



**COMMITTEE OF THE WHOLE
MEETING MINUTES**

**March 26, 2024, 5:45 p.m.
COUNCIL CHAMBERS
4805 William Hastings Line, Crosshill, Ontario N0B 2M0**

Council Present: Mayor Joe Nowak
Councillor Derek Brick
Councillor Claude Hergott

Council Absent: Councillor Shelley Wagner
Councillor Lori Sebben

Staff Present: Municipal Clerk, Grace Kosch
Chief Administrative Officer, Rik Louwagie
Deputy Clerk, Amy Harron
Director of Public Works, Chris Cook
Director of Recreation, Danny Roth
Treasurer, Fiona Gilbert

Recreation Service Board Chairs Present: Linwood Recreation Service Board Chair, Sandi Albrecht (virtual)
Wellesley Recreation Service Board Chair, Jeff Quint (absent)
Hawkesville Recreation Service Board Chair, Pearl Frey (absent)
St. Clements Recreation Service Board Chair, vacant (absent)
Heidelberg Recreation Service Board Chair, vacant (absent)

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1. Meeting called to order
 2. Land Acknowledgment
 3. Declaration of Pecuniary Interest (if any) in accordance with the Municipal Conflict of Interest Act
 4. Delegations

Resolution Number: 1

Moved by: Derek Brick

Seconded by: Claude Hergott

That the Council of the Township of Wellesley receive Andrew Jacobson, Peter van der Maas and Chris Martin as delegations.

CARRIED

- 4.1 Andrew Jacobson, Chair and Peter van der Maas, Co-Chair, Wellesley Township Heritage and Historical Society re: Wellesley Township Heritage and Historical 2024 Request

Andrew Jacobson, Chair of the Wellesley Township Heritage and Historical Society requested the renewal of the curator contract to December 2024 with funds to come from the Koehler Estate Fund. Mr. Jacobson also requested that the 2024 budget be approved and funded through the Koehler Estate Fund.

Mayor Nowak asked for the Koehler Estate Fund balance.

Treasurer, Fiona Gilbert responded the account currently has \$40,291.82.

Peter van der Maas, Vice Chair of the Wellesley Township Heritage and Historical Society requested that the Huber Cider Mill Storyboard be funded from the Koehler Estate and provided information on the Huber Cider Mill explosion. Mr. van der Maas spoke to the projects the committee has funded and storyboards and plaques that have been installed in the Township

Mayor Nowak asked if any descendant are still in this area that could be invited to the ceremony.

Mr. van der Maas stated that the committee will look into any family members.

Resolution Number: **2**

Moved by: Derek Brick

Seconded by: Claude Hergott

That the Council of the Township of Wellesley approve the Wellesley Township Heritage and Historical Society 2024 budget to be funded from the Koehler Estate Fund.

CARRIED

Resolution Number: **3**

Moved by: Derek Brick

Seconded by: Claude Hergott

That the Council of the Township of Wellesley approve the renewal of the Curator contract for Lara Carleton to December 2024, working 15 hours per month. Funded from the Koehler Estate Fund.

CARRIED

Resolution Number: 4

Moved by: Derek Brick

Seconded by: Claude Hergott

That the Council of the Township of Wellesley approve the expenditure for the Huber Cider Mill Storyboard costing approximately \$3,693.97 to be funded from the Koehler Estate, and further

THAT Council provide Township consent to place the commemorative plaque for the Huber Cider Mill at concession 8, lot 6, W; the corner of Schummer Line and Lichty Road.

CARRIED

4.2 Chris Martin, Village of Wellesley resident re: Township of Wellesley Recreation Complex Decorating Committee recommendation

Chris Martin, Decoration Committee member presented the findings of the committee and spoke to the recommendation to Council. Mr. Martin stated that the purpose of the committee was to allocate space in the new recreation complex rather than determining a cost for the outfitting to ensure each consulted community group had a say regardless of cost. Mr. Martins hope is that municipal staff will reach out to the committee members for input as the projects move forward.

