

Town of Woodstock
Regular Council Meeting
April 27, 2020 @ 7pm by Teleconference

ATTENDANCE:

Council: Mayor Arthur Slipp, Deputy Mayor Amy Anderson, Councillor George Leonard, Councillor Bill Hogan, Councillor Theresa Blackburn, Councillor Jeff Bradbury, Councillor Catherine Sutherland

Staff: CAO Ken Anthony, DAS Ann Marie Voutour

Media: Bugle Observer, RiverValley Sun

Staff: Police Chief Gary Forward, Director of Recreation and Community Services, Kelly Foster, Fire Chief Harold McLellan, Director of Public Works Andrew Garnett & Tourism and Events Coordinator Tobi Pirie.

CALL TO ORDER: Mayor Slipp

OPENING REMARKS:

Mayor Slipp welcomed those in attendance and commented on community events.

Thanks to staff for organizing the moment of silence for the victims in Nova Scotia and first responders.

Still in State of Emergency, all Municipal buildings, parks & play grounds are closed. Anyone working is asked to adhere to Chief Medical Director, EMO and WorkSafe .

APPROVAL OF AGENDA:

MOTION: Approval of agenda. Councillor Leonard , Councillor Bradbury .

Carried. #089-2020

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APPROVAL OF MINUTES:

MOTION: Approval of Minutes of April 14, 2020, as distributed. Councillor Sutherland ,
Councillor Bradbury .

Carried. #090-2020

BUSINESS ARISING FROM THE MINUTES:

Municipal Plan Update – if we were going to have a hearing on May 11 the public would not be permitted to attend. If we are going to have the hearing we will need to use technology in order to engage the public. We can push back the date until May or June. Andrew and Ken will be meeting with area developers and will mention this in those meetings.

CAO UPDATE:

Will be meeting with developers this week to discuss development for 2020.

Municipal Plan Hearing

MOTION: To postpone the Public Hearing for the proposed New Municipal Plan until May 25, 2020. Councillor Leonard, Councillor Hogan. Carried. #091-2020

Council asked CAO Anthony to find out what other municipalities are doing about their public hearings.

Meeting with Downtown BIA looking at what the new normal will be for downtown businesses and what a recovery program / process would look like. This will be discussed at the May 4th Economic Development Committee meeting.

Municipal employees have been back to work since April 20 with safety being the priority.

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DEPARTMENTAL REPORTS:

Tobi

- Completed Layout of Guide & Order
- Updating website for tourism
- Working on a Music in the Park plan
- Updating the website with Covid-19 information
- Reprinting the Walking Tour Guide
- Looking at special events for 2020
- Events in Valley- Western Valley Tourism Updates

Harold

- all interactive training and meetings are cancelled.
- only interacting during calls.
- volunteers and drivers have been advised to stay away if they are ill.
- monitored the ice movement from Florenceville to Bull's Creek.
- participating in online training.
- participating in online updates from the Fire Marshall.

Gary

- Officers have responded to 127 priority calls for service
- of those 127 calls, 22 calls were related to COVID-19
- All officers are healthy, present, and responding to calls as and when required.
- PPE gear is being utilized by all officers as part of their response.
- The WPF completed one (1) contraband related search warrant.
- proposed on-line criminal record background checks and corresponding fee structure is ready to go live pending Council approval.
- Since January 1, 2020, the WPF issued and implemented 60 Routine and 5 Standing Orders that direct policy, introduce strategic changes, offer training, and provide general updates to our staff.

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Andrew

- Meeting with developers to discuss municipal plan and subdivision by-law.
- Public Works crew was back to work on April 20th with Safety as the priority.
- The Eastwood Heights Booster upgrades tender should be ready to be released for tender in approximately 1-2 weeks.
- The Designated Highway tender package won't be ready for 2-3 weeks.
- Reviewing resumes with CAO for the Building Inspector position.
- Regional Service Commission will cover the inspection process in the meantime.

Kelly

- closed the AMC March 17 at noon.
- Admin was in occasionally.
- Maintenance and cleaning has been in from 8-5 this week.
- Pool staff is back and Fieldhouse person is back.
- Jill is in preparing for some programs.
- all parks, playgrounds ball fields have been picked up.
- Have been working inside during cold temperatures.
- Preparing for daycares to open.
- Old washroom was demolished today.
- Will be preparing for beautification next week.

Ann Marie

- By March 20 all office staff were working from home.
- The main phone line was being answered and voicemail for the other lines was being monitored regularly.
- Office staff were able to continue to work away from the office or in some cases attending the office briefly.
- One of the staff continues to work from home.
- as of today, the rest of the office staff are back in the office.
- everything is being attended to.
- has been working with OPW in preparing the audit.

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MOTION: To accept the Departmental Reports for March 2020. Councillor Leonard, Councillor Bradbury.

FINANCE:

Councillor Sutherland reviewed the Financial Reports for March 2020.

