



Township of Woolwich Committee of the Whole Revised Agenda

Tuesday, April 1, 2025

7:00 p.m.

Council Chambers - Hybrid with YouTube Livestream

24 Church Street West, Elmira ON, N3B 2Z6

Chair: Councillor Eric Schwindt

Pages

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

That the Council of the Township of Woolwich convenes in closed session on Tuesday, April 1, 2025 at 6:30p.m. in accordance with section 239 (2) of the Municipal Act, 2001, for the purposes of considering the following:

- a. labour relations or employee negotiations (Staffing Matter).

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

That Council reconvenes in open session.

3. Land Acknowledgement

4. Disclosures of Pecuniary Interest

5. Items to Come Forward from Closed Session

6. Public Meetings

Instructions for Public Meeting

1. This meeting constitutes the formal public meeting required under Section 34 of the Planning Act and is for information purposes only.
2. A decision of this application will be made at a future meeting of the Committee of the Whole and/or Council when staff has reviewed all submissions and prepared a report with a recommendation.

3. All those attending will be given an opportunity to speak and those speaking are asked to provide the written outline and/or information used in their oral submission to the Clerk for the public record.
4. Please contact Development Services Staff at the Township to receive further notifications about the application.

6.1 DS11-2025: Information Report for Zone Change Application ZC 2/2025 (Floradale Parkview Manor)

1

7. Presentations

7.1 *Elmira Maple Syrup Festival*

Presenter: Matt Jessop, Chair of the Elmira Maple Syrup Festival

8. 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 stay for the rest of the meeting or leave when you want.
3. Council discussion and debate will start when all questions of clarification have finished.

8.1 Tar & Chip Program in Conestogo

8.1.1 Delegate: Alecia Jones

7 minutes

8.1.2 Delegate: Jerry Charbonneau

7 minutes

7

9. Unfinished Business

10. 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:

10.1 Items for Approval

- 10.1.1 F05-2025: Statement of Remuneration and Expenses – 2024 28

Recommendation:

That the Council of the Township of Woolwich, considering Report F05-2025 respecting Statement of Remuneration and Expenses – 2024, receive this report for information purposes only.

- 10.1.2 F07-2025: Treasurer’s Statement – Development Charges 2024 40

Recommendation:

That the Council of the Township of Woolwich, considering Report F07-2025 respecting Treasurer’s Statement – Development Charges 2024, receive this report for information purposes only.

- 10.1.3 F08-2025: Treasurer’s Statement – Cash-in-Lieu Parkland Reserve Fund for the year ending December 31, 2024 44

Recommendation:

That the Council of the Township of Woolwich, considering Report F08-2025 respecting Treasurer’s Statement – Cash-in-Lieu Parkland Reserve Fund for the year ending December 31, 2024, receive this report for information purposes only.

10.2 Items for Information and Public Notices

11. Items Pulled From the Information Package

12. Staff Reports and Memos

- 12.1 C11-2025: Procedural By-law Mid-term Review - Report 2 47**

Recommendation:

That the Council of the Township of Woolwich, considering Report C11-2025 respecting Procedural By-law Mid-term Review - Report 2:

1. Approve the draft 2025 meeting schedule attached to this report; and
2. Bring forward the revised draft of the Procedural By-law for approval at the next meeting to allow for both Council and Committee of the Whole business items at regular meetings.

12.2 F06-2025: 2024 Year End Investment Report

74

Recommendation:

That the Council of the Township of Woolwich, considering Report F09-2025 respecting 2024 Year End Investment Report, receive this report for information.

13. Other Business

13.1 Council Reports/Updates

13.2 Outstanding Activity List as of Thursday, March 27, 2025

81

14. Notice of Motion

15. Adjournment

Resolution

That the meeting adjourns.

All decisions made at a Committee of the Whole Meeting are subject to ratification at the following Council Meeting.

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

To submit comments or speak in the meeting, if you have any questions about the content or outcome of this meeting, or if 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



Development Services Staff Information Report

REPORT: DS11-2025

MEETING DATE: April 1, 2025

LOCATION: Virtual/ Council Chambers
24 Church Street West, Elmira

MEETING TIME: 7:00 p.m.

SUBJECT

ZONE CHANGE APPLICATION: ZC 2/2025 (Floradale Parkview Manor)

OFFICIAL PLAN DESIGNATION: Schedule A – Urban within the Settlement Area Boundary

DESCRIPTION: Parts 1 to 9 on Plan 58R-2692, Part of Lots 101 of the GCT

LOCATION: 30 Florapine Road, Floradale

PROPOSED ZONE CHANGE: From: Residential R-1 (Special Section 16.145)
To: Residential R-1 (Special Section 16.###)

EXPLANATION OF PROPOSAL: To change the Zoning By-law to permit an additional 20 dwelling units in the format of 10 additional semi-detached residential dwellings.

LEGAL NOTICES

DATE APPLICATION RECEIVED: December 23, 2024

DATE APPLICATION DEEMED COMPLETE February 10, 2025

DATE NOTIFICATION CIRCULATED TO ALL PROPERTY OWNERS AND TENANTS WITHIN 150 METRES OF THE SUBJECT PROPERTY: March 6, 2025

DATE OF NEWSPAPER NOTICE: March 6, 2025

DATE OF WEBPAGE NOTICE: March 3, 2025

DATE OF PUBLIC MEETING: April 1, 2025

COMMENTS

Bob Black (RBA Planning Consultants Ltd.) on behalf of Floradale Parkview Non-Profit Manors Inc. has submitted a Zoning By-law Application for the property at 30 Florapine Road, Floradale. The subject lands are located generally east of the intersection of Floradale Road and Florapine Road on the easterly part of the Town of Floradale.

The 6.73 hectare (16.63 acre) property is irregularly shaped and currently contains a retirement residence with 41 units. The retirement residence includes eating and recreational facilities,

ample parking as well as underground parking. The property includes additional structures including 2 detached parking garages for 8 and 6 parking spaces, multiple sheds, a play structure and gardening opportunities. The property includes 2 dry stormwater management facilities, multiple parking areas, a large open area at the front of the property and a large open area at the rear of the property that is regulated by the Grand River Conservation Authority (G.R.C.A.). The property has one access onto Florapine Road.

The property is located on the east side of the town of Floradale. To the east is the fire station and agricultural lands; to the south are environmentally protected lands and the Woolwich Reservoir; to the west is a church a park and beyond is the town of Floradale; to the north is Floradale Public School and beyond are agricultural lands.

The property is designated within the Township Official Plan in Section 7.16 on Schedule A as Urban, and it is located within the Settlement Area Boundary of Floradale. The property is zoned Residential R-1 (Special Section 16.145).

The applicant is proposing an additional 20 residential units in the form of 10 semi-detached dwellings. The dwellings would be primarily located between the existing retirement residence and Florapine Road along lanes to access the dwellings. It is proposed that the existing and proposed units will be serviced with a communal water and sanitary treatment system that would expand upon the existing system. The units are proposed to be life leased, which eliminates the need to subdivide the lands.

To facilitate the additional 20 units, the applicant is proposing to rezone the lands but retain the parent zone of Residential R-1. The Special Section is proposed to include additional phrasing to include the provision of the additional dwellings and potentially other provisions that would support these units. At this time, no requests are being made to modify the setback, parking or other zoning provisions.

The applicant has submitted the following studies in support of this application:

- Concept Plan (Concept Site Plan)
- Planning Justification Report
- Ministry of Environment – Environmental Compliance Application
- Ministry of Environment – Environmental Compliance Approval
- Municipal Responsibility Agreement regarding the sewage disposal system
- Climate Change Mitigation Measures
- Drinking Water System Engineering Evaluation Report
- Geotechnical Investigation
- Stormwater Management Report
- Groundwater and Surface Water Impact Assessment
- Sewage System Design Brief Application for ECA
- Water System Upgrades Report

The application has been circulated to agencies and internal departments for comments and staff are requesting comments from the public at this time. Staff will prepare a recommendation for Council's consideration once all representations are known and have been considered.

