

# **Town of Woodstock**

Regular Council Meeting

July 27, 2020 @ 7pm

## **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 / Director of Economic Development, Ken Anthony, DAS Ann Marie Voutour, Fire Chief Harold McLellan, Director of Public Works and Development Officer, Andrew Garnett, Police Chief Gary Forward, Tourism and Special Events Co-Ordinator Tobi Pirie

Media: Bugle Observer, Rivervalley Sun

Public:

Because of the state of Emergency, this council meeting is being held at the AYR Motor Centre 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.

State of Emergency is still in effect and we must remain vigilant. Essential services are back up and operating. We must continue to be careful and follow protocols so that we don't have to start closing down again. This is far from over. The sacrifices that we are all making is to keep us all safe and be sure to protect our frontline workers.

## **APPROVAL OF AGENDA:**

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

Carried. #160-2020

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Regular Council Meeting

July 27, 2020 @ 7pm

### **APPROVAL OF MINUTES:**

**MOTION:** Approval of Minutes of June 22, 2020, as distributed. Councillor Sutherland,  
Councillor Bradbury.

Carried. #161-2020

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

- Meeting with Graham Gill, chair of the Northampton LSD. Met with Deputy Mayor Amy Anderson, Mayor Arthur Slipp, CAO / EDO, Ken Anthony, Graham Gill and Rob Saunders on July 23, 2020. Discussed the well project and policing.
- Amend Water & Sewer rates as per recommendation from the Public Works Committee will be on the agenda for next month.

### **CAO UPDATE:**

Well project is moving along. The land has been cleared. Hoping to start tree cutting this week. Waiting on information from Nella, the company from Quebec who will be doing the drilling across the river. Waiting for the Frac Out Mitigation Plan to be in place and approved by the Province. Also making sure protocols from the Chief Medical Officer are in place for those employees who will be coming from Quebec and working in our town. The plan now is for drilling to start in late August.

Traffic Study – Stephen Stone will be in town to meet with Mayor Slipp, Deputy Mayor Anderson, Director of Development & Public Works, Andrew Garnett and Chief Administrative Officer / Economic Development Officer, Ken Anthony on July 29. This traffic study will examine everything from downtown Woodstock to uptown Woodstock and all points in between related to the movement of vehicles and people.

Will be meeting with the local ATV group, as well as other stakeholders in the community, with the hope of making the span across the river (train tressel) accessible to the community.

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## **DEPARTMENTAL REPORTS:**

Woodstock Fire Department presented by Fire Chief, Harold McLellan

- WFD held first meeting as a group on July 6 – protocols were adhered.
- Extremely busy – 24 calls for July with a total of 163 for the year.
- Had Ambulance NB on hand for some of the calls.
- Has had the boat out a couple of times.
- Remodeling the interior of the Equipment Van for more water storage.

Public Works Department presented by Director of Public Works / Development Officer, Andrew Garnett

- Busy with line painting (almost done)
- Patching is ongoing.
- Continuing to do maintenance on infrastructure.
- We had a water break (split) in the Moffatt Street area where a boil order was necessary.
- Designated Highway work on Houlton Street is progressing.
- Sewer lining project – expected to be in town the first week in August.

Woodstock Police Force presented by Police Chief, Gary Forward

- Had a fairly busy month since our last presentation – 252 calls in June.
- Continue to look at what is being responded to.
- A lot of calls are directly related to the off road vehicles.
- Three new constables were introduced, Cadet Constable, Abby Derrah, Cadet Constable, Ryan Paul and Cadet Constable, Josef Clemets, they will be with us until September 25.
- Off road vehicles have been causing issues in town. A committee has been formed with Andrew and Tobi.
- On July 9 Shawn Kimball and Chief Forward met with Celeste Roberts to discuss our relationship with the multi-cultural community.
- Body worn cameras and supporting hardware is here.
- Supporting policies for Body Worn Cameras will be presented to the Protective Services Committee.
- Another drug seizure has taken place where about 100 meth pills were seized.
- We can do some more work in notifying the public about the bear(s) in the municipality.

