



# Township of Woolwich Council Agenda

Tuesday, March 18, 2025

7:00 p.m.

Council Chambers - Hybrid with YouTube Livestream

24 Church Street West, Elmira ON, N3B 2Z6

Chair: Mayor Sandy Shantz

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Pages

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

That the Council of the Township of Woolwich convenes in closed session on Tuesday, March 18, 2025 at 5:30 p.m. in accordance with section 239 (2) of the Municipal Act, 2001, for the purposes of considering the following:

- a. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and advice that is subject to solicitor-client privilege, including communications necessary for that purpose (OLT Appeal Matter);
- b. Labour relations or employee negotiations (Staffing Matter);
- c. Personal matters about identifiable individuals (Site Alteration Matter);  
and
- d. Personal matters about identifiable individuals (Committee Member 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 - February 18, 2025** 1

**7.2 Committee of the Whole Minutes - March 4, 2025** 11

**8. Public Meetings**

**9. Presentations**

**10. Delegations**

Instructions for Delegations

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

**10.1 C07-2025: Woolwich Pride - Equity, Diversity, Inclusion and Belonging (EDIB) Grant Request** 18

Recommendation:

That the Council of the Township of Woolwich, considering Report C07-2025 respecting Woolwich Pride - Equity, Diversity, Inclusion and Belonging (EDIB) Grant Request,

1. Approve a grant of \$2,500 in support of the annual Woolwich Pride Event and Community Mural project with the funds allocated from the Equity, Diversity, Inclusion and Belonging (EDIB) grant program;
2. Waive a noise exemption fee, if required; and
3. Waive the \$100 one-month digital advertising fee for the municipal digital sign.

10.1.1	Delegate: Shari DeCaire and Angie Melchin of Woolwich Pride	28
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*7 minutes*

## 11. Unfinished Business

11.1	<b>C08-2025: Procedural By-law Mid-term Review</b>	30
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### Recommendation:

That the Council of the Township of Woolwich, considering Report C08-2025 respecting Procedural By-law Mid-term Review:

1. Direct staff to bring the draft Procedural By-law attached to this report to the next meeting; and
2. Approve the revised Council meeting schedule attached to this report.

## 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	60
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### Resolution:

That the Summary of Recommendations of the Committee of the Whole dated Tuesday, March 4, 2025 be adopted.

### 12.2 Items for Information and Public Notices

12.2.1	Memo: Municipal Accommodation Tax – Delegation of Authority By-law Amendment	62
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## 13. Items Pulled From the Information Package

13.1	<b>Township of North Dumfries: Aggregate Extraction Property Class for 2025 Taxation Year</b>	68
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Optional Motion to Support:

That the Council of the Township of Woolwich, regarding correspondence from the Township of North Dumfries titled Resolution – Aggregate Extraction Property Class for 2025 Taxation Year:

1. Support the Township of North Dumfries resolution which raises concerns and outlines the implications associated with the implementation of the new property tax sub-class that was established in December 2024 by the Province related to the aggregate sector; and
2. That this resolution be sent to the Hon. Doug Ford, Premier of Ontario, Member of Provincial Parliament Mike Harris, the Region of Waterloo, and member municipalities.

**14. Staff Reports and Memos**

**14.1 IS02-2025: 2025 Drinking Water Summary Reports (Schedule 22 of O. Reg 170/03) and Management Review**

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Recommendation:

That the Council of the Township of Woolwich, considering Report IS02-2025 respecting 2025 Drinking Water Summary Reports (Schedule 22 of O. Reg 170/03) and Management Review:

1. Receives the report and appendices for information; and
2. Directs staff to provide a copy of the Report to the Region of Waterloo, City of Kitchener, the City of Waterloo, and designate facilities.

**15. Other Business**

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

15.1.1 Making Decisions That Matter - February 26, 2025

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**15.2 Council Reports/ Updates**

**15.3 Outstanding Council Activity List as of Thursday, March 13, 2025**

112

**16. Notice of Motion**

**17. By-laws**

Resolution:

That the following by-laws in the hands of the Clerk be read a first, second, third time and finally passed, that they be numbered as By-law numbers 12-2025 to 13-2025, and that they be signed by the Mayor and Clerk and sealed with the corporate seal.

17.1 A By-law to Amend the Delegation of Authority By-law 41-2022 Respecting Delegations for the Municipal Accommodation Tax Administration Policy 114

17.2 A By-law to Confirm All Actions and Proceedings of the Council (March 18) 116

## 18. Adjournment

### Resolution:

That the meeting adjourns to meet again in regular session on April 15, 2025.

*This meeting is being live streamed to the Woolwich Township YouTube account. 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 if you have any questions about the content or outcome of this meeting, please contact the Council and Committee Support Specialist at 519-669-6004 or [councilmeetings@woolwich.ca](mailto:councilmeetings@woolwich.ca). To speak to Council at a meeting, complete the [Speak to Council Registration Form - Woolwich](#).*

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

**Township of Woolwich  
Council Minutes**

**Tuesday, February 18, 2025  
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  
Jared Puppe, Director of Infrastructure Services  
Ann McArthur, Director of Recreation & Community Services\*  
Richard Petherick, Deputy Director of Financial Services  
Victor Labreche, Manager of Planning  
Stephen Dykstra, Senior Planner  
Chelsea Raymond, Asset Management Coordinator  
Kristen Cufaro, Municipal Law Enforcement Officer\*  
Tanya Bettridge, Council and Committee Support Specialist\*  
Meet Patel, IT HelpDesk/Support Representative

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

Moved by Councillor Grant  
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich convenes in closed session on Tuesday, February 18, 2025 at 5:30 p.m. in accordance with sections 239 (2) and (3.1) of the Municipal Act, 2001, for the purposes of considering the following:

- a. labour relations or employee negotiations (Staffing Matter); and
- b. educating or training the members (Asset Management Training).

...Carried

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

Moved by Councillor Grant  
Seconded by Councillor Cadeau

That Council reconvenes in open session.

...Carried

**Land Acknowledgement**

Mayor Shantz read a land acknowledgement.

**Moment of Silence**

Mayor Shantz commented on the current political climate resulting from the tariffs and annexation of Canada that the United States President has proposed, and invited attendees and observers to join in the singing of O Canada, followed by a moment of silence.

**Disclosures of Pecuniary Interest**

None.

**Items From Closed Session**

None.

**Adoption of Minutes**

Moved by Councillor Grant

Seconded by Councillor Schwindt

That the following minutes be adopted:

- Council Minutes - December 17, 2024
- Special Council - Budget Minutes - January 7, 2025
- Special Council - Budget Minutes - January 9, 2025
- Special Council Minutes - January 14, 2025
- Special Council - Budget Minutes - January 21, 2025
- Special Council - Budget Minutes - January 23, 2025
- Committee of the Whole Minutes - February 4, 2025

...Carried

**Public Meeting**

DS03-2025: Zone Change Application 2025-01 – 786 Group Inc., 265 Woolwich Street South

Mayor Shantz declared the public meeting to be open.

Registered Participant Douglas Snyder was not in attendance.

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

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

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

In response to Council's inquiry, staff confirmed that most of the trees would be preserved, and the potential land use opportunities following the end of the proposed 3-year period the application is requesting. Council discussed the property owner's obligations to return the property to agricultural following the end of the 3-year period.

**Presentations**

Technical Remediation Advisory Committee (TRAC) Bi-annual Presentation to Council

Presenter Tiffany Svensson, Technical Expert for TRAC, provided the bi-annual update to Council, which highlighted:

- Outline of TRAC's activities

- Public communication channels
- Summary of the Technical Experts Meeting
- Key takeaways from the Technical Experts Meeting
- 2024 Review and 2025 Work Plan
- Remedial Action Plan (RAP)
- Next steps (Q2-Q4 2025)
- Additional resources available

Council moved the U SPORTS Women's Hockey delegation to this point on the agenda.

## **Delegations**

### U SPORTS Women's Hockey

Delegate Roly Webster, Director of Athletics and Recreation at the University of Waterloo, spoke to Council about the upcoming women's university hockey championship to be hosted in Woolwich at the Woolwich Memorial Centre, March 20-23, 2025 and Waterloo Warriors Team Captain Leah Herrfort spoke about the importance of support for women's hockey and the representation that such elite level events bring to young players.

In response to Council's inquiry, Mr. Webster explained how interested residents can purchase tickets.

## **Presentations**

### 2025 Asset Management Plan Progress Update

Presenters Amanda Beattie, Simon Lau, and Daryush Esmaili of Aspire Consulting presented an asset management training session, which highlighted:

- Goals & objectives
- Proposed levels of service (PLOS)
- Survey structure, responses, and key findings
- Service area findings
- Key takeaways
- PLOS tie to survey
- Next steps

Council discussed the methodology for determining levels of service, the lack of survey responses when considering levels of service, and the importance of engagement from the community.

## **Delegations**

### DS07-2025: Preferred Breslau Secondary Plan - Land Use Plan

Following the presentation of the staff report, Council discussed:

- the areas in the plan identified as Natural Heritage Systems and confirmed that the majority have not yet been the subject of studies
- the plan for a variety of land uses such as reaction facilities, commercial and mixed use,
- the ratio of residents to developers who attended the open house and submitted feedback
- future plans for the airport lands



- next steps for community engagement in the secondary plan process.

Delegate Scott Bruinsma reported that he has been in contact with staff to gain a better understanding of the plan, and expressed concern with restrictions that the airport may present, the changes to sewer elements of the plan, and that information presented so far has been too vague. In response to Council's inquiry, staff clarified that this is currently only a land use plan, and that the future full plan and policy framework would include elements such as servicing and include more public consultation opportunities.

Council allowed unregistered delegates the opportunity to speak to the topic.

Unregistered Delegate Tony Denison inquired about areas on the map identified as nodes, to which staff clarified are intensification areas designated to show potential density and mixed uses.

Unregistered Delegate Robert Engel inquired about Woolwich's involvement with the plans being developed with neighbouring municipalities, especially in terms of servicing. Staff confirmed that Woolwich is working with municipalities such as the City of Cambridge and those outcomes will be communicated within the full plan and policies.

Mayor Shantz acknowledged that a delegate who originally registered had withdrawn their request to speak, and noted the written correspondence received from GSP Group on behalf of Ebycrest Kitchener Development Limited and Thomasfield Homes Limited, and from MHBC on behalf of Bill O'Neill and Lowland Properties Group Inc.

Moved by Councillor Cadeau  
Seconded by Councillor Schwindt

That the Council of the Township of Woolwich, considering Report DS07-2025 respecting Preferred Breslau Secondary Plan - Land Use Plan:

1. Accept this report as information; and
2. Adopt Attachment 1 of this Report as the 'Preferred Breslau Secondary Plan – Land Use Plan' for the purpose of incorporating it into the new Township Official Plan as part of the Comprehensive Official Plan Review public consultation process.

...Carried

## **Unfinished Business**

### Memo: Update - Menno Street Renaming

Council discussed the proposed Menno Street route options, the impact for each on emergency services, how numbering on Menno Street would be calculated for future developments, and traffic and intersection flow.

Council allowed unregistered delegates the opportunity to speak to the topic.

Unregistered Delegate Arnold Drung of Conestogo Meats expressed support for the continuous route option and thanked Council and staff for their efforts in coming up with solutions.

Unregistered Delegate Ken Ball also expressed support for the continuous route option.

Councillor Schwindt and Councillor Bryant withdrew the original deferred motion that they had moved and seconded.

Moved by Councillor Grant  
Seconded by Councillor Bryant

Document Number: 129151

That the street name Menno Street be continuous and follow the route such that Menno Street would start at Woolwich Street South, continue through the Madwest subdivision (turning south on what is currently identified as Burkholder Street), turn east on what is identified as Ottawa Street, continue over Fountain Street North and terminate at Shantz Station Road, as per Attachment 1 – ‘Continuous Route Option’ as set out in the Memo: Update - Menno Street Renaming.

...Carried

### **Consent Items**

Councillor Bryant requested that Item 7 of the Recommendations from Committee of the Whole (February 4, 2025) be pulled to vote on separately.

Moved by Councillor Grant

Seconded by Councillor Cadeau

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

#### Items for Approval

#### ***Recommendations from Committee of the Whole (February 4, 2025)***

That Items 1 though 6, 8 and 9 of the Summary of Recommendations of the Committee of the Whole dated Tuesday, February 4, 2025 be adopted.

##### ***DS06-2025: Menno Street Renaming***

That the Council of the Township of Woolwich, considering Report DS06-2025 respecting Menno Street Renaming, defer the motion to the February 18, 2025 Council Meeting.

##### ***DS05-2025: Updates to Building Division Fees***

That the Council of the Township of Woolwich, considering Report DS05-2025 respecting the Updates to Building Division Fees adopt the amended Fee Schedule “E” in the Building By-law No. 14-2024 included in attachment 1 to this report.

### **Consent Items**

That the following consent items be received for information:

#### *Items for Information and Public Notice*

- Notice of Intent to Pass the Budget
- Notice of Public Meeting - February 18, 2025

#### ***Items Pulled From the Information Package***

That the Council of the Township of Woolwich endorse the resolution from the Town of Aurora in support of the request for the redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding.

#### ***A01-2025: Revised Budget Request – St. Jacobs Country Directional Wayfinding***

That the Council of the Township of Woolwich, considering Report A01-2025 respecting Revised Budget Request – St. Jacobs Country Directional Wayfinding, approve a \$30,000.00 contribution from the Municipal Accommodation Tax to match the Regional Tourism Organization 4 Inc. (RTO4) funding grant previously approved to implement phase one of the St. Jacobs Country Directional Wayfinding project.

***C03-2025: Election 2026 Report 2 – Council Composition and Ward Boundary Review***

That the Council of the Township of Woolwich, considering Report C03-2025 respecting Election 2026 Report 2 – Council Composition and Ward Boundary Review:

1. Maintain the current composition of Woolwich Township Council,
2. Maintain the current ward boundaries for Woolwich Township, and
3. Direct staff to include an additional \$5,000 transfer to the election reserve in the 2026 draft budget, subject to final approval during 2026 budget deliberations.

***F03-2025: 2025 Budget Approval***

That the Council of the Township of Woolwich, considering Report F03-2025 respecting 2025 Budget Approval:

1. Approve the 2025 Water Budget with a net expenditure of \$5,907,139, as summarized in Attachment 4.
2. Approve the 2025 Wastewater Budget with a net expenditure of \$5,735,872, as summarized in Attachment 5.
3. Approve the use of the increase in the 2025 water and wastewater reserve transfer of \$360,000 and \$80,000 respectively to establish and fund a water rate stabilization and a wastewater rate stabilization (operating) reserve fund to fund operating deficits in the utility programs.
4. Approve the Water and Wastewater Fees and Charges By-laws, attached as Attachment 7 and 8, respectively; and
5. Direct staff to:
  - a) Hire a qualified person on a contract, to analyze financial data and identify areas of concern, funded through the water and wastewater budgets;
  - b) Account for any unbilled water loss;
  - c) Designate the Director of Infrastructure Services as the project lead and request he provide quarterly updates to demonstrate progress made and showing discrepancies between regional and Township billing without catchup billing;
  - d) Provide Council with a timeline for addressing the issue;
  - e) Provide Council with a standing update monthly at Council meetings;
  - f) As part of reporting on next year's budget, to identify any structural changes to ensure there are no future issues.

***Memo: Active Transportation Fund Grant Opportunity***

That the Council of the Township of Woolwich, considering a memo titled Active Transportation Fund Grant Opportunity, direct staff to apply for the Federal Housing, Infrastructure and Communities Active Transportation Fund program to provide up to 60% of eligible project costs for the St. Jacobs Country Directional Wayfinding Signage project.

***Memo: Active Transportation Fund Grant Opportunity***

That the Council of the Township of Woolwich, considering a memo titled Active Transportation Fund Grant Opportunity, direct staff to apply for the Federal Housing,

Infrastructure and Communities Active Transportation Fund program to provide up to 60% of eligible project costs for the Peel Street Bridge Pedestrian conversion project.

***F04-2025: Ontario Regulation 284/09 Budget Exclusions – 2025***

That the Council of the Township of Woolwich, considering Report F04-2025 respecting Ontario Regulation 284/09 Budget Exclusions – 2025, approve the exclusion of amortization expense and employee future benefit liability expense for the 2025 Budget, as allowed under Ontario Regulation 284/09.

Items for Information and Public Notice

- C06-2025: E-bikes and E-scooters Regulations
- Notice of Hearing - February 24, 2025

...Carried

***Item 7 of the Summary of Recommendations of Committee of the Whole (February 4, 2025)  
- F03-2025: 2025 Budget Approval***

Moved by Councillor Schwindt  
Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report F03-2025 respecting 2025 Budget Approval:

1. Approve the 2025 Operating and Capital Budgets, as amended, with a net levy of \$18,005,821, as summarized in Attachment 1.
2. Direct that any tax related savings below the proposed 7.5% tax levy increase which is currently \$27,185 (or 0.17%) be allocated to the Infrastructure Reserve Fund; and
3. Approve the one-time use of \$160,000 (1%) of the infrastructure levy to be used to top up the equipment reserve fund.

...Carried

**Staff Reports and Memos**

C04-2025: Delegation By-law Mid-term Review

In response to Council's inquiry, staff confirmed scenarios where there would be an information report or communication to Council on items that staff have approved via delegated authority.

Moved by Councillor Grant  
Seconded by Councillor Schwindt

That the Council of the Township of Woolwich, considering Report C04-2025 respecting the Delegation By-law Mid-term Review:

1. Adopt amendments to the Delegation By-law as set out in the report; and
2. Repeal the Delegation of Powers/Duties Policy CC-05.

...Carried

**Other Business**Mayor's Report on Regional Matters***Regional Council Honours Exemplary Citizens***

Mayor Shantz noted that the Jack Young Civic Award is given to individuals who contribute to the Region of Waterloo and acknowledged award recipients former Regional Councillors Sean Strickland, Tom Galloway, and Elizabeth Clarke, and former executive director of REEP Green Solutions, Mary Jane Patterson.

***Rental Tenancy Displacements***

In response to Council's inquiry, staff provided an update on the City of Kitchener's best practices review and subsequent by-law and that they have issued one permit so far since the by-law has been in effect.

Council Reports/Updates***Appreciation – Workers in Winter Weather***

Mayor Shantz expressed appreciation for all those who have endured working through the recent extreme weather events, especially those working in winter road maintenance operations and emergency services.

Outstanding Council Activity List as of Thursday, February 13, 2025

None.

Mayor Shantz passed the Chair to Councillor Grant.

**Notice of Motion – Response to Proposed Tariffs**

Mayor Shantz spoke in support of the motion, noting that the Region and area municipalities will be meeting to develop a strategy in response to the United States (USA) proposed tariffs. Council members expressed their support and offered suggestions. In response to Council's inquiry, staff identified challenges and implications of a stricter buy-Canadian policy, noting two planned vehicle purchases. Council discussed policy options and Mr. Brenneman noted that staff can make best efforts to buy Canadian as set out in the motion and bring large or significant purchases to Council for their consideration.

Motion by Mayor Shantz  
Seconded by Councillor Cadeau

WHEREAS the Township of Woolwich and the communities within our region are home to a strong and vibrant economy, including agricultural goods, vital small businesses, large Canadian-owned companies and diverse international firms that create good paying jobs locally; and

WHEREAS the vibrancy and success of our economy is, in part, reflective of our country's long-standing economic ties with and proximity to the United States of America; and

WHEREAS the Woolwich Township's Purchasing By-law establishes rules for purchasing goods and services that ensure taxpayer value, protect the Township's financial interests, encourage competitive bidding and comply with applicable trade agreements, including the 15 free trade agreements Canada currently has with 51 different countries; and,

WHEREAS contrary to terms of the existing United States Mexico Canada Agreement as well as to the long standing strong and productive economic and political relationship between Canada and the United States, the President of the United States plans to impose new tariffs on Canadian imports, including steel and aluminum;

NOW THEREFORE be it resolved that the Council of the Township of Woolwich:

1. Directs staff to seek opportunities to minimize the impact of tariffs and countermeasure tariffs on the Township, including opportunities where it is legally permissible for the municipality to pursue a Buy Canadian preference in the procurement of goods and services;
2. Calls on residents and community partners including the Greater KW Chamber of Commerce, the Business Improvement Areas (BIAs) and others to encourage Buy Canadian and Buy Local where possible;
3. Calls on the Waterloo Economic Development Corporation (WEDC), through the Business Economic Support Team Waterloo Region (BEST WR), to develop an action plan to support Waterloo Region businesses and our collective economic interests;
4. Calls on the Federal and Provincial governments to work with municipalities on measures to protect Canadians and businesses and provide guidance on the status of the trade agreement with the United States, including any implications for procurement practices by municipalities, should tariffs come into effect;
5. Supports the federal, provincial and territorial governments in its Team Canada approach to trade negotiations with the United States, supporting calls for the elimination of interprovincial trade barriers within Canada, and supporting a more diversified global trade strategy; and,
6. Directs staff to forward this motion to the Right Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Doug Ford, Premier of Ontario, WEDC, our local BIAs, MP's, MPP's and municipalities, the Association of Municipalities of Ontario (AMO) and the Federation of Canadian Municipalities (FCM); and
7. Directs staff to report back with an update, should tariffs come into effect.

Mayor Shantz resumed the Chair.

### **By-laws**

Moved by Councillor Cadeau

Seconded by Councillor Grant

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 07-2025 to 11-2025, and that they be signed by the Mayor and Clerk and sealed with the corporate seal.

