

Town of Woodstock

Regular Council Meeting
June 24th, 2019 @ 7pm

ATTENDANCE:

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

Staff: Acting CAO Andrew Garnett, DAS Ann Marie Voutour, Mitch MacMillan, Harold MacLellan, Tobi Pirie, Mandy Hamilton

Media: Bugle Observer

Guests: Murray and Emily Gaddas

CALL TO ORDER: Mayor Slipp

OPENING REMARKS:

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

Ribfest had another very successful year.

The AMANB conference and Annual General Meeting was held at the AYR Motor Centre.

A commemorative service for D-Day was held at the cenotaph on June 6th and was well attended.

Mary Butler is the new CAO for the New Brunswick Community College.

Special congratulations extended to the Woodstock High School graduates and NBCC Woodstock Campus graduates.

Canada Day event schedules are available through local media and social media.

The official opening and dedication of the Citizens Square on Chapel Street will take place at 2pm on July 1st, followed by a performance by Combo a la Carte.

Western Valley Regional Games will be held in Perth Andover.

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The Dooryard Arts Festival is being held July 18th-20th.

Old Home Week is being held from July 27th – August 3rd.

APPROVAL OF AGENDA:

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

Carried. #174-2019

APPROVAL OF MINUTES:

MOTION: Approval of Minutes of May 27th, 2019. Councillor Sutherland, Councillor Bradbury.

Carried. #175-2019

BUSINESS ARISING FROM THE MINUTES:

Rezoning update on School Street – To be reviewed with the Planning Advisory Committee report.

Rezoning Update on Broadway – A schedule worksheet for the rezoning has been distributed. The Public Presentation will take place at the July council session.

Walking Path Update – Acting CAO Garnett met with Pat Thorne regarding corrections suggested for walking path between Townsview and the AYR Motor Centre. Narrowing the path to 8 feet is the priority. It was agreed to wait until the conclusion of the school year to continue the work.

CAO UPDATE:

Drilling at Wellsite – Acting CAO Garnett provided an update on the current drilling being done at the second water source site. Additional testing and investigation will be required before the wellhouse construction can proceed.

An updated amount for the current total drilling expenses was requested.

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CORRESPONDENCE:

Dooryard – Request to Close King Street Parking Lot

Deputy Mayor Anderson declared a conflict and left the meeting.

A letter was received from Deputy Mayor Anderson for Dooryard Arts Festival 2019, requesting the closure of King Street, garbage cans, barricades for the annual Dooryard Arts Festival from July 16th-22nd.

Council requested that administration proceed with the request, consistent with past practice.

Deputy Mayor Anderson returned.

Town Staff – Committee of the Whole Structure

A letter was received from department heads of the Town of Woodstock regarding a proposed new structure for Committee of the Whole.

DEPARTMENTAL REPORTS:

Andrew Garnett – Public Works Director

- Patching pavement is ongoing.
- Public Works Department assisted with hanging banners and setting out plant pots.
- Painting of crosswalks and parking spots in the downtown has begun.
- Hydrant flushing will begin next week.

Tobi Pirie – Director of Tourism

- Tourism vehicle has been wrapped.
- “Music in the Park” begins on July 4th and takes place every Thursday evening at 6pm.
- Dooryard Art War at Crossing Paths will kick off Canada Day Celebrations this weekend.
- Pricing for highway signage for the Bull’s Creek westbound lane sign is being done.
- Assistance from the Marketing and Communications Officer has been beneficial for events and promotional items.
- The new basketball court has been constructed.
- All summer programs start this week.
- Hop on Let’s Go starts tomorrow.

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Deputy Mayor Anderson suggested adding the website information to the Town of Woodstock highway sign between Houlton and Woodstock.

Councillor Blackburn requested a policy around usage for the new Tourism vehicle.

Harold McLellan – Fire Chief

- 91 calls have been responded to so far in 2019.
- This weekend will be busy with swift water and boat rescue course and Canada Day celebrations on Monday.

Mayor Slipp requested the specifications needed for a new pump truck, to be discussed at the next Protective Services Committee meeting.