MOTION: To accept the Financial Reports for March 2020 as presented. Councillor Sutherland, Councillor Leonard. Carried #092-2020

CORRESPONDENCE:

There was no correspondence received.

NEW BUSINESS:

Resolution for Application to borrow for Capital 2020

The Municipality of Woodstock submits to the Municipal Capital Borrowing Board an application for authorization to borrow for a capital expense for the following term and amount:

Protective Services

Police Building Renovation	\$25,000	
Police Car	59,000	
Upgrade Server	<u>21,000</u>	
	\$105,000	5 years

Transportation Services

Public Works Plow	\$41,000	
Public Works Sweep	27,000	
Designated Highway Upgrade	119,000	
Various Municipal Paving	<u>108,000</u>	
	\$295,000	5 years

Councillor Sutherland, Councillor Bradbury.

Carried. #093-2020

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Appointment of Building Inspector

MOTION:

RESOLUTION: Be it resolved, Brent DesRoches is appointed by Council as Building Inspector to exercise such powers and perform such duties required to administer and enforce By-law R-302, Maintenance and Occupancy Standards for the Residential Properties, Swimming pool enclosures and other by-law enforcement as deemed necessary and as are designated pursuant to the Community Planning Act.

Deputy Mayor Amy Anderson, Councillor Bradbury.

Carried. #094-2020

Tender Results for Contract M7.1
Interior Lighting Upgrade for AYR Motor Centre
Tender Opening April 23, 2020 @ 2pm

Director Andrew Garnett reviewed the tender results for the Interior Lighting Upgrade for AYR Motor Centre.

There were 8 submissions for this tender, however two were disqualified with one arriving late and the other not containing all the tender documents necessary for a successful bid.

1. Larsen Electric	\$184,261
2. Al's Electric	\$287,700
3. McPhee Electric	\$189,827
4. Sarchfield Electric	\$163,700
5. Modern Electric	\$191,690
6. Dobbelsteyn Service & Maintenance	\$182,500
Engineers Estimate	\$181,250

MOTION: To award the Interior Lighting Upgrade tender (contract M7.1) to Sarchfield Electric in the amount of \$163,700 plus HST. Councillor Leonard, Councillor Blackburn.

Carried. #095-2020

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Transient Trader and Peddler Licenses

DAS Voutour reported that an inquiry had been made about Transient Trader Licenses at this time.

MOTION: To temporarily suspend all transient trader licenses and review in July. Councillor Hogan, Councillor Sutherland. Carried. #096-2020

1 nay (Deputy Mayor Anderson)

Fee Structure for Police Services

Police Chief Forward reviewed the proposed new Fee Structure for the Woodstock Police Department.

Fee Excluding Taxes	Basic Check	Vulnerable Sector Check	Turnaround Times
Employment	\$40.00	\$40.00	10 business days
Students (not employment/association fees)	\$10.00	\$10.00	10 business days
Immigration	\$40.00	not applicable	10 business days
Volunteer	\$10.00	\$10.00	10 business days

Expedited Employment	\$100.00	\$100.00	2 business days
Expedited Student	\$100.00	\$100.00	2 business days
Expedited Volunteer	\$100.00	\$100.00	2 business days

Fingerprinting is by appointment only	
Employment	Federal Government - no charge Non-Federal Government - \$50
Immigration / Citizenship	no charge
Record Suspensions / pardons - \$50	
Border Visa Crossing - \$50	
VS fingerprinting if required	Employment - \$50 Volunteer - no charge

MOTION: To ratify the proposed Fee Structure for WPD as May 1, as presented. Councillor Sutherland, Councillor Bradbury. Carried. #097-2020

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Tourism Committee – April 15, 2020

CAO Anthony presented the minutes of the Tourism Committee meeting of April 15, 2020.

MOTION: To accept the report of the Tourism Committee of April 15, 2020, as presented.
Councillor Blackburn, Councillor Bradbury. Carried. #098-2020

Recreation and Community Services Committee – April 23, 2020

CAO Anthony presented the minutes of the Recreation and Community Services Committee meeting of April 23, 2020.

MOTION: To accept the recommendation from the Recreation and Community Services Committee to accept the proposal from “Ketchup and Bite Me” for a 3 year term. Councillor Sutherland, Councillor Bradbury. Carried. #099-2020

MOTION: To accept the report of the Recreation and Community Services Committee of April 23, 2020, as presented. Councillor Bradbury, Deputy Mayor Anderson. Carried. #100-2020

NEXT MEETING DATE: May 11, 2020 at 7pm - Town Hall.

MOTION: Adjournment. Councillor Sutherland, Councillor Bradbury. Carried. #101-2020

Arthur Slipp, Mayor

Ann Marie Voutour, Clerk / Treasurer
Director of Administrative Services

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COMMITTEE OF THE WHOLE

There was no meeting of the Committee of the Whole.

Ann Marie Voutour, Clerk / Treasurer
Director of Administrative Services