

Town of Woodstock

Regular Council Meeting

March 25th, 2019 @ 7pm

ATTENDANCE:

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

Staff: CAO John Pinsent, DAS Ann Marie Voutour, Mandy Hamilton, Andrew Garnett, Mitch MacMillan, Cheryl Drost, Kelly Foster, Tobi Pirie, Harold McLellan

Regrets: Councillor Theresa Blackburn, Councillor Catherine Sutherland

Media: Bugle Observer

CALL TO ORDER: Mayor Slipp

OPENING REMARKS:

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

The Woodstock Old Home Week Annual General Meeting was held on March 12th.

The AYR Motor Centre Advisory Committee was held on March 21st.

A meeting about Rural Policing was held in Nackawic on March 22nd with Mayor Slipp in attendance.

Congratulations extended to Woodstock Thunder High School Boys 'AA' Hockey Team for winning the championship final game.

A Civic Open House is taking place at The Delta in Fredericton on March 26th to recognize the Provincial Special Olympics winners. Local athlete Patti Connors will be among those recognized.

The Rotary Interact Charter Night will be held on March 27th at Crush area at the Woodstock High School.

The Greater Woodstock Chamber of Commerce Annual General Meeting will be held on March 28th.

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A Union of Municipalities of New Brunswick Zone 6 Meeting will be held at Town Hall on March 28th at 7pm.

The 318 Royal Canadian Army Cadets will hold a Vimy Ridge Parade starting at the J.D. Winslow Armory at 7:45pm on April 9th, followed by a Candle Lighting Ceremony at the Cenotaph at 8pm.

APPROVAL OF AGENDA:

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

Carried. #071-2019

APPROVAL OF MINUTES:

MOTION: Approval of Minutes, March 11th, 2019. Deputy Mayor Anderson, Councillor Bradbury.

Carried. #072-2019

BUSINESS ARISING FROM THE MINUTES:

CAO Pinsent had nothing to report.

APPROVAL OF MINUTES:

MOTION: Approval of Special Meeting Minutes, March 18th, 2019. Deputy Mayor Anderson, Councillor Bradbury.

Carried. #073-2019

CAO REPORT:

Saltscapes Expo: CAO Pinsent provided details about the plans to attend the upcoming Saltscapes East Coast Expo in Halifax April 2019. Two staff members will attend in partnership with the Best Western.

Drone Footage: Drone footage will be compiled from the AYR Motor Centre for marketing and promoting the AYR Motor Centre.

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TownSuite Hosting Services: Electronic presence will increase with implementation of a newly launched hosting service which offers online bill payments, remote access, and supports the centralized payment service model.

DownTowns Atlantic Conference partnership with BIA: CAO Pinsent suggested that staff members of the Town of Woodstock attend the DownTowns conference in Fredericton to learn about revitalization and marketing.

Recycling Bin Charges from the Regional Service Commission: The invoice will be provided to the Finance Committee for full payment of the recycling bins instead of a 5-year payout period.

BUSINESS ARISING FROM THE MINUTES:

Fire Marque Update: CAO Pinsent briefed Council on the recent feedback received regarding the Fire Marque program and his intent to recommend to the Protective Services Committee not to pursue the program.

CORRESPONDENCE:

1. Lance Minard – Community Van Request

A letter was received from Lance Minard requesting the use of the Community Van during RibFest.

MOTION: Approve the request to use the Community Van, driver, and fuel at the Town's expense during the RibFest event. Councillor Leonard, Councillor Bradbury.

Carried. #074-2019

DEPARTMENTAL REPORTS:

Tobi Pirie – Director of Tourism and Events Coordinator

- A wrap for the new Tourism Vehicle is being designed.
- Junior 'C' Atlantic's Tournament this week.
- Maplefest will take place at Farm Market from 10am-2pm on Saturday.
- Visitor Guide is being updated for distribution around the Province.

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Kelly Foster – Director of Recreation and Community Services

- Last day of ice at the AYR Motor Centre is April 9th.
- Working on a quote for repairs to the parking lot.
- Planning for Connell Park Playground partnership with NBCC on a new picnic shelter.
- Accessible Washrooms and a half-court Basketball Court project is being planned.
- Activity Guide for April-June is being updated.
- Staffing and SEED grants are being considered in plans for Summer Programs.
- Little Skiddle Club Preschool Program is now accepting 2-4-year-olds and is now a Designated Early Learning Centre which comes with increased financial support opportunities.

