Municipal Councils; and

WHEREAS Township of Woolwich By-law 41-2022 provides that Council has delegated their authority to issue lottery licences to staff; and

WHEREAS section 3 of the *Building Code Act, 1992, S.O. 1992, c. 23*, (the "*Building Code Act*") requires the Council of a Municipality to appoint such officials and inspectors as is necessary for the effective administration and enforcement of the Building Code Act and Ontario Building Code; and

WHEREAS section 15 of the *Police Services Act, R.S.O. 1990, c P.15*, (the "*Police Services Act*") provides that a municipal council may appoint persons to be peace officers to enforce the by-laws of the municipality; and

WHEREAS section 11 of the *Municipal Act* provides that a Council who has passed an Animal Control By-law may appoint an Animal Control Officer to carry out the provisions of the By-law; and

WHEREAS section 15.1(3) of the *Building Code Act* that a Council who has passed a Property Standards By-law shall appoint a Property Standards Officer to carry out the provisions of the by-law; and

WHEREAS sections 100 and 100.1 of the *Municipal Act* authorize municipalities to regulate or prohibit parking or leaving motor vehicles without the owner's consent on land not owned or occupied by the municipality; and

WHEREAS section 4 (1) of the *Protection of Livestock and Poultry from Dogs Act* provides that every local municipality shall appoint one or more persons as valuers of livestock and poultry; and

WHEREAS the Council of the Corporation of the Township of Woolwich (the "Council") deems it expedient to appoint various Officers for the Township of Woolwich;

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

Part I. Short Title, Purpose and Scope

Short Title

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

Purpose

2. This by-law has been enacted to appoint officers of the Township of Woolwich.

Part II. Interpretation

Headings

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

References to Applicable Law

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

Definitions

5. For the purposes of this by-law:
 - "*Building Code Act*" means the *Building Code Act, 1992*, S.O. 1992, c. 23,
 - "Corporation" means the Corporation of the Township of Woolwich;
 - "Council" means the Council of the Township of Woolwich;

"*Fire Protection and Prevention Act*" means the *Fire Protection and Prevention Act, 1997 S.O. 1997, c. 4*;

"*Municipal Act*" means the *Municipal Act, 2001, SO 2001, c. 25*;

"*Police Services Act*" means the *Police Services Act, RSO 1990, c. P.15*;

"*Protection of Livestock and Poultry from Dogs Act*" means the *Protection of Livestock and Poultry from Dogs Act, R.S.O. 1990, Chapter L.24*,

"Township" means the Township of Woolwich and a reference to the Township is a reference to the Corporation or the municipal area as the context requires.

Part III. Appointment

General Provisions

6. Council appoints the individuals as Officers of the Township as set out in Schedules A through E of this by-law.
7. Council may, at their discretion, appoint any individual as an acting Officer to act in place of that Officer until a permanent appointment is made or any other time Council deems appropriate.

Part IV. Officers

Clerk

8. The powers and duties of the Township Clerk shall be those set out in the *Municipal Act* and any other applicable Federal or Provincial act or regulation.
9. Council may appoint a deputy clerk who:
 - a. has all the powers and duties of the Clerk; or
 - b. has certain powers and duties of the Clerk for specific purposes as set out in this by-law.
10. Council may appoint a Clerk Pro Tempore who has all the powers and duties of the Clerk or Deputy Clerk on each and every occasion when both the Clerk and Deputy Clerk are absent, ill or otherwise unable to carry out their duties under any statute or by-law.

Treasurer

11. The powers and duties of the Treasurer shall be those set out in the *Municipal Act* and any other applicable Federal or Provincial act or regulation.
12. Council may appoint Deputy Treasurers who have all the power and duties of the treasurer.

Fire Chief

13. The powers and duties of the Fire Chief shall be those assigned to them under the *Fire Protection and Prevention Act* within the territorial limits of the Township and within any other area in which the Township has agreed to provide fire protection services, subject to any conditions specified in the agreement.
14. Council may appoint a Deputy Fire Chief who:
 - a. has all the powers and duties of the Fire Chief; or
 - b. has certain powers and duties of the Fire Chief for specific purposes as set out in this by-law.
15. The Fire Chief may delegate such powers and duties as outlined in the Township's Fire Department Regulating By-law.

Chief Building Official and Inspectors

16. The duties of the individual appointed as Chief Building Official or their deputy and inspectors shall be those set out in the *Building Code Act* and any other applicable Federal or Provincial act or regulation.

Municipal Law Enforcement Officers

17. Council may appoint Municipal Law Enforcement Officers under various job titles to enforce select by-laws of the Township as set out in Schedule B to this by-law.
18. Municipal Law Enforcement Officers are peace officers for the purpose of enforcing by-laws of the Township.

Livestock and Poultry Valuers

19. Council may appoint livestock and poultry valuers to assist in the valuing of livestock damage when livestock is killed or injured by wildlife.

Licensing Officers

20. Council may appoint licensing officers for the purposes of administering and issuing lottery licences, as well as other vendor licences.

Part V. Conflict and Transition**Conflict**

21. In the event the provisions of this by-law are inconsistent with the provisions of the *Municipal Act*, its Regulations or any other Act, the provisions of the Act or Regulation shall prevail.

- 22. In the event that the provisions of this by-law respecting an appointed officer are inconsistent with the provisions of any other Township by-law, the provisions of this by-law shall prevail.

Terms Severable

- 23. 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.

Enactment

- 24. 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 17th day of December, 2024.

Mayor

Clerk

Schedule A - Appointed Officers

Officer	Appointed	Notes or Limits
Chief Administrative Officer	David Brenneman	None
Director of Financial Services/Treasurer	Colm Lynn	None
Deputy Treasurer	Richard Petherick	None
Director of Corporate Services/Municipal Clerk	Jeff Smith	None
Deputy Clerk	Alex Smyth	None
Fire Chief	Dennis Aldous	None
Deputy Fire Chief	Craig Eveson	None
Chief Building Official	Dan Sharina	None
Deputy Chief Building Official	Patty Wright	None
Building Official	Paul Hillenaar	None

Building Official	Alicia Kramer	None
Building Official	Janessa Martin	None
Building Official	Joel Stemmler	None
Building Official	Ray Stranz	None
Building Official	Rick Block (RSM Building Consultants)	None
Building Official	John Drahorat (RSM Building Consultants)	None
Building Official	Mike McKean (RSM Building Consultants)	None
Building Official	Gerald Moore (RSM Building Consultants)	None
Building Official	Grant Schwartzenruber (RSM Building Consultants)	None

Schedule B - Appointed Municipal Law Enforcement Officers

Officer	Appointed	Notes or Limits
Municipal Law Enforcement Officer	Kristen Cufaro	Appointed to enforce all regulatory by-laws of the Township
Municipal Law Enforcement Officer	Vanessa Albanese	Appointed to enforce all regulatory by-laws of the Township
Municipal Law Enforcement Officer	Jeff Smith	Appointed to enforce all regulatory by-laws of the Township
Municipal Law Enforcement Officer	Carter Maguire	Appointed for the exclusive purpose of Overnight Parking Enforcement during the Winter Parking Ban
Municipal Law Enforcement Officer	Ed Pereira	Appointed for the exclusive purpose of Overnight Parking Enforcement during the Winter Parking Ban
Municipal Law Enforcement Officer	Scott Orton	Appointed for the exclusive purpose of Overnight Parking Enforcement during the Winter Parking Ban

Municipal Law Enforcement Officer	Coleman Meyer	Appointed to enforce all regulatory by-laws of the Township
Municipal Law Enforcement Officer	Colin Moran	Appointed to enforce all regulatory by-laws of the Township
Municipal Law Enforcement Officer	Ashley Frank	Appointed to enforce all regulatory by-laws of the Township
Municipal Law Enforcement Officer	Frank Heinrich	Appointed to enforce all regulatory by-laws of the Township
Municipal Law Enforcement Officer	Robert Hughes	Appointed to enforce all regulatory by-laws of the Township

Municipal Law Enforcement Officer	Devan Shaw	Appointed to enforce all regulatory by-laws of the Township
Municipal Law Enforcement Officer	Pratibha Sethi	Appointed to enforce all regulatory by-laws of the Township

Schedule C - Appointed Licensing Officers

Officer	Appointed	Notes or Limits
Licensing Officer	Tanya Bettridge	None
Licensing Officer	Alex Smyth	None
Licensing Officer	Rae Ann Bauman	None
Licensing Officer	Jeff Smith	None

Schedule D - Appointed Acting Clerk Pro Tempore

Officer	Appointed	Notes or Limits
Acting Clerk Pro Tempore	Tanya Bettridge	Only on such occasions when the Clerk or Deputy Clerk is absent.
Acting Clerk Pro Tempore	Stacey Bruce	Only on such occasions when the Clerk or Deputy Clerk is absent.

Schedule E - Appointed Livestock and Poultry Valuers

Officer	Appointed	Notes or Limits
Livestock and Poultry Valuer	Calvin Shantz	None
Livestock and Poultry Valuer	Claude Hergott	None

The Corporation of the Township of Woolwich

By-law No. XX-2024

A By-law to Amend By-law 41-2022 and Repeal Various By-laws for the Purpose of Enacting an Appointed Officers By-law

WHEREAS the Council of the Corporation of the Township of Woolwich considers it desirable and necessary to amend the Township’s Delegation of Authority By-law and repeal various appointment by-laws in order to enact an Appointed Officers by-law; and

WHEREAS on December 17, 2024, the Council of the Township of Woolwich passed the Appointed Officers By-law; requiring previous appointment by-laws to be repealed;

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

1. That schedule C of By-law 41-2022 is amended as follows:

Delegated Authority	Delegate	Delegation & Legislative Limits
Issue Lottery Licences	Licensing Officers	For bingo events with prize boards of up to \$5,500 For non-electronic raffles with prizes up to \$50,000 For break open tickets that are not conducted in conjunction with another licensed gaming events and where the tickets are sold within the municipality

2. That the following by-laws be repealed:

- 74-2023
- 63-2024
- 43-2024
- 37-2024
- 73-2023
- 62-2024
- 42-2024
- 31-2024

- 20-2024
- 19-2024
- 16-2024
- 11-2024
- 05-2024
- 86-2023
- 75-2023
- 74-2023
- 62-2023
- 61-2023
- 31-2023
- 19-2023
- 18-2023
- 14-2023
- 06-2023
- 72-2022
- 56-2022
- 52-2022
- 138-1989
- 30-1983
- 04-1982
- 02-2022
- 01-2022
- 66-2021
- 58-2021
- 57-2021
- 35-2021
- 01-2021
- 89-2020
- 46-2020
- 45-2020
- 24-2020
- 23-2020
- 19-2020
- 06-2020
- 89-2019
- 88-2019
- 77-2019
- 51-2019
- 03-1983
- 73-1981
- 19-1976
- 20-2019
- 01-2019
- 90-2018
- 72-2018
- 71-2018
- 74-2017
- 73-2017
- 55-2017
- 02-2017
- 94-2016
- 92-2016
- 70-2016
- 59-2016
- 40-2016
- 38-2016
- 26-2014
- 73-2013
- 67-2013
- 08-1975
- 60-1974
- 34-1973
- 63-2013
- 52-2013
- 51-2013
- 02-2013
- 54-2011
- 03-2011
- 52-2010
- 61-2007
- 22-2007
- 4-2007
- 59-2006
- 63-2005
- 49-2005
- 27-2001
- 99-1999
- 62-1997
- 20-1997
- 28-1995
- 10-1973
- 04-1973
- 03-1973

3. Any other Appointment By-laws of relevant officers not indicated in the schedules of this by-law and/or no longer employed with the Township are hereby repealed.

4. This by-law shall come into full force and effect on the date it is passed.

FINALLY PASSED AND ENACTED this 17th day of December, 2024

Mayor

Clerk

The Corporation of the Township of Woolwich

By-law No. XX-2024

A By-law to Amend the Woolwich Township Traffic and Parking By-law No. 70-2006 Regarding Rates of Speed on Highways in the Township of Woolwich

WHEREAS section 11 of the "*Municipal Act, 2001, S.O. 2001 c.25*" provides that lower-tier municipalities may pass by-laws respecting highways, including parking and traffic on highways; and

WHEREAS on October 10, 2006, the Council of Woolwich passed the Woolwich Township Traffic and Parking By-law No. 70-2006; and

WHEREAS Council deems it necessary and expedient to pass the subject by-law to amend Rates of Speed on Highways in the Township of Woolwich;

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

- Schedule 18, "Rates of Speed on Highways (Km/hr)" of By-law No. 70-2006 is amended by removing the following:

Reference	Highway	From	To	Speed
St. Jacobs Area	Three Bridges Road	Hawkesville Road	540m north of Hawkesville Road	60 km/hr
St. Jacobs Area	Three Bridges Road	1,300m south of Listowel Road	950m south of Listowel Road	60 km/hr

- Schedule 18, "Rates of Speed on Highways (Km/hr)" of By-law No. 70-2006 is amended by adding the following:

Reference	Highway	From	To	Speed
St. Jacobs Area	Three Bridges Road	Hawkesville Road	540m north of Hawkesville Road	40 km/hr
St. Jacobs Area	Three Bridges Road	540m north of Hawkesville Road	1,300m south of Listowel Road	60 km/hr
St. Jacobs Area	Three Bridges Road	1,300m south of Listowel Road	950m south of Listowel Road	40 km/hr

St. Jacobs Area	Three Bridges Road	950m south of Listowel Road	Listowel Road	60 km/hr
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3. This by-law shall come into full force and effect on the date it is passed.

