

Township of Wollaston Council Meeting
August 6, 2019 at 6:00 p.m.
United Church

Attending: Reeve Barbara Shaw; Deputy-Reeve Lynn Kruger, Councilor Jason Morrison, Councilor Tim Conlin and Councilor Darlene Colton

Attending Staff: Clerk/Administrator Dylinna Brock
Consultant Barry Wannmaker
Treasurer Tracy Vader

Absent with regrets:

1. **Call to order**
2. **Land acknowledgement (Reeve) On File**
3. **Greeting from the Chair**
4. **Declaration of Pecuniary or other Conflict of Interest**

Reeve Barbara Shaw declared a Pecuniary Interest, on Item 10-4 on the Agenda Dated August 6, 2019

5. **Adopt Agenda and any new business**

Resolution No. 01

Moved by: Jay Morrison

Seconded by: Darlene Colton

Be it resolved that the Council of the Township of Wollaston approve the Agenda for the August 6, 2019 regular Meeting of Council as circulated with the addition of New Business regarding a repair policy.

- Carried -

6. **Approve Draft Minutes of July 8, 2019 Regular Meeting of Council.**

Resolution No. 02

Moved by: Tim Conlin

Seconded by: Jay Morrison

Be it resolved that the Council of Wollaston approves the minutes of the Regular meeting of Council held July 8th, 2019, with the correction of Resolution No. 21 being carried by Deputy Reeve Kruger.

- Carried -

7. **Business arising from the minutes**

Resolution No. 03

Moved by: Tim Conlin

Seconded by: Jay Morrison

Be it resolved that the Council of the Township of Wollaston waive the requirements of the Procurement Policy in its entirety to permit the purchase of IT Services from the County of Hastings as set out in the Information Technology Management Services Agreement between the Corporation of the County of Hastings and Wollaston Township.

- Carried -

8. **Delegations to Council**

Mr. Larry Dean – IT Director for the County of Hastings was present to discuss IT Security Updates of the Township of Wollaston

Resolution No. 04

Moved by: Lynn Kruger

Seconded by: Darlene Colton

Be it resolved that the Council of the Township of Wollaston receives the delegation of Larry Dean –IT Director for the County of Hastings.

- Carried -

9. **Staff Reports**

Staff Reports from the Clerk/Administrator; Treasurer; Road Superintendent and Tax Collector were reviewed and discussed as circulated.

Resolution No. 05

Moved by: Tim Conlin

Seconded by: Jay Morrison

Be it resolved that the Council of the Township of Wollaston authorize obtaining a New Credit Card for the Township of Wollaston and authorize the Clerk/Administrator (Dylinna Brock) and Treasurer (Tracy Vader) to proceed with this matter as soon as possible.

- Carried -

Resolution No. 06

Moved by: Lynn Kruger

Seconded by: Darlene Colton

Be it resolved that the Council of the Township of Wollaston agree to Write Off Taxes for the year 2019 on Assessment Roll #12-54-000-020-22200-0000 and Assessment Roll # 12-54-000-020-27400-0000 as permitted under Section 3(1) and Section 15.2 (for Royal Canadian Legions) of the Assessment Act.

- Carried –

Resolution No. 07

Moved by: Jay Morrison

Seconded by: Tim Conlin

Be it resolved that the Council of the Township of Wollaston approves the Record Check Policy as submitted by the Clerk

- Carried -

Resolution No. 08

Moved by: Darlene Colton

Seconded by: Lynn Kruger

Be it resolved that the Council of the Township of Wollaston direct staff to proceed with developing an RFP for Creating a Business Network / Association Directory by seeking an individual for a short term contract, further direct staff to prepare an application for LIP Funding to cover the cost associated with the short term contract up to \$3,000.00

- Carried -

Resolution No. 09

Moved by: Tim Conlin

Seconded by: Lynn Kruger

Be it resolved that the Council of the Township of Wollaston accept the Quarterly Treasury Report and Monthly Accounts Payable Report for July 2019 as information only, as submitted by the Treasurer.

- Carried -

Resolution No. 10

Moved by: Jay Morrison

Seconded by: Darlene Colton

Be it resolved that the Council of the Township of Wollaston authorize the use of \$20,000.00 from the Modernization Funding received March 2019 for the necessary IT security improvements as commented by the Hastings County IT Department.

- Carried -

Resolution No. 11

Moved by: Tim Conlin

Seconded by: Jay Morrison

Be it resolved that the Council of the Township of Wollaston accepts the Roads Superintendents Report for the Month of July as information only.

- Carried –

Resolution No. 12

Moved by: Lynn Kruger

Seconded by: Jay Morrison

Be it resolved that the Council of the Township of Wollaston accepts the Tax Collectors Quarterly Report as information only, as submitted by the Tax Collector.

- Carried -

10. Items for discussion & motions

Resolution No. 13

Moved by: Darlene Colton

Seconded by: Lynn Kruger

Be it resolved that the Council of the Township of Wollaston accept the letter from Roxanne Lambert dated and received July 10, 2019 with the respect to her resignation as an appointed Board Member to the Wollaston Public Library Board, effectively immediately.

- Carried -

Resolution No. 14

Moved by: Jay Morrison

Seconded by: Tim Conlin

Be it resolved that the Council of the Township of Wollaston accept the letter from Gail Dugas dated July 9, 2019 and received July 10, 2019 with respect to her resignation as an appointed Board Member to the Wollaston Public Library Board, effective immediately.

- Carried -

Resolution No. 15

Moved by: Tim Conlin

Seconded by: Jay Morrison

Be it resolved that the Council of the Township of Wollaston appoint Lynn Kruger and Darlene Colton to the Library Board.

