

**AGENDA FOR
THE CORPORATION OF THE TOWNSHIP OF WOLLASTON
Special Council
To Be Held on Monday, July 26, 2021 at 3:00 PM
By Electronic Participation**

LOGIN INFORMATION FOR MEETING

Given the issue with unwarranted individuals speaking during meetings, the login information will no longer be posted in the Agenda. Should you wish to attend the meeting electronically, please email office@wollaston.ca and request that the login information be emailed to you. If you do not have an email, please call the office to make the request to login by telephone.

Wollaston Township's Mission is to work toward its long-term Vision in a healthy natural environment by providing transparent leadership, strong communication, quality services and a welcoming community.

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1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT (MAYOR)

3. GREETING FROM THE CHAIR

4. DECLARATION OF PECUNIARY OR OTHER CONFLICT OF INTEREST

5. ADOPTION OF AGENDA AND ANY NEW BUSINESS

6. ITEMS FOR DISCUSSION AND MOTIONS

- 3 - 4 6.1. Safe Use Hastings - Request for support
[SAFE USE HASTINGS - JULY 26-2021](#)
- 5 6.2. Coe Hill ATV Club - Request
[COE HILL ATV CLUB REQUEST - JULY 26-2021](#)
- 6 - 9 6.3. REQUEST FOR TENDER 2021-03 - CULVERT REPAIR AND
REPLACEMENT/
[CULVERT REPAIR AND REPLACEMENT - JULY 26-2021](#)
[ITEMS 1-6 - DRAIN BROS. BID](#)
- 10 - 13 6.4. NELLIE LUNN - SALE OF LAND
[REPORT FOR COUNCIL NELLIE LUNN - JULY 26-2021](#)

7. BY-LAWS

- 14 7.1. Confirming By-law
[53-2021 - CONFIRMING JULY 26-2021](#)

8. ADJOURNMENT

The Council of the Township of Wollaston adjourns to meet again on August 09, 2021 at 3:00 p.m. or at the call of the Mayor



TO: Members of Council – Township of Wollaston

FROM: Bernice Crocker, Clerk Administrator

DATE: July 26th, 2021 – Special Meeting

RE: Safe Site Letter of Support

RECOMMENDATION:

It is recommended that Council consider the concerns of all Stakeholders when determining if support will be given.

It is further recommended that Council consider that it appears the only potentially viable site we can offer Safe Use Hastings is the parking area across from the Township office, which is used throughout the year as a parking area for snowmobiles, trucks, trailers, and other vehicles accessing the trails. Council may also choose to support the initiative without offering a location and ask that Safe Use Hastings consider other community areas.

PURPOSE:

To determine if Council will provide a letter of support to Safe Use Hastings, and with support, where the mobile clinic will be located.

BACKGROUND:

As reported in “MyBancroftNow” by Trevor Smith-Millar, Safe Use Hastings is applying to the federal government to help fund a safe injection site so that drug users have a safe place to use substances. The site will have access to safe supplies to curb infection, access to treatment, drugs to prevent overdose, health services, and in some cases social workers. The initiative is headed up by Dr. Ashley White, and managed by Lisa Fiorotto-Bickert, will serve communities in Coe Hill, Maynooth and Bancroft. Ideally, there would also be a social worker on board who can help those who are looking for treatment. In addition, there will be needle drop-off points where users can deposit used needles to dispose of them. Lisa advised that the points would have QR codes, which will tell users where the next safe injection site will be located.

Risks to both users and the public will decrease as needle drop-off points will stop syringes from winding up on public sidewalks, paths and other areas. Safe injection sites give users a safe, clean place to use drugs where someone can watch over them should they overdose. It also keeps users away from criminal activities associated with drugs. Between the homelessness situation and an overwhelmed and underfunded North Hastings Community Trust, a site like this will provide a safe place free of stigma where people can get access to treatment. When asked about concerns that the sites would bring drugs into the community, Lisa advised that drugs are already in the community, and one of the best ways to solve the crisis is to set up a place for users to feel safe and find a way out of addiction safely.

REPORT:

Safe Use Hastings has so far received support from the OPP and has previous letters on file from Bancroft and Hastings Highlands prior to the switchover to the project being headed by Dr. Ashley White. Lisa has reached out to us asking for a letter of support which she can submit to Health Canada along with her application for funding. We also need to determine a safe, inconspicuous location.

The letter will detail that: “Safe Use Hastings has a proposed mobile site for the North Hastings communities that will help bridge the gaps in services and address health inequities experienced by some of our most rural and marginalized community members. Within North Hastings, there are people who use substances and share drug use equipment as they do not have the means to travel to where services are offered, or they have concerns about privacy or stigma when accessing services within a small community. Within this priority population, there is an increased risk of drug-related morbidity and mortality.

