

**Township of Woolwich
Council Minutes**

Monday, November 18, 2024

7:00 PM

**Council Chambers – Hybrid with YouTube Livestream
24 Church Street West, Elmira**

Present from Council: Mayor Shantz (Chairperson)
Councillor Bryant
Councillor Burgess
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
Colm Lynn, Director of Financial Services
Ann McArthur, Director of Recreation and Community Services*
Jared Puppe, Director of Infrastructure Services*
Anna Harrison, Climate Action & Sustainability Coordinator
Victor Labreche, Manager of Planning
Sherwin Meloney, Planner
Meet Patel, IT HelpDesk/Support Representative
Richard Petherick, Manager of Accounting & Deputy Treasurer*
Alex Smyth, Deputy Clerk

Public Resolution to Resolution to Convene in Closed Session (5:30 P.M.)

Moved by Councillor Bryant
Seconded by Councillor Grant

That the Council of the Township of Woolwich convenes in closed session on Monday, November 18, 2024 at 5:30 p.m. in accordance with section 239 (2) and (3.1) of the Municipal Act, 2001, for the purposes of considering the following:

- a. educating or training the members (Regional Budget Process Training);
- b. educating or training the members (Planning Training);
- c. a proposed or pending acquisition or disposition of land by the municipality or local board (Property Matter); and
- d. a proposed or pending acquisition or disposition of land by the municipality or local board (Property Matter).

...Carried

Public Resolution to Reconvene in Open Session (7:20 P.M.)

Moved by Councillor Bryant
Seconded by Councillor Cadeau

That Council reconvenes in open session.

...Carried

Land Acknowledgement

Mayor Shantz read a land acknowledgement.

Moment of Silence

Council observed a moment of silence.

Disclosures of Pecuniary Interest

None.

Items From Closed Session

None.

Adoption of Minutes

Moved by Councillor Grant
Seconded by Councillor Cadeau

That the following minutes be adopted:

- Council Minutes – October 22, 2024
- Committee of the Whole Minutes – November 5, 2024
- Special Council Minutes – November 5, 2024

...Carried

Public Meeting

None.

Presentations**F15-2024: Audited Financial Statements - 2023**

Following the staff report, Matt Betik of KPMG provided a presentation which highlighted:

- Audit highlights
- Technology highlights
- Current status
- Materiality
- Significant risks and results
- Other risks of material misstatement and results
- Uncorrected misstatements
- Individually significant uncorrected misstatements
- Control deficiencies
- Accounting policies and practices
- Other financial reporting matters

Moved by Councillor Schwindt
Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report F15-2024 respecting Audited Financial Statements - 2023:

1. Approve the Consolidated Financial Statements of The Corporation of the Township of Woolwich for the year ended December 31, 2023, attached as Attachment 1.

2. Direct the Treasurer to publish in a newspaper having general circulation in the municipality, within sixty (60) days, a notice that the Audited Financial Statements, Notes to the Financial Statements and the Auditor's Report and the 2023/2024 tax rate information will be made available at no cost to any taxpayer or resident, upon request.

...Carried

Delegations

DS38-2024: Zone Change Application 02/2024 (881 Weber Street North – 881 Weber Inc.)

Following the staff report, Delegate Brandon Simon of The Planning Partnership spoke on behalf of the applicant, highlighting:

- Details of the active orchard on the property
- The urban/agricultural interface
- Land set aside for proposed use
- Master plan of agricultural cluster
- Purpose of the Zoning By-law amendment
- Collaboration with staff
- Significant benefits to the existing orchard

In response to questions from Council, Mr. Simon noted that concerns raised in the public meeting about the two access points to the property and the impacts of spreading fertilizer have been resolved with the recommendation in the report. Council discussed the location of the worker lodgings on the property, the types of structures adjacent to the property lines, the main access point to the property for commercial vehicles, and the potential impacts of the half-load season on the two access points.

Moved by Councillor Cadeau
Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report DS38-2024 respecting Zone Change Application 02/2024 (881 Weber Street North – 881 Weber Inc.) approve the amending of the Agricultural (A) zone with site-specific provisions to permit an agriculture-related use consisting of an orchard processing operation, an agricultural research and training centre, seasonal and year-round farm help accommodation, and a farm produce stand in accordance with the By-law in Attachment 2 to this report.

...Carried

Memo - Climate Action Update

Anna Harrison, Climate Action and Sustainability Coordinator for the Township of Woolwich, provided a presentation which detailed:

- Woolwich Climate History
- Corporate GHG Emissions Inventory
- Recent Climate Action Work: Corporate Wide
- Recent Climate Action Work: Community Wide
- Future Climate Action Plans
- Woolwich Climate Action Plan: Scope
- Woolwich Climate Action Plan: Vision
- Woolwich Climate Action Plan: Goals
- Woolwich Climate Action Plan: Timeline

Councillor Schwindt left the meeting at this time.

Council discussed the rationale for natural gas and electricity emission fluctuations between 2019 and 2023, the nature of and the potential outcomes of high-performance development standards, and the potential avenues of funding for climate initiatives.