## **Town of Woodstock**

Regular Council Meeting

July 27, 2020 @ 7pm

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

- Working on a Communication Plan.
- Working with the Trail Ad Hoc Committee.
- Students are taking inventory of all assets of the town.
- Also putting an inventory together on facility agreements.
- COVID-19 signage is continuing to be placed around town.
- Working on the business directory.
- All of town guides have been distributed to all businesses in Woodstock.

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

- Crystal and Emily have been working on estimating meter readings for the upcoming Water Billing. Water bills will be sent out on September 1.
- Department heads had a detailed review of their revenue and expenditures to the end of June.
- We have been working with the Auditor's on the Financial Statements to the end of 2019. We expect that to be on the agenda for the August 24 meeting.
- The 2020 capital budget was reviewed.
- The 2020 general and utility financials were reviewed.

### **FINANCE:**

DAS Voutour reviewed the Financial Reports for June 2020.

**MOTION:** To accept the Financial and Departmental Reports for June 2020 as presented.

Councillor Sutherland, Councillor Leonard.

Carried. #162-2020

### **CORRESPONDENCE:**

1. Email from Kelly Atherton – Garbage Pickup

A letter was received from Kelly Atherton, requesting an extra garbage pickup during July and August the week that recycling is being picked up.

CAO / EDO will respond to Kelly Atherton that it was already discussed at the Public Works Committee and will be considered for the 2021 budget

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Regular Council Meeting

July 27, 2020 @ 7pm

2. Letter from Carleton County Historical Society – Donation to Ken Homer Project

A thank you letter was received from Carleton County Historical Society for the donation to the publication of the volume of essays written by Ken Homer .

3. Request from River Valley Gymnastics – Bottle Drive

An application to conduct a bottle drive on August 6 was received from River Valley Gymnastics. Information from the Department of Public Safety was included indicating this activity can continue provided control measures and directives of Public Health and WorkSafeNB are followed.

**MOTION:** To approve the bottle drive request pending receipt of an Operational Plan approved by EMO. Councillor Sutherland, Councillor Bradbury. Carried. #163-2020

4. Letter from Youth Impact – Request for Youth Residential Facility – 115 Kirkpatrick

A letter was received from Youth Impact Jeunesse Inc. requesting written permission from the Town of Woodstock to operate a Youth Residential Facility at 115 Kirkpatrick Street.

**MOTION:** To refer the request from Youth Impact Jeunesse Inc. for written permission from the Town of Woodstock to operate a Youth Residential Facility at 115 Kirkpatrick Street to the Planning Advisory Committee. Councillor Sutherland, Councillor Bradbury.

Carried. #164-2020  
(one nay vote, Hogan)

If available, CAO / EDO, Ken Anthony will accompany the group when they go door to door.

**MOTION:** To allow Youth Impact Jeunesse Inc. go door to door to advise neighbouring residents that they want to rezone 115 Kirkpatrick Street to allow for a Youth Residential Facility. Deputy Mayor Anderson, Councillor Sutherland. Carried. #165-2020

**MOTION:** To set the date for the Public Hearing for the proposed rezoning of 115 Kirkpatrick Street to allow for a Youth Residential Facility for August 24. Councillor Sutherland, Deputy Mayor Anderson. Carried. #166-2020

(two nay votes Hogan & Slipp)

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Regular Council Meeting

July 27, 2020 @ 7pm

## **NEW BUSINESS:**

### **Consideration of 3<sup>rd</sup> reading of Subdivision By-Law R-504**

DAS Voutour read an explanation from Jennifer Brown, Planner at Dillon Consulting, where she recommended that third reading of the subdivision bylaw be rescheduled for Council's next meeting as there are changes needed to the present draft to ensure the bylaw meets the requirements of the Community Planning Act. It is anticipated further amendments to the subdivision bylaw will be required as a result of the zoning bylaw update which is expected to be prepared and presented to Council at the first meeting in September. Any needed amendments to the subdivision by-law resulting from the zoning by-law will be processed in conjunction with the zoning by-law update's legislative process.

**MOTION:** To table the third reading of Subdivision By-Law R-504 until the recommended changes have been included in the Subdivision By-Law R-504. Councillor Sutherland, Deputy Mayor Anderson.