Mayor Nowak ask if the user groups consulted are willing to contribute to the cost.

Mr. Martin responded that cost was not part of the discussion of the project.

Mayor Nowak asked how cost will be handled?

Director of Recreation, Danny Roth responded that cost should be discussed at the 2025 budget meetings.

Mayor Nowak asked if the Something for Everyone fundraising campaign is still active?

Mr. Martin responded that the fundraising committee had two goals, raise money and foster ownership in the community. Mr. Martin stated that the committee feels the second goal will be complete after the complex grand opening event and that is when the committee will cease to exist.

5. Public Meeting

6. Recreation Committee

6.1 Minutes from the previous meeting

Resolution Number: 5

Moved by: Claude Hergott

Seconded by: Joe Nowak

The minutes from the previous Committee of the Whole Meeting be approved as presented.

CARRIED

1. Minutes from the February 27, 2024 Committee of the Whole Meeting

6.2 Service Board Reports

Hawkesville - no report

Heidelberg - no report

Linwood - Sandi Albrecht, Chair of the Linwood Recreation Service Board requested that Council approve the payment for standard pole brackets from the Linwood Recreation Service Board account.

St. Clements - no report

Wellesley - no report

Resolution Number: **6**

Moved by: Claude Hergott

Seconded by: Joe Nowak

That the Council of the Township of Wellesley approve the expenditure to a maximum of \$1,000 for the replacement of pole plates for the Linwood snowflake Christmas Lights. Funds to come from the Linwood Recreation Service Board account.

CARRIED

6.3 Staff Reports

1. Rec. 2/2024 - Township of Wellesley Affiliation Policy - Motion Required

Director of Recreation, Danny Roth stated this policy has been prepared to create a fair and transparent policy for all user groups when using Township facilities. Director Roth stated that staff are looking for Council feedback before the final policy is presented at the April 9th Council meeting.

Councillor Hergott asked if the user groups have been notified of the report.

Director of Recreation, Danny Roth responded that the user groups have not been notified. Director Roth stated that the report will be sent

out to the user groups after this evenings meeting for them to provide input ahead of council approval.

Mayor Nowak asked if this is standard procedure in recreation?

Director Roth responded that the Township of Wilmot and North Dumfries both have a similar policy in place.

Mayor Nowak asked how much this policy would allow for in financial discount rentals for this year?

Director Roth stated that staff don't have that information on hand but it is laid out in the chart within the policy. Director Roth stated that staff could return with more financial information at the April 9th Council meeting.

Councillor Brick asked what the process is if other groups come forward to be a part of this policy?

Director Roth stated that when a new group comes forward they would need to fit within the existing policy for staff to process the request internally. Director Roth added that if the group does not fit within an existing category in the policy they could come to council for approval.

CAO, Rik Louwagie provided a point of clarification noting the policy statement states that Township Council will not consider any fee waiver or reduction request that can be dealt with through the criteria outlined in this policy. CAO Louwagie reiterated that the purpose of the policy to create fairness across all user groups.

Resolution Number: **7**

Moved by: Claude Hergott

Seconded by: Joe Nowak

That the Council of the Township of Wellesley discuss this report but defer decision on this report until the April 9th meeting of Council.

CARRIED

6.4 Director Update

- The fitness gym is open to the public. We have sold 15 memberships to date. Effective today we can accept debit transactions. The current hours are 7:30am-10:00pm. Those hours will be extended by no later than April 15, when gym members will be able to access the facility from 5:30am-11:00pm even when the building is not staffed.

- The walking track hours will change effective April 15 until September to 7:30am-4:30pm Monday-Friday. This is when our facility staff move to outside operations. Fitness gym members will still have full access of the walking track between 5:30am-11:00pm.
- Recreation staff have applied for a Trillium grant to pave all access points to all our playgrounds in the Township to make them more accessible.
- The last day of ice in St. Clements will be March 31 and the last day at the Bill Gies Recreation Centre being April 14.
- With the nice weather we had a few weeks ago, staff were receiving emails and phone calls about playground use, sports field use and other park amenities. As per Council resolution our playgrounds are closed from November until mid April. Our sports fields will be maintained weather permitting starting in mid to late April.

