

**Township of Wollaston Committee of the Whole meeting
Coe Hill Legion
Monday, March 18, 2019
Draft Minutes**

Attending: Reeve Barbara Shaw, Deputy Reeve Lynn Kruger, Councillor Tim Conlin, Councillor Darlene Colton, Councillor Jay Morrison

Attending Staff: Administrator Dylinna Brock

Attending Committees: Budget & Finance, Communications, Recreation, Economic Development, Tourism & Planning

Absent with regrets: Treasurer Verna Brundage

1. **Call to order** – Meeting commenced 6:00pm
2. **Land acknowledgement (Reeve)** On File
3. **Greeting from the Chair**
4. **Declaration of Pecuniary or other Conflict of Interest** – None declared
5. **Approve Draft Minutes of February 19, 2019 meeting**
Resolution #01
Moved by: Tim Conlin
Seconded by: Darlene Colton
Carried

Be it resolved that the Committee of the Whole for Wollaston Township approve the minutes dated February 19, 2019.

6. **Business arising from the minutes** – No new business

7. **Adopt Agenda and any new business**
Resolution #02
Moved by: Lynn Kruger
Seconded by: Jay Morrison
Carried

Be it resolved that the Committee of the Whole for Wollaston Township adopt the agenda for March 18, 2019.

8. **Items for discussion & motions**

1. **#2019-Information-COW-01**
Resolution #03
Moved by: Jay Morrison
Seconded by: Tim Conlin
Carried

Be it resolved that the Committee of the Whole for Wollaston Township receives the Report #2019-information-COW-01 receipt of approved minutes,

Recreation Committee dates February 5 and February 26
Budget and Finance Committee February 8
Communications Committee February 8

2. **#2019-COW-02 Budget & Finance**

Resolution #04
Moved by: Tim Conlin
Seconded by: Lynn Kruger
Carried

Be it resolved that the Committee of the Whole for Wollaston Township receives the Report #2019-COW-02 Budget and Finance and further recommends to Wollaston Council the following:

- 1 That a process to update the Strategic Plan be initiated, further that the other advisory committees provide input and updates with quarterly reports to the Budget and Finance committee
- 2 That the Environmental and Public Works Committee take the lead on updating the Asset Management Plan with updates to the Budget and Finance Committee, further staff investigate pending legislative changes for plan development.
- 3 That the Recreation Committee provide regular updates to the Budget and Finance Committee of revenue generation or potential revenue to offset expenses when applicable.
- 4 That the Communications Committee develop a Public Education media release supporting the Dog Pound and responsible dog ownership and tag sales.

3. #2019-COW-03 Recreation

Resolution #05
Moved by: Darlene Colton
Seconded by: Tim Conlin
Carried

Be it resolved that the Committee of the Whole for Wollaston Township receives the Report #2019-COW-03 Recreation Committee and further recommends to Wollaston Council the following:

- 1 That the discussion of heating concerns etcetera at the pavilion be forwarded to the appropriate committee for review.
- 2 That the Communications Committee develop an educational media release re: Shared Use of the Ice and Mutual Respect Hockey vs. Skating.
- 3 That a delegation be requested to the Economic Development, Tourism and Planning (EDTP) Committee to discuss possible partnership for promotion of a live music event and participation at the Canada Day event.
- 4 That approval be granted for a partial list of events with financial contributions for expenses prior to the annual budget approval.

4. #2019-COW-04 Communications Social Media Policy

Resolution #06
Moved by: Darlene Colton
Seconded by: Jay Morrison
Carried

Be it resolved that the Committee of the Whole for Wollaston Township receives the Report #2019-COW-04 Communications Committee and further recommends to Wollaston council the following:

- 1 That they approve the Social Media Policy

5. #2019-COW-05 Communications RFP Website Redesign

Resolution #07
Moved by: Jay Morrison
Seconded by: Lynn Kruger
Carried

Be it resolved that the Committee of the Whole for Wollaston Township receives the Report #2019-COW-05 Communications Committee and further recommends to Wollaston Council the following:

- 1 That they approve the Request for Proposal (RFP) to redesign the Wollaston Municipal Website.
- 2 That the administrator be authorized to distribute the RFP to solicit proposals and product demonstrations from qualified vendors for the redesign of the municipal website.

6. #2019-COW-06 Economic Development, Tourism & Planning ToR & Nellie Lunn

Resolution #08

Moved by: Darlene Colton

Seconded by: Tim Conlin

Carried

Be it resolved that the Committee of the Whole for Wollaston Township receives the Report #2019-COW-06 Economic Development, Tourism and Planning (EDTP) Committee and further recommends to Wollaston Council the following:

- 1 That they approve the Terms of Reference for the EDTP Committee
- 2 That they approve EDTP Committee's recommendation to create a small working group sub-committee to manage the Nellie Lunn Trails project.
- 3 That they approve the Terms of Reference for the sub-committee Nellie Lunn Working Group.

9. Notice of Motions – No notice of motions introduced

10. New Business – No new business introduced

11. Adjournment

Resolution #09

Moved by: Tim Conlin

Seconded by: Jay Morrison

Carried

Be it resolved that the Committee of the Whole for Wollaston Township adjourn the Monday, March 18, 2019 meeting at 6:55pm to meet again on Monday, April 15, 2019 at the Coe Hill Legion.

Barb Shaw, Reeve

Dylinna Brock, Clerk