

# **Town of Woodstock**

Regular Council Meeting  
September 28, 2020 @ 7pm

## **ATTENDANCE:**

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

Staff: CAO / Director of Economic Development, Ken Anthony, DAS Ann Marie Voutour, Fire Chief Harold McLellan, Police Chief Gary Forward, Tourism and Special Events Co-Ordinator Tobi Pirie, Director of Recreation and Community Services, Kelly Foster-Hallett

Media: Bugle Observer, River Valley Sun

Public:

The meeting is being held at the Town Hall where personal distancing is being respected. The meeting is being streamed through YouTube.

**CALL TO ORDER:** Mayor Slipp

## **OPENING REMARKS:**

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

Congratulations were extended to former Council member, the new MLA of the Carleton Riding, Bill Hogan.

Union of Municipalities of New Brunswick Annual General Meeting will be held electronically this weekend. Councillor Blackburn will hold the voting card for the Town of Woodstock.

The Western Valley Regional Service Commission will hold the Household Hazardous Waste Disposal Day on October 18 at the AYR Motor Centre.

The first two civic events the Mayor attended since COVID were, Take Back the Night March and the NB Sport Fishing Championship Awards.

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## **APPROVAL OF AGENDA:**

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

Carried. #244-2020

## **APPROVAL OF MINUTES:**

**MOTION:** Approval of Minutes of September 15, 2020, as distributed. Councillor Sutherland, Councillor Bradbury.

Carried. #245-2020

**MOTION:** Approval of Minutes of September 21, 2020, as distributed. Councillor Sutherland, Councillor Bradbury.

Carried. #246-2020

## **BUSINESS ARISING FROM THE MINUTES:**

CAO / EDO Anthony will write a letter to address concerns about unsafe shopping conditions in Woodstock and contact the local box stores to let them know how well they are adhering to COVID guidelines and to remind them to keep up the good work.

## **CAO UPDATE:**

Well Project - Footings were poured last week, concrete walls and backfill will take place this week and the drilling company will begin the project on Monday, October 5. All regulations from the Province have been satisfied.

There will be a directive coming out this week from the Province regarding Halloween.

Celebrating first anniversary with the Town of Woodstock on Wednesday.

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## **DEPARTMENTAL REPORTS:**

Woodstock Police Force presented by Police Chief, Gary Forward

- 266 calls in the month of August.
- ATV complaints are down.
- The Body Worn Camera Policy is ready to be reviewed.
- If there are any changes to this policy it will go through Protective Services.
- These cameras shouldn't have to be replaced for 2 – 5 years.
- Training with the cameras will be in the month of October
- Off Road Vehicle Strategic Report – refer to the Quad NB website for more information.
- There are 30 other communities in New Brunswick who have gone with this plan.
- The cadets have finished their on the job training and did a fantastic job.
- WPD has implemented 96 routine orders in 2020.

Recreation & Community Services Department presented by Director of Recreation & Community Services, Kelly Foster

- Mandatory masks have been implemented at the AYR Motor Centre.
- Splash pad is closed but washrooms remain open.
- Weekend hours have been extended.
- Arena use has been working well, will be looking at dressing room use soon.
- Permission from the Province is being sought for groups who want to operate outside the Hockey NB guidelines.
- Since schools are back in swimming has started.
- Energy retrofit at AMC is continuing – solar panels will be operational soon.
- Ice plant installation will be going out for tender soon.
- Pool HVAC will be installed next year.
- Chiller will be delivered on Oct 1 and will be in storage until spring 2021.

Woodstock Fire Department presented by Fire Chief, Harold McLellan

- Recently upgraded the hydraulic spreaders.
- There are 218 calls so far this year.
- Will be having the unveiling of the fire bell on October 7 at 5:30.

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Tourism Department presented by Tourism and Events Co-Ordinator, Tobi Pirie

- Almost 3,200 people subscribed to our website.
- Trails ad-hoc committee meeting.
- Bridge span committee meeting.
- Tourism asset inventory of trails.
- Some facility agreements have been researched.
- Meeting with Chamber and BIA Representatives to discuss plans for Christmas.
- The phone number has been changed to the Main Town Hall phone number for calls sent out through the website
- Looking for Council to accept the Miss Woodstock MOU.

