

**Township of Woolwich
Special Council Minutes**

Tuesday, July 2, 2024

7:00 PM

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

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

Present from Staff: David Brennehan, Chief Administrative Officer
Jeff Smith, Director of Corporate Services/Clerk
Deanne Friess, Director of Development Services
Ann McArthur, Director of Recreation and Community Services
Colm Lynn, Director of Financial Services
Jeremy Vink, Manager of Planning
Rae Ann Bauman, Executive Officer
Carter McGuire, Manager of Operations
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 Grant
Seconded by Councillor Bryant

That the Council of the Township of Woolwich convenes in closed session on Tuesday, July 2, 2024 at 5:45 p.m. in accordance with section 239 (2) of the Municipal Act, 2001, for the purposes of considering the following:

- a. Personal matters about an identifiable individual, including municipal or local board employees (Personnel Matter);
- b. Information supplied in confidence to the municipality, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position of a person, group of persons, or organization (Agricultural Enforcement Matter); and
- c. 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 (Library Facility Lease Matter).

...Carried

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

Motion by Councillor Bryant
Seconded by Councillor Burgess
That Council reconvenes in open session.

...Carried

Land Acknowledgement

Mayor Shantz read a land acknowledgement.

Disclosures of Pecuniary Interest

None.

Items From Closed Session

None.

Adoption of Minutes

Moved by Councillor Schwindt
Seconded by Councillor Grant

That the following minutes be adopted:

- Council Minutes – June 18, 2024

...Carried

Delegations**C16-2024: Woolwich Sledge Hockey Equity, Diversity, Inclusion and Belonging (EDIB) Grant Request**

Delegate Catherine Armstrong of Woolwich Sledge Hockey spoke to Council about Woolwich Sledge Hockey, its participants, programs, and successes.

Council discussed with the delegate the number of sledges the program needs, how much each sledge costs including specialized attachments, and how long players use the sledge.

Moved by Councillor Burgess
Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report C16-2024 respecting Woolwich Sledge Hockey Equity, Diversity, Inclusion and Belonging (EDIB) Grant Request award a grant of \$5,000, of which \$1,500 from the EDIB Grant, Miscellaneous Grants, and surplus funds/Special Circumstance Reserve (Grants) budgets as set out in the report, and the remaining \$3,500 from the Operating Contingency Reserve.

...Carried

DS13-2024: Agricultural Enforcement Update

Manager of Planning Jeremy Vink provided a presentation on the Agricultural Enforcement Update, which highlighted:

- Background and history of the path to agricultural enforcement
- Relevant legislation, guidelines, and policy statements
- On-farm diversified uses
- The process and costs
- Home Business – Tradesperson secondary use
- Current status and next steps

Council discussed what impacts it would have on staff availability should the Township decide not to proceed with enforcement, health and safety issues for buildings constructed under lower standards and the legal implications for the Township if no action is taken to bring those buildings up to the relevant code for the buildings' uses.

Delegate Nic Weber of the Waterloo Federation of Agriculture (WFA) expressed the WFA's support for agricultural enforcement in order to preserve and protect farmland, prevent industrial uses from overtaking farm uses, and ensuring that future farmland uses are conforming and appropriate.

Council discussed the pathway forward with or without an updated enforcement strategy, identified concerns with audits and active enforcement versus returning to complaint-based enforcement, and concerns about maintaining the agricultural culture within the Township. In response to Council's inquiry, Mr. Vink reported the \$106,000 cost of the initiative, explained that stopping the process will not free up a lot of staff time, and identified the kinds of uses on properties where enforcement would be appropriate.

Council discussed the issue of fairness should the process cease now and return to complaint-based enforcement, especially for those property owners that have been through the enforcement process. In response to Council's inquiry, staff advised that Council should not be involved in enforcement for specific properties, and advised on the process of how staff address valid complaints.