LIST OF ATTACHMENTS

Attachment 1 - Location Map

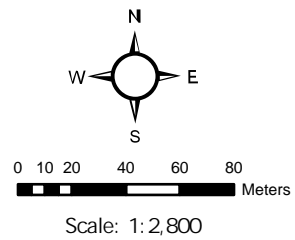
Attachment 2 - Preliminary Concept Plan

Attachment 3 - Current Zoning and Official Plan maps

PREPARED BY: Stephen Dykstra

REVIEWED BY: Victor Labreche / Deanne Friess

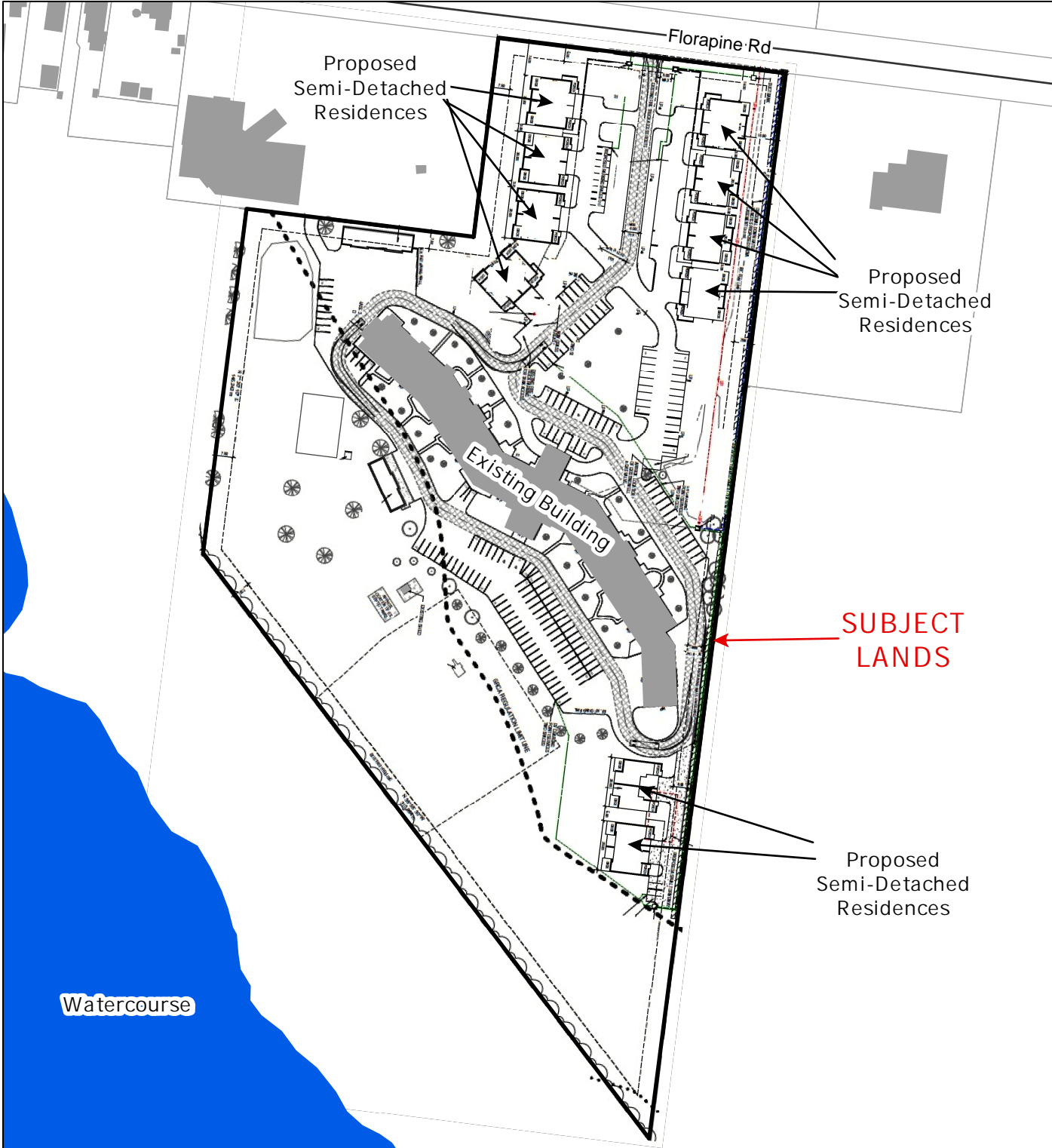
MAP 3- Aerial Photo
File Number: ZC 2025/02
Location: 30 Florapine Road



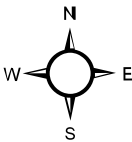
MAP 4 - Conceptual Site Plan
File Number: ZC 2025/02
Location: 30 Florapine Road



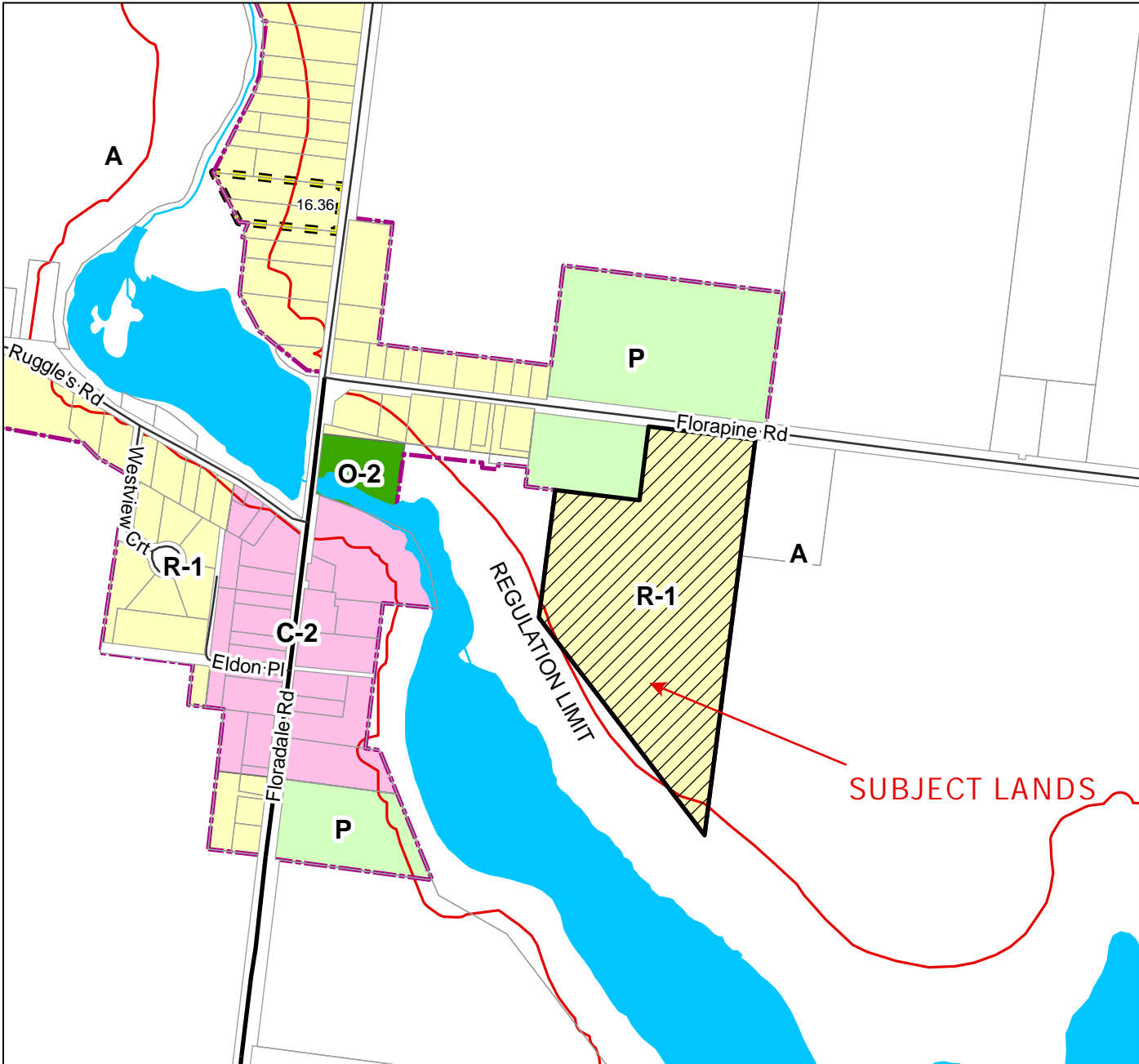
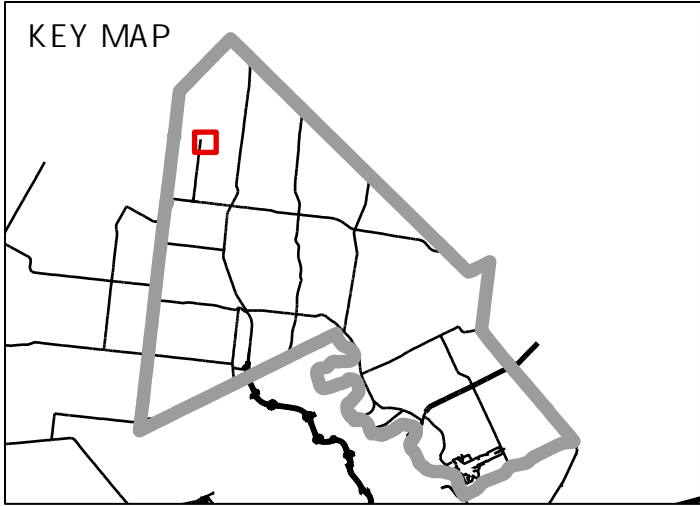
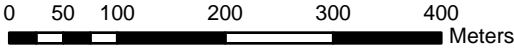
A north arrow is located in the top right corner of the title block, with 'N' at the top, 'S' at the bottom, 'W' on the left, and 'E' on the right. Below the north arrow is a scale bar marked with 0, 10, 20, 40, 60, and 80 meters. The text 'Scale: 1:2,400' is centered below the scale bar.



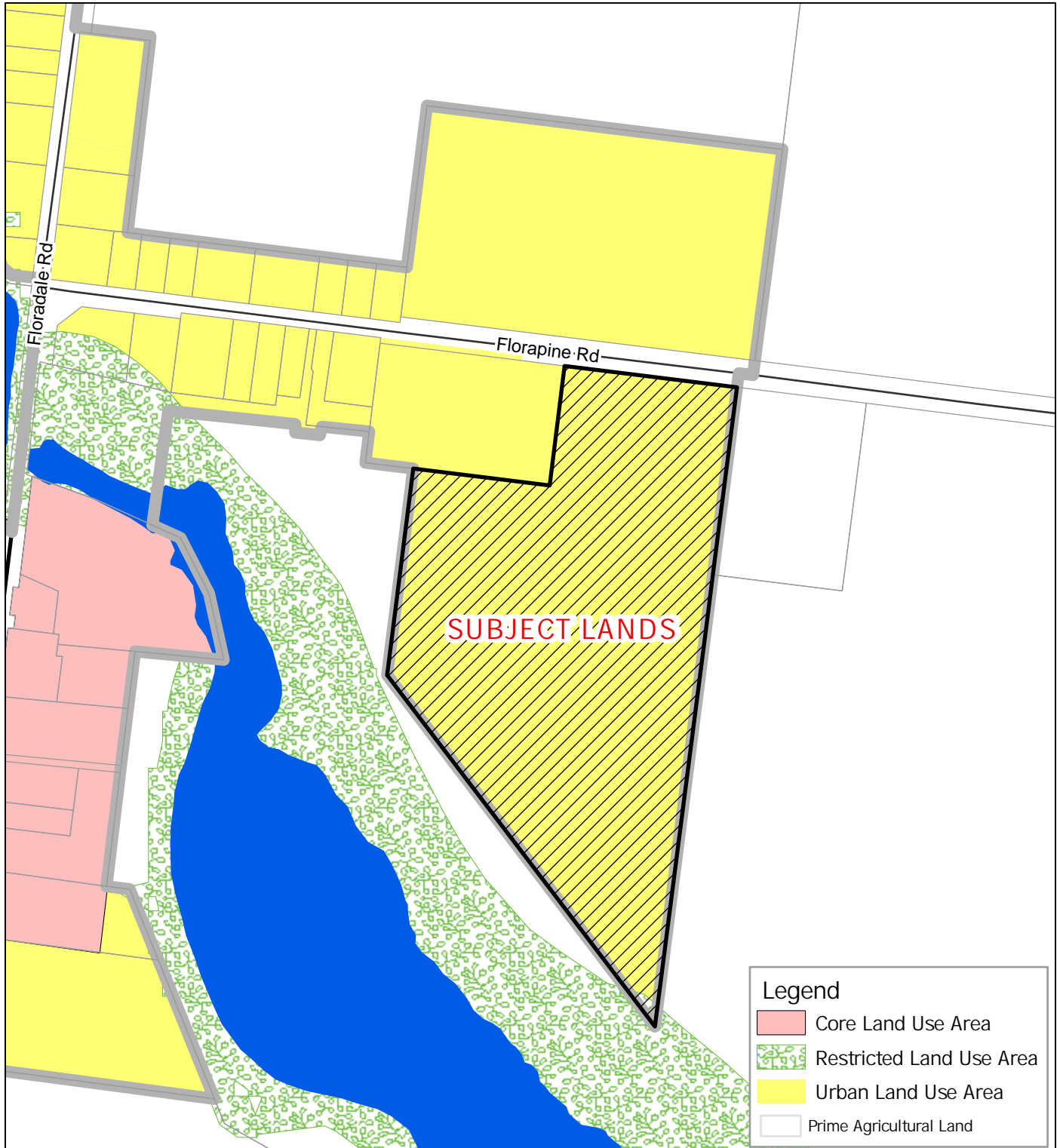
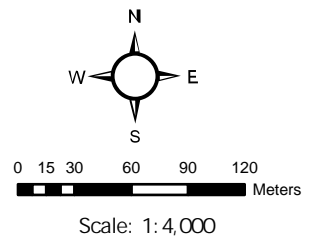
MAP 1 - Zoning
File Number: ZC 2025/02
30 Florapine Road