Following the staff presentation, Delegate Bart Van Anandel of GreenWR and on behalf of Sandra Bray provided a presentation highlighting:

- A Call to Councillors for Climate Change
- Woolwich Council's 2021 50 by 30 Pledge
- Energy Efficiency and the 50 by 30 Goal
- Statistics on Woolwich Natural Gas Total Consumption from 2010 to 2030
- The Ontario Municipal Act – Choices for Energy Planning

Council discussed the relationship between energy planning legislation in the Municipal Act and planning documents under the Planning Act.

Unfinished Business

None.

Consent Items

Moved by Councillor Bryant
Seconded by Councillor Cadeau

That the following consent items be approved:

Items for Approval

Recommendations from Committee of the Whole (November 5, 2024)

That the Summary of Recommendations of the Committee of the Whole dated Tuesday, November 5, 2024 be adopted.

DS34-2024: Woolwich Housing Needs Assessment, Consultant Report

That the Council of the Township of Woolwich, considering Report DS 34-2024 respecting Woolwich Housing Needs Assessment, Consultant Report, receive the findings of the Housing Needs Assessment and direct staff to incorporate the recommendations into future development initiatives.

Consent Items

That the following consent items be received for information:

Items for Information and Public Notice

- Municipal Information for Liquor Sales Licenses - Rural Roots

R07-2024: Parks and Recreation Master Plan

That the Council of the Township of Woolwich, considering Report R07-2024 respecting the 2024 Parks and Parks and Recreation Master Plan:

1. Approve the 2024 Parks and Recreation Master Plan and endorse the strategic directions set out in the plan (Attachment 1);
2. Approve in principle, the need for a community park and multi-use recreation facility in Breslau and to report back to Council with a recommended site by 2027;

3. Approve in principle, the need for additional parkland and outdoor amenities in Elmira and direct staff to develop a parkland acquisition strategy by 2028;
4. Adopt the new Parks Classification system into the Township Official Plan and the Landscape and Design Guidelines; and
5. Direct staff to include the necessary policies in the Township's Official Plan and to subsequently prepare a Parkland Dedication By-law for Council's consideration in 2025 to permit the Township to require conveyance or payment-in-lieu as a condition of development or re-development as well as using the alternative requirements, as provided for in section 42 of the Planning Act.

C29-2024: Crossing Guard Program Review

That the Council of the Township of Woolwich, considering Report C29-2024 respecting Crossing Guard Program Review:

1. Remove the crossing guard location at the intersection of Dolman Street and Woolwich Street in Breslau; and
2. Direct staff to develop a policy outlining the guidelines for the crossing guard program and its locations.

C31-2024: Parking By-law Housekeeping Amendment

That the Council of the Township of Woolwich, considering Report C31-2024 respecting Parking By-law Housekeeping Amendment adopt the amending by-law attached to the report.

Memo: Summary of Traffic and Parking By-law Amendments

That the Council of the Township of Woolwich, considering a memorandum from Infrastructure Services dated November 18, 2024, respecting amendments to the Traffic and Parking By-law No. 70-2006, enact the proposed amendments by means of the by-laws as attached in Appendix A.

...Carried

Staff Reports and Memos

None.

Other BusinessMayor's Report on Regional Matters***Making Decisions That Matter - October 23, 2024***

Mayor Shantz noted that questions about decisions from Regional Council can be directed to her.

Council Reports/Updates***Upcoming Elmira Events***

Councillor Cadeau highlighted the Elmira Business Improvement Area's Moonlight Madness event on Friday, November 29 in the downtown core of Elmira. Mayor Shantz also highlighted the Elmira Kiwanis Santa Klaus parade taking place on Saturday, November 30.

Outstanding Activity List as of Thursday, November 14, 2024

None.

Document Number: 128409

Resolution to Participate in All Council Meeting (December 6, 2024)

Moved by Councillor Cadeau
Seconded by Councillor Grant

That the Council of the Township of Woolwich participate in an in-person all-Council meeting hosted by the Region of Waterloo at Centre in the Square, 101 Queen St N, Kitchener on Friday, December 6, 2024, from 2:00 p.m. to 4:30 p.m.

...Carried

Notice of Motion

None.

By-laws

Moved by Councillor Grant
Seconded by Councillor Bryant

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 70-2024 to 76-2024, and that they be signed by the Mayor and Clerk and sealed with the corporate seal.

- A By-law to Further Amend Zoning By-law 26-2024, of the Township of Woolwich (881 Weber Inc. - 881 Weber Street North)
- A By-law to Amend By-law 71-2012 and By-law 58-2024 for the Purposes of Enforcing Parking on Private and Municipal Property within the Township of Woolwich
- A By-law to Amend Heritage By-law 60-2007, of the Township of Woolwich
- A By-law to provide for the appointment of a Municipal Law Enforcement Officer, Animal Control Officer and Property Standards Officer for the Township of Woolwich (Frank Heinrich)
- A By-law to provide for the appointment of a Municipal Law Enforcement Officer, Animal Control Officer and Property Standards Officer for the Township of Woolwich (Robert Hughes)
- A By-law to Amend By-law No. 70-2006 Regarding Rates of Speed on Highways and School Zones in the Township of Woolwich
- A By-law to Confirm All Actions and Proceedings of the Council (November 18, 2024)

...Carried

Adjournment (8:20 P.M.)

Moved by Councillor Burgess
Seconded by Councillor Cadeau

That the meeting adjourns to meet again in regular session on December 17, 2024.

...Carried

Sandy Shantz, Mayor

Jeff Smith, Clerk

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