



**COMMITTEE OF THE WHOLE
MEETING MINUTES**

**April 23, 2024, 5:45 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 Recreation, Danny Roth
Treasurer, Fiona Gilbert
Fire Chief, Paul Redman
Director of Planning, Tim Van Hinte
Chief Building Official, Darryl Denny

Recreation Service Board Chairs Present: Linwood Recreation Service Board Chair, Sandi Albrecht (absent)
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

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.

3. Declaration of Pecuniary Interest (if any) in accordance with the Municipal Conflict of Interest Act

- 4. Delegations
- 5. Public Meeting
- 6. Recreation Committee

6.1 Minutes from the previous meeting

Moved by: Lori Sebben

Seconded by: Claude Hergott

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

CARRIED

1. Minutes of the March 26, 2024 Committee of the Whole Meeting

6.2 Service Board Reports

Hawkesville - no report

Heidelberg - no report

Linwood - no report

St. Clements - no report

Wellesley - no report

6.3 Staff Reports

1. Rec. 3/2024 - Township of Wellesley Affiliation Policy - Motion Required

Director of Recreation, Danny Roth stated recreation staff have been working on this affiliation policy to create a fair and transparent policy for all user groups. Director Roth noted that the timelines for the application process are detailed in the policy. Director Roth added that organizations who are in a lease agreement with the Township will not be subject to the full affiliation policy.

Councillor Sebben asked for clarification on the section regarding partnering with other local service clubs.

Director Roth stated that this section was included to eliminate groups partnering in order to receive additional discounts.

Mayor Nowak asked to confirm the two community groups that have lease agreements with the Township.

Director Roth responded that there may be additional groups moving forward that will hold lease agreements, currently a few are the Woolwich Community Health Centre and Community Care Concepts.

Councillor Brick asked if there was any feedback on the policy from user groups we contacted.

Director Roth responded that staff did receive feedback with the majority coming from groups with a lease agreement in place.

Moved by: Lori Sebben

Seconded by: Claude Hergott

That the Council of the Township of Wellesley approve the Township of Wellesley Affiliation policy; and further

That Council directs staff to work collaboratively with user groups to enter into formal relationships with each group.

CARRIED

2. Rec. 4/2024 - Walking Track Memberships - Motion Required

Director of Recreation, Danny Roth stated that this report is to provide Council with options to open the walking track outside of regular staffed hours.

Councillor Hergott asked if the 18 years of age requirement is unless the user is accompanied by an adult?

Director Roth responded yes that is correct.

Councillor Sebben asked if members would be permitted to bring a guest with them during the members use?

Director Roth responded that a waiver would be required for any guests coming to use the walking track.

Mayor Nowak asked if we could provide a family price?

Director Roth stated that there is currently no price for a family membership.

Mayor Nowak added that he would like to see a family membership option.

CAO, Rik Louwagie stated that Council has the opportunity to decide if we would have an increased fee for a family membership or the same membership fee with each family member being required to sign a waiver.

Councillor Brick asked if we could offer a family membership for \$25.00 with each additional family member requiring a fob for \$10.00 each to a maximum of four family membership key fobs.

Councillor Wagner made the suggestion to price additional family membership key fobs at \$15.00 to ensure administrative costs are

covered and place a cap on additional members living in the same household.

Councillor Brick stated the he would like to see the age of consent be lowered from the age of 18 years old to 16 years old.

Director Roth stated that he is not aware of a concern regarding lowering the age of consent.

Moved by: Shelley Wagner

Seconded by: Lori Sebben

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 \$10.00 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.

CARRIED

3. Rec. 5/2024 - Splash Pad Upgrades - Motion Required

Director of Recreation, Danny Roth stated that this report is to receive approval to proceed with work previously awarded in the 2023 budget and scheduled for 2024 however a purchase order was not issued for the funds to be carried over in our current year budget. Director Roth noted that there is no direct impact to the budget as the funds were allowed for in the 2023 budget and moved to reserves.