Council discussed the processes and obligations for fire and building officials to enforce the Fire and Building Codes, health and safety-based enforcement, frequency of complaints and non-conforming expansion of uses on farmland in the past, and debated on the costs and benefits of moving forward with complaints-based versus active enforcement approaches.

Moved by Councillor Schwindt
Seconded by Councillor Burgess

That the Council of the Township of Woolwich, considering Report DS13-2024 respecting Agricultural Enforcement Update, direct staff to:

1. Return to reactive (complaints-based) agricultural enforcement;
2. Suspend all active Zoning enforcement files currently opened by Stantec; and
3. Report to Council annually on suspended files, complaints and enforcement.

Councillor Cadeau requested a recorded vote. Clerk Jeff Smith administered the recorded vote and clarified the voting options for Council.

Recorded Vote

In Favour

Councillor Schwindt
Councillor Bryant
Mayor Shantz
Councillor Burgess

Opposed

Councillor Grant
Councillor Cadeau

...Carried

Council discussed item 10.1 at this time.

A05-2024: 2024-2034 Community Strategic Plan

Chief Administrative Officer David Brenneman and Brock Hart of Overlap Associates Inc. provided Council with a presentation on the proposed 2024-2034 Community Strategic Plan, which highlighted:

- The benefits realized from staff working with Overlap Associates on the strategic plan project;
- Streamlining and details of the Mission and Vision;
- Key results and areas identified to be focused on;
- Commitment to community connection; and
- Strategic priorities, four key areas and key results for each area;

In response to Council's inquiry, Mr. Hart identified the aspects of the Woolwich Strategic Plan that are unique, such as the emphasis on culture and the 10-year tenure of the plan. Council discussed the feedback from the community and maintaining the agricultural roots of the community.

Motion by Councillor Grant
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report A05-2024 approve the proposed 2024-2034 Community Strategic Plan.

...Carried

Presentations

Breslau Secondary Plan: One Plan - One Community - A Framework for the Future

Jeremy Vink, Manager of Planning, provided a presentation to Council regarding the Breslau Secondary Plan which highlighted:

- Background on the Breslau community, the process, and the long-term plan to 2051;
- Land Use Plan Framework;
- Transportation/mobility and the planned GO Station;
- Staged growth and servicing plans; and
- Next steps in the process.

Council expressed appreciation to staff for their hard work on this plan and inquired about any further open house opportunities. In response to the inquiry, staff advised that another process will be activated in the fall for the Township-wide official plan, which can accept comments and feedback about Breslau. Mr. Vink invited community members to contact staff if they have any questions or concerns. Council discussed potential industrial sites in Breslau and regional desire for development that supports the airport.

Consent Items

Moved by Councillor Schwindt
Seconded by Councillor Burgess

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

Items for Approval**F12-2024: Canada Community-Building Fund - Municipal Funding Agreement**

That the Council of the Township of Woolwich, considering Report F12-2024 respecting Canada Community Building Fund – Municipal Funding Agreement, adopt the Municipal Funding Agreement on the Canada Community Building Fund By-law as per Attachment 1.

Items for Information and Public Notice

- Memo: 2024 Development Charges Background Study, as amended and By-law - Final Approval
- Notice of Hearing - July 8, 2024
- Notice of Public Meeting - July 16, 2024

...Carried

Staff Reports and MemosDS22-2024: Official Plan Amendment #7 – Resolving Policy and Mapping Deferrals

Motion by Councillor Cadeau
Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report DS 22-2024, adopt Official Plan Amendment No. 7 in Attachment 1, which introduces the following amended sections and associated schedules to the Township's new Official Plan, which were deferred by Township Council when it originally considered and adopted the Township Official Plan on September 4, 2021 under By-law Number 55-2021:

