

**Township of Woolwich
Council Minutes**

**Tuesday, February 18, 2025
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
Jared Puppe, Director of Infrastructure Services
Ann McArthur, Director of Recreation & Community Services*
Richard Petherick, Deputy Director of Financial Services
Victor Labreche, Manager of Planning
Stephen Dykstra, Senior Planner
Chelsea Raymond, Asset Management Coordinator
Kristen Cufaro, Municipal Law Enforcement Officer*
Tanya Bettridge, Council and Committee Support Specialist*
Meet Patel, IT HelpDesk/Support Representative

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

Moved by Councillor Grant
Seconded by Councillor Cadeau

That the Council of the Township of Woolwich convenes in closed session on Tuesday, February 18, 2025 at 5:30 p.m. in accordance with sections 239 (2) and (3.1) of the Municipal Act, 2001, for the purposes of considering the following:

- a. labour relations or employee negotiations (Staffing Matter); and
- b. educating or training the members (Asset Management Training).

...Carried

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

Moved by Councillor Grant
Seconded by Councillor Cadeau

That Council reconvenes in open session.

...Carried

Land Acknowledgement

Mayor Shantz read a land acknowledgement.

Moment of Silence

Mayor Shantz commented on the current political climate resulting from the tariffs and annexation of Canada that the United States President has proposed, and invited attendees and observers to join in the singing of O Canada, followed by a moment of silence.

Disclosures of Pecuniary Interest

None.

Items From Closed Session

None.

Adoption of Minutes

Moved by Councillor Grant

Seconded by Councillor Schwindt

That the following minutes be adopted:

- Council Minutes - December 17, 2024
- Special Council - Budget Minutes - January 7, 2025
- Special Council - Budget Minutes - January 9, 2025
- Special Council Minutes - January 14, 2025
- Special Council - Budget Minutes - January 21, 2025
- Special Council - Budget Minutes - January 23, 2025
- Committee of the Whole Minutes - February 4, 2025

...Carried

Public Meeting

DS03-2025: Zone Change Application 2025-01 – 786 Group Inc., 265 Woolwich Street South

Mayor Shantz declared the public meeting to be open.

Registered Participant Douglas Snyder was not in attendance.

The Clerk noted there were no unregistered participants in the meeting.

There were no members of the public present to speak to the application.

As there were no further speakers, Mayor Shantz declared the public meeting to be closed.

In response to Council's inquiry, staff confirmed that most of the trees would be preserved, and the potential land use opportunities following the end of the proposed 3-year period the application is requesting. Council discussed the property owner's obligations to return the property to agricultural following the end of the 3-year period.

Presentations

Technical Remediation Advisory Committee (TRAC) Bi-annual Presentation to Council

Presenter Tiffany Svensson, Technical Expert for TRAC, provided the bi-annual update to Council, which highlighted:

- Outline of TRAC's activities

- Public communication channels
- Summary of the Technical Experts Meeting
- Key takeaways from the Technical Experts Meeting
- 2024 Review and 2025 Work Plan
- Remedial Action Plan (RAP)
- Next steps (Q2-Q4 2025)
- Additional resources available

Council moved the U SPORTS Women's Hockey delegation to this point on the agenda.

Delegations

U SPORTS Women's Hockey

Delegate Roly Webster, Director of Athletics and Recreation at the University of Waterloo, spoke to Council about the upcoming women's university hockey championship to be hosted in Woolwich at the Woolwich Memorial Centre, March 20-23, 2025 and Waterloo Warriors Team Captain Leah Herrfort spoke about the importance of support for women's hockey and the representation that such elite level events bring to young players.

In response to Council's inquiry, Mr. Webster explained how interested residents can purchase tickets.

Presentations

2025 Asset Management Plan Progress Update

Presenters Amanda Beattie, Simon Lau, and Daryush Esmaili of Aspire Consulting presented an asset management training session, which highlighted:

- Goals & objectives
- Proposed levels of service (PLOS)
- Survey structure, responses, and key findings
- Service area findings
- Key takeaways
- PLOS tie to survey
- Next steps

Council discussed the methodology for determining levels of service, the lack of survey responses when considering levels of service, and the importance of engagement from the community.

Delegations

DS07-2025: Preferred Breslau Secondary Plan - Land Use Plan

Following the presentation of the staff report, Council discussed:

- the areas in the plan identified as Natural Heritage Systems and confirmed that the majority have not yet been the subject of studies
- the plan for a variety of land uses such as reaction facilities, commercial and mixed use,
- the ratio of residents to developers who attended the open house and submitted feedback
- future plans for the airport lands

- next steps for community engagement in the secondary plan process.