- A By-law to Establish Water Fees and Charges in the Township of Woolwich
- A By-law to Establish Wastewater Fees and Charges in the Township of Woolwich
- A By-law to Amend Schedule E of By-law 14-2024 Being a By-law to Provide for the Construction, Demolition, Change of Use and Transfer of Permits and Inspections
- A By-law to Amend the Delegation of Authority By-law 41-2022
- A By-law to Confirm All Actions and Proceedings of the Council

...Carried

**Adjournment**

Moved by Councillor Burgess  
Seconded by Councillor Grant

That the meeting adjourns to meet again in regular session on March 18, 2025.

...Carried

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Sandy Shantz, Mayor

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Jeff Smith, Clerk

DRAFT

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

**TUESDAY, MARCH 4, 2025  
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  
Councillor Grant  
Councillor Schwindt (Chairperson)

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  
Richard Petherick, Deputy Director of Finance/Treasurer\*  
Kurtis Wells, Economic Development and Tourism Officer  
Anna Harrison, Climate Action & Sustainability Coordinator  
Alex Smyth, Deputy Clerk  
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 Bryant  
Seconded by Councillor Cadeau

- a. personal matters about an identifiable individual, including municipal or local board employees (Staffing Matter);
- b. labour relations or employee negotiations (Staffing Matter);
- c. advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Procedural By-law Legal Matter); and
- d. educating or training the members (2025 Council Training and Development Plan).

...Carried

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

Moved by Councillor Grant  
Seconded by Councillor Cadeau

That Council reconvenes in open session.

...Carried



**Land Acknowledgement**

Chair Schwindt read a land acknowledgement.

**Disclosures of Pecuniary Interest**

Councillor Schwindt declared a pecuniary interest for Item 8.1 Reducing Site Alteration Fees: A Path to Sustainable Land Use.

**Items to Come Forward from Closed Session**

None.

**Public Meetings**

None.

**Presentations**

None.

**Delegations**

Councillor Schwindt passed the Chair to Mayor Shantz and left the meeting.

**Reducing Site Alteration Fees: A Path to Sustainable Land Use**

Delegate Connor Davis of XS Soil Solutions presented to Council a request for a reduction in the Environmental Impact Fee (EIF) for their proposed site alteration project at 1470 Cedar Spring Road.

In response to Council's inquiry, staff described the size and scope of a project that would elevate its category to commercial and therefore trigger Council approval for the site alteration. Council discussed soil costs incurred by the Township including haulage and disposal, how site alteration and EIFs are calculated, how the fees compare with other municipalities, and the importance of land rehabilitation.

Moved by Councillor Bryant  
Seconded by Councillor Grant

That the Council of the Township of Woolwich, respecting the delegation from Connor Davis of XS Soil Solutions, titled Reducing Site Alteration Fees: A Path to Sustainable Land Use, direct staff to prepare a report for council regarding the proposed fee reduction and site alteration.

...Carried

Councillor Schwindt returned to the meeting and resumed the Chair.

**Notice of Motion - Rural School Zone Speed Limits**

Delegate Cheryl Nyusa expressed concerns about the speed limit reduction on Lobsinger Line, citing examples of road rage and aggressive driving/passing, lack of data to support the reduction, and that the school's students are driven every day and therefore do not pose any pedestrian safety concerns. Ms. Nyusa requested confirmation of where speed camera fines revenues are directed, that Councils revisit the speed limit reduction based on data and

consider time of day reductions with use of flashing lights, and to disable all speed cameras in the Region.

Delegate Randy Spruyt expressed his objection to the Region of Waterloo's 40 km/hr speed zone and speed camera installation on Lobsinger Line, citing a lack of supporting statistical data, safety concerns that the 40 km/h limit creates, alternative solutions not being explored, perceived conflict of interest for the Region in terms of blanket implementation and future revenues, and the lack of direct communication with residents.

Delegate Gary Bensler spoke to Council, expressing similar concerns as the delegates prior, requesting that while safety is important, it must be reasonable, effective, and not create other issues. Mr. Bensler also expressed concern regarding the lack of direct communication, and asked Council to support a more reasonable school zone with flashing lights during school hours.

Mayor Shantz explained the conversations that are happening at the regional level on the issue of speed limits especially as the needs differ between urban and rural communities.

Council invited unregistered delegates to speak.

Unregistered Delegate Frank Kamensky cited concerns about the inconsistency of speed limits across the Region especially in school zones and asked Council to advocate for more consistency.

In response to Council's inquiry, staff confirmed that there has not been a request from the Township to Waterloo Regional Police in terms of pattern observation or increase in patrol of the new speed limit areas. Council discussed how the Region distributes revenues from automated speed enforcement. Council discussed soliciting feedback from neighbouring municipalities, and the affected schools, and a blanket versus zone-specific approach to policy.

Moved by Councillor Burgess  
Seconded by Councillor Cadeau

WHEREAS Woolwich Township understands and appreciates the importance of implementing road and public safety initiatives in rural areas near schools that protect the public; and

WHEREAS the Region of Waterloo has instituted various road safety measures to improve safety in school zones in the Cities, and has begun instituting the same measures in Rural areas by decreasing speed limits from 80km/h to 40 km/h and installing speed cameras on Lobsinger Line near King Alfred Academy and Northfield Drive near Balsam Grove Parochial School; and

WHEREAS solutions that improve safety on urban streets are not always appropriate for rural roads, and may in fact be counterproductive and cause community frustration; and

WHEREAS Woolwich Township has 27 school zones in rural, small settlement and urban areas which need to be considered with their own unique characteristics;

NOW THEREFORE be it resolved that the Council of the Township of Woolwich:

1. supports rural solutions in rural areas, which includes lowering speed limits in school zones from 80km/h to 60km/h, not the current 40km/h on Lobsinger Line near King Alfred Academy and Northfield Drive near Balsam Grove Parochial School;
2. supports investigating the installation of flashing lights in school zones that operate during school hours instead of active speed cameras;

3. supports the Mayor's efforts to advocate for a rural speed zone strategy in conjunction with the Townships at Regional Council; and
4. directs staff to forward this resolution to the Councils of the Region of Waterloo and the Townships of Wilmot, Wellesley and North Dumfries.

...Carried

A03-2025: Municipal Accommodation Tax Administration Policy and Allocation of Funding

Following the presentation of the staff report, Council discussed the annual revenue that the Municipal Accommodation Tax (MAT) brings to the Township, the inclusion of Heritage as an area of eligibility which staff clarified could be considered within the Arts & Culture category, and staff reporting requirements for requests granted under delegated authority.

Delegate Isabel Cisterna stressed the importance of arts and culture in the community and of diversity in a globalized world, advocating for the promotion of local events and culture, and the role of Neruda Arts festivals in local tourism and economic and heritage sustainability.

Council expressed their appreciation for Ms. Cisterna and the work she does for arts, culture, and community.

Delegate Dan Vandermolten of the St. Jacobs Business Improvement Area (BIA) expressed appreciation on behalf of the BIA for Council and staff's efforts in getting a strategy for MAT, but expressed concern that the work and research the BIA needs to undertake requires support for staffing, and asked Council to consider this a one-time request to help cover physical work associated with the proposed projects and not a precedent-setting element of the MAT program.

Council expressed their appreciation to the BIA, its members and staff for the work they do. Council discussed their desired reporting frequency.

Moved by Councillor Cadeau  
Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report A03-2025 respecting Municipal Accommodation Tax Administration Policy and Allocation of Funding:

1. Approve the Municipal Accommodation Tax Administration Policy;
2. Bring forward an amending by-law to delegate authority to the Senior Management Team to review and approve isolated Municipal Accommodation Tax fund requests under \$10,000 that are outside the scope of the annual allocation of funding;
3. Approve "The Woolwich Way – Destination Development Fund," and "The Woolwich Way – Marketing Material Fund";
4. Bring forward an amending by-law to delegate authority to the Senior Management Team to approve annual funding stream rewards on behalf of Mayor and Council; and
5. Approve allocation of funding for 2025.

...Carried

**Consent Items**

Moved by Councillor Grant  
Seconded by Councillor Burgess

That the following consent items be received for information:

Items for Approval

None.

Items for Information and Public Notice

- Municipal Information Form - Liquor Sales Licences
- Notice of Public Meeting - April 1, 2025

...Carried

**Items Pulled From the Information Package**

None.

**Staff Reports and Memos**

A02-2025: 2025 Waterloo Region Economic Development Strategy

Economic Development and Tourism Officer Kurtis Wells, and from the Region of Waterloo, Director of Build Waterloo Region Matthew Chandy and Manager of Business and Industrial Development Laura Philippe, provided a presentation which highlighted:

- Municipal and agency partnerships
- Community engagement
- Research and engagement summary data
- Strategic pillars
- Strategic sector support, including tariffs support
- Implementation and reporting
- Next steps

In response to Council's inquiry, regional staff confirmed that endorsement of the plan does not mean endorsement of specific lands acquisition, the schedule of presentations of the proposed strategy to the other municipalities across the Region of Waterloo, and how the proposed strategy affects Woolwich specifically.

Moved by Councillor Grant  
Seconded by Councillor Burgess

That the Council of the Township of Woolwich, considering Report A02-2025 respecting 2025 Waterloo Region Economic Development Strategy, endorse the 2025 Waterloo Region Economic Development Strategy.

...Carried

C05-2025: Woolwich Climate Justice Ad-hoc Working Group

Council discussed inclusion of the Mennonite community in the listed groups, expressed concern with the number of climate/environmental groups/committees that have already been formed, the importance of including specific groups as plans are being built rather than trying to work those groups' needs and feedback in later stages, expected time commitment for the proposed Ad-hoc Working Group, and staff described the contingency plan should there be a

lack of interest during the recruitment process. Council members expressed concern that the Township has too many committees but encouraged staff to connect with the specific groups that are the focus of the proposed ad-hoc group.

Moved by Councillor Cadeau  
Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report C05-2025 respecting a Woolwich Climate Justice Ad-hoc Working Group:

1. Direct staff to form the Woolwich Climate Justice Ad-hoc Working Group as set out in the report to provide advice on the Township's Climate Action Plan from the equity deserving community's perspective, and to provide advice during the first year of implementing the plan;
2. Approve the draft Woolwich Climate Justice Ad-hoc Working Group Terms of Reference attached to this report; and
3. Appoint Councillor Grant to sit as Council representative on the Woolwich Climate Justice Ad-hoc Working Group.

Councillor Burgess requested a recorded vote. Clerk Jeff Smith administered the recorded vote.

#### **Recorded Vote**

##### **In Favour**

Councillor Grant  
Councillor Cadeau  
Mayor Shantz

##### **Opposed**

Councillor Schwindt  
Councillor Bryant  
Councillor Burgess

...Defeated

#### **C08-2025: Procedural By-law Mid-term Review**

Council discussed concerns in no longer having a second meeting to consider contentious issues, eliminating the rotating chair schedule currently offered with Committee of the Whole meetings, the confusion experienced by residents regarding the differences between Committee of the Whole and Council meetings, the opportunity for efficiencies in replacing Committee of the Whole with Council meeting, and that a motion to defer or reconsider are options available to Council should they wish to delay a decision or bring a topic back to the table.

Moved by Councillor Burgess  
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report C08-2025 respecting Procedural By-law Mid-term Review, defer the topic to the March 18<sup>th</sup> Council meeting.

...Carried

**Other Business**

Council Reports/Updates

None.

Outstanding Activity List as of Thursday, February 27, 2025

None.

**Adjournment**

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

...Carried

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

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



## Clerks Services Staff Report

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Report Number: C07-2025  
 Report Title: Woolwich Pride - Equity, Diversity, Inclusion and Belonging (EDIB) Grant Request  
 Author: Tanya Bettridge, Council & Committee Support Specialist  
 Meeting Type: Council Meeting  
 Meeting Date: March 18, 2025  
 eDocs or File ID: DM# 129140  
 Consent Item: No  
 Final Version: Yes  
 Reviewed By: Alex Smyth, Deputy Clerk  
 Final Review: Senior Management Team

### Recommendation:

That the Council of the Township of Woolwich, considering Report C07-2025 respecting Woolwich Pride - Equity, Diversity, Inclusion and Belonging (EDIB) Grant Request,

1. Approve a grant of \$2,500 in support of the annual Woolwich Pride Event and Community Mural project with the funds allocated from the Equity, Diversity, Inclusion and Belonging (EDIB) grant program;
2. Waive a noise exemption fee, if required; and
3. Waive the \$100 one-month digital advertising fee for the municipal digital sign.

### Background:

Since 2022 when Council directed staff to “connect with community groups... to make Woolwich a more equitable, inclusive place”, the EDIB grant program has been popular, with groups such as Woolwich Pride investing the grants they receive to organizing events that promote equity and inclusion. Woolwich Pride applied for E.D.I.B. grants for their first and second annual events in 2023 and 2024. Council awarded \$1,776 in 2023 and \$2,000 in 2024 to Woolwich Pride. For 2025, Council has approved a \$5,000 grants budget specifically for EDIB initiatives.

According to organizers, the Woolwich Pride Event welcomes hundreds of attendees each year and looks forward to the event growing this year.

## Comments:

The 2025 Woolwich Pride Event is scheduled to take place on June 14<sup>th</sup> from 1:00 to 4:00 pm at Gibson Park, Elmira. The applicant states that the event is inclusive, family-friendly, free to attend, and involves local entertainers as well as community organizations. The requested funding would be used to help with the cost of rental equipment for tables, tents, and activities, event-day supplies, insurance, and promotional efforts. In its application, Woolwich Pride reports that it has undertaken efforts to seek other funding via merchandise sales and sponsorship packages. This is a requirement for E.D.I.B. grant applications as outlined in the Township of Woolwich Grants Policy.

At previous Woolwich Pride events, the organizers had some bands play to provide music entertainment for the attendees. If the organizers wish to do that again, a noise exemption may be required. Staff recommend that the \$40 fee for a noise exemption that may be required be waived.

Woolwich Pride are also working with a local artist to create a community mural, similar to ones other community groups, such as the Hearts Open for Everyone (H.O.P.E.) Multicultural Festival, have done in recent years, and have asked for \$500 of the grant request to go toward the mural. In addition, staff recommend supporting the promotion of the Woolwich Pride event by offering the Township's municipal digital sign for a period of one month and waiving the \$100 not for profit advertising fee.

The Recreation and Community Services Municipal Supports to Community Programs and Events Policy outlines that staff are authorized to waive 75% of the rental fee for first time events run by non-profit organizations, and 50% of the rental fee the second time an event is run. The Woolwich Pride event received those discounts in their first and second year; therefore, the event would not qualify for any of that program's rental fee waivers for 2025.

## Interdepartmental Impacts:

None.

## Financial Impacts:

The proposed grant of \$2,500 would be funded through the 2025 EDIB Grants Budget. A noise exemption fee waiver of \$40.00 and digital sign fee waiver of \$100.00 would be funded through Council's Waiver budget line. If approved, there would be \$2,500 remaining in the EDIB Grants Budget and \$4,860 remaining of the \$5,000 Council's fees and Charges Waiver Budget.

It is difficult to predict what grant applications the Township will receive each year and staff note that in 2024 allocations such as the Rainbow Benches were one-time projects,



and some grants, such as Woolwich Sledge Hockey and HOPE Multicultural Festival, drew from multiple funding sources. The table below shows 2024 allocations:

**Table 1. EDIB Grants Program - 2024 Financials**

Woolwich Pride Event	\$2,000.00
Rainbow Benches	\$1,035.96
HOPE Cultural Heritage Community Potluck Event	\$980.00
Woolwich Sun Rays	\$500.00
Woolwich Sledge Hockey	\$484.00
HOPE Multicultural Festival	\$1,000.00
<b>2024 EDIB TOTAL</b>	<b>\$5,999.96</b>
2024 EDIB BUDGET	\$6,000.00
2024 EDIB BALANCE	\$0.04

### Strategic Plan Impacts:

This report supports the strategic plan values of community engagement and inclusivity, supporting a community-led event with the goal of showing love and support to the pride community living in Woolwich and fostering a sense of belonging and understanding for all residents.

- **Empower communities to be adaptable and engaged.** *The grants program strengthens and leverages volunteer resources by supporting community events and initiatives that foster and promote connection.*
- **Expand focus to include Community Events and Programs.** *The grants program supports organizations looking to create a greater sense of belonging and social cohesion among residents and showcase the municipality's unique identity through their community initiatives and events.*

### Conclusion:

Staff recommend that Council grant \$2,500 of Woolwich Pride's request as part of its goal to make Woolwich a more equitable, inclusive place, approve a noise exemption fee, (if required) and a waiver of one month of digital signage.

### Attachments:

1. Woolwich Pride Grant Application
2. 2025 Woolwich Pride Sponsorship Package

# Township of Woolwich - Grant Application Form: Equity, Diversity, Inclusion and Belonging (EDIB)

For more information on Equity, Diversity, Inclusion and Belonging Grants, please see Section 13 of the Township's [Grants Policy](#).

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

**Name of Organization or Individual \***

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

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

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

**Primary Contact Telephone Number \***

**Primary Contact Email Address: \***

**Have you or the organization you're representing applied for an Equity, Diversity, Inclusion and Belonging Grant before? \***

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

Organization

**Type of Organization \***

Neighbourhood Group or Community Association

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

Yes

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

Yes

**Requested Grant Amount: \***

2500

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

Woolwich Pride is a one day event held in Elmira every year since 2023. This will be our third annual Woolwich Pride event. Woolwich Pride is a community event where everyone is welcome and has a sense of belonging. The event strives to host an inclusive space for all. Woolwich Pride, we are better together.

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

The Woolwich Pride committee would use the EDI grant money to fund our one day event.  
Some examples of cost would be:

- Rental costs (tables, chairs)
- Entertainment (Bouncy Castle, Face Painters)
- Insurance costs
- Marketing
- Advertising
- Promotional Events

Etc.

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

No

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

No

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

- Yes
- No

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

Any one is welcome and able to attend our event. We purposely chose to hold our event at Gibson's Park which is an accessible park with accessible parking and accessible washrooms. Our program is free. We have removed the financial barrier for folks to attend.

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

We sold merchandise at the event to raise funds for future events.

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

No fee to attend.  
We will seek sponsorship from local businesses.

- Logo on marketing material
- Recognition from stage
- Added on all social media platforms (Facebook, Instagram)
- Added on website

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

Thank you for supporting our one day event. We are committed to running a one day Woolwich Pride event to celebrate with our community and show inclusivity love to all.

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

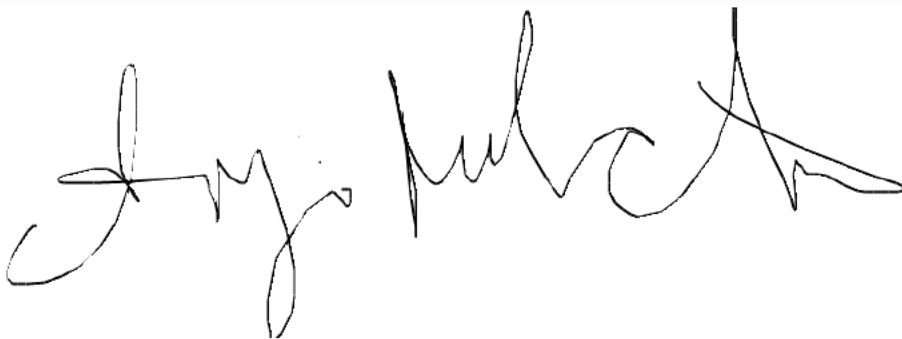
**File Name**



2025 Sponsorship Package.pdf

922.3 KB

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



**Signatory Name \***

Angie Melchin

**Signatory Telephone Number \***

██████████



3rd Annual

# WOOLWICH PRIDE

## Sponsorship Package 2025



Stay Connected: @woolwichpride

woolwichpride.weebly.com

woolwichpride@gmail.com

3rd Annual

**WOOLWICH PRIDE**

Woolwich Pride is a free family friendly event held each June in Elmira Ontario. Above all, it is a place where everyone is welcomed as they are and a place to celebrate inclusivity!

Woolwich Pride first began in the fall of 2022 where a couple of local residents came together with a vision to plan the first ever Woolwich Pride event. Their goal was to create a safe place to show support to the local rainbow community, especially the youth growing up in our town. Woolwich Pride's first & second annual events were both accepted and supported from local residents, council, businesses, schools and community. We are thrilled to continue this tradition again this year!

The third annual Woolwich Pride event will be happening on June 14, 2025 at Gibson Park in Elmira from 1pm-4pm. During this event we will be offering a wide range of activities for all ages which will include local live entertainment, resource groups and organizations from across the region, face painting, food trucks, bouncy castles & more!

**Why Support Woolwich Pride:**

- As a sponsor it's an opportunity for your company to partner with an event that celebrates inclusivity
- You would be given the opportunity to connect with other local community groups to create a collective commitment towards supporting the 2SLGBTQ+ community in Woolwich
- An incredible promotional opportunity for your business to be showcased on a variety of marketing platforms.

Your support would help us expand our event and compensate local artists. Your support would also allow us to continue to provide a free accessible event for all.

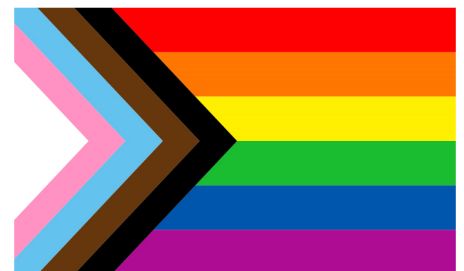
It would be our pleasure to highlight your business as a local change maker in our community!  
At Woolwich Pride we believe that we are #bettertogether!