We strongly support the vision that has been proposed by Safe Use Hastings. The mobile model will help build the capacity of people who use substances to apply harm reduction strategies that will increase safety and knowledge of how to reduce risk taking behaviors, and thereby leading to fewer drug-related deaths, bio-hazardous waste reduction, and overall morbidity within our community.”

FINANCIAL IMPACT:

N/A



TO: Members of Council – Township of Wollaston

FROM: Bernice Crocker, Clerk Administrator

DATE: July 26th, 2021

**RE: Coe Hill ATV Club – Request to conduct work on unopened road allowance
For trail purposes**

STAFF RECOMMENDATIONS:

1. That Council allows the Coe Hill ATV Club to attend at the unopened road allowance between Lots 15 and 16, Concession 9, in the area of 20 Albert Road, to conduct the necessary work to straighten the trail to prevent individuals from trespassing on neighbouring properties.

PURPOSE:

To ensure the Township takes a structured and responsible approach to stakeholder concerns.

BACKGROUND:

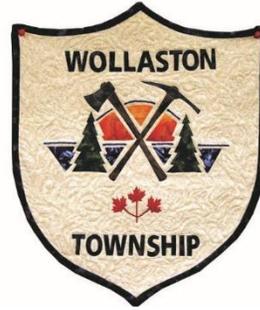
The Coe Hill ATV Club is part of the local OFATV Club. The Coe Hill Riders ATV Club is a not-for-profit organization that was formed in 2018. It is run by a group of volunteers dedicated to bringing responsible recreational family-oriented riding to North Hastings and North Kawartha.

REPORT:

The Coe Hill ATV Club has received correspondence from concerned stakeholders who have indicated issues with individuals trespassing on their property. In an attempt to rectify this concern, the Coe Hill ATV Club is requesting permission from the Township to straighten the trail in the area of 20 Albert Road, between Lots 15 and 16, Concession 9. The only concern is that the ATV Club members working on this project must ensure that they are aware of the boundaries of the municipal road allowance to ensure work does not encroach on neighbouring properties.

FINANCIAL IMPACT:

None. The Club has indicated all costs were be borne by the ATV Club.



TO: Members of Council – Township of Wollaston

FROM: Bernice Crocker, Clerk Administrator

DATE: July 26th, 2021

RE: Request for Tender – Culvert Repair and Replacement

STAFF RECOMMENDATIONS:

1. That Council approves the Request for Tender received from Drain Bros. Excavating Limited for the repair and replacement of culverts at a total cost of \$153,272.00 which does not include H.S.T.
2. That Council directs the Treasurer to allocate funds for payment as follows:
 1. 2021 BUDGET FUNDS ALLOCATED: \$40,500.00
 2. GAS TAX FUNDS: \$20,400.00
 3. OCIF FUNDS: \$36,260.00
 4. 2021 BUDGET – ROADS CONTINGENCY: \$15,450.00
 5. WORKING CAPITAL ROADS RESERVES: \$36,162.00

PURPOSE:

To ensure the Township takes a responsible approach to Tender submissions.

REPORT:

A Request for Tender was completed for culvert repair and replacement, as directed by the Public Works Superintendent. An addendum was also completed because a correction was required with Item No. 6 in the Tender. The addendum requested Item No. 6 in the original Tender to be submitted separately.

One Tender was received from Drain Bros. Excavating Limited. I have attached the information taken from the Tender document received by Drain Bros. Excavating Limited which outlines the cost for Item Nos. 1 to 5 and Item No. 6. Item Nos. 1 to 5 show a cost of \$108,918.00 plus H.S.T. Item No. 6 shows a cost of \$44,354.00. The total overall cost for the repair and replacement of culverts is \$153,272.00, plus the H.S.T. In order to proceed with this project, it will be necessary to have funds taken from various reserves as described in Financial Impact paragraph next.

FINANCIAL IMPACT:

2021 BUDGET FUNDS ALLOCATED	\$45,000.00
REQUIRED FROM GAS TAX FUNDS	\$20,400.00
REQUIRED FROM OCIF FUNDS	\$36,260.00
REQUIRED FROM 2021 BUDGET – ROADS CONTINGENCY	\$15,450.00
REQUIRED FROM WORKING CAPITAL ROADS RESERVES	\$36,162.00
PROJECT TOTAL	\$153,200.00

