

**Township of Woolwich  
Committee of the Whole Minutes**

**Tuesday, October 17, 2023**

**7:20 PM**

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

Present from Council:

- Mayor Shantz
- Councillor Bryant (Chairperson)
- Councillor Burgess
- Councillor Cadeau
- Councillor Grant
- Councillor Schwindt

Absent:

Present from Staff:

- David Brenneman, Chief Administrative Officer
- Jeff Smith, Director of Corporate Services/Clerk
- Deanne Friess, Director of Development Services
- Richard Petherick, Director of Finance/Treasurer
- Jared Puppe, Director of Infrastructure Services
- Ann McArthur, Director of Recreation and Community Services
- Alex Smyth, Deputy Clerk
- Ian Vaughan, Engineering Project Supervisor
- Tanya Bettridge, Council and Committee Support Specialist
- Barry Gerth, Manager of IT Services
- Meet Patel, IT HelpDesk/Support Representative

*\*indicates remote participation*

**Public Resolution to Move into Closed Session (5:45 P.M.)**

Moved by Councillor Cadeau

Seconded by Councillor Schwindt

That the Council of the Township of Woolwich convenes in closed session on Tuesday, October 17, 2023 at 5:45 p.m. electronically in accordance with sections 239 (2) and (3.1) of the Municipal Act, 2001, for the purposes of considering the following:

- a. Educating or training the members (Breslau Secondary Plan Information Session);
- b. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (Negotiation Matter); and
- c. The security of the property of the municipality or local board; and litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Personnel Matter).

...Carried

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

Moved by Councillor Burgess

Seconded by Councillor Grant

That Council reconvenes in open session.

...Carried

**Land Acknowledgement**

Chair Bryant read a land acknowledgement.

**Disclosures of Pecuniary Interest**

Mayor Shantz declared a pecuniary interest for Item 8.2 IS22-2023: George Street, High Street and Charles Street Reconstruction Project - Design Approval Report due to her son residing in that subdivision.

**Items to Come Forward from Closed Session**

None.

**Public Meetings**

Chair Bryant opened the Drain Public meeting.

*IS19-2023: Breslau Drain 1 – Consideration of Engineer's Report*

Engineer Joel Miller of K. Smart Associates briefed Council on the size and type of new infrastructure and improvements that are needed to bring the drain up to standards for urban areas. Mr. Miller gave an overview of drain assessment but emphasized that the Court of Revision is the opportunity for drain assessment detail and discussion.

Committee members discussed building the drain to handle increasingly heavy rain and ten-year payment options for property owners, though billing would likely not occur until 2026.

*Registered Participant: David Kochut*

Mr. Kochut confirmed that the berm behind his property would be the responsibility of the municipality and assessed to the development property owner(s).

*Registered Participants: Ryan Chin of Madwest Breslau Limited and Woolwich South Holdings Limited*

Mr. Chin, on behalf of Madwest Breslau Limited and Woolwich South Holdings Limited, expressed support for the project and appreciation for staff and the engineer for their work.

Chair Bryant asked if any other members of the public wished to speak to this project or add or withdraw their name from the petition. No one came forward.

Chair Bryant declared the Public Meeting to be closed.

Moved by Councillor Grant

Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report IS19-2023 respecting the Breslau Drain 1 – Consideration of Engineer's Report, pass the provisional by-law to adopt the Engineer's Report for improvements to the drain.

...Carried

## **Presentations**

### Township of Woolwich Environmental Enhancement Committee (TWEEC) Presenting the CARES Award to Toyota Boshoku

Inga Rinne and Connor Ehrlich of the Township of Woolwich Environmental Enhancement Committee (TWEEC) presented the Woolwich Community Awards in Recognition of environmental Stewardship (CARES) Environmental Leadership Award to Toyota Boshoku Canada Inc. Ms. Rinne described the purpose of the award and the types of initiatives that the award seeks to recognize, and provided a description of Toyota Boshoku's investment in environmental initiatives.

