

## Committee of the Whole Minutes

Monday, June 2, 2025, 6:00 P.M.

Council Chambers - Hybrid

60 Snyder's Road West

Baden, Ontario

N3A 1A1

Members Present: Mayor N. Salonen  
Councillor S. Cressman  
Councillor K. Wilkinson  
Councillor H. Sidhu  
Councillor S. Martin

Staff Present: Acting CAO / Director of Development Services, H. O'Krafka  
Director of Corporate Services/CFO, G. Clark  
Director of Community Services, C. Catania  
Director of Infrastructure Services, J. Molenhuis  
Manager of Legislative Services / Municipal Clerk, K. Bos  
Supervisor of Legislative Services / Deputy Clerk, M. Dykstra  
Supervisor of Municipal Law Enforcement, E. Merritt  
Communications Specialist, B. O'Reilly  
Desktop Support Technician, R. Ubhi

---

### 1. CALL TO ORDER

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor S. Cressman

THAT the Committee of the Whole on June 2, 2025 be called to order at 6:00 p.m.

**Motion Carried Unanimously**

### 2. TERRITORIAL LAND ACKNOWLEDGEMENT

Councillor S. Martin read the Territorial Land Acknowledgement.

### 3. ADDITIONS TO THE AGENDA

#### 7.2 Specific Interest Delegation

##### 7.2.1 Item 10.2 COR-2025-24 - Proposed Changes to the Fireworks By-law

- Aleem Kanji, Chief Advocacy Officer - Canadian National Fireworks Association

#### 10. Reports

##### 10.8 IS-2025-20 - Regional Road Assumption - Oxford Road 5

### 4. ADOPTION OF THE AGENDA

Councillor K. Wilkinson joined the meeting at 6:02 p.m..

**Moved by:** Councillor H. Sidhu

**Seconded by:** Councillor S. Martin

THAT the Agenda as presented for June 2, 2025 be adopted, as amended.

**Motion Carried Unanimously**

### 5. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT

Councillor S. Martin declared a conflict of interest with Item 10.7 CS-2025-10 - Community Grants Program - Approval of 2025 Grants.

### 6. PRESENTATIONS

#### 6.1 Citizen of the Year Presentation

Communications Specialist, B. O'Reilly provided a presentation to the Committee.

### 7. DELEGATIONS

#### 7.1 General Interest Delegation

#### 7.2 Specific Interest Delegation

### 8. CORRESPONDENCE

#### 8.1 Correspondence from Community Services regarding Parks and Recreation Month (June)

### 9. CONSENT AGENDA

Councillor S. Cressman pulled Consent Item 9.4 CS-2025-07 - Award RFP 2025-05 Consultant Services for Wilmot Fire Station 3 Design and Parks Facilities Operations Centre Re-Design.

Councillor L. Dunstall joined the meeting virtually at 6:08 p.m..

Councillor K. Wilkinson pulled Consent Item 9.5 IS-2025-19 - Petersburg Drinking Water System Upgrades - Municipal Housing Infrastructure Program Health and Safety Water Stream Application.

Councillor Dunstall departed the meeting at 6:10 p.m..

**Moved by:** Councillor S. Cressman

**Seconded by:** Councillor S. Martin

THAT Consent Agenda Items 9.1, 9.2, 9.3, 9.4 and 9.5 be approved.

**Motion Carried Unanimously**

#### **9.4 CS-2025-07- Award RFP 2025-05 Consultant Services for Wilmot Fire Station 3 Design and Parks Facilities Operations Centre Re-Design**

The Committee asked and received a response to the following:

- Clarification regarding the scope of the procurement award; and,
- Whether the design of the Parks and Facilities Operations Centre includes permanent or temporary office for the Fire Department.

