

**TOWNSHIP OF WOOLWICH  
COMMITTEE OF THE WHOLE MINUTES  
January 10, 2012**

The Committee of the Whole met in Regular Session at 6:00 p.m. in Council Chambers on the above date. Present: Mayor Cowan and Councillors Bauman, Bryant, Herteis and Poffenroth.

**DISCLOSURES OF PECUNIARY INTEREST**

None.

**RESOLUTIONS COMING FORWARD FROM CLOSED SESSION**

None.

**DELEGATIONS**

**Ron Hackett, Sugar Kings' Support the Troops game invitation & request to waive the rental fees**

Ron Hackett, Director of the Elmira Sugar Kings addressed Council and advised that on Sunday January 22, 2012 the Elmira Sugar Kings will play a hockey game against the Cambridge Winter Hawks with proceeds going to support the troops. Mr. Hackett further advised that the proceeds from the game will go to the London Military Family Resource Centre to help the families of those who serve in the armed forces including those within Waterloo Region. Mr. Hackett invited Council members to participate in the ceremonies at the Woolwich Memorial Centre before the game starts. Mr. Hackett then requested that the fees be waived to allow that money to go to the London Military Resource Centre.

Mayor Cowan questioned how many years this event has been held and approximately how much money was raised for the London Military Resource Centre. Mr. Hackett confirmed that this is the second year for the event, and approximately \$4,300.00 was raised last year and donated. Mr. Hackett requested that the safety mats be arranged in a "T" for this year's event. Mayor Cowan expressed his support for this event.

Councillor Bauman asked Karen Makela, Director of Recreation and Facilities, what the approximate costs would be to waive the rental fees for the event. Ms. Makela advised that the rental fee is approximately \$191.85 plus HST and the event would be about 3 hours which would result in a fee of \$575.55 plus HST. Ms. Makela confirmed that the safety mats may be arranged in a "T".

MOVED BY Mayor Cowan

SECONDED BY Councillor Bauman

THAT the Council of the Township of Woolwich directs staff to waive the ice rental fee for the Elmira Sugar Kings Support the Troops game on January 22, 2012 at the Woolwich Memorial Centre at the approximate value of \$575.55 plus HST.

....CARRIED

**STAFF REPORTS AND MEMOS****E05-2012: Ryan McCall - Development Agreement**

Councillor Poffenroth questioned whether Lot 2 on the Development Agreement met the frontage requirements and requested clarification regarding the Open Space designation at Lot 2. Dan Kennaley, Director of Engineering and Planning Services, confirmed that the Lot 2 frontage requirements were adjusted through the rezoning process and that the Open Space lands are part of Lot 2.

MOVED BY Councilor Bauman

SECONDED BY Mayor Cowan

THAT the Council of the Township of Woolwich authorizes the Mayor and Clerk, by By-law, to sign the Development Agreement attached as Appendix "C" to Report E05-2012, with Ryan McCall Stroh for the appropriate development of three (3) lots created by Consent Applications B10/2011 and B11/2011 concerning lands at 5044 Crowsfoot Road, within and adjacent to the Crowsfoot Corner Settlement Area, subject to:

- The Subdivider and its associated Parties (mortgagee and spouse) sign the above-mentioned Development Agreement.

...CARRIED

**Memo: Canada Day Funding Request**

Karen Makela, Director of Recreation and Facilities Services, presented a memo regarding a 2012 grant application for Canada Day activities and asked Council to pass a resolution in support of the application for Provincial funding. She advised that the Township received \$1,228.00 in 2011 and is hoping to increase that amount this year.

Mayor Cowan noted the success of the Township's annual Canada Day celebration and he questioned what the maximum amount is that the Township can ask for. Ms. Makela advised that the application has a guideline of \$5,000.0 and that this year the Township will be requesting \$4,500.00. She further advised that the funds will be used for the Canada Day celebrations which will include swimming, music, balloons, providing historical information about Woolwich and the annual Canada Day birthday cake.

Councillor Poffenroth asked if it would be possible to complete the refurbishing of the Gore Park bandstand by July 1<sup>st</sup>. Ms. Makela confirmed that it is the goal to have this project completed by July 1<sup>st</sup>.

