

**Township of Woolwich  
Special Council Minutes**

**Tuesday, July 16, 2024  
7:00 PM**

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

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

Absent from Council: Councillor Burgess

Present from Staff: Alex Smyth, Deputy Clerk  
Deanne Friess, Director of Development Services  
Jared Puppe, Director of Infrastructure Services  
Colm Lynn, Director of Financial Services  
Stephen Dykstra, Senior Planner  
Sherwin Meloney, Planner  
Clayton Lovell, Engineering Technologist  
Tanya Bettridge, Council and Committee Support Specialist  
Meet Patel, IT HelpDesk/Support Representative

*\*indicates remote participation*

**Land Acknowledgement**

Mayor Shantz read a land acknowledgement.

**Disclosures of Pecuniary Interest**

None.

**Public Meeting**

Mayor Shantz declared the public meeting to be open.

[DS25-2024: Information Report Zone Change ZC 02/2024 \(881 Weber Inc., 881 Weber St. North\)](#)

In a report for information, staff provided an overview of the application, which proposes a site-specific amendment to permit an Agricultural Related Use including orchard processing operations, agricultural research and training, a farm produce stand, as well as seasonal farm help accommodations, and year-round farm help accommodation.

Consultant Brandon Simon of The Planning Partnership (TPP) provided a presentation which highlighted the current orchard operation, uses of surrounding properties, proposed enhancement of the orchard operation, growth of storage and staffing needs, and benefits of the proposal.

Council inquired about properties included in the study, the size of the proposed research centre, if the application would affect the zoning or use of nearby properties, entry/exit access to the property, and future road maintenance in that area.

The Deputy Clerk noted there were no unregistered participants in the meeting.

There were no other members of the public present to speak to the application.

DS27-2024: Information Report Official Plan Amendment OPA 3/2024 and Zone Change Application ZC 3/2024 (Trinity United Church, 21 Arthur St. North and 4 Cross St., Elmira)

In a report for information, staff provided explanations and background information for the proposed Zone Change to Core Commercial (C-1) with site specific provisions to reduce the required parking spaces from 65 to 57 parking spaces for the proposed place of worship and residential units, and the proposed Official Plan Amendment to permit an increased residential density from 127 to 168 units per hectare.

Valerie Schmidt of GSP Group spoke to Council about the applications, providing an overview of the purpose of the applications, noting how a project such as this addresses housing needs and enhances the community, and highlighted the data that supports the development.

In response to Council's inquiry, Cheryl Fisher, representing the applicant, explained the parking that is needed, uses and activities happening at the Church throughout the week and weekend, and the demographics of those looking to find housing in this development.

Council discussed the layout of the building and inclusion of a residential unit on the main floor.

The Deputy Clerk noted there were no known unregistered participants in the meeting.

Mayor Shantz asked if there are members of the public present who wished to speak to the application.

Unregistered Participant Joseph Metz expressed concerns regarding parked vehicles interfering with access to and from his business property.

Unregistered Participant Randy Warren spoke in support of the application, citing urgent housing needs, describing situations where senior residents have had to leave the community in search of housing that serve their needs, and how this application would enhance the community of Elmira.

Unregistered Participant Perry Martin spoke to Council about his support for affordable housing, but added his concern is availability of parking on neighbouring streets due to the limited parking spots proposed in the application..

Unregistered Participant Reverend Sue Campbell spoke in support of the application, identifying the support that the Church has provided to the community, acknowledging the challenge of parking but stating that the benefits outweigh the concerns.

Council discussed the potential for additional parking within the proposed development.

As there were no further speakers, Mayor Shantz declared the public meeting to be closed.

### **Consent Items**

Moved by Councillor Cadeau

Seconded by Councillor Schwindt

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

Items for Approval***DS19-2024: Review of the Standard Subdivision's and Lot /Block Agreement***

That the Council of the Township of Woolwich, respecting the Review of the Standard Subdivider's and Lot/Block Agreements, receives Report DS19-2024 as information only.

