

**Township of Woolwich  
Council Minutes**

**Tuesday, August 27, 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: 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 Community Services\*  
Colm Lynn, Director of Financial Services  
Sherwin Meloney, Planner  
Tanya Bettridge, Council and Committee Support Specialist  
Meet Patel, IT HelpDesk/Support Representative  
Stacey Bruce, Committee Support Specialist

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

Moved by Councillor Grant  
Seconded by Councillor Bryant

That the Council of the Township of Woolwich convenes in closed session on Tuesday, August 27, 2024 at 6:00 p.m. in accordance with section 239 (2) of the Municipal Act, 2001, for the purposes of considering the following:

1. Personal matters about an identifiable individual, including municipal or local board employees (Downtown Elmira BIA Board Appointment);
2. Personal matters about an identifiable individual, including municipal or local board employees (Staffing Matter); and
3. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Building Enforcement Matter).

...Carried

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

Moved by Councillor Grant  
Seconded by Councillor Bryant

That Council reconvenes in open session.

...Carried

**Land Acknowledgement**

Mayor Shantz read a land acknowledgement.

**Moment of Silence**

Mayor Shantz reminded everyone that school resumes next week and asked that people exercise caution around school buses. Council observed a moment of silence.

**Disclosures of Pecuniary Interest**

Councillor Schwindt declared a pecuniary interest in items 16.2, A By-law to Prohibit or Regulate Site Alteration and 16.3, A By-law to Amend By-law 81-2023 Being a By-law to Establish and Require Payment of Fees and Charges Authorized Under the Municipal Act.

**Items From Closed Session****C20-2024: Downtown Elmira Business Improvement Area Board Appointment**

Moved by Councillor Grant  
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report C20-2024 respecting Downtown Elmira Business Improvement Area Board Appointment, appoints Tamara Yates to the board until the expiration of the term of the Council that appointed them, or until successors are appointed, as long as they continue to be a qualified member of the board.

...Carried

**Adoption of Minutes**

Moved by Councillor Bryant  
Seconded by Councillor Schwindt

That the following minutes be adopted:

- Special Council Minutes - July 2, 2024
- Special Council Minutes - July 16, 2024
- Special Council Minutes – August 9, 2024
- Committee of the Whole Minutes – August 13, 2024

...Carried

**Public Meeting**

None.

**Presentations**

None.

**Delegations****2024 H.O.P.E. Multicultural Festival**

Delegate Abby Cooper, Founder of Hearts Open for Everyone (HOPE) provided a presentation on the Multi-Cultural Festival that HOPE organizes, its positive impact on the community, the goals for the event, acknowledged the partners and sponsors that make the event possible, and thanked the Township of Woolwich for its support. Ms. Cooper invited Council and the Community to attend this year's event, to be held at Gibson Park in Elmira on Saturday, September 21, 2024.

Council thanked Ms. Cooper for her leadership and the work that HOPE does in the community.

C18-2024: Arts & Culture Grants – Three Sisters Cultural Centre

Following the presentation of the staff report, Delegate Jax Rula of the Three Sisters Cultural Centre described the 2024 Kissing Bridge Art Tour they have planned, the success of the 2023 event, and provided details on the new initiative, Spirit Humanity Earth: Exploring Healing Through Art. Ms. Rula emphasized that the two events would attract visitors to Woolwich, with many requiring accommodations at local hotels, as well as the positive impact to the local economy. Ms. Rula expressed appreciation for the Township's support.

Council expressed their appreciation for the work that the Three Sisters Cultural Centre has been doing in bringing events to the community.

Moved by Councillor Grant  
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report C18-2024 respecting Arts & Culture Grants – Three Sisters Cultural Centre:

1. Approve an Arts & Culture Grant request of \$3,000 to be funded through the Transient Accommodation Tax Reserve Fund to support the 2024 Kissing Bridge Art Tour; and
2. Approve an Arts & Culture Grant of \$750 to support the Spirit Humanity Earth: Exploring Healing Through Art event.

...Carried

C19-2024: 2025 Annual Grants Program

Following the presentation of the staff report, Delegate Courtney Waterfall of Shelter Movers Southwestern Ontario provided a presentation to Council which highlighted the mission of Shelter Movers, national and regional statistics on the instances of gender-based violence, the services Shelter Movers provides to survivors fleeing abuse, and the projected increase in demand for those services.

Council acknowledged the intimate partner violence epidemic and expressed appreciation for the work Shelter Movers does for the community.