Scale: 1:7,000



MAP 2 - Official Plan
File Number: ZC 2025/02
Location: 30 Florapine Road















































Financial Services Staff Report

Report Number:	F05-2025
Report Title:	Statement of Remuneration and Expenses – 2024
Author:	Richard Petherick, Manager of Accounting & Deputy Treasurer
Meeting Type:	Council Meeting
Meeting Date:	April 1, 2025
eDocs or File ID:	F09 - Remuneration
Consent Item:	Yes
Final Version:	Yes
Reviewed By:	Colm Lynn, Director of Finance & Treasurer
Final Review:	Senior Management Team

Recommendation:

That the Council of the Township of Woolwich, considering Report F05-2025 respecting Statement of Remuneration and Expenses – 2024, receive this report for information purposes only.

Background and Comments:

Section 284(1) of the *Municipal Act, 2001*, as amended, requires that the Treasurer of every Municipality on or before March 31 provide to the Council of the Municipality an itemized statement of remuneration and expenses paid in the previous year to each member of Council in respect of his or her services as a member of the Council as well as an itemized statement of the remuneration and expenses paid to each member of a Local Board.

Based on a previous years and to bring consistency with other municipalities in the Region of Waterloo the following information which is included in Attachment 1:

- specifically identifying conference and/or training costs with location and date details;
- monthly/reoccurring Smart Phone or technology charges;
- the Mayor's remuneration for sitting on the Board of Directors for Enova;

Attached as an appendix is the statement of remuneration and expenses for the year 2024 for members of Council and Committees of Council.

Interdepartmental Impacts:

None.

Financial Impacts:

None.

Strategic Plan Impacts:

The Statement of Remuneration and Expenses for Council and Boards reflects the value of transparency and accountability.

Conclusion:

This report is for Council's information as required by legislation.

Attachments:

Attachment 1 – Remuneration and Expenses Report 2024

**Township of Woolwich Council Expenses
Summary - 2024**

F05-2025 Attachment 1

<u>Councillor</u>	<u>Remuneration</u>	<u>Payroll Expenses</u>	<u>Mileage</u>	<u>Conferences & Seminars</u>	<u>Meeting Expenses</u>	<u>Technology</u>	<u>Total</u>	<u>Comments</u>
Bryant, Bonnie	\$22,059.92	\$430.12	\$762.25	\$2,495.72	\$0.00	\$232.73	\$25,980.74	AMO: AGM & Conference
Burgess, Evan	\$22,059.92	\$1,534.32	\$123.11	\$2,495.72	\$0.00	\$232.71	\$26,445.78	AMO: AGM & Conference
Cadeau, Nathan	\$22,059.92	\$1,534.32	\$0.00	\$0.00	\$0.00	\$448.02	\$24,042.26	
Grant, Kayla	\$22,059.92	\$1,534.32	\$0.00	\$0.00	\$0.00	\$232.62	\$23,826.86	
Schwindt, Eric	\$22,059.92	\$1,534.32	\$0.00	\$0.00	\$0.00	\$537.61	\$24,131.85	
Shantz, Sandy	\$46,338.13 *	\$733.29	\$907.46	\$3,198.27	\$0.00	\$376.84	\$51,553.99	AMO: AGM & Conference Waterloo Rotary State of the City Address Rotary Club Octoberfest KW Chamber - Kitchener State of the City Address Cambridge State of the City Address

* Note - Includes \$8,733.77 in Remuneration for being on the Enova Board of Directors

Downtown Elmira Business Improvement Area (BIA)**Mileage****Total**

Dana Costello

\$0.00

\$0.00

Nathan Cadeau

\$0.00

\$0.00**TOTAL****\$0.00**

<u>St. Jacobs Business Improvement Area (BIA)</u>	<u>Mileage</u>	<u>Total</u>
Edward Denyer	\$0.00	\$0.00
Mike Palmer	\$0.00	\$0.00
Brittany Burgess	\$0.00	\$0.00
Charise Bauman	\$0.00	\$0.00
Phil Hipkiss	\$0.00	\$0.00
Craig Miller	\$0.00	\$0.00
Graham Spence	\$0.00	\$0.00
Dan Vandermolen	\$0.00	\$0.00
Eric Schwindt	\$0.00	\$0.00
TOTAL		\$0.00

<u>Committee of Adjustment</u>	<u>Honorarium</u>	<u>Total</u>
Cronin, Tim	\$450.00	\$450.00
Dickson, Linda	\$675.00	\$675.00
Fletcher, Kris	\$600.00	\$600.00
Hartman, Stephen	\$675.00	\$675.00
Karn, Jeremy	\$675.00	\$675.00
Zeidler, Charles	\$225.00	\$225.00
TOTAL		\$3,300.00

Note: Mileage no longer reimbursed separately as there was an increase in remuneration, per terms of reference

<u>Dog Designation Appeal Committee</u>	<u>Honorarium</u>	<u>Mileage</u>	<u>Total</u>
Samantha DeJong	\$0.00	\$0.00	\$0.00
Simon Hanson	\$0.00	\$0.00	\$0.00
Breanna Ryder	\$0.00	\$0.00	\$0.00
Melanie Inglis	\$0.00	\$0.00	\$0.00
Julia Volkov	\$0.00	\$0.00	\$0.00
TOTAL			\$0.00

<u>Property Standards Committee</u>	<u>Honorarium</u>	<u>Mileage</u>	<u>Total</u>
Tim Metzger	\$0.00	\$0.00	\$0.00
Lynn Phippen	\$0.00	\$0.00	\$0.00
Charles Zeidler	\$0.00	\$0.00	\$0.00
Kathryn Boose	\$0.00	\$0.00	\$0.00
Lisa Nadon	\$0.00	\$0.00	\$0.00
TOTAL			\$0.00

<u>Technical Remediation Advisory Committee</u>	<u>Honorarium</u>	<u>Mileage & Other</u>	<u>Total</u>
Tiffany Svensson, Technical Expert	\$33,900.00	\$279.77	\$34,179.77
David Hofbauer	\$0.00	\$0.00	\$0.00
Sebastian Siebel-Achenbach	\$0.00	\$0.00	\$0.00
Linda Dickson	\$0.00	\$0.00	\$0.00
Susan Bryant	\$0.00	\$0.00	\$0.00
Brian Broomfield	\$0.00	\$0.00	\$0.00
Eric Hodgins	\$0.00	\$0.00	\$0.00
Ryan Prosser	\$0.00	\$0.00	\$0.00
Nathan Cadeau	\$0.00	\$0.00	\$0.00
Eric Schwindt	\$0.00	\$0.00	\$0.00
TOTAL			\$34,179.77

<u>Township of Woolwich Environmental Enhancement Committee (TWEEC)</u>	<u>Mileage</u>	<u>Total</u>
Susan Bryant	\$0.00	\$0.00
Tricia Brubacher	\$0.00	\$0.00
Debra Cowal	\$0.00	\$0.00
Dennis Martin	\$0.00	\$0.00
Janet Cox	\$0.00	\$0.00
Inga Rinne	\$0.00	\$0.00
Adrian Miltenberg	\$0.00	\$0.00
Chris Moore	\$0.00	\$0.00
Connor Ehrlich	\$0.00	\$0.00
Kim Cuddington	\$0.00	\$0.00
DJ Hanna	\$0.00	\$0.00
Jenny Soehner	\$0.00	\$0.00
Evan Burgess	\$0.00	\$0.00
TOTAL		\$0.00

<u>Woolwich Heritage Committee</u>	<u>Mileage</u>	<u>Total</u>
Bonnie Bryant	\$0.00	\$0.00
Marg Drexler	\$0.00	\$0.00
Kathryn Boose	\$0.00	\$0.00
Kim Hodgson	\$0.00	\$0.00
Colleen Willard-Holt	\$0.00	\$0.00
Jacob Drung	\$0.00	\$0.00
Dianna Weltz	\$0.00	\$0.00
Ellen Siebel-Achenbach	\$0.00	\$0.00
Natalia Smiarowski	\$0.00	\$0.00
TOTAL		\$0.00

Woolwich Environmental Advisory Committee

	<u>Mileage</u>	<u>Total</u>
Art Timmerman	\$0.00	\$0.00
Chris Snyder	\$0.00	\$0.00
Rebecca Schwarz	\$0.00	\$0.00
Richard M. Petrone	\$0.00	\$0.00
Tova Davidson	\$0.00	\$0.00
Dan Van Haastrecht	\$0.00	\$0.00
Lindsay Joseph	\$0.00	\$0.00
Kayla Grant	\$0.00	\$0.00
TOTAL		\$0.00



Financial Services Staff Report

Report Number:	F07-2025
Report Title:	Treasurer's Statement – Development Charges 2024
Author:	Richard Petherick, Manager of Accounting & Deputy Treasurer
Meeting Type:	Council Meeting
Meeting Date:	April 1, 2025
eDocs or File ID:	F20
Consent Item:	Yes
Final Version:	Yes
Reviewed By:	Colm Lynn, Director of Finance & Treasurer
Final Review:	Senior Management Team

Recommendation:

That the Council of the Township of Woolwich, considering Report F07-2025 respecting Treasurer's Statement – Development Charges 2024, receive this report for information purposes only.