Delegate Scott Bruinsma reported that he has been in contact with staff to gain a better understanding of the plan, and expressed concern with restrictions that the airport may present, the changes to sewer elements of the plan, and that information presented so far has been too vague. In response to Council's inquiry, staff clarified that this is currently only a land use plan, and that the future full plan and policy framework would include elements such as servicing and include more public consultation opportunities.

Council allowed unregistered delegates the opportunity to speak to the topic.

Unregistered Delegate Tony Denison inquired about areas on the map identified as nodes, to which staff clarified are intensification areas designated to show potential density and mixed uses.

Unregistered Delegate Robert Engel inquired about Woolwich's involvement with the plans being developed with neighbouring municipalities, especially in terms of servicing. Staff confirmed that Woolwich is working with municipalities such as the City of Cambridge and those outcomes will be communicated within the full plan and policies.

Mayor Shantz acknowledged that a delegate who originally registered had withdrawn their request to speak, and noted the written correspondence received from GSP Group on behalf of Ebycrest Kitchener Development Limited and Thomasfield Homes Limited, and from MHBC on behalf of Bill O'Neill and Lowland Properties Group Inc.

Moved by Councillor Cadeau

Seconded by Councillor Schwindt

That the Council of the Township of Woolwich, considering Report DS07-2025 respecting Preferred Breslau Secondary Plan - Land Use Plan:

1. Accept this report as information; and
2. Adopt Attachment 1 of this Report as the 'Preferred Breslau Secondary Plan – Land Use Plan' for the purpose of incorporating it into the new Township Official Plan as part of the Comprehensive Official Plan Review public consultation process.

...Carried

Unfinished Business

Memo: Update - Menno Street Renaming

Council discussed the proposed Menno Street route options, the impact for each on emergency services, how numbering on Menno Street would be calculated for future developments, and traffic and intersection flow.

Council allowed unregistered delegates the opportunity to speak to the topic.

Unregistered Delegate Arnold Drung of Conestogo Meats expressed support for the continuous route option and thanked Council and staff for their efforts in coming up with solutions.

Unregistered Delegate Ken Ball also expressed support for the continuous route option.

Councillor Schwindt and Councillor Bryant withdrew the original deferred motion that they had moved and seconded.

Moved by Councillor Grant

Seconded by Councillor Bryant

Document Number: 129151

That the street name Menno Street be continuous and follow the route such that Menno Street would start at Woolwich Street South, continue through the Madwest subdivision (turning south on what is currently identified as Burkholder Street), turn east on what is identified as Ottawa Street, continue over Fountain Street North and terminate at Shantz Station Road, as per Attachment 1 – ‘Continuous Route Option’ as set out in the Memo: Update - Menno Street Renaming.

...Carried

Consent Items

Councillor Bryant requested that Item 7 of the Recommendations from Committee of the Whole (February 4, 2025) be pulled to vote on separately.

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 (February 4, 2025)

That Items 1 through 6, 8 and 9 of the Summary of Recommendations of the Committee of the Whole dated Tuesday, February 4, 2025 be adopted.

DS06-2025: Menno Street Renaming

That the Council of the Township of Woolwich, considering Report DS06-2025 respecting Menno Street Renaming, defer the motion to the February 18, 2025 Council Meeting.

DS05-2025: Updates to Building Division Fees

That the Council of the Township of Woolwich, considering Report DS05-2025 respecting the Updates to Building Division Fees adopt the amended Fee Schedule “E” in the Building By-law No. 14-2024 included in attachment 1 to this report.

Consent Items

That the following consent items be received for information:

Items for Information and Public Notice

- Notice of Intent to Pass the Budget
- Notice of Public Meeting - February 18, 2025

Items Pulled From the Information Package

That the Council of the Township of Woolwich endorse the resolution from the Town of Aurora in support of the request for the redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding.

A01-2025: Revised Budget Request – St. Jacobs Country Directional Wayfinding

That the Council of the Township of Woolwich, considering Report A01-2025 respecting Revised Budget Request – St. Jacobs Country Directional Wayfinding, approve a \$30,000.00 contribution from the Municipal Accommodation Tax to match the Regional Tourism Organization 4 Inc. (RTO4) funding grant previously approved to implement phase one of the St. Jacobs Country Directional Wayfinding project.

