

**TOWNSHIP OF WOOLWICH  
COUNCIL MINUTES  
OCTOBER 18, 2011**

Woolwich Township Council met in Closed Session at 6:00 p.m. in the Councillor's Office and in Regular Session at 7:00 p.m. in Council Chambers, on the above date with the following members present:

Mayor Cowan  
Councillor Bauman  
Councillor Bryant  
Councillor Herteis  
Councillor Poffenroth

**CLOSED SESSION**

MOVED BY Councillor Bryant

SECONDED BY Councillor Herteis

THAT the Council of the Township of Woolwich convene in closed session in accordance with Section 239 (2) (e) of the Municipal Act, R.S.O. 2001, as amended for the purpose of litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

...CARRIED

MOVED BY Councillor Bauman

SECONDED BY Councillor Bryant

THAT the Council of the Township of Woolwich reconvenes in open session.

...CARRIED

**MOMENT OF SILENCE OR PRAYER**

Mayor Cowan advised that this week is Local Government Week.

Mayor Cowan also asked for a moment of silence for Nyle Ludolph the founder of the blue box who recently passed away.

**DISCLOSURES OF PECUNIARY INTEREST**

None.

**RESOLUTIONS TO COME FORWARD FROM CLOSED SESSION**

None.

**MINUTES**

MOVED BY Councillor Bauman

SECONDED BY Councillor Herteis

THAT the following minutes be adopted:

- Council Minutes September 27, 2011
- Committee of the Whole Minutes October 11, 2011

...CARRIED

**PROCLAMATIONS**

None.

**CORRESPONDENCE****AMCTO Re: Longstanding Commitment Award**

Christine Broughton, Director of Council and Information Services/Clerk referred to correspondence received from the Association of Municipal Managers, Clerks and Treasurers of Ontario acknowledging Dennis Kukoraitis for 10 years of commitment to AMCTO and to the municipal profession.

**PRESENTATIONS**

None.

**DELEGATIONS****Kathy Durst, KW Community Foundation****Re: Random Act of Kindness Day**

Ms. Durst addressed Council regarding the fourth annual Random Act of Kindness Day coming up on November 4, 2011 and provided background information on the event. Ms. Durst advised that this event has now expanded nationally. Ms. Durst introduced Captain Kindness who is new to the event this year and asked for the support of Council for the initiative. Ms. Durst advised that the Township of Woolwich already has twenty teams registered to partake in the event. Councillors expressed support for the initiative.

**Barbara Dowling**

Ms. Dowling addressed Council to extend an invitation to attend the 130<sup>th</sup> anniversary of the West Montrose Covered Bridge gala. The event will be in the parking lot of the bed and breakfast, and the bridge and road will be closed. The event is to be held on November 5<sup>th</sup> from 7:30 p.m. until 12:30 p.m.

**UNFINISHED BUSINESS**

None.

**INTRODUCTION OF BY-LAWS**

MOVED BY Councillor Herteis

SECONDED BY Councillor Bauman

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

- A By-law to amend By-law 70-2006 being a By-law to regulate traffic and parking on highways under the jurisdiction of the Township of Woolwich (Spring Street, St. Jacobs)
- A By-law to temporarily stop up and close Covered Bridge Drive (from Hill Street to Rivers Edge Drive) and Rivers Edge Drive (from Covered Bridge Drive to Letson Drive) – West Montrose, Township of Woolwich
- A By-law to confirm the widening of a portion of Snyder’s Flats Road on the North side, being a public highway in the Township of Woolwich (Consent Applications B14/96)
- A By-law to confirm all actions and proceedings of the Council (September 27, 2011)

...CARRIED

**COMMITTEE OF THE WHOLE**

MOVED BY Councillor Bauman

SECONDED BY Councillor Herteis

THAT Council convenes into the Committee of the Whole.