Background:

The purpose of this report is to provide Council with a status report of the Township's Development Charges (DC) reserve fund as at December 31, 2024. Development Charges are assessed against land development projects to help fund the cost of capital infrastructure needed to service growth. Development Charges are calculated based on a background study that was required to be undertaken every ten years. For Council's information the last full study was completed in 2024. From the results of the background study the Development Charges by-law is crafted and adopted by Council. The Development Charge by-law is the framework that Township staff use when applying charges against any particular development.

Comments:

The Development Charges Act, 1997, as amended, requires that development charges and associated interest be placed in separate reserve funds. Development charges in reserve funds must be spent only for the "costs" so determined in the development charge study and related by-law, examples of such expenditures can be found in Attachment 1. Monies may be borrowed from the funds but must be paid back with interest, and Development Charges Reserve Funds are not to be consolidated with the

other municipal reserve funds for investment purposes. Annually, the Treasurer of the municipality is required to provide Council with a financial statement related to the DC by-law and Reserve Funds. Also, the statement must be made publicly available after being filed with Council.

The Township maintains a consolidated Development Charges Reserve Fund. The continuity statement attached as Attachment 1 provides a summary of financial activity in the Reserve Fund for the year ending December 31, 2024. Inflows consist of contributions from developers collected at building permit issuance plus interest earned in the period. Outflows are in accordance with the Township's Development Charges by-law and approved expenditures (through budget or other Council motion). A summary of capital financing for the year 2024, for projects funded in whole or in part from the Development Charges Reserve Fund, is also included in Attachment 1.

Interdepartmental Impacts:

None.

Financial Impacts:

None.

Strategic Plan Impacts:

By reporting activities for the revenues and expenses for development charges, Woolwich strives to be transparent in order to foster an environment of trust and accountability.

Conclusion:

Ontario regulations prescribe information that must be included in this Treasurer's Statement. This report is provided for Council's information.

Attachments:

Attachment 1 – Summary of Development Charges Reserve Fund - 2024

Township of Woolwich
 Summary of Development Charges Reserve Fund
 Statement of Continuity
 (by stream of expenditures)
 as at December 31, 2024

	RESERVE FUND TOTAL	-----TOWNSHIP WIDE-----						-----AREA SPECIFIC-----			
		GENERAL GOVERNMENT	EMERGENCY PREPAREDNESS	FIRE	PROVINCIAL OFFENSES (BY-LAW)	STORMSEWER	PUBLIC WORKS	RECREATION	LIBRARIES	WATER	SANITARY SEWERAGE
BALANCE - JAN. 1, 2024	4,912,928	388,295	-	9,447	-	-	5,945,396	694,843	131,189	(972,908)	(1,283,336)
Inflows											
Developer Contributions	1,638,897	52,583	680	105,526	305	4,817	919,383	174,509	19,064	167,702	194,328
DC Recoveries	67,635									67,635	
Interest Earnings	168,584	14,951	13	2,192	(9)	73	240,133	28,343	5,466	(54,310)	(68,268)
	<u>1,875,116</u>	<u>67,534</u>	<u>693</u>	<u>107,718</u>	<u>296</u>	<u>4,890</u>	<u>1,159,517</u>	<u>202,852</u>	<u>24,530</u>	<u>181,026</u>	<u>126,060</u>
SUBTOTAL	6,788,043	455,829	693	117,166	296	4,890	7,104,913	897,695	155,719	(791,882)	(1,157,275)
Outflows											
<i>Transfers to Revenue Fund</i>											
Public Works Building Lease	2 55,667						27,833			13,917	13,917
DC Amendment Study	3 51,006	51,006									
Breslau I & I Monitoring/Investigation	4 23,712										23,712
Elmira/St. Jacobs I & I Monitoring/Investiga	5 39,915										39,915
Facilities Debt Financiang	6 63,274			8,658				54,616			
By-law Body Cameras	7 784				784						
<i>Transfers to Capital Fund:</i>											
Barnswallow Drive Reconstruction	8 36,071						36,071				
Bauman/College/Union St Reconstruction	9 1,301						417			372	513
Breslau Wet Well	10 5,960										5,960
Capital Bridge Program	11 247,426						247,426				
Church Street Reconstruction	12 4,159									4,159	
Duke Street Reconstruction	13 2,083									2,083	
East Side Lands SPS	14 332,324										332,324
George/High St Reconstruction	15 981,308									981,308	
Greenhouse Road Reconstruction	16 34,380						29,653			3,798	928
Maryhill Rd. Storm Sewer Construction	17 1,079							1,079			
Sanitary Lining	18 483,454										483,454
Sanitay Upsizing (East Side Lands)	19 221,005										221,005
Sidewalks Repair/Extension	20 13,763						13,763				
Water/Wastewater Network Growth Study	21 42,343									21,172	21,172
Public Works One Ton Pickup	22 90,110						90,110				
Public Works Valve Turner	23 59,252									59,252	
Recreation Half Ton Pickup Truck	24 50,136								50,136		
Elmira Fire Station	25 2,892			2,892							
Public Works Facility EA	26 8,287	8,287									
	<u>2,851,690</u>	<u>59,293</u>	<u>-</u>	<u>11,550</u>	<u>784</u>	<u>1,079</u>	<u>445,274</u>	<u>104,752</u>	<u>-</u>	<u>1,086,059</u>	<u>1,142,898</u>
BALANCE - DEC. 31, 2024	3,936,353	396,536	693	105,616	(488)	3,810	6,659,639	792,943	155,719	(1,877,942)	(2,300,174)

- Note 1** DC Recoveries occurred due to an overall accrual for 2023 and 2024 for the Church Street project
- Note 2** Public Works Building Lease funding: Funded 100% from Development Charges
- Note 3** Development Charge Amendment Study funding: Funded 100% from Development Charges
- Note 4** Breslau I & I Monitoring/Investigation funding: \$79,829 Development Charges; \$79,829 Wastewater Reserve Fund
- Note 5** Elmira/St. Jacobs I & I Monitoring/Investigation funding: \$39,915 Development Charges; \$39,915 Wastewater Reserve fund
- Note 6** Facilities Debt Financing funding: \$63,274 Development Charges, \$197,504 General Levy
- Note 7** By-law Body Cameras funding: Funded 100% from Development Charges
- Note 8** Barnswallow Dr Reconstruction funding: \$36,071 Development Charges; \$65,591 Developer/Owner Contribution, \$7,326 Infrastructure Reserve Fund
- Note 9** Bauman/College/Union St. Reconstruction funding: \$1,301 Development Charges; \$1,301 Water Reserve Fund; \$1,375 Wastewater Reserve Fund
- Note 10** Breslau Wet Well funding: Funded 100% from Development Charges
- Note 11** Capital Bridge Program funding: \$247,426 Development Charges; \$200,097 Infrastructure Reserve Fund; \$543,265 CCBF; \$317,084 Ontario Community Infrastructure Fund; \$532,963 General Levy
- Note 12** Church Street Reconstruction funding: \$4,159 Development Charges; \$8,317 Water Reserve Fund; \$4,159 Wastewater Reserve Fund
- Note 13** Duke Street Reconstruction funding: \$2,083 Development Charges; \$4,166 Water Reserve Fund; \$5,049 Wastewater Reserve Fund; \$1,325 Infrastructure Reserve fund
- Note 14** Eastside Lands SPS funding: \$332,324 Development Charges; \$226,143 Region of Waterloo
- Note 15** George/High St Reconstruction funding: \$981,308 Development Charges; \$1,965,563 Water Reserve Fund; \$871,495 Ontario Community Infrastructure Fund; \$67,208 General Levy
- Note 16** Greenhouse Road Reconstruction funding: \$34,380 Development Charges; \$2,990 Infrastructure Reserve Fund
- Note 17** Maryhill Rd Storm Sewer Construction funding: \$1,079 Development Charges; \$1,079 Region of Waterloo
- Note 18** Sanitary Lining funding: Funded 100% from Development Charges
- Note 19** Sanitary Upsizing (East Side Lands) funding: Funded 100% from Development Charges
- Note 20** Sidewalks Repair/Extension funding: \$13,763 Development Charges; \$39,171 Infrastructure Reserve Fund
- Note 21** Water/Wastewater Network Growth Study funding: \$42,343 Development Charges; \$21,172 Water Reserve Fund; \$21,172 Wastewater Reserve Fund
- Note 22** Public Works One Tone Pickup Truck funding: Funded 100% from Development Charges
- Note 23** Public Works Tandem Snow Plow Valve Turner funding: Funded 100% from Development Charges
- Note 24** Recreation Half Ton Pickup Truck funding: Funded 100% from Development Charges
- Note 25** Elmira Fire Station funding: \$2,892 Development charges; \$4,248 Infrastructure Reserve Fund; 2,832 Property Building Reserve Fund
- Note 26** Public Works Facility EA funding: \$8,287 Development Charges; \$5,722 Water Reserve Fund; \$5,722 Wastewater Reserve Fund



Financial Services Staff Report

Report Number:	F08-2025
Report Title:	Treasurer's Statement – Cash-in-Lieu Parkland Reserve Fund for the year ending December 31, 2024
Author:	Richard Petherick, Manager of Accounting & Deputy Treasurer
Meeting Type:	Council Meeting
Meeting Date:	April 1, 2025
eDocs or File ID:	F20
Consent Item:	Yes
Final Version:	Yes
Reviewed By:	Colm Lynn, Director of Finance & Treasurer
Final Review:	Senior Management Team

Recommendation:

That the Council of the Township of Woolwich, considering Report F08-2025 respecting Treasurer's Statement – Cash-in-Lieu Parkland Reserve Fund for the year ending December 31, 2024, receive this report for information purposes only.

Background:

Under sections 42, 51.1 and 53, as applicable and amended, of the Planning Act, a municipality may require, as a condition of development, that land be conveyed to the municipality for park or other public recreational purposes. Alternatively, the council may require payment-in-lieu/cash-in lieu, to the value of the land otherwise required to be conveyed.

