

**Township of Woolwich  
Council Minutes**

**Tuesday, October 22, 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 Financial Services  
Vanessa Albanese, Municipal Law Enforcement Supervisor  
Thomas van der Hoff, Deputy Director of Recreation & Community Services  
Carter Maguire, Manager of Operations  
Tanya Bettridge, Council and Committee Support Specialist  
Meet Patel, IT HelpDesk/Support Representative

**Public Resolution to Resolution to Convene in Closed Session (5:15 P.M.)**

Moved by Councillor Bryant  
Seconded by Councillor Grant

That the Council of the Township of Woolwich convenes in closed session on Tuesday, October 22, 2024 at 5:15 p.m. in accordance with section 239 (2) of the Municipal Act, 2001, for the purposes of considering the following:

1. 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);
2. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Legal Matter);
3. personal matters about an identifiable individual, including municipal or local board employees (Staffing Matter);
4. personal matters about an identifiable individual, including municipal or local board employees (Staffing Matter)
5. a proposed or pending acquisition or disposition of land by the municipality or local board (Property Matter);
6. a proposed or pending acquisition or disposition of land by the municipality or local board (Property Matter); and

7. personal matters about an identifiable individual, including municipal or local board employees (Staffing Matter).

...Carried

### **Reconvene in Open Session (7:00 P.M.)**

Council reconvened in open session at 7:00 P.M.

### **Land Acknowledgement**

Chair Burgess read a land acknowledgement.

### **Moment of Silence**

Chair Burgess acknowledged the reveal event of the Community Mural, which was crafted during the 2<sup>nd</sup> annual Multicultural Festival of Elmira, and noted that this week is Local Government Week. Council observed a moment of silence to reflect on the commitment to diversity and the importance of Council's role in local government.

### **Disclosures of Pecuniary Interest**

None.

### **Items From Closed Session**

None.

### **Adoption of Minutes**

Moved by Councillor Schwindt  
Seconded by Councillor Bryant

That the following minutes be adopted:

- Committee of the Whole - October 8, 2024
- Special Council - October 8, 2024

...Carried

### **Public Meeting**

None.

### **Presentations**

#### Reep Green Solutions Annual Impact Report

Presenter Executive Director Patrick Gilbride of Reep Green Solutions provided Council with a presentation which highlighted:

- Overview of the 10,000 Meaningful Actions goal, of which 4,813 have been completed
- Examples of the meaningful actions that were done in Woolwich
- Water conservation and protection programs and efforts
- Healthy Yards and Neighbourhoods program
- Community Canopy program
- Tree Trust program for legacy trees
- Climate action initiatives such as the Zero Waste Challenge
- Financial Summary

- Appreciation for Reep's partners and supporters, including Council, staff and Committees in Woolwich

#### Woolwich Heritage Committee Report and Work Plan

Woolwich Heritage Committee Chair, Councillor Bonnie Bryant provided Council with a presentation which highlighted:

- Proposed Education and Awareness initiatives
- Expected Outcomes of the proposed workplan items
- Budget Summary

Council discussed the partners involved in the heritage designations and the process for budget approval.

Moved by Councillor Grant  
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich receives the Woolwich Heritage Committee 2024 Work Plan and direct staff to include the Heritage Committee budget of \$2,000 identified in the work plan in the proposed 2025 Development Services Operating Budget.

...Carried

#### Education Session – Municipal Speed Camera and Administrative Penalties Program

Presenter Theresa Mendler, Manager, Processing Centre (Automated Enforcement) of the Region of Waterloo, provided Council with a presentation which highlighted:

- The reasons lower speeds are needed
- Current program overview
- Expansion overview and timeline
- Understanding fines and community safety zones
- Communications strategies

Council discussed the rotational schedule for locations of the speed cameras, enforcement schedules, and the height at which the cameras are mounted. In response to Council's inquiry, the presenters stated that there is potential for municipalities to run their own speed cameras program and that the cost to do so may be higher for the lower tiers due to lower quantities. Council discussed where the revenues would be used from fines generated in Woolwich.

