



Township of Woolwich  
Special Council Meeting

Date: Tuesday, April 13, 2021

Location: Video Conference with YouTube Live Stream  
Hosted in Council Chambers  
Immediately following the Committee of the  
Whole Meeting

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Pages

1. Disclosures of Pecuniary Interest

2. Committee of the Whole

Resolution:

That Council convenes into the Committee of the Whole.

2.1. Recommendations from Committee of the Whole (April 13, 2021)

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Resolution:

That the Summary of Recommendations of the Committee of the Whole be adopted.

2.2. First and Second Reading of the By-laws

Resolution

That the following by-laws be introduced and read a first and second time:

2.2.1. A By-law to authorize amendments to the Community Improvement Plan (Elmira BIA)

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*Note: a copy of the amended agreement will be included in the Revised Agenda*

2.2.2. A By-law to Appoint a Drainage Superintendent (K. Smart Associates Limited)

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2.2.3. A By-law to Confirm All Actions and Proceedings of the Council

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(April 13, 2021)

**3. Adoption of the Proceedings of the Committee of the Whole**

Resolution:

That the Committee of the Whole rise and report to Council.

Resolution:

That Council confirms and adopts the proceedings of the Committee of the Whole.

**4. Final Passage of By-laws**

Resolution:

That the following by-laws in the hands of the Clerk be read a third time and finally passed, that they be numbered as By-law numbers 27-2021 to 29-2021, and that they be signed by the Mayor and Clerk and sealed with the corporate seal.

- 4.1. A By-law to authorize amendments to the Community Improvement Plan (Elmira BIA)
- 4.2. A By-law to Appoint a Drainage Superintendent (K. Smart Associates Limited)
- 4.3. A By-law to Confirm All Actions and Proceedings of the Council (April 13, 2021)

**5. Adjournment**

Resolution:

That the meeting adjourns to meet again in regular session on Tuesday, April 20, 2021.

Due to COVID-19, members of the public are not able to attend this meeting in-person. This meeting is being live streamed to the Woolwich Township YouTube account and a recording will be published following the meeting. Live meetings will appear on the home page once the live stream has started which may be shortly after the scheduled start time. If you don't see a live video, please be patient and try reloading the page.

To submit comments or participate in the meeting or if you have any questions

about the content or outcome of this meeting, please contact the Council and Committee Facilitator at 519-669-6004 or [councilmeetings@woolwich.ca](mailto:councilmeetings@woolwich.ca)

**Township of Woolwich  
Summary of Recommendations to Council  
From April 13, 2021 Committee of the Whole Meeting**

**1. Request to Close Mill Street, Elmira for Summer Seating Area**

That the Council of the Township of Woolwich, considering Report DS19-2021 respecting Proposal to Close Mill Street, Elmira, for Summer Patio Seating, direct staff to close Mill Street, in Elmira, from Arthur Street to the rear parking lot entrance of TD Canada Trust, weather permitting and subject to the lifting of COVID restrictions, from April 2021 to October 2021.

**2. Amendments to the Downtown Elmira Business Improvement Area Signage Grant**

That the Council of the Township of Woolwich, considering Report DS15-2021 respecting Amendments to the Downtown Elmira Business Improvement Area Signage Grant:

1. Approve adding "Replacement or repair of signage and/or installation of appropriate new or refurbished signage. This includes signage that is affixed to the buildings face" under *What Can Be Done* within the Signage Grant;
2. Increase the Signage Grant amount to \$2000 from \$1500.

**3. Tender 2021-03 Structure 070143 Replacement Martin Grove**

That the Council of the Township of Woolwich, considering Report IS10-2021, respecting the Structure 370143 Replacement – Martin Grove Road project:

1. award Tender 2021-03 for Structure 370143 Replacement – Martin Grove Road to Robert M. Simon Construction Limited at a total cost of \$829,559.28 after H.S.T. rebate;
2. retain GM BluePlan Engineering Limited for contract administration, inspection, and post construction services at a total cost of \$59,122.56 after H.S.T. rebate;
3. authorize Staff to purchase land for the purposes of project construction and future maintenance; and
4. authorize the Mayor and Clerk to sign the contract documents and all land purchase documents.