FINALLY PASSED AND ENACTED this XXst day of December, 2024.

Mayor

Clerk

The Corporation of the Township of Woolwich

By-law No. XX-2024

A By-law to Establish and Require Payment of Fees and Charges

WHEREAS Section 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;

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

1. In this By-law,
 - a. "Corporation" means the Corporation of the Township of Woolwich
 - b. "Department" means a department of the Township of Woolwich
 - c. "Township" means the Corporation of the Township of Woolwich
2. Council hereby establishes the fees and charges as set out in the Schedules attached to the By-law.
3. No request by any person for any information, service, activity or use of Township property described in the Schedules to this By-law will be processed or provided by the Township, unless and until the person requesting the information, service activity or use of Township property has paid the applicable fee in the prescribed amount as set out in the Schedules to this By-law.
4. The fees listed in the Schedule to this By-law may be subject to the Harmonized Sales Tax (H.S.T.) where applicable.
5. Schedule "A", Schedule "B", Schedule "C", Schedule "D", Schedule "E" and Schedule "F" shall be deemed to be an integral part of this By-law and are to be in effect as of January 1, 2024, unless otherwise amended.
6. Where applicable, any By-law affected by the Schedules appended to this By-law shall be amended in accordance with the Schedules appended to this By-law. The appropriate By-laws shall be amended only in respect of the alteration of the fees permitted to be charged under the appropriate By-law, and only in such manner as is prescribed by the new Schedules of Fees appended to this By-law.
7. Should any part of this By-law, including any part the Schedules attached to this By-law, be determined by a court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of the Schedules, as applicable, shall continue to operate and to be in force and effect.

- 8. That By-law 81-2023 of the Township of Woolwich, and all by-laws amending the same and all Schedules related to such and any other by-law inconsistent with provisions of this By-law are hereby repealed.
- 9. This by-law shall come into full force and effect on January 1, 2025.

FINALLY PASSED AND ENACTED this 17th day of December, 2024.

Mayor

Clerk

SCHEDULE "A"
By-law XX-2024

CORPORATE SERVICES

		Fees & Charges	
		2024	2025
= New item			
COR DEPARTMENT	Rate Description		
Clerks Fees	<u>Commissioning</u>		
	Certification of a Township Document (per document)	\$15.00	\$20.00
	Commissioning of Non-Township Related Documents (Includes up to three documents on single visit)	\$25.00	\$30.00
	Commissioning: document preparation (per document)	\$25.00	\$30.00
	Death Registration	\$27.00	\$28.00
	Appeal to the Municipal Election Compliance Audit Committee (MECAC)	Free	Free
	<u>Freedom of Information Access Request: (Provincially legislated)</u>		
	a) Application Fee	\$5.00	\$5.00
	b) Staff time to manually search a record (per 15 minutes)	\$7.50	\$7.50
	c) Photocopies and computer print-outs (per page)	\$0.20	\$0.20
	d) Computer discs (per disc)	\$10.00	\$10.00
	e) For preparing a record for disclosure (per 15 minutes)	\$7.50	\$7.50
	f) For developing a computer program (per 15 minutes)	\$15.00	\$15.00
	<u>Issue of Books and Lists:</u>		
	a) Where actual value is known	Actual Cost	Actual Cost
	b) Where actual value is not known	\$0.25 per page	\$0.25 per page
	Photocopying (per page)	\$0.25	\$0.25
	Travel Letter (i.e. birth registration pending)	\$25.00	\$25.00
	Locating/Researching/Preparing Documents (per ½ hour)	\$20.00	\$30.00
	Township Pins - up to 25 pins	Free	Free
	Township Pins - each pin (after 25 free pins)	\$1.07 Each	\$1.07 Each
	Electronic Registration of Legal Documents for Outside Parties	\$70.00	\$70.00

SCHEDULE "A"
By-law XX-2024

CORPORATE SERVICES

		Fees & Charges		
		2024	2025	
	= New item			
	Administration Fee per Electronic Registration	\$15.00	\$15.00	
Communcations Fees	Digital Sign Fees - For Profit			
	1 Week		\$ 100.00	
	1 Month		\$ 400.00	
	3 Months		\$ 900.00	
	6 Months		\$ 2,210.00	
	1 Year		\$ 3,900.00	
	Creative Fee		\$ 100.00	
	Digital Sign Fees – Not-for-profit			
	1 Week		\$ 25.00	
	1 Month		\$ 100.00	
	3 Months		\$ 270.00	
	6 Months		\$ 552.50	
	1 Year		\$ 975.00	
Creative Fee (for-profit business)		\$ 25.00		
Marriage Fees	<u>Marriage Ceremony:</u>			
	On-Site Commitment Ceremony, During Business Hours. Details: \$50 non-refundable, a Statement of Vows in Council Chambers. Room rental time: Up to 1 hour.	\$250.00	\$250.00	
	On-Site Commitment Ceremony, Non-Business Hours. Details: \$50 non-refundable, in Council Chambers. Includes a 30-minute pre-meeting, 1 hour rehearsal, and Ceremony.	\$375.00	\$375.00	
	Off-Site Commitment Ceremony, Any Time. Details: \$50 non-refundable, at a location secured by the Couple and within the boundary of the Township of Woolwich.	\$400.00	\$400.00	
	On-Site Vow Renewal Ceremony, During Business Hours. Details: \$50 non-refundable, Renewal of Vows in Council Chambers. Room rental time: 45 minutes.	\$125.00	\$125.00	

SCHEDULE "A"
By-law XX-2024

CORPORATE SERVICES

		Fees & Charges	
		2024	2025
	= New item		
Marriage Fees	Off-Site Vow Renewal Ceremony. Details: \$50 non-refundable, Renewal of Vows in a location secured by the Couple and within the boundary of the Township of Woolwich.	\$175.00	\$175.00
	Witness provided by the Township (per witness). Only offered at on-site ceremonies during business hours + HST	\$25.00	\$30.00
	Mileage Fee - for pre-meeting or rehearsals if held at a location other than the Township administration office	Current Township rate	Current Township rate
Licencing Fees	Marriage Licence	\$150.00	\$155.00
	Seasonal Trailer Licence (per trailer, per month)	\$24.00	\$25.00
	Municipal Information Form for Liquor Licence	\$25.00	\$30.00
	Letter for Designation of a Municipally Significant Event		\$30.00
	Application for the Temporary Extension of Outdoor Licensed Premises for a Liquor Licence	\$250.00	\$250.00
	Lottery Licence Fee (% of prize value)	3%	3%
	Lottery licence administration fee for new eligibility reviews	\$30.00	\$30.00
	Fireworks Permits and Licences		
	- Fireworks Display Permit for Public Display (Per Event)	\$115.00	\$115.00
	- Fireworks Display Permit for the Public Display (Charitable/Non-Profit Organizations - Per Event)	\$15.00	\$15.00
	- Fireworks Sales Licence (Annual)	\$175.00	\$175.00
	Refreshment Vehicles - Class "A" - Mobile Food Truck		
	- Per Day (For-Profit)	\$75.00	\$75.00
	- Per Day (Charitable, Non-Profit)	\$35.00	\$35.00
	- Annual (For-Profit)	\$350.00	\$350.00
- Annual (Charitable, Non-Profit)	\$200.00	\$200.00	

SCHEDULE "A"
By-law XX-2024

CORPORATE SERVICES

	Fees & Charges	
	2024	2025
= New item		
Licencing Fees		
Refreshment Vehicles - Class "B" - Stationary Refreshment Vehicle		
- Per Day (For-Profit)	\$75.00	\$75.00
- Per Day (Charitable, Non-Profit)	\$35.00	\$35.00
- Annual (For-Profit - New Applicaion)	\$500.00	\$500.00
- Annual (For-Profit - Renewal Application)	\$350.00	\$350.00
- Annual (Charitable, Non-Profit)	\$200.00	\$200.00
Refreshment Vehicles - Class "C" - Food Cart		
- Per Day (For-Profit)	\$50.00	\$50.00
- Per Day (Charitable, Non-Profit)	\$15.00	\$15.00
- Annual (For-Profit)	\$285.00	\$285.00
- Annual (Charitable, Non-Profit)	\$100.00	\$100.00
Refreshment Vehicles - processing fee where application is received less than 15 business days before event	\$50.00	\$50.00
Salesperson Licence		
- Per Day (For-profit - Township resident)	\$60.00	\$60.00
- Per Day (For-profit - non-resident)	\$120.00	\$120.00
- Per Day (Charitable, non-profit)	\$20.00	\$20.00
- Up to 3 consecutive days at one location (For-profit - Township resident)	\$120.00	\$120.00
- Up to 3 consecutive days at one location (For-profit - non-resident)	\$260.00	\$260.00
- Up to 3 consecutive days at one location (Charitable, non-profit)	\$45.00	\$45.00

SCHEDULE "A"
By-law XX-2024

CORPORATE SERVICES

		Fees & Charges	
		2024	2025
	= New item		
Licencing Fees	Drain Layer's Licence		
	- New, with examination fee	\$120.00	\$120.00
	- Examination fee (to rewrite)	\$60.00	\$60.00
	- Renewal or New without examination fee	\$60.00	\$60.00
	Replacement Licence Fee	\$15.00	\$15.00
Animal Control Fees	Application for New or Expanded For-Profit Kennel, in addition to any fee required regarding the On Farm Diversified Use	\$200.00	\$200.00
	Application for New or Expanded Charitable/Non-Profit Kennel, in addition to any fee required regarding the On Farm Diversified Use	\$100.00	\$100.00
	Renewal of For-Profit Kennel Licence	\$26 per dog + \$100	\$27 per dog + \$100
	Renewal of Charitable Kennel Licence	\$20/dog Max. \$160	\$20/dog Max. \$160
	Transfer of Kennel Licence to New Owner	\$175.00	\$175.00
	Dog Tag: Spayed or Neutered	\$30.00	\$30.00
	Dog Tag: Non-Spayed, Non-Neutered	\$40.00	\$40.00
	Dog Tag: Late Fee (30 days after tag expiry date)	\$15.00	\$15.00
	Issuance of replacement tag	\$5.00	\$5.00
	Surcharge to purchase dog tag for a Dog actively designated as a Dangerous Dog by Enforcement Services (in addition to regular dog tag fees)	\$100.00	\$100.00
	Appeal by Dog Owner to the Dog Designation Appeal Committee	\$250.00	\$250.00
	Request by Dog Owner for Reconsideration of Dangerous Dog Designation By Appeal Committee (must be at least 6 months past original hearing date)	\$250.00	\$250.00

SCHEDULE "A"
By-law XX-2024

CORPORATE SERVICES

		Fees & Charges	
		2024	2025
	= New item		
Property Standards Fees	Appeals to the Property Standards Committee	\$250.00	\$250.00
	Third and any subsequent Inspection Fees	\$150.00	\$150.00
	Title Search for Confirmed Orders	\$30.00	\$30.00
	Clearance Certificate showing Property in Compliance	\$50.00	\$50.00
	Sidewalk Snowclearing By Enforcement Division – <i>Per Hour (includes Contractor and equipment and Enforcement Staff Time)</i>	\$150.00	\$150.00
Parking Fees	1-day Winter Overnight Parking Permit - Select Lots (inclusive of online payment convenience fee - non-refundable)	\$10.00	\$10.00
	7-days Winter Overnight Parking Permit - Select Lots (inclusive of online payment convenience fee - non-refundable)		\$50.00
	Wyatt Street Residential Parking Permits		\$0.00
Noise By-law Fees	Noise By-law Exemption for a registered charity or non-profit organization – up to four consecutive days or four days within one month	\$40.00	\$40.00
	Noise By-law Exemption – one day	\$80.00	\$80.00
	Noise By-law Exemption – up to four consecutive days or four days within one month	\$140.00	\$140.00
	Processing fee if application is received less than 15 business days before the event	\$50.00	\$50.00
Sign By-law Fees	Sign Return Fee for Wire-Mounted Signs Picked Up by Enforcement Services (Per sign, if claimed within 5 days of pickup)	\$15.00	\$5.00
	Sign Return Fee for all other types of Signs Picked Up by Enforcement Services (Per sign, if claimed within 5 days of pickup)	\$25.00	\$10.00