- That Section 7.28.14.1 and the associated portion of Schedule 'A' of Section 7.28 in the Township Official Plan (identified as Deferral No. 2), being the Isabella Street Policy Area, shall be adopted, and further that two properties at 49 and 55 Isabella Street in St. Jacobs and associated with the Isabella Street Policy Area shall be redesignated from 'Industrial Area' to 'Residential and Ancillary Use' as shown in Schedule 'A' of Attachment No. 1;
- The associated portion of Schedule 'A' of Section 7.28 in the Township Official Plan (identified as Deferral No. 3) shall be retained, which would result in redesignating a 0.5 hectare area on Albert Street and Water Street in St. Jacobs from 'Industrial Area' to 'Core Area' as shown Schedule 'A' of Attachment No. 1; and
- That Section 7.18.14.3 and the associated portion of Schedule 'A' of Section 7.18 in the previous Township Official Plan adopted by By-law 75-2000 (identified as Deferral No. 4) that was deferred by By-law 55-2021 when adopting the current Township Official Plan shall be repealed which would result in removing the associated policy and reference on the mapping related to North Arthur Street Policy Area in Section 7.29.14.3 and Schedule 'A' of Section 7.29 in the current Township Official Plan, subject to Official Plan Amendment 7 being in accordance with the proposed By-law and Amendment in Attachment No. 1.

AND FURTHER THAT the Council of the Township of Woolwich deems the changes contained in the proposed Official Plan Amendment No. 7 in Attachment No. 1 were appropriately reviewed with the public and affected landowners during the initial public engagement process for the Township's new Official Plan and therefore do not warrant another statutory public meeting in addition to Council's current consideration of Official Plan Amendment No. 7.

...Carried

Other BusinessMayor's Report on Regional Matters***Making Decisions that Matter – June 19, 2024***

Mayor Shantz noted the opening of the Breslau Library.

Notice of MotionRemoval of Centreline Bollard Motion

Councillor Burgess noted traffic concerns with the centreline bollard in place, including back-up of traffic in school route areas and dangerous conditions for pedestrians. Council inquired if other areas in the Township with similar bollards have resulted in complaints. Council discussed if summer was the best time to address this, and that school pick-up and drop-off are not the only concerns from residents with regard to the bollard.

Moved by Councillor Burgess
Seconded by Councillor Cadeau

WHEREAS Woolwich Township has determined that Oriole Parkway West meets the thresholds for traffic calming measures and has installed centerline knock down bollards to slow traffic; and

WHEREAS the bollard in proximity to the property at 65 Oriole Parkway West and the intersection of Mockingbird Drive and Oriole Parkway was installed in a location creating an inconvenience and causing complaints;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Woolwich direct staff to remove the centerline bollard in proximity to 65 Oriole Parkway West.

...Carried

Council requested that staff provide the annual traffic calming report to Council in the fall.

By-laws

Moved by Councillor Cadeau
Seconded by Councillor Schwindt

That the following by-laws in the hands of the Clerk be read a first, second, third time and finally passed, that they be numbered as By-law numbers 39-2024 to 44-2024, and that they be signed by the Mayor and Clerk and sealed with the corporate seal.

- A By-law for the Imposition of Development Charges
- A By-law to Authorize the Execution of the Municipal Funding Agreement for the Transfer of Canada Community-Building Funds
- A By-law to Adopt Official Plan Amendment Number 7 to the Official Plan of the Woolwich Planning Area (Deferrals 2, 3 and 4 of the Township's Official Plan)
- A By-law to Provide for the Appointments of a Chief Building Official, Deputy Chief Building Official, and Building Inspectors for the Township of Woolwich
- A By-law to Provide for the Appointment of a Deputy Treasurer for the Township of Woolwich (Richard Petherick)
- A By-law to Confirm All Actions and Proceedings of the Council (July 2, 2024)

...Carried

Adjournment

Moved by Councillor Bryant
Seconded by Councillor Cadeau

That the meeting adjourns to meet again in special session on July 16, 2024.

...Carried

Sandy Shantz, Mayor

Jeff Smith, Clerk

DRAFT