

THE CORPORATION OF THE TOWNSHIP OF WOLLASTON

September 14, 2020

By Electronic Participation

Mayor Shaw called the special meeting of Council to Order at 2:30 p.m. on the above-noted date, with all members present by electronic means. Staff present were B. Crocker, Clerk/Administrator, S. Richardson, CBO/By-law Enforcement Officer and B. Wannamaker, Consultant.

The meeting was opened with a reading of a Land Acknowledgement from the Mayor.

No potential conflict of interest was declared in the special meeting.

The meeting was held concerning a proposed zoning by-law amendment to permit shipping containers as an accessory structure for storage purposes in the RU (Rural); C (Commercial); and I (Industrial) zone categories.

The Mayor addressed those in attendance and asked whether there was anyone wishing to speak for or against the proposed zoning amendment. No one presented to speak to the matter.

The Mayor then gave members of council the opportunity to speak to the proposed zoning by-law amendment. After council members had an opportunity to speak, the following Resolution was then adopted:

MOTION NO.: 01 CONLIN – COLTON

RESOLVED, THAT Council directs Staff to prepare a By-law to amend the Comprehensive Zoning By-law No. 50-10 to allow for shipping containers as an accessory structure for storage purposes in the following Zone Categories: RU (Rural); C (Commercial); and I (Industrial) and to present the same at the October 14, 2020 council meeting.

The special meeting was adjourned at 3:00 p.m.

Mayor Shaw then called the regular meeting of Council to Order at 3:00 p.m. on the above noted date, with all members present by electronic means.

Staff Present Electronically:	B. Crocker, Clerk/Administrator
Treasurer:	T. Vader
Office Assistant:	J. Peplinski
Fire Chief:	S. Reid
CBO/By-law Enforcement Officer:	S. Richardson
Consultant Present Electronically:	B. Wannamaker

As the special meeting was opened with a reading of a Land Acknowledgement the Mayor did not read it again.

Potential conflict of interest declared by Mayor Shaw in regards to items 10. (a), (b) and (c) and 11.

MOTION NO.: 01 CONLIN - KRUGER

RESOLVED, THAT the Council approves the Agenda, as amended by moving Item No. 16, By-law (a) to (f) ahead of Item No. 15, Closed Meeting, and by adding New Business for speeding in the hamlet and Zoom meetings.

Opposed: None

MOTION NO.: 02 CONLIN – KRUGER

RESOLVED, THAT Council approves the minutes of August 10 and 24, 2020 meetings, as circulated.

Opposed: None

At this time of the meeting, the Mayor welcomed Ross Wood, Tall Pines Rally Clerk of the Course. Mr. Wood referred to the challenges being faced with COVID-19 and indicated that he had attended a rally in Quebec to determine how it was handled during COVID-19. He further indicated that he would be attending another rally in October to view how it would be handled during the health crisis. Mr. Wood advised that spectators will not be invited to any part of the event. There will no spectator points, no spectator program and no VIP program. The Mayor thanked Mr. Wood for attending the meeting. The following resolution was adopted:

MOTION NO.: 03 KRUGER – CONLIN

RESOLVED, THAT Council provides permission to Rally of the Tall Pines for use of the Old Hastings Road on November 21, 2020 as outlined in their letter dated September 2, 2020 which will allow them to run stages on the exact same portion of the road as in 20014 to 2019 which is north and south of Highway 620 to Murphy's Corners;

AND FURTHER, THAT Rally of the Tall Pines will deliver a letter to landowners prior to the Rally and that the Rally of the Tall Pines will, prior to the event, provide proof of \$5 million liability insurance to the Township, naming the Township of Wollaston as an insured party.

Opposed: None

MOTION NO.: 04 CONLIN – KRUGER

RESOLVED, THAT Council receives the Clerk's Report, as submitted and defers the Overtime Policy until the pay equity process is completed.

Opposed: None

MOTION NO.: 05 COLTON – KRUGER

RESOLVED, THAT Council receives the Treasurer's Report, as submitted.

Opposed: None

MOTION NO.: 06 CONLIN – COLTON

RESOLVED, THAT Council receives the Office Assistant's Report, as submitted.

Opposed: None

MOTION NO.: 07 CONLIN – KRUGER

RESOLVED, THAT Council receives the Road Superintendent/Waste Site Report, as submitted.

Opposed: None

MOTION NO.: 08 CONLIN – KRUGER

RESOLVED, THAT Council receives the Chief Building Official Report, as submitted.

Opposed: None

MOTION NO.: 09 KRUGER – COLTON

RESOLVED, THAT Council receives the Fire Chief Report, as submitted.