MOVED BY Mayor Cowan

SECONDED BY Councillor Herteis

THAT the Council of the Township of Woolwich authorizes the Director of Recreation and Facilities Services to submit a financial request to the Department of Canadian Heritage for funding from the "Celebrate Canada" program for organizing activities to celebrate Canada Day 2012.

...CARRIED

### Department Business Plans

Each Director presented their departmental business plans.

#### ***Chief Administrator's Office:***

David Brenneman, Chief Administrative Officer, presented his Business Plan for 2012 and provided Council with some background information with respect to why the Business Plans are prepared and presented.

Mayor Cowan requested more details about the implementation of the business directory. Mr. Brenneman confirmed that the Township hopes to have this project in place within a couple months after approval of the Township budget. Mayor Cowan also questioned the status of the business visitation program. Mr. Brenneman confirmed that he plans to have a report come forward soon on the status of this activity and also hopes that more time and resources will be dedicated to the visitation program in the future.

Referring to customer service training that staff received in 2011, Mayor Cowan suggested that the Township should continue to reach out to the public to ask for their feedback. He further noted a significant increase in the number of people attending the Visitor Information Centre. Mr. Brenneman noted that staff has been tracking visitors in order to get a better understanding of who is coming in and why.

#### ***Council and Information Services***

Christine Broughton, Director of Council and Information Services and Clerk, presented her Business Plan for 2012.

Councillor Herteis expressed concern with the implementation of electronic agendas as she wants to continue to have the ability to make notes and highlights to the agenda packages. Ms. Broughton confirmed that this has been considered and is facilitated with the Adobe reader program. She added that the Senior Management Team has begun using this system.

Ms. Broughton provided clarification regarding the statistics provided for the Township's website. She confirmed that the total hits value includes the number of times people have gone to the website. She further advised that statistics can be provided to show how people are finding the Township online (i.e. through Google) and the number of times Woolwich.ca is opened.

Councillor Poffenroth questioned the number of enforcement staff the Township has had over the last few years and the process for collection of outstanding parking ticket fines. Ms. Broughton advised that enforcement staff has changed between 1-2 officers over the last few years as a result of the increase or decrease in demand. She explained that parking tickets which remain outstanding are collected through the Provincial Offences Court. Mayor Cowan noted there can be issues in collecting out-of-province or out-of-country fines.

#### ***Engineering and Planning Services***

Dan Kennaley, Director of Engineering and Planning Services, presented his 2012 Business Plan.

Councillor Bauman expressed his support for early tenders however he questioned if bridge studies will be reviewed more closely in the event that significant or costly work has been suggested prior to releasing a tender to complete the work. Mr. Kennaley confirmed that a more detailed engineering analysis will be completed in these situations.

Mayor Cowan questioned how the Township of Woolwich compares with other municipalities with respect to new development and attracting new business to the Township. Mr. Kennaley said the Township compares very well and has an outstanding individual to work with in the Planning Department to facilitate new business coming to the Township. Mayor Cowan further questioned what Mr. Kennaley would suggest the Township do to assist in becoming more inviting to new businesses. Mr. Kennaley referenced his business plan with respect to customer service and the delegation of planning approvals from the Region.

Mayor Cowan asked if the Township would be prepared to provide a presentation to the Region regarding the Cultural Heritage Landscape and requested clarification regarding the Woolwich Development Liaison Committee. Mr. Kennaley confirmed that the Township would be prepared to provide a presentation for the Region, if necessary, and advised that the Woolwich Development Liaison Committee consists of representatives from the development industry from different areas of the Township and that its intent is to meet quarterly to inform them of ongoing activities and new initiatives.

Councillor Poffenroth noted that some applications appear to have been in the process for a while and he would like to know when some of those projects may be coming forward. He also requested that infrastructure renewal projects be listed in the order which they may be completed. Mr. Kennaley confirmed that this can be done, and also provided clarification for Councillor Poffenroth regarding the location of traffic concerns on King Street in St. Jacobs. Councillor Bauman added that there is a meeting at the Region on Tuesday regarding the King Street traffic concerns.

***Finance Department:***

Richard Petherick, Director of Finance, presented his Business Plan for 2012.