...CARRIED

**Recommendations from Committee of the Whole**

MOVED BY Councillor Herteis

SECONDED BY Councillor Bauman

THAT items 1 and 2 and 5 through 10 of the Summary of Recommendations of the Committee of the Whole dated October 11, 2011 be adopted as follows:

1. THAT the Council of the Township of Woolwich appoints David Marks as the Vice Chair for the Chemtura Public Advisory Committee;  
  
AND FURTHER THAT appointments to the Chemtura Public Advisory Committee be reviewed again in May 2015.
2. THAT the Council of the Township of Woolwich declares November as Family Violence Prevention Month.
5. THAT the Council of the Township of Woolwich approves the 2010 capital levy surplus distribution as follows:

<u>From</u>	<u>To</u>	<u>Amount</u>
Tax Levy	Capital Budget Contingency Reserve	\$16,847
Water Reserve Fund	Water Operating Program	\$1,736

*AND FURTHER THAT the Council of the Township of Woolwich approve the transfer of the following to fund incurred deficits:*

<u>From</u>	<u>To</u>	<u>Amount</u>
Wastewater Reserve Fund	Wastewater Operating Program	\$75,879

6. THAT the Council of the Township of Woolwich endorses the Fire Services Proposal and that the proposal be forwarded to Wellesley Council for consideration.
7. THAT the Council of the Township of Woolwich approves the tender submission from Dependable Emergency Vehicle, Brampton at a cost of \$356,073.50 after HST rebate.

AND FURTHER THAT Council approves an additional \$14,632.49 from the Equipment Replacement Reserve Fund and \$71,441.01 from the Fire Development Charges Reserve Fund for a total of \$86,073.50 to purchase the combination tanker/pumper.

8. THAT the Council of the Township of Woolwich approves the tender submission from Culliton Brothers Limited, Stratford to provide the required services for the supply and installation of the Woolwich Memorial Centre Emergency Generator at the cost of \$335,502.72 after HST rebate;

AND THAT Council approves a contingency cost of \$23,000;

AND FURTHER THAT Council approves an increase to the capital budget for this project (2011) of \$47,502.72 to be funded from the Building and Property Reserve Fund for a total project budget of \$385,502.72.

9. THAT the Council of the Township of Woolwich receives report R15-2011 as information.
10. THAT the Council of the Township of Woolwich grants permission to Elmira Branch No. 469 of the Royal Canadian Legion to conduct its Annual Poppy Campaign in the Township of Woolwich in 2011 until 2014.

...CARRIED

Item # 3 – Winter Maintenance Levels of Service

Councillor Bauman advised that he will not support the recommendation as printed, as he believes a public meeting will delay the process. Councillor Herteis advised that she believes that if the level of service for winter maintenance is being changed, the public needs to provide input.

MOVED BY Councillor Bryant

SECONDED BY Councillor Herteis

THAT Council receives Report E78-2011 for information and, in the event that Council wishes to consider changes to current winter maintenance (winter road patrol, salting/sanding, and snow plowing) practice, that Council hold a public meeting concerning possible changes.

...TIE VOTE, THE MAYOR BROKE THE TIE...CARRIED

Item # 4 – Winter Maintenance Level of Service

Councillor Bauman advised that he believes that standards for winter maintenance can be reduced and still meet safety requirements and is in support of winter maintenance criteria being assessed.

MOVED BY Councillor Herteis

SECONDED BY Councillor Bryant

THAT the Council of the Township of Woolwich supports the staff recommendation to continue the current service level of winter road maintenance.

...TIE VOTE, THE MAYOR BROKE THE TIE....CARRIED

**Staff Reports**C43-2011: Award of Northside Drive Municipal Drain Tender

MOVED BY Councillor Bauman

SECONDED BY Councillor Bryant

THAT the Council of the Township of Woolwich awards the tender for the Northside Drive Municipal Drain Project to A.G. Hayter Contracting Limited for the tendered price of \$49,500.00 plus HST.