Mitch MacMillan – Police Chief with Woodstock Police Force

- Congratulations extended to Councillor Hogan with a successful High School graduation.
- Call frequency for this time of year is status quo.
- Prisoner counts might increase with nicer weather and alcohol consumption.
- ATV thefts are on the rise in the community, which is being addressed as a priority in the department.
- Last week, Constable Matthew Bradstreet resigned from the Woodstock Police Force to work with the Fredericton Police Force.
- Leadership training for Town staff will take place at the AYR Motor Centre this week.

Councillor Bradbury inquired into the auxiliary program, which current involves five members.

MOTION: Accept the departmental reports for June 2019, as presented. Councillor Sutherland, Councillor Bradbury. Carried #176-2019

FINANCE:

Councillor Sutherland reviewed the Financial Reports for May 2019. Further investigation into the difference in the budget analysis between April 2019 and May 2019 was requested.

MOTION: To accept Departmental and Financial Reports for May 2019 as presented. Councillor Sutherland, Councillor Bradbury. Carried #177-2019

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NEW BUSINESS:

Report of the Planning Advisory Committee Meeting – June 17th, 2019

DAS Voutour read the minutes of the Planning Advisory Committee meeting from June 17th, 2019.

MOTION: To accept the report of the Planning Advisory Committee of June 17th, 2019. Deputy Mayor Amy Anderson, Councillor Bradbury. Carried. #178-2019

Tender Results – Eastwood Drive Extension (Sanctuary House)

It was agreed to review the tender results for Eastwood Drive Extension with the Public Works Committee report.

Asset Management Policy

Policy 2019-01 for the Asset Management Program for Woodstock NB was reviewed.

MOTION: To adopt Policy 2019-01 Asset Management Policy, with the amendment to change the title “Town Manager” to “CAO”. Councillor Sutherland, Deputy Mayor Anderson.

Carried. #179-2019

Food Truck License Exemptions

Mayor and Council reviewed the current Peddler and Transient Trader bylaw in reference to Food Truck fee exemptions for special events.

MOTION: To exempt food trucks from having to pay the \$100 transient trader license fee for Canada Day, Dooryard Arts Festival, RibFest, and Old Home Week for 2019. Councillor Sutherland, Councillor Bradbury. Carried. #180-2019

MOTION: To exempt all vendors from having to pay the \$100 transient trader license fee for Canada Day 2019. Deputy Mayor Anderson, Councillor Bradbury. Carried. #181-2019

Deputy Mayor Anderson requested a full review of the Peddlers and Transient Trader Bylaw.

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Banking Resolution to Add Acting CAO

MOTION:

BE IT RESOLVED THAT: The Officers, Directors and the Employees of the Town of Woodstock, as hereafter listed, be authorized to give the bank instructions and perform transactions on behalf of the Town of Woodstock:

Arthur Slipp, Mayor

Amy Anderson, Deputy Mayor

Andrew Garnett, Acting Chief Administrative Officer

Ann Marie Voutour, Clerk/Treasurer, Director of Administrative Services

AND THAT: two signatures required - Mayor or Deputy Mayor along with Chief Administrative Officer or Director of Administrative Services.

Councillor Leonard, Councillor Bradbury.

Carried. #182-2019

Rescind Motion 109-2019

MOTION: To rescind motion 109-2019, transfer of funds from reserve for payment of Hatchard holdback. Councillor Sutherland, Councillor Bradbury. Carried. #183-2019

Consideration of Third Reading **Proposed By-law S-2: A By-law Respecting Animal Control** **in the Town of Woodstock**

Amendments to the bylaw were reviewed.

The updated draft of the bylaw will be hand-delivered to those who attended the Animal Control Community Consult session.

MOTION: To table the third reading of By-law S-2: A By-law Respecting Animal Control in the Town of Woodstock. Councillor Hogan, Councillor Bradbury. Carried. #184-2019

MOTION: To install six pet waste bag dispensers and garbage cans to be along frequently walked areas within the Town of Woodstock. Councillor Hogan, Deputy Mayor Amy Anderson. Carried. #185-2019

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Report of the Protective Services Committee – June 4th, 2019

Acting CAO Garnett summarized the report of the Protective Services Committee of June 4th, 2019.

Animal Control By-law Consult Session – Amendments requested during the consult session were reviewed. Committee requested that the updated bylaw be distributed and posted publicly in preparation for the third reading at the next council session.

