

**Township of Woolwich  
Council Minutes**

**Tuesday, August 31, 2021**

**7:00 pm**

**Video Conference**

**Hosted in Council Chambers, 2<sup>nd</sup> Floor  
24 Church Street West, Elmira**

Present: Mayor Shantz (Chairperson)  
Councillor Martin  
Councillor McMillan\*  
Councillor Merlihan\*  
Councillor Redekop\*  
Councillor Shantz\*

Present from Staff: David Brenneman, Chief Administrative Officer\*  
Richard Petherick, Director of Finance/Treasurer\*  
Jared Puppe, Director of Infrastructure Services\*  
Jeff Smith, Deputy Clerk  
Jenn Horndl, Recreation Manager\*  
Alex Smyth, Council and Committee Facilitator  
Thomas van der Hoff, Manager of Operations and Projects\*

*\*indicates remote participation*

**Public Resolution to Move into Closed Session (5:50 P.M.)**

Moved by Councillor Shantz

Seconded by Councillor Redekop

That the Council of the Township of Woolwich convenes in closed session on Tuesday, August 31, 2021 at 5:50 p.m. electronically in accordance with section 239 (2) of the Municipal Act, 2001, for the purposes of considering the following subject matters:

- a. personal matters about an identifiable individual, including municipal or local board employees (Committee Appointments); and
- b. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Appeal Matter).

...Carried

**Resolution to Reconvene in Open Session (7:09 P.M.)**

Moved by Councillor Merlihan

Seconded by Councillor McMillan

That Council reconvenes in open session.

...Carried

**Moment of Silence**

Mayor Shantz began the meeting with a land acknowledgement and commented on the current circumstances in Afghanistan. Council observed a moment of silence to reflect on injustices both near and far.

**Disclosures of Pecuniary Interest**

None.

**Items to Come Forward from Closed Session**

Moved by Councillor Merlihan

Seconded by Councillor Redekop

That the Council of the Township of Woolwich, considering Report C09-2021 respecting an Appointment to the Woolwich Heritage Committee, appoints Emily Brown to the committee for a term ending December 31, 2022.

...Carried

**Adoption of Minutes**

Moved by Councillor Shantz

Seconded by Councillor Martin

That the following minutes be adopted as presented:

- Special Council Minutes – August 10, 2021
- Committee of the Whole Minutes – August 24, 2021

...Carried

**Planning Public**

None.

**Presentations**

None.

**Delegations**

None.

**Unfinished Business**

None.

**Consent Items**

Moved by Councillor Martin

Seconded by Councillor McMillan

That the following items be approved and received for information:

**Item for Approval****By the Glass Liquor Licence Recommendation (Murphy's Law) and Information Memo**

That the Council of the Township of Woolwich supports the AGCO application of Murphy's Law Distillery for a By the Glass Liquor Licence.

Items for Information

- St. Jacobs Business Improvement Area Board of Management Minutes – February 2, 2021
- St. Jacobs Business Improvement Area Board of Management Minutes – May 4, 2021
- St. Jacobs Business Improvement Area Board of Management Minutes – June 1, 2021
- St. Jacobs Business Improvement Area Board of Management Minutes – July 6, 2021
- Public Consultation Package – Proposed Telecommunications Tower – 280 Woolwich Street South, Breslau

...Carried

**Committee of the Whole**

Moved by Councillor Redekop

Seconded by Councillor Merlihan

That Council convenes into the Committee of the Whole.

...Carried

Recommendations from the Committee of the Whole Meeting of August 24, 2021

Moved by Councillor Martin

Seconded by Councillor Merlihan

That the Summary of Recommendations of the Committee of the Whole dated August 24, 2021 be adopted as follows:

**1. Heritage Train Station Funding Request**

That the Council of the Township of Woolwich, considering Report DS34-2021 respecting the Heritage Train Station Funding Request, authorize the release of \$60,000, which was paid by King and 86 Developments Limited (i.e., Smart Centres) in 2008 and currently held in trust by the Township, and distribute such funds to the Waterloo Central Railway for the sole purpose of constructing a heritage train station building and installing the associated site works in the manner outlined in Report DS 34-2021.

**2. Boundary Road Agreements – Guelph-Eramose and Mapleton**

That the Council of the Township of Woolwich, considering Report IS27-2021 respecting Boundary Road Agreements between the Township of Woolwich and the Townships of Guelph-Eramosa and Mapleton, authorize the Mayor and Clerk to sign the Boundary Road Agreements attached to the report in Appendix A.

**3. Updated Procedural By-law**

That the Council of the Township of Woolwich, considering Report C12-2021 approve the updated Procedural By-law as amended to:

1. allow the chair to vote on a matter if they declare their intent to vote before taking the vote; and
2. maintain current requirements for a motion to reconsider.

**4. Special Service Levy Survey Results for the Unserved Areas of Breslau**

That the Council of the Township of Woolwich, considering Report IS25-2021 respecting a special service levy survey for the unserved areas of Breslau:

1. accept the findings of the survey results from the unserved areas of Breslau and not enact a Special Service Levy for the extension of either municipal water and/or wastewater at this time;

2. protect wastewater design capacity for the unserved areas in Breslau and not allow development to utilize this allotment (10 l/s); and,
3. that a survey is not issued again by staff until significant road reconstruction work is planned at some point in the future (+/-15 years).