Moved by: Claude Hergott

Seconded by: Lori Sebben

That the Council of the Township of Wellesley approve the quote received from Open Space Solutions to provide upgrades to the

Wellesley Splash Pad for the amount of \$39,523.86 including shipping and HST; and further,

That Council approve funding this project from the Recreation Facilities Reserve account.

CARRIED

4. Rec. 6/2024 - 2024 Outdoor Special Occasion Permit Requests - Motion Required

Director of Recreation, Danny Roth stated that this report is brought to Council annually to approve outdoor beer gardens at Township facilities.

Moved by: Claude Hergott

Seconded by: Shelley Wagner

That the Council of the Township of Wellesley approve the listed 2024 outdoor special occasions permits at Township facilities; and further,

That Council give authority to the Director of Recreation to approve any future requests in 2024 as set out within the parameters of the Municipal Alcohol Policy.

CARRIED

6.4 Director Update

- Ice was removed from the Bill Gies Recreation Centre and staff have moved to outdoor maintenance for the summer
- Health Centre opened to patients on April 22, 2024
- Currently over 50 fitness gym memberships have been sold
- Baseball and soccer field maintenance plans are starting this week with programming to start in early May
- Hawkesville playground updates have begun with completion expected by mid-May
- A summer student employment grant was awarded to the Recreation department that will help offset the cost of two summer students

6.5 Accounts/Financial Statement

7. Planning & Development Committee

7.1 Staff Reports

1. P. & D. 6/2024 - Backyard Hens in Settlements Areas - For Information

Director of Planning, Tim Van Hinte stated that this for information report was prepared in attempt to cover four areas of information for Council. Those areas of information include to outline key Township policies and regulations related to livestock, discuss potential benefits and challenges to backyard hens, present a comparison to approaches by other municipalities and to present a potential next step in the consideration of backyard hens.

Councillor Sebben asked why North Dumfries did not move ahead with the program after the pilot?

Director Van Hinte responded that there was not a significant uptake by residents.

Councillor Hergott asked if we have ever received any complaints regarding backyard chickens.

Clerk Kosch responded that no complaints have been received.

Councillor Sebben asked if staff could poll residents for their interest?

CAO, Rik Louwagie stated that a social media campaign or an insert in the tax bill would be possible.

Moved by: Lori Sebben

Seconded by: Derek Brick

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

CARRIED

7.2 Director Update

Chief Building Official, Darryl Denny provided the following update.

- Septic re-inspection letters will go out to effected residents this month.

Director of Planning, Tim Van Hinte provided the following update.

- The Province has released the Cutting Red Tape to Build More Homes Act (Bill 185) and a revised Provincial Planning Statement (PPS) for comment with a deadline of May 10, 2024. Staff is reviewing this information compared to previous comments made by Council and will submit comments to the Province as soon as possible.

- Work towards the next phase of the Township's Asset Management Plan is ongoing and staff will be bringing a report to Council this spring for consideration.
- Waterloo EDC and the four Townships in the Region of Waterloo are collaborating on a rural investment readiness strategy through funding from FedDev Ontario.
- Key developments underway include the construction of the remaining lots in the ValleyRauss subdivision in St. Clements. The developer has started land clearing and preliminary servicing.

Mayor Nowak asked if the official plan review has began?

Director Van Hinte responded that staff are monitoring the final decision on the Regional Official Plan amendment before we are able to move ahead to our own official plan review.

8. Road & Bridge Committee

8.1 Staff Reports

8.2 Director Update

9. Property & Fire Committee

9.1 Staff Reports

9.2 Director Update

Fire Chief, Paul Redman provided the following update.

