



**Council in Committee Meeting**

**March 1, 2021 @ 7 pm**

In attendance:

Mayor Arthur Slipp	CAO / EDO Ken Anthony
Deputy Mayor Anderson	DAS / Clerk / Treasurer Ann Marie Voutour
Councillor Sutherland	Police Chief Gary Forward
Councillor Leonard	Fire Chief Harold McLellan
Councillor Blackburn	Director of Public Works & Development Andrew Garnett
Councillor Bradbury	Tourism and Events Co-Ordinator Tobi Pirie Emily Porter-Lawrence

The meeting was called to order and the following items were discussed:

**New Business**

1. Introduction

Mayor Slipp noted that this was the second meeting with the new format and that there were updates on several files that staff had been working on as well as Council concerns.

It was agreed to accept the agenda.

2. Finance & Administration

a Procurement Policy – Feedback by March 1, 2021

DAS Voutour noted that she had handed out the policy to Mayor & Council as well as staff prior to the meeting and that everyone needs to do their best to follow the policy when making purchases for the Town. Mayor Slipp commented that buying local was the preference when at all possible and that getting 2-3 quotes on small purchases was necessary.



b Department Heads are working on Capital for 2021, 2022 and 2023

DAS Voutour gave an update on the 2021 Capital. We have an additional amount of revenue \$320,860 for the COVID safe restart Part 2, \$283,806.95 for the COVID safe restart Part 3, \$31,524 from property tax revenue (Pgap). This gives us a total of \$636,190.95 over and above what was in the budget for 2021. DAS Voutour noted that we need to know what we need to borrow by the March 22<sup>nd</sup> meeting in order to make the application deadline of March 30<sup>th</sup>. We are working through capital with department heads so we know what we can use the 2020 surplus for, what we need for 2021 capital, what we want to use our COVID safe restart and property tax revenue for and what we want to finance from our approved \$640,000 borrowing. All information should be available for the 15<sup>th</sup> and decision can be made then.

c Cost Sharing Application for Fire Truck

DAS Voutour noted that we are waiting for information from Liz Hallett on the amount that the province will contribute towards the purchase of the Fire Truck. Including \$25,000 from 2021, we have \$103,000 available for the fire truck, \$78,000 in reserves.

d Carleton County Animal Shelter Sponsorship

DAS Voutour provided the history that \$5,400 was given yearly for the use of their kennels and had been captured under animal control expenses. In 2020 it was decided to use the services of SPCA for 2021 where they would be responsible for the kenneling of dogs. We were advised that they will be using the shelter. During 2020 budget preparation it was proposed that the shelter be taken off the budget and added as a sponsorship. DAS Voutour would like to send notification that the town will not be providing payment for kennel services in 2021 and that going forward that it will be their responsibility to apply for sponsorship by Oct for the next budget year. It was recommended to forward the letter along with a cheque for half of the budgeted amount for 2020.

e Claim for damage

DAS Voutour read the original letter received reporting the incident of damages to a vehicle.

It was agreed to place this matter on the agenda of the Committee of the Whole for March 8, 2021 since it is a legal matter.



f Donation Policy

DAS Voutour asked everyone to review the draft Donation Policy that was distributed and noted that feed back was requested for the March 8 meeting. Councillor Sutherland noted that the LP Fisher Library is not a registered charity and the Town of Woodstock has always accepted those donations so #4 under Scope needs to be removed. A legal opinion will be sought for clarification on what we can receipt donations for.

3. Tourism

a Finalize Special Events Application

Tourism and Events Co-Ordinator, Tobi Pirie remarked that the suggestions that were given at the last meeting had been updated and that the document was now ready for approval. Mayor Slipp noted that the form, as of tonight, would now be the appropriate form used to make an application.

b Off Road Vehicle Committee

Tourism and Events Co-Ordinator Tobi Pirie along with Director of Public Works & Development Andrew Garnett and Police Chief Gary Forward reviewed the next steps for the Off Road Vehicle Project. It was agreed to organize a "Town Hall Meeting" then conduct a survey with the community and owners / operators of these vehicles.

