

**TOWNSHIP OF WOOLWICH  
COMMITTEE OF THE WHOLE MINUTES**

**TUESDAY, SEPTEMBER 10, 2024**

**7:00 PM**

**COUNCIL CHAMBERS – HYBRID WITH YOUTUBE LIVESTREAM  
24 CHURCH STREET WEST, ELMIRA**

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

Present from Staff: David Brenneman, Chief Administrative Officer  
Jeff Smith, Director of Corporate Services/Clerk  
Deanne Friess, Director of Development Services  
Jared Puppe, Director of Infrastructure Services  
Ann McArthur, Director of Recreation and Facility Services  
Colm Lynn, Director of Finance/Treasurer  
Tanya Bettridge, Council and Committee Support Specialist  
Meet Patel, IT HelpDesk/Support Representative  
*\*indicates remote participation*

**Public Resolution to Move into Closed Session (5:05 P.M.)**

Moved by Councillor Schwindt  
Seconded by Councillor Bryant

That the Council of the Township of Woolwich convenes in closed session on Tuesday, September 10, 2024 at 5:05p.m. electronically in accordance with section 239 (2) and (3.1) of the Municipal Act, 2001, for the purposes of considering the following:

- a. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Ontario Land Tribunal Matter)
- b. For the purpose of educating or training the members (Budget Education); and
- c. Personal matters about an identifiable individual, including municipal or local board employees and for the purpose of educating or training the members (Staffing Matters).

...Carried

**Public Resolution to Reconvene in Open Session (7:15 P.M.)**

Moved by Councillor Grant  
Seconded by Councillor Bryant

That Council reconvenes in open session.

...Carried

**Land Acknowledgement**

Chair Burgess read a land acknowledgement.

**Disclosures of Pecuniary Interest**

None.

**Items to Come Forward from Closed Session**

None.

**Public Meetings**

None.

**Presentations**

None.

**Delegations**

DS31-2024: Official Plan Amendment 3/2024 and Zone Change Application 3/2024 (Trinity United Church) 21 Arthur St N and 4 Cross St, Elmira

Following the presentation of the staff report, Delegate David Playford discussed the high density of housing proposed in this application, citing concerns regarding the infrastructure and parking capacity to handle that many inhabitants, the shadow impact from a 6-storey building, and the increase in traffic. Mr. Playford expressed concern that vibration from construction would negatively impact his heritage home.

Moved by Councillor Schwindt  
Seconded by Councillor Grant

That the Council of the Township of Woolwich approves unregistered delegations to speak to Council on September 10, 2024.

...Carried

Unregistered Delegate Cheryl Fisher spoke in favour of the application, stating that the development aligns with Township and Regional policies, assists with current and future housing needs, and expressed appreciation for the Township staff's work on the application.

Unregistered Delegate Joe Metz expressed concerns regarding traffic and parking, citing instances where access to his property has been blocked by parked vehicles and difficulties navigating Arthur Street intersections due to high traffic volumes.

Unregistered Delegate Chris Moore of Trinity United Church spoke to Council regarding the groups involved with the project, that while the developer is not from the community, the members of the Church are community members and local to the development. Mr. Moore pointed out that each unit is only one-bedroom, therefore the traffic and parking impacts may be less than people assume.

Council expressed their appreciation for the participation of residents and the efforts of the Trinity Church members involved in the development. Council discussed the building height allowed in areas across the Township, the reduction of parking in this application and the options for the applicant should Council not approve the parking reduction. Council inquired if

the application is approved, what changes to the proposed development would be allowed without requiring Council's further approval, what the applicant would have to do if the building height was increased to the currently allowed eight storeys, confirmed the cash-in-lieu policy with regard to parking, and discussed potential options to mitigate the parking issues.

Architect for the project, Alex Brogantz, informed Council that the vibration in the ground during construction would not be an issue since underground work is not part of the project.

In response to Council's inquiries, staff confirmed the infrastructure-related capacities that can accommodate the project and the services that By-law Enforcement offers to address any parking or driveway blocking issues residents experience.

