

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

TUESDAY, OCTOBER 8, 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 Community Services*
Colm Lynn, Director of Finance/Treasurer*
Barry Gerth, Manager of IT Services
Ryan Tucker, Engineering Project Supervisor
Rae Ann Bauman, Executive Officer
Jenna Deboer, Economic Development and Tourism Officer*
Tanya Bettridge, Council and Committee Support Specialist
Meet Patel, IT HelpDesk/Support Representative
**indicates remote participation*

Public Resolution to Move into Closed Session (5:30 P.M.)

Moved by Councillor Schwindt

Seconded by Councillor Grant

That the Council of the Township of Woolwich convenes in closed session on Tuesday, October 8, 2024 at 5:05 p.m. accordance with section 239 (2) of the Municipal Act, 2001, for the purposes of considering the following:

- a. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, and advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Legal Matter);
- b. The security of the property of the municipality or local board (Information Technology Matter); and
- c. Third-party information supplied in confidence to the municipality, which, if disclosed, could significantly prejudice a competitive position or interfere with negotiations (Sanitary Servicing Matter).

...Carried

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

Moved by Councillor Bryant
Seconded by Councillor Grant

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

Moved by Councillor Grant
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report C26-2024 respecting Pre-Budget Approval for Additional IT Security Services approve the increase to the IT Infrastructure and Security Operating Budget of \$24,000 for 2025.

...Carried

Public Meetings

None.

Presentations

None.

Delegations**A06-2024: Collaborative Marketing Opportunity for St. Jacobs Country**

Following the presentation of the staff report, Delegate Dan Vandermolen requested that Council provide \$5,800 from the Municipal Accommodation Tax (MAT) reserve fund, to the St. Jacobs Business Improvement Area for the St. Jacobs Sparkles event. Funding would be used for horse-drawn carriage rides, a Christmas tree and music during the pre-holiday season.

Council discussed the outstanding balance of the MAT fund. In response to Council's inquiry, Chief Administrative Officer David Brenneman provided an overview and brief history of the MAT in Woolwich, how the fund has been used in the past, and the need for a strategy for future uses. In response to Council's inquiry, staff confirmed that the delegate's request could be accommodated by MAT funds.

Moved by Councillor Schwindt
Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report A06-2024 respecting Collaborative Marketing Opportunity for St. Jacobs Country:

1. Approve \$20,000.00 as a contribution to the 2024 St. Jacobs Holiday Campaign from the Municipal Accommodation Tax;
2. Direct staff to develop a strategy for the ongoing and long-term use of the Municipal Accommodation Tax; and

3. Approve \$5,800 as a contribution to the St. Jacobs Business Improvement Area (BIA) in support of its St. Jacobs Sparkles event from the Municipal Accommodation Tax

...Carried

Consent Items

None.

Items Pulled From the Information Package

Region of Waterloo Resolution: Solve the Crisis

Mayor Shantz provided a brief overview of the Region of Waterloo's resolution, and that the Region has asked area municipalities for their support. Council expressed appreciation to the Mayor for bringing this to Council, noting the challenges across the Region with mental health and homelessness.

Moved by Mayor Shantz
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich endorse the resolution, from the Region of Waterloo, which supports the Solve the Crisis Campaign and calls for provincial and federal governments to commit to immediate action to solve the Humanitarian Crisis that Ontario is facing.

...Carried

Staff Reports and Memos

IS08-2024: East Side Lands Sanitary Servicing Environmental Assessment Recommendation

Consultant Duane Lindner of Associated Engineering Limited provided a presentation to Council which highlighted:

- Overview of the study area, project history and context,
- EA study area and key stakeholders,
- EA problem statement,
- Existing sanitary infrastructure and its limitations,
- Planned downstream sewer outlet,
- Sanitary drainage areas and flow rates,
- Assumed future sewer network,
- Trunk sewer alternative adjustments,
- Trunk sewer alignments analysis,
- Alternative sanitary servicing solutions,
- Preliminary baseline pumping station sizing and layout,
- Recommended solution,
- Stakeholder consultations, and
- Next steps in the process.

Council discussed how the airport would be financially contributing to the project, how the proposed infrastructure would be impacted if the sanitary endpoint moved from Cambridge to Kitchener, that development charges could be used to cover projects costs but that a formal financial strategy will be developed. In response to Council's inquiry, staff explained the process and resources required to start and operate the project, and what contingency plans the project

has in place in case of emergency, exceedance of peak flow, or breakdown of a sanitary branch or trunk. In response to Council's inquiry, staff confirmed that work has already been done to seek grant funding from upper levels of government and which alternative solutions were more and less in cost.

Moved by Councillor Cadeau

Seconded by Councillor Shantz

That the Council of the Township of Woolwich, considering Report IS08-2024 respecting the East Side Lands Sanitary Servicing Environmental Assessment Recommendation:

1. Endorses the recommended Alternate #7 preferred solution for the trunk sewer servicing and associated future sanitary lift/pumping station locations to service the Breslau East Side Lands; and
2. Authorizes the Director of Infrastructure Services to issue the notice of study completion for the East Side Lands Sanitary Municipal Class Environmental Assessment project, and file the Project File Report with the Municipal Clerk for a minimum 30 day public review period.

...Carried

Other Business

Council Reports/Updates

None.

Outstanding Activity List as of Thursday, October 3, 2024

None.

Notice of Motion

None.

Adjournment

Moved by Councillor Grant

Seconded by Councillor Schwindt

That the meeting adjourns.

...Carried

Sandy Shantz, Mayor

Jeff Smith, Clerk