SCHEDULE "B"
By-law XX-2024

INFRASTRUCTURE SERVICES

[Yellow Box] = New item

	Fees & Charges	
	2024	2025
INFRASTRUCTURE ENGINEERING		
Rate Description		
Municipal Access Agreement Annual Fee	\$4,500.00	\$4,500.00
Municipal Consent Process Fee (per 500 metres)	\$525.00	\$525.00
Inspection Fee	\$225.00	\$225.00
Service Connection Fee (per connection to storm, sanitary or water)	\$1,400 Per Service Connection	\$1,400 Per Service Connection
Roadway Signage as a Result of new development, installed by Township - per sign	\$530.00	\$530.00
Request for Technical Documentation / Researching Documents	\$145.00	\$145.00
Work performed which is not part of a required and Council approved duty in respect to the maintenance of roads and public works services	Actual Cost Recovery PLUS up to 15%	Actual Cost Recovery PLUS up to 15%
<u>Permits:</u>		
a) Driveway Entrance/Widening Permit	\$240.00	\$240.00
b) Oversize Load (plus deposit – see below)	\$100.00	\$100.00
c) Road Occupancy Permit	\$125.00	\$125.00
d) Road Occupancy Permit - Excavation	2x Occupancy Fee	2x Occupancy Fee
e) Special Events – no road closure required	\$60.00	\$60.00
f) Special Events – road closure requested	\$200.00	\$200.00
g) Special Events - Filming	\$1,000.00	\$1,000.00
h) Watermain Form 1 Authorization	\$3,000.00	\$3,000.00
Watermain Form 1 Authorization resubmission		\$1,500.00
i) Work Without a Permit	2x Applicable Fee	2x Applicable Fee

SCHEDULE "B"
By-law XX-2024

INFRASTRUCTURE SERVICES

[Yellow Box] = New item

	Fees & Charges	
	2024	2025
<u>Consolidated Linear Infrastructure (CLI)</u>		
<u>Environmental Compliance Approval (ECA):</u>		
a) CLI-ECA - Storm Sewer	\$3,000.00	\$3,000.00
CLI-ECA - Storm resubmission		\$1,500.00
b) CLI-ECA - Quality Device, i.e. Oil/Grit Separator	\$3,000.00	\$3,000.00
CLI-ECA - Quality Device i.e. Oil/Grit Separator resubmission		\$1,500.00
c) CLI-ECA - Stormwater Management Facility, Each	\$6,000.00	\$6,000.00
CLI ECA - Stormwater Management Facility, Each resubmission		\$3,000.00
d) CLI-ECA - Sanitary Sewer	\$3,000.00	\$3,000.00
CLI-ECA Sanitary Sewer resubmission		\$1,500.00
e) CLI-ECA - Sanitary Pump/Lift Station, Each	\$6,000.00	\$6,000.00
CLI-ECA - Sanitary Pump/Lift Station, Each resubmission		\$3,000.00
f) CLI-ECA - 3rd pipe system		\$3,000.00
CLI-ECA - 3rd pipe system resubmission		\$1,500.00
<u>Refundable Damage Deposits:</u>		
Urban - Maximum of \$5,000.00	\$150.00/m	\$150.00/m
Rural - Maximum of \$2,000.00	\$150.00/m	\$150.00/m

SCHEDULE "B"
By-law XX-2024

INFRASTRUCTURE SERVICES

= New item

	Fees & Charges	
	2024	2025
Annual Deposit	\$10,000.00	\$10,000.00
<u>Municipal Addressing:</u>		
a) Sign	\$50.00	\$50.00
b) Post	\$15.00	\$15.00
c) Installation by Township	\$60.00	\$60.00
<u>Easements</u>		
a) Dedication of an Easement not part of a Plan of Subdivision Application	Cost Plus 15% Admin Fee	Cost Plus 15% Admin Fee
b) Extension of an Easement not part of a Plan of Subdivision Application	Cost Plus 15% Admin Fee	Cost Plus 15% Admin Fee
<u>Encroachments</u>		
a) Encroachment Agreements plus deposit - see c) below	Cost Plus 15% Admin Fee	Cost Plus 15% Admin Fee
b) Extension of an Encroachment Agreement plus deposit – see c) below	Cost Plus 15% Admin Fee	Cost Plus 15% Admin Fee
c) Deposit for legal fees to review and register documents	Cost Plus 15% Admin Fee	Cost Plus 15% Admin Fee
Other Development Agreements (Not Section 41 (Site Plan) or 53 (non-Subdivision), Planning Act)	Cost Plus 15% Admin Fee	Cost Plus 15% Admin Fee

SCHEDULE "C"
By-law XX-2024

DEVELOPMENT SERVICES



= New item

DEVELOPMENT ENGINEERING

	2024	2025
Rate Description		
<u>Subdivision / Condominium / Multi-Residential</u>		
Development Engineering Administrative Fee (for Plans of Subdivisions and residential Site Plans/Condominium applications 30 units or more). Based on construction value.	6% minus the Subdivision Application - Draft Plan Submission review fee	
Subdivision Preliminary Review Fee/Request for Service Prior to Subdivision or Site Plan application	N/A	\$5,000 to be applied to fees upon Draft Plan/Site Plan submission
<i>NOTE: 50% of the 6% fee will be collected at time of first detailed 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 and residential Site Plans/Condominium Application - Draft Plan Submission review Fee	\$540.00 per block/unit to a max of \$50,000.00	\$560.00 per block/unit to a max of \$52,000.00
Subdivision residential Site Plan/Condominium Application resubmission beyond the third review	\$5,770.00	\$6,000.00
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.	\$1,800.00	\$1,860.00
Third and subsequent submission of As recorded package (dwgs, GIS, CCTVs, documentation)	\$4,370.00	\$4,500.00
Letter of Credit Update - i.e. reduction, increase, etc.	\$230.00	\$240.00

SCHEDULE "C"
By-law XX-2024

DEVELOPMENT SERVICES

= New item

	2024	2025
<u>Site Plan / Condominium</u>		
Site Plan Preliminary Review Fee/Request for service prior to Site Plan application	N/A	\$5,000 to be credited upon payment of Site Plan submission review fees
Site Plan Pre-application Review Fee	\$515.00	\$530.00
Site Plan Review Fee (all Site Plans and residential Site Plan/Condominium less than 50 units)	\$2,000 + 1% of construction Value (construction value fee not to be less than \$1,000)	\$2,060 + 1% of construction Value (construction value fee not to be less than \$1,000)
Site Plan resubmission fee beyond the third review	\$515 for each resubmission + peer review costs	\$530.00 for each resubmission + peer review costs
Site Plan Addendum Review Fee	\$515 + 1% of construction Value	\$530.00 + 1% of construction Value
Site Plan Addendum resubmission fee beyond the third review	\$255 for each resubmission	\$265.00 for each resubmission
Site Plan third and subsequent engineering inspection - per inspection	\$390.00	\$400.00
<u>Consent Applications</u>		

SCHEDULE "C"
By-law XX-2024

DEVELOPMENT SERVICES

_____ = New item

	2024	2025
Consent Application Review Fee	\$450.00	\$465.00
<u>Zoning Applications and Release of Holding Provisions Applications</u>		
Minor Zoning Application Review Fee (1 unit for industrial/commercial, two-ten residential units, new agricultural)	\$200.00	\$1,500.00
Minor Zone Change Re-submission fee	N/A	\$1,350.00
Major Zoning Application Review Fee (multiple commercial/industrial units, subdivision development)	N/A	\$5,500.00
Major Zoning Change re-submission fee	N/A	\$5,000.00
Release of Development Engineering Holding Provisions	\$1,500.00	\$1,550.00
Release of Development Engineering Holding Provisions re-submission fee	N/A	\$1,395.00
Official Plan Amendment application review fee	N/A	\$5,500.00
Official Plan Amendment re-submission review fee	N/A	\$4,950.00

SCHEDULE "C"
By-law XX-2024

DEVELOPMENT SERVICES

[Yellow Box] = New item

	2024	2025
<u>Minor Variance Applications</u>		
Minor Variance Application Review Fee	\$150.00	\$160.00
<u>Infill lots/units - per lot and / or unit</u>		
Individual new or altered services review - existing or new lot per request	\$615.00	\$635.00
Individual new or altered services review - existing or new lot per request Re-submission	N/A	\$575.00
Individual new or altered lot grading, drainage review - existing or new lot per request	\$490.00	\$500.00
Combined new or altered lot grading, drainage and services review - existing or new lot	\$1,110.00	\$1,150.00
Combined new or altered lot grading, drainage and services review - existing or new lot Re-submission	N/A	\$1,035.00
Third and subsequent submission on individual grading plan (per unit)	\$155.00	\$160.00
Grading Deposit (per unit) Note, refund can be reduced to cover outstanding fees owed to the Township	\$3,000.00 or in accordance with the Development Agreement	\$3,000.00 or in accordance with the Development Agreement
Underground Servicing and As Recorded Security. Note, refund can be reduced to cover outstanding fees owed to the Township	\$5,000.00	\$5,000.00

SCHEDULE "C"
By-law XX-2024

DEVELOPMENT SERVICES



= New item

	2024	2025
<u>Building permit review</u>		
Additional Field Inspection Per Lot	\$155.00	\$160.00
Lot Grading Certification Inspection Fee Per Lot	\$105.00	\$110.00
Building Permit Grading Review Fee Per Lot	\$165.00	\$170.00
Building Permit Entrance Review Fee Per Lot	\$140.00	\$145.00
Lot Releases Per Lot	\$190.00	\$195.00
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)	\$865.00	\$890.00
<u>Peer Review</u>		
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. Plus 15% admin fee	see description	see description
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	see description
If peer and/or legal review costs are less than the amount deposited the balance shall reimbursed.	see description	see description
<u>Development Engineering Miscellaneous</u>		

SCHEDULE "C"
By-law XX-2024

DEVELOPMENT SERVICES

= New item

	2024	2025
Review of Development applications (Site Plan, Sudivision, Zoning, etc.) with Development Engineering components outside of Woolwich Municipal boundary	Site Plan - \$1,665.00 Subdivision - \$11,100.00	Site Plan - \$1,700.00 Subdivision - \$11,400.00
Review of general submissions when required (patios, pools, super mailbox locations, miscelaneous items) - per submission / property / location	\$155.00	\$160.00
Cost recovery / Administration fee	15%	15%
Locating/Researching/Preparing Documents (e.g. request for information on a property for site plan or subdivisions or environmental site assessment)	\$145.00	\$150.00
Development Status Letter (property transactions)	\$135.00	\$140.00
Sanitary Sewer Capacity Model Review	\$1,450.00	\$1,500.00
Township Environmental Compliance Approval signoff for private stormwater management facilities	\$170.00	\$175.00
Additional Meetings (Develoment and Site Alteration enquiries, applications) per hour	\$290.00	\$300.00
Additional Field Inspections Per Unit	\$155.00	\$160.00
Municipal Consent processing fee (per 500m) per submission	N/A	\$525.00
<u>Site Alteration</u>		
Application Fee for Site Alteration Without Permit	Double Permit Fee	Double Permit Fee
Permit Renewal	\$320.00	\$320.00
Fill Quality Testing	Actual costs + 15% Admin fee	Actual costs + 15% Admin fee

SCHEDULE "C"
By-law XX-2024

DEVELOPMENT SERVICES

= New item

	2024	2025
Refundable Security Default of permit or breach of Site Alteration By-law	\$5,000 or such greater amount to be determined by Director	\$5,000 or such greater amount to be determined by Director
Refundable Security Restoration or maintenance of public highways used as truck haul routes	To be determined by Director	To be determined by Director
Appeal Site Alteration decision by Council	\$520.00	\$520.00
Peer Review	Actual costs + 15% Admin fee	Actual costs + 15% Admin fee
Agricultural - alteration less than 1,000m³ in a 12 month period		\$1,000.00
Agricultural - alteration greater than 1,000m³ in a 12 month period		\$1,000.00 + /m ³ fee
Development		\$3,500.00 + /m ³ fee
General - less than 500m³ in a 12 month period		\$160.00
General - greater than 500m³ in a 12 month period		\$2,700.00 + /m ³ fee
<u>Environmental Impace Fee - per cubic metre</u>		
Agricultural - import greater than 500m³		\$2.00-\$1.00 (see reducing graduated fee schedule)
Development - import /m³		\$2.00
General - import greater than 500m³		\$2.00-\$1.00 (see reducing graduated fee schedule)

SCHEDULE "C"
By-law XX-2024

DEVELOPMENT SERVICES

[Yellow Box] = New item

	2024	2025
Reducing Graduated /m³ Fee Schedule		
20m³ to 2,499m³		\$2.00
2,500m³ to 4,999m³		\$1.50
5,000m³ to 7,499m³		\$1.25
7,500m³ to 10,000m³		\$1.00