Delegate Abby Cooper of Hearts Open for Everyone (HOPE) shared a presentation to Council which highlighted HOPE's vision, mission, and values, the impact the organization has in the community, sustainability and long-term vision for the organization, the expansion of its programs and events, HOPE volunteer engagement and community support, and the focus on accessibility and inclusivity.

In response to Council's inquiry, Ms. Cooper described the social needs and issues within the community, especially sense of belonging, and how HOPE's programming addresses those needs. Council expressed their gratitude for HOPE and its volunteers for the work they do.

Delegate Karen Gallant of Junior Achievement South Western Ontario (JA SWO) presented to Council, explaining the goals of JA SWO which include building youth skills in financial health, work readiness, and entrepreneurship. Ms. Gallant described the structure and implementation of their programs, the positive impacts as identified by recent studies, and the efforts JA SWO undertakes to get funding for the programs.

In response to Council's inquiry, Ms. Gallant confirmed which program topics are offered in Woolwich versus other locations in the Region, and that locations are reliant on enrollment. Council

acknowledged the importance of student financial literacy and discussed how JA SWO's programming aligns with the new provincial curriculum.

Delegate Steve Haase of the St. Jacobs Public School Home and School Association provided a presentation to Council which highlighted the background of the school playground's removal, that the school board provides funding for the surface but not the structure of the playground, that a used structure has been offered and the certification challenges the Association needs to address, and the fundraising the organization has done to date.

Council expressed their appreciation for the work the group has done and acknowledged the challenges they face. In response to Council's inquiry, Mr. Haase explained what avenues the group has depending on what funding sources may or may not become available.

Council discussed including all four applicants in the budget and how this would impact the budget discussion in January. Council discussed the grants program as a whole, how to engage the community to determine funding and timing needs, and potential changes to make in the future. In response to Council's inquiry, staff explained the changes and processes that had been undertaken in the past to improve and streamline the grants program, as well as the approach to reviewing the program in the future.

Moved by Councillor Grant  
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report C19-2024 respecting 2025 Annual Grants Program:

1. Direct staff to include the annual grant request of Shelter Movers Southwestern to the 2025 draft Operating Budget; and
2. Direct staff to include the annual grant request of Hearts Open for Everyone (HOPE) to the 2025 draft Operating Budget.

...Carried

Woolwich Environmental Advisory Committee (WEAC): Recommendation to Council to Endorse ReForest Woolwich

Delegate Rebecca Schwarz of the Woolwich Environmental Advisory Committee (WEAC) provided a presentation which highlighted the makeup, background and mission of WEAC, the tree canopy review project, their work with other organizations such as Trees for Woolwich (T4W), and the creation of the proposed ReForest Woolwich project. Ms. Schwarz provided details on ReForest Woolwich and the goals they are looking to achieve.

Council discussed the challenge of planting and maintaining trees in urban and downtown areas to meet the 30% tree canopy coverage target, education of residents on the benefits of tree planting, potential partnerships, possible obstacles to future expansion for businesses that plant trees, and the involvement of the Township.

Moved by Councillor Grant  
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering the Woolwich Environmental Advisory Committee Memo: Recommendation to Council to Endorse ReForest Woolwich, direct staff to prepare a report on the structure of the ReForest Woolwich partnership and long-term costs and benefits.

...Carried

### Car Seat Clinic Request

Delegate Sara Bueckert presented a proposal for car seat clinics in the Township of Woolwich, citing car seat and vehicle collision statistics, unsafe car seat use trends, and the rising cost of car seat purchases.

### **Unfinished Business**

None.

Council moved Item 14.2.1 - TRAC Bi-Annual Update to Council to immediately follow Unfinished Business.

### **TRAC Bi-Annual Update to Council**

Councillor Cadeau introduced Tiffany Svensson, TRAC Technical Expert of the Technical Remediation Advisory Committee (TRAC) presented a TRAC Update on the revised committee structure and Terms of Reference, provincial regulatory framework and controls, areas of investigation and remediation, status update, and the committee's next steps. Additional Municipal Aquifer Remediation and Canagagigue Creek Risk Assessment reports provided publicly on the committee's EngageWR project website were also suggested as important available TRAC resources.

Council discussed the water source, water flow rate, the water treatment process, and monitoring processes. Councillor Cadeau invited the community to attend the next TRAC meeting on September 12, 2024 in Council Chambers.

### **Consent Items**

Moved by Councillor Grant  
Seconded by Councillor Cadeau

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

### Items for Approval

### ***Recommendations from Committee of the Whole (August 13, 2024)***

That the Summary of Recommendations of the Committee of the Whole dated Tuesday, August 13, 2024 be adopted.