The Township has been collecting cash-in-lieu of parkland funds for many years and has been maintaining a dedicated reserve fund to record and track the use of those funds.

In accordance with Bill 73, the Smart Growth for Our Communities Act, 2015, this statement, similar to the existing reporting requirements under the Development Charges Act (DCA), occurs in the first quarter of each fiscal year.

Comments:

Cash-in-Lieu of Parkland is collected during the year from developers at the issuance of plan of subdivision or other such timing as specified in the development agreement.

Attached is a summary of the collections received, and the funds expended for the year ended December 31, 2024.

As noted in the Planning Act, as amended, funds collected as “cash-in-lieu” are limited in their usage and can be used for park or other recreational purposes, including the erection, improvement or repair of buildings, park improvements, and the acquisition of machinery to be used for parks operations.

Interdepartmental Impacts:

None.

Financial Impacts:

None.

Strategic Plan Impacts:

By reporting activities for the revenues and expenses for cash-in-lieu of parkland, Woolwich strives to be transparent in order to foster an environment of trust and accountability.

Conclusion:

The Planning Act prescribes the information that must be included in this Treasurer’s Statement. This report is provided for Council’s information.

Attachments:

Attachment 1 – Summary of Park Fund Reserve Fund - 2024

F08-2025 Attachment 1

Township of Woolwich
 Summary of Park Fund Reserve Fund
 Statement of Continuity
 (by stream of expenditures)
 as at December 31, 2024

	RESERVE FUND TOTAL
BALANCE - JAN. 1, 2024	<u><u>(45,033)</u></u>
<u>Inflows</u>	
Cash-in-Lieu of Parkland Contributions	276,650
Interest Earnings	<u>(261)</u>
	<u>276,389</u>
SUBTOTAL	<u><u>231,357</u></u>
<u>Outflows</u>	
<i>Transfers to Capital Fund:</i>	
Playground Upgrades	1 58,087
South Parkwood - Park Development 2nd Phase	2 110,387
Bolender Bridge Decking (Replacement)	3 31,525
	<u>200,000</u>
BALANCE - DEC. 31, 2024	<u><u>31,357</u></u>

Note 1 *Playground Upgrades funding: Funded 100% from Park fund Reserve Fund*

Note 2 *South Parkwood Park Development funding: Funded 100% from Park Fund Reserve Fund*

Note 3 *Bolender Bridge Decking (Replacement) funding: Funded 100% from Park Fund Reserve Fund*



Clerks Services Staff Report

Report Number: C11-2025
 Report Title: Procedural By-law Mid-term Review - Report 2
 Author: Jeff Smith, Director of Corporate Services/Clerk
 Meeting Type: Committee of the Whole Meeting
 Meeting Date: April 1, 2025
 eDocs or File ID: 129436
 Consent Item: No
 Final Version: Yes
 Reviewed By: Alex Smyth, Deputy Clerk and Tanya Bettridge, Council and
 Committee Support Specialist
 Final Review: Chief Administrative Officer

Recommendation:

That the Council of the Township of Woolwich, considering Report C11-2025 respecting Procedural By-law Mid-term Review - Report 2:

1. Approve the draft 2025 meeting schedule attached to this report; and
2. Bring forward the revised draft of the Procedural By-law for approval at the next meeting to allow for both Council and Committee of the Whole business items at regular meetings.

Background:

At the meeting on March 24, Council considered and approved amendments to the Procedural By-law that, if passed by Council, would include:

- a process to review disrespectful comments
- a process for the Clerk to take minutes at joint council meetings, or delegate this authority
- clarity that we cannot guarantee technology will work during Council meetings
- a clear process for boards and committees to make recommendations or requests to Council
- removal of one Special Council – Planning meeting
- other minor housekeeping changes

Council also considered a staff recommendation to eliminate Committee of the Whole (“Committee”) meetings but directed staff to redraft the Procedural By-law to keep both Council and Committee meetings as set out below:

“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 as amended to keep the Committee and Council schedule to the next meeting; and
2. Direct staff to provide Council with an amended meeting schedule for approval.”

Comments:

Procedural By-law Draft 2

In redrafting the by-law according to Council’s direction, staff had several insights that led to the development of a by-law that allows *both* Council and Committee business items on all regularly scheduled meetings. Following this schedule and the removal of a special Council planning meeting, staff updated the meeting schedule as shown in Attachment 1.

The draft Procedural By-law shown as Attachment 2, includes the following benefits:

1. Retains and expands the ability to have “sober second thought” (twice each month)
2. More Council authority over the agenda: Council can decide when an item should be approved at Council or considered first at Committee
3. Keeps the opportunity for Councillors to chair the Committee portion of the meeting
4. Improved public notice: it is clear which matters are on the Council agenda
5. Easier scheduling: both Council and Committee items could go to any scheduled meeting
6. More efficient: fewer items on the summary of recommendations ratification at Council, standardized agendas are easier for staff to produce

Correction - Motion to Reconsider

The author also wishes to correct an incorrect comment he made at the Council meeting: if all members of Council vote to approve a resolution, *any* member could move to reconsider. Staff incorrectly noted that no member could move a motion to reconsider.

Interdepartmental Impacts:

None.

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 Council approve the draft 2025 Meeting Schedule and bring forward the draft Procedural By-law to the next meeting for approval.

Attachments:

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

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
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	

March						
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					

April						
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			

May						
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

June						
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					

July						
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		

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
	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				

October						
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	

November						
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						

December						
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			

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> Special Council Budget (Day) Special Council Budget (Evening) AMO Conference | <ul style="list-style-type: none"> Committee of the Whole Council/ Regular Meeting # Holiday/Observance | <ul style="list-style-type: none"> Special Council Special Council - Planning ● March Break |
|---|--|--|

<p>Jan 1: New Year's Day Feb. 17: Family Day Apr 18: Good Friday Apr 20: Easter Sunday</p>	<p>May 19: Victoria Day Jun 15: Father's Day Jul 1: Canada Day Aug 4: Civic Holiday Sep 1: Labour Day</p>	<p>Sep 30: National Day for Truth and Reconciliation Oct 13: Thanksgiving Dec 25: Christmas Day Dec 26: Boxing Day</p>
---	---	---



By-law No. ##-2025

Procedural By-law

Consolidated Version *Revised and Verified on [enter date]*

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

Consolidated for Convenience Only

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

Table of Contents

Part I. Introduction and Interpretation 3

 Short Title 3

 Scope 3

 Interpretation 3

 Definitions 4

Part II. Meetings and Agenda..... 6

 Time, Date and Place of Meetings 6

 Electronic Participation..... 6

 Inaugural Meeting..... 8

 Special Meetings..... 8

 Emergency Meetings 8

 Joint Meetings 8

 Closed Meetings 9

 Agenda and Public Notice 9

 Information Package 10

 Members, Seating and Quorum 10

 Council Vacancy 11

 Roles 11

 Disclosures of Pecuniary Interest..... 12

 Minutes..... 13

 Consent Items..... 13

 Proclamations, Communications and Petitions..... 13

 Public Meetings 14

 Presentations 14

 Delegations..... 14

 By-laws..... 15

 Adjourning..... 15

Part III. Conduct and Decorum 16

 Conduct of Members 16

 Directions to Staff..... 16

 Meeting Decorum and Public Submissions 16

Part IV. Debate, Motions and Voting 17

 Rules of Procedure 17

 Discussion and Debate..... 17

 Motions and Notice of Motion 18

 Voting and Recorded Votes 18

 Reconsideration..... 19

Part V. Boards and Committees 20

 Formation..... 20

 Membership and Quorum 20

Part VI. Conflict and Transition 21

 Conflict and Terms Severable..... 21

 Repeal and Enactment 21

Schedule A - Agenda Outline..... 22

Schedule B - Special Circumstances for Electronic Participation 23

The Corporation of the Township of Woolwich

By-law No. 49-2021

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

Whereas section 238(2) of the Municipal Act, 2001 requires 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 and April 15, 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 hereby 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 Township Clerk or designate.

Closed Meeting or Closed Session means a Meeting or portion of a Meeting which is closed to the public under the provisions of the Municipal Act.

Committee includes any Advisory Committee or Ad Hoc Committee established by Council and does not include the Committee of the Whole.

Committee of the Whole is a less formal, discussion-oriented Meeting where recommendations are made to Council and require final approval at the subsequent Council meeting. References to Council and Committee of the Whole in this by-law are interchangeable except where otherwise noted.

Consent Item is an item that is listed on the Consent Items portion of the Agenda and is a routine matter, approval of the Minutes, a report provided for information, responses 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 and includes Committee of the Whole.

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 speak and vote in a Board or Committee meeting unless prohibited by law.

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 means more than half of the Members entitled to vote at a meeting.

Mayor means the head of council elected by general vote to represent electors in the Township.

Meeting means meeting as defined by the Municipal Act and for the purposes of this by-law includes a Meeting of Council, other meetings of Boards and Committees.

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

Motion means a question to be considered by the Council 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 staff of the Township.

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 the Members on the basis of a Motion placed before a properly constituted Meeting 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 meeting calendar.

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 the date and time of scheduled Meetings which will be posted on the Townships' website for public notice.
7. Meetings shall be held in the Council Chambers at the Township's 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

8. Subject to Schedule B of this by-law, Members may participate electronically at a meeting and when participating electronically:
 - a. will be counted as present for the purposes of Quorum; and
 - b. may participate in all parts of the meeting, including Closed Session.

9. If 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;
 - c. mute their microphone when not speaking; and
 - d. turn their video and microphone off and not participate in the meeting, when they intend to leave the meeting for reasons such as having declared a Pecuniary Interest.
10. Members participating electronically will be deemed to have left the meeting when they are no longer electronically connected to the meeting, or they are otherwise unable to contribute to the meeting. The minutes will reflect when a member leaves or returns to a meeting.
11. All debate and discussion at an electronic meeting must take place verbally, on record, as directed by the Chair as if the members were at a physical meeting.
12. 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 or is unable to participate.
13. Subject to Schedule B of this by-law speakers at Public Meetings, Presenters and Delegates may attend a meeting electronically by registering with the Clerk following all other rules in this by-law and, when attending electronically:
 - a. the Clerk shall take reasonable measures to ensure the person has an opportunity to speak if the electronic meeting software is unavailable; and
 - b. the Clerk may make special arrangements in exceptional circumstances to allow a Presentation or a Delegation to be provided electronically by alternative means.
14. Subject to section 25 and Schedule B of this by-law:
 - a. in person meetings are open to the public to attend in person;
 - b. when a livestream is provided for public viewing, the technology is not guaranteed to work or provide the same viewing experience as attending 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 reasonable effort to make a recording of the meeting public.