SCHEDULE "D"
By-law XX-2024

FINANCIAL SERVICES

Fees & Charges
2024 **2025**

FINANCE DEPARTMENT

Rate Description	2024	2025
Locating/Researching/Preparing Documents (per ½ hour)	\$25.00	\$25.00
<i><u>Penalty and Interest Charges:</u></i>		
a) Upon Default;	1.25%	1.25%
b) Per month thereafter	1.25%	1.25%
c) Accounts Receivable (Per month)	1.25%	1.25%
Returned Cheques or PAD (non serviceable funds)	\$35.00	\$35.00
<i><u>Statement of Taxes or Water/Sewer Account:</u></i>		
a) Current year, requested in person or in writing by ratepayer or authorized agent;	Nil	Nil
b) Prior years, requested in person or in writing by ratepayer or authorized agent (per year)	\$23.00	\$23.00
Tax Certificate	\$65.00	\$65.00
Tax Sale Third Party Fees Added to Tax Roll	\$200 Initial Set Up Fee PLUS Disbursements PLUS 15%	\$200 Initial Set Up Fee PLUS Disbursements PLUS 15%
Water Arrears Added to Tax Roll	\$45.00	\$45.00
Other Charges Added to Tax Roll	Disbursements PLUS 15%	Disbursements PLUS 15%
Registered Letter (Taxes and Water/Sewer)	Disbursement	Disbursement

SCHEDULE "E"
By-law XX-2024

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

	Fees & Charges			
	2024	2025	HST	Total
ADMINISTRATION				
Interest 1.25%-Recreation & Facilities A/R-net 30 days				
Damage Deposit/ Late Fee	\$200.00	\$250.00		\$250.00
Halls - cash, debit or certified chq				
Processing Fee for Refund of fee or charge	\$35.00	\$35.00		\$35.00
not applicable when program cancelled by Township or due to weather				

**COMMUNITY CENTRE STAFFING CHARGE
BACK**

	2024	2025	HST	Total
Facility Supervisor - outside of CS hours / hr	\$25.00	\$25.00		
Facility Supervisor (Stat Holidays)	\$25.00	\$25.00		
Hydro Drops	\$25.00	\$25.00	\$3.25	\$28.25

ADVERTISING

Advertising Bundling
Includes Community Guide, Arena Boards, other

1 item - full cost
2 items - 15% discount off cheapest product
3 items - 20% discount off cheapest product
4 items- 25% discount off cheapest product

ARENA BOARDS

	2024	2025	HST	Total
1 Year Term				
Dan Snyder	\$1,486.34	\$1,516.07	\$197.09	\$1,713.16
Jim Mcleod	\$515.00	\$525.30	\$68.29	\$593.59
St. Jacob's Arena	\$515.00	\$525.30	\$68.29	\$593.59
2 Year Term				
Dan Snyder	\$1,314.55	\$1,340.84	\$174.31	\$1,515.15
Jim Mcleod	\$515.00	\$525.30	\$68.29	\$593.59
St. Jacob's Arena	\$515.00	\$525.30	\$68.29	\$593.59
3 Year Term				
Dan Snyder	\$1,142.73	\$1,165.58	\$151.53	\$1,317.11
Jim Mcleod	\$515.00	\$525.30	\$68.29	\$593.59
St. Jacobs Arena	\$515.00	\$525.30	\$68.29	\$593.59

RECREATION & COMMUNITY SERVICES**ICE RATES TAKE AFFECT AUGUST 1, 2025**

		Fees & Charges			
		2024	2025	HST	Total
= New item					
STAIR RISERS - 1 Year Term	Main Lobby / Dan Snyder arena - per riser location, minimum 5 risers	\$100.00	\$102.04	\$13.27	\$115.31
NEW ICE RESURFACER BRANDING- 1 Year	Woolwich Memorial Centre				\$0.00
	St. Jacobs Arena				\$0.00
SNYDER CLOCK- 1 Year Term	Dan Snyder		\$2,363.00		\$2,363.00
IN ICE LOGO- 1 Year Term	Jim McLeod		\$2,500.00		\$2,500.00
	St. Jacobs Arena		\$2,500.00		\$2,500.00
NEW WASHROOM DOOR ADVERTISING					
1 Month	Woolwich Memorial Centre		\$50.00		\$50.00
	St. Jacobs Arena		\$50.00		\$50.00
	Breslau Community Centre		\$50.00		\$50.00
ARENAS price increases occur August 1st annually		2024	2025	HST	Total
Prime Time Ice Rentals (Mon - Fri, 5 pm - 11:30 pm) Sat, Sun & Stat Holidays	St. Jacobs / McLeod	\$222.47	\$226.92	\$29.50	\$256.42
	Snyder	\$226.11	\$230.63	\$29.98	\$260.61
	Woolwich Youth Affiliated Rate	\$147.94	\$150.90	\$19.62	\$170.52
Non-Prime Ice Rentals (Mon - Fri, 8:30 am - 5 pm)	St. Jacobs Arena / McLeod / Snyder	\$125.21	\$127.71	\$16.60	\$144.31
	Woolwich Youth Affiliated Rate	\$83.26	\$84.93	\$11.04	\$95.97
Early Morning Ice Rental (Mon-Fri, 6:30 am-8:30am)	St. Jacobs Arena / McLeod / Snyder	\$101.50	\$103.53	\$13.46	\$116.99
	Woolwich Youth Affiliated Rate	\$83.26	\$84.93	\$11.04	\$95.97
Slice of Ice Rate (max 24 hours prior to rental)	Prime time	\$101.50	\$103.53	\$13.46	\$116.99

SCHEDULE "E"
By-law XX-2024

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

		Fees & Charges			
		2024	2025	HST	Total
= New item					
		2024	2025	HST	Total
Public Skating	Adult / Student / Senior / Child	\$3.54	\$3.75	\$0.49	\$4.24
Children under 2 years old are FREE					
	Family Rate (Max. 5)	\$9.74	\$10.81	\$1.41	\$12.22
including Noon, Parent&Tot, After School Skate	10 Visit Skate Pass	\$30.97	\$33.14	\$4.31	\$37.45
	Stick and Puck	\$4.43	\$4.65	\$0.60	\$5.25
Shinny Hockey					
	Per Player	\$8.85	\$8.85	\$1.15	\$10.00
	10 Visit Shinny Pass	\$79.65	\$79.65	\$10.35	\$90.00
	Per Family (max 4)	\$22.12	Removed		
	Extra Skater per family	\$4.43	Removed		
		2024	2025	HST	Total
Arena Summer Floor Usage	Hourly Rate	\$62.22	\$63.46	\$8.25	\$71.71
Hourly Rate	Not for profit affiliated rate	\$41.37	\$42.20	\$5.49	\$47.69

RECREATION & COMMUNITY SERVICES**ICE RATES TAKE AFFECT AUGUST 1, 2025**

= New item

Fees & Charges

	2024	2025	HST	Total
Commercial (Special Events) Floor Usage - Da				
Snyder	\$637.93	\$650.69	\$84.59	\$735.28
Snyder Woolwich Affiliated Rate	\$446.55	\$455.48	\$59.21	\$514.69
McLeod / St. Jacob's Arena	\$637.93	\$650.69	\$84.59	\$735.28
McLeod / St. Jacob's Arena Woolwich Affiliated Ra	\$446.55	\$455.48	\$59.21	\$514.69

AQUATICS**Pool Rentals**

Hourly Rentals

	2024	2025	HST	Total
Rental - total pool facility (4 staff included)	\$234.64	\$244.03	\$31.72	\$275.75
Woolwich Not for profit affiliated rate	\$164.25	\$170.82	\$22.21	\$193.03
Lap pool - 3 staff included	\$133.07	\$138.39	\$18.00	\$156.39
Woolwich Not for profit affiliated rate	\$93.15	\$96.88	\$12.59	\$109.47
Leisure Pool- 3 staff included	\$113.07	\$117.59	\$15.29	\$132.88
Woolwich Not for profit affiliated rate	\$93.15	\$96.88	\$12.59	\$109.47
Each additional on deck staff	\$33.44	\$33.44	\$4.35	\$37.79
Birthday Splash Bash- total pool facility	\$287.98	\$287.98		\$287.98
Birthday Splash Bash- Leisure Pool	\$172.95	\$172.95		\$172.95
Birthday Splash Bash- Lap Pool	\$172.95	\$172.95		\$172.95
	2024	2025	HST	Total

Public Swim - Single Admission

Child 2 & under	FREE	FREE	FREE	FREE
Child / Youth (3 - 17)	\$3.85	\$3.85	\$0.51	\$4.36
Student, Senior, Adult, Aquafit	\$5.86	\$5.86	\$0.76	\$6.62
Family	\$14.35	\$14.35	\$1.87	\$16.22
(maximum 5, each additional \$2.00)				
Group rate per person	\$2.86	removed		
	2024	2025	HST	Total

Public Swim - 10 Visit Pass

Child 2 & under	FREE	FREE	FREE	FREE
Child / Youth (3 - 17)	\$33.67	\$34.51	\$4.49	\$39.00
Student, Senior, Adult, Aquafit	\$51.29	\$52.67	\$6.85	\$59.52

SCHEDULE "E"
By-law XX-2024

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

	= New item	Fees & Charges			
		2024	2025	HST	Total
Public Swim - 20 Visit Pass	Child 2 & under	FREE	FREE	FREE	FREE
	Child (6 - 15)	\$62.72	\$64.29	\$8.36	\$72.65
	Student, Senior, Adult, Aquafit	\$95.55	\$97.94	\$12.73	\$110.67
Public Swim - 40 Visit Pass	Child 2 & under	FREE	FREE	FREE	FREE
	Child / Youth (3 - 17)	\$121.59	\$124.63	\$16.21	\$140.84
	Student, Senior, Adult, Aquafit	\$185.24	\$189.87	\$24.68	\$214.55
Child Summer Swim Pass	Child / Youth (3 - 17) July 1 - Aug 31	\$51.59	\$53.14	\$6.91	\$60.05

INSTRUCTIONAL (No HST on children's programming)

		2024	2025	HST	Total
Learn to Swim					
Parent & Tot	Per Class	\$9.86	\$10.45		\$11.50
	Resident Discount	\$8.57	\$9.08		\$9.44
Swim for Life 30 minutes	Per Class	\$11.19	\$11.41		\$12.56
	Resident Discount	\$9.73	\$9.92		\$9.92
Swim for Life 45 minutes	Per Class	\$11.19	\$11.64		\$12.80
	Resident Discount	\$9.73	\$10.12		\$10.12
Swim for Life 60 minutes	Per Class	\$11.19	\$11.86		\$13.05
	Resident Discount	\$9.73	\$10.31		\$10.31
Adult/ Teen Lessons	Per Class	\$14.56	\$14.56	\$1.89	\$16.45
	Resident Discount	\$12.67	\$12.67	\$1.65	\$14.32

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

	= New item	Fees & Charges			
		2024	2025	HST	Total
Private Lessons					
	Private - 30 minutes	\$40.58	\$40.58	\$5.28	\$45.86
	Resident Discount	\$35.30	\$35.30	\$4.59	\$39.89
	Semi Private - 30 minutes	\$22.12	\$22.12	\$2.88	\$25.00
	Resident Discount	\$19.25	\$19.25	\$2.50	\$21.75
	3-Person Private - 30 minutes	\$15.29	\$15.60	\$2.03	\$17.63
	Resident Discount	\$13.30	\$13.57	\$1.76	\$15.06
Advanced Aquatics Exam Fees and Material Extra	Bronze Star/ Assistant Instructor	\$129.84	\$153.42	\$19.94	\$173.36
	Resident Discount	\$112.96	\$135.42	\$17.60	\$153.02
	Bronze Medallion & Emergency First Aid - CPR B	\$129.84	\$228.92	\$29.76	\$258.68
	Resident Discount	\$112.96	\$210.92	\$27.42	\$238.34
	Bronze Cross	\$129.84	\$170.42	\$22.15	\$192.57
	Resident Discount	\$112.96	\$152.42	\$19.81	\$172.23
Divided the various courses we offer	National Lifeguard	\$172.10	\$271.47	\$14.85	\$286.32
	Resident Discount	\$149.73	\$247.61	\$14.86	\$262.47
	NL Recertification	\$40.18	\$74.50	\$4.47	\$78.97
	Resident Discount	\$34.97	\$69.04	\$4.14	\$73.18
	Swim Instructor/ Lifesaving Instructor	\$172.10	\$263.17	\$15.79	\$278.96
	Resident Discount	\$149.73	\$239.78	\$14.39	\$254.17
	Standard First Aid & CPR C		\$162.42	\$21.11	\$183.53
	SFA Recert		\$77.58	\$10.09	\$87.67