...CARRED

C45-2011: 2012 Council Meeting Schedule

MOVED BY Councillor Bauman

SECONDED BY Councillor Bryant

THAT the Council of the Township of Woolwich approves the attached meeting schedule as Appendix 'A' to Report C45-2011.

...CARRIED

C46-2011: Amendment to the Traffic & Parking By-law (Spring Street, St. Jacobs)

Val Hummel, Deputy Clerk, introduced the report and referred to correspondence received from Mary McGinnis dated October 18, 2011 requesting that parking be restricted on the entire north side of Spring Street to Isabella Street. Councillor Bauman noted that the neighbourhood would need to be informed of this change prior to a resolution being passed. The staff recommendation was not amended.

MOVED BY Councillor Bauman

SECONDED BY Councillor Herteis

THAT the Council of the Township of Woolwich adopts the draft by-law attached as Schedule "A" to Report C46-2011 to amend Schedule "1" of the Traffic and Parking By-law #70-2006 to create a full parking prohibition at all times on the north side of Spring Street in St. Jacobs, from the railway right-of-way to a point 70 metres (230 feet) east of the rail line, with consideration given to any comments received from area residents who may be affected by the change.

...CARRIED

C47-2011: Noise By-law Exemption Request (West Montrose Resident's Association)

MOVED BY Councillor Bauman

SECONDED BY Councillor Bryant

THAT the Council of the Township of Woolwich approves a request for an exemption to Noise By-law #19-2002 (Section 3) by the West Montrose Resident's Association Inc. from Saturday November 5<sup>th</sup>, 2011 from 7:30 p.m. to 1:00 a.m. on Sunday November 6<sup>th</sup>, 2011 subject to the following conditions:

1. That prior to the event the organizers meet all conditions imposed by the Alcohol and Gaming Commission and the Township's Engineering, Building and Fire Departments;
2. That all outdoor speakers face downwards and away from area homes;
3. That all amplified noise is reduced at 11:00 p.m. to allow a spoken conversation to be carried on, and all amplified noise terminated at 2:00 a.m.

...CARRIED

E77-2011: Engineering Consultant Selection for the Hopewell Creek Extension of Servicing Class Environmental Assessment, Breslau

Dan Kennaley, Director of Engineering and Planning Services introduced and summarized the report. In response to inquiries from Councillor Bauman, Mr. Kennaley advised that the services being extended are water and sewer, and there are no pedestrian crossings as a part of this application.

MOVED BY Councillor Bryant

SECONDED BY Councillor Herteis

THAT the Council of the Township of Woolwich awards the contract for engineering services to complete the Hopewell Creek Extension of Servicing Class Environmental Assessment to Stantec Consulting Ltd. for a total Upset Limit cost of \$33,500.41 after HST rebate;

AND FURTHER THAT the award of this contract is contingent on the Township receiving funding from Thomasfield Homes Limited for the full cost of the Class Environmental Assessment;

AND FURTHER THAT the Mayor and Clerk for the Township of Woolwich be authorized to sign the contract documents with Stantec Consulting Ltd. upon receipt of the funds from Thomasfield Homes Limited.

...CARRIED

E80-2011: Performance Acceptance for Surface Works on Horseshoe Crescent and Final Acceptance of the Horseshoe Crescent Stormwater Management Facility Stage 1, Hopewell Heights Subdivision, Breslau Registered Plan 58M-356

Dan Kennaley, Director of Engineering and Planning Services introduced and summarized the report. In response to inquiries by Council, Mr. Kennaley confirmed that the road that was damaged in a watermain break has been fixed and there have been no further concerns with watermain breaks.

MOVED BY Councillor Bauman

SECONDED BY Councillor Poffenroth

THAT the Council of the Township of Woolwich assigns sanitary (waste water) capacity for one single family detached dwelling (3.34 people) from the Elmira system to the property to be severed from 330 Arthur Street South to allow the severance of one residential lot, subject to:

1. The applicant fulfilling the remaining conditions and registration of the deeds for severance applications B1/2010, B2/2010 and B3/2010; or
2. If severance applications B1/2010, B2/2010 or B3/2010 lapse, the said allocation for one single family dwelling shall be revoked.