Opposed: None

MOTION NO.: 10 CONLIN – KRUGER

RESOLVED, THAT Council directs Staff to transfer funds from the Fire Reserve to cover the costs related to the purchase of a used pumper/tanker;

AND FURTHER RESOLVED, THAT Council declared the 1983 International tanker truck as surplus and hereby directs Staff to list the truck for sale.

Opposed: None

MOTION NO.: 11 COLTON – CONLIN

RESOLVED, THAT Council approves the Service Agreement with Greenview Environmental, as circulated and hereby authorizes the Mayor and Clerk to sign the Agreement letter dated September 4, 2020.

Opposed: None

MOTION NO.: 12 COLTON – CONLIN

RESOLVED, THAT Council authorizes Greenview Environmental to proceed with the "Permitting and Approvals" component of the project which shall include:

1. Meet with Township staff to discuss any other operational change that the Township would want included in an Addendum to the design, Operations, Development and Progressive Closure Plan (Addendum) and Environmental Compliance Approval (ECA) Application.
2. Coordinate a phone call with Jon Morrish at the Ontario Ministry of Environment, Conservation and Parks (MECP) to notify the Township's intent to export waste and need for approval (ie. Emergency measures, temporary approval) etc.
3. Prepare any draft documents for discussion purposes with the MECP as part of the pre-consultation process.
4. Coordinate a pre-consultation event with Jon Morrish of the MECP Belleville and other MECP representatives to discuss the Townships intent to submit an application to amend the Environmental Compliance Approval (ECA) to allow for export of regular Municipal Solid Waste (MSW; ie. bagged garbage).
5. Prepare an Addendum for the Wollaston Waste Disposal Site to allow for export of MSW. Additionally, any other changes to the site or recycling operations (ie. hours/day or operation of site, additional recycling diversion initiatives, etc).
6. Prepare an ECA application to accompany the Addendum submission to the MECP.

Opposed: None

MOTION NO.: 13 COLTON – CONLIN

RESOLVED, THAT Council commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

1. Core Asset Condition Assessments (per O. Reg. 588/17);
 - a. Detailed Road Condition Assessment of Poor Condition Areas of Highway 620;
 - b. Preliminary Road Signage Needs Assessment;
 - c. 2021 Ontario Structure Inspection Manual (OSIM) Bridge and Large Culvert Inspections;
2. Other Asset Condition Assessments (per O. Reg. 588/17)
 - a. 2021 Building Condition Assessment Update;
 - b. 2021 Waste Management Assets Review and Update;
 - c. 2021 Vehicles and Equipment Asset Review;
3. Asset Management Plan Updates and Development (per O. Reg. 588/17)
 - a. 2021 Updates to Asset Management Plan.

BE IT FURTHER RESOLVED, THAT Council commits 10% of the total anticipated project cost from its budget towards the cost of the initiative, totaling \$5,500.00, The Township of Wollaston is to request funding from the Federation of Canadian Municipalities for 90% of the total anticipated

project cost from the Municipal Asset Management Program, totaling \$49,950.00. The total anticipated project cost is \$55,550.00.

Opposed: None

MOTION NO.: 14 CONLIN – MORRISON

RESOLVED, THAT Council approve the Application for a trailer license from Sean Kelly provided all conditions of the By-law have been met; and

RESOLVED, THAT Council approve the Application for a trailer license from Rhonda Smith provided all conditions of the By-law have been met; and

RESOLVED THAT, Council delegate authority to the Clerk/Administrator or her designate to approve the issuance of a recreational vehicle license.

Opposed: None

MOTION NO.: 15 KRUGER – CONLIN

RESOLVED, THAT Council defer consideration of the bag tag fee.

Opposed: None

MOTION NO.: 16 COLTON – KRUGER

RESOLVED, THAT Council approves Savino Human Resources Partners (SHRP) as the successful consultant to complete the pay equity and compensation review for the Township and Library Board based on the Proposal submitted dated September 08, 2020 setting out a cost of \$16,600.00, excluding H.S.T.

Opposed: None

MOTION NO.: 17 CONLIN – MORRISON

RESOLVED, THAT Council approve an amendment to the Procedural By-law to allow members of council and committees who participate in open and closed meetings electronically to be counted for the purposes of quorum.

Opposed: None

MOTION NO.: 18 CONLIN – KRUGER

RESOLVED, THAT Council defer for further discussion an amendment to the Procedural By-law to allow members of council the flexibility to choose to allow proxy votes for members who are absent.

Opposed: None

MOTION NO.: 19 CONLIN - KRUGER

RESOLVED, THAT Council defer for further discussion an amendment to the Procedural By-law to allow the date and time of council meetings to be changed to the second Wednesday of each month with a start time of 8:00 a.m. for the closed meeting and 9:00 a.m. for the opening meeting.