Inaugural Meeting

15. Council shall hold its Inaugural Meeting within the first two weeks of a new term of Council.
16. 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

17. A Special Meeting of Council may be called by:
 - a. the Mayor;
 - b. a Majority of Members; or
 - c. the Clerk.
18. The Clerk shall notify all members of Council of each Special Meeting at least 24 hours prior to the Special Meeting.
19. 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

20. 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.
21. 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

22. 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.
23. 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

24. All 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.
25. Prior to any meeting being closed to the public, the Members shall pass a Resolution in public which includes:
 - a. the fact of the holding of the Closed Meeting; and
 - b. the general nature of matters being considered at the Closed Meeting.
26. 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 persons retained by or under contract with the Township.
27. The Clerk shall take minutes of all Closed Meetings which are not open to inspection by the public.
28. 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 Meeting to the public except:
 - a. with clear authorization or direction of Council; or
 - b. when the Chair reports on items to come forward from a Closed Meeting.
29. Disclosing confidential information is a violation of the Council Code of Conduct and any suspected disclosures shall be referred to the Integrity Commissioner.
30. 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

31. 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.
32. All other notice shall be given as set out in the Township's Notice By-law.

33. Agendas shall be posted on the Township's website and circulated to all Members electronically as follows:
 - a. by 3:00 p.m. on the Thursday before a Meeting;
 - b. at least 24 hours before a Special Meeting; and
 - c. by 1:00 p.m. on the day of a Meeting for revisions to an Agenda for urgent matters or as otherwise allowed by this by-law.
34. Where the timelines laid out in section 33 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.
35. Business shall be discussed in the order listed on the agenda, unless revised by the Chair or a Majority of Members present.

Information Package

36. The Clerk shall prepare an Information Package each month to be circulated to all Members which includes:
 - a. minutes from Boards and Committees;
 - b. resolutions from other municipalities; and
 - c. any other notices or information for Council's attention.
37. Members may pull items from the Information Package to be discussed at a future Meeting by notifying the Clerk by 12 p.m. (noon) on the Wednesday before the Meeting and the Clerk will add the item to the Council Business or Committee of the Whole Business section of the Agenda as directed.

Members, Seating and Quorum

38. Seating in the Council Chambers shall be:
 - a. when the Mayor is Chairing, in alphabetical order of the Members' surnames with the first Member in the seat closest to the Mayor's right.
 - b. when the Acting Mayor is Chairing, the Mayor will take the seat of the Acting Mayor.
39. A Quorum of Members must be present to hold a Meeting, either in person or attending by Electronic Participation.
40. If a Quorum is not present within thirty minutes after a Meeting is scheduled to start, the Clerk shall record the names of the Members present and the meeting shall be adjourned until the next Regular Meeting.
41. If a Quorum is not present after the time fixed for a meeting of a Board or Committee, the Clerk or 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

42. 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.
43. 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

44. The roles of Council, Mayor, Chief Administrative Officer and Clerk are set out in sections 224 to 229 of the Municipal Act.
45. The Clerk shall be present at all Meetings of Council.
46. Meetings will be Chaired by:
 - a. the Mayor, for regular, special, Emergency and Closed Meetings of Council;
 - b. the Acting Mayor, for Committee of the Whole meetings or 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.
47. 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 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

- 48. 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 and this By-law.
- 49. 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 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 their 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. where the matter is under consideration during a Closed Meeting, immediately leave the meeting or part of the meeting during which the matter is under consideration and remain absent from it.
- 50. Where a Pecuniary Interest has not been disclosed because the member was absent from the meeting where the matter was considered, the member shall disclose the interest and otherwise file a written statement to comply with section 49 b. of this by-law at the next Meeting the member attends.
- 51. 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 regarding the matter.
- 52. Quorum is not affected if a Member leaves a meeting for a pecuniary interest.

Minutes

53. Minutes will record:
 - a. the place, date and time of meeting;
 - b. the names of the Chair, Members, CAO and Clerk who attended;
 - c. any disclosures of Pecuniary Interest;
 - d. correction and adoption of the minutes of prior Meetings, and
 - e. a summary of other proceedings of the meeting without note or comment.
54. At all Regular Meetings, the minutes may be adopted as presented or amended.
55. After Council minutes have been adopted, they will be signed by the Mayor and Clerk and sealed with the corporate seal.
56. Boards and Advisory Committees shall adopt minutes and submit them to Council for information.

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 requests that an item be discussed separately.

Proclamations, Communications and Petitions

58. Council does not pass proclamations.
59. All communications and petitions shall be filed with the Clerk or recording secretary and shall:
 - a. be addressed to Council be legibly written or printed; and
 - b. 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 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 content to be inconsistent with this by-law.
61. Petitions submitted to Council are part of the public record and are listed on the Agenda posted online with personal information severed in accordance with privacy legislation.

Public Meetings

62. People speaking at 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.

Presentations

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.

Delegations

66. To address Council at a meeting Delegations:
 - a. must register with the Clerk no later than:
 - i. 12:00 p.m. (noon) on the Wednesday before the meeting to introduce and speak to an item consistent with this by-law; or
 - ii. 10:00 a.m. on the day of the meeting to speak on a matter already listed on the Agenda for that meeting.
67. The Clerk shall be authorized to:
 - a. encourage a Delegation to first address another more appropriate body before bringing the matter to Committee 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 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 or the Township.

68. The speaking time for Delegations shall be:
- a. seven (7) minutes for registered delegations, unless Council agrees to extend the speaking time for one or more delegates; and
 - b. five (5) minutes where a Majority of Members present allow unregistered delegations to address Council.
69. 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.

By-laws

70. A confirming by-law shall be passed at each Council Meeting to confirm the actions and proceedings of Council.
71. Proposed by-laws shall generally be brought to a future meeting after they are originally presented, unless the matter is urgent.
72. 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.
73. 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

74. The Chair shall declare the Meeting adjourned at 11:00 p.m., unless Members by unanimous vote approve 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

75. No Member shall:
- a. use Deprecating or offensive words or language that is not inclusive;
 - b. engage in private conversation while in the Meeting or use electronic devices in a manner which disrupts the proceedings 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 the Members on questions of order or practice or upon the interpretations of the Rules of Procedure; or
 - f. speak without first addressing the Chair.
76. 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 without amendment, adjournment or debate: "That such member be ordered to leave his/her seat for the duration of the meeting of Council".
77. A Majority of Members present may vote to allow a Member who was ordered to leave the Meeting to return if the Member apologizes.

Directions to Staff

78. No individual Member 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.
79. Any directions or instructions provided to an employee, agent or contractor of the Township will occur through appropriate direction or Resolution at a Council Meeting.

Meeting Decorum and Public Submissions

80. Members may only ask questions of people attending a public meeting, presenting or delegating for clarification or obtaining additional information relevant to the matter and shall not enter into debate.
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 Agenda.

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 Members present, except:
- a. as required by law;
 - b. a rule requiring a two-thirds vote in which case the rule may be suspended by a two-thirds vote 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 their 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 of members present without debate.

91. Any member may require the 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 and Notice of Motion

93. Motions may be presented by a mover verbally or in writing.
94. A Motion may be introduced by any Member before the Agenda for a Meeting is published and may be debated and voted on at the Meeting.
95. 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 Members suspend this procedure following the process set out in this by-law.
96. If no member seconds a Motion it shall not be discussed or considered.
97. 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 present vote to allow additional debate; and
 - d. no further Motions shall be considered except in accordance with Roberts' Rules of Order.
98. A Motion in respect of a matter which is beyond the jurisdiction of meeting shall not be in order.
99. All Resolutions passed by the Committee of the Whole shall be considered recommendations to Council that must be ratified at a Council Meeting.

Voting and Recorded Votes

100. 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.

101. If the Chair is unclear about the result of the vote, the Chair may request that the members vote again.
102. 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.
103. Any member present who refuses to vote on an issue shall be deemed to have voted in the negative.
104. 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.
105. All members present including the Chair shall vote on a Recorded Vote unless the member has declared a Pecuniary Interest.
106. 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.
107. Any Recorded Vote resulting in a tie shall be deemed to be lost.

Reconsideration

108. 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.
109. A Motion to reconsider:
 - a. may be seconded by any member;
 - b. shall not be discussed;
 - c. must be approved by two-thirds of Members present.
110. 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

111. 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.
112. Once established, Boards shall continue to operate until the establishing by-law is repealed.
113. Once established an Advisory Committee shall continue to operate until it is dissolved by Resolution or the establishing by-law is repealed.
114. 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.
115. A Committee may independently develop policies or procedures that give instruction in areas not covered by the Terms of Reference or this by-law.
116. If any Board or Committee neglects to attend to its duties, the Council may intervene and order it to meet and report.

Membership and Quorum

117. The Mayor is an Ex Officio member of all Boards and Committees with full speaking and voting privileges.
118. Applications for membership on Boards and Committees shall be reviewed by Council in a Closed Meeting prior to the appointment being confirmed by Resolution in open session.
119. 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.
120. The Chair of a Board or Committee may vote on any question before them.
121. A Quorum in any meeting of a Board or Committee includes:
 - 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.

Part VI. Conflict and Transition

Conflict and Terms Severable

- 122. 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.
- 123. 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

- 124. By-law 49-2021 is repealed.
- 125. 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 ## day of April, 2025.

Mayor

Clerk

Schedule A - Agenda Outline

Meeting Agenda Outline

- Approval of the Agenda (and where items are placed on the agenda)

Closed session (if needed)

- Public Resolution to Move into Closed Session (if needed)

Council

- Public Resolution to Reconvene in Open Session (if needed)
- Land Acknowledgement
- Chair's Opening Remarks
- Disclosures of Pecuniary Interest
- Items from Closed Session
- Public Meetings
- Presentations/Delegations
- Consent Items (includes minutes)
- Unfinished Business
- Council Business (Staff Reports, Memos, Council Motions, Items from the Information Package, etc.)
- By-laws
- Council Adjournment

Committee of the Whole

- Committee of the Whole Business (Presentations, Delegations, Staff Reports, Memos, Items from the Information Package, Notice of Motion etc.)
- Other Business
 - Mayor's Report on Regional Matters
 - Council Reports/Updates
 - Outstanding Activity List
 - Items Pulled from the Information Package
 - Items for Information and Public Notices

Meeting Adjournment

Schedule B - Special Circumstances for Electronic Participation

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.



