

**Township of Woolwich
Council Minutes**

Monday, March 28, 2022

7:00 pm

Video Conference

**Hosted in Council Chambers, 2nd Floor
24 Church Street West, Elmira**

Present: Mayor Shantz (Chairperson)
Councillor Martin
Councillor McMillan*
Councillor Merlihan*
Councillor Redekop*
Councillor Shantz*

Present from Staff: David Brenneman, Chief Administrative Officer
Richard Petherick, Director of Finance/Treasurer*
Jared Puppe, Director of Infrastructure Services*
Jeff Smith, Director of Corporate Services/Clerk
Alex Smyth, Council and Committee Facilitator
Thomas van der Hoff, Manager of Operations and Projects*
Francis Villamil, IT Support Assistant
Jeremy Vink, Manager of Planning*

**indicates remote participation*

Public Resolution to Move into Closed Session (6:00 P.M.)

Moved by Councillor Shantz

Seconded by Councillor Martin

That the Council of the Township of Woolwich convenes in closed session on Monday, March 28, 2022 at 6:00 p.m. electronically in accordance with section 239 (2) of the Municipal Act, 2001, for the purposes of considering the following:

1. Labour relations or employee negotiations (Staffing Update); and
2. Personal matters about an identifiable individual, including municipal or local board employees (Staffing Update).

...Carried

Public Resolution to Reconvene in Open Session (7:02 P.M.)

Moved by Councillor McMillan

Seconded by Councillor Redekop

That Council reconvenes in open session.

...Carried

Moment of Silence

Council observed a moment of silence.

Land Acknowledgement

Mayor Shantz read a land acknowledgement.

Disclosures of Pecuniary Interest

None.

Items to Come Forward from Closed Session

None.

Adoption of Minutes

Moved by Councillor Shantz
Seconded by Councillor Martin

That the following minutes be adopted as presented:

- Council Minutes – March 7, 2022
- Committee of the Whole Minutes – March 21, 2022

...Carried

Public Meetings

None.

Presentations

None.

Delegations**C05-2022: Election 2022 Report 3 – Internet, Phone and Paper Ballot Voting**

Council discussed specifics of the contract, internet security, cloud-based server bandwidth limits, and “one-person one-vote” assurances.

Delegate Lee Manchur advised Council of his background as a software professional and spoke in opposition of the recommendation due to concerns of security, privacy, and confidentiality. Mr. Manchur commented on the presence of errors in online voting software systems in the past, research conducted regarding the proposed vendor, the Brock University mock election trial, and Elections Canada’s concerns of internet voting.

Council discussed vote tracing concerns, the vendor’s reputation, the complexity of the algorithms of the software, security uncertainty, how human counting errors could impact the outcome of the election, and if any elections have been compromised due to internet voting.

Council further discussed the selection process of the vendor, problems with online voting in the past, reasons for use of online voting, advance polls, absence of paper ballots as a method of voting in the authorizing by-law, and expectations of online voting use in other municipalities.

Moved by Councillor Redekop
Seconded by Councillor Shantz

That the Council of the Township of Woolwich, considering Report C05-2022, respecting Election 2022 Report 3 – Internet, Phone and Paper Ballot Voting:

1. Pass the by-law authorizing internet and phone alternate voting methods as attached to this report; and

2. Direct the Clerk to continue preparing for the election with internet, phone and paper ballot voting options.

Council thanked Mr. Manchur for his perspective on online voting and noted the importance of learning from the past, the accessibility and efficiency of online voting amidst a worldwide pandemic, their support for including the option for paper voting and encouraged the public to vote in the upcoming election.

...Carried

Unfinished Business

None.

Consent Items

Council requested that item 12.2.1 be removed for further discussion.

Ministry of Agriculture, Food and Rural Affairs Letter to Canadian National (CN) Rail – Drainage in Ontario

Council discussed road repairs near CN crossings.

Director of Infrastructure Services, Jared Puppe, noted his desire for Council to see the letter and endorse it.

Council supported endorsing the letter with modifications to suit Woolwich's needs and include road repair requests.