#### **Delegations**

None.

#### **Unfinished Business**

None.

#### **Consent Items**

Moved by Councillor Bryant  
Seconded by Councillor Cadeau

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

Items for Approval**Recommendations from Committee of the Whole (October 8, 2024)**

That the Summary of Recommendations of the Committee of the Whole dated Tuesday, October 8, 2024 be adopted.

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

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

**2. Region of Waterloo Resolution: Solve the Crisis**

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.

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

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.

**Memo: Sign By-law Amendment**

That the Council of the Township of Woolwich consider a memorandum from Development Services dated October 22, 2024, regarding amendments to Sign By-law No. 35-2015, to enact the proposed amendments by means of the by-law as attached in Appendix A.

Items for Information and Public Notice

- Notice of Hearing - November 4, 2024

...Carried

## Staff Reports and Memos

### C24-2024: Administrative Monetary Penalty System (AMPS) Report 2

Council discussed the roles of the screening and hearing officers and in response to Council's inquiry, staff explained the importance of those positions being separate.

Moved by Councillor Grant  
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report C24-2024 respecting Administrative Monetary Penalty System (AMPS) Report 2:

1. Approve the five (5) Policies as required by the legislation regarding an Administrative Monetary Penalty System, as attached to this report;
2. Approve the by-law to amend the Township's existing enforcement and delegation by-laws, as attached to this report; and
3. Approve the by-law to create the positions of Screening Officer and Hearing Officer, as attached to this report.

...Carried

### F18-2024: 2024 Finance Staffing Plan

Council discussed the offsetting cost of external contract work being brought in-house versus the cost of the proposed position, concerns with pre-budget requests for new positions, implementation of new financial software and its implications for the Township, potential areas for savings that the proposed position and new software could create, and justification for a senior financial analyst as opposed to an entry-level analyst position.

Moved by Councillor Cadeau  
Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report F18-2024 respecting 2024 Finance Staffing Plan approve a pre-budget request to add a Senior Financial Analyst position to the Finance Department with the full annual salary / benefit impact of up to \$120,000 be included in the 2025 proposed budget.

Councillor Schwindt requested a recorded vote.

#### **Recorded Vote**

##### In Favour

Councillor Grant  
Councillor Cadeau  
Mayor Shantz

##### Opposed

Councillor Schwindt  
Councillor Bryant  
Councillor Burgess

...Defeated

### F19-2024: Water and Wastewater Study Review

Council confirmed with staff that water-only customers are not affected by wastewater rates and discussed the different levels of water and wastewater rates between Woolwich and other municipalities. In response to Council's inquiry, staff explained the process involved in changing water/wastewater rates. Council discussed the costs and benefits of implementing a rate increase

now versus waiting until after budget, the capital costs versus variable costs and the potential need for an automatic inflation increase in the rates.

Moved by Councillor Bryant  
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report F19-2024 Water Wastewater Financial Plan and Rate Study:

1. Receive the BMA Water and Wastewater Rate Study; and
2. Direct staff to conduct additional financial analysis on the rate recommendations outlined in the BMA Water and Wastewater Rate Study when proposing the 2025 rate increases, including contributions for water and wastewater rate stabilization reserves for implementation as of March 1, 2025.

...Carried

#### IS15-2024: Tender Award for Cured-In-Place-Pipe (CIPP) Sewer Lateral Lining

Moved by Councillor Grant  
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report IS15-2024 respecting Tender Award for Cured-In-Place-Pipe (CIPP) Sewer Lateral Lining:

1. Award Contract 2024-12 Cured-In-Place-Pipe Sewer Lateral Lining Program to Liqui-Force Services (Ontario) Incorporated at a cost of \$ 570,313.92 after H.S.T. rebate; and,
2. Retain GEI Consultants Incorporated for the contract administration, inspection, and post construction services at a total cost of \$ 38,611.41 after H.S.T. rebate.