C03-2025: Election 2026 Report 2 – Council Composition and Ward Boundary Review

That the Council of the Township of Woolwich, considering Report C03-2025 respecting Election 2026 Report 2 – Council Composition and Ward Boundary Review:

1. Maintain the current composition of Woolwich Township Council,
2. Maintain the current ward boundaries for Woolwich Township, and
3. Direct staff to include an additional \$5,000 transfer to the election reserve in the 2026 draft budget, subject to final approval during 2026 budget deliberations.

F03-2025: 2025 Budget Approval

That the Council of the Township of Woolwich, considering Report F03-2025 respecting 2025 Budget Approval:

1. Approve the 2025 Water Budget with a net expenditure of \$5,907,139, as summarized in Attachment 4.
2. Approve the 2025 Wastewater Budget with a net expenditure of \$5,735,872, as summarized in Attachment 5.
3. Approve the use of the increase in the 2025 water and wastewater reserve transfer of \$360,000 and \$80,000 respectively to establish and fund a water rate stabilization and a wastewater rate stabilization (operating) reserve fund to fund operating deficits in the utility programs.
4. Approve the Water and Wastewater Fees and Charges By-laws, attached as Attachment 7 and 8, respectively; and
5. Direct staff to:
 - a) Hire a qualified person on a contract, to analyze financial data and identify areas of concern, funded through the water and wastewater budgets;
 - b) Account for any unbilled water loss;
 - c) Designate the Director of Infrastructure Services as the project lead and request he provide quarterly updates to demonstrate progress made and showing discrepancies between regional and Township billing without catchup billing;
 - d) Provide Council with a timeline for addressing the issue;
 - e) Provide Council with a standing update monthly at Council meetings;
 - f) As part of reporting on next year's budget, to identify any structural changes to ensure there are no future issues.

Memo: Active Transportation Fund Grant Opportunity

That the Council of the Township of Woolwich, considering a memo titled Active Transportation Fund Grant Opportunity, direct staff to apply for the Federal Housing, Infrastructure and Communities Active Transportation Fund program to provide up to 60% of eligible project costs for the St. Jacobs Country Directional Wayfinding Signage project.

Memo: Active Transportation Fund Grant Opportunity

That the Council of the Township of Woolwich, considering a memo titled Active Transportation Fund Grant Opportunity, direct staff to apply for the Federal Housing,

Infrastructure and Communities Active Transportation Fund program to provide up to 60% of eligible project costs for the Peel Street Bridge Pedestrian conversion project.

F04-2025: Ontario Regulation 284/09 Budget Exclusions – 2025

That the Council of the Township of Woolwich, considering Report F04-2025 respecting Ontario Regulation 284/09 Budget Exclusions – 2025, approve the exclusion of amortization expense and employee future benefit liability expense for the 2025 Budget, as allowed under Ontario Regulation 284/09.

Items for Information and Public Notice

- C06-2025: E-bikes and E-scooters Regulations
- Notice of Hearing - February 24, 2025

...Carried

***Item 7 of the Summary of Recommendations of Committee of the Whole (February 4, 2025)
- F03-2025: 2025 Budget Approval***

Moved by Councillor Schwindt
Seconded by Councillor Grant

That the Council of the Township of Woolwich, considering Report F03-2025 respecting 2025 Budget Approval:

1. Approve the 2025 Operating and Capital Budgets, as amended, with a net levy of \$18,005,821, as summarized in Attachment 1.
2. Direct that any tax related savings below the proposed 7.5% tax levy increase which is currently \$27,185 (or 0.17%) be allocated to the Infrastructure Reserve Fund; and
3. Approve the one-time use of \$160,000 (1%) of the infrastructure levy to be used to top up the equipment reserve fund.

...Carried

Staff Reports and Memos

C04-2025: Delegation By-law Mid-term Review

In response to Council's inquiry, staff confirmed scenarios where there would be an information report or communication to Council on items that staff have approved via delegated authority.

Moved by Councillor Grant
Seconded by Councillor Schwindt

That the Council of the Township of Woolwich, considering Report C04-2025 respecting the Delegation By-law Mid-term Review:

1. Adopt amendments to the Delegation By-law as set out in the report; and
2. Repeal the Delegation of Powers/Duties Policy CC-05.

...Carried

Other BusinessMayor's Report on Regional Matters***Regional Council Honours Exemplary Citizens***

Mayor Shantz noted that the Jack Young Civic Award is given to individuals who contribute to the Region of Waterloo and acknowledged award recipients former Regional Councillors Sean Strickland, Tom Galloway, and Elizabeth Clarke, and former executive director of REEP Green Solutions, Mary Jane Patterson.