Thank you for considering sponsoring Woolwich Pride 2025

Sincerely,

Shari & Angie

Shari DeCaire & Angie Melchin  
Co-Chairs of Woolwich Pride



3rd Annual

WOOLWICH PRIDE

# SPONSORSHIP LEVELS

	PRESENTING SPONSOR \$ 2,500	DIAMOND SPONSOR \$ 1,500	GOLD SPONSOR \$ 1,000	SILVER SPONSOR \$ 750	BRONZE SPONSOR \$ 500	FRIEND of PRIDE \$ 250
Speaking Opportunity at Event	✓					
Dedicated Space for promotional use at Event	✓	✓				
Recognition from Stage	✓	✓	✓			
Logo on all Marketing Material	✓	✓	✓	✓		
Logo on Website	✓	✓	✓	✓	✓	
Thank You post on Social Media	✓	✓	✓	✓	✓	✓







3rd Annual

# WOOLWICH PRIDE



Stay Connected: @woolwichpride

woolwichpride.weebly.com

woolwichpride@gmail.com

3rd Annual

# WOOLWICH PRIDE



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Above all, it is a place where everyone is welcomed as they are and a place to celebrate inclusivity!

Woolwich Pride first began in the fall of 2022 where a couple of local residents came together with a vision to plan the first ever Woolwich Pride event. Their goal was to create a safe place to show support to the local rainbow community, especially the youth growing up in our town. Woolwich Pride's first & second annual events were both accepted and supported from local residents, council, businesses, schools and community. We are thrilled to continue this tradition again this year!

The third annual Woolwich Pride event will be happening on **June 14, 2025** at Gibson Park in Elmira from 1pm-4pm. During this event we will be offering a wide range of activities for all ages which will include local live entertainment, resource groups and organizations from across the region, face painting, food trucks, bouncy castles & more!

Your support with the EDIB Grant for \$2,500 would help us expand our event, support the pride community, give a platform to all local resources who support the pride community and compensate local artists during our event. Your support would also allow us to continue to provide a free accessible event for all.

We also are very excited for the opportunity to partner with the Woolwich Memorial Centre to create a community art project at Woolwich Pride 2025. We reached out to Jonathan Munz who is a local artist, grew up in Heidelberg ON, who has agreed to lead this initiative. Together at Woolwich Pride we will create an art project that will be hung beside the HOPE, Elmira Multicultural Festival's art project from last year's event. Please visit Jonathan's business page to learn more about him as an artist. [www.paintbymunzy.com](http://www.paintbymunzy.com)

It would be our pleasure to highlight the Township of Woolwich as a local change maker in our community! At Woolwich Pride we believe that we are #bettertogether!

Thank you for considering to continue your support with Woolwich Pride 2025

Sincerely,

Shari & Angie

Shari DeCaire & Angie Melchin  
Co-Chairs of Woolwich Pride





## Clerks Services Staff Report

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Report Number:	C08-2025
Report Title:	Procedural By-law Mid-term Review
Author:	Jeff Smith, Director of Corporate Services/Clerk
Meeting Type:	Committee of the Whole Meeting
Meeting Date:	March 4, 2025
eDocs or File ID:	129193
Consent Item:	No
Final Version:	Yes
Reviewed By:	Alex Smyth, Deputy Clerk
Final Review:	Senior Management Team

### Recommendation:

That the Council of the Township of Woolwich, considering Report C08-2025 respecting Procedural By-law Mid-term Review:

1. Direct staff to bring the draft Procedural By-law attached to this report to the next meeting; and
2. Approve the revised Council meeting schedule attached to this report.

### Background:

On August 31, 2021, Council passed the Township's latest Procedural By-law No. 49-2021 to govern the proceedings of Council, local board and committee meetings as required by section 239 of the Municipal Act, 2001. The by-law is posted on the Township's website for transparency.

Since then, the by-law has been updated four times as requested by Council, including:

1. Changing the day Council meets to Mondays;
2. The inclusion of a land acknowledgement at meetings;
3. The introduction of a Council information package and revising notice of motion procedures; and
4. Changing the day Council meets back to Tuesdays.

Staff took this time to review the by-law since it is the halfway point of the Council term, with a focus on supporting Council's preferences, increasing efficiency, improving public transparency and including recent guidance from the Ontario Ombudsman.

## Comments:

### Public Delegations

Staff reviewed the speaking time for public delegations and believe it is still appropriate. Prior to the current by-law, public delegations were given 10 minutes to speak while nearby comparator municipalities were providing 5 minutes. Council requested the speaking time be set at 7 minutes with the ability for Council or the Clerk to set a different time. Staff believe this has worked well and provides the public sufficient time to make express themselves. No change to the speaking time is being recommended.

### Public Correspondence

The Procedural By-law is an important document to ensure public transparency into local government and set out how to influence municipal decision making. However, while the public must be able to observe meetings with limited exceptions, there is no right to participate.

The Township's Procedural By-law allows the public to speak at Council meetings and sets the parameters to do so, including requiring everyone speaking to follow the Township's Respectful Behaviour Policy and as a last resort, allows the Chair to remove someone who is being disrespectful. While this covers verbal communications, staff recommend there also be a process for written communications. The proposed Procedural By-law includes a process for disrespectful written comments that includes:

1. Staff will review written correspondence for comments that do not follow the Township's Respectful Behaviour Policy,
2. Staff will notify the writer and provide the option for them to resubmit with disrespectful language removed for inclusion on the agenda,
3. If the writer will not remove disrespectful language, the correspondence will not be placed on the public agenda and will not form part of the public record.

If the writer is not happy with the staff decision, they may request a review through the Township's compliments and complaints process.

### Meeting Schedule

Council recently decided to adjust their meeting schedule so that there is typically a meeting one week with a break week before the next meeting. During breaks from regular meetings, such as during the budget and July, the Clerk's office schedules special meetings for urgent planning items and cancels them if they are not required to meet deadlines under the Planning Act. While this new schedule increases efficiency and reduces staff time, it also presents challenges including scheduling over the typical July break, getting approval for urgent matters and confusion among residents about the process where the Committee of the Whole makes recommendations for final approval by Council.

To address these challenges, staff propose reducing the number of Special Council Planning meetings and changing Committee of the Whole meetings to regular Council meetings in the meeting schedule. With municipalities no longer required to refund planning fees, Special Council Planning meetings will only be required to reduce the risk planning matters are appealed to the Ontario Land Tribunal (OLT) for a delayed decision. As always, they will be cancelled if they are not required for planning matters.

By only holding Council meetings, each meeting can provide final approval for simple matters while Council can take additional time to consider any matter by deferring specific matters to a future meeting. Additionally, any required by-laws coming forward will come at the meeting following their introduction in a report and only if approved by Council. The benefits of this approach include:

- Increased clarity for members of the public: a decision is either made or deferred to a future meeting (rather than needing to be ratified)
- Approval of simple, urgent matters at any regularly scheduled meeting without the need for special Council meetings
- Allows for “sober second thought” with any by-laws coming at a future meeting or allowing Council to defer any report they wish to take more time to digest information or seek feedback from their constituents
- By-laws will not need to be removed from an agenda where Council has not approved their introductory report
- Further increased staff efficiency with only one “type” of meeting and fewer rushed items to make a specific type of agenda

While there could be perceived drawbacks to this approach, staff believe they are minimal, including members of Council no longer having the opportunity to regularly chair Committee of the Whole meetings (though they would chair when the Mayor is unable to) and public perception that Council no longer has the typical two-step process for making decisions (though staff believe most residents are not aware of this process).

If Council approves this change, staff have prepared draft revisions to Council’s 2025 meeting schedule (see attachment 2). This schedule includes the following changes:

- Starting in April, the Committee of the Whole meeting dates switch to Council meetings
- The April 29<sup>th</sup> and July 22<sup>nd</sup> Special Council planning meetings are switched to a Special Council meeting for urgent items, that can be cancelled if nothing urgent is required
- The July 29<sup>th</sup> Special Council meeting can be cancelled

An early review of the 2026 Council calendar suggests this will provide even more flexibility in future years.

## Joint Council Meetings

In September 2024, the Ontario Ombudsman released a report following an investigation into a closed meeting jointly held by the Town of Grimsby, the Town of Lincoln, and the Township of West Lincoln. The Ombudsman recognized that the Municipal Act permits two or more municipalities to hold a joint meeting to consider “matters of common interest,” but decided that the meeting may be separate and subject to each municipality’s procedure by-law.

To ensure that the Township is following this decision, the proposed Procedural By-law includes two options for when Council is invited to a joint meeting with other municipalities:

1. The Clerk will treat it as a Woolwich meeting, including providing public notice, posting an agenda and attending to take minutes. This option would be recommended when the municipalities are making decisions or Woolwich is hosting the meeting.
2. The Clerk will delegate their authority to post agendas and take minutes to another Clerk who volunteers to host the joint meeting. This option would be recommended for joint meetings for training, when no decisions are being made, or when Woolwich is not hosting.

Providing both options allows for increased public transparency and efficient use of staff time. Council will continue to pass a resolution to participate in a joint meeting for transparency.

## In Person and Hybrid Meetings

Since the COVID-19 pandemic, Council has been holding hybrid meetings, offering both an in-person and zoom option that are livestreamed for anyone watching. The video recording is retained on the Township’s YouTube account. This has increased transparency and made Council meetings more accessible to the public.

In September 2023, the Ontario Ombudsman released a report following an investigation into a meeting at the Municipality of West Elgin that was advertised as a “hybrid” meeting. The Ombudsman found that the municipality properly livestreamed the open portion of the meeting and had no concerns with the closed portion of the meeting. However, when the Council returned to open session after the closed meeting, the public was not able to view the livestream. The Ombudsman found that West Elgin did not comply with the open meeting rules.

Since this decision was released, this Council began livestreaming all open portions of the meeting, including when Council meets for a short time to pass a resolution to move into closed session. Staff recommend continuing this practice.

Staff also recommend updating procedures for electronic participation to clarify that:

1. The meeting is primarily held in person
2. The electronic participation option, livestream and long-term recording posted online are not guaranteed and are provided for convenient access only
3. The official record of the meeting are the minutes taken by the Clerk.

### **Recommendations from Local Boards and Committees**

Staff propose providing clarity to local boards and committees on how to provide advice or make requests to Council. The draft Procedural By-law adds to the requirement for board and committee minutes to be submitted to Council by requiring advice for Council to take action or any requests for Council approval to come in the form of a presentation, memo, report or otherwise in writing, with a clear recommendation for Council approval.

### **Housekeeping**

Staff also propose the following changes to the Procedural By-law for housekeeping, including:

- Revising the standard order of the agenda to simplify and expedite meetings by:
  - approving minutes as part of the consent agenda, unless Council wishes to pull a specific set of minutes for separate discussion and debate
  - combining presentations and delegations and allowing the Clerk to order according to expected public turnout
  - moving Items for Information and Public Notices closer to the end of the agenda under other business, since Council does not need to pass a resolution receive these items
- Removal of the Committee of the Whole agenda outline, since it is no longer required
- Other clarified language, headings and minor housekeeping

### **Interdepartmental Impacts:**

The Clerk's division will continue to be the primary support Council and most committee meetings. Other departments have reviewed this report and expect to benefit from improved flexibility and efficiencies.

### **Financial Impacts:**

None.

### **Community Strategic Plan Impacts:**

Reviewing and updating the Township's Procedural By-law to ensure it provides the best possible Council meetings supports the following areas of the Township's strategic plan:

- Empower communities to be adaptable and engaged by attempting to increase public awareness and engagement of Council, local board and committee meetings

- Provide effective and open leadership by ensuring meetings open to the public are transparent and efficient
- Maintain an innovative customer service focus by finding ways to make meetings more customer-centric

**Conclusion:**

Staff recommend updating the Township's Procedural By-law now that Council has passed the mid-point of the Council term to ensure that the meetings are efficient and effective. Staff also recommend that the meeting Calendar can be updated to relax some of the requirements for Special Council Planning Meetings with recent legislative changes.

**Attachments:**

1. Draft Procedural By-law
2. Draft 2025 Meeting Calendar





By-law No. ##-2025

Procedural By-law

**Consolidated Version** *Revised and Verified on DATE, 2025*

Revision History:	Passed On:
##-2025 (Original)	DATE, 2025

**Consolidated for Convenience Only**

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

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# The Corporation of the Township of Woolwich

## By-law No. ##-2025

### A By-law to Govern the Proceedings of Council, Board and Committee Meetings

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Whereas section 238(2) of the Municipal Act, 2001 provides that every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meetings; and

WHEREAS on August 31, 2021, the Council of the Township of Woolwich passed the Procedural By-law No. 49-2021 to Govern the Proceedings of Public Meetings; and

WHEREAS on March 4, 2025 Council passed a resolution to bring forward the subject by-law to repeal By-law No. 49-2021 and adopt the subject By-law;

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

#### **Part I. Introduction and Interpretation**

##### **Short Title**

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

##### **Scope**

2. This by-law applies to all meetings of:
  - a. Council; and
  - b. Boards and Committees that have not adopted their own Procedural By-law, with any necessary adjustments.

##### **Interpretation**

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.
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:

Acting Mayor means the person appointed on a rotational basis to act as Mayor in the Mayor's absence as set out in the Township's Acting Mayor By-law.

Ad Hoc Committee means a short-term committee appointed by Council to review and report back to Council on a specific issue and includes a Task Force.

Advisory Committee means a committee established by Council under a specified Terms of Reference to advise on matters which Council has deemed appropriate for the Committee to consider.

Agenda means the order of proceedings for a meeting setting out the business to be considered at the meeting.

Board means a local Board as defined in the Municipal Act and includes the Boards of the Elmira and St. Jacobs Business Improvement Areas.

Chair means the presiding officer at meetings of council, boards or committees and a reference to Chair includes a reference to the person or the act of chairing the meeting.

Clerk means the Clerk Township or designate.

Closed Session means a meeting of Council which is closed to the public under the provisions of the Municipal Act.

Committee includes any Advisory Committee or Ad Hoc Committee established by the Council of the Township of Woolwich.

Consent Item is an item that is listed under the Consent Items portion of the agenda and is a routine matter, reports in response to Council questions and other matters of a non-controversial nature.

Council is the term used to refer collectively to the Mayor and Councillors elected to the Council of the Township of Woolwich.

Councillor means an individual elected to serve on Council who represents the population in a specific ward of the Township of Woolwich.

Decorum means behaviour that, in the opinion of the Chair, promotes an atmosphere of respect in Council Chambers.

Delegation means a person or persons who wish to address Council.

Unregistered Delegation means a delegation that is not listed on the agenda.

Registered Delegation means a delegation that is listed on the agenda.

Deprecating means attacks of character or reputation, name calling, or comments that are injurious to reputation, derogatory, slanderous or libelous.

Electronic Participation means remote participation by one or more members by electronic means determined by the Clerk (e.g. video or teleconference).

Emergency means an emergency which has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, RSO 1990, c E.9.

Ex Officio means by virtue of office or position and carries with it the right to participate fully in a committee meeting and to vote unless prohibited by law.

Head of Council means the Mayor or designate.

Inaugural Meeting means the first meeting of Council held after a municipal election in a regular election year.

Land Acknowledgement means a formal statement that recognizes and respects Indigenous Peoples as traditional stewards of this land and the enduring relationship that exists between Indigenous Peoples and their traditional territories.

Majority Vote means more than half of the votes cast by members entitled to vote at a meeting.

Mayor means the Head of Council elected by general vote to represent electors in the Township of Woolwich.

Meeting means meeting as defined by the Municipal Act.

Member means an elected member of Council including the Mayor, or a member of a Committee as the context requires.

Motion means a question to be considered by the Council or Committee which is read, moved, seconded, subject to debate and voted on. When a motion is carried, it becomes a resolution.

Municipal Act means the *Municipal Act, 2001*, S.O. 2001, chapter 25.

Municipal Conflict of Interest Act means the *Municipal Conflict of Interest Act*, R.S.O. 1990, chapter M. 50.

Notice of Motion means an advance notice by one member of Council to other members of Council on a matter which Council will be asked to take a position.

Pecuniary Interest means a direct or indirect pecuniary interest within the meaning of the Municipal Conflict of Interest Act.

Point of Order means a statement made by a Member during a meeting, drawing the attention of the Chair to a breach of this By-law.

Presentation means a presentation of information to Council that has been requested by a Member of Council or Township staff.

Quorum means the majority of the whole number of the members of Council, Board or a Committee.

Recording Equipment means any device used for the purpose of recording whether it be analogue, digital or other means of recording, including but not limited to computers, cell phones, digital voice recorders, and cameras.

Recorded Vote means a vote taken by each member announcing their vote publicly and being recorded in the minutes.

Regular Meeting means a meeting of Council held in accordance with the approved meeting schedule.

Resolution means a formal determination made by Council or a Committee on the basis of a motion placed before a properly constituted meeting of Council or a Committee for debate and decision, and duly passed.

Rules of Procedure means the rules and regulations set out in this by-law.

Special Meeting means a meeting of Council called for one or more purposes which is not scheduled in accordance with the approved calendar of meetings.

Terms of Reference means the mandate, membership, scope and any other direction provided by Council to a Committee.

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 II. Meetings and Agenda**

### **Time, Date and Place of Meetings**

6. Council shall adopt a meeting schedule each year setting out the date and time of Council and any scheduled Special Meetings.
7. Once adopted, the meeting schedule shall be posted on the Townships' website as public notice of meetings dates.
8. Meetings shall be held in the Council Chambers at the Woolwich Township Administrative office following the meeting schedule, unless:
  - a. Council passes a resolution to alter the day, time or place of a meeting, including to hold a meeting at a location outside of the municipality or a joint meeting with one or more other Councils; or
  - b. the Clerk postpones a meeting a maximum of two weeks by giving notice to members of Council and the public.

### **Electronic Participation**

9. Meetings are held in person at the location indicated on the agenda and, when provided for convenience, there is no guarantee that electronic participation or livestreaming technology will always work.
10. Subject to section 9 and Schedule B of this by-law, Council members may participate electronically at a meeting and when participating electronically:

- a. will be counted as present for the purposes of quorum;
  - b. may participate electronically at all parts of the meeting, including portions closed to the public; and
  - c. will be deemed to have left the meeting when they are no longer electronically connected to the meeting.
11. When participating electronically, Members shall:
- a. advise the Clerk of their intention to participate electronically;
  - b. be available at least 10 minutes before the meeting to ensure a successful connection; and
  - c. mute their microphone when not speaking.
12. All debate and discussion must take place verbally, on record, as directed by the Chair as if the members were at a physical meeting.
13. During a meeting where one or more members are participating electronically, the Chair, at their discretion, may choose to:
- a. require members to vote by a show of hands or verbally for technical or any other reason; and
  - b. recess or continue with the meeting without a member participating during any technical issues that cause a member to leave the meeting.
14. Subject to section 9 and Schedule B of this by-law:
- a. Public Meeting participants, Presenters and Delegates may attend a meeting electronically by registering with the Clerks office following all other rules in this by-law; and
  - b. in exceptional circumstances, the Clerk may make special arrangements for a presentation or a delegation to be provided by alternative means.
15. Subject to section 9, section 25 and Schedule B of this by-law:
- a. in person meetings are open to the public to attend;
  - b. when a livestream is provided for public viewing, the technology is not guaranteed to work or provide the same viewing experience as being in person;
  - c. where a livestream is not available, the Chair may:

- i. recess while attempts are made to initiate or restore the livestream; or
- ii. continue the meeting and the Clerk will make every effort to make a recording of the meeting public.

### **Inaugural Meeting**

16. Council shall hold its inaugural meeting within the first two weeks of a new term of Council.
17. No business shall be conducted at the Inaugural Meeting until the Declarations of Elected Office have been made by the members of Council.

### **Special Meetings**

18. A Special Meeting of Council may be called by:
  - a. the Mayor;
  - b. a majority of Council presents a petition to the Clerk; or
  - c. the Clerk.
19. The Clerk shall notify all members of Council of each special meeting at least 24 hours prior to the Special Meeting.
20. Only business that is set out in the notice or agreed to by a majority of the members present may be conducted at a Special Meeting.

### **Emergency Meetings**

21. During an Emergency, the Clerk may call an emergency meeting where:
  - a. the notice provisions may be waived with the consent of a majority of members of Council;
  - b. the Clerk shall notify members about the meeting as soon as possible and in the most expedient manner available; and
  - c. no business except business dealing with the emergency shall be transacted at the emergency meeting.
22. Lack of receipt of notice or an Agenda by the members of Council shall not affect the validity of the meeting or any action lawfully taken at the meeting.

### **Joint Meetings**

23. Council may hold a meeting with the councils of one or more municipalities to consider matters of common interest in one of the municipalities or in an adjacent municipality.



24. The Clerk shall provide public notice of a joint meeting and take minutes as set out in this by-law or shall delegate their authority to the clerk of another municipality.

### **Closed Meetings**

25. All Council, Board and Committee meetings shall be open to the public unless:
  - a. the Clerk in consultation with the Mayor calls a closed meeting about a subject which may be considered at a closed meeting as set out in section 239 (2) of the Municipal Act;
  - b. the subject must be discussed at a closed meeting as set out in section 239 (3) of the Municipal Act; or
  - c. the meeting is for education or training purposes as set out in section 239 (3.1) of the Municipal Act.
26. Prior to any meeting being closed to the public, the Council or Committee shall state by public resolution:
  - a. the fact of the holding of the closed meeting; and
  - b. the general nature of the matter being considered at the closed meeting.
27. During a closed meeting a vote may only be taken on a procedural matter or for giving directions or instructions to officers, employees, or agents of the Township or Committees or persons retained by or under contract with the Township.
28. The Clerk shall take minutes of all closed sessions which are not open to inspection by the public.
29. All information, documentation or deliberations received, reviewed or taken in a closed meeting is confidential and no person shall disclose any information considered at a closed session to the public except:
  - a. with clear authorization or direction of Council; or
  - b. when the Chair reports on items to come forward from closed session.
30. Disclosing confidential information is a violation of the Council Code of Conduct and any suspected disclosures shall be referred to the Integrity Commissioner.
31. If a closed meeting investigation is conducted under section 239.1 of the Municipal Act:
  - a. the Clerk shall present the report to the Council, Board or Committee and;
  - b. the Council, Board or Committee shall pass a resolution stating how it intends to address the report.