Carried. #167-2020

### **Tender Results – Purchase of Marked Police Vehicle**

CAO / EDO Anthony reviewed the tender results for the purchase of the 2020 Marked Police Vehicle.

Tenderer	Tender Price (plus HST)
Corey Ford – Ford Explorer Police Package	\$42,967.00
Connell Chrysler – Dodge Durango Police Package	\$42,648.00

**MOTION:** To award the tender for the 2020 Police Vehicle to the low tenderer, Connell Chrysler, in the amount of \$42,648.00 plus HST. Councillor Hogan, Councillor Bradbury.

Carried. #168-2020

## **Town of Woodstock**

Regular Council Meeting

July 27, 2020 @ 7pm

### **Application for Borrowing – Lease of Unmarked Police Vehicles**

It was explained that the 2018 Explorer had been returned as planned so the Police Department is looking to lease 2 vehicles to replace the one that is returned. We received information today that it is not necessary to make an application to the Municipal Capital Borrowing Board for approval to enter into this lease agreement since the amount being financed is less than \$20,000. CAO / EDO Anthony confirmed that the lease payment for the 2 vehicles will be no more than what is budgeted.

Councillor Sutherland, Chair of the Finance Committee, was in agreement that 2 vehicles could be leased for the Woodstock Police Department providing the combined lease payments did not exceed \$12,000 per year as per the Capital Budget. There were no objections from other Council members.

### **Transfer from Reserves – Interim Financing of AMC Refit.**

DAS Voutour explained that the first disbursement from FCM for the AMC Refit project will not be transferred until March of 2021. Since the project is expected to be completed by October 2020, the Town of Woodstock will require interim financing. In the meantime, the reserve in the general fund can be used in order to reduce the amount of interest to be paid.

**MOTION:** To transfer \$400,000 from the General Capital Reserve fund to the Operating Capital Fund. Councillor Sutherland, Councillor Leonard. Carried. #169-2020

### **Consideration of the 1<sup>st</sup> and 2<sup>nd</sup> Reading**

**Proposed By-law Z-301-41**

**Jones Street – PID 10074821**

**MOTION:** First reading by title. By-Law No. Z-301-41, a By-Law to amend By-Law Z-301, A Zoning By-Law for the purpose of rezoning PID 10074821 – Jones Street from “RM” Residential Mixed to “R3” Multiple Residential (as per plan attached as Schedule A). Councillor Sutherland, Councillor Bradbury. Carried. #170-2020

## **Town of Woodstock**

Regular Council Meeting

July 27, 2020 @ 7pm

**MOTION:** Second reading by title. By-Law No. Z-301-41, a By-Law to amend By-Law Z-301, A Zoning By-Law for the purpose of rezoning PID 10074821 – Jones Street from “RM” Residential Mixed to “R3” Multiple Residential (as per plan attached as Schedule A). Councillor Sutherland, Councillor Bradbury. Carried. #171-2020

### Set Date for Public Hearing

#### Proposed Rezoning PID 10074821 – Jones Street

**MOTION:** To set the date for hearing for proposed rezoning of PID 10074821 as August 24, 2020. Deputy Mayor Anderson, Councillor Bradbury. Carried. #172-2020

### Report of the Protective Services Committee – July 2, 2020

CAO / EDO Anthony presented the minutes of the Protective Services Committee meeting of July 2, 2020.

**MOTION:** To accept the report of the Protective Services Committee meeting of July 2, 2020. Councillor Sutherland, Deputy Mayor Anderson. Carried. #173-2020

### Report of the Public Works Committee – July 15, 2020

CAO / EDO Anthony presented the minutes of the Public Works Committee meeting of July 15, 2020.

**MOTION:** To accept the 2020 Paving Program as presented. Councillor Sutherland, Councillor Bradbury. Carried. #174-2020

**MOTION:** To approve the purchase of the street sweeper in the amount of \$24,500. Councillor Sutherland, Councillor Bradbury. Carried. #175-2020

**MOTION:** To accept the report of the Public Works Committee meeting of July 15, 2020. Councillor Sutherland, Councillor Bradbury. Carried. #176-2020



## **Town of Woodstock**

Regular Council Meeting

July 27, 2020 @ 7pm

### **Report of the Tourism Committee – July 15, 2020**

CAO / EDO Anthony presented the minutes of the Tourism Committee meeting of July 15, 2020.