#### **6. Woolwich Street North Reconstruction Project – Selection of Engineering Consultant**

That the Council of the Township of Woolwich, considering Report IS26-2021 respecting the Award of the Woolwich Street North Reconstruction Project:

1. approve the contract for engineering services for the Woolwich Street North reconstruction project to GM BluePlan Engineering Limited at a total cost of \$68,075.41 after H.S.T. rebate; and
2. authorize the Mayor and Clerk of the Township of Woolwich to sign the Consultant Agreement.

...Carried

#### **Staff Reports and Memos**

##### Q2 Quarterly Report

Council discussed retroactive tax assessments from MPAC, stabilization of the Canagagigue Creek project, and the base change target in budget 2022 development.

##### F17-2021: Budget Development - 2022

Council discussed the base change target and maintenance of current service standards, staff increases, total projected levy increase, potential budget cuts, 2021 levy increase, funding for the Seniors Centre, annual grants, Canada's Consumer Price Index projection for 2022, growth and size of the Township, projects and priorities in each ward, the Peel Street Bridge funding from the budget, drainage issue in Breslau, needs versus wants, outdoor amenities plan, the infrastructure deficit and future budget discussions in September.

Moved by Councillor McMillan

Seconded by Councillor Redekop

That the Council of the Township of Woolwich, considering Report F17-2021 respecting the development of the 2022 Budget:

1. keep existing service levels as provided for in the 2021 Budget and any changes be advanced in the 2022 Budget as per Council's direction;
2. apply new assessment growth to fund operating and capital budgets, impacted by growth-related costs;
3. prepare the Draft 2022 Budget with a 2.5% base change target;
4. directs staff to include 1.50% to continue building the Infrastructure Levy and to include 0.85% for the Climate Action/Green Infrastructure Levy as approved through report R07-2021, in the Draft 2022 Budget;
5. endorse the 2021 Budget Schedule attached as Appendix A; and
6. Decide on the final recommendation and direction for the Draft 2022 Budget be brought forward to the Council meeting of September 21, 2021.

Council discussed ramifications of abstaining from voting.

...Carried

Verbal Update on the Township of Woolwich Outdoor Amenities Plan

Recreation Manager Jenn Horndl provided Council with an update which detailed the progress of the Long Range Plan for Outdoor Recreation amenities in Woolwich. Ms. Horndl's update included:

- development of an inventory and map of all existing parks, green spaces and amenities by community;
- identification of areas of growth, population & demographics through the next 10 years that may trigger acquisition & development by community;
- a review & assessment of current legislation / industry standards, and policies etc. that guide the development and provision of outdoor spaces;
- identification of a hierarchy for parks, sports fields & trails with respect to service standards;
- information gathering around Industry standards and comparators for maintenance & staffing costs and support of specific amenities; and
- current community engagement efforts.

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

None.

Council Reports/ Updates

None.

Outstanding Activity List as of Friday, August 27, 2021

None.

**First and Second Reading of the By-laws**

Moved by Councillor Merlihan

Seconded by Councillor Redekop

That the following by-laws be introduced and read a first and second time:

- A By-law to Govern the Proceedings of Public Meetings (Procedural By-law)
- A By-law to Lift Reserves for Empire Communities, Breslau
- A By-law to Amend By-law 71-2012 Being a By-law for Establishing the Parking of Motor Vehicles on Private Property or in Municipal Lots (Specially Appointed Parking Enforcement Officers)
- A By-law to Confirm all Actions and Proceedings of the Council (August 31, 2021)

...Carried

**Adoption of proceedings of the Committee of the Whole**

Moved by Councillor McMillan

Seconded by Councillor Shantz

That the Committee of the Whole rise and report to Council.

...Carried

Moved by Councillor Redekop

Seconded by Councillor Martin

That Council confirms and adopts the proceedings of the Committee of the Whole.

...Carried

### **Correspondence**

Council received the following item of correspondence for information:

- Gravel Watch Ontario Letter – Land Use Compatibility Guideline

### **Public Notice**

None.

### **Notice of Closed Meetings**

None.

### **Notice of Motion**

None.

### **Final Passage of By-laws**

Moved by Councillor Martin

Seconded by Councillor McMillan

That the following by-laws in the hands of the Clerk be read a third time and finally passed, that they be numbered as By-law numbers 49-2021 to 52-2021, and that they be signed by the Mayor and Clerk and sealed with the corporate seal:

- A By-law to Govern the Proceedings of Public Meetings (Procedural By-law)
- A By-law to Lift Reserves for Empire Communities, Breslau
- A By-law to Amend By-law 71-2012 Being a By-law for Establishing the Parking of Motor Vehicles on Private Property or in Municipal Lots (Specially Appointed Parking Enforcement Officers)
- A By-law to Confirm all Actions and Proceedings of the Council (August 31, 2021)

...Carried

### **Adjournment (8:32 P.M.)**

Moved by Councillor Martin

Seconded by Councillor Shantz

That the meeting adjourns to meet again in regular session on Tuesday, September 21, 2021.

...Carried

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Sandy Shantz, Mayor

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Jeff Smith, Acting Clerk