Moved by Councillor Cadeau  
Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report DS31-2024 respecting Official Plan Amendment 3/2024 and Zone Change Application 3/2024 (Trinity United Church) 21 Arthur St N and 4 Cross St, Elmira:

1. Recommends approval of OPA 3/2024 in accordance with the amendment as attached in Attachment 5 of this report to the Region of Waterloo;
2. Amend the current site-specific provisions in Section 16.267 to reduce the required parking spaces from 12 to 4 parking spaces for the proposed place of worship;
3. Approve the allocation of sewage capacity within the Elmira Settlement Area equivalent to a population of approximately 94 people (53 units at 1.77ppu) provided the development proceeds within 2 years; and
4. Delegate the removal of the Holding (H) to the director of Development Services to remove once the Record of Site Condition with acknowledgement from the Ministry has been provided to the satisfaction of the Region of Waterloo.

Carried.

### **Consent Items**

Moved by Councillor Grant  
Seconded by Councillor Bryant

That the following consent items be approved:

#### Items for Approval:

#### *Revised 2024 Council Meeting Schedule*

That the Council of the Township of Woolwich approve the Revised 2024 Meeting Schedule.

...Carried

### **Items Pulled From the Information Package**

None.

**Staff Reports and Memos**F15-2024: Long Term Financial Framework

Council discussed the impact of adopting the Long Term Financial Framework, that it is a high-level plan, and that Council would be making more detailed decisions as the framework is built upon.

Moved by Mayor Shantz  
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report F15-2024 Long Term Financial Framework:

1. Adopt the Long-Term Financial Framework (LTFF) as presented as a basis of financial management in the municipality;
2. Supports and adopts the financial pillars and principles contained in this report; and
3. Requests Staff to further develop the framework, policies and elements in the overall framework and to report back on progress with an interim report in March, 2025 and a report prior to budget parameters in September 2025.

...Carried

F13-2024: 2023 Surplus/Deficit Distribution

Council confirmed that the upcoming Water-Wastewater Study report will include surplus/deficit details. In response to Council's inquiry, staff clarified the differences in reserves and what they are used for, and Council's authority to move funds between reserves. Council expressed their concern regarding the Wastewater deficit, the potential rate and timing of wastewater fee increases, and the importance of having data before considering fee increases.

Moved by Councillor Bryant  
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report F13-2024 respecting 2023 Surplus/Deficit Distribution, approve the transfer of the 2023 surplus and deficit distribution as outlined in Attachment 1 as amended to transfer \$100,00 from the OMB/Legal Reserve to the Operating Contingency Reserve.

...Carried

F14-2024: Budget Parameters - 2025

Council discussed the impact of the Region's proposed rate increase and the effect of the police services budget. Council expressed concern regarding the proposed 11% increase in the Budget Parameters report. In response to Council's inquiry, staff clarified the elements contributing to the 11%, including inflation, major increases in the costs of items such as fire trucks, equipment and asphalt, the Province's increase in minimum wage, the reduction in funding from other levels of government, and infrastructure challenges.

Council discussed the financial challenges facing residents, the financial impact of the rate of growth Woolwich is experiencing, the positive financial impact of commercial and industrial growth, and Council members exchanged opinions on what the base increase amount should

be, plus the levy increases, for the draft 2025 budget. Council discussed the need for more information on what costs the Township has a legal or pre-existing commitment to and directed staff to bring that information forward to the next meeting of Council.

Moved by Councillor Grant  
Seconded by Mayor Shantz

That the Council of the Township of Woolwich defer consideration of Report F14-2024 respecting Budget Parameters – 2025 until the September 24<sup>th</sup> Council meeting.

...Carried

## **Other Business**

### Council Reports/Updates

None.

### Outstanding Activity List as of Thursday, September 5, 2024

None.

## **Notice of Motion**

None.

## **Public Resolution to Move into Closed Session (7:35 P.M.)**

Moved by Councillor Grant  
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich reconvenes in closed session on Tuesday, September 10, 2024 in accordance with sections 239 (2) and (3.1) 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 and for the purpose of educating or training the members (Staffing Matters).

...Carried

## **Adjournment**

Adjournment to follow the conclusion of Closed Session.

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Sandy Shantz, Mayor

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Jeff Smith, Clerk