THAT Report CS-2025-07, Award RFP 2025-05 Consultant Services for Wilmot Fire Station 3 Design and Parks Facilities Operations Centre Re-Design be received for information and;

THAT Council award RFP 2025-05 to Masri O. Architects Inc. for consultant services for Phase 1 Schematic Design for the Wilmot Fire Station 3 Design and Parks and Facilities Operations Centre Redesign, as per their bid submission in the amount of \$137,600 plus HST; and,

THAT Council consider By-law 2025-33, being a by-law to authorize the Mayor and the Clerk to enter into an agreement with Masri O. Architects for the consultant services for Phase 1 Schematic Design for the Wilmot Fire Station 3 Design and Parks and Facilities Operations Centre Redesign.

#### **9.1 COR-2025-20 - Enova Shareholder Nominee Extension**

THAT Report COR-2025-20 Enova Shareholder Nominee Extension be received for information; and,

THAT Council approve the extension of the initial nomination term of the Enova Energy Corporation Independent Director (Arnold Drung) representing the Townships of Wellesley, Wilmot, and Woolwich by one year to annual meeting of the shareholders in 2026.

**9.2 COR-2025-21 - Appointment of Engineer for Drainage Works  
Petitioned by Demtec Enterprises Inc.**

THAT Report COR-2025-21 Appointment of Engineer for Drainage Works Petitioned by Demtec Enterprises Inc. be received for information; and,

THAT Council appoints K Smart Associates Limited as the engineer firm to prepare a report in respect to the Section 4 petition submitted by Demtec Enterprises Inc.

**9.3 CS-2025-08 - Award RFP 2025-11 WRC Aquatics Centre HVAC System  
Re-Design**

THAT Report CS-2025-08, Award RFP 2025-11 WRC Aquatics Centre HVAC System Re-Design be received for information and;

THAT Council convenes a Special Council Meeting immediately at the conclusion of this meeting to:

- Approve consulting services related to RFP 2025-11 to DEI Consulting Engineers Inc. for the WRC Aquatics Centre HVAC System Re-Design, as per their proposal submission dated April 24<sup>th</sup>, 2025, in the amount of \$65,000, plus HST.

**9.5 IS-2025-19 - Petersburg Drinking Water System Upgrades - Municipal  
Housing Infrastructure Program Health and Safety Water Stream  
Application**

The Committee asked and received a response to the following:

- Clarification regarding if there is a successful application how the funding is applied to the project and potential expansion of the system;
- Conditions of funding in the event of a change in the scope of the project;
- The deadline for the submitting the application, and the expected timeline for a response from the funding source; and,

- The decision-making authority regarding the design of the profile of the road.

THAT Report IS-2025-19 Petersburg Drinking Water System Upgrades – Municipal Housing Infrastructure Program Healthy and Safety Water Stream Application be received for information; and,

THAT Council endorse Petersburg Drinking Water System Upgrades as the project put forward for the Municipal Housing Infrastructure Program: Health and Safety Water Stream Application.

## 10. REPORTS

### 10.1 COR-2025-18 - 2026 Municipal Election – Alternative Voting Methods

A motion was brought forward by Councillor K. Wilkinson, seconded by Councillor H. Sidhu THAT Report COR-2025-18 2026 Municipal Election - Alternative Voting Methods be received for information; and, THAT Council adopts Option # \_\_\_\_\_ as the voting method for the 2026 Municipal and School Board Election; and, FURTHER THAT the Municipal Clerk be directed to bring forward a by-law to authorize the alternative voting method support by Council to the next regular council meeting.

Manager of Legislative Services / Clerk, K. Bos provided an introduction to the report.

The Committee asked and received a response on the following:

- Whether an in-person voting approach would include voting on Election Day;
- Plans for implementing a communications campaign to inform the public about the security measures in place for internet voting;
- Whether cost-savings could be achieved by not using tabulators;
- Ensuring sufficient public information is provided regarding advance polling options; and,
- Feedback from other municipalities that have exclusively adopted internet voting.

A motion was introduced by Councillor K. Wilkinson, seconded by Councillor S. Cressman the motion THAT the Committee amends the motion to insert Option #3. The motion carried unanimously.