Financial Services Staff Report

Report Number: F09-2025
 Report Title: 2024 Year End Investment Report
 Author: Colm Lynn, Director of Finance / Treasurer
 Meeting Type: Council Meeting
 Meeting Date: April 1, 2025
 eDocs or File ID: F12 - Investments
 Consent Item: Yes
 Final Version: Yes
 Reviewed By: SMT
 Final Review: Senior Management Team

Recommendation:

That the Council of the Township of Woolwich, considering Report F09-2025 respecting 2024 Year End Investment Report, receive this report for information.

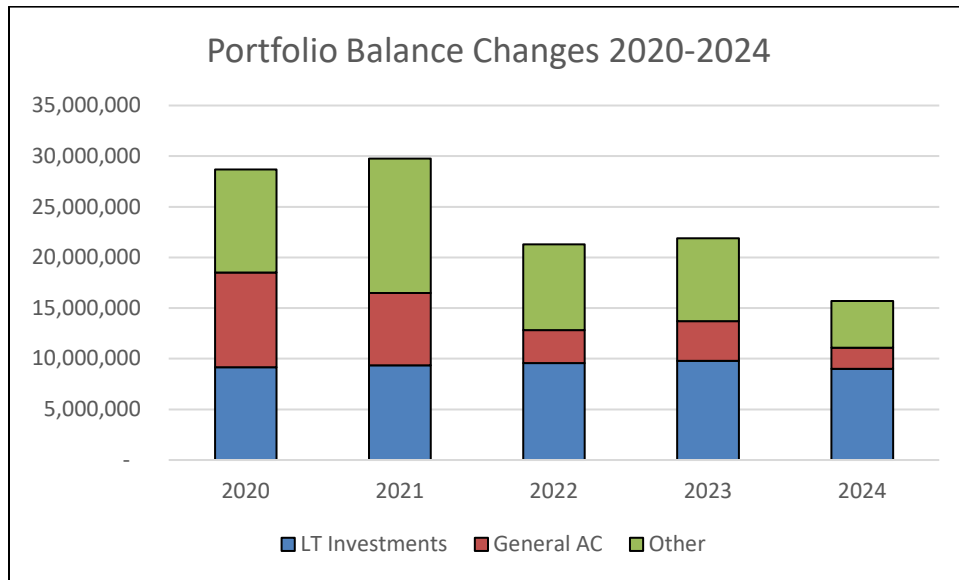
Background:

Under the Township's investment policy (Attachment 1), it states that the Treasurer shall provide to Council annual investment reports that provide a clear picture of the status of the current investment portfolio.

Comments:

The Township's portfolio of investments is comprised of holdings ranging from cash balances to long-term bonds. As of December 31, 2024, the total book value of these holdings was approximately \$15.7 million. This is a \$6.2 million dollar decrease compared to the portfolio balance of \$21.9 million as of December 31, 2023 and is a continuation of a longer term trend.

The Township's overall reserve balances, cash and investment balances have been steadily declining over the past number of years. The portfolio balance had a high of approximately \$30 million in 2021 but by the end of the year in 2024 that balance had reduced by almost 50% to approximately \$15.7 million. These decreases have been driven by increased capital spending beyond our capital funding revenue and more recently significant unfunded internal borrowing which has paced considerable strain on our cash and investment balances.



As of December 31, 2024, the holdings in the investment portfolio generally fell within the Township's Investment Policy guidelines. With the update to the investment policy in 2024, several of the Township's holdings in loan and trust companies exceed a duration of 2 years which is the limit set in the revised investment policies. These exceptions would be costly to cash in early and instead will be held to maturity when they will be renewed in more appropriate investments.

The overall yield of the investment portfolio, including cash balances, was 4.27% as at December 31, 2024. This is lower than the reported 2023 yield of 5.69% which is the result of a decline in interest rates as well as a change in calculation methodology. The 2023 yield was calculated using the closing balance of the accounts. A more accurate methodology has been used in 2024 using an average portfolio balance. This approach also reduces the reported yield and will be used going forward.

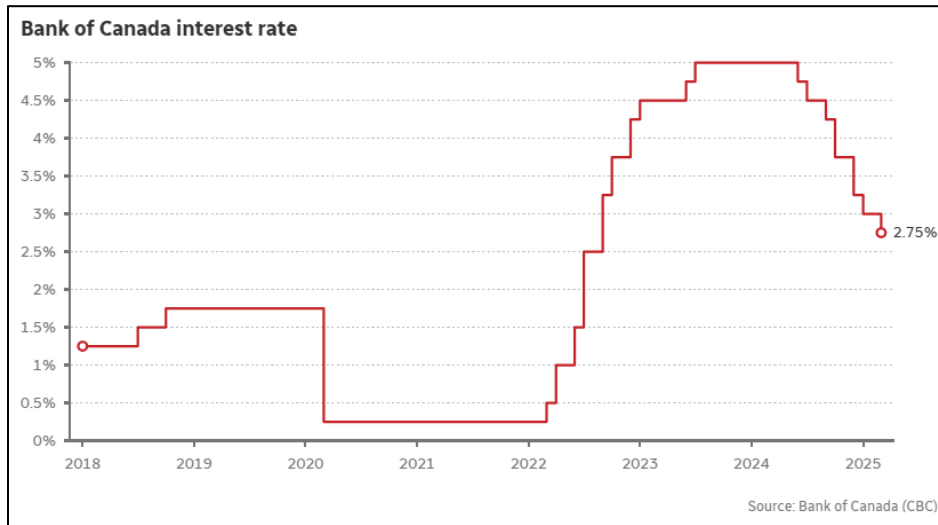
The Township's investment holdings are summarized in Attachment 2 and include the Township's operating fund, as well as Reserve and Reserve Fund balances. The column entitled "Book Value" refers to the price the Township paid for each security, while the "Face Value" is the value of the bond that will be realized at maturity, and the "Market Value" refers to what each individual security is worth if sold during the specified time frame, i.e. December 31, 2024.

Excluded are Trust Fund investments and the Township's investment in Enova, which are both reflected annually in the Township's audited consolidated financial statements.

Interest Rate Analysis

With the onset of the COVID-19 pandemic the Bank of Canada slashed prime rates in 2020 to 0.25%. As inflation increased significantly higher than the Bank of Canada's two percent target rate interest rates were dramatically increased over 2022 and 2023, rising from 0.25% to 5.0% at the end of 2023. In 2024, the bank of Canada begun lowering

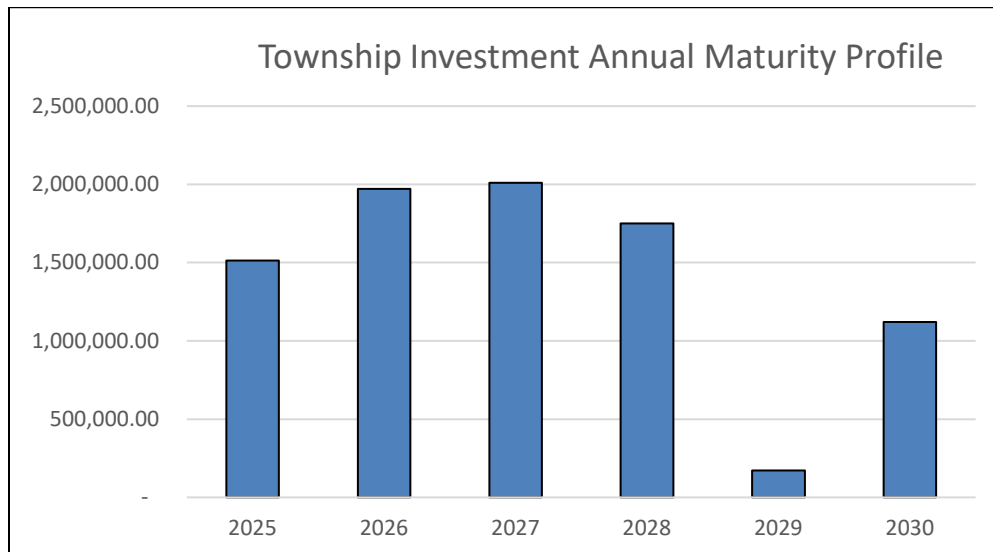
interest rates which has continued into 2025. The current overnight rate sits at 2.75% as of March 2025 from a high of 5% in 2023.



With the rise in interest rates in 2023, this had a positive impact on interest income which has offset operating deficits in both 2023 and 2024. In 2025 and beyond, there will likely be a negative impact on the investment returns in future years. Also, as longer-term investments mature, they may not be able to be reinvested at a comparable rate.

Maturity Profile

The Township has taken a laddered approach to its investments, meaning maturities are staggered to mature evenly over a 5-year period. This ensures that funds are available in any given year and reduces risk by not having all investments maturing at the same time. Of the total portfolio of approximately \$9 million investment portfolio, around \$1.5 - \$2 million mature each year. The exception is in 2029 which has very little maturities. Due to recent cashflow constraints, the Township has not had surplus cash to re-invest, but when a surplus is available, the goal will be to purchase maturities in 2029 to match. The 5-year maturity profile can be seen below:



External vs. Internal Investment Management

The historical investment approach has been to execute all investment activity through an external advisor. This external advisor receives a commission depending on what investment is made. This results in a lower overall return for the organization compared to in-house management. With new finance staff coming on board, a more active approach will be taken with investments to obtain new investments without paying a management or commission fee which should increase the overall rate of return compared to external management.

Interdepartmental Impacts:

None.

Financial Impacts:

The investment return impacts the interest received to offset the expenses in the operating budget. The investment return also impacts the allocation of interest to reserve funds. A larger investment return allows for additional reserve contributions. The declining cash / investment balances and declining interest rates will result in lower returns in future years.

Strategic Plan Impacts:

The Township's Investment Policy and the application of this policy follows the Corporate Strategic Plan by ensuring that we invest our funds in a fiscally responsible manner ensuring long term economic prosperity.

