



Clerks Services Memo

To: Mayor Shantz and Members of Council
From: Jeff Smith, Director of Corporate Services/Clerk
Subject: Proposed Correction to September 24, 2024 Minutes
eDocs or File ID: 128039
Meeting Date: October 8, 2024

Purpose:

This memo has been written to propose a correction to the minutes from September 24, 2024.

Background:

On September 24, 2024, Council considered a recommendation from Committee of the Whole regarding report 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 and discussed removing the site-specific provision to reduce parking requirements. On advice of the Clerk, Council then passed the following resolution:

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, as amended:

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. 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
3. 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.

Council also requested that the by-law attached to the report, now passed and assigned number 55-2024, be amended to remove the parking provision.

Comments:

The Clerk is now aware that the appropriate language to remove the site-specific provision to reduce parking requirements is to “refuse” the zone change application. If this is Council’s goal, the resolution should actually read:

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, as amended:

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. 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;
3. 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; and
4. **Refuse Zone Change Application 3/2024.** (emphasis added)

Upon further review, it is now clear that By-law 55-2024 only contained the parking exemption provisions and reordering. If Council wishes to refuse the zone change application, then By-law 55-2024 should be repealed to correct the public record.

Attachments:

None.