Jason Psutka, Senior Specialist at Toyota Boshoku accepted the award, expressed his gratitude for the work of TWEEC and other organizations, and credited the staff at Toyota Boshoku for their drive and determination to respect the environment and commit to environmental efforts both within the plant and across the local community.

## **Delegations**

### A08-2023: Waterloo Economic Development Corporation (WREDC) Memorandum of Understanding Renewal

*Delegate: Tony LaMantia from Waterloo EDC*

Mr. LaMantia described the Waterloo EDC in his presentation, which highlighted:

- the services that Waterloo EDC provides,
- how and with whom Waterloo EDC collaborates with locally, regionally, and globally,
- successes across the Region and their return on investment, including Woolwich-specific cases,
- marketing efforts and investments,
- the Waterloo EDC strategic plan 2024-2028,
- the challenges Waterloo EDC is looking to tackle.

Committee members expressed their appreciation for Waterloo EDC's work and focus on balancing new business with ensuring the health of current ones. Committee members discussed barriers to economic development across the Region and the alignment between municipal economic development and the Waterloo EDC. Mr. LaMantia explained the initiatives and efforts to work with economic development staff, and why that relationship is so important.

Moved by Mayor Shantz

Seconded by Councillor Burgess

That the Council of the Township of Woolwich, considering Report A08-2023 respecting Waterloo Economic Development Corporation (WREDC) Memorandum of Understanding Renewal:

1. Approve in principle the renewal of the Waterloo Region Economic Development Corporation Partnership Agreement subject to 2024 Budget approval as set out in report A08-2023 dated October 17th; and
2. Include \$50,000 in funding for the WREDC in the draft 2024 budget, funded from the property tax levy.

...Carried

*Mayor Shantz left the meeting.*

IS22-2023: George Street, High Street and Charles Street Reconstruction Project - Design Approval Report

Committee members discussed whether sidewalks are required to comply with the Accessibility for Ontarians with Disabilities Act (AODA), the future parking implications for Bolender Park, affected areas such as the 39 Arthur Street development, and Kissing Bridge Trail connectivity. In response to the discussion, staff clarified how the AODA affects road infrastructure decisions, approaches to sidewalks, and other mobility challenges within similar projects.

*Delegate: Dr. Dan Holt*

Dr. Holt provided his presentation in opposition to the inclusion of sidewalks noting that the narrowing of the streets and sidewalk installation would reduce accessibility. Dr. Holt presented the petition that was signed by residents and photos illustrating the types of traffic that would be negatively impacted by the installation of sidewalks.

Committee members thanked the delegate for his presentation and discussed the new road widths being proposed and AODA objectives.

*Delegate: Dave Seller*

Mr. Seller identified cul-de-sacs throughout the municipality that have similar road widths as what is being proposed but no sidewalks. Staff confirmed that any future reconstruction project would include AODA consideration as with this project. Mr. Seller suggested that this area has a low volume of traffic, with low speeds so sidewalks are not needed. He suggested that the funds for sidewalks would be better spent on other projects.

Committee members discussed the next time sidewalks could be installed if they were not included in this project and potential areas where resources could be used to improve accessibility on other projects.

Moved by Councillor Schwindt

Seconded by Councillor Burgess

That the Council of the Township of Woolwich, considering Report IS22-2023 respecting George Street, High Street and Charles Street Reconstruction Project - Design Approval Report, direct staff to modify the design to:

1. Remove sidewalks except on George St. between Church St. and the entrance to Bolender park; and
2. Maintain the existing road width.

...Carried

*Mayor Shantz returned to the meeting.*

**Unfinished Business**

None.

**Consent Items**

Moved by Councillor Grant  
Seconded by Councillor Cadeau

That the following consent items be received for information:

Items for Approval:

None.

Items for Information and Public Notices:

- Notice of Public Meeting - November 7, 2023

...Carried

**Items Pulled From the Information Package**

None.

**Staff Reports and Memos**R10-2023: Staffing Request – Climate Action and Sustainability Co-ordinator

Committee members discussed the difficulties seeking funding/grants for climate initiatives without dedicated staff resources and some missed opportunities for larger-scope funding projects.