Rental Tenancy Displacements

In response to Council's inquiry, staff provided an update on the City of Kitchener's best practices review and subsequent by-law and that they have issued one permit so far since the by-law has been in effect.

Council Reports/Updates***Appreciation – Workers in Winter Weather***

Mayor Shantz expressed appreciation for all those who have endured working through the recent extreme weather events, especially those working in winter road maintenance operations and emergency services.

Outstanding Council Activity List as of Thursday, February 13, 2025

None.

Mayor Shantz passed the Chair to Councillor Grant.

Notice of Motion – Response to Proposed Tariffs

Mayor Shantz spoke in support of the motion, noting that the Region and area municipalities will be meeting to develop a strategy in response to the United States (USA) proposed tariffs. Council members expressed their support and offered suggestions. In response to Council's inquiry, staff identified challenges and implications of a stricter buy-Canadian policy, noting two planned vehicle purchases. Council discussed policy options and Mr. Brenneman noted that staff can make best efforts to buy Canadian as set out in the motion and bring large or significant purchases to Council for their consideration.

Motion by Mayor Shantz
Seconded by Councillor Cadeau

WHEREAS the Township of Woolwich and the communities within our region are home to a strong and vibrant economy, including agricultural goods, vital small businesses, large Canadian-owned companies and diverse international firms that create good paying jobs locally; and

WHEREAS the vibrancy and success of our economy is, in part, reflective of our country's long-standing economic ties with and proximity to the United States of America; and

WHEREAS the Woolwich Township's Purchasing By-law establishes rules for purchasing goods and services that ensure taxpayer value, protect the Township's financial interests, encourage competitive bidding and comply with applicable trade agreements, including the 15 free trade agreements Canada currently has with 51 different countries; and,

WHEREAS contrary to terms of the existing United States Mexico Canada Agreement as well as to the long standing strong and productive economic and political relationship between Canada and the United States, the President of the United States plans to impose new tariffs on Canadian imports, including steel and aluminum;

NOW THEREFORE be it resolved that the Council of the Township of Woolwich:

1. Directs staff to seek opportunities to minimize the impact of tariffs and countermeasure tariffs on the Township, including opportunities where it is legally permissible for the municipality to pursue a Buy Canadian preference in the procurement of goods and services;
2. Calls on residents and community partners including the Greater KW Chamber of Commerce, the Business Improvement Areas (BIAs) and others to encourage Buy Canadian and Buy Local where possible;
3. Calls on the Waterloo Economic Development Corporation (WEDC), through the Business Economic Support Team Waterloo Region (BEST WR), to develop an action plan to support Waterloo Region businesses and our collective economic interests;
4. Calls on the Federal and Provincial governments to work with municipalities on measures to protect Canadians and businesses and provide guidance on the status of the trade agreement with the United States, including any implications for procurement practices by municipalities, should tariffs come into effect;
5. Supports the federal, provincial and territorial governments in its Team Canada approach to trade negotiations with the United States, supporting calls for the elimination of interprovincial trade barriers within Canada, and supporting a more diversified global trade strategy; and,
6. Directs staff to forward this motion to the Right Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Doug Ford, Premier of Ontario, WEDC, our local BIAs, MP's, MPP's and municipalities, the Association of Municipalities of Ontario (AMO) and the Federation of Canadian Municipalities (FCM); and
7. Directs staff to report back with an update, should tariffs come into effect.

Mayor Shantz resumed the Chair.

By-laws

Moved by Councillor Cadeau

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 07-2025 to 11-2025, and that they be signed by the Mayor and Clerk and sealed with the corporate seal.

- A By-law to Establish Water Fees and Charges in the Township of Woolwich
- A By-law to Establish Wastewater Fees and Charges in the Township of Woolwich
- A By-law to Amend Schedule E of By-law 14-2024 Being a By-law to Provide for the Construction, Demolition, Change of Use and Transfer of Permits and Inspections
- A By-law to Amend the Delegation of Authority By-law 41-2022
- A By-law to Confirm All Actions and Proceedings of the Council

...Carried

Adjournment

Moved by Councillor Burgess
Seconded by Councillor Grant

That the meeting adjourns to meet again in regular session on March 18, 2025.

...Carried

Sandy Shantz, Mayor

Jeff Smith, Clerk

DRAFT