At the request of Councillor Poffenroth, Mr. Petherick provided details regarding the process for taking water meter readings. Councillor Poffenroth suggested that the Township review alternatives for water readings (i.e. contract with a third party). Mr. Petherick confirmed that other options will be considered in 2012.

In response to an inquiry by Mayor Cowan, Mr. Petherick suggested that staff took the direction to find cost efficiencies within their departments very seriously, and have been able to achieve savings in many areas.

Councillor Poffenroth advised that he is interested in knowing who works for the Township and suggested including the names of staff members on the organization chart for each department. Councillor Bauman suggested that Council be provided with a separate document which includes staff names and contact information. Mr. Brenneman expressed concern with including contact information because it is important that any operational concerns are addressed with himself or the appropriate member of the Senior Management Team.

**Fire**

Fire Chief Rick Pederson presented his 2011 Business Plan.

Mayor Cowan noted that the Fire Department is faced with big financial challenges every year as a result of new regulations being placed on Township Fire Departments. He asked Chief Pedersen to highlight some of the new regulations which have been placed on the Township without the funds to support them. Chief Pedersen noted the Hotel Safety Act, retrofit legislation, emergency management, public notification requirements, changes to truck standards, training requirements for fire fighters, propane site approval, inspection requirements and care facility testing. Mayor Cowan added that when Council attends the ROMA Conference at the end of February they will be requesting delegations with the appropriate Ministries to bring these issues to their attention.

Councillor Bauman questioned whether the relocation of fire administration staff from the St. Jacobs Fire Station to the Administration Office in Elmira would be appropriate this year given that the Township intends to build a new fire station in Elmira. Chief Pedersen advised that there are concerns with respect to computer connections, time spent travelling between the fire hall and the administration building, as well as a safety concern with staff working alone at the St. Jacobs station. Ms. Broughton added that the fire department currently has three full-time staff and that it is important for them to be able to access the Township server and software. Chief Pedersen confirmed that once the Elmira station has been completed the fire administration staff would move to the new station.

**Recreation and Facilities Department (RFS):**

Karen Makela, Director of Recreation and Facilities Services, presented her Business Plan for 2012.

Councillor Herteis and Councillor Poffenroth complimented Ms. Makela on the work she has been doing since coming to the Township. Councillor Poffenroth suggested offering some free promotional items to assist in promoting the fitness centre. Ms. Makela confirmed that staff will be reviewing the marketing of different packages to find new ways to promote the fitness centre.

Councillor Bauman brought forward a concern from an Elmira resident about daytime staffing at the fitness centre and asked if any other residents have expressed the same concern. Ms. Makela advised that many fitness centres have times that are unstaffed and noted that evening hours as well as weekend hours will continue to be staffed. She also added that staff will be looking at providing more support in the way of written material at the fitness centre to outline the proper use of equipment and its purpose.

**PLANNING PUBLIC**

None.

**CORRESPONDENCE**

None.

**OTHER BUSINESS****Fee Waiver Policy**

Mr. Brenneman asked Council if they would be interested in having a draft policy come forward which would assist Council in making decisions regarding the waiving of Township fees for certain organizations and events. Council, as a whole, agreed that this is not a high priority item and directed staff not to bring such a policy forward at this time.

**OUTSTANDING ACTIVITY LIST, as of January 6, 2012**

None.

**GREEN AND PINK ITEMS, as of January 6, 2012**

None.

**PUBLIC NOTICE****Notice of Intent to Discuss the Budget**

The Council of the Township of Woolwich gave public notice of its intent to discuss the 2012 Draft Operating and Capital Budgets at three special Council Budget meetings on January 12<sup>th</sup>, January 19<sup>th</sup>, and January 26<sup>th</sup>, 2012. Each meeting will commence at 6:00 p.m. in the Council Chambers at 24 Church Street West in Elmira.

**NOTICE REGARDING CLOSED MEETINGS**

None.

**ADJOURNMENT**

MOVED BY Mayor Cowan  
SECONDED BY Councillor Poffenroth  
THAT the meeting be adjourned.

...CARRIED

Submitted by,  
Bonnie Bryant  
Chair