

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

Tuesday, November 14, 2023

7:00 PM

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

Present from Council: Mayor Shantz
Councillor Bryant
Councillor Cadeau (Chairperson)
Councillor Grant
Councillor Schwindt

Absent: Councillor Burgess

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
Ryan Tucker, Engineering Project Supervisor
Dennis Aldous, Fire Chief
Craig Eveson, Deputy Fire Chief*
Tanya Bettridge, Council and Committee Support Specialist
Meet Patel, IT HelpDesk/Support Representative

**indicates remote participation*

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

Moved by Councillor Bryant

Seconded by Councillor Grant

That the Council of the Township of Woolwich convenes in closed session on Tuesday, November 14, 2023 at 5:45 p.m. in accordance with section 239 (2) and (3.1) of the Municipal Act, 2001, for the purposes of considering the following:

- a. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Legal Matter); and
- b. For the purpose of educating or training the members (Strategic Plan Training Session).

...Carried

Public Resolution to Reconvene in Open Session (7:12 P.M.)

Moved by Councillor Grant

Seconded by Councillor Bryant

That Council reconvenes in open session.

...Carried

Land Acknowledgement

Chair Cadeau read a land acknowledgement.

Disclosures of Pecuniary Interest

None.

Items to Come Forward from Closed Session

None.

Public Meetings

None.

PresentationsC32-2023: Final Report from the 2SLGBTQ+ Ad-hoc Working Group

Presenters Ryan Hume and Sal presented the Working Group's Final Report and recommendations. Sal talked about their experience as a gender fluid individual, the lack of acceptance they often face, and how important it is to move forward toward being a better community. Mr. Hume discussed how different demographics navigate the spaces in this community, the goals to develop inclusive spaces for everyone, and acknowledged the Township's commitment toward those goals.

Chair Cadeau and Councillor Grant acknowledged they had the pleasure and privilege of working with the Group, and Mayor Shantz commended the Group's efforts toward an inclusive community.

Council discussed prioritizing the capital-related projects in the recommendation, the desire to act on at least one item this year, and addressing the proposed projects within the budget process. It was noted that the proposal's list was identified as a 5-year plan and the Group acknowledged the fiscal challenges in implementing some of the items in the recommendation.

Moved by Councillor Grant

Seconded by Mayor Shantz

That the Council of the Township of Woolwich, considering Report C32-2023 respecting Final Report from the 2SLGBTQ+ Ad-hoc Working Group take the following actions to support and celebrate 2SLGBTQ+ people, friends, family and allies who live, work and play in the Township:

1. Include Equity, Diversity, Inclusion and Belonging (EDIB) in the Township's strategic plan;
2. Advance inclusivity including:
 - a. Organize an annual pride flag raising ceremony;
 - b. Join the UNESCO Coalition of Inclusive Municipalities;
 - c. Provide EDIB grants during annual budget deliberations;
 - d. Consider a shared EDIB staff role; and
 - e. Provide EDIB staff training;
3. Direct staff to explore EDIB programming and partnerships;
4. Promote inclusive symbols including:
 - a. Pride window stickers;
 - b. Consider installing community murals;
 - c. Consider installing professional mural; and
 - d. Consider installing rainbow crosswalks or sidewalks;
5. Direct staff to proceed with the design and purchase of rainbow benches within the 2023 budget and plan for a Spring 2024 installation; and

6. Direct staff to establish avenues for continuing community engagement and feedback on the implementation of this report as needed.

Council discussed timelines for the recommendations, current staff resources, and the possibility of implementing one of the recommendations in 2023. Council discussed using the 2023 budget to purchase a bench for installation in 2024.

...Carried

Woolwich Township Heritage Committee 2024 Work Plan and Budget

Woolwich Heritage Committee Co-Chair Colleen Willard-Holt provided a presentation of the Committee's 2024 Work Plan and Budget, which highlighted:

- Community Awareness goals, activities, and budget
- Heritage designation activities and a \$4000 budget

Council discussed the importance of raising Heritage awareness and acknowledged the Heritage Committee's efforts.

Moved by Councillor Bryant

Seconded by Councillor Grant

That the Council of the Township of Woolwich receive for information the Woolwich Heritage Committee 2024 Work Plan and Budget presentation.

...Carried

Delegations

1st Elmira Scout Group, Request for Gore Park Fee Reduction

Delegate Philippe Bertrand of the 1st Elmira Scout Group presented their request for reduced Gore Park rental fees for their annual Christmas tree stand. Mr. Bertrand reviewed the history of the Christmas tree stand in Gore Park, previous requests to Council, and the potential need to relocate if they have to cover the full rental fee.

Moved by Mayor Shantz

Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering the 1st Elmira Scout Group's request for a reduction in rental fees for Gore Park, approve the full fee waiver for the term of Council.

...Carried

Unfinished Business

None.

Consent Items

Moved by Councillor Schwindt

Seconded by Councillor Grant

That the following consent items be received for information:

Items for Information and Public Notices:

- Notice of Public Meeting – December 12, 2023

...Carried

Items Pulled From the Information Package

None.

Staff Reports and Memos**A11-2023: By-law to Establish, Maintain and Regulate a Fire Department for the Township of Woolwich**

Council discussed the clauses in the by-law regarding assisting other fire departments outside of the Township, which in the absence of formal agreements would be at the discretion of the Fire Chief.

Moved by Councillor Bryant

Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report A11-2023 respecting a By-law to regulate the operation of the Fire Department, authorize the Mayor and Clerk to sign the By-law.

...Carried

C28-2023: Draft 2024 Council Meeting Schedule

Council discussed the provisions for Special Council meetings, historically scheduled Special Council meetings in July, and their purpose of maintaining business continuity for the Township.

Moved by Councillor Bryant

Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report C28-2023 respecting Draft 2024 Council Meeting Schedule:

1. Approve the draft 2024 Council Meeting Schedule as attached to this report; and
2. Direct staff to continue to use the same method of drafting council meeting schedules as the 2024 draft for the term of Council.

...Carried

IS21-2023: Township Historic Bridge Update

Council discussed the possibility of converting the Conestogo bridge to pedestrian use only; staff advised of the process if that was Council's direction.

Moved by Councillor Bryant

Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report IS21-2023 respecting Township Historic Bridge Updates, receives the report for information purposes.

...Carried

Other Business**Resolution from the Woolwich Environmental Advisory Committee (WEAC): Request for Staff to Explore the Development of a Tree By-law to Protect the Township's Tree Canopy, and Added to the 2024 Workplan**

Council discussed the potential negative impacts of a by-law that regulates tree cutting on private property, the goals for the by-law in terms of tree replacement, deferring the by-law

development to 2026 due to current staffing resources or hiring a consultant if Council wants the by-law addressed sooner. Staff addressed the resource challenges with creating the by-law and implementing enforcement and Council acknowledged the value in protecting the tree canopy.

Council requested that the request from WEAC be added to the Outstanding Activity List.

Council Reports/Updates

Trees for Woolwich Planting

Councillor Grant stated that she had residents ask questions about communication of the program, the timing between communication and program implementation, and the type/height of trees planted near hydro lines. Council inquired if there was consultation prior to the project with farm owners. Staff reviewed the communication and consultation process and timing, and explained how the trees would be maintained for the first few years.

Outstanding Activity List as of Thursday, November 9, 2023

None.

Notice of Motion

None.

Adjournment (8:24 pm)

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

...Carried

Sandy Shantz, Mayor

Jeff Smith, Clerk