**Agenda and Public Notice**

32. The Clerk shall prepare an agenda for every meeting which provides public notice of the business to be discussed in the order generally as set out in Schedule A of this by-law and any reports, materials or information.
33. All other notice shall be given as set out in the Township's Notice By-law.
34. Agendas shall be posted on the Township's website and circulated to all Council members electronically as follows:
  - a. 3:00 p.m. on the Thursday before a Council Meeting;
  - b. at least 24 hours before a Special Meeting; and
  - c. 1:00 p.m. on the day of a meeting for revisions to an agenda for urgent matters requiring a decision or as otherwise allowed by this by-law.
35. Where the timelines laid out in section 34 of this by-law cannot be met for unforeseen circumstances, the Clerk will post a notice on the Township's website with an approximate time of availability and a general reason for the delay.
36. Business shall be discussed in the order listed on the agenda, unless revised by Chair or a majority of Members.

**Information Package**

37. The Clerk shall prepare an Information Package to be circulated to all Members of Council before the first Regular Meeting each month.
38. Members of Council may pull items from the Information Package to be discussed at the next scheduled Meeting by notifying the Clerk by 12 p.m. (noon) on the Wednesday before that scheduled Meeting and the Clerk will add the item to the Items Pulled from the Information Package section of the Agenda.

**Members, Seating and Quorum**

39. Seating in the Council Chambers shall be in alphabetical order of the Members' surnames with the first Member in the seat closest to the Mayor's right.
40. A quorum of Members must be present to hold a meeting, either in person or attending by Electronic Participation.
41. If a quorum is not present within thirty minutes after a regular, closed or special Council Meeting is scheduled to start, the Clerk shall record the names of the members present and Council shall stand adjourned until the next Regular Meeting.
42. If a quorum is not present after the time fixed for a meeting of a Board or Committee, the recording secretary shall record the names of the members

present and business shall be conducted as usual. Motions may be made and voted on, but all actions must be ratified at the next meeting.

### **Council Vacancy**

43. A vacancy on Council shall occur if;
  - a. a member of Council resigns from office by filing notice in writing with the Clerk, subject to the provisions of the Municipal Act; or
  - b. for any other reason as set out in section 259 of the Municipal Act.
44. If the office of a member of Council becomes vacant, Council shall:
  - a. declare the office to be vacant in accordance with the Municipal Act; and
  - b. direct the Clerk to begin the process to fill the vacancy by appointment in accordance with the Council-approved Council Vacancy Policy – Appointment Process.

### **Roles**

45. The roles of Council, Head of Council, Chief Administrative Officer and Clerk are set out in sections 224 to 229 of the Municipal Act.
46. The Clerk shall be present at all meetings of Council.
47. Meetings will be chaired by:
  - a. the Mayor, for regular, special, emergency and closed meetings of Council;
  - b. the Acting Mayor, where the Mayor is absent or steps down from chairing a meeting;
  - c. the Chair as appointed by Council or selected to by the members to chair meetings of Boards and Committees of the Township;
  - d. the Clerk or recording secretary of a Board or Committee, for the purposes of electing a new Chair of a Board or Committee.
48. The role of the Chair is to:
  - a. call a meeting to order;
  - b. preside over meetings so that business can be carried out efficiently and effectively;
  - c. ensure decorum is maintained within Council Chambers and ensure that all members, staff, presenters, delegates or people viewing the meeting feel safe;
  - d. preserve order and decide all questions of order without argument or comment;

- e. put to vote all motions, which are moved and seconded, or arise during the proceedings and to announce the result;
- f. require a recorded vote to be taken on any question upon request of a Member if such request is made prior to commencement of voting or immediately thereafter;
- g. decline to put to vote motions which infringe on this by-law; and
- h. authenticate by signature, when necessary, all by-laws, resolutions, minutes and documents authorized by Council.

### **Disclosures of Pecuniary Interest**

- 49. Each Member shall be responsible to determine if they have a pecuniary interest, direct or indirect, in relation to any matter on a meeting agenda, and to publicly disclose the pecuniary interest and the nature thereof in accordance with the provisions of the Municipal Conflict of Interest Act.
- 50. Where a Member has any pecuniary interest, direct or indirect, in any matter, including that of a spouse, child or parent and is present at a meeting of Council at which the matter is the subject of consideration, the member shall:
  - a. prior to the consideration of the matter at the meeting, verbally disclose the pecuniary interest and its general nature, including why the member has a pecuniary interest;
  - b. complete a written statement disclosing the interest to be filed in the registry maintained by the municipality;
  - c. not, at any time, take part in the discussion, or vote on any question in respect of the matter;
  - d. not, at any time, attempt, either on his or her own behalf or while acting for, by or through another person, in any way whether before, during or after the meeting influence the voting on any such question; and
  - e. immediately leave the meeting or part of the meeting during which the matter is under consideration and remain absent from it where the matter is under consideration during closed session.
- 51. Where a pecuniary interest has not been disclosed because the member was absent from the meeting where the matter was under consideration, the member shall disclose the interest and otherwise comply with section 50 b. of this by-law at the next Meeting attended by the Member.
- 52. The failure of one or more Members to disclose a pecuniary interest as set out in this by-law shall not affect the validity of the meeting in regard to said matter.
- 53. Quorum is not affected by the absence of a Member who has left the meeting due to a pecuniary conflict of interest.

**Minutes**

54. Minutes will record:
  - a. the place, date and time of the meeting;
  - b. the names of the Chair and the record of the attendance of the Members;
  - c. any disclosures of pecuniary interest;
  - d. correction and adoption of the minutes of prior meetings, and
  - e. a summary of decisions and other proceedings of the meeting without note or comment.
55. At all regular Council meetings, Council may adopt the minutes as presented or as amended.
56. After the minutes have been adopted they will be signed by the Mayor and Clerk.

**Consent Items**

57. Items listed under the Consent Items portion of the agenda may be enacted in one motion in order to expedite the meeting, unless a member of Council requests that an item be discussed separately.

**Proclamations, Communications and Petitions**

58. The Council of the Township of Woolwich does not pass proclamations.
59. All communications and petitions for Council shall be filed with the Clerk and shall:
  - a. be addressed to Council and signed by at least one person;
  - b. be legibly written or printed; and
  - c. not contain any impertinent or improper matter or language.
60. Communications or petitions received by the Clerk shall be included on the agenda for the next Regular Meeting unless:
  - a. the author requests the communication or petition be presented at a future date;
  - b. the subject matter is scheduled to come forward at a future date; or
  - c. the Clerk deems the communication or petition to be inconsistent with this by-law.
61. Petitions submitted to Council are part of the public record and are listed on the public agenda posted online with personal information severed in accordance with privacy legislation.

**Public Meetings, Presentations and Delegations**

62. People participating in a public meeting may be required to register if:
  - a. required by legislation, to appeal, or to receive future notices; or
  - b. the speaker is participating in the meeting electronically.
63. The time limit for speakers at a public meeting shall be:
  - a. as set by Council or the Clerk for registered speakers; or
  - b. seven (7) minutes for unregistered speakers.
64. The Mayor, Council or the Clerk may invite members of the public to provide a presentation which is of interest to Council.
65. The time limit for speakers providing presentations shall be as set by Council or the Clerk.
66. To address Council at a meeting delegations must register with the Clerk no later than:
  - a. 12:00 p.m. (noon) on the Wednesday before the meeting to speak on a matter under Council's jurisdiction; or
  - b. 10:00 a.m. on the day of the meeting to speak on a matter already listed on the agenda for that meeting.
67. Presenters and Delegations addressing Council shall:
  - a. confine their remarks to the business stated in their request to be heard;
  - b. speak in a respectful and temperate manner free of political satire and personal criticism;
  - c. provide only new information when speaking after other members of the public or in any subsequent appearances relating to a matter;
  - d. address the Chair from the designated area if attending in person or following all procedures for electronic participation in this by-law; and
  - e. be given seven (7) minutes speaking time unless Council agrees to reduce or extend the speaking time for one or more delegates.
68. The Clerk shall be authorized to:
  - a. encourage a delegation to first address another more appropriate body before bringing the matter to Committee of the Whole or Council;
  - b. register special delegation requests or an organized group of people wishing to address Council and provide rules and time limits for their delegation consistent with the spirit of this by-law; and
  - c. reject delegation requests where:

- i. the topic of is beyond the jurisdiction of the Township;
  - ii. the topic is or may be abusive, profane or threatening; or
  - iii. from any person involved in a matter of litigation or potential litigation with a member, Council or the Township.
69. Unregistered Delegations may address Council with approval of a majority of members and may speak for no longer than five (5) minutes.
70. Members may only ask questions of people attending a public meeting, presenting or delegating for clarification or obtaining additional information relevant to the presentation and shall not enter into debate.
71. All persons shall speak and ask questions through the Chair at a meeting.

### **By-laws**

72. A confirming by-law shall be passed at each Council meeting to confirm the actions and proceedings of Council.
73. By-laws may be introduced for first, second, third readings, and final passage by a single motion, unless:
  - a. separate readings are required to accommodate legislative requirements; or
  - b. any member requests a by-law be discussed or voted on separately.
74. All by-laws shall:
  - a. be duly executed by being signed by the Mayor or Acting Mayor and the Clerk and being affixed with the corporate seal; and
  - b. note the date the by-law comes into force and effect.

### **Adjourning**

75. The Chair shall declare the Meeting adjourned at 11:00 p.m., unless Council by unanimous vote approves an extension to 11:45 p.m. or a later time as set out in the resolution.

## **Part III. Conduct and Decorum**

### **Conduct of Members**

76. No member shall:
  - a. use offensive words or language that is not inclusive;
  - b. engage in private conversation while in the Council meeting or use electronic devices in a manner which disrupts the proceedings of Council or may influence a vote;

- c. leave his or her seat or make any noise or disturbance while a vote is being taken and until the result of the vote is announced;
  - d. disturb another Member or the meeting, by any disorderly conduct;
  - e. resist the rules of Council, or disobey the decision of the Chair or of the Council on questions of order or practice or upon the interpretations of the rules of procedure; or
  - f. speak without first addressing the Chair.
77. In a case where a member persists in disobedience after having been called to order by the Chair, the Chair may have the remaining members vote on a motion with out amendment, adjournment or debate: "That such member be ordered to leave his/her seat for the duration of the meeting of Council".
78. Council may allow a member ordered to leave the meeting to return by majority vote if the member apologizes.

### **Directions to Staff**

79. No individual member of Council has the authority to direct or interfere with the performance of any work being carried out by an employee, agent or contractor of the Township.
80. Any directions or instructions provided to an employee, agent or contractor of the Township by Council will occur through appropriate direction or resolution at a Council meeting.

### **Meeting Decorum and Public Submissions**

81. To preserve and protect the decorum of a meeting, the Chair may take the following action regarding any member of the public who is not following the Township's Respectful Behaviour Policy:
- a. request the person comply with the policy and advise they will be asked to leave the meeting if they persist;
  - b. request the person remove themselves from the meeting; or
  - c. direct staff or authorities to remove the person from the meeting and take a recess for any amount of time necessary to support the person's removal.
82. No one shall use recording equipment in a manner that, in the opinion of the Chair, disrupts the meeting proceedings.
83. Written communications to Council shall follow the Township's Respectful Behaviour Policy and where the Clerk believes that written communications are inconsistent with this policy:
- a. the Clerk shall notify the writer and provide the option for them to resubmit with disrespectful language removed for inclusion on the agenda; and



- b. if the written communication is not revised to the satisfaction of the Clerk, it will not be included on the public agenda or submitted to Council.

## **Part IV. Debate, Motions and Voting**

### **Rules of Procedure**

84. All matters of procedure not addressed by this by-law shall be decided by the Chair in accordance with, as far as reasonably practical, the most current edition of Robert's Rules of Order.
85. Any rule of procedure set out in this by-law may be suspended by a majority vote of the members present, except:
  - a. as required by law;
  - b. a rule requiring a two-thirds majority in which case the rule may be suspended by a two-thirds majority of members present; or
  - c. a rule requiring a unanimous vote, in which case the rule may be suspended by unanimous vote of members present.

### **Discussion and Debate**

86. Any member wishing to speak will raise their hand, wait to be recognized by the Chair and address their question or comments through the Chair.
87. When two or more members raise their hands to speak, the Chair shall determine speaking order.
88. The Chair may state his or her position on any matter during the meeting but shall not debate the matter without first appointing another member to the chair during such remarks. The Chair may resume the role of chair to take the vote.
89. A member may call another member to order while speaking and debate shall then be suspended until the point of order is determined by the Chair.
90. Any member may appeal a decision of the Chair. All appeals shall be decided by a majority vote and without debate.
91. Any member may require the question or motion under discussion to be read for the member's information at any time during the debate, but may not interrupt another member speaking.
92. Any member may request a recess of the meeting. The Chair may allow a recess.

### **Motions**

93. Motions may be presented by a mover verbally or in writing.

94. A Notice of Motion may be brought by any Member as follows:
- a. A Notice of Motion received in writing before the Agenda for a Meeting is published will be placed on the Agenda with the name of the member who will introduce the motion and may be debated and voted on at the Meeting; and
  - b. A Notice of Motion introduced on the Revised Agenda or during a Meeting will be read aloud and Members may ask questions of clarification at the meeting, but debate and voting may not take place until the next Meeting unless Council suspends this procedure following the process set out in this by-law.
95. If no member seconds a motion it shall not be discussed or considered.
96. When a motion has been moved and seconded:
- a. the motion may only be withdrawn by consent of the majority of members present;
  - b. discussion or debate shall be restricted to members unless a member requests clarification from a delegation or staff member and permission is provided by the Chair or majority of members present;
  - c. the Chair may limit discussion or debate by allowing each member to speak only once for up to ten minutes unless a majority of members vote to allow additional debate; and
  - d. no further motions shall be considered except in accordance with Roberts' Rules of Order.
97. A motion in respect of a matter which is beyond the jurisdiction of meeting shall not be in order.
98. All motions passed by the Committee of the Whole shall be considered recommendations to Council that must be ratified at a Council meeting.

### **Voting**

99. For all votes other than a recorded vote, the Chair will ask for members to vote and every member present except the Chair shall vote by show of hands or as determined by the Chair unless:
- a. the member has declared a pecuniary interest;
  - b. the outcome of the vote is a tie, in which case the Chair shall vote to break the tie; or
  - c. the chair announces their intent to vote before taking the vote, in which case the chair may vote.
100. If the Chair is unclear about the result of the vote, the Chair may request that the members vote again.

101. If a member disagrees with the Chair's announcement of the outcome of a vote the member may request a recorded vote immediately after the announcement.
102. Any member present who refuses to vote on an issue shall be deemed to have voted in the negative.

### **Recorded Vote**

103. Any member except the Chair may request a recorded vote:
  - a. before voting on a motion; or
  - b. immediately after the Chair announces the outcome of a vote.
104. All members present including the Chair shall vote on a recorded vote unless the member has declared a pecuniary interest.
105. When a recorded vote is requested, the Clerk will:
  - a. call upon every member present to announce their vote publicly;
  - b. announce the number of members in favour and opposed to the motion and if the motion is carried or defeated; and
  - c. record the taking and outcome of the recorded vote in the minutes.
106. Any recorded vote having an equal number of votes shall be deemed to be lost.

### **Reconsideration**

107. After a motion has been decided at a meeting, a member who voted in the majority or who was absent at the time the original vote was taken may move to reconsider the motion at any subsequent meeting with the following limits:
  - a. a motion cannot be reconsidered more than once during the term of Council; and
  - b. a motion to reconsider cannot be reconsidered.
108. A motion to reconsider:
  - a. may be seconded by any member;
  - b. shall not be discussed;
  - c. must be approved by a two-thirds majority of members present.
109. If a motion to reconsider is approved, reconsidering the original motion as if it had not previously been voted on shall become the next order of business, unless the motion for reconsideration calls for debate at a future date.

## **Part V. Boards and Committees**

### **Formation**

110. Council may establish Boards and Committees which have the powers and duties set out in the Municipal Act, other statute or as provided by Council as follows:
  - a. Boards by by-law; and
  - b. Advisory, Ad Hoc, and other Committees by resolution or by-law which shall include the terms of reference and any legislative requirements.
111. Once established, Boards shall continue to operate until the establishing by-law is repealed.
112. Once established an Advisory Committee shall continue to operate until it is dissolved by resolution or the establishing by-law is repealed.
113. Once established an Ad Hoc Committee shall be dissolved:
  - a. by resolution of Council;
  - b. at the end of the term of the Council that appointed it; or
  - c. on the date it delivers its final report to Council.
114. A Committee may independently develop policies or procedures that give instruction in areas not covered by the Terms of Reference or this by-law.
115. If any Board, Advisory Committee or Ad Hoc Committee neglects to attend to its duties, the Council may intervene and order it to meet and report.

### **Membership and Quorum**

116. The Mayor is an ex officio member of all Boards and Committees with full speaking and voting privileges.
117. Applications for membership on Boards, Advisory Committees and Ad Hoc Committees shall be reviewed by Council in closed session prior to the appointment being confirmed by resolution in open session.
118. Members appointed to Boards and Advisory Committees have a term of office 6 months longer than the Council that appointed them, unless otherwise determined by Council.
119. The Chair of a Board or Committee may vote on any question before the Committee.
120. A quorum in any meeting of a Board or Committee is the majority of:
  - a. the Members appointed by Council currently sitting on the committee; and
  - b. the Mayor, if present, and for clarity if the Mayor is not present they are not counted for quorum.

**Minutes**

121. Boards and Advisory Committees shall adopt minutes and submit them to Council for information.

**Recommendations from Boards and Committees**

122. Boards and Committees may make requests or recommendations to Council by submitting the following with a with a clear request or recommendation for Council approval:
- a. a presentation or delegation to Council; or
  - b. a memo, report or other written request.

**Part VI. Conflict and Transition****Conflict and Terms Severable**

123. 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.
124. The terms and provisions of this by-law shall be severable and should any term or provision be found by a court of competent jurisdiction to be legally unenforceable, in operative or invalid, the remainder of the by-law shall continue to be in full force and effect.

**Repeal and Enactment**

125. By-law 49-2021 is repealed.
126. 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 this DATE day of March, 2025.

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Mayor

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Clerk

## Schedule A - Agenda Outlines

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### **Council Agenda Outline**

1. Public Resolution to Move into Closed Session
2. Public Resolution to Reconvene in Open Session
3. Land Acknowledgement
4. Moment of Silence
5. Disclosures of Pecuniary Interest
6. Items to Come Forward from Closed Session
7. Public Meetings
8. Presentations and Delegations
9. Unfinished Business
10. Consent Items
11. Staff Reports and Memos
12. Other Business
  - 12.1. Mayor's Report on Regional Matters
  - 12.2. Council Reports/Updates
  - 12.3. Outstanding Activity List
  - 12.4. Items for Information
13. Motions and Notice of Motion
14. By-laws
15. Adjournment

### **Special Council Agenda Outline**

1. Public Resolution to Move into Closed Session (if applicable)
2. Public Resolution to Reconvene in Open Session (if applicable)
3. Land Acknowledgement
4. Disclosures of Pecuniary Interest
5. [Items related to the special meeting]
6. By-laws
7. Adjournment

## Schedule B - Special Circumstances for Electronic Participation

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1. The Clerk may require that in person participation at a meeting is not permitted for public health, emergency, or other special circumstances.
2. When members of the public are not permitted to attend a meeting in person:
  - a. members of the public must pre-register before noon on the day of the meeting to attend a public meeting or observe any part of the meeting open to the public by video or toll-free phone; and
  - b. the Clerk shall arrange for public participation in the meeting having regard to the circumstances, including giving registered delegates access to the electronic meeting platform, presenting pre-recorded videos and any other special arrangements as needed;
  - c. the Clerk shall arrange for public viewing or listening options, including livestreaming a meeting, providing registered viewers or listeners access to the electronic meeting platform and any other special arrangements as needed.
3. If technical issues cause a livestream to fail when the public are not permitted to attend a meeting in person and livestreaming the meeting is an option for participation, the Clerk shall:
  - a. delay the meeting until the livestreaming software and hardware can be reset and retried;
  - b. if the issue persists, livestream the meeting using an alternative service and post notice on the website and social media of how to access the alternative service; and
  - c. if no available livestreaming services can be used, provide any members of the media or public intending to watch the meeting access to the electronic meeting platform, post a recording of the meeting online when possible and post notice of the issue on the website and social media with ways to view the meeting.
4. Regardless of a livestream or recording of the meeting, the official record of the meeting shall be the meeting minutes taken by the Clerk.