SCHEDULE "E"
By-law XX-2024

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

		Fees & Charges			
= New item		2024	2025	HST	Total
		2024	2025	HST	Total
COMMUNITY CENTRE MEMBERSHIPS					
Annual Membership	Woolwich Memorial Centre (WMC)	\$525.87	\$525.87	\$68.36	\$594.23
	Fitness Centre Only	\$355.25	\$355.25	\$46.18	\$401.43
Six Month Membership	WMC	\$275.15	\$280.65	\$36.48	\$311.63
Four Month Membership	WMC	\$184.00	\$187.68	\$24.40	\$212.08
Student 4 Month Membership	WMC	\$144.60	\$147.49	\$19.17	\$166.66
One Month Membership	WMC	\$52.10	\$52.10	\$6.77	\$58.87
10 Visit Pass	WMC and BCC	\$61.95	\$61.95	\$8.05	\$70.00
20 Visit Pass	WMC and BCC	\$113.27	\$113.27	\$14.73	\$128.00
Daily Pass	WMC	\$10.62	\$10.62	\$1.38	\$12.00
Adult Drop in Rate / activity	WMC and BCC	\$7.08	\$7.08	\$0.92	\$8.00
		2024	2025	HST	Total
Family / Corporate Rate (WMC)	One time Corporate/Organization Registration	\$103.62	\$106.21	\$13.81	\$120.02
	Corporate/Organization individual membership	\$420.70	\$433.32	\$56.33	\$489.65
	Monthly payment annual Corporate/Organization me	\$35.06	removed		
	Family Membership for family members beyond initia	\$420.70	\$433.32	\$56.33	\$489.65
	Monthly payment for above category	\$35.06	removed		
Fitness Lite	Fitness Light - Mon - Fri, 9am - 4 pm (per month)	\$26.95	\$26.95	\$3.50	\$30.45
	Fitness Light (Annual)	\$304.50	\$304.50	\$39.59	\$344.09
	Summer Special - July & August	\$53.90	\$59.29	\$7.71	\$67.00

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

= New item

NEW Personal Training

	Fees & Charges			
	2024	2025	HST	Total
	2024	2025	HST	Total
Individual 1 Session		\$67.80		\$67.80
Individual 5 Sessions		\$310.75		\$310.75
Individual 10 Sessions		\$565.00		\$565.00
Partner 1 Session		\$90.40		\$90.40
Partner 5 Sessions		\$395.50		\$395.50
Partner 10 Sessions		\$678.00		\$678.00
Pickleball	\$5.00	\$5.00		\$5.00
Pickleball 10 Pass		\$40.00		\$40.00

NEW Pickleball

YOUTH PROGRAMS

(HST not Applicable for youth programs age 12 and under)

	2024	2025	HST	Total
Camp - WMC	\$212.00	\$212.00		\$212.00
4 Day week - WMC	\$172.52	\$172.52		\$180.79
Youth Specialty Camps - per week - WMC	\$228.17	\$228.17		\$228.17
Youth - 4 day week - WMC	\$178.08	\$178.08		\$178.08
Camp -Breslau / Maryhill / Heidelberg/ St.Jacobs	\$194.78	\$200.62		\$200.62
4 Day week	\$155.82	\$155.82		\$160.49
Non Resident Surcharge		10%		10% of program cost
P.D. Day Program - daily - WMC	\$50.09	\$50.09		\$50.09
P.D. Day Program - daily - Breslau	\$45.63	\$45.63		\$45.63
Non Resident Surcharge		10%		10% of program cost
Extended Care (8 am - 5 pm) per day	\$6.00	\$6.00		\$6.00

SCHEDULE "E"
By-law XX-2024

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

= New item

Fees & Charges

	2024	2025	HST	Total
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BLOOMINGDALE

HALL RENTAL RATES HOURLY

Bloomingtondale Community Centre

	2024	2025	HST	Total
Hourly Rate	\$34.23	\$34.91	\$5.13	\$40.04
Woolwich Not for Profit Affiliated Rate	\$23.96	\$24.44	\$3.59	\$28.03
Woolwich Affiliated Groups and Organizations	No Charge	No Charge		
Non Resident Surcharge		10%		10% of rental cost

DAILY HALL RENTAL RATES EVENTS

Bloomingtondale Community Centre (with servery)

	2024	2025	HST	Total
Community Centre Daily Rate (max 8 hrs)	\$114.09	\$205.36	\$26.70	\$232.06
Woolwich Not for Profit Affiliated Rate	\$79.86	\$143.75	\$74.27	\$218.02
each additional hour	\$22.26	\$22.71	\$3.34	\$26.05
each additional hour - affiliated rate	\$15.58	\$15.89	\$2.34	\$18.23
Non Resident Surcharge		10%		10% of rental cost

BLOOMINGDALE BALL DIAMONDS

Without lights per hour	\$34.80	\$35.49	\$5.22	\$40.71
With lights per hour	\$43.48	\$44.35	\$5.77	\$50.12
Grooming (line and drag)	\$43.22	\$43.22	\$5.62	\$48.84

BLOOMINGDALE SOCCER FIELD

Without lights per hour	\$33.80	\$34.38	\$5.07	\$39.45
Woolwich Not for Profit Affiliated Rate	\$23.66	\$24.13	\$3.55	\$27.68

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

= New item

Fees & Charges

BRESLAU COMMUNITY CENTRE
MEETING ROOMS

Breslau Meeting Room 1, 2 & Main

	2024	2025	HST	Total
Meeting Rate (hourly)		Removed		
Not for profit Rate (hourly)		Removed		
Woolwich Affiliated Groups and Organizations		Removed		
	2024	2025	HST	Total
Hourly Rate	\$49.27	\$50.26	\$7.39	\$57.65
Woolwich Not for Profit Affiliated Rate	\$37.67	\$38.42	\$4.99	\$43.41
Daily Event Rate (includes kitchenette) 8 hours max.	\$487.79	\$497.55	\$73.17	\$570.72
Woolwich Not for Profit Affiliated Rate	\$341.46	\$348.29	\$51.22	\$399.51
Hourly Rate	\$70.69	\$72.10	\$10.60	\$82.70
Woolwich Not for Profit Affiliated Rate	\$49.48	\$50.47	\$7.42	\$57.89
Hourly Rate	\$49.27	\$50.26	\$7.39	\$57.65
Woolwich Not for Profit Affiliated Rate	\$34.49	\$35.18	\$5.17	\$40.35
Daily Event Rate (includes servery) 8 hours max.	\$699.78	\$713.78	\$104.97	\$818.75
Woolwich Not for Profit Affiliated Rate	\$489.85	\$499.65	\$73.48	\$573.13
Non Resident Surcharge		10%		10% of rental cost

Empire Room (Includes kitchenette)

Full Gymnasium

Half Gymnasium

Daily Rate

SERVERY RATE

Hourly Rate	\$13.93	\$14.21	\$2.09	\$16.30
Hourly Affiliated Rate	\$9.75	\$9.95	\$1.46	\$11.41
Hourly Commercial Rate	\$25.24	\$25.74	\$3.79	\$29.53
Non Resident Surcharge		10%		10% of rental cost

SCHEDULE "E"
By-law XX-2024

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

	Fees & Charges			
	2024	2025	HST	Total
= New item				
EMPIRE AND FULL GYM RENTAL				
Empire & Full Gym (4 hours max) hourly	\$106.03	\$108.15	\$15.90	\$124.05
Affiliated Rate (4 hours max) hourly	\$74.22	\$75.70	\$11.13	\$86.83
Full Day Empire & Full Gym- 8 hours max.	\$1,060.35	\$1,081.56	\$159.05	\$1,240.61
Full Day Affiliated Rate	\$742.24	\$757.08	\$111.34	\$868.42
Non Resident Surcharge		10%		10% of rental cost

EQUIPMENT RENTAL

Badminton/Volleyball Rental	\$20.00	\$20.00	\$2.60	\$22.60
Sport Specific - Each Sport	\$15.00	\$15.00	\$1.95	\$16.95
Option 1	\$20.00	\$20.00	\$2.60	\$22.60
Option 2	\$30.00	\$30.00	\$3.90	\$33.90

CONCESSION SPACE LEASE

Per Square Footage Rate (annually)	\$7.41	\$7.56	\$0.98	\$8.54
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Breslau Ball Diamonds

Grooming-each service request

Grooming	\$43.22	\$44.04	\$6.48	\$50.52
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Breslau Ball Diamonds

Without Lights	\$34.80	\$35.50	\$5.22	\$40.72
Woolwich Not for Profit Affiliated rate	\$24.36	\$24.85	\$3.65	\$28.50
With Lights	\$43.48	\$44.35	\$6.52	\$50.87
Woolwich Not for Profit Affiliated rate	\$30.43	\$31.04	\$4.04	\$35.08
Tournament Rate (per diamond per day)	\$230.08	\$234.68	\$30.51	\$265.19

Breslau Soccer Pitch

Soccer Pitch Rental	\$33.80	\$35.17	\$4.57	\$39.74
Woolwich Not for Profit Affiliated Rate	\$23.66	\$24.61	\$3.62	\$28.23

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

		Fees & Charges				
		2024	2025	HST	Total	
= New item						
CONESTOGO						
Conestogo Pad						
Multi Use Pad		hourly rate	\$32.80	\$33.46	\$4.92	\$38.38
BALL DIAMOND RENTAL						
Without Lights		\$34.80	\$35.50	\$5.22	\$40.72	
Woolwich Not for Profit Affiliated rate		\$24.36	\$24.85	\$3.65	\$28.50	
With Lights		\$43.48	\$44.35	\$6.52	\$50.87	
Woolwich Not for Profit Affiliated rate		\$30.43	\$31.04	\$4.04	\$35.08	
HEIDELBERG						
HALL RENTAL RATES HOURLY						
Heidelberg Community Centre		Hourly Rate	\$34.23	\$34.91	\$5.13	\$40.04
Woolwich Not for Profit Affiliated Rate		\$23.96	\$24.44	\$3.59	\$28.03	
Woolwich Affiliated Groups and Organizations		No Charge	No Charge		No Charge	
Non Resident Surcharge			10%		10% of rental cost	
DAILY HALL RENTAL RATES EVENTS						
Heidelberg Community Centre (with servery)		Community Centre Daily Rate (max 8 hrs)	\$114.09	\$205.36	\$26.70	\$232.06
Woolwich Not for Profit Affiliated Rate		\$79.86	\$143.75	\$74.27	\$218.02	
each additional hour		\$22.26	\$22.71	\$3.34	\$26.05	
each additional hour - affiliated rate		\$15.58	\$15.89	\$2.34	\$18.23	
Non Resident Surcharge			10%		10% of rental cost	
BALL DIAMOND RENTAL						
Heidelberg		Without Lights	\$34.80	\$35.50	\$5.22	\$40.72
Woolwich Not for Profit Affiliated rate		\$24.36	\$24.85	\$3.65	\$28.50	
With Lights		\$43.48	\$44.35	\$6.52	\$50.87	
Woolwich Not for Profit Affiliated rate		\$30.43	\$31.04	\$4.04	\$35.08	
Grooming (line and drag)		\$43.22	\$43.22	\$5.62	\$48.84	
Heidelberg Full Facility - day rate		Includes hall, servery, picnic shelter, ball diamond	\$228.17	\$410.71	\$212.20	\$622.91

SCHEDULE "E"
By-law XX-2024

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

= New item

Fees & Charges

	2024	2025	HST	Total
Non Resident Surcharge		10%		10% of rental cost

MARYHILL

HALL RENTAL RATES HOURLY

Maryhill Community Centre

Hourly Rate	\$36.91	\$37.64	\$5.54	\$43.18
Woolwich Not for Profit Affiliated Rate	\$25.83	\$26.35	\$3.87	\$30.22
Non Resident Surcharge		10%		10% of rental cost

DAILY HALL RENTAL RATES EVENTS

Maryhill Community Centre (with servery)

	2024	2025	HST	Total
Community Centre Daily Rate (max 8 hrs)	\$227.16	\$231.70	\$34.07	\$265.77
Woolwich Not for Profit Affiliated Rate	\$159.12	\$162.30	\$23.87	\$186.17
each additional hour	\$24.12	\$24.60	\$3.62	\$28.22
each additional hour - affiliated rate	\$16.89	\$17.22	\$2.53	\$19.75
Non Resident Surcharge		10%		10% of rental cost

BALL DIAMOND RENTAL

Without Lights	\$29.84	\$30.44	\$4.48	\$34.92
Woolwich Not for Profit Affiliated rate	\$20.88	\$21.30	\$3.13	\$24.43

MARYHILL SOCCER FIELD

Without lights per hour	\$33.80	\$34.48	\$5.07	\$39.55
Woolwich Not for Profit Affiliated Rate	\$23.66	\$24.13	\$3.55	\$27.68

WOOLWICH MEMORIAL CENTRE

WMC OFFICE SPACE LEASES

Per Square Footage Rate (annually)	\$7.41	\$7.56	\$0.98	\$8.54
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THIRD PARTY FOOD SERVICE PROVISION

