



## COMMITTEE OF THE WHOLE MEETING MINUTES

November 12, 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 (virtual)  
Chief Administrative Officer, Rik Louwagie  
Deputy Clerk, Amy Harron  
Director of Public Works, Chris Cook  
Director of Recreation, Danny Roth  
Fire Chief, Paul Redman  
Director of Planning, Tim Van Hinte

- 
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. Presentations/Delegations
  5. Public Meeting

5.1 Motion to convene public meeting

**Moved by:** Lori Sebben

**Seconded by:** Shelley Wagner

That the Committee of the Whole meeting adjourn to hold a public meeting with respect to the 2024 Development Charges Background Study.

CARRIED

5.2 2024 Development Charges Background Study

Mayor Nowak asked the Clerk advise at to the method of advertising.

Deputy Clerk, Amy Harron stated that notice of the public meeting was placed on the Township website and in the Woolwich Observer.

Mayor Nowak stated that any person who wants further notice of the passage of a by-law should give in writing, their full name, address and postal code to the clerk prior to leaving the meeting.

Mayor Nowak asked the Consultant Sean-Michael Stephen to bring forth the presentation.

Sean-Michael Stephen spoke to the 2024 Development Charges Background Study including the purpose, methodology and growth factors considered in the study.

Mayor Nowak asked if there are any questions from *Council* members.

Councillor Brick asked for clarification on the redevelopment credits.

Sean-Michael responded that the development charges are for what is being created and the credit is based on what is replaced.

Councillor Brick asked for clarification relating to the residential comparison, there is an increase for fire services and the decrease for highway services.

Sean-Michael responded that is a product of the needs that have been identified relative to future growth.

Mayor Nowak stated if there are any persons who wish to make oral or written submissions in regard to the study. If so, would they please give their names, addresses and postal codes to clerk.

### 5.3 Motion to adjourn public meeting

**Moved by:** Derek Brick

**Seconded by:** Claude Hergott

That the public meeting with respect to the 2024 Development Charges Background Study adjourn and the Committee of the Whole meeting resume.

CARRIED

## 6. Postponement of Closed Session

**Moved by:** Shelley Wagner

**Seconded by:** Lori Sebben

That the closed session agenda be heard after the notice of motion, section 15, of the Committee of the Whole agenda.

7. Recreation Committee

7.1 Service Board Reports

Hawkesville - no report

Heidelberg - no report

Linwood - no report

St. Clements - no report

Wellesley - Director Roth provided an update from Jeff Quint, Chair of the Wellesley Recreation Service Board

- looking to work with the Township and volunteers on an outdoor rink
- working to rebuild the Wellesley Recreation Service Board
- looking for direction from Township staff on the need for benches at the new facility

7.2 Staff Reports

7.3 Director Update

Director of Recreation, Danny Roth provided an update including a grant application submission, staff are completing outdoor seasonal work, and noted that recreation is offering 20 student jobs across their facilities.

Councillor Hergott asked why the concession booth is not open.

Director Roth responded that a request for proposal has been sent to local restaurants closing this week to gauge the interest in opening the concession booth.

8. Planning & Development Committee

8.1 Staff Reports

8.2 Director Update

Director of Planning, Tim Van Hinte provided an update including changes to the Planning Act through Bill 23, noting that proclamation for the Region of Waterloo would be effective January 1, 2025.

Mayor Nowak asked if there has been any discussion with the province on the cost involved with the transition?

Director Van Hinte responded that some matters of regional interest may continue to be reviewed at the Regional level such as noise studies or hydro-geological studies.

CAO Louwagie responded that the province hasn't announced any requirements for a transfer of funds from the upper to lower tier level.

9. Road & Bridge Committee

9.1 Staff Reports

9.2 Director Update

Director of Public Works, Chris Cook provided an update including the success of the annual tree giveaway, the Queens Bush Road reconstruction timeline and the recruitment of a crossing guard in Linwood. Director Cook also reminded Council of the winter parking ban from December 1st to March 31st 4a.m. to 9a.m. annually.

10. Property & Fire Committee

10.1 Staff Reports

1. P. & D. 9/2024 - Base Hospital Oversight for Medical Response - Motion Required

Councillor Sebben asked if the volunteer firefighters comfortable with administering the additional medical services.

Fire Chief Redman responded that the department does have a medical committee including existing advanced medically trained volunteers.

Councillor Wagner how we are going to protect fire staff on these calls?