Andrew Garnett – Public Works Director

- We are currently matching last year's snowfall amounts.
- Four water breaks occurred over the winter season.
- Emergency Measures Organization training was attended in Perth.
- Gas Tax meeting took place today with Dillon Engineering. Presentation of the projects is requested to be done at the upcoming Finance Committee Meeting.
- Cold patching potholes is ongoing with research into alternate patching methods.

Mitch MacMillan – Police Chief

- Calls for service have decreased.
- Amy Thompson is completing Field Training as a casual employee.
- A Community Liaison Officer position will be implemented in August 2019.
- Crime Reduction Strategy implementation and baseline establishment are underway.
- Partnership with local RCMP is ongoing.
- Members are engaged with various volunteer boards.
- Consult of group model to consider specialize responses to specific concerns.
- Structure changes within the department have been making good progress.
- Calls for service are expected to increase in Spring.

Cheryl Drost – Building Inspector

- Permit numbers are in line with last year.
- Comparison of the fee matrix with other similar sized municipalities is a priority.
- Prioritization of properties requiring repair or demolition is underway.
- Transitioning of the CAO during development.

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Harold McLellan – Fire Chief

- Nineteen members for the Fire Department attended Water Training this past weekend, which was funded by Firemen's Lotto.
- Safety Equipment testing is being done.

MOTION: To accept Departmental Reports for January 2019 as presented. Councillor Bradbury, Deputy Mayor Anderson. Carried #075-2019

FINANCE:

CAO Pinsent reviewed the Financial Reports for February 2019.

MOTION: To accept Financial Reports for February 2019 as presented. Councillor Hogan, Councillor Leonard. Carried #076-2019

NEW BUSINESS:

Saturday Farm Market Signs

CAO Pinsent briefed Council on the proposed plan for the Saturday Farm Market signs, to be consistent with past practice.

Report of the Tourism Committee Meeting – March 12th, 2019

CAO Pinsent summarized the report of the Tourism Committee meeting:

- Connell House Presentation – The executive of the CCHS society presented their case for ongoing support from the Tow to support their operations. After the presentation is was moved that the ToW support the CCHS for an amount of \$15k annually over the next 5 years. This support would be contingent on A signing of a formal MOU between the ToW and the CCHS. The details of the requirement to present financial statements and other conditions would be stipulated in this document.
- Finalize Sponsorships – the Sponsorship amounts would be promulgated after final approval by council.
- Photo Plan for Mobile VIC – Committee endorsed staff selecting the photos and images to be displayed on mobile VIC with sponsors (Wes Corey, Homezone, Off The Wall).

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MOTION: Amend the recommendation to sponsor the RiVa Dooryard Arts Festival from \$5,000 to \$7,000 Councillor Hogan, Councillor Bradbury. Carried. #077-2019

MOTION: Approve the amended allocations for the 2019 Town of Woodstock sponsorships. Councillor Leonard, Councillor Bradbury. Carried. #078-2019

Report of the Finance Committee Meeting – March 13th, 2019

CAO Pinsent summarized the report of the Finance Committee meeting:

- Staff Pay (Pierre Bertrand Report) – The summary report and the pay increases in that report from Pierre Bertrand (previously reviewed by council) were accepted as presented. Pay raises will be effective 1 January 2019. These amounts will not impact the 2019 budget as presented. A subsequent review will be conducted in 2020 from any substantive changes from this format.
- Council Stipends – Mayor and council stipends to be changes as per attached schedule. This change reflects ONLY the adjustment to counter the change to the taxation of the 1/3 of stipends. This adjustment has been included in the 2019 budget. Any changes to move the Woodstock council rates into comparability with other, similar sized municipalities, will presented as part of the 2020 budgetary process.
- Pay for volunteer fire fighters – Pay rates for the officer cadre of the Woodstock Fire Department were accepted as presented. The money is in the budget for these amounts. The rates are effective 1 January 2019 and will be in effect until such time as the structure remains completely volunteer. This does not affect the hourly rates paid for fire calls.
- Animal Control budget for 2019 – The budget was confirmed at \$24K with the allocations (proposed) in the attached spreadsheet.