Moved by Councillor Shantz

Seconded by Councillor McMillan

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

Items for Approval

Summary of Recommendations from the March 21st Committee of the Whole Meeting

That the summary of recommendations of the Committee of the Whole dated March 21, 2022 be adopted as presented:

1. Endorsement of Township of North Dumfries Resolution – Moratorium on new Aggregate Operations

That the Council of the Township of Woolwich considering a resolution passed by the Township of North Dumfries and other municipalities regarding a moratorium on new aggregate operations endorse the resolution as amended:

WHEREAS Ontario currently has over 3600 licenses and 2500 permits held by Operators located throughout the Province that are able to meet the expected near term needs of Ontario's construction industry;

AND WHEREAS applications continue to be submitted without a definitive determination if there is a need for additional supply;

AND WHEREAS gravel pits and quarries can be destructive of natural environments and habitats when not properly planned and managed;

AND WHEREAS pits and quarries have negative social impacts on host communities in terms of noise, air pollution, and truck traffic;

AND WHEREAS the urgent need to reduce greenhouse gas emissions in order to combat climate change has brought awareness to the very high carbon footprint associated with the production of concrete and asphalt which are major end-users of aggregates;

NOW THEREFORE BE IT RESOLVED THAT the Province of Ontario be requested to impose an immediate temporary moratorium on all new gravel applications, including expansions to existing licensed sites, pending a broad consultation process that would include First Nations, affected communities, independent experts and scientists, to chart a new path forward for the extraction and processing of aggregates in Ontario which:

- i) Proposes criteria and processes for determining the need for new aggregate licences (including the expansion to existing licenses);*
- ii) Recommends updated policies and restrictions for aggregate extraction below the water table to reflect current groundwater sciences;*
- iii) Assesses the cumulative impacts of aggregate operations in terms of off-site impacts to environmental systems; the groundwater regime and baseflow contributions to area watercourses, wetlands, etc; area habitat including corridors; traffic along haul routes; and, dust and noise emissions;*
- iv) Develops new guidelines for reprocessing / recycling of concrete and asphalt products in order to ensure sustainable aggregate supplies;*
- v) Recommends a fair levy for aggregate extraction that includes compensation for the full environmental and infrastructure maintenance costs to the local community of extraction and distribution of aggregate;*
- vi) Provides greater weight to the input by local municipalities to lessen the social impacts from aggregate extraction and truck haul routes through their communities;*
- vii) Provide a requirement that any new or existing gravel operation be subject to a sunset clause limiting the length of time within which the site must be extracted and rehabilitated;*

AND FURTHER THAT a copy of this Resolution be sent to the Honourable Doug Ford, Premier of Ontario, the leaders of all Provincial Parties, the Minister of Northern Development, Mines, Natural Resources & Forestry, the local MPP, and all area municipalities.

2. Engineering Development and Infrastructure Manual

That the Council of the Township of Woolwich, considering Report DS08-2022 respecting Engineering Development and Infrastructure Manual:

1. endorse the Engineering Development and Infrastructure Manual;
2. direct staff to utilize the Engineering Development and Infrastructure Manual in the review of development application engineering and design of infrastructure projects; and
3. delegate staff to update the Engineering and Infrastructure Manual regularly to ensure it remains current with standards and Township requirements.

F06-2022: Statement of Remuneration and Expenses – 2021

That the Council of the Township of Woolwich, considering Report F06-2022 respecting Statement of Remuneration and Expenses – 2021, receive this report for information purposes only.

F07-2022: Investment Statement – December 31, 2021

That the Council of the Township of Woolwich, considering Report F07-2022 respecting Investment Statement – December 31, 2021, receive this report for information purposes only.

F08-2022: Treasurer's Statement – Development Charges 2021

That the Council of the Township of Woolwich, considering Report F08-2022 respecting Treasurer's Statement – Development Charges 2021, receive this report for information purposes only.