Per day rate	\$25.00	\$25.00		\$25.00
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MEETING ROOMS

WMC Meeting Room 1, 2 & Concourse Cafe

	2024	2025	HST	Total
Meeting Rate (hourly)	\$23.85	\$24.33	\$3.16	\$27.49
Not for profit Rate (hourly)	\$16.70	\$17.03	\$2.51	\$19.54

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

= New item

Fees & Charges

	2024	2025	HST	Total
Daily (8 hrs. max)		\$145.98	\$18.98	\$164.96
Not for profit Rate (daily)- 8 hrs. max		\$102.18	\$13.28	\$115.46
Woolwich Affiliated Groups and Organizations	No Charge	No Charge		No Charge
Non Resident Surcharge		10%		10% of rental cost

SCHEDULE "E"
By-law XX-2024

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

	Fees & Charges			
	2024	2025	HST	Total
= New item				
HALL RENTAL RATES HOURLY				
WMC Community Centre				
Hourly Rate	\$36.91	\$37.65	\$4.89	\$42.54
Woolwich Not for Profit Affiliated Rate	\$25.83	\$26.35	\$3.87	\$30.22
Non Resident Surcharge		10%		10% of rental cost

DAILY HALL RENTAL RATES EVENTS				
WMC Community Centre				
Community Centre (WMC) Daily Rate (8 hrs max)	\$227.16	\$231.70	\$34.07	\$265.77
Affiliated / NFP Daily Rate	\$159.01	\$162.19	\$23.85	\$186.04
Combined CC /Servery Daily Rate	\$284.00	\$289.68	\$42.60	\$332.28
Woolwich Not for Profit Affiliated Rate	\$198.80	\$202.78	\$29.82	\$232.60
Non Resident Surcharge		10%		10% of rental cost

SET UP FEE				
Charge back for set up of tables and chairs	\$25.00	\$25.00	\$3.25	\$28.25

SERVERY RATE				
WMC				
Hourly Rate	\$12.56	\$12.81	\$1.88	\$14.69
Woolwich Not for Profit Affiliated Rate	\$8.79	\$8.97	\$1.32	\$10.29
Hourly Commercial Rate	\$23.45	\$23.92	\$3.10	\$27.02

EQUIPMENT RENTAL FEE				
Large screen	\$10.00	\$10.00	\$1.30	\$11.30
Projector	\$10.00	\$10.00	\$1.30	\$11.30
Both	\$15.00	\$15.00	\$1.95	\$16.95

PARKS AND OUTDOOR ATHLETIC FIELDS

Outdoor Green Space for Weddings				
Riverside Meadows				
Riverside Meadows	\$266.45	\$266.45	\$34.64	\$301.09
Grooming Request	\$106.00	\$106.00	\$13.78	\$119.78

Picnic Shelter Rentals				
Bolender, Gibson, Snider, Floradale				
Picnic Shelter Reservations	\$90.55	\$92.36	\$13.58	\$105.94

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

= New item

Fees & Charges

* up to 50 people / family picnic

	2024	2025	HST	Total
Woolwich Not for Profit	\$63.38	\$64.65	\$9.51	\$74.16

SCHEDULE "E"
By-law XX-2024

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

= New item		Fees & Charges			
		2024	2025	HST	Total
Bandstand Rental per day	Gore Park Bandstand	\$46.03	\$46.95	\$6.90	\$53.85
	Woolwich Not for Profit Affiliated Rate	\$32.22	\$32.86	\$4.83	\$37.69
	Park Rental Special Event 50+, large scale special events	includes Picnic shelter, hydro use, and other non-exclusive use of other amenities	\$162.98	\$166.24	\$24.45
Park Rental Festival Fee (additional staff resources required)	Festival Fee daily - includes picnic tables & garbage bins drop off	\$300.00	\$306.00	\$39.78	\$345.78
	Equipment Rental Fee	Staff / supplies	\$113.00	\$113.00	\$240.69
				\$14.69	\$240.69

RECREATION & COMMUNITY SERVICES

ICE RATES TAKE AFFECT AUGUST 1, 2025

	Fees & Charges			
	2024	2025	HST	Total
= New item				
Ball Diamond Rentals - per hour				
Grooming-each service request	\$42.38	\$43.23	\$6.36	\$49.59
Industrial, Snider, Lions - "A" Diamonds				
"A" Diamonds - fencing all around + lights				
(also Breslau, Bloomingdale, Conestogo, Heidelberg)				
Without Lights	\$34.80	\$35.50	\$5.22	\$40.72
Woolwich Not for Profit Affiliated rate	\$24.36	\$24.85	\$3.65	\$28.50
With Lights	\$43.49	\$44.36	\$6.52	\$50.88
Woolwich Not for Profit Affiliated rate	\$30.44	\$31.05	\$4.57	\$35.62
Tournament Rate (per diamond per day)	\$230.08	\$234.68	\$30.50	\$265.18
Riverside Meadows/ Floradale Park - B Diamonds				
B Diamond - no fencing in outfield, no lights				
(also Maryhill)				
Without Lights	\$30.74	\$31.35	\$4.61	\$35.96
Woolwich Not for Profit Affiliated rate	\$21.52	\$21.95	\$3.23	\$25.18
School Board Diamonds - Mahood, Conestogo, St. Jacobs (Youth Groups Only)				
Booking fee per permit	\$39.23	\$40.01	\$5.88	\$45.89

SCHEDULE "E"
By-law XX-2024

RECREATION & COMMUNITY SERVICES
ICE RATES TAKE AFFECT AUGUST 1, 2025

	= New item	Fees & Charges			
		2024	2025	HST	Total
Soccer Pitch Rentals - per hour					
"A" Rated Pitch					
Lions Park Socer Pitches					
	Without Lights	\$45.64	\$46.55	\$6.85	\$53.40
	Woolwich Not for Profit Affiliated Rate	\$31.95	\$32.59	\$4.79	\$37.38
	With Lights	\$55.73	\$56.84	\$8.36	\$65.20
	Woolwich Not for Profit Affiliated Rate	\$39.02	\$39.80	\$5.85	\$45.65
"B" Rated Soccer Pitches					
Park Manor, Riverside Meadows, Breslau + School Board Fields					
	Without Lights	\$40.17	\$40.97	\$6.03	\$47.00
	Woolwich Not for Profit Affiliated Rate	\$28.12	\$28.68	\$3.73	\$32.41
MISCELLANEOUS					
Access to Township Property	Access fee	\$75.00	\$75.00		\$75.00
Security Deposit	Damage Deposit	\$2,000.00	\$2,000.00		\$2,000.00
Lease - 5 First St E (Monthly)		\$502.52	\$502.52	\$65.33	\$567.85
Lease - 3 Water St Warehouse (Monthly)	Damage Deposit	\$7,798.50	\$7,798.50	\$1,013.81	\$8,812.31
Parks-Turf Maintenance (Elmira and Floradale)	Per acre		\$1,160.00		\$1,160.00
Parks- Other Areas of the Township	Per acre		\$880.00		\$880.00
Maintenance- Stone Dust Trails	Per metre		\$2.00		\$2.00

SCHEDULE "F"
By-law XX-2024

RECREATION & COMMUNITY SERVICES

Fees & Charges
2024 2025 HST Total

CEMETERIES

Rate Description

= New item

Please Note: The following lot prices include costs for Perpetual Care. Lot prices are allocated as follows: Care & Maintenance Fund - 40% / General Maintenance Operating - 60%.

Plot Sales	Standard Plot	\$1,555.43	\$1,586.54	\$206.25	\$1,792.79
	Social Services Plot	\$500.00	\$500.00	\$65.00	\$565.00
	Half Plot/Double Cremation	\$873.10	\$890.56	\$115.77	\$1,006.33
	Cremation Plot	\$482.71	\$492.36	\$64.00	\$556.36
For Existing Columbarium	Columbarium Row A	\$1,980.88	\$1,980.88	\$257.51	\$2,238.39
	Columbarium Row B	\$2,142.00	\$2,142.00	\$278.46	\$2,420.46
	Columbarium Row C	\$2,142.00	\$2,142.00	\$278.46	\$2,420.46
NEW 2022 Columbarium	Columbarium Row A	\$2,233.44	\$2,278.11	\$296.15	\$2,574.26
	Columbarium Row B	\$2,415.11	\$2,463.41	\$320.24	\$2,783.65
	Columbarium Row C	\$2,415.11	\$2,463.41	\$320.24	\$2,783.65
	Columbarium Row D	\$2,415.11	\$2,463.41	\$320.24	\$2,783.65
	Columbarium Row E	\$2,415.11	\$2,463.41	\$320.24	\$2,783.65
	Columbarium Row F	\$2,415.11	\$2,463.41	\$320.24	\$2,783.65
Interment	Traditional with Liner/Vault	\$1,639.42	\$1,721.39	\$223.78	\$1,945.17
	Traditional Winter Dec 1- April 30	\$2,058.19	\$2,269.16	\$294.99	\$2,564.15
	Traditional (without liner)	\$2,576.90	\$2,705.75	\$351.75	\$3,057.50
	Traditional Winter Dec 1- April 30 without liner	\$2,935.03	\$3,081.78	\$400.63	\$3,335.66
	Child (under 8 years of age)	\$848.77	\$891.21	\$115.86	\$1,007.07
	Child (under 8 years of age) Winter Interment	\$1,609.46	\$1,689.93	\$219.69	\$1,909.62

SCHEDULE "F"
By-law XX-2024

RECREATION & COMMUNITY SERVICES

		Fees & Charges			
		2024	2025	HST	Total
	Cremated	\$506.00	\$516.12	\$67.10	\$583.22
	Green Cremated (underneath sod No Winter)	\$364.06	\$371.34	\$48.27	\$419.61
	Additional Interment Cremated (same grave)	\$128.97	\$131.55	\$17.10	\$148.65
	Cremated Columbarium Niche	\$259.70	\$259.70	\$33.76	\$293.46
	Cremated Columbarium Niche Winter	\$325.79	\$325.79	\$42.35	\$368.14
	Cremation using Urn Vault	\$1,012.00	\$1,032.24	\$134.19	\$1,166.43
Interment Additional Costs	Saturdays & Statutory Holidays	\$225.00	\$225.00	\$29.25	\$254.25
	Sundays	\$300.00	\$300.00	\$39.00	\$339.00
	Prior to 9am or after 3pm on Tues-Sun per 1/2hr	\$173.31	\$150.00	\$22.53	\$169.50
	Prior to 12pm or after 3pm on Monday per 1/2 hr	\$173.31	\$150.00	\$22.53	\$169.50
Disinterment	Adult	\$1,660.63	\$1,693.84	\$220.20	\$1,914.04
	Child/Infant (under 8 years of age)	\$1,612.11	\$1,644.35	\$213.77	\$1,858.12
	Cremated Remains	\$458.87	\$468.05	\$60.85	\$528.90
	Cremated Remains Columbarium Niche	\$271.50	\$276.93	\$36.00	\$312.93
Location & Inspection Monuments & Markers	For Monument and Marker Locates	\$99.87	\$101.87	\$13.24	\$115.11
Monument Care & Maintenance Surcharge (Provincially regulated)	Flush Markers - less than 173 sq. in.				
	Flush Markers - 173 sq. in. or greater	\$100.00	\$100.00	\$13.00	\$113.00
	Upright Monument up to four (4) ft. high or wide	\$200.00	\$200.00	\$26.00	\$226.00
	Upright Monument over four (4) ft. high or wide	\$400.00	\$400.00	\$52.00	\$452.00
	Care & Maintenance for Lots sold prior to 1958	\$276.11	\$276.11	\$35.89	\$312.00
Miscellaneous Interment Expenses	Transfer of Rights or Re-issuance of Interment Fee	\$95.70	\$97.61	\$12.68	\$110.29
	Research Genealogy	\$59.19	\$60.37	\$7.85	\$68.22

TOWNSHIP OF WOOLWICH

BY-LAW XX-2024

A BY-LAW TO AMEND BY-LAW 87-2007 BEING A BY-LAW TO ESTABLISH AND REQUIRE PAYMENT OF FEES AUTHORIZED UNDER THE PLANNING ACT AND SIMILAR CHARGES

WHEREAS section 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;

AND WHEREAS by-laws establishing a tariff of fees for the processing of applications made in respect of planning matters are authorized by section 69 (1) of the Planning Act, R.S.O. 1990, c.p. 13, as amended;

NOW THEREFORE the Council of the Corporation of the Township of Woolwich amends Schedule ‘A’ of By-law 87-2007 as attached, effective January 1, 2025, and to repeal By-law 82-2023.

Passed this 17th day of December, 2024.