- Recruitment class of eleven is past their half way mark and have completed their live fire training. On June 1st they will write their NFPA Firefighter 1 test.
- Long service awards ceremony on Monday, May 13th at 7:00p.m. at the St. Clements Fire Department. Awards will be presented to Captain Andrew MacLeod (20 year medal), Captain Dave Koebel (20 year medal, 25 year medal and 30 year bar), District Chief Ted Stroh (35 year bad) and District Chief Frank Karley (35 year bar).
- Squad 52 is nearing completion with deployment in the summer.
- In the fall the Fire Department hosted CPR training courses to residents and Linwood, Hawkesville, St. Clements and Wellesley. Following this training the Fire Department was approached by the Amish community to host a CPR course in Linwood.
- Several training sessions hosted locally and in partnership with surrounding fire departments.

- Provincial budget has increase the volunteer firefighter tax credit to \$6,000 which is an increase from the previous \$3,000 credit.

10. Administration/Finance & Personnel Committee

10.1 Staff Reports

1. A. F. & P. 14/2024 - Property Tax Rebate for Registered Charities - 2023 - Motion Required

Treasurer, Fiona Gilbert stated this is a program offered by the Region of Waterloo and we are required to abide by the policy. Treasurer Gilbert stated that the policy states that any charitable organization is eligible for 50% rebate of any property taxes in the commercial class. Treasurer Gilbert noted that staff are unclear on how this policy will apply to the Health Centre moving forward.

Moved by: Derek Brick

Seconded by: Claude Hergott

That the Council of the Township of Wellesley approve a charitable rebate of property taxes for the 2023 taxation year in the amount of \$6,692.76 for the Woolwich Community Health Centre.

CARRIED

2. A. F. & P. 15/2024 - Respectful Behaviour Policy - Motion Required

Chief Administration Officer, Rik Louwagie stated that a respectful behaviour policy is common practice in municipalities. CAO Louwagie noted that implementing this policy will provide a tool in protecting persons and property from inappropriate behaviours.

Mayor Nowak asked there have been any incidents that have taken place in the last six months where this policy could have been acted on?

CAO Louwagie responded that there have been several instances in the recreation facility as well as at the administration office.

Moved by: Lori Sebben

Seconded by: Claude Hergott

That the Council of the Township of Wellesley approve Policy #41 titled Respectful Behaviour Policy; and further

That staff be directed to prepare a by-law for enforcement of this policy.

CARRIED

10.2 Director Update

Municipal Clerk, Grace Kosch provided the following update.

- The dog and kennel by-law review will be brought to the May 14, 2024 Council meeting.

Treasurer, Fiona Gilbert provided the following update.

- Finance staff will be working with the auditors to complete 2023 year end.

11. For Information

That the information items be received as presented.

11.1 For Info. 3/2024 - Request for Support from the Township of Terrace Bay re: Support for the Province to Expand the Life Span of Fire Apparatus - brought forward by Councillor Wagner

Council direction to support.

11.2 For Info. 4/2024 - Request for Support from the Township of Greater Madawaska re: Funding for the 2024 Municipal Equipment Operator Course - brought forward by Councillor Sebben

Council direction to support.

11.3 For Info. 5/2024 - Request for Support from the Town of Goderich re: Recommended Phase-Out of Free Well Water Testing in the 2023 Auditor General's Report - brought forward by Councillor Brick

Council direction to support.

12. Unfinished Business

Councillor Brick made a motion to lower the age of consent for the recreation complex memberships from 18 years of age to 16 years of age.

Moved by: Derek Brick

Seconded by: Lori Sebben

That the Council of the Township of Wellesley lower the age of consent for an unaccompanied minor to the age of 16 years of age for the fitness gym membership and walking track membership for the Bill Gies Recreation Centre, and further,

That the unaccompanied minor membership be approved by a parent/guardian upon application.

CARRIED

13. Other Business

14. Closed Session

15. Next Meetings

16. Adjournment

Moved by: Shelley Wagner

Seconded by: Lori Sebben

That the Committee of the Whole meeting does now adjourn.

CARRIED