Item	OPSS	Item Material	Rating	Size		Total
1	304	Polyethylene – HPPE – Smooth Inside Wall	320 MPR	12.3 m x 400 mm	\$1,732. ^ω	\$21,303. ⁶⁰
2	304	Polyethylene – HPPE – Smooth Inside Wall	320 MPR	12.3 m x 400 mm	\$1,732. ^ω	\$21,303. ⁶⁰
3	304	Polyethylene – HPPE – Smooth Inside Wall	320 MPR	12.3 m x 400 mm	\$1,732. ^ω	\$21,303. ⁶⁰
4	304	Polyethylene – HPPE – Smooth Inside Wall	320 MPR	12.6 m X 500 mm	\$1,786. ^ω	\$22,503. ⁶⁰
5	304	Polyethylene – HPPE – Smooth Inside Wall	320 MPR	12.6 m X 500 mm	\$1,786. ^ω	\$22,503. ⁶⁰
6	304	Polyethylene – HPPE – Smooth Inside Wall	320 MPR	13.4m 2 x 9.14m	X/A ^ω	
TOTAL TENDER PRICE						\$108,918. ^ω
(Not including applicable taxes)						

Item	OPSS	Item Material	Rating	Size		Total
6	304	Polyethylene – HPPE – Smooth Inside Wall	320 MPR	13.4m 2 x 914m	\$3,310.00	\$41,359.00
TOTAL TENDER PRICE						\$41,359.00
(Not including applicable taxes)						

Locations have been marked with stakes, as well as marked on the roadway. **Provisional price for culvert number 6.**

Please submit your bids accordingly.



TO: Members of Council – Township of Wollaston

FROM: Bernice Crocker, Clerk Administrator

DATE: July 26th, 2021 – Special Meeting

RE: Sale of Nellie Lunn Park land owned by Township

BACKGROUND:

In 2019, the Nellie Lunn Working Group provided a report to Council at the May 06, 2019, meeting. The report provided an update and status of negotiations with Hastings Trails Incorporated as well as historical and timelines information. The working group noted several concerns with the current site, including the following:

Existing Conditions

During a group tour held in mid-2019 which included both Council members and Community Members, a number of concerning conditions existed (as noted in meeting notes), these included:

- i) Stones placed to deter ATVer's from entering exist but are easily to maneuver around. Additional stones or barriers would need to be installed.
- ii) There is very little signage – just three small signs, indicating no motorized vehicles, to remain on the marked path and one indicating the trail is a "Nature Preserve". However, all signage does include our crest which is positive. The area does need better signage, and at a minimum a list of rules posted.
- iii) The ground was uneven, had several steep hills, a number of swampy areas and "wetland" areas. The boardwalks in the park are in disrepair and are not sufficient to allow visitors to pass wet areas safely, without falling into knee-deep swamp. The boardwalk areas make up a significant amount of the "blue" trail (the only trail through Nellie Lunn)
- iv) Previously maintained areas had since overgrown as volunteers have stopped keeping these paths clear of debris, vegetation growth and weeds.
- v) The blue trail is not well-marked, does not indicate that it leads to a washroom or lake, nor is the lake suitable for swimming.

- vi) There is an outhouse that is in good repair, although the pathway leading to it is overgrown and not marked. It is situated in a low-lying area, about 40 metres from the lake. It was noted at the time it would need some minor repairs.

Complaints

Since June 2019, abutting landowners have presented the Township with several complaints of ongoing issues. These include continued trespassing, vehicles blocking access to their property, safety issues and individuals continuing to access Nellie Lunn regardless of closure which presents significant liability issues.

Other Considerations & Working Group (WG) Recommendations

- i) The WG was supportive of trail development in Wollaston Township to support economic development and tourism, however it was recommended that other possible locations for trail development be considered, given the concerns identified about developing the Nellie Lunn site.
- ii) There will be ongoing municipal costs to maintain the trails to the standards outlined in the **North Hastings Non-Motorized Master Management Plan**. This includes costs previously discussed under the “Financial Concerns” heading above.
- iii) Hastings Trails Inc. (as the identified trail system management group) may also require funding to support their operations, from their municipal partners or through sale of passes as noted in the **North Hastings Non-Motorized Master Management Plan**
- iv) It is outlined in the **North Hastings Non-Motorized Master Management Plan** that municipalities may create a system of volunteers to help support the operations of their trails. Wollaston Township should also consider the process of establishing a group of trail volunteers and required staff, to ensure ongoing success.
- v) The Nellie Lunn Nature Preserve will need to be added to the **Asset Management Plan** for projection of replacement items, timelines, and costs.
- vi) Council has discussed in the past 12 months that the park will be closed for set times during hunting season. This is an ongoing safety concern in the area as clear boundaries are not distinguished and signage is not up. Understanding that even when the park is closed it appears numerous stakeholders are still accessing it, there is a large public safety issue.
- vii) There are two private road encroachment agreements that allow Township Staff and four property owners to access their properties, adjacent to Nellie Lunn. One private road runs through the Township owned Nellie Lunn property, and that agreement is in place with the four residents at Urbach Lake. However, the current property owner off The Ridge Road, has confirmed the encroachment agreement was never registered on title to the property when they purchased it. There is no current agreement with the Township to access Nellie Lunn using private roads and the Township has no access to private property.