Mayor

Clerk

DEVELOPMENT SERVICES

PROPOSED CHANGES

= New item

**COMMITTEE OF
ADJUSTMENT &
SIGN VARIANCE**

Rate Description	2024	2025 (rounded)
Minor Variance Application	\$1,100.00	\$1,135.00
Minor Variance Advertising Fee	\$250.00	\$260.00
<i>MV Total</i>	\$1,350.00	\$1,400.00
Pre-application		
Consent Pre-application review Fee	\$600.00	\$620.00
Consent (severance) application	\$3,500.00	\$3,600.00
Consent Advertising Fee	\$250.00	\$250.00
<i>Consent (sub total)</i>	\$4,350.00	\$4,470.00
Consent - No Pre-application process		
Consent (severance) application	\$4,200.00	\$4,350.00
Consent Advertising Fee	\$250.00	\$250.00
<i>Consent (sub total)</i>	\$4,450.00	\$4,600.00
Clearance of Consent conditions (per severance)	\$525.00	\$550.00
Recirculation due to Applicant Initiated Deferral (MV, Consent or Sign)	\$400.00	\$415.00
Advertising Fee	\$250.00	\$250.00
<i>Recirculation total</i>	\$650.00	\$665.00
Amending Conditions of Consent Approval - applicant initiated		
where circulation is required	\$1,250.00	\$1,275.00
where no circulation is required	\$750.00	\$775.00
A combined application for a minor variance (MV) and consent	\$3,750 plus \$400 per MV	\$3,600 plus \$400 per MV
Advertising Fee	\$250.00	\$250.00
<i>Combined Appl Total</i>	min \$4400	min \$4250
A combined application for a minor variance (MV) and consent - No		\$4,350 plus \$400 per MV
Advertising Fee		\$250.00
<i>Combined Appl Total</i>		min \$5000
Billboard Application Fee	\$1,400.00	\$1,450.00
Sign Variance Application Fee	\$1,400.00	\$1,450.00
Advertising Fee	\$250.00	\$250.00
Request for Special Meeting - MV, Consent, Sign (plus application and advertising fee)	\$4,000.00	\$4,120.00

DEVELOPMENT SERVICES

PROPOSED CHANGES

= New item

PLANNING

Rate Description	2024	2025 (rounded)
<u>Official Plan Amendment:</u>		
Pre-application consultation review	\$5,100.00	\$5,350.00
Review to deem an application Complete	\$500.00	\$525.00
Application Fee	\$7,200.00	\$7,500.00
Advertising Fee	\$1,500.00	\$1,575.00
<i>min. OP application Fee</i>	\$14,300.00	\$14,950.00
Resubmission fee	same as application fee less 10%	same as application fee less 10%
where a zoning by-law amendment is being processed in tandem.	\$3,600.00	\$3,700.00
<i>min. fee</i>	\$3,600.00	\$3,700.00
No Pre-application process		
Complete application		\$15,000.00
Review to deem an application Complete		\$525.00
Advertising fee		\$1,575.00
<i>min. OP application fee</i>		\$17,100.00
<u>Zoning by-law amendment by classification:</u>		
a) Gravel Extraction Operations		
<u>Pre-application process</u>		
a.1) Pre-application consultation review step 1	\$5,100.00	\$5,350.00
a.2) Pre-application consultation review step 2	\$10,100.00	\$10,600.00
a.3) Application fee for an amendment to permit an extractive use, gravel pit or quarry operation;	\$31,000.00	\$32,550.00
a.4) Review for complete application	\$500.00	\$525.00
a.5) Advertising Fee	\$1,500.00	\$1,575.00
<i>min. Total</i>	\$48,200.00	\$50,600.00
No Pre-application process		
<i>Complete application</i>	\$47,500.00	\$55,000.00
<i>Review for complete application</i>		\$525.00
Advertising Fee	\$1,500.00	\$1,575.00
Total	\$49,000.00	\$57,100.00
b) MINOR - single detached or agricultural fees (Temp / Holding)		
<u>Pre-application</u>		
b.1) Pre -application Minor (item b) below) (Temp/Holding)	\$1,500.00	\$1,545.00

DEVELOPMENT SERVICES

PROPOSED CHANGES

= New item

Rate Description	2024	2025 (rounded)
b.2) Complete application fee	\$2,100.00	\$2,160.00
b.3) Review for complete application	\$500.00	\$515.00
b.4) Advertising Fee	\$1,500.00	\$1,550.00
<i>min total fee</i>	<i>\$5,600.00</i>	<i>\$5,770.00</i>
No Pre-application process		
<i>Complete application</i>	<i>\$4,500.00</i>	<i>\$5,000.00</i>
<i>Review for complete application</i>	<i>\$500.00</i>	<i>\$515.00</i>
<i>Advertising Fee</i>	<i>\$1,500.00</i>	<i>\$1,550.00</i>
<i>Total</i>	<i>\$6,500.00</i>	<i>\$7,065.00</i>
c) MINOR - Industrial or commercial, two or more residential units, new industrial/commercial (Agricultural Related) use in Agricultural zone		
Pre-application		
c.1) Pre-application - initial submission	\$1,500.00	\$1,550.00
c.2) Pre-application - detailed submission	\$2,500.00	\$2,600.00
c.3) Complete application fee	\$2,600.00	\$2,700.00
c.4) Review for complete application	\$500.00	\$520.00
c.5) Advertising Fee	\$1,500.00	\$1,550.00
<i>min total fee</i>	<i>\$8,600.00</i>	<i>\$8,920.00</i>
No Pre-application process		
<i>Complete application</i>	<i>\$7,500.00</i>	<i>\$8,000.00</i>
<i>Review for complete application</i>	<i>\$500.00</i>	<i>\$520.00</i>
<i>Advertising Fee</i>	<i>\$1,500.00</i>	<i>\$1,550.00</i>
<i>Total</i>	<i>\$9,500.00</i>	<i>\$10,070.00</i>
d) Complex/Major (Temp /Holding)		
Pre-application		
d.1) Pre-application - initial submission	\$1,500.00	\$1,575.00
d.2) Pre-application - detailed submission	\$5,600.00	\$5,880.00
d.3) Complete application fee	\$3,600.00	\$3,780.00
d.4) Review for complete application	\$500.00	\$525.00
d.5) Advertising Fee	\$1,500.00	\$1,575.00
<i>min total fee</i>	<i>\$12,700.00</i>	<i>\$13,335.00</i>
No Pre-application process		
<i>Complete application</i>	<i>\$11,700.00</i>	<i>\$14,000.00</i>
<i>Advertising Fee</i>	<i>\$1,500.00</i>	<i>\$1,575.00</i>
<i>Review for complete application</i>	<i>\$500.00</i>	<i>\$525.00</i>
<i>Total</i>	<i>\$13,200.00</i>	<i>\$16,100.00</i>
e) Extension of a temporary use by-law;	\$1,250.00	\$1,300.00
f) Establishing a holding provision (in conjunction with change of use)	Per use above	
g) Release of a holding provision.		
g.1) Staff release process	\$3,000.00	\$3,100.00

DEVELOPMENT SERVICES

PROPOSED CHANGES

= New item

Rate Description	2024	2025 (rounded)
g.2) Council release process	\$4,500.00	\$4,600.00
First Resubmission Fees	application fee minus 10% for items b) c) and d), and 50% for item a) (gravel pit).	application fee minus 10% for items b) c) and d), and 50% for item a) (gravel pit).
Subsequent resubmission fees	application fee minus 50% for items b) c) and d), and 80% for item a) (gravel pit).	application fee minus 50% for items b) c) and d), and 80% for item a) (gravel pit).
Peer Review (as per By-law 87-2007)		
Where the Director of Development Services determines upon reasonable grounds that peer and/or legal review costs will be		
If peer and/or legal review costs during the processing of a planning application exceed the amount deposited with the Township, the		
If peer and/or legal review costs incurred by the Township in the processing of a planning application are less than the amount		
Condominium		
Pre-application		\$1,575.00
a) Condominium Application		
i) Standard or Phased (no public meeting)	\$5,000 plus \$150.00 per unit - maximum of \$8,000	\$5,250 plus \$150.00 per unit - maximum of \$9,000
ii) Common Element (public meeting)	\$8,500 plus \$150.00 per unit up to 200 lots (i.e., max \$38,500)	\$8,925 plus \$150.00 per unit up to 200 lots (i.e., max \$40,000)
iii) Vacant Land Condo	\$8,500 plus \$150.00 per unit up to 200 lots (i.e., max \$38,500)	\$8,925 plus \$150.00 per unit up to 200 lots (i.e., max \$40,000)
iv) Condo Conversion	\$8,500 plus \$150.00 per unit up to 200 lots (i.e., max \$38,500)	\$8,925 plus \$150.00 per unit up to 200 lots (i.e., max \$45,000)
b) Amending Condominium Approval or Conditions thereof	\$3,100.00	\$3,250.00
Subdivision		
Pre-application		\$1,575.00
a) Subdivision Application not in conjunction with an OPA or ZC application	\$8,500 plus \$150.00 per unit up to 200 lots (i.e., max \$38,500)	\$8,925 plus \$150.00 per unit up to 200 lots (i.e., max \$40,000)

DEVELOPMENT SERVICES

PROPOSED CHANGES

= New item

Rate Description	2024	2025 (rounded)
b) Subdivision Application - with OPA and Zone Change	\$8,500 plus \$150.00 per unit up to 200 lots (i.e., max \$38,500) + OPA & ZBA fees	\$8,925 plus \$150.00 per unit up to 200 lots (i.e., max \$40,000)
c) Creation of Subdivision Agreement and Lot and Block Agreement	\$3,600.00	\$3,750.00
d) Amending Draft Plan Approval, Conditions thereof or Subdivision Agreement	\$3,700.00	\$3,885.00
e) Clearance of Draft Plan Approval Conditions	\$1,000.00	\$1,050.00
f) Amending a Lot/Block Agreement (to address a specific lot issue)	\$2,100.00	\$2,200.00
<i>NOTE: A deposit is required at the time of application (see below). Fees associated with subdivision agreements are included in</i>		
Development Applications / Site Plan Agreement (Section 41, Planning Act)		
a) Pre-application consultation (new application)	1,500.00	1,575.00
b) Review to deem complete	\$200.00	210.00
c) Development agreement application		
i) Major	\$5,100.00	\$5,355.00
Total a), b) and ci)	\$6,800.00	\$7,140.00
i*) Major with no pre-application process		\$8,000.00
Total b) and ci*)		\$8,210.00
ii) Basic (may or may not require pre application); Agricultural related commercial or industrial use;	\$1,550.00	\$1,630.00
iii) On-Farm Diversified Use (no additional fees);	\$2,500.00	\$2,625.00
iv) Minor site plan; Review to deem complete	\$2,500.00 \$200.00	\$2,625.00 210.00
	\$2,500.00	\$2,625.00
d) Addendums		
i) Pre-application consultation - addendum	\$1,000.00	\$1,050.00
ii) addendum requiring circulation; min fee (total d)i) and d)ii)	\$2,500.00 \$3,500.00	\$2,625.00 \$3,675.00
iii) addendum not requiring circulation or red line plan amendments min fee (total d)i) and d)iii)	\$500.00 \$1,500.00	\$525.00 \$1,575.00
iv) addendum not requiring circulation (no pre-consultation required)	\$1,000.00	\$1,050.00
e) Clearance of Conditions (Site Plan) - for Conditional Site Plan agreements	\$1,500.00	\$1,575.00
f) Release of a Development Agreement;	\$525.00	\$550.00

DEVELOPMENT SERVICES

PROPOSED CHANGES

= New item

Rate Description	2024	2025 (rounded)
g) Certificate of compliance with conditions of a development agreement.	\$650.00	\$680.00
e) Other Development Agreements (Not Section 41 (Site Plan) or 53 (non-Subdivision), Planning Act)	\$7,000.00	\$7,350.00
Telecommunication Tower review	\$4,000.00	\$4,200.00
Cash in lieu of parkland zone regulation (Per Unit)		
a) R7 Multiple including conversions in all zones	\$1,600.00	\$1,680.00
b) R3 – R6 duplex	\$2,050.00	\$2,150.00
c) R3 – R6 Semi	\$2,050.00	\$2,150.00
d) R2A – R5 Single	\$2,300.00	\$2,415.00
e) R1 – R2 Single	\$2,550.00	\$2,675.00
f) Agricultural – one dwelling unit	\$3,700.00	\$3,885.00
Cash in lieu of parking, per space	\$4,000.00	\$4,200.00
Ontario Land Tribunal (OLT)		
OLT Referral Fee (payable to the Township of Woolwich upon receipt of an appeal with respect to any application)	\$750.00	\$775.00
<p>OLT Appeals Deposit (where the applicant has not retained legal representation and/or requests the Township to provide our own representation by the Township's solicitor) (1) Where the Director determines upon reasonable grounds that legal costs for preparing and attending an OLT hearing will be encountered, the applicant shall deposit with the Township \$25,000 or \$10,000 depending on the extent of legal costs that the Director determines are likely to be encountered. (2) If legal costs incurred by the Township during the process of preparing for and attending an OLT hearing exceed the amount deposited Township, the applicant shall replenish the full amount of the deposit or such other reasonable amount as is determined by the Director. (3) If legal costs incurred by the Township during the process of preparing for and attending an OLT hearing are less than the amount deposited, the Township shall reimburse the unused portion.</p>		
Part Lot Control		
a) for the first lot to be created	\$1,275.00	\$1,340.00
b) for each additional unit/lot created within the same block	\$425.00	\$450.00
c) Part Lot Control Extension of By-law	\$425.00	\$450.00
Easements		
a) Dedication of an Easement not part of a Plan of Subdivision Application	\$3,000.00	\$3,150.00