**4. Tender Award for Glasgow Street South Bridge Rehabilitation Project, Conestogo**

That the Council of the Township of Woolwich, considering Report IS11-2021, respecting the Tender Award for Glasgow Street South Bridge Rehabilitation Project in Conestogo:

1. Awards the tender for the rehabilitation of the Glasgow Street South bridge (320144) in Conestogo to Lancoa Contracting Inc. at a total cost of \$1,065,289.42 after H.S.T. rebate;
2. Authorizes the Mayor and Clerk of the Township of Woolwich to sign the contract documents and any land purchase agreements; and
3. Awards GM BluePlan Engineering Limited the contract administration, inspection, and post construction services at a total cost of \$85,534.37 after H.S.T. rebate.

**5. Seasonal Load Limit Restrictions**

That the Council of the Township of Woolwich, considering Report IS14-2021 respecting Seasonal Load Limit Restrictions direct staff to:

1. continue to enforce the current seasonal load limit restrictions, without exemptions, inclusive of April 30, 2021; and,
2. prepare an updated report and by-law, that is aligned with Section 122 of the Highway Traffic Act and present it for consideration at a future Council meeting in 2021.

**6. Appointment of Drainage Superintendent**

That the Council of the Township of Woolwich, considering Report IS15-2021, respecting Appointment of Drainage Superintendent:

1. appoint, by by-law, the firm of K. Smart Associates Limited as the Drainage Superintendent in accordance with *Section 93 of the Drainage Act, R.S.O 1990* as amended; and
2. exempt the appointment of the Drainage Superintendent from the requirements of the Purchasing By-law.

The Corporation of the Township of Woolwich

By-law No. xx-2021

A By-law to authorize amendments to the Community Improvement Plan (Elmira BIA)

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WHEREAS the Council of the Corporation of the Township of Woolwich wishes to implement amendments to the Community Improvement Plan (Elmira BIA).

WHEREAS on April 13, 2021, the Council of Woolwich passed a motion providing direction to enact the subject by-law;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WOOLWICH HEREBY ENACTS AS FOLLOWS:

- 1. That the Township of Woolwich implement the amended Elmira BIA Community Improvement Plan in the form attached hereto as Schedule A.

This by-law shall come into full force and effect on the date it is passed.

FINALLY PASSED AND ENACTED this                    day of                    , 2021.

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Mayor

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Clerk

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**TOWNSHIP OF WOOLWICH**

**BY-LAW XX-2021**

**BEING A BY-LAW TO APPOINT A DRAINAGE SUPERINTENDENT**

**(K. Smart Associates Limited)**

WHEREAS Section 93 of *The Drainage Act, R.S.O. 1990, Chapter D.17* authorizes the Council of a local municipality to appoint a Drainage Superintendent whose responsibility it shall be to initiate and supervise the maintenance and repair of any drainage works, assist in the construction or improvement of any drainage works, and to report to Council on the superintendent's activities;

AND WHEREAS Section 93 also provides for remuneration for the Drainage Superintendent for the purposes and in the matter set out therein;

THEREFORE, pursuant to *The Drainage Act*, the Council of the Corporation of the Township of Woolwich enacts as follows:

1. That the firm K. Smart Associates Limited of Kitchener, Ontario is hereby appointed to provide Drainage Superintendent services to the Township of Woolwich;
2. That By-law 50-2009 be repealed; and
3. That this by-law comes into force and effect on the passing thereof.

PASSED this 13<sup>th</sup> day of April, 2021.

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Sandy Shantz, Mayor

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Valrie Hummel, Clerk

The Corporation of the Township of Woolwich

By-law No. XX-2021

A By-law to Confirm All Actions and Proceedings of the Council

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The Council of the Corporation of the Township of Woolwich enacts as follows:

All actions and proceedings of the Council taken at its meetings held on:

**April 13, 2021**

Except those taken by by-law and those required by law to be done by resolution, are hereby sanctioned, ratified and confirmed as though set out herein provided, however, that any member of this Council who has dissented from any action or proceeding or has abstained from discussion and voting thereon shall be deemed to have dissented or abstained, as the case may be, in respect of this by-law as it applies to such action or proceeding.

Passed this 13<sup>th</sup> day of April, 2021

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Mayor

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Clerk