**Moved by:** Councillor K. Wilkinson

**Seconded by:** Councillor H. Sidhu

THAT Report COR-2025-18 2026 Municipal Election – Alternative Voting Methods be received for information; and,

THAT Council adopts Option #3 as the voting method for the 2026 Municipal and School Board Election; and,

FURTHER THAT the Municipal Clerk be directed to bring forward a by-law to authorize the alternative voting method supported by Council to the next regular council meeting.

**Motion Carried**

## **10.2 COR-2025-24 - Proposed Changes to the Fireworks By-law**

A motion was brought forward by Councillor S. Cressman, seconded by Councillor S. Martin THAT Report COR-2025-24 be received for information; and, THAT Council directs staff to bring back a By-law to amend By-law 2023-17 being the Fireworks By-law to the August Regular Council Meeting that includes the following recommendations as included in Report COR-2025-24 including: decrease the number of permitted days, add permitted times to set off fireworks, prohibiting the sale of fireworks within the Township, and increase set fines.

Supervisor of Municipal Law Enforcement, E. Merritt provided an introduction to the report.

The Committee asked and received a response on the following:

- Whether the regulation of permitted times for setting off fireworks duplicates provisions already outlined in the Township's Noise By-law;
- The practicality and viability of enforcing the proposed fireworks by-law; and,
- The reason why the permitted time for fireworks during the Chinese Lunar New Year is set an hour earlier than for other events.

Fire Chief, Rod Leeson joined the meeting at 6:36 p.m..

Delegate A. Kanji addressed the Committee.

The Committee asked and received a response from the Delegate on the following:

- Have other municipalities required the distribution of the local municipal by-law at the point of sale.

The Committee discussed the following:

- Requiring the distribution of information materials, including the Township's by-law be provided at point of sale; and,
- Merits of the recommendations provided within the report.

The Committee asked and received a response on the following:

- Whether increasing the fines would serve as an effective deterrent against the improper use of fireworks; and,
- Whether fines would be increased in the event that a fire ban is in effect.

A motion was introduced by Councillor K. Wilkinson, seconded by Councillor H. Sidhu, THAT the Committee amends the motion to strike "decrease number of permitted days". The motion was defeated.

A motion was introduced by Councillor K. Wilkinson, seconded by Councillor S. Cressman THAT the Committee amends the motion to strike "prohibiting the sale of fireworks within the Township". The motion carried unanimously.

A motion was introduced by Councillor S. Martin, seconded by Councillor K. Wilkinson THAT the Committee amends the motion to insert to \$1000.00 following the words "increase set fines". The motion carried unanimously.

A motion was introduced by Councillor K. Wilkinson, seconded by Councillor S. Martin THAT staff bring forward a recommendation regarding how to enforce the by-law". The motion carried unanimously.

The Committee discussed the following:

- Giving consideration to providing a grace period regarding the new regulations during the first year of adoption.

The Committee now voted on the main motion, as amended.

**Moved by:** Councillor S. Cressman

**Seconded by:** Councillor S. Martin

THAT Report COR-2025-24 be received for information; and,

THAT Council directs Staff to bring back a By-law to amend By-law 2023-17 being the Fireworks By-law to the August Regular Council Meeting that includes the following recommendations as included in Report COR-2025-24 including;

- Decrease number of permitted days;
- Add permitted times to set off fireworks; and,
- Increase set fines to \$1000.00.

THAT staff bring forward recommendations regarding how to enforce the By-law.

**Motion Carried Unanimously**

### **10.3 COR-2025-25 - Property Tax Exemption for Affordable Housing Program**

Director of Corporate Services / CFO, G. Clark provided an introduction to the report.