**MOTION:** To accept the report of the Tourism Committee meeting of July 15, 2020. Councillor Sutherland, Councillor Bradbury. Carried. #177-2020

### **Report of the Finance Committee – July 16, 2020**

CAO / EDO Anthony presented the minutes of the Finance Committee meeting of July 16, 2020.

**MOTION:** To approve the purchase of the server for the Woodstock Police Department. Councillor Sutherland, Councillor Bradbury. Carried. #178-2020

**MOTION:** To call for an RFP for Janitorial Services at the Woodstock Police Department and LP Fisher Library & Thompson Centre. Councillor Sutherland, Councillor Bradbury. Carried. #179-2020

**MOTION:** To accept the report of the Finance Committee meeting of July 16, 2020. Councillor Sutherland, Councillor Bradbury. Carried. #180-2020

### **Report of the Planning Advisory Committee – July 20, 2020**

CAO / EDO Anthony presented the minutes of the Planning Advisory Committee meeting of July 20, 2020.

**MOTION:** To accept the report of the Planning Advisory Committee meeting of July 20, 2020. Deputy Mayor Anderson, Councillor Bradbury. Carried. #181-2020

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Regular Council Meeting

July 27, 2020 @ 7pm

## **Report of the Recreation and Community Services Committee – July 21, 2020**

CAO / EDO Anthony presented the minutes of the Recreation and Community Services Committee meeting of July 21, 2020.

CAO / EDO Anthony will direct Recreation to forward the information of concern from Eric Cummings to the Ad Hoc Trails Committee.

**MOTION:** To direct the CAO / EDO to have the Development / Planning Department draft a by-law to address dumping in all municipally owned public spaces. Councillor Sutherland, Councillor Bradbury. Carried. #182-2020

CAO / EDO Anthony will refer the information on the boardwalk area to the Economic Development Committee that is working on the downtown revitalization.

**MOTION:** To accept the report of the Recreation and Community Services Committee meeting of July 21, 2020. Councillor Hogan, Councillor Bradbury. Carried. #183-2020

## **Report of the Economic Development Committee – July 13, 2020**

CAO / EDO Anthony presented the minutes of Economic Development Committee meeting of July 13, 2020.

**MOTION:**

WHEREAS the Town of Woodstock, NB engaged the services of a professional company to prepare a Housing Assessment Report;

and

WHEREAS The report provided the demographics and nationalities of the residents of the Town of Woodstock, NB;

and

WHEREAS The demographics and nationalities needs must be considered when housing types and affordability of same are being planned for the Town of Woodstock, NB;

and

WHEREAS Stakeholder representation and feedback is needed when planning for development in the Town of Woodstock, NB.

## **Town of Woodstock**

Regular Council Meeting

July 27, 2020 @ 7pm

BE IT RESOLVED

That a representative from Youth / Student, Senior and Immigrant population be invited to sit on the Economic Development Committee when housing is being discussed and planned. Deputy Mayor Anderson, Councillor Bradbury. Carried. #184-2020

**MOTION:** To accept the report of the Economic Development Committee meeting of July 13, 2020. Councillor Sutherland, Councillor Bradbury. Carried. #185-2020

### Safety Issue (ATV's) – Protective Services Chair, Councillor Leonard

Councillor Leonard spoke to the meeting about some safety issues in Town where ATV's are travelling on municipal streets recklessly mostly at night.

CAO / EDO will have a conversation with the Police Chief about how this issue can be addressed. This will go on the Protective Services Committee.

NEXT MEETING DATE: August 24, 2020 at 7pm - Town Hall.

**MOTION:** Move to Committee of The Whole, Councillor Leonard, Councillor Bradbury. Carried. #186-2020

**MOTION:** Resume Regular Session. Councillor Hogan, Councillor Bradbury. Carried. #187-2020

**MOTION:** Adjournment. Councillor Sutherland, Councillor Bradbury. Carried. #188-2020

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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