# DRAFT 2025 Council Meeting Schedule

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

February						
S	M	T	W	T	F	S
						1
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16	①⑦	18	19	20	21	22
23	24	25	26	27	28	

March						
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						1
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9	10	●	11	●	12	●
13	●	14	●	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
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		1	2	3	4	5
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13	14	15	16	17	①⑧	19
②⑩	②①	22	23	24	25	26
27	28	29	30			

May						
S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
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25	26	27	28	29	30	31

June						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
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		①	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



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



September						
S	M	T	W	T	F	S
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21	22	23	24	25	26	27
28	29	③⑩				



October						
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November						
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30						

December						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	②⑤	②⑥	27
28	29	30	31			

 Special Council Budget (Day)  
 Special Council Budget (Evening)

 Committee of the Whole  
 Council

 Special Council  
 Special Council - Planning

 AMO Conference

 Holiday/Observance

 March Break

Jan 1: New Year's Day  
 Feb. 17: Family Day  
 Apr 18: Good Friday  
 Apr 20: Easter Sunday

May 19: Victoria Day  
 Jun 15: Father's Day  
 Jul 1: Canada Day  
 Aug 4: Civic Holiday  
 Sep 1: Labour Day

Sep 30: National Day for Truth and Reconciliation  
 Oct 13: Thanksgiving  
 Dec 25: Christmas Day  
 Dec 26: Boxing Day



**Township of Woolwich  
Summary of Recommendations to Council  
From March 4, 2025 Committee of the Whole Meeting**

**1. Reducing Site Alteration Fees: A Path to Sustainable Land Use**

That the Council of the Township of Woolwich, respecting the delegation from Connor Davis of XS Soil Solutions, titled Reducing Site Alteration Fees: A Path to Sustainable Land Use, direct staff to prepare a report for council regarding the proposed fee reduction and site alteration.

**2. Notice of Motion - Rural School Zone Speed Limits**

WHEREAS Woolwich Township understands and appreciates the importance of implementing road and public safety initiatives in rural areas near schools that protect the public; and

WHEREAS the Region of Waterloo has instituted various road safety measures to improve safety in school zones in the Cities, and has begun instituting the same measures in Rural areas by decreasing speed limits from 80km/h to 40 km/h and installing speed cameras on Lobsinger Line near King Alfred Academy and Northfield Drive near Balsam Grove Parochial School; and

WHEREAS solutions that improve safety on urban streets are not always appropriate for rural roads, and may in fact be counterproductive and cause community frustration; and

WHEREAS Woolwich Township has 27 school zones in rural, small settlement and urban areas which need to be considered with their own unique characteristics;

NOW THEREFORE be it resolved that the Council of the Township of Woolwich:

1. supports rural solutions in rural areas, which includes lowering speed limits in school zones from 80km/h to 60km/h, not the current 40km/h on Lobsinger Line near King Alfred Academy and Northfield Drive near Balsam Grove Parochial School;
2. supports investigating the installation of flashing lights in school zones that operate during school hours instead of active speed cameras;
3. supports the Mayor's efforts to advocate for a rural speed zone strategy in conjunction with the Townships at Regional Council; and

directs staff to forward this resolution to the Councils of the Region of Waterloo and the Townships of Wilmot, Wellesley and North Dumfries..

**3. A03-2025: Municipal Accommodation Tax Administration Policy and Allocation of Funding**

That the Council of the Township of Woolwich, considering Report A03-2025 respecting Municipal Accommodation Tax Administration Policy and Allocation of Funding:

1. Approve the Municipal Accommodation Tax Administration Policy;

2. Bring forward an amending by-law to delegate authority to the Senior Management Team to review and approve isolated Municipal Accommodation Tax fund requests under \$10,000 that are outside the scope of the annual allocation of funding;
3. Approve “The Woolwich Way – Destination Development Fund,” and “The Woolwich Way – Marketing Material Fund”;
4. Bring forward an amending by-law to delegate authority to the Senior Management Team to approve annual funding stream rewards on behalf of Mayor and Council; and
5. Approve allocation of funding for 2025.

#### **4.Consent Items**

That the following consent items be received for information:

Items for Approval

None.

Items for Information and Public Notice

- Municipal Information Form - Liquor Sales Licences
- Notice of Public Meeting - April 1, 2025

#### **5. A02-2025: 2025 Waterloo Region Economic Development Strategy**

That the Council of the Township of Woolwich, considering Report A02-2025 respecting 2025 Waterloo Region Economic Development Strategy, endorse the 2025 Waterloo Region Economic Development Strategy.

#### **6. A02-2025: 2025 Waterloo Region Economic Development Strategy**

That the Council of the Township of Woolwich, considering Report C08-2025 respecting Procedural By-law Mid-term Review, defer the topic to the March 18th Council meeting.



## Economic Development Memo

To: Council  
 From: Kurtis Wells, Economic Development and Tourism Officer  
 Subject: Municipal Accommodation Tax – Delegation of Authority By-law Amendment  
 eDocs or File ID: 129325  
 Meeting Date: March 18, 2025

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### Purpose:

The purpose is to inform Council of an omission in an amending Delegation of Authority by-law, which excluded “Execute Municipal Accommodation Tax Contribution Agreements.” The updated Delegation of Authority By-law attached includes the updated information.

### Background:

At the March 4, 2025, Committee of the Whole meeting, staff proposed changes to the Delegation of Authority By-law 41-2022 respecting delegations for the Municipal Accommodation Tax (MAT) Administration Policy.

Staff were in the process of developing MAT contribution agreement documents which outline that any recipients of MAT funds must spend the awarded funds as agreed upon. These agreements will ensure funding is reinvested into the tourism industry as allocated.

Unfortunately, a line was omitted in the draft Delegation of Authority By-law that was included in the Council package. The revised line is bolded and highlighted in yellow below.

Delegated Authority	Delegate	Delegation & Legislative Limits
Review and approve Municipal Accommodation Tax fund requests that are outside the scope of	Senior Management Team	Requests under \$10,000

Delegated Authority	Delegate	Delegation & Legislative Limits
the annual allocation of funding		
Review and approve Municipal Accommodation Tax annual Woolwich Way funding stream requests	Senior Management Team	As per the Municipal Accommodation Tax Administration Policy
<b>Execute Municipal Accommodation Tax Contribution Agreements</b>	<b>Chief Administrative Officer OR Economic Development and Tourism Officer</b>	<b>Where the funding has been approved by Council or the Senior Management Team</b>
<b>Execute Municipal Accommodation Tax Contribution Agreements over \$10,000</b>	<b>Economic Development and Tourism Officer AND Chief Administrative Officer OR Treasurer</b>	<b>Where the funding has been approved by Council</b>

### Comments:

The attached amending by-law has been prepared to fix this omission.

### Attachments:

1. MAT Delegation of Authority By-law
2. MAT Delegation of Authority By-law – Amendment bolded

# The Corporation of the Township of Woolwich

## By-law No. XX-2025

### A By-law to amend the Delegation of Authority By-law 41-2022 respecting delegations for the Municipal Accommodation Tax Administration Policy

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WHEREAS section 23.1 of the Municipal Act, 2001, S.O. 2001, c. 25 (the “Municipal Act”) provides that sections 9, 10 and 11 authorize a municipality to delegate its powers and duties under any Act to a person or body subject to listed restrictions; and

WHEREAS section 23.3 of the Municipal Act provides an outline of authority of powers that cannot be delegated by a municipality; and

WHEREAS section 270 of the Municipal Act provides that a municipality shall adopt and maintain policies respecting the delegation of its powers and duties;

WHEREAS section 5 of the Planning Act, 1990, as amended, authorizes a municipal council to delegate authority, by by-law, except for the authority to approve official plans or the authority to exempt from approval plans as official plans or amendments to official plans; and

WHEREAS on June 27, 2022, the Council of The Corporation of the Township of Woolwich passed the Delegation of Authority By-law delegating the powers and duties.

WHEREAS on March 18, 2025 the Council of the Corporation of the Township of Woolwich passed the Municipal Accommodation Tax Administration Policy;

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

1. That the following delegated authorities be added to Schedule B – Chief Administrative Officer of By-law 41-2022:

<b>Delegated Authority</b>	<b>Delegate</b>	<b>Delegation &amp; Legislative Limits</b>
Review and approve Municipal Accommodation Tax fund requests that are outside the scope of the annual allocation of funding	Senior Management Team	Requests under \$10,000
Review and approve Municipal Accommodation Tax annual Woolwich Way funding stream requests	Senior Management Team	As per the Municipal Accommodation Tax Administration Policy
Execute Municipal Accommodation Tax Contribution Agreements up to \$10,000	Chief Administrative Officer OR Economic Development and Tourism Officer	Where the funding has been approved by Council or the Senior Management Team
Execute Municipal Accommodation Tax Contribution Agreements over \$10,000	Economic Development and Tourism Officer AND Chief Administrative Officer OR Treasurer	Where the funding has been approved by Council

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

FINALLY PASSED AND ENACTED this 18<sup>th</sup> day of March, 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

# The Corporation of the Township of Woolwich

## By-law No. XX-2025

### A By-law to amend the Delegation of Authority By-law 41-2022 respecting delegations for the Municipal Accommodation Tax Administration Policy

---

WHEREAS section 23.1 of the Municipal Act, 2001, S.O. 2001, c. 25 (the “Municipal Act”) provides that sections 9, 10 and 11 authorize a municipality to delegate its powers and duties under any Act to a person or body subject to listed restrictions; and

WHEREAS section 23.3 of the Municipal Act provides an outline of authority of powers that cannot be delegated by a municipality; and

WHEREAS section 270 of the Municipal Act provides that a municipality shall adopt and maintain policies respecting the delegation of its powers and duties;

WHEREAS section 5 of the Planning Act, 1990, as amended, authorizes a municipal council to delegate authority, by by-law, except for the authority to approve official plans or the authority to exempt from approval plans as official plans or amendments to official plans; and

WHEREAS on June 27, 2022, the Council of The Corporation of the Township of Woolwich passed the Delegation of Authority By-law delegating the powers and duties.

WHEREAS on March 18, 2025 the Council of the Corporation of the Township of Woolwich passed the Municipal Accommodation Tax Administration Policy;

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

1. That the following delegated authorities be added to Schedule B – Chief Administrative Officer of By-law 41-2022:

<b>Delegated Authority</b>	<b>Delegate</b>	<b>Delegation &amp; Legislative Limits</b>
Review and approve Municipal Accommodation Tax fund requests that are outside the scope of the annual allocation of funding	Senior Management Team	Requests under \$10,000
Review and approve Municipal Accommodation Tax annual Woolwich Way funding stream requests	Senior Management Team	As per the Municipal Accommodation Tax Administration Policy
<b>Execute Municipal Accommodation Tax Contribution Agreements up to \$10,000</b>	<b>Chief Administrative Officer OR Economic Development and Tourism Officer</b>	<b>Where the funding has been approved by Council or the Senior Management Team</b>
<b>Execute Municipal Accommodation Tax Contribution Agreements over \$10,000</b>	<b>Economic Development and Tourism Officer AND Chief Administrative Officer OR Treasurer</b>	<b>Where the funding has been approved by Council</b>

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

FINALLY PASSED AND ENACTED this 18<sup>th</sup> day of March, 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk





—The TOWNSHIP of—  
**NORTH DUMFRIES**

106 Earl Thompson Road, 3<sup>rd</sup> Floor  
 PO Box 1060  
 Ayr, ON N0B 1E0

January 31, 2025

Sent via Email

**RE: Resolution – Aggregate Extraction Property Class for 2025 Taxation Year**

Please be advised, at the Council Meeting held on January 13, 2025, the Township of North Dumfries Council considered the enclosed correspondence from the Ministry of Finance.

Township Council adopted the following resolution:

*“THAT the Mayor be directed to prepare and submit correspondence to the Top Aggregate Producing Municipalities of Ontario (TAPMO), Association of Municipalities of Ontario (AMO), Minister of Finance, the Minister of Natural Resources and the Premier of Ontario raising concerns and outlining the implications associated with the implementation of the new property tax sub-class that was established in December 2024 by the Province related to the aggregate sector;*

*AND THAT the Area Municipalities of Waterloo Region, the Region of Waterloo and MPP Brian Riddell be copied on the correspondence.”*

Please feel free to contact me if you have any questions, or concerns.

Sincerely,

*Ashley Good*

Ashley Good, Clerk  
 Township of North Dumfries  
 519-632-8800 ext. 122  
[agood@northdumfries.ca](mailto:agood@northdumfries.ca)

encl.

cc. Mayor Foxton, Township of North Dumfries; Area Municipalities of Waterloo Region; Region of Waterloo and MPP Brian Riddell

**Ministry of Finance**

Provincial-Local Finance Division

Frost Building North  
95 Grosvenor Street  
Toronto ON M7A 1Z1**Ministère des Finances**Division des relations provinciales  
municipales en matière de financesÉdfice Frost nord  
95 rue Grosvenor  
Toronto ON M7A 1Z1

December 11, 2024

Dear Municipal Treasurer/Clerk-Treasurer:

I am writing to provide an update regarding the aggregate extraction property class for the 2025 taxation year.

As previously outlined in my letter of October 3, 2024, a new property class for aggregate extraction sites will come into effect on January 1, 2025. This class is reflected on the assessment roll that the Municipal Property Assessment Corporation (MPAC) has delivered to municipalities on December 10, 2024.

Municipal transition tax ratios and provincial education tax rates for the new class have been established to provide an overall \$6M tax reduction to properties in the aggregate extraction property class relative to the original 2024 tax level before the temporary aggregate extraction sub-class was implemented.

On a province-wide basis, the \$6M reduction is comprised of \$3M municipal tax and \$3M education tax. Municipalities overall will still benefit from the majority of the incremental tax revenues that resulted from the assessment methodology changes implemented by MPAC for these properties in 2024.

Regulations have been filed under the *Municipal Act, 2001* and the *Education Act* to implement the municipal property tax framework and education tax rates for the new class. These regulations are currently available on the provincial e-laws web-site.

The following are prescribed for the aggregate extraction property class:

- Ontario Regulation 510/24 sets the transition tax ratios for each municipality;
- Ontario Regulation 509/24 sets an allowable range for municipal tax ratios of 0.6 to 1.1;
- Ontario Regulation 511/24 sets a municipal levy restriction threshold of 2.63;
- Ontario Regulation 512/24 sets an education property tax rate of 0.511%.

The 2025 municipal tax ratio and education property tax rate framework for the aggregate extraction property class will be reflected in the Online Property Tax Analysis (OPTA) system. Should you have any questions concerning the OPTA system, please contact the OPTA help desk at 416-591-1110 or 1-800-998-5739.

Maintaining a close relationship with municipal partners remains critical as our government continues to build a strong Ontario. We look forward to continuing to work with you to ensure predictability and sustainability for municipalities and businesses.

If you have questions related to this update, please contact Diane Ross, Director, Property Tax and Assessment Policy Branch, Ministry of Finance, at [diane.ross@ontario.ca](mailto:diane.ross@ontario.ca).

Sincerely,



Ian Freeman, CPA, CMA  
Assistant Deputy Minister  
Provincial-Local Finance Division



## Financial Services Memo

To: Township of Woolwich Council  
 From: Teresa Armstrong, Manager of Revenue  
 Subject: VT Tax Class Implications  
 eDocs or File ID: 129288  
 Meeting Date: March 18, 2025

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### Purpose:

To provide background information on the newly created VT Aggregate Extraction tax class and the effects on the Township of Woolwich.

### Background:

On September 25, 2024, the Ministry of Finance filed O. Reg 370/24 to amend O. Reg 282/98 to establish a tax class for aggregate extraction for the 2025 and subsequent tax years. The regulation sets out aggregate extraction activities including the extraction of anything from the earth, excavating, processing extracted or excavated materials, stockpiling extracted or excavated material, stockpiling overburden. The aggregate extraction property class also consists of land that is licensed or required to be licensed under part II of the Aggregate Resources Act and that is used to carry out aggregate extraction activities, land that is designated under section 5 of Part II of the Aggregate Resources Act and roadways and structures on said land that is used in connection with aggregate extraction activities on said land.

The newly established aggregate extraction tax class for the Township of Woolwich has a total assessed value of \$4,176,800 (14 properties), that had previously been included in the industrial tax class. The establishment of a 2025 tax ratio for the new class as set out by the province is to be between 0.6 and 1.1 which is lower than the 2024 industrial tax class tax ratio of 1.95. To help ease in the move towards a lower tax ratio the province established a transition tax ratio for the Region of Waterloo at a rate of 1.586727. The lower tax ratio will result in a shift of taxation from aggregate extraction properties to all other properties in the Township. The shift in taxation dollars from the ratio of 1.95 to the transitional ratio of 1.59 due to the new tax class is approximately \$4,610.00, with residential properties picking up the biggest portion. The Region of Waterloo is responsible for setting the tax ratios for the lower tier municipalities.

The Township is fortunate that we had an increase in the IT tax class for 2025 which has an assessed value of \$174,722,295 compared to 2024 value of \$162,768,631 which included the Aggregate extraction assessment. Therefore, we are not going to see a decrease in IT tax dollars due to the creation of the new tax class for 2025.

The deadline to appeal an assessed value is March 31, 2025. It is unknown at this point if any properties will be appealed by the property owner or the municipality with regards to the new tax class.

As you recall, back in September 2023 the Township appealed the gravel pits/quarries within the township. The appeals were based on the decision that all gravel pit/quarry properties in Ontario should be based on the Wellington County model as per the decision of the Ontario Divisional Court which upheld the rulings of the Assessment Review Board (ARB). The Township is still waiting for a decision from the ARB from the 2023 appeal.



## Infrastructure Services Staff Report

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Report Number:	IS02-2025
Report Title:	2025 Drinking Water Summary Reports (Schedule 22 of O. Reg 170/03) and Management Review
Author:	Scott Orton, Supervisor of Water/Wastewater and Chere Schwindt, Compliance and Administrative Assistant
Meeting Type:	Council Meeting
Meeting Date:	March 18, 2025
eDocs or File ID:	E12
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 IS02-2025 respecting 2025 Drinking Water Summary Reports (Schedule 22 of O. Reg 170/03) and Management Review:

1. receives the report and appendices for information; and
2. directs staff to provide a copy of the Report to the Region of Waterloo, City of Kitchener, the City of Waterloo, and designate facilities.

### Background:

The Ontario government enacted a new set of drinking water regulations under the Safe Drinking Water Act, 2002. In accordance with these regulations, each Municipality must prepare an Annual Summary Report regarding its drinking water systems and provide a copy to members of Council (the Owner). The following information is required to be included in this report and is included as part of the 2025 Drinking Water Quality Standard (DWQMS) Management Review "Appendix A":

- a) List the requirements of the Act, the regulations, the system's approvals, and any order that the system failed to meet at any time during the period covered by the report and specify the duration of the failure: and
- b) For each failure referred to in clause (a), describe the measures that were taken to correct the failure.

The report must also include a summary of the quantities of water distributed during the period covered by the report. This is included as “Appendix C” Operational Non-revenue Water.

The Drinking Water Quality Management Standard v2 (DWQMS) mandates that the Top Management of the Operating Authority for a drinking water system report the results of the Management Review and Operational Plan updates to the Owner on an annual basis. Top Management in the Township includes the Director of Infrastructure Services and the Manager of Operations; the Owner is Township of Woolwich Council.

### **Comments:**

There are four separate water distribution systems in the Township of Woolwich and these systems are categorized as large, based on population, they include:

- 1) Woolwich North Distribution
- 2) Maryhill Distribution
- 3) Breslau Distribution
- 4) Heidelberg Distribution

The following matters are reported to the Council in accordance with the requirements of the Safe Drinking Water Act, for the period from January 1 to December 31, 2024.

### **Adverse Water Quality Incidents (AWQI)**

There were 16 Adverse Water Quality Incidents (AWQIs) reported during the period that this report covers. Six of the adverse samples were taken on temporary mains in active construction sites. These sites are inherently dusty and can cause contamination during sampling for bacteriological parameters.

A list of these is included in the Management review, see attached “Appendix B.”

AWQI should not be construed as an indicator that the water is unsafe to drink. An AWQI means that specific water samples are not within the prescribed drinking water quality standards. The Township is required to take immediate action to resolve an AWQI which includes flushing of the system and resampling. These actions taken to resolve an AWQI, under the Safe Drinking Water Act, are noted in the Annual Report and all AWQIs were resolved to the satisfaction of the Regional Health Unit and the Ministry of Environment, Conservation and Parks (MECP). In addition, the number of AWQI is exceedingly small when compared to the 3,288 regulatory chlorine and bacteriological samples taken in 2024.

The AWQI results for the past three years are:

- 2023 – 17 Incidents

- 2022 – 21 Incidents
- 2021 - 11 Incidents

**Lead Sampling Program**

Under MECP guidelines Breslau, Maryhill, and Heidelberg have been granted exemptions from plumbing (residential and non-residential) lead sampling based on infrastructure. However, the Township of Woolwich is still required to sample for lead within the distribution systems.

Woolwich North has been granted reduced residential/non-residential lead sampling and is required to take a minimum number of samples during two rounds annually. These rounds of testing/sampling are completed twice annually, once between June and October and once between December and April. There were no exceedances of the allowable level of lead within the distribution system.

**NUMBER OF LEAD SAMPLES REQUIRED**

<u>Water System</u>	<u>Residential Plumbing</u>	<u>Plumbing</u>	<u>Distribution Only</u>
Breslau			3
Heidelberg			2
Maryhill			2
Woolwich North	6	2	10

**Sampling**

The Township of Woolwich currently contracts the Region of Waterloo to collect and analyze bacteriological samples, as required by regulations, throughout all the Township of Woolwich owned and operated water distribution systems. Bacteriological testing and analysis are performed by the Region of Waterloo Environmental Enforcement and Laboratory Services (EELS).

All routine sampling (chlorine, bacteriological, chemical, and lead) is done at designated locations throughout each of the distribution systems to ensure that staff are sampling in locations that are considered representative of the system and suitable for the parameter being analyzed.

**The Management Review, The Audits and MECP Inspections**

The 2025 DWQMS Management Review of 2024 occurred on January 17, 2025, and is attached as “Appendix B”. The DWQMS provides a set of specific components of the drinking water system to review and to provide an opportunity to identify areas of improvement, which will ensure the Township continues to provide safe drinking water to



consumers. Early awareness of risks will allow for the evaluation and consideration when preparing the following year's budget and work plans.