- Carried –

Resolution No. 16

Moved by: Jay Morrison

Seconded by: Lynn Kruger

Be it resolved that the Council of the Township of Wollaston accept the letter of resignation from Frank Mills, Chief Building Official for Wollaston Township effective October 31, 2019 and further direct the Clerk to advertise to hire a New Chief Building Official.

- Carried -

Resolution No. 17

Moved by: Darlene Colton

Seconded by: Tim Conlin

Be it resolved that the Council of the Township of Wollaston authorize Greenview Environmental Management to proceed with the Phase I & II Environmental Site Assessment for the New Wollaston Fire Hall Site at a cost of \$11,900.00 (plus taxes) as set out in letter dated August 1, 2019 and further direct that the monies to cover these additional expenses be taken from the Fire Department Building Reserve at year end.

- Carried -

11. Items to be read (to be brought forward for discussion and/or motion if necessary)

1. The College of Physicians and Surgeons of Ontario
RE: Nominate an Outstanding Ontario Physician in your community
2. Ombudsman Ontario
RE: Annual Report (available for viewing in office)
3. Township of Havelock-Belmond-Methuen
RE: Notice of Public Meeting Concerning an Official Plan Amendment
4. Crowe Valley Conservation Authority
RE: Municipal Brief
5. The Corporation of the City of Stratford
RE: Opposition to Changes in 2019 Provincial Budget and Planning Act
6. Ministry of Municipal Affairs and Housing
RE: Provincial Policy Statement Review – Draft Policies

12. Correspondence for Council Information

1. Municipal World Magazine August edition (available for viewing in office)
2. Email from Deputy-Reeve – Lynn Kruger
RE: Statement made at opening ceremony of the 56th Rock Hound Gemboree

Resolution No. 18

Moved by: Lynn Kruger

Seconded by: Darlene Colton

Be it resolved that the Council of the Township of Wollaston receive and file all correspondence not dealt with by resolution.

- Carried –

Resolution No. 19

Moved by: Tim Conlin

Seconded by: Darlene Colton

To move Clerk's Desk into office with rest of staff

Motion was presented and debated. No vote was taken to be placed as a notice of motion for staff to bring back for discussion at the next meeting

13. Notice of Motions –

Reeve Barbara Shaw presented the following Notice of Motion:

“I am going to ask that we review how we record and publish the council meeting audio. We are having on-going issues with uploading to the website and staff are being contacted on a regular basis for the recordings. From what staff have shared, I believe this is becoming a stressful situation that we need to resolve. It’s impacting their ability to do work and it’s causing emotional upset – which is not ok in any workplace.”

Councilor Colin presented the following notice of Motion:

“Staff to bring back for discussion moving of the clerk’s desk”

14. New Business – discussion on a repair policy was added to closed session as a recent concern was going to disclosed identifiable individuals

15. Closed Session

Resolution No. 20

Moved by: Jay Morrison

Seconded by: Tim Conlin

Be it resolved that the Council of the Township of Wollaston go into a Closed Meeting of Council under Section 239 (3) “Relating to a Request under the Municipal Freedom of Information and Protection to Privacy Act: FOI #04 and (1-b) Identifiable Individual

- Carried -

Resolution No. 21

Moved by: Lynn Kruger

Seconded by: Darlene Colton

Be it resolved that the Council of the Township of Wollaston rise from a Closed Meeting of Council under Section 239 (3) and (1-b) and resume regular Business.

- Carried –

Resolution No. 22

Moved by: Darlene Colton

Seconded by: Tim Conlin

Be it resolved that the Council of the Township of Wollaston direct the Clerk to provide notice to the requester of FOI#4-2019 and the affected party as discussed.

- Carried –

Reeve Barbara Shaw and Councilor Jay Morrison declared a Conflict during the Closed Session and did not participate in the discussion on the matter of the FOI #04 and left the building.

Reeve Barbara Shaw and Councilor Jay Morrison returned to the table during the Closed Session once discussion on the FOI #04 had been completed and participated in the remainder of the Closed Meeting.

Resolution No. 23

Moved by: Jay Morrison

Seconded by: Tim Conlin

Be it resolved that the Council of the Township of Wollaston direct Clerk to make payment as discussed and further direct clerk to invite the Road Superintendent to a Closed Session at September meeting for further discussion.

- Carried -

17. By-Laws

Resolution No. 24

Moved by: Jay Morrison

Seconded by: Darlene Colton

Be it resolved that By-Law No. 40-2019, being a By-Law to appoint a Deputy Fire Chief for the Township of Wollaston Fire Department be passed this the 6th day of August, 2019, to be signed by the Reeve and the Clerk with the corporate seal affixed hereto.

- Carried -

Resolution No. 25

Moved by: Darlene Colton

Seconded by: Lynn Kruger

Be it resolved that By-Law No. 41-2019, being a By-Law to authorize the borrowing of monies to meet the expenditures of the Township throughout the 2019 fiscal year as passed this the 6th day of August, 2019, be signed by the Reeve and the Clerk with the corporate seal affixed hereto.

- Carried -

Resolution No. 26

Moved by: Jay Morrison

Seconded by: Darlene Colton

Be it resolved that By-Law No. 42-2019, being a By-Law to confirm the proceedings of Council for August 6, 2019, be passed this 6th day of August, 2019, to be signed by the Reeve and the Clerk with the corporate seal affixed hereto.

- Carried -

18. Adjournment

Resolution No: 27

Moved by: Lynn Kruger

Seconded by: Darlene Colton

Be it resolved that the Council of the Township of Wollaston adjourns at 8:27 pm to meet again on September 9, 2019 at the Coe Hill Legion at 6:00 pm or at the Call of the Reeve.

- Carried -

Barbara Shaw - Reeve

Dylinna Brock - Clerk