F09-2022: Treasurer's Statement – Cash-in-Lieu Parkland Reserve Fund for the year ending December 31, 2021

That the Council of the Township of Woolwich, considering Report F09-2022 respecting Treasurer's Statement – Cash-in-Lieu Parkland Reserve Fund for the year ending December 31, 2021, receive this report for information purposes only.

IS05-2022: Road Closing By-law for Parts of Peel Street and Middlebrook Place

That the Council of the Township of Woolwich, considering Report IS05-2022 respecting Road Closing By-law for Parts of Peel Street and Middlebrook Place, adopts the by-laws to stop up and close portions of road allowance on both ends of the Peel Street Bridge (Structure #270148), as well as the Middlebrook Steel Truss Bridge (Structure #180160), attached as Appendices 1 and 2.

Correspondence

- Ministry of Agriculture, Food and Rural Affairs Letter to Canadian National (CN) Rail – Drainage in Ontario

Items for Information

- Committee of Adjustment Notice of Hearing – April 12, 2022
- Committee of Adjustment Minutes – January 18, 2022
- Committee of Adjustment Minutes – February 15, 2022
- Township of Woolwich Environmental Enhancement Committee Minutes – March 15, 2022
- Notice of Intent to Consider an Amending By-law to Impose Fees or Charges for Noise By-law Fees

...Carried

Staff Reports and MemosIS07-2022: Industrial Drive Reconstruction Tender Award

Council discussed anticipated overspending on other 2022 projects, the necessity of sidewalks on both sides of the street, and digital signage designs.

Moved by Councillor Merlihan

Seconded by Councillor Shantz

That the Council of the Township of Woolwich, considering Report IS07-2022, respecting the Tender Award for Contract 2022-01 Industrial Drive Reconstruction Project in Elmira:

1. Award the tender for the reconstruction of Industrial Drive in Elmira (2022-01) to Gedco Excavating Limited at a total cost of \$4,493,890.76 after H.S.T. rebate;

2. Retain GM BluePlan Engineering Limited for the contract, administration, inspection, and post construction services at a total cost of \$156,841.98 after H.S.T. rebate;
3. Authorize the reallocation of Ontario Community Infrastructure Funds (\$163,000) and Infrastructure Reserve Funds (\$62,000) from the Maintenance Paving Program (totalling \$225,000), and Levy from the Capital Sidewalk and Streetlight Programs (\$70,719.82);
4. Authorize an addition \$220,719.82 to be drawn from the Water Reserve Fund; and
5. Authorize an additional \$294,293.10 in debenture, with the annual repayment to be funded through the Wastewater Operating Budget.

...Carried

Other Business

Mayor's Report on Regional Matters

Mayor Shantz noted the Region of Waterloo will be taking part in a provincially funded study for transit improvements between Waterloo Region and Guelph. Mayor Shantz also noted that the Region of Waterloo is still waiting for funding for electric Grand River Transit (GRT) busses.

Council Reports/ Updates

None.

Outstanding Activity List as of Wednesday, March 23, 2022

None.

Notice of Motion

None.

By-laws

Moved by Councillor Redekop

Seconded by Councillor McMillan

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 21-2022 to 24-2022, and that they be signed by the Mayor and Clerk and sealed with the corporate seal:

- A By-law to Close Parts of a Road Allowance Known as Peel Street, Registered Plan 598, and Part of Lots 2 and 3, Broken Front Concession, in the Township of Woolwich, in the Regional Municipality of Waterloo
- A By-law to Permanently Close Part of a Forced Road Known as Woolwich Township Road No. 60 Through Lot 64, German Company Tract, in the Township of Woolwich, in the Regional Municipality of Waterloo
- A By-law to Authorize Internet and Telephone Voting for the 2022 Municipal Election
- A By-law to Confirm all Actions and Proceedings of the Council (March 28, 2022)

...Carried

Adjournment (8:13 P.M.)

Moved by Councillor McMillan

Seconded by Councillor Martin

That the meeting adjourns to meet again in regular session on Monday, April 25, 2022.

...Carried

Signature on file
Sandy Shantz, Mayor

Signature on file
Jeff Smith, Clerk