An external audit was conducted on April 27-28, 2024, by Rose Johnson of National Sanitation Foundation (NSF). This audit is conducted to determine the Township's DWQMS conformance to the Standards and assess whether accreditation will continue to be recognized. There were no non-conformities. There were five suggested "Opportunity For Improvements," which were implemented.

Between the dates of June to September 2024, the MECP completed four annual inspections, one for each of the Township's water distribution systems. There was one incident of Regulatory Non-compliance in the 2024-2025 MECP Reporting Year inspections for the four distribution systems. This incident was found in the Breslau Distribution System.

That incident reported that the Township did not increase the number of lead samples tested in the system as the population increased. There are three samples required to be tested every three years. The Township, in an effort to do more than the prescribed amount, has been doing two samples twice a year, but has not done three in one season.

The procedures were updated, and the Fall lead program included three samples taken at the Breslau Distribution system.

There were two minor recommendations from the MECP inspector that were incorporated. One was to train the operators in record keeping protocols and the second was to include the wording. "Schedule 22 of O. Reg 170/03" in the annual report to council.

On December 5 - 6, 2024, an Internal Audit was conducted in partnership with Brigitte Roth of Acclains Environmental. There were no non-conformities found in the audit. There was one Opportunity For Improvement.

As a requirement under element 18 of the DWQMS, an annual Emergency Response Test is required. This was conducted and led by Brigitte Roth, December 6, 2024, and was focused a catastrophic broken main during a time of low water in the nearby storage tower.

## **Notice Provisions**

The 2024 Drinking Water Summary Reports for each distribution system have been prepared in accordance with MECP Drinking Water regulations. Copies of the reports have been provided to each designated facility and those interested authorities served by the individual system. A copy of each report is also available at the Township office and webpage.

**Interdepartmental Impacts:**

None

**Financial Impacts:**

None

**Strategic Plan Impacts:**

The reporting, regarding drinking water, contributes to the Township of Woolwich Strategic Plan, to the Strategic Direction which says: *“Maintain quality water supply systems, sewage collection systems, roads, bridges and sidewalks so as to provide for community safety.”*

**Conclusion:**

Staff recommend that Council receive the 2025 Drinking Water Summary Reports (Schedule 22 of O. Reg 170/03) and Management Review and appendices for the drinking water systems owned by the Township of Woolwich.

**Attachments:**

1. Appendix A- Drinking Water Summary Reports (Schedule 22 of O. Reg 170/03)
2. Appendix B- 2025 DWQMS Management Review
3. Appendix C- Operational Non-Revenue Water

**Drinking-Water System Number:** 260022152  
**Drinking-Water System Name:** Breslau Distribution System  
**Drinking-Water System Owner:** Township of Woolwich  
**Drinking-Water System Category:** Large Municipal Residential  
**Period being reported:** January 1, 2024– December 31, 2024

***For Large Municipal Residential Systems:***

**Does your Drinking-Water System serve more than 10,000 people?**

- Yes  
 No

**Is your annual report available to the public at no charge on a website on the internet?**

- Yes  
 No

**Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection:**

- Available by calling Infrastructure Services at 519-669-6043
- [www.woolwich.ca](http://www.woolwich.ca)

**Are there any Designated Facilities serviced by your system, and is a copy of your annual report provided to all Facilities?**

Yes, there are eight Designated Facilities, which receives a copy of this report.

**1. List all Drinking-Water Systems (if any), which receive all their drinking water from your system:**

Drinking Water System Name	Drinking Water System Number

**2. Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all its drinking water?**

- Yes  
 No

**3. Indicate how you notified system users that your annual report is available and is free of charge.**

- Public access/notice via the web  
 Public access/notice via Government Office  
 Public access/notice via a newspaper  
 Public access/notice via Public Request

**4. Describe your Drinking-Water System**

The Breslau distribution system is a stand-alone and is not treated by the Township of Woolwich, therefore, there is no chlorine boosting, ultraviolet (UV) irradiation, secondary disinfection, pressure boosting or pressure control within the control of the water distribution system. The Township of Woolwich does not own or operate the water storage facilities servicing this system.

The Township of Woolwich owns and operates the distribution system including the pipes, valves, and residential meters, this includes 1706 service connections in three subdivisions, has a population of approximately 4908 with 169 hydrants.

**Drinking Water Systems Regulations**  
 (PIBS 4435e01)

The Breslau Distribution System receives chloraminated water from the Kitchener Distribution System via the Kitchener Well Supply (Parkway Well System and the Mannheim Water Treatment Plant) which is part of the Region of Waterloo's Urban Integrated System.

**5. List all water treatment chemicals used over this reporting period.**

Water treatment is the responsibility of the Region of Waterloo. The Region reports all the treatment chemicals used via their annual Water Quality Reports. The Township of Woolwich disinfects all parts, material and pipe during new installation and repair.

**6. Were any significant expenses incurred?**

- Install required equipment.
- Repair required equipment.
- Replace required equipment.

**7. Please provide a brief description and a breakdown of monetary expenses incurred.**

**8. Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre.**

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
June 18, 2024	Total Coliform	Present	Present/Absent	Flushed and resampled at the adverse site, upstream and downstream	June 19, 2024
June 18, 2024	Total Coliform	Present	Present/Absent	Flushed and resampled at the adverse site, upstream and downstream	June 19, 2024
July 16, 2024	Total Coliform	Present	Present/Absent	Flushed and resampled at the adverse site, upstream and downstream	July 17, 2024
July 24, 2024	Total Coliform	Present	Present/Absent	Flushed and resampled at the adverse site, upstream and downstream	July 25, 2024
July 30, 2024	Total Coliform	Present	Present/Absent	Flushed and resampled at the adverse site, upstream and downstream	July 31, 2024

**9. Microbiological testing is done under Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.**

Sample Source	Number of Samples	Range of E. Coli or Fecal Results (min) - (max)	Range of Total Coliform Results (min) - (max)	Number of HPC Samples	Range of HPC Results (min) - (max)
Distribution	277	A	A-P	99	0-83 (CFU/mL)



**10. Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.**

	Number of Grab Samples	Range of Results (min) - (max)	Unit of Measure
Township Chlorine Combined	368	0.48 – 1.57	mg/L

**11. Summary of additional testing and sampling conducted in accordance with the requirement of an approval, order, or other legal instrument.**

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
N/A				

**12. Summary of Inorganic parameters assessed during this reporting period or the most recent sample results.**

Parameter	Number of Samples	Result Value Range (min-max)	Unit of Measure	Number of Exceedances
Alkalinity	5	285 - 309	mg/L	None
pH	5	7.36 – 8.77	pH	None

**13. Summary of lead testing under Schedule 15.1 during this reporting period:**

Location Type	Number of Samples	Range of Lead Results (min) – (max)	Unit of Measure	Number of Exceedances
Plumbing	Not Required		ug/L	None
Distribution	5	<0.200 – 0.376	ug/L	None

**14. Summary of Organic parameters sampled during this reporting period or the most recent sample results.**

Parameter	Number of Samples	Result Value	Unit of Measure	Number of Exceedances
Haloacetic Acids (HAA) (NOTE: annual average)	4	7.97	ug/L	None
THM (NOTE: annual average)	4	24.15	ug/L	None

**15. List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.**

Parameter	Result Value	Unit of Measure	Date of Sample
N/A			



**Drinking-Water System Number:** 260002811  
**Drinking-Water System Name:** Heidelberg Distribution System  
**Drinking-Water System Owner:** Township of Woolwich  
**Drinking-Water System Category:** Large Municipal Residential  
**Period being reported:** January 1, 2024 – December 31, 2024

***For Large Municipal Residential Systems:***

**Does your Drinking-Water System serve more than 10,000 people?**

- Yes  
 No

**Is your annual report available to the public at no charge on a website on the internet?**

- Yes  
 No

**Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection:**

- Available by calling Engineering & Planning Services at 519-669-6041
- [www.woolwich.ca](http://www.woolwich.ca)

**Are there any Designated Facilities serviced by your system, and is a copy of your annual report provided to all Facilities?**

No.

**1. List all Drinking-Water Systems (if any), which receive all their drinking water from your system:**

Drinking Water System Name	Drinking Water System Number
Heidelberg (Township of Wellesley) Distribution System	220007310

**2. Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all its drinking water?**

- Yes  
 No

**3. Indicate how you notified system users that your annual report is available and is free of charge.**

- Public access/notice via the web  
 Public access/notice via Government Office  
 Public access/notice via a newspaper  
 Public access/notice via Public Request

**4. Describe your Drinking-Water System**

The Heidelberg distribution system is stand-alone and is not treated by the Township of Woolwich, therefore, there is no chlorine boosting, ultraviolet (UV) irradiation, secondary disinfection, and pressure boosting or pressure control within the control of the water distribution system. The Township of Woolwich does not own or operate the water storage facilities servicing this system.

The Heidelberg Distribution System received water from the Heidelberg Well Supply System until November 2024. The Region of Waterloo changed the supply source in November 2024, to St. Clements well system from Heidelberg well system. Both Well Supply Systems are owned and operated by the Region of Waterloo.

The Township of Woolwich owns and operates the Heidelberg Distribution System, including pipes, valves, hydrants, and residential meters. The distribution system serves approximately 225 connections with a population of approximately 619. The Heidelberg Distribution System does not serve any industrial properties. There are five hydrants located on the system.

**5. List all water treatment chemicals used over this reporting period.**

Water treatment is the responsibility of the Region of Waterloo. The Region of Waterloo reports all the treatment chemicals used via their annual Water Quality Reports. The Township of Woolwich disinfects all parts, material and pipe during new installation and repair.

**6. Were any significant expenses incurred?**

- Install required equipment.
- Repair required equipment.
- Replace required equipment.

**7. Please provide a brief description and a breakdown of the monetary expenses incurred.**

No significant expense was incurred by the Township of Woolwich. The Region of Waterloo has invested funds to change the water source from Heidelberg water treatment plant to the St. Clements water treatment plant.

**8. Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre**

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
				N/A - none	

**9. Microbiological testing is done under Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.**

Sample Source	Number of Samples	Range of E. Coli or Fecal Results (min) - (max)	Range of Total Coliform Results (min) - (max)	Number of HPC Samples	Range of HPC Results (min) - (max)
Distribution	120	A	A	59	0 – 5 (CFU/mL)

**10. Operational testing is done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.**

	Number of Grab Samples	Range of Results (min) - (max)	Unit of Measure
Township Chlorine Combined	368	0.50 – 1.57	mg/L

**11. Summary of additional testing and sampling conducted in accordance with the requirement of approval, order, or another legal instrument.**

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
N/A				

**12. Summary of Inorganic parameters evaluated during this reporting period or the most recent sample results.**



Parameter	Number of Samples	Result Value Range (min-max)	Unit of Measure	Number of Exceedances
Alkalinity	4	218 - 233	mg/L	None
pH	4	7.61 – 8.74	pH	None

**13. Summary of lead testing under Schedule 15.1 during this reporting period:**

Location Type	Number of Samples	Range of Lead Results (min) – (max)	Unit of Measure	Number of Exceedances
Plumbing	Not Required		ug/L	None
Distribution	4	<0.200	ug/L	None

**14. Summary of Organic parameters sampled during this reporting period or the most recent sample results.**

Parameter	Number of Samples	Result Value	Unit of Measure	Number of Exceedances
Haloacetic Acids (HAA) (NOTE: annual average)	4	<6.29	ug/L	None
THM (NOTE: annual average)	4	20.8	ug/L	None

**15. List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.**

Parameter	Result Value	Unit of Measure	Date of Sample
N/A			





**Drinking-Water System Number:** 260002824  
**Drinking-Water System Name:** Maryhill Distribution System  
**Drinking-Water System Owner:** Township of Woolwich  
**Drinking-Water System Category:** Large Municipal Residential  
**Period being reported:** January 1, 2024 – December 31, 2024

***For Large Municipal Residential Systems:***

**Does your Drinking-Water System serve more than 10,000 people?**

- Yes  
 No

**Is your annual report available to the public at no charge on a website on the internet?**

- Yes  
 No

**Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection:**

- Available by calling Infrastructure Services at 519-669-6041
- [www.woolwich.ca](http://www.woolwich.ca)

**Are there any Designated Facilities serviced by your system, and is a copy of your annual report provided to all Facilities?**

No.

**1. List all Drinking-Water Systems (if any), which receive all their drinking water from your system:**

Drinking Water System Name	Drinking Water System Number
None	N/A

**2. Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all its drinking water?**

- Yes  
 No

**3. Indicate how you notified system users that your annual report is available and is free of charge.**

- Public access/notice via the web  
 Public access/notice via Government Office  
 Public access/notice via a newspaper  
 Public access/notice via Public Request

**4. Describe your Drinking-Water System**

The Maryhill distribution system is standalone and is not treated by the Township of Woolwich, therefore, there is no chlorine boosting, ultraviolet (UV) irradiation, secondary disinfection, or pressure boosting or pressure control within the control of the water distribution system. The Township of Woolwich does not own or operate the water storage facilities servicing this system.

The Maryhill Distribution System receives water from the Maryhill Well Supply System. The Maryhill Well Supply System is owned and operated by the Region of Waterloo.



## Ontario Drinking-Water Systems Regulation O. Reg. 170/03

The Township of Woolwich owns and operates the Maryhill distribution system, including pipes, valves, and residential meters. The distribution system serves approximately 164 residential service connections with a population of approximately 378 people. The Maryhill Distribution System does not serve any industrial properties. There are five hydrants located on the system.

### 5. List all water treatment chemicals used over this reporting period.

Water treatment is the responsibility of the Region of Waterloo. The Region of Waterloo reports all the treatment chemicals used via their annual Water Quality Reports. The Township of Woolwich disinfects all parts, material and pipe during new installation and repair.

### 6. Were any significant expenses incurred?

- Install required equipment.  
 Repair required equipment.  
 Replace required equipment.

### 7. Please provide a brief description and a breakdown of the monetary expenses incurred.

### 8. Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
June 19, 2024	Total Coliform	Present (P)	A - P	The adverse and upstream sites were flushed and sampled	June 20, 2024

### 9. Microbiological testing is done under Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

Sample Source	Number of Samples	Range of E. Coli or Fecal Results (min) - (max)	Range of Total Coliform Results (min) - (max)	Number of HPC Samples	Range of HPC Results (min) - (max)
Distribution	157	A	A - P	81	0 - >500 (CFU/mL)

### 10. Operational testing is done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min) - (max)	Unit of Measure
Township Chlorine Free	368	0.52 - 1.44	mg/L

### 11. Summary of additional testing and sampling conducted in accordance with the requirement of approval, order, or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
N/A				

### 12. Summary of Inorganic parameters evaluated during this reporting period or the most recent sample results.

Parameter	Number of Samples	Result Value Range (min-max)	Unit of Measure	Number of Exceedances
Alkalinity	4	312 - 354	mg/L	None
pH	4	7.61 - 8.74	pH	None


**13. Summary of lead testing under Schedule 15.1 during this reporting period:**

Location Type	Number of Samples	Range of Lead Results (min) – (max)	Unit of Measure	Number of Exceedances
Plumbing	Not Required		ug/L	None
Distribution	4	<0.200	ug/L	None

**14. Summary of Organic parameters sampled during this reporting period or the most recent sample results.**

Parameter	Number of Samples	Result Value	Unit of Measure	Number of Exceedances
Haloacetic Acids (HAA) (NOTE: annual average)	9	<7.68	ug/L	None
THM (NOTE: annual average)	9	27.23	ug/L	None

**15. List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.**

Parameter	Result Value	Unit of Measure	Date of Sample
N/A			



**Drinking-Water System Number:** 260002798  
**Drinking-Water System Name:** Woolwich North Distribution System  
**Drinking-Water System Owner:** Township of Woolwich  
**Drinking-Water System Category:** Large Municipal Residential  
**Period being reported:** January 1, 2024 – December 31, 2024

***For Large Municipal Residential Systems:***

**Does your Drinking-Water System serve more than 10,000 people?**

- Yes  
 No

**Is your annual report available to the public at no charge on a website on the internet?**

- Yes  
 No

**Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection:**

- Available by calling Infrastructure Services at 519-669-6041
- [www.woolwich.ca](http://www.woolwich.ca)

**Are there any Designated Facilities serviced by your system, and is a copy of your annual report provided to all Facilities?**

Yes, there are 26 Designated Facilities, and they are all provided with a copy of the annual report.

**1. List all Drinking-Water Systems (if any), which receive all their drinking water from your system:**

Drinking Water System Name	Drinking Water System Number
None	N/A

**2. Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all its drinking water?**

- Yes  
 No

**3. Indicate how you notified system users that your annual report is available and is free of charge.**

- Public access/notice via the web  
 Public access/notice via Government Office  
 Public access/notice via a newspaper  
 Public access/notice via Public Request

**4. Describe your Drinking-Water System**

The Woolwich North Distribution System is stand-alone and is not treated by the Township of Woolwich, therefore, there is no chlorine boosting, ultraviolet (UV) irradiation, secondary disinfection, and pressure boosting or pressure control within the control of the water distribution system. The Township of Woolwich does not own or operate the water storage facilities servicing this system.

The Woolwich North distribution system receives water from Waterloo Well Supply, which is part of the Urban Integrated System. The Urban Integrated System is owned and operated by the Regional Municipality of Waterloo.

The Township of Woolwich owns and operates the Woolwich North Distribution System, including pipes, valves, and residential meters. The Woolwich North distribution system services a population of approximately 14728 people with about 5088 residential service connections, with approximately 583 hydrants

**5. List all water treatment chemicals used over this reporting period.**

Water treatment is the responsibility of the Region of Waterloo. The Region of Waterloo reports all the treatment chemicals used via their annual Water Quality Reports for the Integrated Urban System. The Township of Woolwich disinfects all parts, material and pipe during new installation and repair.

**6. Were any significant expenses incurred?**

Install required equipment.

Repair required equipment.

Replace required equipment.

**7. Please provide a brief description and a breakdown of the monetary expenses incurred.**

There were three broken water mains: 4 Cedar Waxwing Dr, Elmira (July 13, 2024), 30 Tanager, Elmira, (Sept 15, 2024) and 21 Pheasant Dr., Elmira (Oct 24, 2024). Both sites are in Elmira. The total estimated cost to repair the water mains is \$15, 000 -\$25,000.

Water mains were replaced on three streets: George, High and Charles in Elmira, at an approximate cost of \$96,000.

**8. Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre**

Incident Date	Parameter	Results	Unit of Measure	Corrective Action	Corrective Action Date
2024-06-12	Total Coliform	P	A - P	Flushed and resampled- upstream, downstream and source sampled	2024-06-13
2024-06-13	Total Coliform	P	A - P	Flushed and resampled- upstream, downstream, and source sampled	2024-06-14
2024-06-19	Total Coliform	P	A - P	Flushed and resampled- upstream, downstream, and source sampled	2024-06-20
2024-06-26	Total Coliform	P	A - P	Flushed and resampled- upstream, downstream, and source sampled	2024-06-27
2024-07-03	Total Coliform	P	A - P	Flushed and resampled- upstream, downstream, and source sampled	2024-07-04
2024-07-23	Total Coliform	P	A - P	Disconnected the temp main	2024-07-24
2024-07-23	Total Coliform	P	A - P	Disconnected the temp main	2024-07-24
2024-07-31	Total Coliform	P	A - P	Flushed and resampled- upstream, downstream and source sampled	2024-08-01
2024-08-14	Low Chlorine	Total chlorine = 0.22, free chlorine = 0.03, and the combined chlorine = 0.19	mg/L	Flushed and sampled for Bacti.	2024-08-14
2024-08-27	Low Chlorine	Total chlorine = 0.22, free chlorine = 0.02, and the combined chlorine = 0.20	mg/L	Flushed and sampled for Bacti.	2024-08-27



**9. Microbiological testing is done under Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.**

Sample Source	Number of Samples	Range of E. Coli or Fecal Results (min) - (max)	Range of Total Coliform Results (min) - (max)	Number of HPC Samples	Range of HPC Results (min) - (max)
Distribution	486	A	A - P	169	0 – 170 (CFU/mL)

**10. Operational testing is done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.**

	Number of Grab Samples	Range of Results (min) - (max)	Unit of Measure
Township Chlorine Combined	945	0.49 – 1.57	mg/L

**11. Summary of additional testing and sampling conducted in accordance with the requirement of an approval, order, or other legal instrument.**

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
N/A				

**12. Summary of Inorganic parameters evaluated during this reporting period or the most recent sample results.**

Parameter	Number of Samples	Result Value Range (min-max)	Unit of Measure	Exceedance
Alkalinity	16	217 - 270	mg/L	None
pH	32	7.15 –8.91	pH	None

**13. Summary of lead testing under Schedule 15.1 during this reporting period:**

Location Type	Number of Samples	Range of Lead Results (min) – (max)	Unit of Measure	Number of Exceedances
Plumbing	34	<0.200 – 4.95	ug/L	None
Distribution	16	<0.200 – 7.93	ug/L	None

**14. Summary of Organic parameters sampled during this reporting period or the most recent sample results.**

Parameter	Number of Samples	Result Value	Unit of Measure	Number of Exceedances
Haloacetic Acids (HAA) (NOTE: annual average)	20	<5.05	ug/L	None
THM (NOTE: annual average)	20	9.57	ug/L	None

**15. List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.**

Parameter	Result Value	Unit of Measure	Date of Sample
N/A			



## IS02-2025 Appendix B- 2025 DWQMS Management Review

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## 2025 DWQMS Management Review

### Preamble

A management review is required each calendar year, to document and summarize the information required by the Drinking Water Quality Management Standard (DWQMS). This review reports to Top Management on the performance of the Drinking Water Quality Management Standard and areas recommended for improvement. This report summarizes the Township of Woolwich's DWQMS activities for the Drinking Water System Owner and Top Management to ensure the continued delivery of safe drinking water.