Crime and enforcement on Broadway Street – During the Animal Control Consult Session, a number of issues were mentioned that were impacting quality of life for residents in the Broadway Street area. Past techniques for crime control in that area were discussed. The current Crime Reduction Strategy initiative being pursued by the Woodstock Police Force should have a positive impact on the area. Feedback from residents may be requested in the future to develop a specific enforcement strategy. Chief MacMillan will discuss the possibility of assigning the area to specific officers and provide an update at the next Protective Services Committee meeting.

Contract for Fire Services with WFN – The contracts for both the Fire and Recreation Services provided to the Woodstock First Nation need to be renewed. Committee requested a meeting to be set up with Chief Paul and the WFN Business Manager for renegotiations.

Police Chief Vacancy - Potential candidates for the upcoming vacancy in the Police Chief position were discussed. Chief MacMillan will structure the posting and process, which will be presented at the next Protective Services Committee meeting.

MOTION: To accept the report of the Protective Services Committee of June 4th, 2019. Councillor Leonard, Councillor Bradbury. Carried. #186-2019

Report of the Finance Committee – June 11th, 2019

Acting CAO Garnett summarized the report of the Finance Committee meeting of June 11th, 2019.

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Sponsorship Requests

\$1,000 for Car Show – Recommendation was made to not pursue this sponsorship opportunity. The Town has made a significant financial commitment to the Sanctuary House, which is the non-profit that funds are being raised for with this event.

\$1,000 for Saturday Farm Market – The recommendation was made to support the request for \$1,000 to the Saturday Farm Market to support inclusive Saturday activities.

Waive fees for Food Trucks - Transient Trader fees for special events were discussed. The bylaw does not currently offer exemption from these license fees for specific community events, although some have had charges waived upon request. Committee made the recommendation to waive the Transient Trader License fees for food trucks participating in the Canada Day, Dooryard Arts Festival, RibFest, and Old Home Week events for 2019 with the intent to revisit the Peddlars and Transient Trader Bylaw in the new year.

Pay Rate for Acting CAO - A discussion of salary increase around the acting CAO position was discussed. An increase within the CAO salary band was recommended and made retroactive to June 1st.

MOTION: To sponsor the inclusive activities at the Saturday Farm Market for \$1,000. Councillor Sutherland, Councillor Bradbury. Carried. #187-2019

MOTION: To increase the salary for acting the Chief Administrative Officer as per recommendation . Councillor Hogan, Councillor Bradbury. Carried. #188-2019

MOTION: To accept the report of the Finance Committee of May 14, 2019. Councillor Sutherland, Councillor Bradbury. Carried. #189-2019

Tourism Committee Meeting – June 11th, 2019

Acting CAO Garnett summarized the report of the Tourism Committee meeting of June 11th, 2019.

Consultation Report from 2006 - The details of the report are relatively current and the committee feels that the recommendations should be revisited. Shared agreements with organizations like Upper Woodstock Flemming Estate, Meduxnekeag River Association, and Carleton County Historical Society were implied in the report. How the report could tie in with Jim Scott planning piece for downtown should also be considered, along with other partnerships within the local community.

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Moving forward, it is recommended that members of council review the report recommendations and are invited to attend and provide input at the next Tourism Committee Meeting. Dillon Engineering and Trace Studios (Jim Scott) will also be sent copies of the report to see how the recommendations apply to future downtown and waterfront plans.

Artists Invited to Submit Designs for Pedway Mural in Fredericton - This type of project has been attempted in the past, without success.

The opportunity to beautify certain areas around Woodstock could be done through a Request for Proposal with specific requirements for artists. Painting murals on independent canvases and then mounting them in place was suggested. Other towns and cities who have had success with this type of project will be consulted about their process and any ongoing maintenance costs involved. Committee will brainstorm areas that require beautifying around town and discuss at the next Tourism Committee meeting.

Historical Society MOU - A new MOU was written for the Historical Society, including a \$15,000 annual grant for a term of five years (2019-2023). The document has been signed and distributed.

Flemming Estate – Upper Woodstock - The Flemming Estate Protocol / MOU has not been signed by all parties. Mayor Slipp requested a meeting ASAP to finalize the document, discuss a succession plan, and review existing expectations of trails and maintenance that currently exist. The full MOU will be distributed to the committee for review.

Highway Signage - The priority is to replace or wrap the Town of Woodstock highway sign along Bull's Creek westbound lane due to extensive deterioration. Tobi will price out a temporary wrap for that specific sign. It was recommended that further options for highway signage be revisited in 2020.