4. Protective Services

a Police – Community Funding for Intoxilyzer

Police Chief Gary Forward presented his business case for the purchase of an Intoxilyzer for the force as the one they use now is borrowed. Two Community Groups have agreed to fund this purchase but Chief Forward wanted to get the permission from Council before the Community Funding was accepted. It was agreed to purchase the Intoxilyzer and accept the donation from the Woodstock Rotary and Woodstock Volunteer Fire Department.



b Police – Annual Report for 2020

Police Chief Gary Forward spoke on the report and noted that additional efforts towards fraud as the percentage is up from 2019. These are the types of things that they put in their strategic plan for the following year. It was agreed to post the document on both the Town and the Woodstock Police Department websites.

5. Recreation and Community Services

a Update on AMC Upgrade

CAO / EDO Ken Anthony noted that there were 3 packages left to go to tender for the AMC Retrofit Project with the date extended to March 10, 2021.

b Blood Donor Clinic rental info

it was agreed that the rental fee for the Blood Donor Clinic would be expensed through general government sponsorship and that it there would be no charge to Canadian Blood Services.

6. Planning and Development Services

a Zoning By-Law

Director of Public Works & Development Andrew Garnett advised that the Planning Advisory Committee met on February 24<sup>th</sup> and that they recommended that Council give first and second reading for the new Zoning By-Law at the March 8<sup>th</sup> Council meeting. Jennifer Brown will be in attendance for the hearing.

b Developer's Meeting

Director of Public Works & Development Andrew Garnett reported that the developer's meeting held March 31<sup>st</sup> had a good turn out and that he was hoping to hold more of these types of meetings in the future to create better communication between everyone involved in developing.



## 7. Public Works

### a Gas Tax Plan (2019-2023)

Director of Public Works & Development Andrew Garnett reviewed the Gas Tax funding and actual expenses for 2019 & 2020 and estimated expenses for 2021, 2022 & 2023. It was noted that:

- Eastwood Heights booster station was started in 2020 so the remainder of that project will be spent in 2021, the total of this project should cost less than expected.
- The King Street lift station is budgeted at \$325,000, to be completed in 2021.
- The Designated Highway project for 2021 will be funded under the Gas Tax Program.

### b Gas Tax Plan (2014-2018)

Director of Public Works & Development Andrew Garnett noted that we will now have a surplus of approximately \$433,000 from the 2014-2018 gas tax program because the last part of the well project was funded through RDC. In order to use this surplus on another project, we need to resubmit the 2014-2018 plan. It was recommended by Staff to fund the 2022 and 2023 Designated Highway Program from that surplus. This will need to be decided at the next council meeting on March 8.

### c King Street Grit Chambers and WWPS Overflow Configuration

Director of Public Works & Development Andrew Garnett reported that the King Street Project isn't anticipated to be completed by the July 1<sup>st</sup> holiday so he is recommending that the tender start date should begin after the long weekend in July.

## 8. Economic Development & Housing

### a Stephen Stone Report

CAO / EDO Ken Anthony reported that he and Andrew had a phone conversation with Stephen Stone and are looking at some funding opportunities, including the trail on Deakin Drive as well as the Downtown Square. They plan to have a discussion with Stephen prior to the next council meeting.



b Downtown Square Report

CAO / EDO Ken Anthony reported that we have the figures for this project from 2019 and it will be on the agenda for Council's input and consideration on March 15. He also noted that this project would be funded partially by RDC leaving approximately 26% for the town budget.

9. Council Concerns

a WI Home

Mayor Slipp noted that there were councillor requests to refer this to Committee of the Whole after the next council meeting.

It was agreed to move this item to Committee of the Whole for March 8<sup>th</sup> under Legal Matter.

Date of next meeting Monday, March 15, 2021, 7 pm at the AYR Motor Centre

Mayor Slipp noted that nomination & signature forms are available at the Town Hall for the up coming election. He also noted that three of our members were not reoffering and that he was going to let his name stand and reoffer for Mayor.

Meeting was adjourned.