

Agenda

Wellesley Apple Butter & Cheese Festival Committee

April 14, 2026 – 7:30 p.m.

Community Room (upstairs overlooking the ice), Bill Gies Recreation Centre
1401 Queen's Bush Rd, Wellesley

1. **Call to Order:**
2. **Disclosures of Pecuniary interest:**
3. **Adoption of Minutes:** Motion to adopt the minutes of the March 10, 2026 meeting as printed:
4. **Presentations/Delegations/Communications:**
5. **Unfinished Business:**
 - a) Transition to new storage building. The overall high-level cost of the entire package for racking and lift system would be approximately. \$18,000 for everything (we will get exact quotes). The Township is proposing that they would cover 40% of this type of storage (approximately \$7,200) and each group would split the balance. Ron Bisch met with the shelving contractor, Chris Martin from the Fair Board and Township staff, and relayed the wishes of the Festival committee that they would prefer a mezzanine instead of 12 ft high racking. Danny Roth said he would get estimates for this type of a project and then the groups can determine which route they are prepared to pay for. On April 1, 2026, Jamie Reid received the following email in response from Rik Louwagie:
"Hi Jamie, I am writing regarding the storage space at the rec complex workshop earmarked for ABC and Fair Board use. Ron Bisch attended a meeting on behalf of ABC to discuss storage shelving in the space. At that meeting, Ron indicated that ABC wanted a mezzanine, and not shelving/pallet racking. I am sending this to you as the president of the ABC.

Staff have investigated Ron's request for a mezzanine, and we are not comfortable with the idea. There are limitations in the building code which would require significant costs if the mezzanine was to cover the entire area because it would be considered an added storey to the building. There are also concerns about headroom issues above as a result of the door tracks. Lastly, from a health and safety perspective, I am not comfortable with volunteers carrying items up and down stairs.

For these reasons, I can't agree to a mezzanine. The pallet racking and lift option that was presented by Director Danny Roth is still available at the cost split he presented. Can you please confirm if the ABC accepts that proposal? If added floor space is required by ABC, we can consider providing space to add a sea can outside at the ABC's expense.

Feel free to give me a call about this if you want to discuss more but the mezzanine option does not appear to be feasible for this space.

Thanks
Rik Louwagie, CMO, CMM III, CBCO
Chief Administrative Officer
Township of Wellesley
519-699-3950

- b) Arena wall project. *MaryAnne Perry to provide update.*
- c) Additional band for Festival day – *Jamie Reid to provide update*
- d) Point of sale (Debit/Credit) Machines. *Theresa working with the Township to find a solution.*
- e) Colour for booth staining. A mock-up of the colours was sent to the committee and the overwhelming response was to stain the booths red, although comments suggested it be muted to match the roof. Other comments were that brown should have been an option and another reminded the committee that whatever stain is used, it would need to be touched up or repainted often because the booths are stored outside.

6. *New Business:

Memorial Benches – for discussion and where to place them

Volunteer Fair - Volunteer week is coming up the week of April 19th - 25th. The Township of Wellesley wants to celebrate by hosting a Volunteer Fair! This event will provide a valuable opportunity for your group to connect directly with community members interested in volunteering. You'll be able to chat with potential volunteers, share information about your programs and needs, and highlight the important work volunteers do for your organization or club. The Volunteer Fair will bring together a range of local clubs and groups, creating a collaborative space to showcase the many ways people can get involved in our community. If you are currently seeking volunteers, we would love to have you join us!

DETAILS

Date: Tuesday, April 21, 2026

Time: 4-4:30pm (setup), doors open from 5-8pm

Location: Bill Gies Recreation Centre gymnasium

Refreshments will be provided.

Backyard Barbeque - The Mayor, Councillors and Staff of the Township of Wellesley would like to invite you to take part in the annual Community Information Forum. This year's Community Information Forum will take place as a part of the Township of Wellesley Backyard BBQ at the Township of Wellesley Recreation Complex, 1401

Queens Bush Road, Wellesley on **Friday, June 19th, 2026**. The Backyard BBQ will run from 5:00p.m. to 11:00p.m. **with the Community Information Forum taking place from 5:00p.m. to 7:00p.m.**

A Brief History of the Event

Beginning in 2016, the Township held public forums with the objective to encourage residents in each ward to come out and see what is happening in the Township. Residents could specifically see what was happening in their ward and become motivated to get involved in their community.

In 2017, the Community Forum was held in conjunction with the Canada 150 Celebration at the Township Administration Office. June 2018 was the first year the Township celebrated the community with the Backyard BBQ Community Event. The event ran again in 2019 and returned in 2022 and 2023 after being cancelled for two years during the COVID-19 Pandemic.

The event combined with the Township of Wellesley Recreation Complex Grand Opening in 2024, showcasing the abilities of the new Township Recreation Complex, and was celebrated at the Recreation Complex again in 2025.

We are looking forward to another successful event celebrated at the Township Recreation Complex on June 19th. The Mayor and Councillors will be available to speak to residents who would like to provide input and ideas moving forward. Community Organizations will have displays available for everyone to view and ask questions.

Invitation to Participate

This invitation to participate in the Community Information Forum is extended to your organization. There will be a designated area with a table available for your organization to display information.

Event Information

Look for signage at the event to identify where the Community Forum is and what table is designated for your organization. A representative(s) of your organization will be responsible for set-up, teardown and to be present at the station during the event. The event will begin at **5:00 p.m. Friday, June 19th, 2026, at the Township of Wellesley Recreation Complex, 1401 Queens Bush Road, Wellesley**. Displays are expected to be available until 7:00 p.m. Participation in the community event is extended to all community organizations hosting a table at the Community Forum and advertising will begin shortly regarding the event.

If you or your organization are interested in participating, please send an email to jscott@wellesley.ca **at least one (1) week prior to the event**. Please forward this email to the appropriate contact as needed.

We will make sure that the space is available for you when you arrive. Let us know if you have any special requests, we will make our best effort to accommodate all requests.

We look forward to working with you to move our community forward.

Thank you,
Julianne Scott
Deputy Clerk
Township of Wellesley
519-699-3946

Booth/Event Co-ordinators: Verbal updates (roundtable)

7. **Financial Report:** The Reserve balance was **\$132,359.68** as of April 9, 2026 (Interest for March has not been included yet)
8. **Other Business:**
Candles made using the old coffee cups. Craig McCrea provided a sample at our February meeting, but we need to discuss if we wish to proceed with making the old cups into candles and who will sell them if we do this.
9. **Next Meeting:** May 12, 2026 – 7:30 p.m.
10. **Adjournment:**