The Township of Woolwich's 2025 Management Review summarizes DWQMS activities from January 1<sup>st</sup> through December 31<sup>st</sup>, 2024.

Top Management and others attended the Management Review to prepare this document and consider the recommendations for January 17, 2025. Participants in management review are identified in section 9 of the Quality Management System (QMS) Operational Plan

The next Management Review is scheduled for February 2026. The Management Reviews follow a yearly schedule, reviewing the previous year's data.

The Ministry of the Environment, Conservation and Parks (MECP) Inspections cover periods from May 1<sup>st</sup>, 2023, to May 30<sup>th</sup>, 2024.

### *Definitions*

**Drinking Water System Owner:** includes, in respect of a drinking water system, every person who is a legal or beneficial owner of all or part of the system but does not include the Agency or any of its predecessors where the Agency or predecessor is registered on title as the owner of the system. In the Township of Woolwich, the Drinking Water System Owner is the Township Council.

**Top Management:** a person or a group of people at the highest management level within an operating authority that makes decisions respecting the QMS and recommendations to the owner respecting the subject system or subject systems. In the Township of Woolwich, Top Management includes the Director of Infrastructure Services, Manager of Operations, and the Water/Wastewater Supervisor.

### **A. Incidents of Regulatory Non-Compliance**

There was one incident of Regulatory Non-compliance in the 2024-2025 MECP Reporting Year inspections for the four distribution systems. This incident was found in the Breslau Distribution System.

The Township had not increased the number of lead samples tested in the system as the population increase. There are three samples required to be tested every three





## 2025 DWQMS Management Review

years. The Township, in an effort to do more than the prescribed amount, had been taking two samples twice a year, but had not done three in one season.

The procedures were updated, and the Fall lead program included three samples taken at the Breslau Distribution system.

### B. Incidents of Adverse Drinking Water Quality (AWQI)

**Table 1 - AWQI Summary (January 1 to December 31, 2024)**

#	Adverse Type	Adverse Incident Date	AWQI #	Site Name
1	Total Coliform	June 12, 2024	165198	Temp Main on High St. 1-03 #26, Elmira
2	Total Coliform	June 13, 2024	165212	Temp Main on High St. 1-03 #26, Elmira
3	Total Coliform	June 18, 2024	165240	WOD49-106 Kennedy Rd, Breslau
4	Total Coliform	June 18, 2024	165244	WOD66-260 Townsend, Breslau
5	Total Coliform	June 19, 2024	165258	WOD89-20 Woodberry, Elmira
6	Total Coliform	June 19, 2024	165262	WOD77-86 St. Charles St, Maryhill
7	Total Coliform	June 26, 2024	165376	Temp Main on High St. 1-06 #11, Elmira
8	Total Coliform	July 3, 2024	165428	Temp Main on George St. 1-02 #38, Elmira
9	Total Coliform	July 16, 2024	165631	WOD49 106 Kennedy Rd, Breslau
10	Total Coliform	July 23, 2024	165746	Temp Main on High St. 1-08 #27, Elmira
11	Total Coliform	July 23, 2024	165747	Temp Main on High St. 1-7 #19, Elmira
12	Total Coliform	July 24, 2024	165780	WOD49- 106 Kennedy Rd, Breslau
13	Total Coliform	July 30, 2024	165841	WOD66- 260 Townsend, Breslau
14	Total Coliform	July 31, 2024	165882	WOD89- 20 Woodberry, Elmira
15	Low Chlorine	August 14, 2024	165986	WOD89 – 20 Woodberry, Elmira
16	Low Chlorine	August 27, 2024	166102	WOD89 – 20 Woodberry, Elmira

The Township had sixteen incidents of AWQI that were resolved in 2024. Six of the adverse samples were taken on temporary mains in active construction sites. These



## 2025 DWQMS Management Review

sites are inherently dusty and can cause contamination during sampling for bacteriological parameters.

A voluntary corrective action that was implemented is the replacement of the water test stations. Public Works aggressively replaced seventeen test stations in 2024, leaving eight for 2025. The new test stations inhibit the infestation of the Earwigs (*Forficula Auricularia*) that had plagued the older models.

The waste of the earwigs is believed to be a contributor to the increase in AWQIs in the last three years. In 2023, the Township started a monthly test station cleaning.

The year 2023 had seventeen AWQIs and 2022 had twenty-one AWQIs.

AWQIs occur when a specific water sample is outside of the prescribed drinking water standards. When AWQIs are reported, swift action is taken to correct the AWQI sample under the Safe Drinking Water Act. The Township typically resolves the AWQI's quickly by flushing the system, which elevates the chlorine levels to within the prescribed parameters.

AWQIs should not be construed as indicating that the water is unsafe to drink. In addition, there are a minimal number of occurrences of AWQI's compared to the number of samples taken.

### **C. Deviations from Critical Control Points and Response Actions**

There were two deviations from critical control points (CCP). This critical control point is the chlorine residual in the distribution system. These deviations were Adverse samples 15 and 16 (Table 1 above). The chlorine residual was below the regulated limits. The site was flushed, and a bacteriological sample was taken. The samples were negative for coliforms.

The sample site is in a new development area, and the watermain does not yet have the demand for which it was built. As a response, the Township flushes this area weekly during the warmer season to refresh the chlorine in the line.

### **D. The Efficacy of the Risk Assessment Process**

The DWQMS requires a Risk Assessment to be conducted annually, with a line-by-line reassessment of the existing list of hazards every 36 months. This assessment is to identify potential hazards that could affect the safe supply and distribution of the drinking water system.

The yearly risk assessment review was conducted June 4, 2024. The previous yearly Risk Assessment was conducted June 7, 2023, and was the 36-month meeting. The next 36-month meeting will be June 2026.



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In the 2024 Risk Assessment meeting, it was decided to lower the likelihood of two risks: backflow and cyber terrorism. This decision was based on the strengthening of the tools in place to prevent these hazards.

Risks to water systems will never reach zero. When risks are identified, steps are taken to lower the chances of hazardous events occurring.

For additional information, please see Appendix A- Risk Assessment Outcomes Table 2024.

### E. Internal and Third-party Audit Results

#### The Internal Audit

On December 5-6, 2023, Brigitte Roth of Acclaims Environmental conducted an Internal Audit. This audit focused on the period of November 19, 2023, to December 6, 2024, inclusively. There weren't any non-conformities found in the audit. There was one "Opportunities for Improvement," or OFI that arose from discussion with staff as listed below.

The OFIs are:

(Element 11) Consider, reducing the general on-call when an operator is on-call for water, should be reserved for water operations and only called-in after utilizing the road crew.

This OFI would go against the Collective Agreement and was dismissed.

#### The External Audit

An external audit was conducted on April 24-25, 2024, by Rose Johnson of the National Sanitation Foundation (NSF). This audit is conducted to determine the Township's DWQMS conformance to the Standards and assess whether accreditation can be offered. There were no major or minor non-conformities. There were five OFIs noted in the report and two suggestions that were brought up in discussions with the auditor.

The OFIs noted were:

(DWQMS)-01: Operational Plan - Section 9 Roles & Responsibilities:

- clarify QMS back-up role (responsibilities / authorities)
- clarify if Supervisor of Water / Wastewater is considered "Top Management".

(DWQMS)-02: Essential Emergency Supplies & Services Checklist - To remove redundant information (e.g. chlorine test kit verification dates - not recorded on checklist as data is captured elsewhere).

(DWQMS)-03: Operational Plan - Section 16 Sampling, Testing & Monitoring; to clearly distinguish between sampling / testing activities performed by the Region of Waterloo, vs. activities performed by the Township of Woolwich.



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(DWQMS)-04: Management review records- clarify how management review actions are tracked (when applicable).

(DWQMS)-05: New hire orientation/communication process - to formally document DWQMS introduction/overview as part of the new hire orientation process.

The other two suggestions were to formalize the system for determining the population served and to include the date in the QMS Policy on the Website and in the Operational Plan.

OFls are not deficiencies, but potentials to always be improving. The PLAN-DO-REVIEW-IMPROVE framework is the basis for the Township's QMS program.

The five recommendations were adopted into the QMS program.

### **F. Results of Emergency Response Testing**

The DWQMS requires training and testing for emergency preparedness to occur. Emergency Response Training is completed every year. During this reporting period, Training and Testing took place on December 6, 2024. The focus was an extreme water main break when one of the Towers in Elmira is experiencing low level capacity. Emergency Response Training and Testing were conducted as tabletop exercises, led by Brigitte Roth of Acclaims Environmental.

Staff were prepared for the emergency. The next test is scheduled for December 2025.

### **G. Operational Performance**

The primary concern in a distribution only water system is maintaining the level of disinfectants throughout that system. The chlorine residual tests are to verify the secondary disinfection levels. Regulations require the Township Water/Wastewater operators to check the chlorine residuals in the four distribution systems every Monday and Thursday. In 2024, 2,049 chlorine residual tests were analyzed by Township staff for operational checks.

The Region of Waterloo's Environmental Enforcement and Laboratory Services (EELS) checks chlorine with every bacti sample taken. The Regional staff took 949 chlorine residual tests.

Monthly dead-end flushing is performed at sites where there is the possibility of low chlorine values. This is to refresh the water in the system and to assess levels of chlorine. There were 290 chlorine residuals taken in the monthly dead-end flushing program.

The total number of chlorine tests conducted in all four distribution systems, in 2024, was 3,288.



## 2025 DWQMS Management Review

The yearly leak detection program has found several problems that would have otherwise gone unnoticed. Repairs of the leaks have undoubtedly improved the integrity of the system and improved water loss.

For additional information, please see Appendix B- 2024 The Infrastructure Review of June 2023 to June 2024.

### H. Raw Water Supply and Drinking Water Quality Trends

The raw water is treated and supplied by the Region of Waterloo to the Township's distribution system.

The Region of Waterloo's water quality reports can be found at:

<https://www.regionofwaterloo.ca/en/regional-government/water-and-wastewater.aspx>

The Region of Waterloo's New Water Supply Strategy can be found at:

<https://www.regionofwaterloo.ca/en/living-here/water-supply-strategy.aspx>

The Region of Waterloo changed the source water for Heidelberg. The water is now supplied by the St. Clements well system instead of the Heidelberg well system.

### I. Follow Up on Action Items from Previous Management Reviews

The Standard requires a Management Review to be conducted once every calendar year. The previous Management Review took place on February 7, 2024. During this review, the following items were identified, including best management practices.

- 1) Work with EELS to change sampling procedures to use torches instead of alcohol to sterilize the taps before sampling.

After discussions with the Region of Waterloo, the Region updated their procedures (April 3, 2024) to use torches on the test stations instead of alcohol for sterilization.

- 2) To install an auto-flusher at the 80 Covered Bridge test station in West Montrose to refresh the chlorine and minimize the changes of lower residuals.

The auto-flusher was installed on February 27, 2024, at 80 Covered Bridge Road.

- 3) Discuss the adequacy of the data back-up procedure as a method to mitigate the risks of cyberterrorism in the water department.

The back-up of the data using an external drive was included in the June 2024 Risk Assessment meeting. This method proved to be effective. The Risk Assessment team decided to decrease the probability of cyber terrorism on the Risk Assessment Table.



## 2025 DWQMS Management Review

- 4) From the MECP inspections a Best Management Practice (BMP) suggestion was to formalize a schedule for watermain and unidirectional flushing.

A formal flushing schedule was put in place and GIS software was implemented to record the areas and amounts flushed.

### J. Status of Management Action Items Identified Between Reviews

Action items are identified at any point throughout the year, especially with regards to safety and the safe provision of drinking water within the Township. The following action items were brought forward from the Continuous Improvement meeting and completed in 2024.

- Consider listing formal operational training that the Township deems necessary to complete on a regular basis. This was added as a tab to the “Water Wastewater Training Summary Log” excel spreadsheet in November 2024.
- To capture unscheduled, after-hours water work a logbook, the “After Hours On Call Form” was created and implemented in April 2023. After discussion with staff, it was agreed that a Lead Hand’s Journal would be a better method of recording the unscheduled, after-hours work. This was implemented June 2, 2024.

### K. Changes that Could Affect the Quality Management System

Recommendations from audits, inspections, and staff are considered and may be implemented. These recommendations and suggestions are expected to refine and improve our QMS.

The Water Department conducts two yearly Continuing Improvement meetings as addressed per the standard operating procedures. At the Continuous Improvement meetings, root causes, and corrective actions are also discussed to prevent future problems or inconsistencies. The changes are recorded, tracked, and reviewed.

### L. Consumer Feedback

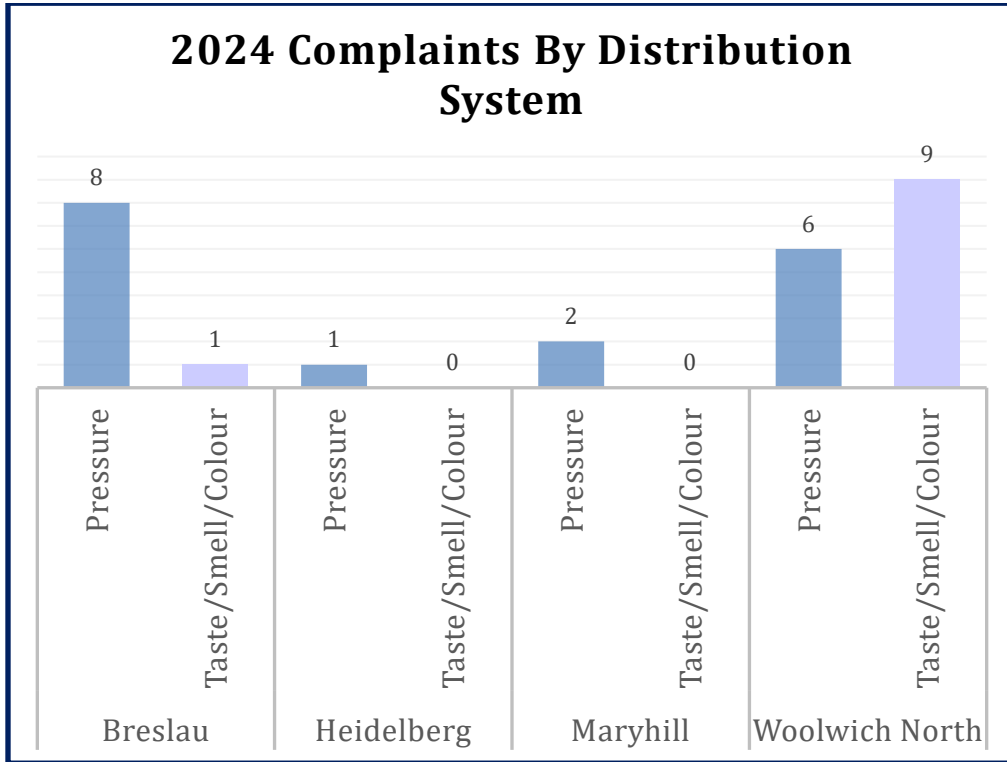
Feedback, concerns, and complaints are logged and tracked in the online CityWide Work Order System. All inquiries are triaged and prioritized for follow-up by operators, lead hand or supervisor. Water related customer complaints are addressed in the standard operating procedures in Operations and Maintenance (O & M) manual, and resolutions are logged in the Citywide asset management system.

The majority of the seventeen pressure concerns were internal plumbing problems.



## 2025 DWQMS Management Review

Table 2 - Woolwich Consumer Complaints 2024



### M. Resources Needed to Maintain the Quality Management System

Council and management support is needed for the staffing and funding required to maintain the QMS. Providing potable drinking water to the residents of the Township of Woolwich must continue to be the priority in the Water/Wastewater section of the Infrastructure Services Department.

Staff, at all levels, have to remain diligent to protect the Township’s Distribution Systems and strive to keep that level of service to the public. Training is key to impress upon staff the importance of working carefully while recording data accurately with integrity.

Yearly inspections and audits are required to ensure compliance and provide opportunity for improvement.

### N. Results of the Infrastructure Review

The Standard requires that an Infrastructure Review be conducted annually. The purpose of this Review is to evaluate the adequacy of the infrastructure, potential impacts of risk assessment and financial budgeting necessary to operate and maintain the water distribution system.



## 2025 DWQMS Management Review

The most recent Infrastructure Review took place on June 7, 2024, and included top management, water, and engineering staff.

### Summary of action items:

- Continue to replace suspected lead (Woolwich North), cast watermain and services.
- Consider replacing the cast watermain, in Breslau (Kennedy Road and Cooper Crescent).
- Work closely with the Development Services Department in the installation and oversight regarding the commissioning of new infrastructure.
- Consider replacing the unrated poly services within the Huhn subdivision in Heidelberg.

### O. Operational Plans: Currency, Content and Updates

The Operational Plan was endorsed by Woolwich Council on June 27, 2023.

The Master Operational Plan and the O & M Manual are held at the Operations building at 69 Union, Elmira. Both documents can be found on the shared Department drive. Hard copies are available to the public at the Administrative building at 24 Church St. West, Elmira.

The Operational Plan and associated procedures are reviewed and updated annually, for applicability and relevance. The operation plan remains an active and living document.

### P. Changes Made to DWQMS Material

#### Forms created include:

- Lead Hand Journal – this document was created to replace the On Call After Hours form
- Essential Training – tab added to the “Water Wastewater Training Summary Log” excel spreadsheet in November 2024.

#### Forms that were updated:

- Essential Supplies Checklist – redundant material removed
- QMS Policy – date and reference number were added
- Section 9 (Roles and Responsibilities) – clarified the duties and QMS back-up
- Calibration Schedule – dataloggers were added
- New Operator Training Checklist – updated

#### Forms updated due to personnel changes:

- 2024 General Combined and Super Standby List Formatted to Print - this form is updated with personnel changes





## 2025 DWQMS Management Review

- Chlorine Quarterly Meter Verification – this form is updated with personnel changes
- Certified Drinking Water Operator Signatures/Initials

### Forms deleted:

Debrief Sheet- topic always included in meetings after incidents

The Operational Plan and O & M were updated to include recommended OFIs and BMPs. Significant changes are recorded in the Continuous Improvement Report.

### Q. Staff Suggestions

- Change the conditional formatting on the Chlorine Spreadsheet. The free comes up red (like an adverse) if it is less than 0.05 on the chloraminated samples.

This change was made.

- Delete the hard copy "On Call- After Hours" form. The information is captured on the CityWide, Time sheets (Daily Activity Sheets) and the Lead Hand's Journal.

This change was made, and the procedures updated

- Staff would like faster internet and better electronics.

IT is looking into the internet speed. The staff is unlikely to receive different laptops and phones in the immediate future.

- During the internal audit staff suggested that on-call personnel not be a part of the General On call.

These changes are not possible under the current Collective Agreement with the Union.

### Summary

The Township of Woolwich has completed all the requirements to maintain its accreditation under the DWQMS for 2024. As the owner of the system, Council will receive periodic reports on the performance of the Township's water distribution systems.

All action Items are identified on the Continuous Improvement Report tracking form. All records are maintained and stored in the Township's online record management system and/or the archive room.



# Township of Woolwich Risk Assessment Outcomes (For All Distribution Systems)

Last updated: June 5, 2024 Annual Review : June 4, 2023

Process Step	Aspect of Process Step	Hazardous Event	Causes		Hazard/Hazardous Event										Risk				Critical Control Point (CCP)	Control Measures																		
			Poor Water Quality	Insufficient Water Quantity	Long-Term Impacts of Climate Change	Source Water Supply Shortfall	Extreme Weather Events (e.g. tornado, ice storm)	Sustained Extreme Temperatures (e.g., heat wave, deep freeze)	Chemical Spill Impacting Source Water	Sustained pressure loss	Backflow/Cross connection	Terrorism	Vandalism Actions	Cybersecurity	Loss or contamination of treated water supply	Likelihood (L)	Consequence (C)	Capability (Cap)		Risk = L + C + Cap	Physical				Operational							Management						
																					Specs, Design, Redundancy	Reconstruction & Replacement	New Construction	Security & Automation	Sampling/Monitoring/Testing	Operational Control	Calibration & Verification	Infrastructure Inspection	Watermain & Service Impr.	Appurtenance Maintenance	Flushing & Swabbing	Backflow Prevention	Source Protection (incl. Sait)	Water Conservation	Cust. Service (calls, visits)	Risk & Emergency Mgmt	HR Education / Training / Cert.	Communications (owner, public)
1. Distribution	a. watermain breaks	i. Distribution (Residential) Watermain break /Service repair	x	x				x		x	x		x	x	x	3	2	2	7		x	x								x	x	x	x	x				
		ii. Transmission (Impacting ICI and Residential Customers) Watermain break	x	x				x		x	x	x	x	x	x	2	4	1	7		x	x								x	x	x	x	x				
		iii. Dual use main break	x	x				x		x	x	x	x	x	x	2	4	1	7		x	x								x	x	x	x	x				
	b. Cross connections/Backflow	i. From buildings: backflow resulting in nonpotable water coming into system.	x	x						x	x	x	x	x	x	2	5	3	10	*	x				x					x	x	x	x	x				
		ii. Back siphonage resulting in nonpotable water coming into system.	x	x						x	x	x	x	x	x	1	5	1	7	*	x				x					x	x	x	x	x				
		c. Parameters not complying with legal limits	Parameters exceeding or out of range	x	x					x		x	x	x	x	4	3	3	10	*																		
		d. Connecting new services, watermains	Contamination at time of connection due to poor handling; time lapse or mechanical failure.	x							x	x	x	x	x	2	2	2	6	*	x	x	x		x								x	x				
		e. Water algae/biofilm/stale water/low chlorine residual	Deterioration of secondary disinfection.	x		x				x						5	2	2	9	*	x	x		x	x	x	x	x	x	x	x	x	x	x				
2. Security	a. Vandalism to distribution system	External infrastructure damage.	x	x						x	x	x	x	x	4	2	2	8					x															
	b. Terrorism	Contamination of water or infrastructure damage.	x	x					x	x	x	x	x	x	1	5	3	9		x			x							x	x	x						
	c. Cyberattack	Loss of data, ransom, loss of supply from the Region	x	x									x		2	5	3	10		x			x							x	x	x						
3. Monitoring & Reporting	a. Inadequate staffing (pandemic, strike)	Failure to be able meet regulatory requirements and/or response to emergency events	x												2	4	3	9		x			x	x							x	x	x					
	b. Staff/contractor errors	Damaged infrastructure, poor installation practices	x	x							x		x		2	3	2	7		x			x	x							x	x	x					
	c. Calibration of distribution monitoring equipment	Monitoring equipment not calibrated or out of range	x									x	x		3	2	2	7		x											x	x	x					
4. Power	a. Local loss of power	i. Potential disruption to regular operations for < 1 day.	x	x									x	x	3	2	2	7		x			x	x						x	x	x						
		ii. Significant impacts to regular operations for > 1 day.	x	x	x								x	x	2	2	2	6		x			x	x						x	x	x						
	b. Widespread loss of power	i. Potential disruption to regular operations for < 1 day.	x	x									x	x	2	2	2	6		x			x	x						x	x	x						
		ii. Significant impacts to regular operations for > 1 day.	x	x	x								x	x	1	4	3	8		x			x	x						x	x	x						

# 2024 DWQMS Infrastructure Review June 1, 2023, to May 31, 2024



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# 2024 DWQMS Infrastructure Review June 1, 2023, to May 31, 2024



## Preamble

The Township of Woolwich’s 2024 DWQMS Infrastructure Review covers activities from June 1<sup>st</sup>, 2024, to May 31<sup>st</sup>, 2025.

