



COUNCIL MEETING MINUTES

May 14, 2024, 6:45 p.m.

COUNCIL CHAMBERS

4805 William Hastings Line, Crosshill, Ontario N0B 2M0

Council Present: Mayor Joe Nowak
Councillor Shelley Wagner
Councillor Lori Sebben
Councillor Derek Brick
Councillor Claude Hergott

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
Director of Planning, Tim Van Hinte

1. Closed Session (5:00p.m.)

1.1 Motion to convene closed session meeting

Resolution Number: **50**

Moved by: Shelley Wagner

Seconded by: Lori Sebben

That this portion of the meeting be closed to the public in order to consider the following:

Section 239(2)(b) of the Municipal Act: personal matters about an identifiable individual, including municipal or local board employees; and

Section 239(2)(d) of the Municipal Act: labour relations or employee negotiations. re: Market Salary Survey

CARRIED

1.2 Motion to adjourn closed session

Resolution Number: **51**

Moved by: Claude Hergott
Seconded by: Derek Brick

That the closed session does now recess and the Council meeting resume.

CARRIED

2. Meeting called to order (6:45p.m.)
3. Moment of Reflection
4. Land Acknowledgement

We would like to begin by acknowledging the land on which we gather today is the land traditionally used by the Anishinaabe, Haudenosaunee, and Neutral peoples. We acknowledge the enduring presence and deep traditional knowledge and philosophies of the Indigenous Peoples with whom we share this land today.

5. Declaration of Pecuniary Interest (if any) in accordance with the Municipal Conflict of Interest Act
6. Minutes of the Previous Meeting

Resolution Number: **52**

Moved by: Derek Brick
Seconded by: Claude Hergott

That the following minutes be adopted as presented.

CARRIED

- 6.1 Minutes of the April 9, 2024 Council Meeting
- 6.2 Minutes of the April 23, 2024 Committee of the Whole Meeting
7. Receiving Petitions
8. Delegations
9. Public Meeting
10. Committee of the Whole

Resolution Number: **53**

Moved by: Shelley Wagner
Seconded by: Lori Sebben

That Council rise and go into a Committee of the Whole to receive reports and recommendations.

CARRIED

10.1 Planning & Development

1. P. & D. 6/2024 - Exception to Residency Rule for Member - Committee of Adjustment - Motion Required

Director of Planning, Tim Van Hinte reported that a member of the Committee of Adjustment is moving out of the Township but staying within the Region of Waterloo. Director Van Hinte stated that in the absence of direction in the terms of reference staff are recommending the member be permitted a one time exception.

Councillor Wagner noted that Mr. Haufe has been on the committee for two terms and lived in the Township for 14 years.

Resolution Number: **54**

Moved by: Shelley Wagner

Seconded by: Lori Sebben

That the Council of the Township of Wellesley authorize a one-time exception to the residency rule in Section 4 of the Terms of Reference for the Committee of Adjustment to permit Lorne Haufe to continue as a member of the Committee for the remainder of the term.

CARRIED

2. P. & D. 7/2024 - GIS – Enterprise License Agreement Renewal - Motion Required

Director of Planning, Tim Van Hinte stated that three years ago in order to upgrade the Township GIS we entered into an agreement with the Townships of Woolwich and Wilmot. funded through IT and the GIS budget so no additional impact for the increase from the previous agreement.

Resolution Number: **55**

Moved by: Derek Brick

Seconded by: Lori Sebben

That the Council of the Township of Wellesley approve the renewal of the joint agreement with the Townships of Wilmot and Woolwich to retain an Enterprise License with ESRI Inc. for an additional three years, and further,

That the Mayor and Clerk be authorized to sign the Enterprise License Agreement renewal with the Township of Woolwich and Township of Wilmot.

CARRIED

10.2 Road & Bridge

10.3 Property & Fire

1. P. & F. 1/2024 - Notice of Petition for Drainage Works by Owner - Section 4 of the Drainage Act - Motion Required

Deputy Clerk, Amy Harron stated that a petition for drainage works by owner was received by the Municipal Clerk on April 29, 2024. The petition land is currently included within the watershed of another petition already under review by an appointed drainage engineer, K. Smart Associates. The Municipal Drainage Act section 8(4) states that The council of the initiating municipality may instruct the engineer to make one report with respect to two or more petitions requiring drainage in two or more adjoining areas that require drainage.

Resolution Number: **56**

Moved by: Derek Brick

Seconded by: Claude Hergott

That the Council of the Township of Wellesley accept the Petition for Drainage Works by Owner dated April 29, 2024, from Kingwood Holsteins Ltd. and Allan and Linda Erb for the property described as Part Lot 7, Concession 2 West, and further;

THAT, as per Section 8(4) of the Drainage Act, Council instruct K. Smart Associates Limited to include the petition in the report for the Lebold and others petition.