DEVELOPMENT SERVICES

PROPOSED CHANGES

= New item

Rate Description	2024	2025 (rounded)
b) Extension of an Easement not part of a Plan of Subdivision Application	\$2,000.00	\$2,100.00
Cross Border Service Agreement: 6.0% of the total cost to install the services (not including Engineering and Contingency and HST) OR \$5,500.00 (whichever is greater) plus 100% of all associated fees incurred by the Township	see description	
Mundil Cross Border Servicing Agreement		
a) Property Owner Agreement – no mortgage on title (master agreement preparation \$76.00, title search, preparation of property owner agreement, legal fees and registration)	\$475.00	\$500.00
b) Property Owner Agreement - with mortgage on title (master agreement preparation \$76.00, title search, preparation of property owner agreement, legal fees and registration)	\$825.00	\$865.00
Request to Declare Lands Surplus		
Administration fee for request to declare lands surplus PLUS 100% of all associated advertising, survey and legal costs	\$825.00	\$850.00
Environmental Review / Record of Site in conjunction with a request to declare lands surplus PLUS 100% of all associated consultant costs	\$575.00	\$600.00
Deposit with request to declare lands surplus (for associated advertising, appraisal, legal, survey costs)	\$2,500.00	\$2,575.00
If associated costs during the processing of a request to declare lands surplus exceed the amount deposited with the Township, the		
If associated costs incurred by the Township in the processing of a request to declare lands surplus are less than the amount		
NOTE: The above does not include the purchase price of the land		
Publications and Printing		
a) Plotter Prints		
i) Black and White 2 by 3'	\$60.00	\$63.00
ii) Black and White 4 by 6'	\$60.00	\$63.00
iii) Colour 2 by 3'	\$60.00	\$63.00
iv) Colour 4 by 6'	\$85.00	\$90.00
Other		

DEVELOPMENT SERVICES

PROPOSED CHANGES

= New item

Rate Description	2024	2025 (rounded)
Minimum Distance Separation Calculation - per request	\$120.00	\$126.00
Letter of Compliance	\$200.00	\$210.00
Zoning Compliance (previously Certificate of Occupancy) re: zoning provision	\$250.00	\$265.00
Zoning Compliance renewal (Agr) (previously Certificate of Occupancy)	\$100.00	\$105.00
Minor amendment to Zoning Compliance (previously Certificate of Occupancy)	\$50.00	\$53.00
Locating/Researching/Preparing Documents (e.g. request for information on a property for an environmental site assessment)	\$250.00	\$260.00
Scanning of documents (per document)	\$100.00	\$105.00
Registration Fee (recovery of Teraview fees when no other application processing fee is collected)	\$150.00	\$160.00

The Corporation of the Township of Woolwich

By-law No. XX-2024

A BY-LAW TO AMEND BY-LAW 2-2009 BEING A BY-LAW TO ESTABLISH AND REQUIRE PAYMENT OF FEES AND CHARGES FOR CERTAIN SERVICES PROVIDED BY THE FIRE DEPARTMENT

WHEREAS section 2 of the Fire Protection and Prevention Act 1997, S.O. 1997, c. 4, as amended, authorizes a municipality to establish a Fire Department to provide firefighting and fire protection services and for participating in an emergency fire services program;

AND WHEREAS the Corporation of the Township of Woolwich has established a Fire Department to deliver firefighting and related emergency services;

AND WHEREAS section 391 of the Municipal Act 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;

AND WHEREAS section 100 of the Environmental Protection Act, R.S.O. 1990, c.E.19, as amended, authorizes a municipality to do everything practicable to prevent, eliminate and ameliorate the adverse effects where a pollutant is spilled and causes or is likely to cause an adverse effect with the right to require compensation from the owner of the pollutant and the person having control of the pollutant for all reasonable costs and expenses incurred;

NOW THEREFORE the Council of the Corporation of the Township of Woolwich

1. Amends Schedule 'A' of By-law 2-2009 as attached effective January 1, 2025, and
2. Repeals By-law 63-2022.

FINALLY PASSED this 17th day of December, 2024.

Mayor

Clerk

SCHEDULE "A"
By-law 02-2009

FIRE SERVICES

Fees & Charges

2024

2025

= New item

FIRE SERVICES

Rate Description	2024	2025
<i>For responding to false alarms occurring as a result of work being performed on a fire alarm system or emergency alarm:</i>		
a) for properties monitored by a fire alarm system but not connected to the fire department, first false alarm in the calendar year	Nil	Nil
b) for properties monitored by a fire alarm system and connected to the fire department, the first false alarm in a calendar year	Nil	Nil
c) each subsequent false alarm in the year	\$954.00	\$1,000.00
<i>For attending at the scene of a motor vehicle accident or motor vehicle fire and providing fire fighting or other emergency services to a non-resident:</i>		
a) for the first hour or any part thereof;	\$477.00 per dispatched truck	Current MTO Rate per dispatched truck
b) for each additional one-half hour or part thereof	\$239.00 per dispatched truck	1/2 of current MTO Rate per dispatched truck

SCHEDULE "A"
By-law 02-2009

FIRE SERVICES

	Fees & Charges	
	2024	2025
FIRE SERVICES		
= New item		
Rate Description		
<i>For attending a non-emergency elevator incident to free an individual from an elevator, or to standby for a repair service:</i>		
a) for the first hour or part thereof;	\$477.00 per dispatched truck	Current MTO Rate per dispatched truck
b) for each additional one-half hour or any part thereof	\$239.00 per dispatched truck	1/2 of current MTO Rate per dispatched truck
<i>An inspection for any purpose other than one initiated by the Fire Department:</i>		
a) for the first hour or any part thereof;	\$110.00	\$125.00
b) for each additional one-half hour or any part thereof	\$55.00	\$62.50
Outdoor function permit application review (no inspection)	\$75.00	\$100.00
Liquor License Fee Inspection		\$100.00
<u><i>Open fire burning permit:</i></u>		
Less than 60cm by 60 cm (2ft by 2ft) - Campfire	Nil	Nil
Greater than the above but less than 6 metres by 6 metres (20 feet by 20 feet)	\$30 one time burn	\$35 one time burn
	\$65 per season	\$70 per season

SCHEDULE "A"
By-law 02-2009

FIRE SERVICES

	Fees & Charges	
	2024	2025
= New item		
FIRE SERVICES		
Rate Description		
Fire Reports, File Search (insurance / legal)	\$110.00	\$125.00
Hourly labour rate for services covered by contract	\$40.00	\$55.00
<i>Usage or rental of fire vehicle (not including labour):</i>		
a) for the first hour or any part thereof;	\$477.00 per	Current MTO
b) for each additional one-half hour or any part thereof	\$239.00 per vehicle dispatched	1/2 MTO current rate per dispatched truck
<i>For responding to approved and unapproved fires:</i>		
a) failure to obtain a permit and/or permission to	\$1,000.00	\$1,250.00
b) failure to adhere to permit requirements of loss of control that requires the attendance of the Fire Department	\$1,000.00	\$1,250.00
<i>For attending a public event:</i>		
FOR PROFIT ORGANIZATIONS		
a) for the first hour or any part thereof	\$477.00 per vehicle PLUS Firefighter hourly rate	Current MTO Rate per dispatched truck PLUS Firefighter hourly rate
b) for each additional one-half hour or any part thereof	\$239.00 per vehicle PLUS Firefighter hourly rate	1/2 current MTO rate per truck PLUS Firefighter hourly rate
c) If staff only is attending (no vehicle)	Firefighter hourly rate	Firefighter hourly rate

SCHEDULE "A"
By-law 02-2009

FIRE SERVICES

Fees & Charges

2024

2025

= New item

FIRE SERVICES

Rate Description	2024	2025
NON PROFIT ORGANIZATIONS	Cost	Cost
	Recovery	Recovery
<i>Fire Extinguisher Training and or First Aid Training:</i>		
FOR PROFIT ORGANIZATIONS	Firefighter hourly rate PLUS cost recovery	Firefighter hourly rate PLUS cost recovery
NON PROFIT ORGANIZATIONS	Cost	Cost
<i>Fire Response Fees - Indemnification Technology Agency recovery of covered costs associated with the Fire Department response to premise. Should the insurer pay the coverage to the property owner and/or policy holder, the property owner and/or policy holder is liable to remit these funds to the municipality or its representative.</i>	Current MTO rate plus personnel costs, plus any additional costs to the Township of Woolwich	Current MTO rate plus personnel costs, plus any additional costs to the Township of Woolwich

The Corporation of the Township of Woolwich

By-law No. XX-2024

A By-law to provide for an Interim 2025 Tax Levy and to provide for the payment of
Taxes by Installments

WHEREAS section 317(1) of the *Municipal Act, 2001*, S.O. 2001 c.25 provides that that the Council of a local municipality, before the adoption of the estimates for the year, may pass a by-law levying amounts on the assessment of property in the local municipality; and

WHEREAS 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. An amount shall be levied on the assessment of each property in the municipality according to the last returned Assessment Roll, that is equal to 50% of the total amount of taxes for municipal and school board purposes levied on each such property for the previous year.
2. The taxes levied under this by-law shall be payable in two equal installments and the dates for payment shall be as follows:
 - a. Due Date of 1st Installment: March 7, 2025
 - b. Due Date of 2nd Installment: May 2, 2025
3. Failure to pay the amount of taxes due on the due dates stated above shall constitute default and the provisions of By-law 37-2023; (being a by-law of the Corporation of the Township of Woolwich establishing the penalty for non-payment of current taxes) shall be applicable. Penalties added on all taxes of the interim levy in default shall become due and payable and shall be collected forthwith as if the same had been originally imposed and formed part of such unpaid interim tax levy.
4. The Treasurer is hereby authorized to mail, deliver or cause to be mailed or delivered, the notice of taxes due to the address of the residence or place of business of the person to whom such notice is required to be given, whether the address by physical or electronic in nature.

- 5. Taxes shall be payable:
 - a. at the Township Office at 24 Church Street West, Elmira, Ontario,
 - b. by mail to the municipal mailing address,
 - c. through the on-line or telephone banking systems of most chartered banks and financial institutions, or
 - d. over the counter at any chartered bank or financial institution within the boundaries of the Corporation of the Township of Woolwich,
 - e. or any other method acceptable to the Township.

- 6. The Treasurer be authorized to accept part payment from time to time on accounts of any taxes due, provided that acceptance of any such payment shall not affect the collection of any percentage charge imposed and collectable under By-law No. 30-2024, in respect of non-payment of any taxes or any class of taxes or of any installment thereof.

- 7. This by-law shall come into full force and effect on the date it is passed.

FINALLY PASSED AND ENACTED this 17th day of December 2024.

Mayor

Clerk

The Corporation of the Township of Woolwich

By-law No. XX-2024

A By-law to Amend By-law Number 59-2005 being A By-law To Establish and Maintain Reserves and Reserve Funds to add a Site Alteration Reserve Fund

WHEREAS on August 13, 2024 and August 27, 2024, the Council of Woolwich passed a resolution directing staff to create a Site Alteration Reserve Fund;

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

- 1. Schedule "A" of By-law No. 59-2005 is amended to add the Site Alteration Reserve Fund as shown in Schedule A to this by-law.
- 2. This by-law shall come into full force and effect on the date it is passed.

FINALLY PASSED AND ENACTED this [day] day of [Month], 2024.

Mayor

Clerk

SCHEDULE "A" – RESERVE FUNDS (DISCRETIONARY AND OBLIGATORY)

NAME OF FUND	OBJECTIVE OF FUND	RULES OF USAGE	SOURCE OF FUNDING	FUNDING TARGETS	OTHER CONSIDERATIONS
Site Alteration Reserve Fund	To set aside funds to pay for non-recoverable cost to the Township related to Site Alteration	To be used for non-recoverable costs including; <ul style="list-style-type: none"> • legal fees, • soil testing, • site inspection and security • community outreach and education. 	Site Alteration Environmental Impact Fee	TBD	Funding Targets o be reviewed annually

The Corporation of the Township of Woolwich

By-law No. XX-2024

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

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

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

December 17, 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 17th day of December, 2024

Mayor

Clerk