*Delegate: Tova Davidson, Executive Director of Sustainable Waterloo Region (SWR)*

Ms. Davidson emphasized her support for the position, noting Woolwich would be the first in the Region to have such a position, the importance of climate action work, especially the gathering and analysis of data, and even benefits in the realm of economic development. Ms. Davidson urged Council to approve the position so that Woolwich can be leaders in climate action and offered SWR's support and endorsement.

Committee members discussed budget concerns, the potential need for grant writing staff rather than climate-specific staff, concerns that using reserve funds would limit funding for projects and questioned if there could be savings through partnerships. Staff estimated the year-end balance of the reserve. Committee members discussed using funds that are already in place, being able to undertake projects, and that the position could essentially pay for itself via the funds/grants it could get. Committee members noted that this position could make Woolwich a leader in climate action and environmental efforts.

Staff outlined the climate objectives that Woolwich Council set, which this position seeks to help the municipality achieve.

Moved by Councillor Grant

Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report R10-2023 respecting a staffing request:

1. Approve the hiring of a full-time Climate and Sustainability Co-ordinator; and
2. Approve the staff position being funded from the Climate Action/Green Infrastructure Reserve Fund in 2024 and 2025 with staff to report back during 2026 budget deliberations on future funding options.

A recorded vote was requested by Councillor Burgess.

Clerk Jeff Smith administered the recorded vote and clarified the voting options for Council.

#### **Recorded Vote**

##### **In Favour**

Councillor Grant  
Councillor Cadeau  
Mayor Shantz

##### **Opposed**

Councillor Burgess  
Councillor Schwindt  
Councillor Bryant

...Defeated

Council directed staff to bring the Climate and Sustainability Co-ordinator position topic to the 2024 Budget process.

#### **Other Business**

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

Deputy Clerk Alex Smyth asked Council for feedback on recent changes to the 2023 meeting schedule to develop the 2024 schedule.

Committee members directed staff to develop a 2024 meeting schedule that has two meetings per month, with a break week in between, and adding Special Council Planning meetings when needed.

##### **Council Reports/Updates**

##### ***Agricultural Zoning Enforcement Process***

Councillor Schwindt stated concerns of property owners regarding the agricultural zoning enforcement process. Staff advised that for more general concerns a policy discussion is planned at a meeting in November and for site-specific concerns, they would need to know the address to provide more detail.

Committee members directed staff to pause enforcement deadlines until after these discussions take place.

##### **Outstanding Activity List as of Thursday, October 12, 2023**

None.

**Notice of Motion**

Mayor Shantz introduced the following notice of motion:

WHEREAS Private Members' Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do us part Act), 2022, received First and Second Reading by the Legislative Assembly of Ontario, and was referred to the Standing Committee on Social Policy on November 15, 2022; and,

WHEREAS the Bill amends the Residents' Bill of Rights set out in section 3 of the Fixing Long-Term Care Act, 2021 by adding the right of residents not to be separated from their spouse upon admission but to have accommodation made available for both spouses so that they may continue to live together;

BE IT THEREFORE RESOLVED THAT the Council of the Township of Woolwich:

1. Supports Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do us part Act), 2022; AND
2. Encourages the Government of Ontario and all members of the Legislative Assembly of Ontario to support Bill 21 to keep spouses together when entering Long-Term Care Facilities; AND
3. Directs staff to circulate this resolution to the Honourable Doug Ford, Premier of Ontario, The Honourable Stan Cho, Minister of Long-Term Care, Mike Harris, Member of Provincial Parliament for Kitchener—Conestoga, Catherine Fife, Member of Provincial Parliament for Waterloo, and all other municipalities in the Regional Municipality of Waterloo.

**Adjournment (9:52 pm)**

Moved by Councillor Grant  
Seconded by Councillor Cadeau  
That the meeting adjourns.

...Carried

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Sandy Shantz, Mayor

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Jeff Smith, Clerk