CARRIED

10.4 Administration/Finances & Personnel

1. A. F. & P. 16/2024 - Dog & Kennel By-law Review – Section 11.1 - For Information

Municipal Clerk, Grace Kosch stated that the review of Section 11.1 of the Dog and Kennel By-law was requested by Councillor Wagner at a previous meeting of Council. Clerk Kosch provided an update to Council on Section 11.1 of the by-law and research completed by the Clerk and By-law Enforcement Officer, Mario Teplicki.

Councillor Hergott asked when a microchip is found on a dog where do staff search for the ownership information?

By-law Enforcement Officer, Mario Teplicki responded that many dogs in the Township who are seen by local veterinarians have the same

branded microchip and the microchip company provides the database. If the dog is from outside of the Township they may have a different branded microchip or no chip at all.

Councillor Hergott asked what is the motivation of a dog owner to microchip their dog?

Councillor Wagner provided details on the tattoo and microchipping processing in the veterinary field. Councillor Wagner provided justification of why tattooing should be removed from the Dog and Kennel By-law and expressed favour towards only microchipping.

By-law Enforcement Officer Teplicki reported that he did research the process of tattooing and how the records are kept at each kennel with a letter number format.

Councillor Hergott asked if a dog is adopted outside of the Township is there a way to track the tattoo information?

By-law Enforcement Officer Teplicki stated no, the information is not traceable.

Councillor Sebben asked how the tattoo is helping the breeding pair?

By-law Enforcement Officer Teplicki stated that we can trace the number back to the kennel.

Councillor Wagner asked if Mario has been able to go to any kennels to see where the retired breeding dogs are?

By-law Enforcement Officer Teplicki stated that he has not verified that.

Councillor Wagner asked if the kennels with no technology have paper records?

By-law Enforcement Officer Teplicki responded that he has visited kennels with paper records.

CAO, Rik Louwagie asked if when a dog is relocated outside of the breeding area would the owner need to register the microchip in the new area and how is that different than a tattoo?

By-law Enforcement Officer Teplicki responded that the new owner would need to register the dog in the area they reside.

Resolution Number: **57**

Moved by: Derek Brick

Seconded by: Shelley Wagner

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

CARRIED

2. A. F. & P. 17/2024 - Application for Tile Drainage Loan - Simeon B Martin Mfg (Remainder) - Motion Required

Treasurer Fiona, Gilbert stated that the tile drainage loan maximum is \$50,000 per year which Mr. Martin applied to the Township for and received in 2023. This application is for the remainder of the cost of the tile drainage work to which Mr. Martin is eligible to apply for a maximum of a \$50,000 loan.

Mayor Nowak asked where this loan is funded through?

Treasurer Gilbert responded that the loan is funded through Ontario Ministry of Agriculture, Food and Rural Affairs through, to the Region of Waterloo, to the Township, and then to the property owner. The Township collects payment through taxes which is submitted to the Region and onto OMAFRA.

Resolution Number: **58**

Moved by: Derek Brick

Seconded by: Claude Hergott

That the Council of the Township of Wellesley approve a second tile drain loan application for Simeon B Martin Manufacturing in the amount of \$31,500.00 (remainder of eligible cost) for approximately 35 acres on Section West, Concession 12, Part Lot 12.

CARRIED

10.5 Recreation

1. Poll of Council re: Rec. 4/2024 - Walking Track Memberships Ratification - For Information

That the Council of the Township of Wellesley approve adding walking track memberships to our membership options for the Bill Gies Recreation Centre; and further,

That Council approves the Bill Gies Recreation Centre to be open to fitness gym members and walking track members annually from 5:00am – 11:00pm in an unstaffed environment; and further,

That Council requires all patrons wishing to use the walking track during unstaffed hours to purchase a walking track membership for an annual fee of \$25 and be 18 years of age or older; and further,

That the Council of the Township of Wellesley authorize additional family members in the same household can be added to a walking

track membership for a fee of \$10 each up to a maximum of a family of 5, anyone under the age of 18 must be accompanied by an adult; and further,

That Council approves a fine of \$500 for anyone having gained access to the facility who activates the security alarm by an act of negligence. i.e. accessing an unauthorized area.

Poll result

5 in favour

Councillor Sebben asked how we decided that the family membership would be to a maximum of 5 members?

Director of Recreation, Danny Roth responded that this was decided to be consistent with the family fitness membership to a maximum of 5 family members. Director Roth stated that the option to purchase a second membership for families over 5 members is available.

2. Rec. 7/2024 - Recreation Maintenance Shed - Motion Required

Director of Recreation, Danny Roth provided details of the process to work towards completion of the Recreation Maintenance Shed.

Mayor Nowak asked if there is a start or finish date?

CAO, Rik Louwagie responded that it is currently undetermined.

Councillor Brick asked if the price includes the parking lot area in front of the building?

Director Roth responded that the parking lot would be a gravel within this price.