The Committee asked and received a response on the following:

- Clarification regarding the calculation of the property tax exemption;
- The types of safeguards in place to ensure tenants received the intended benefits;
- Projections on the number of units expected to qualify for the property tax exemption over the next 5 to 10 years;
- The overall effectiveness of the program and the guarantee of affordable housing options being available as a result;
- The potential impact of the program on the Township's tax base and long-term financial outlook;
- Whether the Township is entering into a long-term agreement, and what types of opt-out or termination clauses are included;

The Committee directed staff to provide information regarding the Maple Heights governance structure, and how the property tax exemption program would apply.



**Moved by:** Councillor S. Cressman

**Seconded by:** Councillor S. Martin

THAT Report COR-2025-25 Property Tax Exemption for Affordable Housing be received for information, and

THAT Council support participation in the Region's property tax exemption program as outlined in staff report COR-2025-25 by providing a property tax exemption for the Township's portion of the levy to non-profit and co-operative affordable housing service providers for a period of 20 years starting in 2025.

THAT Council direct staff to report back to Council following the first full year of implementation of the program to assess:

- The outcomes of the exemption in the first year of the program;
- The potential tax shifts/increases an exemption may create for other tax-paying properties;
- The level of interest from for-profit developers for this affordable housing incentive and potential to include them in the program; and,
- The appropriate duration of a property tax exemption program and potential sunset provisions.

THAT Council consider By-law 2025-34 Being a By-law to provide a property tax exemption for certain affordable housing pursuant to Section 110(9) of the Municipal Act, 2001.

**Motion Carried**

#### **10.4 COR-2025-27 -TransformWR 80x50 Strategy - Update**

Director of Corporate Services / CFO, G. Clark provided an introduction to the report.

The Committee discussed:

- The Township should continue to seek grant funding opportunities to support Transform 80x50 initiatives; and,
- The Township should continue evaluating sustainable options during procurement processes while weighing financial cost and the long-term benefits of the more sustainable option.

**Moved by:** Councillor H. Sidhu

**Seconded by:** Councillor S. Martin

THAT Report COR-2025-27 TransformWR 80x50 Strategy – Update be received for information.

**Motion Carried Unanimously**

#### **10.5 COR-2025-28 - Finance Analysis from 2011 to Present - Update**

Director of Corporate Services / CFO, G. Clark provided an introduction to the report.

The Committee asked and received a response on the following:

- Clarification regarding what are obligatory reserve funds, and what types of funds are allocated to the obligatory reserve funds;
- Have routine transfers from the Federal and Provincial Governments been reduced in favour of one-time grants.

**Moved by:** Councillor H. Sidhu

**Seconded by:** Councillor S. Martin

THAT Report COR-2025-28 Finance Analysis from 2011 to Present – Update be received for information.

**Motion Carried Unanimously**

#### **10.6 COR-2025-29 - 2025 In-Year Operating Budget Request – Records and Information Management Co-ordinator**

A motion was introduced by Councillor S. Martin, seconded by Councillor H. Sidhu THAT Report COR-2025-29 be received for information; and, THAT Council approves the in-year operating budget request for the Records and Information Management Coordinator position with an in-year budget impact of \$10,000 for 2025.

Director of Corporate Services / CFO, G. Clark and Manager of Legislative Services / Clerk, K. Bos provided an introduction to the report.

The Committee asked and received a response on the following:

- Whether the creation of the position will improve service levels for residents, particularly in terms of access to information;

- Whether the consultant currently engaged for the Electronic Document and Records Management project is already fulfilling the functions of the proposed role;
- Clarification on the funding sources for the proposed position;
- Whether the position will include oversight of archival records; and,
- The current status of the review of the Township's organizational structure.

Mayor N. Salonen expressed concerns related to an in-year operating budget request.

The Committee asked and received a response on the following:

- If approved by Council, the timeline for staffing the position;
- The implications of not staffing the role, and the implementation of the Electronic Documents and Records Management project;

A motion was introduced by Councillor S. Cressman, seconded by Councillor K. Wilkinson THAT the Report COR-2025-29 be referred back to staff to report back at the June 23 Regular Council Meeting with more information. The motion carried.