Councillor Hergott made a suggestion a plaque or memorial in memory of Maynard Deitrich for his years of service to the Township.

Council provided direction to staff.

Mayor Nowak asked if there is a projection on the number of memberships to be sold for the fitness centre?

Director Roth responded that staff had budgeted 125 members for 2024 which was based off the membership at the Apple Jacks Gym.

6.5 Accounts/Financial Statement

7. Planning & Development Committee
8. Road & Bridge Committee
9. Property & Fire Committee
10. Administration/Finance & Personnel Committee

10.1 A. F. & P. 9/2024 - Region of Waterloo Public Health West Nile Virus (WNV) program - Motion Required

Resolution Number: **8**

Moved by: Derek Brick

Seconded by: Claude Hergott

That the Council of the Township of Wellesley authorize the Mayor to sign the Letter of Permission re: Region of Waterloo Public Health West Nile Virus (WNV) Program as requested in report Admin./Finance & Personnel 9/2024

CARRIED

10.2 A. F. & P. 10/2024 - 2023 Tax Adjustments - For Information

Treasurer, Fiona Gilbert stated this report is to provide council with the number of tax adjustments in 2023. Tax adjustments include supplementals, omitted and 357 applications where structures have been demolished, with the net of \$139,150.24 in additional tax dollars collected for 2023.

Mayor Nowak asked where the additional collected taxes would go?

Treasurer Gilbert responded that amount offsets the tax rate stabilization account.

Resolution Number: **9**

Moved by: Derek Brick

Seconded by: Claude Hergott

That the Council of the Township of Wellesley receive this report for information.

CARRIED

10.3 A. F. & P. 11/2024 - Remuneration & Expenses for Members of Council and Local Boards - 2023 - For Information

Resolution Number: **10**

Moved by: Derek Brick

Seconded by: Claude Hergott

That the Council of the Township of Wellesley receive this report for information.

CARRIED

10.4 A. F. & P. 12/2024 - Woolwich Community Health Centre Lease Agreement - Motion Required

CAO, Rik Louwagie provided background information on the Wellesley Township Community Health Centre agreement and planned relocation to front building at the Township of Wellesley Recreation Complex. CAO, Louwagie stated that any changes to the agreement would not change the overall outcome of the agreement.

Councillor Hergott asked how does the payments from the Health Centre get applied to the debt?

CAO Louwagie responded that money goes directly to the debenture payment for that portion of the building as it was a separate debenture. CAO Louwagie noted that the payments will also be used towards the operating costs of that building and future repairs and maintenance.

Councillor Brick asked when the Health Centre will be in that building?

CAO Louwagie responded that the Health Centre expected to be open at that location before the end of April.

Mayor Nowak asked for confirmation that the Ministry of Health is covering the cost of the facility and no cost is placed on the tax base.

CAO Louwagie responded that is correct, the Health Centre is funded by the Ministry of Health.

Resolution Number: **11**

Moved by: Derek Brick
Seconded by: Claude Hergott

That the Council of the Township of Wellesley authorize the Mayor and Clerk to execute the draft lease agreement attached to this report with the Woolwich Community Health Centre (WCHC) to lease a portion of the facility at the Township of Wellesley Recreation Complex to operate the Wellesley Township Community Health Centre, subject to any minor revisions as required by the CAO or Township Legal Counsel.

CARRIED

11. For Information Package (distributed electronically)

- 12. Unfinished Business
- 13. Other Business
- 14. Closed Session
- 15. Next Meetings:

Council Meeting April 9, 2024 6:45pm
Committee of the Whole Meeting April 23, 2024 5:45 pm
Council Meeting May 14, 2024 6:45pm

16. Adjournment

Resolution Number: **12**
Moved by: Claude Hergott
Seconded by: Derek Brick

That the Committee of the Whole meeting does now adjourn.

CARRIED