Fire Chief Redman responded that this will be a phased approach and training will not be completed at once.

**Moved by:** Derek Brick

**Seconded by:** Lori Sebben

That the Council of the Township of Wellesley accept the proposal to enter into an agreement with Hamilton Health Sciences to provide Medical Oversight to the Township of Wellesley Fire Department.

CARRIED

10.2 Director Update

Fire Chief Paul Redman provided an update including the smoke and carbon monoxide alarm giveaway in partnership with Enbridge, the

department transitioning to paperless burn permit applications and the sale of Rescue 52 for approximately \$49,000.00.

11. Administration/Finance & Personnel Committee

11.1 Staff Reports

1. A. F. & P. 33/2024 - Cemetery By-law Review - Motion Required

CAO Louwagie noted an error in the report and requested the report be deferred to a future meeting.

**Moved by:** Derek Brick

**Seconded by:** Claude Hergott

That the Council of the Township of Wellesley defer a decision on By-law 44/2024, being a by-law to provide rules and regulations for the governance of all Cemeteries owned and operated by the Township of Wellesley; and further,

That Council approve By-law 44/2024 for submission to the Registrar in compliance with the Act; and further

That By-laws 22/01 and 21/2017 be repealed once the Registrar approval has been received.

CARRIED

2. A. F. & P. 34/2024 - Curator Position - Wellesley Heritage/Historical Society - Motion Required

**Moved by:** Lori Sebben

**Seconded by:** Shelley Wagner

That the Council of the Township of Wellesley approve the increase of the Curator's hours of work per month from 15 to 20; and further,

That the Council of the Township of Wellesley advertise to fill the vacancy of the Curator position for the Wellesley Township Heritage / Historical Society (WTHHS).

CARRIED

3. A. F. & P. 35/2024 - 2025 Proposed Fees & Charges By-law - Motion Required

Councillor Brick noted that he has received some questions regarding payment for drop-in programs at the new facility. Councillor Brick asked if the charges for public skating or drop-in programs can be paid by cash or a prepaid card.

Director of Recreation, Danny Roth responded that the existing booking software has a large fee associated with issuing prepaid cards. Director Roth explained that through the current payment app, Pickup Hub, the payments are required through their website to ensure the waivers are complete.

Mayor Nowak asked if staff have noticed any uptake on the public skating?

Director Roth responded that he does not currently have any statistics, he will receive those statistics in the coming weeks from Pickup Hub.

Mayor Nowak - curious to know

Councillor Hergott noted that the public skating in St. Clements appear to be down.

Councillor Brick noted that within the youth age group it is awkward to complete the waiver and residents have noted that they would like to give their child \$2 and send them skating.

**Moved by:** Derek Brick

**Seconded by:** Claude Hergott

That the Council of the Township of Wellesley approve the revisions as detailed in the attached schedules B through G in Report # A./F. & P. 35/2024.

CARRIED

4. A. F. & P. 36/2024 - Corporate Policy Housekeeping - Motion Required

**Moved by:** Derek Brick

**Seconded by:** Claude Hergott

That the Council of the Township of Wellesley approve repealing of Corporate Policies as identified in the attached nine department schedules (administration / Animal Control / Building / Finance / Fire / Personnel / Planning and Public Works); and further,

That the policies still in use be moved to the TOMRMS records management system.

CARRIED

5. A. F. & P. 37/2024 - Flag Lowering in recognition of the passing of the Honourable Murray Sinclair - Poll of Council conducted November 7, 2024 - For Information

## 11.2 Director Update

Rik Louwagie, CAO provided an update on behalf of Treasurer including the 2025 budget process with the first meeting be held on Thursday, November 28th.

12. For Information Package (distributed to Council electronically)
13. Unfinished Business
14. New Business
15. Notice of Motion
16. Closed Session

16.1 Motion to convene closed session meeting

**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)(c) of the Municipal Act: a proposed or pending acquisition or disposition of land by the municipality or local board re: land disposition  
- for information

16.2 Motion to adjourn closed session meeting

**Moved by:** Claude Hergott

**Seconded by:** Derek Brick

That the closed session does now adjourn and the Committee of the Whole meeting resume.

CARRIED

17. Next Meetings
18. Adjournment

**Moved by:** Shelley Wagner

**Seconded by:** Lori Sebben

That the Committee of the Whole meeting does now adjourn.

CARRIED