Public Works Department presented by CAO / EDO, Ken Anthony in the absence of Director of Public Works and Development, Andrew Garnett

- Infrastructure upgrades have been completed and the paving has begun.
- Sewer lining project will be completed this week.
- Finishing up patching program.
- 34 building permits issued to date at a value of \$4,160,150.
- 14 development permits have been issued at a value of \$86,200.
- Revenue from permits was approximately \$18,500
- 11 cats spade or neutered through the Community Cat Program.
- Currently no animal control officer however, Mandy Hamilton is acting in this role and has also written a contract with the SPCA We are looking at contracting the SPCA to assist us in Animal Control

General Government presented by Director of Administrative Services, Ann Marie Voutour

- Water & Sewer bills went out September 1 and payments are being made as usual.
- The collection process for bills unpaid for 2019 and 2020 will begin October 1.
- Attended a virtual conference on September 14 – 17 for CAGFO.
- Will be attending the Leadership, Teamwork and Communication Workshop in the Municipal Management Training Program offered by Université de Moncton.

### **FINANCE:**

DAS Voutour reviewed the Financial Reports for August 2020.

**MOTION:** To accept the Financial and Departmental Reports for August 2020 as presented.  
Councillor Sutherland, Councillor Blackburn. Carried. #247-2020

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### CORRESPONDENCE:

1. Mike Smith – Jeff Clark Memorial Signage

A letter was received from Mike Smith, requesting repairs to the Jeff Clark Memorial sign.

CAO / EDO Anthony will direct staff to repair this sign.

2. Kelly Foster – Decoding Dyslexia New Brunswick

A letter was received from Kelly Foster making a request for the Town of Woodstock to light up the Town Hall or another municipal building in red to bring awareness and shine a light on the kids in our classrooms who need our help.

**MOTION:** To support the request from Kelly Foster, Decoding Dyslexia New Brunswick, to light up the Town Hall in red to bring awareness and shine a light on the kids in our classrooms who need our help . Councillor Bradbury, Councillor Sutherland. Carried. #248-2020

3. Martin Properties – Rezoning of St John Street

A letter was received from Martin Properties to request the rezoning of PID# 10288777, 107 St John Street, from R1 to R3 to allow the construction of a 14 unit apartment building.

**MOTION:** To refer the request for rezoning of PID# 10288777, 107 St John Street, from R1 to R3 to allow the construction of a 14 unit apartment building . Deputy Mayor Anderson, Councillor Bradbury. Carried. #249-2020

**MOTION:** To set the date for the Public Hearing for October 26, 2020. Deputy Mayor Anderson, Councillor Bradbury. Carried. #250-2020

4. Letter from Marie Innes – Procedure for Requesting Assistance due to Sewer Backup

A letter was received from Marie Innes with concerns about how their request for assistance from the Town of Woodstock was processed.

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Mayor Slipp advised the information requested by Marie Innes will be provided to her.

### 5. Letter from Hayward House Recovery Center

A letter was received from Marie Innes with the Hayward House Recovery Center requesting financial assistance with a Christmas dinner on December 10, 2020.

Councillor Sutherland encouraged citizens to support this worthwhile project if they are able.

### **NEW BUSINESS:**

#### 2020 Capital Approval

The 2020 Capital Budget has yet to be approved in its entirety. The Jail Cell Renovation project was approved for borrowing but has yet to be approved by Council as a 2020 Capital Budget item. Since this project is under \$100,000 it is not required to post on NBON. Chief Forward and his team will request quotes for any part of this project wherever possible in order to make best use of the Town's funds.

**MOTION:** To approve the Jail Cell Renovation project as per plan submitted by the Woodstock Police Department. Councillor Sutherland, Deputy Mayor Anderson. Carried. #251-2020  
(1 nay, Slipp)

The meeting reviewed the submission of prices for the Sweep and Plow by the Director of Development / Public Works. The plow and sweep have also been approved for borrowing but not as a 2020 Capital Budget item.