- viii) Funding has been available in the past if we were to work with Hasting Trails Inc. along with two additional Townships. However, budget, costs and program information were determined in 2019, and all would need to be revisited to be accurately presented. In 2019, the cost to the township for revitalization of trails was an approximate \$20,000, on top of additional changes (parking, etc. as above).

FINANCIAL IMPACT:

- i) Nellie Lunn is a 100-acre, land-locked property accessible only by an unopened Road Allowance on The Ridge Road. As the Road Allowance is currently not maintained by the Township, any trail upgrade or access would mean the Township would have an ongoing financial responsibility to maintain it.
- ii) There is no survey on file for this property, which is needed for defined boundaries and signage. The cost of a survey would be an additional expense to the Township.
- iii) In 2005 it was an estimated \$50,000 cost to add gravel on the unassumed Road Allowance to make it passable as the main entrance
- iv) Parts of the trail overlap private roads. To ensure that Township does not become financially responsible or liable for maintaining portions of private roads trail development under this project would be for “new” trails, rather than upgrading trails, which is more expensive.
- v) Considering concerns regarding trespassing (noted as early as 2005) the Working Group recommended extensive signage, which the Township would become financially responsible for maintaining in the future.
- vi) Based on the natural topography (swamps and wetlands especially) of Nellie Lunn there are limitations to the extent trails can be expanded upon. There are only a few kilometres of trail currently, and likely on 10km which can be expanded upon. As some of these wetlands may be Environmentally Protected a Basic Impact Assessment was recommended by the Working Group which would be an additional cost to the Township. Bridges, culverts, and other features may also add to the Townships total costs incurred.
- vii) Parking is not sufficient as there is only enough room for approximately 3 vehicles. Expansion would require one-time funding and ongoing maintenance funding.
- viii) Allegedly there is a fire pit which would need to be removed due to safety concerns, and a washroom which must be maintained.
- ix) There will be initial costs in the form of increased wages (based on hours and overtime) for the Roads Superintendent, Administrator, Treasurer and CBO to attend meetings, on-site visits, training and/or obtain permits as the project commences.
- x) Additional amenities such as picnic tables, benches, sunshades etc. may want to be placed at an additional cost.

CONCLUSION:

Council members have considered the report from the Nellie Lunn Working Group, complaints of the safety and liability issues with individuals trespassing onto neighbouring lands, the extensive costs required to provide for a legal entrance which would include a survey, review of the existing wetlands, attempted excavation of the lands, directional signs and, continued operational costs. Council members have also considered the lack of economic benefit provided to the Township versus the financial costs to make the Nellie Lunn land a safe and sustainable area for stakeholders. It is therefore the opinion of Council members that it is in the best interests of the Township to sell Nellie Lunn Park lands and place the proceeds from the sale into a reserve for construction of a Fire Hall which will benefit all stakeholders in the Township.

This meeting is open to the Public to provide comments/concerns regarding this decision. As this meeting is being held electronically, please provide your comments in the “Chat” section of the Zoom meeting and you will be placed in order as received.

If any individuals are not able to attend the meeting, please send your comments/concerns by email to: office@wollaston.ca and we will ensure your comments/concerns are provided to Council members. If you do not have email, please provide your concerns in writing to the municipal office and we will ensure your comments/concerns are provided to Council members.

THE CORPORATION OF THE TOWNSHIP OF WOLLASTON

BY-LAW NO. 53 – 2021

Being a By-Law to Confirm the Proceedings of Council

WHEREAS Sub-Section 5 (1) of the *Municipal Act*, S.O. 2001, as amended, the powers of a municipal corporation are to be exercised by its Council'

AND WHEREAS by Sub-Section 5 (3) of the *Municipal Act*, S.O. 2001, as amended, states a municipal power, including a municipality's capacity, rights, powers, and privileges of a natural person shall be exercise by By-Law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Wollaston at its meeting be confirmed and adopted by by-law;

NOW THEREFORE the Council of the Township of Wollaston **ENACTS AS FOLLOWS:**

1. **THAT** the actions of the Council of the Corporation of the Township of Wollaston in respect to each recommendation contained in the reports of the Committees; and each action and resolution passed, and other actions taken by Council, at the meetings held on July 26th, 2021, are hereby adopted, and confirmed as if all such proceedings were expressly embodied in the by-law.
2. **THAT** the Mayor and proper officials of the Corporation of the Township of Wollaston are hereby authorized and directed to do all the things necessary to give effect to the action of the Council referred to in all proceeding sections hereof;
3. **THAT** the Mayor and the Clerk be authorized and directed to execute all documents in that behalf and to affix thereof the seal of the Corporation of the Township of Wollaston.

PASSED this 26th day of July 2021.

MAYOR: LYNN KRUGER

SEAL

CLERK: BERNICE CROCKER