Items for Information and Public Notice

- Notice of Special Council Meeting Cancellation - July 30, 2024

...Carried

**Staff Reports and Memos**

Council approved a change in order of agenda, moving IS12-2024: Tender Award for the 2024 Paving Program to the first item under Staff Reports and Memos.

IS12-2024: Tender Award for the 2024 Paving Program

Director of Infrastructure Services Jared Puppe introduced Engineering Technologist Clayton Lovell to Council and presented the staff report.

Council discussed the current balance of the Infrastructure Reserve Fund, whether the parking lot should be maintained as gravel until the long-term plan is established for the public works building, and the factors leading to the tender exceeding the estimated cost.

Motion by Councillor Cadeau  
Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report IS12-2024 respecting Tender Award for the 2024 Paving Program:

1. Award the Tender to Capital Paving Incorporated. at a total cost of \$510,634.72 after H.S.T. rebate;
2. Authorize the use of \$70,727.19 from the Infrastructure Reserve Fund to address the 2024 Paving Program budget deficit.

...Carried

DS20 -2024: Zone Change Application 1/2024 (Hardwood Forests Recreational Ltd.)

Motion by Councillor Grant  
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report DS20-2024 respecting Zone Change Application 1/2024 (Hardwood Forests Recreational Ltd.) for the property located at 1115 King St N to change the Zoning from Agricultural (A) to Employment (EM-1) and Agricultural (A) with site specific provisions in accordance with the By-law in Attachment 'C'.

...Carried

DS23-2024: Zone Change Application ZC 11/2023

Motion by Councillor Bryant  
Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report DS23-2024 respecting Zone Change Application ZC 11/2023 (Jeremiah and Alice Brubacher) concerning the property located at 2344 New Jerusalem Road, Elmira approve the zone change to amend the Agricultural (A) Site Specific Provisions 16.48 to permit E-Repair as an additional use and define E-Repair in accordance with the by-law as attached in Attachment 'B' to this report.

...Carried

DS24-2024: Removal of Holding Provision (15 Weymouth Street)

In response to Council's inquiry, Consultant Douglas Steward of Arcadis informed Council that the Plan has now been registered, therefore Weymouth Street from Listowel Road to Whippoorwill Drive will be open to through traffic within the next few days.

Motion by Councillor Cadeau  
Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report DS24-2024 respecting Removal of Holding Provision (15 Weymouth Street) (Block 54 of Plan 58m-693) approve the removal of the Holding Provision in Section 16.244 and the corresponding Schedule 'A' of Zoning By-law 26-2024, as amended in the manner shown in the amending By-law in Attachment No. 1 and that the By-law shall not come into force and effect until Phase 2 of the Southwood 4 Draft Plan is registered and the surface works are substantially completed for public use.

...Carried

**By-laws**

Moved by Councillor Grant  
Seconded by Councillor Bryant

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 45-2024 to 49-2024, and that they be signed by the Mayor and Clerk and sealed with the corporate seal.

- A By-law to Further Amend Zoning By-law 26-2024, of the Township of Woolwich (1115 King Street North)
- A By-law to Further Amend Zoning By-law 26-2024 of the Township of Woolwich (2344 New Jerusalem Road, Elmira)
- A By-law to Further Amend Zoning By-law 26-2024 of the Township of Woolwich (15 Weymouth Street, Elmira - Block 54, Plan 58M-693)
- A By-law to Exempt Certain Lots from Part Lot Control- Lots 5 and 6 Plan 58M693 (AKB Property Management Inc.)
- A By-law to Confirm All Actions and Proceedings of the Council (July 16, 2024)

...Carried

**Adjournment**

Moved by Councillor Cadeau  
Seconded by Councillor Bryant

That the meeting adjourns to meet again in regular session on August 27, 2024.

...Carried

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Sandy Shantz, Mayor

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Alex Smyth, Deputy Clerk

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