Plow for a loader – Maritime Case	\$32,535.00 plus HST
Sweep for a salt truck – Maritime Case	\$23,000.00 plus HST

**MOTION:** To approve the purchase of a Plow for a loader from Maritime Case in the amount of \$32,535.00 plus HST and a Sweep for a salt truck from Maritime Case in the amount of \$23,000.00 plus HST. Councillor Sutherland, Councillor Bradbury. Carried. #252-2020  
(1 nay, Slipp)

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### **Body Worn Cameras Policy**

The meeting reviewed the Draft Body Worn Cameras Policy submitted by Police Chief Gary Forward.

**MOTION:** To approve the adoption of the Body Worn Cameras Policy as submitted. Councillor Leonard, Councillor Bradbury. Carried. #253-2020

### **Off Road Vehicle Strategic Review**

The meeting reviewed the Off Road Vehicle Strategic Review submitted by the Off Road Vehicle Strategic Review Committee.

**MOTION:** To accept the draft of the Off Road Vehicle Strategic Review and move forward with a meeting with the committee and council. Councillor Sutherland, Councillor Bradbury. Carried. #254-2020

### **Miss Woodstock Memorandum of Understanding**

The Miss Woodstock Memorandum of Understanding was reviewed.

CAO / EDO Anthony will direct Tobi Pirie to reach out to the Miss New Brunswick Committee for their input.

### **Sponsorship Criteria for 2021**

The Sponsorship Criteria Document was reviewed as submitted by Tobi Pirie, Tourism & Special Events Co-Ordinator.

**MOTION:** To table the Sponsorship Criteria Document as submitted. Deputy Mayor Anderson, Councillor Bradbury. Carried. #255-2020

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### **Recommendations from AYR Motor Centre Advisory Board**

Two recommendations from the AYR Motor Centre Advisory Board were reviewed as follows:

1. A 2% increase to the rental rates rounded up to the nearest at the AYR Motor Centre.
2. Charge basketball groups full rental rates unless they provide / disclose residential information to qualify for the rate reduction.

**MOTION:** To approve the recommendation from the AYR Motor Centre Advisory Board for a 2% increase to the AYR Motor Centre rental rates rounded up to the nearest dollar. Councillor Sutherland, Councillor Bradbury. Carried. #256-2020

**MOTION:** To approve the recommendation from the AYR Motor Centre Advisory Board to charge basketball groups full rental rates unless they provide / disclose residential information to qualify for the rate reduction. Councillor Sutherland, Councillor Bradbury. Carried. #257-2020

### **Proposed Budget – Western Valley Regional Service Commission**

The Proposed Budget for the Western Valley Regional Service Commission was reviewed.

**MOTION:** To accept the proposed budget of the Western Valley Regional Service Commission. Councillor Sutherland, Councillor Bradbury. Carried. #258-2020

### **Report of the Economic Development Committee – September 22, 2020**

CAO / EDO Anthony presented the minutes of the Economic Development Committee meeting of September 22, 2020.

**MOTION:** To accept the report of the Economic Development Committee meeting of September 22, 2020. Deputy Mayor Anderson, Councillor Bradbury. Carried. #259-2020



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## **Report of the Tourism Committee – September 16, 2020**

CAO / EDO Anthony presented the minutes of the Tourism Committee meeting of September 16, 2020.

**MOTION:** To accept the report of the Tourism Committee meeting of September 16, 2020.  
Councillor Leonard, Councillor Bradbury. Carried. #260-2020

NEXT MEETING DATE: Tuesday, October 13, 2020 at 7pm - Town Hall.

**MOTION:** Move to Committee of The Whole, Deputy Mayor Anderson, Councillor Bradbury.  
Carried. #261-2020

**MOTION:** Resume Regular Session. Councillor Blackburn, Councillor Bradbury.  
Carried. #262-2020

**MOTION:** Adjournment. Councillor Sutherland, Councillor Bradbury. Carried. #263-2020

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Arthur Slipp, Mayor

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Ann Marie Voutour, Clerk / Treasurer  
Director of Administrative Services

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## **COMMITTEE OF THE WHOLE**

- Legal issue.

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Ann Marie Voutour, Clerk / Treasurer  
Director of Administrative Services