Mayor Nowak asked what the total cost of the project is?

Director Roth responded that the projects is approximately \$302,000.00.

Councillor Brick asked how the contractors in the report were sourced?

CAO, Rik Louwagie responded that these local contractors were sole sourced in comparison with the tendered prices we previously received to ensure they were competitive.

Councillor Hergott asked for confirmation on the cost of the project to date and what was included in the cost.

Director Roth stated that approximately \$86,000 has been spent which includes engineering, drawings, foundation and trenching of services to the building.

Resolution Number: **59**

Moved by: Shelley Wagner
Seconded by: Lori Sebben

That the Council of the Township of Wellesley approve the additional funding of approximately \$97,000 from the recreation development charges account to the Recreation Maintenance Shed; and further,

That council approve Marcrete Forming to complete the concrete floor with all underground plumbing and in floor heat rough in; and further,

That council approve Farm Country Carpentry to complete the exterior structure and interior of the building.

CARRIED

11. For Information Package (no package distributed)
12. Committee of the Whole rise and Council resume and report

Resolution Number: **60**

Moved by: Derek Brick
Seconded by: Claude Hergott

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

CARRIED

13. Report of the Committee of the Whole be adopted as set forth in the motions and actions detailed above

Resolution Number: **61**

Moved by: Shelley Wagner
Seconded by: Lori Sebben

That the report of the Committee of the Whole be adopted as set forth in the motions and actions detailed above.

CARRIED

14. Accounts
15. Unfinished Business
16. New Business

Councillor Brick asked if there is an opportunity for staff to discuss temporary sidewalk options to connect the sidewalk to the recreation complex.

Council provided direction to staff.

17. Other Reports

17.1 CAO Update

Chief Administration Officer, Rik Louwagie stated that he has been working with MP Tim Louis to secure funding through the Tourism Growth Fund for construction of a bridge on the Kissing Bridge Trail. The CAO and Mayor have been working on advocacy for a new funding stream to the Federal and Provincial governments specifically designed for bridges and culverts. The HR consultant will be working on the next employee satisfaction survey to be circulated to staff in June. CAO Louwagie noted that the four Townships within the Region of Waterloo have been working with Waterloo EDC to develop a rural investment readiness strategy, Waterloo EDC received funding to assist in the development of this plan. Lastly, the planning for the recreation complex grand opening is well on its way and recruitment for a treasurer has begun.

Councillor Wagner asked if the employee satisfaction survey goes to the public works staff?

CAO Louwagie responded that all staff are able to participate but it is not mandatory.

18. Notice of Motion

Councillor Wagner stated that the notice of motion would pertain to the Dog and Kennel By-law Section 11.1.

19. Closed Session

Resolution Number: **62**

Moved by: Claude Hergott

Seconded by: Derek Brick

That the closed session meeting does now resume.

CARRIED

Resolution Number: **63**

Moved by: Shelley Wagner

Seconded by: Lori Sebben

That the closed session meeting does adjourn and the Council meeting resume.

CARRIED

20. Read By-Laws First and Second Times:

Resolution Number: **64**

Moved by: Derek Brick
Seconded by: Claude Hergott

That By-Law No. 17/2024; 18/2024; 19/2024; 20/2024; 21/2024 and 22/2024 be read a first and second time.

CARRIED

20.1 By-law 17/2024 - A by-law imposing special annual drainage rates upon lands in respect of which money is borrowed under the Tile Drainage Act

20.2 By-law 18/2024 - A By-Law to provide for the final cost levy of the Campbell Drain – Martin Branch 2013

20.3 By-law 19/2024 - A By-law to Levy Taxes for the Year 2024 and Set Final Tax Levy Due Dates

20.4 By-law 20/2024 - Being a By-law to Adopt a Respectful Behaviour Policy for the Corporation of the Township of Wellesley

20.5 By-law 21/2024 - Being a By-law to Appoint Municipal Officers for the Corporation of the Township of Wellesley (Treasurer, Rik Louwagie)

20.6 By-law 22/2024 - Confirming By-law

21. Pass First and Second Readings:

Resolution Number: **65**

Moved by: Shelley Wagner
Seconded by: Lori Sebben

That By-Law No. 17/2024; 18/2024; 19/2024; 20/2024; 21/2024 and 22/2024 pass first and second reading.

CARRIED

22. Read By-Laws Third Time, Pass, Sign and Seal:

Resolution Number: **66**

Moved by: Derek Brick
Seconded by: Claude Hergott

That By-law No. 17/2024; 18/2024; 19/2024; 20/2024; 21/2024 and 22/2024 be read a third time and passed and the Mayor and Clerk be authorized to sign and seal the By-law under the Corporate Seal.

CARRIED

23. Next Meetings

24. Adjournment

Resolution Number: **67**

Moved by: Shelley Wagner

Seconded by: Lori Sebben

That the Council meeting does now adjourn.

CARRIED