Opposed: None

MOTION NO.: 20 KRUGER - MORRISON

RESOLVED, THAT Council directs Staff be given reasonable time to poste, manage, develop campaigns and take new images for use by the Township across all four seasons for social media purposes;

AND FURTHER RESOLVED, THAT Council direct Staff to make publicly available past and upcoming Agendas and packages for all regular Council meetings;

AND FURTHER RESOLVED, THAT Council directs Staff to resume Friday postings to keep residents informed of current events/happenings for the upcoming weekend.

Opposed: None

MOTION NO.: 21 CONLIN - KRUGER

RESOLVED, THAT Council supports the correspondence received from the Village of Merrickville-Wolford as per their letter dated September 4, 2020 in regards to requesting the Ministry of Natural Resources and Forestry provide municipalities with supporting documentation with respect to Provincially Significant Wetland Designations.

Opposed: None

MOTION NO.: 22 KRUGER - MORRISON

RESOLVED, THAT Council support Township Staff meeting with the Library Board Chair, Vice-Chair and Staff to discussion and explore opportunities for the Township and Library Board to partner regarding the provision of online programming for Wollaston Township.

Opposed: None

MOTION NO.: 23 CONLIN - COLTON

RESOLVED, THAT Council receives the correspondence marked for information purposes, as circulated.

Opposed: None

MOTION NO.: 24 CONLIN - KRUGER

RESOLVED, THAT Council support sending a request for enforcement to O.P.P. regarding enforcement in community safety zone immediately.

Opposed: None

MOTION NO.: 25 CONLIN - KRUGER

RESOLVED, THAT Council move electronic meetings to the Zoom platform.

Opposed: None

MOTION NO.: 26 CONLIN - KRUGER

RESOLVED, THAT By-law No.: 59-2020, being a by-law to adopt a Health and Safety Handbook, be passed this 14th day of September 2020, to be signed by the Mayor and Clerk with the Corporate Seal affixed hereto.

Opposed: None

MOTION NO.: 27 KRUGER - COLTON

RESOLVED, THAT By-law No.: 60-2020, being a by-law to adopt a Human Resources Policy, be passed this 14th day of September 2020, to be signed by the Mayor and Clerk with the Corporate Seal affixed hereto.

Opposed: None

MOTION NO.: 28 CONLIN - COLTON

RESOLVED, THAT By-law No.: 61-2020, being a by-law to adopt a Hiring Policy, be passed this 14th day of September 2020, to be signed by the Mayor and Clerk with the Corporate Seal affixed hereto.

Opposed: None

MOTION NO.: 29 KRUGER - MORRISON

RESOLVED, THAT By-law No.: 62-2020, being a by-law to adopt a Records Check Policy, be passed this 14th day of September 2020, to be signed by the Mayor and Clerk with the Corporate Seal affixed hereto.

Opposed: None

MOTION NO.: 30 CONLIN - MORRISON

RESOLVED, THAT By-law No. 63-2020, being a by-law to authorize the Deputy-Mayor to act in the place of the Head of Council for the purposes of meetings designated as per the Procedural By-law, be passed this 14th day of September 2020, to be signed by the Mayor and Clerk with the Corporate Seal affixed hereto.

Opposed: None

MOTION NO.: 31 COLTON - KRUGER

RESOLVED, THAT Council go into a closed meeting to:
(a) Approve the closed meeting minutes from August 10, 2020;
(b) Under Section 239(2)(b) and (e) pertaining to personal information about an identifiable individual including municipal or local board employees and litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – Building Permit;
(c) Under Section 239(2)(f) pertaining to advice that is subject to solicitor-client privilege including communications necessary for that purpose – FOI Requests/Report.

Opposed: None

MOTION NO.: 32 CONLIN - MORRISON

RESOLVED, THAT Council come out of the closed meeting at 5:29 p.m., resuming regular business.

Opposed: None

MOTION NO.: 33 COLTON - KRUGER

RESOLVED, THAT Council directs the Clerk to carry out all issues as discussed in the closed meeting.

Opposed: None

MOTION NO.: 34 CONLIN - MORRISON

RESOLVED, THAT By-law No.: 64-2020, being a by-law to confirm the proceedings of Council for September 14, 2020, be passed this 14th day of September 2020, to be signed by the Mayor and Clerk with the Corporate Seal affixed hereto.

Opposed: None

MOTION NO.: 35 CONLIN - COLTON

RESOLVED, THAT Council adjourn at 5:31 p.m. to meet again on October 14, 2020 or at the call of the Mayor.

Opposed: None

Original signed at office

DEPUTY-MAYOR: LYNN KRUGER

Original signed at office

CLERK: BERNICE CROCKER