#### ***1. Delegations***

##### ***DS28-2024: Site Alteration By-law 86-2020 – Update***

That the Council of the Township of Woolwich, considering Report DS 28-2024 respecting Site Alteration By-law 86-2020 - Update:

1. Adopt the updated Site Alteration By-law as attached to this report;
2. Adopt changes to the Fees and Charges By-law attached to this report; and
3. Direct staff to create a Site Alteration Reserve Fund.

#### ***2. Consent Items***

That the following consent items be received for information:

***Items for Information and Public Notice***

- ***RS05-2024: Region of Waterloo/Area Municipalities – Library Maintenance Agreement***

That the Council of the Township of Woolwich, considering Report RS05-2024 respecting the Region of Waterloo/Area Municipalities – Library Maintenance Agreement, receive this report for information purposes.

- ***Notice of Hearing – August 12, 2024***

**3. DS26-2024: Planning Improvements**

That the Council of the Township of Woolwich, considering Report DS26-2024 respecting Planning Improvements receive this report for information.

Items for Information and Public Notice

- Notice of Hearing - September 9, 2024

...Carried

**Staff Reports and Memos**Quarterly Report - Second Quarter (April 1 - June 30, 2024)

Director of Financial Services Colm Lynn presented the report, highlighting the changes to the format of the report, the status of the overall budget to date, and noted a concern regarding the wastewater budget showing a deficit which is attributed to infiltration costs and high rainfall.

Council discussed the specific sources of the wastewater deficit and the wastewater budget. In response to Council's inquiry, staff identified the monitoring processes in place and the factors that can contribute to wastewater increases. Staff also noted that there is a report coming to Council regarding the water and wastewater rate study being undertaken. Council expressed concern regarding increasing rates before confirming and addressing the sources of the increase.

A member of Council expressed concern from residents about late billings. Staff acknowledged that an analysis is taking place and the delay in billing is being addressed. Council discussed the implications of an interim increase in rates. Staff recommended that the issues be identified and confirmed before consideration of rate changes and can provide additional information in the Budget Parameters Report which comes before Council in September.

DS29-2024: West Montrose Covered Bridge

Moved by Councillor Bryant  
Seconded by Councillor Grant

That the Council of the Township of Woolwich, in accordance with Report DS 29-2024, respecting the West Montrose Covered Bridge, direct staff to proceed with the process to consider amendments to the Heritage Designation By-law 60-2007 respecting the West Montrose Covered Bridge as it relates to the proposed rehabilitation, which includes amending the appropriate by-law and providing a 'Notice of proposed amendment' as prescribed under the Ontario Heritage Act.

...Carried

Woolwich Environmental Advisory Committee (WEAC) Memo: Request for No Idling By-law

Council discussed whether the community would be receptive to the by-law, challenges with enforcement and staff resources, and that public education may be done instead. In response to Council's inquiry, staff confirmed that the by-law would be difficult to enforce and would require significant staff resources to create. Council directed staff to utilize the public education route to address idling on township properties.

**Other Business**Mayor's Report on Regional Matters***Association of Municipalities of Ontario (AMO) Conference***

Mayor Shantz provided an overview of the sessions regarding topics such as GO service, rural transportation, mental health and crisis response, grant opportunities, infrastructure funding, water/wastewater, broadband internet access, and land development and rehabilitation issues. Council noted that the event provides valuable networking opportunities and expressed a desire to have the Member of Provincial Parliament attend a future Council meeting.

Council Reports/Updates

None.

Outstanding Activity List as of Thursday, May 9, 2024

None.

**Notice of Motion**

None.

**By-laws**

Councillor Schwindt left the meeting.

Moved by Councillor Bryant

Seconded by Councillor Cadeau

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 51-2024 and 52-2024, and that they be signed by the Mayor and Clerk and sealed with the corporate seal.

- A By-law to Prohibit or Regulate Site Alteration
- A By-law to Amend By-law 81-2023 Being a By-law to Establish and Require Payment of Fees and Charges Authorized Under the Municipal Act

...Carried

Councillor Schwindt returned to the meeting.

Moved by Councillor Grant

Seconded by Councillor Cadeau

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 50-2024 and 53-2024, and that they be signed by the Mayor and Clerk and sealed with the corporate seal.

- A By-law to Lift Reserves (Red Bud Road, Richard Rank Road and Bur Oak Drive, Elmira)
- A By-law to Confirm All Actions and Proceedings of the Council (August 27, 2024)

...Carried

**Adjournment**

Moved by Councillor Bryant  
Seconded by Councillor Cadeau

That the meeting adjourns to meet again in regular session on September 24, 2024.

...Carried

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Sandy Shantz, Mayor

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Jeff Smith, Clerk

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