...CARRIED

E82-2011: Final Acceptance for Surface Works and Sanitary Pump Station in Conestogo Estates Subdivision Registered Plan 58M-323

Dan Kennaley, Director of Engineering and Planning Services summarized the report and advised that staff are in the process of issuing a call for proposals for generators at both the Elmira and Conestogo pumping stations.

MOVED BY Councillor Bauman

SECONDED BY Councillor Herteis

THAT the Council of the Township of Woolwich authorizes the issuance of a Partial Certificate of Release for final acceptance of surface works and sanitary pump station within the Conestogo Estates residential subdivision, Registered Plan 58M-323;

AND FURTHER THAT the date of commencement for final acceptance of the surface works is concurrent with Council approval.

...CARRIED

E83-2011: Temporary Road Closure – 130<sup>th</sup> Anniversary of the West Montrose Covered Bridge

MOVED BY Councillor Bryant

SECONDED BY Councillor Bauman

THAT the Council for the Township of Woolwich authorize closure of Covered Bridge Drive from Hill Street to Rivers Edge Drive and Rivers Edge Drive from Covered Bridge Drive to Letson Drive, on Saturday, November 5<sup>th</sup> from 6:30 p.m. to 1:00 a.m. for the 130<sup>th</sup> Anniversary of the West Montrose Covered Bridge.

...CARRIED

Memo: Road Widening By-law – Snyder's Flats Road Bloomingdale Mennonite Church

Dan Kennaley, Director of Engineering and Planning Services stated this was a housekeeping issue concerning a road widening by-law that is in the process of being registered.

**Other Business**

Regional Matters

Mayor Cowan reported that the recommendation for Grand River Transit Route 21 has been accepted and passed at Regional Council.

Council Reports / Updates*Trees for Woolwich*

Councillor Bauman advised that the launch of 'Trees for Woolwich' occurred over the weekend and the goal of the program is to plant 23,000 trees. Councillor Bauman noted that to help reach this goal, anyone who plants a tree should contact the committee and inform them.

*Kiwanis Club Tree Planting*

Councillor Poffenroth advised that the Kiwanis Club of Elmira will be planting trees on Snyder Avenue North this Saturday.

Notice Regarding Closed Meetings

None.

Outstanding Council Activity List as of October 14, 2011

None.

Items from Green Pink Sheets as of October 14, 2011

None.

**Second Reading of the By-laws**

MOVED BY Councillor Poffenroth  
SECONDED BY Councillor Bryant  
THAT the by-laws in the hands of the Clerk be read a second time.

... CARRIED

**ADOPTION OF PROCEEDINGS OF THE COMMITTEE OF THE WHOLE**

MOVED BY Councillor Bryant  
SECONDED BY Councillor Poffenroth  
THAT the Committee of the Whole rise and report to Council.

... CARRIED

MOVED BY Councillor Bryant  
SECONDED BY Councillor Bauman  
THAT Council confirms and adopts the proceedings of the Committee of the Whole.

... CARRIED

**FINAL PASSAGE OF BY-LAWS**

MOVED BY Councillor Poffenroth  
SECONDED BY Councillor Bryant  
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 62-2011 to 65-2011, and that they be signed by the Mayor and Clerk and sealed with the corporate seal.

AND FURTHER THAT By-law 66-2011 Being a Provisional By-law for the Construction of the Northside Drive Municipal Drain, read first and second time on August 9, 2011 now be read for a third and final time.

... CARRIED

**PUBLIC NOTICE**

None.

**NOTICE OF MOTION**

None.

**ADJOURNMENT**

MOVED BY Councillor Bauman

SECONDED BY Councillor Poffenroth

THAT the meeting adjourns to meet again in regular session on Monday, November 7<sup>th</sup>, 2011.

... CARRIED

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Chairman, Committee of the Whole