The next Infrastructure Review is scheduled for June 2025. Infrastructure reviews are scheduled yearly, following the risk assessment, and reviewing the previous year’s data.

Work Orders are created and managed in the “PSD CityWide Asset Management” Database. This data is reviewed to determine the adequacy of the infrastructure necessary to operate and maintain the four distribution systems.

The Risk Assessment outcomes are attached to consider scenarios and how best to prevent them in the future.

## 1. Infrastructure Totals

Type of Infrastructure	Woolwich				
	Breslau	Heidelberg	Maryhill	North	
Valves	396	45	38	891	<b>1237</b>
Hydrants	156	5	5	561	<b>724</b>
Population Served (2021)	3800	722	528	15106	<b>20156</b>
Services	1581	220	160	5088	<b>6998</b>
Length of Watermain (km)	26.21	5.3	5.2	106.8	<b>143.51</b>
	<b>5772.21</b>	<b>997.3</b>	<b>736.2</b>	<b>21752.8</b>	

## 2. Water Quality Sampling (Lead, Bacti/Cl<sub>2</sub> and AWQIs)

### Lead Testing

Lead sampling takes place twice a year- in the spring and fall. Breslau, Heidelberg, and Maryhill are under reduced lead sampling. These systems are required to have two distribution samples tested twice a year.

Woolwich North is required to sample six residential plumbing, two non-residential plumbing and three distribution samples twice a year. One of the samples for lead, in Fall 2023, had a value

## 2024 DWQMS Infrastructure Review June 1, 2023, to May 31, 2024



of 12.6 ppb or ug/L. The sample taken immediately prior was 0.860. It was re-tested and was 3.73 and 1.14. This is a sample site that is regularly tested twice a year without any previous exceedance. It is possible that this is a laboratory error. The samples taken in Spring 2025 were below the O. Reg 169/03 limits. It is expected that the remaining lead mains will be replaced by 2035, depending on the Council and budget constraints.

### Bacti and Cl<sub>2</sub> Testing

We meet the Regulatory Requirements for chlorine residuals by sampling all our distribution systems throughout the Township two days a week, at least 48 hours apart, Mondays and Thursdays. Seven chlorine residuals are taken from Breslau, Heidelberg, and Maryhill, each. Weekly, eighteen chlorine residuals are taken from Woolwich North.

The Region of Waterloo takes bacteriological samples weekly to meet or exceed our monthly requirement based on population. The monthly bacteriological totals that the Region takes are: twenty from Breslau, eight from Heidelberg, ten from Maryhill and thirty from Woolwich North. The Region of Waterloo samples for Total Halomethanes (THMs) and Haloacetic Acid (HAAs) quarterly in each distribution system.

### AWQI (Adverse Water Quality Incidents) and Water Quality Complaints

When the results of the lead, chlorines or Bacti/Chem samples are out of the acceptable limits, they are adverse and reported to the MECP and Public health.

If we have an adverse condition, we work with the MECP, the Regional Health Unit and the Region of Waterloo to rectify the problem. In our systems, we try to surpass the MECP Regulation and remain in compliance.

The year 2023 had more than the average number of adverse samples. The year 2023 had seventeen adverse samples. This is less than 2022, which had twenty-one. It is believed that this may be due to the increased number of earwigs in the test stations. Historically, we have 8-12 adverse samples per year.

The Township has started a program of replacing the sample station with yard hydrants. These sample stations have less problems with insects, bird feces, and low chlorine values. They are unlikely to freeze at normal winter temperatures.

The Township has negotiated a change in the Region of Waterloo's sampling procedure. They will be using a torch, where possible, instead of alcohol for sterilization. It is hoped that these changes, upgrades, and the monthly cleaning/inspection program, will decrease the number of adverse water quality samples.

The list of adverse water quality samples is attached, in the 2024 MECP Summary Reports for each distribution system. All AWQIs were resolved before they escalated into boil water



# 2024 DWQMS Infrastructure Review June 1, 2023, to May 31, 2024

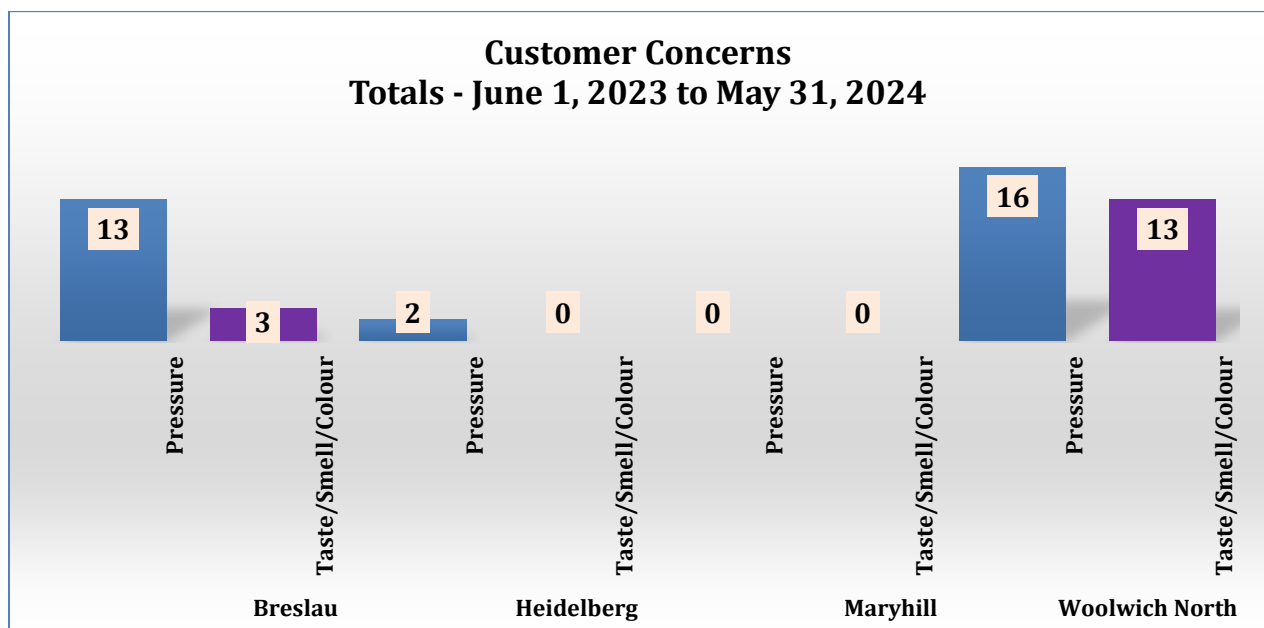
advisories. All resamples from adverse bacti sampling came back negative with no need for a boil water advisory.

Residential complaints of poor water quality are recorded in the City-Wide Access Management system and investigated. Most complaints are related to pressure. The township monitors pressure at 11 locations. Investigations typically reveal that a large percentage of these complaints are due to internal plumbing issues.

2024								
Distribution System	Breslau		Heidelberg		Maryhill		Woolwich North	
	Pressure	Taste Smell Colour	Pressure	Taste Smell Colour	Pressure	Taste Smell Colour	Pressure	Taste Smell Colour
Totals	0	0	0	0	0	0	0	0

2025 Year to Date								
Distribution System	Breslau		Heidelberg		Maryhill		Woolwich North	
	Pressure	Taste Smell Colour	Pressure	Taste Smell Colour	Pressure	Taste Smell Colour	Pressure	Taste Smell Colour
Totals	0	0	0	0	0	0	0	0





## 2024 DWQMS Infrastructure Review June 1, 2023, to May 31, 2024

### 3. Water Programs

#### Water Programs

Ongoing water infrastructure maintenance programs include:

- Valve inspection and preventative maintenance
- Leak detection
- Water meter troubleshooting
- Backflow program
- Watermain and dead-end flushing with hydrants inspection
- Test sample station cleaning and inspections

#### Valve Inspections and Preventative Maintenance

This program tracks the dates and the locations of work completed. Child Work Orders are created from the inspections. This has led to an increase in Valve Work Orders this year. In 2024, we will coordinate GPS with all our valve turning using an automatic valve turning trailer.

#### Leak Detection

A third party has been contracted in 2023 and 2024, to detect leaks in the metallic mains in the distribution systems. One minor break was detected because of the 2023 Leak Detection program.

#### Water Meter Troubleshooting

The KTI remote water meter and radio installation is complete. There are several readings that are inconsistent with past water use. Trouble shooting appointments are being completed to find and rectify the problems. This program is driven by the water billing department. Initially there were many work orders created, but as meters or radios are repaired and/or replaced, the number of Work Orders is declining.

#### Backflow Program

Second mailings went out, to non-complying facilities, requesting cross-connection surveys. There are only 23 of the 132 that have yet to respond. Backflow Solutions Inc. (BSI) continues to handle the administrative portion of the annual backflow device testing.

#### Watermain and Dead-End Flushing

The flush/unidirectional program schedule started the spring of 2024. St. Jacobs is completed and the flush/unidirectional has started in Elmira. The dead-end flushing will continue monthly throughout the year. Both programs are instrumental in the maintenance of the infrastructure and refreshing of stale water. The dead-ends that need flushing were determined and a monthly schedule has been set up, and managed.

# 2024 DWQMS Infrastructure Review June 1, 2023, to May 31, 2024



## Sample Station Cleaning, Inspection and Replacement

The minor drop in the number of AWQIs may have been the result of the cleaning/inspection program’s implementation. The adverse samples occur primarily in the summer months, so the program is only employed in the warmer seasons.

The Eclipse 88 sample stations (green ones) replacement has started. Four of these test stations have been replaced with sturdier, better protected NSF/61 hydrant style stations. We have prioritized the replacement of the troublesome Eclipse 88 sample stations. The replacements are reflected in the numbers below.

## Inspections & Preventative Maintenance

Breslau    Heidelberg    Maryhill    Woolwich North

### Type of Infrastructure

Valve & Valve Box Repairs	2	1	1	16
CSV Inspections	2	0	0	7
Water Service Calls	0	0	0	0
Hydrant Calls	2	1	1	16
Test Stations	4	4	4	4

## 4. Reactive Maintenance and Repairs

### Reactive Maintenance

Concerns about infrastructure come from Township residents and staff. These concerns are recorded into the City-Wide Asset Management program. Work orders are generated from this system. The data from these work orders is tabulated below.

## Calls for Repairs

Breslau    Heidelberg    Maryhill    Woolwich North

### Type of call/repair

Valve & Valve Box Repairs	46	0	0	114
CSV Repairs	8	0	4	50
Water Service Calls	0	0	0	
Water Main Calls (not breaks)	0	0	0	



## 2024 DWQMS Infrastructure Review June 1, 2023, to May 31, 2024



Water Main Breaks	1	0	0	2
Frozen Water Services	0	0	0	0
Hydrant Calls	4	1	0	17
Meter Work	38	2	10	101
Repair/Replacement	6	2	2	8
Test Stations				

### 5. Recommendations

1. Continuing with suspected lead (Woolwich North), cast watermain and service replacement project.
2. The problem area of cast watermain, in Breslau (Kennedy and Cooper), should be on the replacement list or relined as this watermain was installed in 1968.
3. Work closely with the Development department in the installation and overseeing the commissioning of new infrastructure.
4. Work with engineering to develop process flows and/or RACI matrix to ensure consistency and conformity with legislated requirements.
5. Unrated poly services within the subdivision are failing. Whenever possible, replace the entire service with parts compliant with the DGSSMS.

## IS02-2025 Appendix C - 2024 Operational Non-revenue Water Report

Settlement	Regional Invoiced Total (m3)	Township Invoice (m3)	Roads, IS Projects & Watermain Commissioning	Dead end Flushing	Auto Flushers	Watermain & Hydrant Flushing	Regulatory Sampling CL2 + Bacti (Estimated 100L per sample)	Fire & Contractors (incl. Region)	Watermain Breaks and Service Leaks (Estimated)	Leak Detection (Estimated)	Total Water Used m3	Net Water Loss m3	Water Loss %
Elmira	1,311,903.5	1,184,411.0	0.0	1,180.5	956.0	5,845.0	135.6	386.8	961.8	0.0	1,193,876.7	118,026.8	9.0
St. Jacobs	196,002.8	219,909.0	212.0	2,827.9	0.0	853.0	0.0	400.0	0.0	0.0	224,201.8	-28,199.0	-14.4
Conestogo and West Montrose	102,881.5	119,006.0	0.0	2.0	0.0	439.0	0.0	0.0	0.0	0.0	119,447.0	-16,565.5	-16.1
Woolwich North Totals	1,610,787.8	1,523,326.0	212.0	4,010.4	956.0	7,137.0	135.6	786.8	961.8	0.0	1,537,525.6	73,262.2	4.5
<b>Distribution Totals</b>													
Woolwich North	1,610,787.8	1,523,326.0	212.0	4,010.4	956.0	7,137.0	135.6	786.8	961.8	0.0	1,537,525.6	73,262.2	4.5
Heidelberg	39,809.0	33,535.0	0.0	0.9	0.0	0.0	48.8	0.0	0.0	0.0	33,584.7	6,224.3	15.6
Maryhill	30,645.4	27,325.0	0.0	1.7	0.0	0.0	52.3	0.0	0.0	0.0	27,379.0	3,266.4	10.7
Breslau	1,023,475.0	985,092.0	59.9	40.7	0.0	1,177.0	63.1	120.0	0.0	0.0	986,552.6	36,922.4	3.6
<b>Total</b>	<b>2,704,717.2</b>	<b>2,569,278.0</b>	<b>271.8</b>	<b>4,053.6</b>	<b>956.0</b>	<b>8,314.0</b>	<b>299.8</b>	<b>906.8</b>	<b>961.8</b>	<b>0.0</b>	<b>2,585,041.8</b>	<b>119,675.4</b>	<b>4.4</b>



## Region of Waterloo

February 26, 2025

### Making Decisions That Matter - February 26, 2025

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.

#### E-scooters and e-bikes extended to give people travel options

Regional Council has extended its partnership with Neuron Mobility until 2029 to provide access to e-bikes and e-scooters for residents. This spring will mark the third year of a program that helps give people low-cost, environmentally friendly travel options. Last year was a success with almost 173,700 rides and 22 tonnes of CO2 reduced. In 2025, Neuron will add new adaptive vehicles so more people can benefit from the program. This is a joint program between the Region of Waterloo and the Cities of Cambridge, Kitchener and Waterloo.

[Read the full report](#)

#### YMCA to run high-quality children's programs at EarlyON centres

The Region of Waterloo has selected the YMCA of Three Rivers (Mid-Western Ontario) to lead the EarlyON Child and Family Centres that serve local parents and children. The YMCA has operated these centres since 2018. Their contract ends December 2025. After an open process, the non-profit agency will continue for eight more years. EarlyON Child and Family Centres offer free, high-quality programs for families and children from birth to six years old. The YMCA of Three Rivers will receive \$4.3 million in 2026 to operate these programs, funded entirely by Ontario's Ministry of Education.

[Read the full report](#)

#### Cost savings finalized for 2025 Plan and Budget

Regional Council has approved final changes to the 2025 budget that save money for residents while still maintaining important services. When the [2025 Plan and Budget was approved December 20](#), Council directed staff to find \$6.9 million in savings to help reduce the tax rate. Staff

have now identified these reductions, which include spending less on maintenance work, road salt and travel, plus cancelling some contracts and slightly delaying paramedic hiring. These savings are already reflected in the 2025 property tax levy approved in December.

[Read the full report](#)

## Preparing for new cart-based garbage and organics collection

The Region of Waterloo is preparing for a new waste collection system that will start in March 2026. Regional Council has approved funds and resources to support the transition. These resources will help roll out the cart-based system for garbage and organics to over 165,000 residential properties and 1,500 locations in Downtown Business Improvement Areas. Work begins in the first half of 2025 with communication and outreach to raise awareness across Waterloo Region.

[Read the full report](#)

## Keeping transit affordable for residents with low incomes

The Region of Waterloo is adjusting fare prices to create a 55% discount across the board for people who have been approved for [the Affordable Transit Program](#). Under the price changes taking effect July 1, a monthly pass will cost \$47, a strip of five MobilityPLUS tickets will be \$6.75, and a fair paid with an EasyGO fare card is \$1.50. This program is open to anyone in Waterloo Region living with low income as defined by the program.

[Read the full report](#)

## The following decision was made at a February 11 Special Council Meeting:

### Region prepares local response to U.S. tariffs

Regional Council has directed staff to review how the Regions purchases goods and services, to find ways to increase made-in-Canada options. Staff will also look at ways to limit the impact on Regional services from potential United States tariffs. Finally, Council is requesting an action plan from the Waterloo Economic Development Corporation, through BEST Waterloo Region, that will support Waterloo Region businesses and the local economy. The proposed tariffs would have negative impacts on many businesses, including local manufacturing, that rely on cross-border trade.

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**COUNCIL'S OUTSTANDING ACTIVITY LIST**  
As of March 13<sup>th</sup>, 2025

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	<b>Taxation of Old Order Mennonite Churches</b>	DS	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.

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

**COUNCIL'S OUTSTANDING ACTIVITY LIST**  
**As of March 13<sup>th</sup>, 2025**

Discussion Date	Title/Action Required	Assigned To	Projected Date of Completion	Updates/Notes
	<b>Elmira By-Pass</b>	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-2025

#### A By-law to amend the Delegation of Authority By-law 41-2022 respecting delegations for the Municipal Accommodation Tax Administration Policy

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WHEREAS section 23.1 of the Municipal Act, 2001, S.O. 2001, c. 25 (the “Municipal Act”) provides that sections 9, 10 and 11 authorize a municipality to delegate its powers and duties under any Act to a person or body subject to listed restrictions; and

WHEREAS section 23.3 of the Municipal Act provides an outline of authority of powers that cannot be delegated by a municipality; and

WHEREAS section 270 of the Municipal Act provides that a municipality shall adopt and maintain policies respecting the delegation of its powers and duties;

WHEREAS section 5 of the Planning Act, 1990, as amended, authorizes a municipal council to delegate authority, by by-law, except for the authority to approve official plans or the authority to exempt from approval plans as official plans or amendments to official plans; and

WHEREAS on June 27, 2022, the Council of The Corporation of the Township of Woolwich passed the Delegation of Authority By-law delegating the powers and duties.

WHEREAS on March 18, 2025 the Council of the Corporation of the Township of Woolwich passed the Municipal Accommodation Tax Administration Policy;

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

1. That the following delegated authorities be added to Schedule B – Chief Administrative Officer of By-law 41-2022:

<b>Delegated Authority</b>	<b>Delegate</b>	<b>Delegation &amp; Legislative Limits</b>
Review and approve Municipal Accommodation Tax fund requests that are outside the scope of the annual allocation of funding	Senior Management Team	Requests under \$10,000
Review and approve Municipal Accommodation Tax annual Woolwich Way funding stream requests	Senior Management Team	As per the Municipal Accommodation Tax Administration Policy
Execute Municipal Accommodation Tax Contribution Agreements up to \$10,000	Chief Administrative Officer OR Economic Development and Tourism Officer	Where the funding has been approved by Council or the Senior Management Team
Execute Municipal Accommodation Tax Contribution Agreements over \$10,000	Economic Development and Tourism Officer AND Chief Administrative Officer OR Treasurer	Where the funding has been approved by Council

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

FINALLY PASSED AND ENACTED this 18<sup>th</sup> day of March, 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



The Corporation of the Township of Woolwich

By-law No. XX-2025

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

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

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

**March 18<sup>th</sup>, 2025**

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 18<sup>th</sup> day of March, 2025

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Mayor

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Clerk