Conclusion:

This report is included for Council's information as required by the Township's Investment Policy and Goals.

Attachments:

Attachment 1 – Investment Portfolio as of December 31, 2024

**Township of Woolwich
Reserve Investments - RBC
as at December 31, 2024
G/L 4-1-6300-000-630**

F06-2025 Attachment 1

Maturity	Description	Book Value	Face Value	Market Value	Coupon Rate	YTM	% of total
February 21, 2025	ICICI Bak Canada	100,000.00	100,000.00	101,849.59	2.150%	2.150%	1.1%
February 21, 2025	Versabank	75,000.00	75,000.00	76,374.29	2.130%	2.130%	0.8%
April 28, 2025	Bank of Montreal	210,000.00	210,000.00	212,939.31	2.060%	2.060%	2.3%
April 28, 2025	Versabank	25,000.00	25,000.00	25,372.00	2.190%	2.190%	0.3%
May 20, 2025	Bank of Montreal	155,000.00	155,000.00	156,777.19	1.860%	1.860%	1.7%
June 11, 2025	B2B Bank	50,000.00	50,000.00	50,458.84	1.650%	1.650%	0.6%
June 11, 2025	Laurentian Bank	50,000.00	50,000.00	50,458.84	1.650%	1.650%	0.6%
June 11, 2025	LBC Trust	59,000.00	59,000.00	59,541.43	1.650%	1.650%	0.7%
June 16, 2025	Bank of Montreal	100,000.00	100,000.00	100,779.64	1.430%	1.430%	1.1%
June 16, 2025	National Bank of Canada	100,000.00	100,000.00	100,790.55	1.450%	1.450%	1.1%
June 25, 2025	Royal Bank of Canada	175,000.00	175,000.00	176,196.14	1.320%	1.320%	1.9%
September 2, 2025	Bank of Nova Scotia	85,000.00	85,000.00	85,293.42	1.050%	1.050%	0.9%
September 2, 2025	CDN Western Bank	30,000.00	30,000.00	30,108.49	1.100%	1.100%	0.3%
September 2, 2025	CDN Western Bank	100,000.00	100,000.00	100,361.64	1.100%	1.100%	1.1%
November 3, 2025	Bank of Nova Scotia	200,000.00	200,000.00	200,317.81	1.000%	1.000%	2.2%
		1,514,000.00					
January 19, 2026	CDN Imperial Bank of Commerce	245,917.50	250,000.00	245,873.15	1.450%	1.450%	2.7%
January 26, 2026	RFA Bank	100,000.00	100,000.00	100,934.25	1.000%	1.000%	1.1%
May 4, 2026	Royal Bank of Canada	57,243.10	58,000.00	56,883.58	1.900%	1.900%	0.6%
May 11, 2026	General Bank of Canada	35,000.00	35,000.00	35,872.08	3.870%	3.870%	0.4%
May 11, 2026	Home Equity Bank	100,000.00	100,000.00	102,523.84	3.920%	3.920%	1.1%
May 11, 2026	Peoples Trust	100,000.00	100,000.00	102,491.64	3.870%	3.870%	1.1%
May 19, 2026	HSBC Bank Canada	41,000.00	41,000.00	41,358.55	1.400%	1.400%	0.5%
May 19, 2026	Manulife Bank	75,000.00	75,000.00	75,749.59	1.600%	1.600%	0.8%
May 28, 2026	Bank of Montreal	126,722.40	140,000.00	136,832.12	1.551%	1.551%	1.4%
May 28, 2026	Bank of Montreal	143,023.15	155,000.00	151,492.70	1.551%	1.551%	1.6%
June 16, 2026	Bank of Montreal	250,000.00	250,000.00	251,925.75	1.420%	1.420%	2.8%
September 29, 2026	Bank of Nova Scotia	100,000.00	100,000.00	100,349.07	1.370%	1.370%	1.1%
November 2, 2026	Bank of Nova Scotia	248,232.51	250,000.00	243,842.60	1.850%	1.850%	2.8%
November 2, 2026	Bank of Nova Scotia	323,420.28	345,000.00	336,502.79	1.850%	1.850%	3.6%
December 7, 2026	Manulife Bank	25,000.00	25,000.00	25,036.82	2.150%	2.150%	0.3%
		1,970,558.94					

**Township of Woolwich
Reserve Investments - RBC
as at December 31, 2024
G/L 4-1-6300-000-630**

F06-2025 Attachment 1

Maturity	Description	Book Value	Face Value	Market Value	Coupon Rate YTM		% of total
February 8, 2027	Royal Bank of Canada	65,000.00	65,000.00	67,431.45	4.150%	4.150%	0.7%
March 1, 2027	Home Trust	52,000.00	52,000.00	53,870.20	4.290%	4.290%	0.6%
April 1, 2027	Bank of Montreal	167,212.00	170,000.00	172,079.10	3.650%	4.107%	1.9%
June 1, 2027	Bank of Montreal	222,995.26	225,000.00	229,734.37	4.309%	4.515%	2.5%
June 29, 2027	CDN Imperial Bank of Canada	389,324.17	380,000.00	392,422.29	4.950%	4.292%	4.3%
July 12, 2027	Royal Bank of Canada	110,000.00	110,000.00	112,398.30	4.600%	4.600%	1.2%
July 12, 2027	Bank of Nova Scotia	100,000.00	100,000.00	102,180.27	4.600%	4.600%	1.1%
August 16, 2027	Royal Bank of Canada	100,000.00	100,000.00	101,726.58	4.600%	4.600%	1.1%
August 16, 2027	Bank of Nova Scotia	62,000.00	62,000.00	63,070.48	4.600%	4.600%	0.7%
October 4, 2027	Bank of Montreal	90,000.00	90,000.00	91,008.99	4.650%	4.650%	1.0%
October 7, 2027	CDN Imperial Bank of Canada	314,993.70	315,000.00	330,425.13	5.050%	5.051%	3.5%
October 21, 2027	Toronto Dominion Bank	173,106.45	165,000.00	174,452.46	5.376%	4.182%	1.9%
December 7, 2027	Bank of Montreal	163,306.80	160,000.00	165,338.61	4.709%	4.210%	1.8%
		2,009,938.38					
January 17, 2028	Royal Bank of Canada	231,138.99	237,000.00	249,283.98	4.642%	5.304%	2.6%
February 7, 2028	Royal Bank of Canada	137,000.00	137,000.00	142,375.66	4.340%	4.340%	1.5%
February 7, 2028	Home Trust Company	48,000.00	48,000.00	49,918.16	4.420%	4.420%	0.5%
May 23, 2028	Royal Bank of Canada	158,000.00	158,000.00	162,217.95	4.350%	4.350%	1.8%
May 23, 2028	B2B Bank	50,000.00	50,000.00	51,350.14	4.400%	4.400%	0.6%
May 29, 2028	Bank of Montreal	352,575.35	355,000.00	371,957.44	5.039%	5.204%	3.9%
June 23, 2028	Equitable Bank	55,000.00	55,000.00	56,418.89	4.930%	4.930%	0.6%
July 4, 2028	Bank of Nova Scotia	188,000.00	188,000.00	192,032.99	4.350%	4.350%	2.1%
July 12, 2028	Canadian Tire Bank	100,000.00	100,000.00	102,370.30	5.030%	5.030%	1.1%
July 12, 2028	Equitable Bank	45,000.00	45,000.00	46,062.39	5.010%	5.010%	0.5%
July 12, 2028	General Bank of CDA	65,000.00	65,000.00	66,528.44	4.990%	4.990%	0.7%
July 12, 2028	Manulife Trust	100,000.00	100,000.00	102,309.04	4.900%	4.900%	1.1%
September 8, 2028	Toronto Dominion Bank	130,621.53	129,000.00	138,986.34	5.491%	5.200%	1.5%
November 21, 2028	Royal Bank of Canada	90,371.00	90,371.00	90,871.14	5.050%	5.050%	1.0%
		1,750,706.87					
May 22, 2029	CDN Western Bank	70,000.00	70,000.00	71,954.63	4.550%	4.550%	0.8%
		70,000.00					

**Township of Woolwich
Reserve Investments - RBC
as at December 31, 2024
G/L 4-1-6300-000-630**

F06-2025 Attachment 1

Maturity	Description	Book Value	Face Value	Market Value	Coupon Rate	YTM	% of total
June 17, 2030	Bank of Montreal	103,214.56	100,000.00	99,404.67	2.077%	2.077%	1.1%
June 17, 2030	Bank of Montreal	55,977.48	54,000.00	53,678.52	2.077%	2.077%	0.6%
June 17, 2030	Bank of Montreal	203,886.00	200,000.00	198,809.33	2.077%	2.077%	2.3%
July 21, 2030	CDN Imperial Bank of Commerce	133,458.35	130,000.00	130,064.50	2.010%	2.010%	1.5%
July 21, 2030	CDN Imperial Bank of Commerce	<u>623,820.00</u>	600,000.00	600,297.70	2.010%	2.010%	6.9%
		1,120,356.39					
	Total LT Investments	8,435,560.58					
	RBC Investment Cash Account	557,442.00	557,442.00	557,442.00			
	Total	8,993,002.58	9,000,813.00	9,125,760.15			
	As per Investment statement December 31.	8,993,002.58		9,125,760.15			

Portfolio Yield Calculations YE 2024		Closing Balan	Avg Balance	Income	Yield
Long Term Investments	RBC DS (includes cash)	8,435,580.58	9,662,543.06	283,466.82	2.93%
	HISA RBC DS	557,422.00	214,730.33	6,319.39	2.94%
	Total RBC DS	8,993,002.58	9,877,273.39	289,786.21	2.93%
General Bank	Account #103-835-5	2,083,511.00	11,233,113.80	547,952.14	4.88%
	Development Bank	4,580,057.66	5,978,578.11	315,836.90	5.28%
	Reserve Bank	42,500.10	465,512.86	22,498.73	4.83%
	Total Cash Balances	6,706,068.76	17,677,204.77	886,287.77	5.01%
	Grand Total	15,699,071.34	27,554,478.16	1,176,073.98	4.27%

COUNCIL'S OUTSTANDING ACTIVITY LIST
As of March 27th, 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	Taxation of Old Order Mennonite Churches	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.

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

COUNCIL'S OUTSTANDING ACTIVITY LIST
As of March 27th, 2025

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