MOTION: Approve the staff increases, council stipends, pay for volunteer firefighters, and Animal Control 2019 budget as outlined in the report. Councillor Leonard, Councillor Bradbury. Carried. #079-2019

Report of the Recreation and Community Services Committee Meeting – March 19th, 2019

CAO Pinsent summarized the report of the Recreation and Community Services Committee meeting:

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- Transit update with Carleton Manor partnership – Agreement in principle of the partnership between the Town and the Manor to the purchase of another transit vehicle (which has been budgeted in the 2019 budget). The intent would be to purchase a 15-passenger van. The two vehicles (the current Community Van and the purchased vehicle) will be centrally managed and dispatched. Details of insurance, ownership and maintenance to be worked out through a detailed MOU to be presented to council for approval, once finalized.
- MOU with WHS – The Director of Recreation and Community Services to move forward with the drafting of an agreement consistent with any other group that uses the facility.
- Downtown Woodstock Summer Music Series – Agreement to pursue this initiative on a smaller scale. The intent would be to do something on Canada Day and perhaps a couple more. Staff will work on the details as to who is responsible for the setup, administration and the booking of performers.
- AMC Reception Area – The plan is to replace the existing entrance “desk” at the AMC with something a little smaller and more conducive to meeting with patrons. CAO to brief Rotary Club and provide a conceptual diagram of the entire lobby. This work will be done in conjunction with the revamping of the existing ticket window of the AMC into a payment Centre.

Deputy Mayor Anderson requested reconsideration of the Downtown Woodstock Summer Music Series to be pursued in its entirety.

Councillor Hogan stated that the Memorandum of Understanding with Woodstock High School is done with the Director of Finance and Administration for Anglophone School District West.

CAO Pinsent recommended that the Summer Music Series be pursued in its entirety by the Marketing and Communications consultant, with assistance.

MOTION: To accept the report of the Recreation and Community Services Committee of February 19th, 2019. Councillor Leonard, Councillor Bradbury.

Carried. #080-2019

1 Nay – Councillor Hogan

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Report of the Public Works and Water and Sewer Committee Meeting – March 20th, 2019

CAO Pinsent summarized the report of the Public Works and Water and Sewer Committee meeting:

- Gas Tax Projects – The list of projects was discussed by the committee. Staff will meet with Dillon over the next couple of weeks to prepare a prioritization of projects and cash flow analysis.
- Joan Lockhart Letter – It was agreed to pay the deductible of \$1,000 to the Lockhart family. The committee felt damage caused was completely out of their control. Andrew will inform the family of the decision.
- John Bears Letter – As per past practice the request for tire replacement was denied. A letter is to be sent informing Mr. Bears of this.
- Ron Ward Request - The committee agreed that repairs to the driveway can be done by an asphalt company. The repairs to the lawn however will be completed by the Public Works Department. A letter outlining this will be sent to Mr. Ward.
- Catherine and Kurt Kuwertz Letter – The committee denied this request. There is no responsibility on the town for this matter.
- Traffic Calming and Improved Signage – The Chief of Police has already initiated correspondence to the group.

MOTION: To accept the report of the Public Works and Water and Sewer Committee of March 20th, 2019. Councillor Hogan, Councillor Leonard. Carried. #081-2019

Report of the Planning Advisory Committee Meeting – March 18th, 2019

DAS Voutour read the minutes of the Planning Advisory Committee meeting:

MOTION: To accept the report of the Planning Advisory Committee of March 18th, 2019. Deputy Mayor Anderson, Councillor Bradbury. Carried. #082-2019

Results of Public Presentation - Proposed Rezoning From Highway Commercial to Multiple Residential PID 10280162 Jones Street

DAS Voutour advised that there have been no submissions received for or against the proposed rezoning.

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MOTION: To set the Public Hearing date for the rezoning of PID 10280162, Jones Street for April 23rd, 2019. Councillor Hogan, Councillor Bradbury. Carried. #083-2019

Results of Public Presentation - Proposed Rezoning
From Single Family Residential to Multiple Residential
PID 10242246 Jones Street (a portion of)

DAS Voutour advised that there have been no submissions received for or against the proposed rezoning.

MOTION: To set the Public Hearing date for the rezoning of PID 10242246, Jones Street (a portion of) for April 23rd, 2019. Councillor Hogan, Councillor Bradbury. Carried. #084-2019

NEXT MEETING DATE: April 8th, 2019 at 7pm - Town Hall.

MOTION: Move to Committee of The Whole, Councillor Leonard, Councillor Bradbury. Carried. #085-2019

MOTION: Resume Regular Session, Councillor Hogan, Councillor Bradbury. Carried. #086-2019

MOTION: Adjournment. Councillor Hogan, Councillor Bradbury Carried. #087-2019

Arthur Slipp, Deputy Mayor

Ann Marie Voutour, Clerk / Treasurer
Director of Administrative Services

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COMMITTEE OF THE WHOLE

Personnel Matters

Ann Marie Voutour, Clerk / Treasurer
Director of Administrative Services