Sign Replacement - The Bennett House sign was stolen and has been replaced with an Anglican Church Rectory sign.

Trail Committee - Wolastoq Valley Trail Advisory Committee held a meeting on May 27th. Their next meeting is on June 27th in Florenceville-Bristol, which Tobi plans to attend.

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Provincial Visitor Information Centre - Statistics from the Centre were reviewed:

2018 Stats: 4,438

2017 Stats: 4,971

Operating budget, on average, THC has spent approximately \$45,000 to operate the Woodstock PVIC. This amount includes salaries, internet and phone services, supplies, etc.

The building is owned by the Department of Transportation and Infrastructure and they pay for any maintenance, ground upkeep (mowing lawns), janitorial services, heat and lights, etc.

MOTION: To accept the report of the Tourism Committee of June 11th, 2019. Councillor Sutherland, Councillor Bradbury. Carried. #190-2019

Economic Development Committee – June 18th, 2019

Acting CAO Garnett read the minutes of the Economic Development meeting from June 18th, 2019.

Baptist Church Property - A copy of the agreement between the Baptist Church and the Town had been circulated at a prior meeting with the intent to initiate requests for proposals in the Fall. It was requested that a meeting be arranged between the Building Committee for the Baptist Church and the Economic Development Committee as the next step in the process. Topics for discussion at the meeting will be the timeline for construction of the new Church and the interest in changing the demolition requirement in the agreement. Mayor Slipp reiterated the expectation of the transfer of \$50,000 from the Town to the Baptist Church upon completion of the new Church, regardless of the status of the existing structure.

Future use of the building should be considered, as this is an important location along Main street that could be vital to the revitalization of the downtown. The decommissioning of the current Church should also be considered with future proposals, as the structure will be altered with the removal of windows and other items.

Those who have submitted letters of interest in the Baptist Church building and lots will be contacted regarding the process for proposal requests in the event that the church is not demolished.

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Post Office Property - Disposal of Federal Property - A letter was received from Public Services and Procurement Canada (PSPC) regarding the initiation of procedures to dispose of federal property located at 680 Main Street, the current Post Office building. The letter requested the status of the Town's interest in the property for potential stakeholders in the community, with consideration of the needs of official language minorities surrounding Woodstock.

An inquiry to PSPC will be made to clarify the space available in the building and the expectations of a lease agreement. The building is currently assessed at \$1,020,400. However, if the building is reclassified from a federal building, the assessment value will decrease under the new classification. The building is currently zoned as Central Commercial.

A recommendation was made not to support the municipal purchase of the building at 680 Main Street, allowing public purchase of the property following the federal disposal of the building.

John Organ – Land Swap - Correspondence involving the potential land swap between the Town of Woodstock and John Organ were reviewed. Andrew was directed contact John Organ regarding the expectations from the Town with this potential arrangement and determine the next steps moving forward.

Municipal Plan Development - Concerns about the duplication of services during the Municipal Plan Development were discussed. A firm timeline for the development of the plan is also a priority, as items requiring funding will need to be discussed during budgeting time. The goal to have the new Municipal Plan finalized is March 2020 to have it adopted before elections.

A request was made to have Jim Scott contact NB Power in regards to the Downtown Revitalization Plan. Development along the river cannot be accomplished without leasing the land from NB Power and complying with specific regulations.

A list of vacant buildings within Woodstock was also requested.

MOTION: To not purchase the federal property at 680 Main Street as per recommendation.
Deputy Mayor Amy Anderson, Councillor Leonard. Carried. #191-2019

MOTION: To accept the report of the Economic Development Committee of June 18th, 2019.
Councillor Leonard, Councillor Bradbury. Carried. #192-2019

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Public Works and Water and Sewer Committee Meeting – June 24th, 2019

Acting CAO Garnett read the minutes of the Public Works and Water and Sewer Committee meeting for June 24th, 2019.

Tire Repair Requests - Two requests for tire repair reimbursements from pothole damages were discussed. The committee did not support the reimbursement for damages to tires and rims as a result of potholes.

Town Square Letter - A letter submitted by John Thompson on behalf of the Woodstock Business Improvement Area regarding the sidewalk and stonework concerns in the Town Square was reviewed.