...Carried

#### IS17-2024: Operations Project Supervisor

Council discussed contracted services and in response to Council's inquiry, staff noted that expanding contracted services is not feasible due to the time and resources required for onboarding and since the contracted services are a small portion of the duties that need to be covered. Responding to Council's inquiry, staff reviewed the costs that are offset by the proposed full-time position as well as the benefits that could be realized year-round. Council expressed concern for the gaps in staffing and acknowledged that staff are struggling with lack of resources. In response to Council's inquiry, staff reviewed the direct impacts that this position would have for the residents/community.

Moved by Councillor Grant  
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich, considering Report IS17-2024 respecting Increase Staffing Request – Operations Project Supervisor:

1. Approve a pre-budget request to add a full-time position as an Operations Project Supervisor to the Infrastructure Services Department; and,
2. Authorize the full annual salary and all-in cost impacts of up to \$122,732 be included in the 2025 proposed budget with 70% funded from the Infrastructure Services Operating Budget and 15% from each of the Water and Wastewater Operating Budgets,

...Defeated

R08-2024: St. Jacobs Arena - Rink Floor, Dasherboards, Glass, and Bleachers Replacement

Council discussed the need for funding from other levels of government and supported applying for grants such as these. Council discussed the benefits of obtaining grant funds for asset replacements. Council discussed the previous deferral of the arena floor replacement and if this could be done at the same time.

Moved by Mayor Shantz

Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report R08-2024 respecting Grant Application - St. Jacobs Arena Rink Floor, Dasherboards, Glass, and Bleachers Replacement:

1. Support a grant funding application to the Canadian Sport and Recreation Infrastructure Fund in the amount of \$2,466,677.00 (HST included) for the replacement of these assets; and
2. Direct staff to report back to Council following announcement of the grant with a recommendation for a 2025 or 2026 completion.

...Carried

**Other Business**Mayor's Report on Regional Matters

None.

Council Reports/Updates

None.

Fireworks By-laws: Resolution for Unified Regional Approach

Council discussed the need for a unified approach to fireworks regulations and how many complaints are received by staff regarding fireworks.

Moved by Councillor Bryant

Seconded by Councillor Grant

That the Council of the Township of Woolwich direct staff to participate in discussions and contribute to the development of a unified regional approach to the management and enforcement of fireworks regulations.

...Carried

Outstanding Activity List as of Thursday, October 17, 2024

Director of Infrastructure Services Deanne Friess provided Council with an update on the Official Plan review project, noting that the report to Council would be delayed until first quarter of 2025.

**Notice of Motion**

None.

**By-laws**

Moved by Councillor Bryant

Seconded by Councillor Grant

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 65-2024 to 68-2024, and that they be signed by the Mayor and Clerk and sealed with the corporate seal.

- A By-law to Amend Sign By-law 35-2015 of the Township of Woolwich
- A By-law to Regulate Screening and Hearing Officers
- A By-law to Amend Various Township By-laws for the Purposes of Enacting and Enforcing an Administrative Monetary Penalty System Within the Township of Woolwich
- A By-law to Confirm All Actions and Proceedings of the Council (October 22, 2024)

...Carried

### **Public Resolution to Reconvene in Closed Session**

Moved by Councillor Bryant  
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich reconvenes in closed session on Tuesday, October 22 2024 immediately following adjournment of the Open Session in accordance with section 239 (2) of the Municipal Act, 2001, for the purposes of considering the following:

- a. a proposed or pending acquisition or disposition of land by the municipality or local board (Property Matter);
- b. a proposed or pending acquisition or disposition of land by the municipality or local board (Property Matter); and
- c. personal matters about an identifiable individual, including municipal or local board employees (Staffing Matter).

...Carried

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Sandy Shantz, Mayor

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Jeff Smith, Clerk