**Moved by:** Councillor S. Martin

**Seconded by:** Councillor H. Sidhu

THAT Report COR-2025-29 be received for information; and,

THAT Council approves the in-year operating budget request for the Records and Information Management Coordinator position with an in-year budget impact of \$10,000 for 2025.

**Motion Referred**

#### **10.7 CS-2025-10 - Community Grants Program – Approval of 2025 Grants**

Mayor N. Salonen separated the vote on the matter in consideration of Councillor S. Martin's declaration of a conflict of interest.

A motion was introduced by Councillor S. Cressman, seconded by Councillor H. Sidhu THAT Report CS-2025-10 Community Grants Program Approval of 2025 Grants be received; and, THAT Council approve the proposed 2025 Community Grants Program grants listed in

Appendix A for payment, save and except for Group 15 New Hamburg Firebirds.

Director of Community Services, C. Catania provided an introduction to the report.

A motion was introduced by Councillor K. Wilkinson, seconded by Councillor S. Martin THAT the motion be amended to insert THAT Council approve the increase in grant funding to Group 7 LYNC by \$3,000. The motion carried unanimously.

The Committee now voted on the main motion, as amended.

THAT Report CS-2025-10 Community Grants Program Approval of 2025 Grants be received, and THAT Council approved the proposed 2025 Community Grants Program grants listed in Appendix A for payment, and THAT Council approve the increase in grant funding to Group 7 LYNC by \$3,000. The motion carried unanimously.

Councillor S. Martin declared a conflict of interest with this item, specific to Group 15 New Hamburg Firebirds, and recused themselves from voting.

A motion was introduced by Councillor S. Cressman, seconded by Councillor H. Sidhu THAT Council approve the proposed 2025 Community Grants Program grant listed in Appendix A for payment, for Group 15 New Hamburg Firebirds. The motion carried.

#### **10.8 IS-2025-20 - Regional Road Assumption - Oxford Road 5**

A motion was introduced by Councillor K. Wilkinson seconded, by Councillor S. Martin THAT the Committee does now recess at 8:26 p.m. and reconvene at 8:35 p.m.. The motion carried unanimously.

A motion was introduced by Councillor K. Wilkinson, seconded by Councillor S. Cressman THAT the Committee does now reconvene at 8:40 p.m.. The motion carried unanimously.

Director of Infrastructure Services, J. Molenhuis provided an introduction to the report.

The Committee asked and received a response on the following:

- Clarification regarding the history of the boundary road.

**Moved by:** Councillor H. Sidhu

**Seconded by:** Councillor K. Wilkinson

THAT Report IS-2025-20 Regional Road Assumption – Oxford Road 5 be received for information;

THAT Council directs staff to facilitate the transfer of the road segment described in Report IS-2025-20 from the County of Oxford and to the Region of Waterloo; and,

THAT Council consider By-law 2025-35 being a by-law to authorize the Mayor and the Clerk to sign the appropriate land transfer documents to upload the boundary share of Oxford Road 5 to the Region of Waterloo.

**Motion Carried Unanimously**

## 11. ANNOUNCEMENTS

Mayor N. Salonen provided the following announcements:

- June is Pride Month;
- June is National Indigenous and History Month;
- June 2 to June 6, 2025 is Crossing Guard Appreciation Week;
- June is Recreation and Parks Month;
- The Township is seeking volunteers for the Canada Day event, and more information can be found on the Township's website;
- Citizen of the Year nominations open up on June 9, 2025; and
- Congratulations to everyone who participated in the Mennonite Relief Sale.

Councillor S. Martin provided the following announcements:

- The Canada Day event is also looking for community groups who may wish to set up a booth at the event.

## 12. ADJOURNMENT

**Moved by:** Councillor K. Wilkinson

**Seconded by:** Councillor S. Martin

THAT we do now adjourn to meet again at the call of the Chair.

**Motion Carried Unanimously**