The option to grind the concrete edges has been explored as a temporary solution in order to reduce the hazard and liability. The urgency for a long-term plan between ToW and the BIA to repair/replace the concrete and stonework was noted. Discussion about the future design of the project is a priority for 2020. Involvement with traffic studies and downtown revitalization plans should also be considered in case the square layout requires alteration. Partnerships with NBCC for brick laying will be considered.

A recommendation was made to grind down the elevated areas of concrete as a temporary solution, with the intent to revisit the development of a long-term plan for the area in 2020 with research into cost-shared funding.

Summary of Projects - There is an excess of \$120,000 that was budgeted for designated highway projects and needs to be reallocated to fund other paving projects. Two sections of milling and paving were considered, one along Connell Street and the other on Lower Main, that would total \$117,810. A section of Houlton Street near the Dentist Office was discussed, which is on schedule for future patching. Andrew was directed to contact DTI regarding these projects and to make a request to patch from the offramp to the FMI parking lot.

The recommendation was made to pursue these options with the excess amount budgeted for designated highway paving.

The budget for paving the Eastwood Drive extension for Sanctuary House was reviewed. There is \$100,000 in extra costs for paving, which is being proposed for a potential Gas Tax project. The sanitary sewer for the Sanctuary House will cost \$100,000-\$105,000, also being proposed as a potential Gas Tax project. The timeline for these projects was discussed, as the construction

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of the new building won't be complete until after 2019. A timeline for the Sanctuary House construction was requested.

The determined value of the new Sanctuary House construction and current property tax payment was requested before consideration of funding the sanitary sewer, as well as whether not-for-profits pay property tax. The opportunity to reconsider curb-and-gutter and to explore other options for addressing water run-off was discussed.

The recommendation was made not to award the Tender for the Eastwood Drive extension for Sanctuary House.

Options for the AYR Motor Centre paving and drainage with prices was discussed. Limiting the amount of pavement installed to reduce the costs was discussed.

The recommendation was made to pursue the work to the driveway to the AYR Motor Centre and use high quality gravel to temporarily repair the parking lot area next to the fieldhouse doors.

Helen Street - A public meeting was held last week to consult with the residents of Helen Street about the options for designated walking areas along the street. An asphalt path separated from the street by a layer of sod was discussed. There was support for an asphalt pathway where the original sidewalk was removed. A recommendation was withheld until a quote could be provided for this option.

Acting CAO Garnett informed the meeting that Tim Cook was in agreement to extend the awarding of the Eastwood Drive Extension tender until the next council meeting.

More information around the requirement for concrete curb and gutter was requested for the Eastwood Drive Extension.

MOTION: To table awarding the Eastwood Drive Extension tender until the next Council Meeting.
Councillor Leonard, Councillor Bradbury. Carried. #193-2019

MOTION: To authorize the expenditures for the milling and paving of designated highway areas on Lower Main Street (Houlton Street to Upham) and Connell Street (FMI parking lot to Deakin Drive). Councillor Leonard, Councillor Bradbury. Carried. #194-2019

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MOTION: To authorize the paving of the AYR Motor Centre driveway and application of crushed rock to the parking lot area. Councillor Hogan, Councillor Bradbury. Carried. #195-2019

MOTION: To accept the report of the Public Works and Water and Sewer Committee of June 24th, 2019. Deputy Mayor Anderson, Councillor Bradbury. Carried. #196-2019

Committee of the Whole Structure

The proposal for an alternate Committee of the Whole structure was reviewed.

MOTION: To table the proposal for the alternate Committee of the Whole structure until the next Council meeting. Councillor Sutherland, Councillor Leonard. Carried. #197-2019

NEXT MEETING DATE: July 22nd, 2019 at 7pm - Town Hall.

MOTION: Move to Committee of The Whole, Councillor Leonard, Councillor Bradbury. Carried. #198-2019

MOTION: Resume Regular Session, Councillor Hogan, Councillor Bradbury. Carried. #199-2019

MOTION: Adjournment. Councillor Sutherland, Councillor Bradbury Carried. #200-2019

Arthur Slipp, Deputy Mayor

Ann Marie Voutour, Clerk / Treasurer
Director of Administrative Services

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COMMITTEE OF THE WHOLE

The following matters were discussed at the Committee of the Whole:

- Legal matters
- Personnel matters

Ann Marie Voutour, Clerk / Treasurer
Director of Administrative Services