

**Township of Wollaston Committee of the Whole Meeting**  
**Monday July 22 ,2019**  
**Agenda**  
**Coe Hill Legion**

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

- 1. Call to order**
- 2. Land acknowledgement (Reeve)**
- 3. Greeting from the Chair**
- 4. Declaration of Pecuniary or other Conflict of Interest**
- 5. Approve Draft Minutes of June 17<sup>th</sup>, 2019 meeting**
- 6. Business arising from the minutes**
- 7. Adopt Agenda and any new business**
  
- 8. Items for discussion & motions**
  - 1. #2019-COW Recreation**
  - 2. #2019-COW Budget and Finance**
  - 3. #2019-COW Communications**
  - 4. #2019-COW Environmental and Works**
  - 6. #2019-COW Economic Development, Tourism & Planning**
  
- 9. Notice of Motions** – introduction of future motions to be placed on next meeting's agenda
  
- 10. New Business** – non agenda items which because of urgency cannot be deferred to a subsequent meeting identified to be considered in this meeting both in camera and in open session.
  
- 11. Adjournment**

**Township of Wollaston  
Committee of the Whole meeting**

**June 17, 2019**

**6:00 p.m.**

The Council of the Township of Wollaston met on June 17, 2019 at the Coe Hill Legion for their Committee of the Whole meeting with the following members present.

**Present**

Reeve – B. Shaw

Deputy Reeve – L. Kruger

Councillors: - T. Conlin; D. Colton; and J. Morrison

**Also Present**

Clerk – D. Brock

Consultant – B. Wannamaker

**Attending Committees**

Budget & Finance

Communications

Environmental and Works

Economic Development, Tourism & Planning

**Call to order**

Meeting was called to order at 6:00 p.m. with the Reeve in the Chair

**Land Acknowledgement** (On File)

**Greeting from the Chair**

**Declaration of Pecuniary or other Conflict of Interest**

None declared

**Minutes**

The Minutes from the May 21, 2019 Committee of the Whole Meeting of Council were reviewed and discussed as circulated.

Moved by: J. Morrison

Seconded by: T. Conlin

Be it resolved that the Committee of the Whole approves the minutes dated May 21, 2019.

Carried by: B. Shaw

**Business arising from the minutes**

None

**Agenda**

The Agenda for the July 22, 2019 Committee of the Whole Meeting of Council was reviewed as circulated.

Moved by: L. Kruger

Seconded by: D. Colton

Be it resolved that the Committee of the Whole adopt the Agenda for the June 17, 2019 Meeting with the addition of a verbal update from the Recreation Committee.

Carried by: B. Shaw

**Items for Discussion and Motions**

**#2019 Information - COW**

Moved by: T. Conlin

Seconded by: J. Morrison

Be it resolved that the Committee of the Whole for Wollaston Township receives the Report #2019 – information – COW and further recommends the following:

1. To adopt the procedure to refer items to other committee
2. To forward the Strategic Plan to the other committees for review and updating

Carried by: B. Shaw

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**June 17, 2019**

**Committee of the Whole Meeting**

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

Moved by: D. Colton

Seconded by: L. Kruger

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 Rick Fox be appointed to the Budget and Finance Committee

Carried by: B. Shaw

**#2019-COW-04 Communications**

Moved by: D. Colton

Seconded by: L. Kruger

Be it resolved that the Committee of the Whole for Wollaston Township receives the Report #2019-COW-04 Communications Committee for information.

Carried by: B. Shaw

**#2019-COW-05 Environmental and Works**

Moved by: J. Morrison

Seconded by: T. Conlin

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

1. To review for approval the Draft Procurement Policy
2. To have staff enquire if we can move our plan forward and immediately increase the life span of the Waste Site

Carried by: B. Shaw

**#2019-COW-02 Economic Developments, Tourism and Planning**

Moved by: J. Morrison

Seconded by: T. Conlin

Be it resolved that the Committee of the Whole for Wollaston Township receives the Report #2019-COW-02 Economic Development, Tourism and Planning Committee and further recommends to Council of the Township of Wollaston the following:

1. The Staff with support of EDTPC members, be authorized to develop a 20 year "Lease" agreement with the Coe Hill Agricultural Society for a 2<sup>nd</sup> staging area.  
Carried by: B. Shaw

### **Recreation**

Moved by: T. Conlin

Seconded by: J. Morrison

Be it resolved that the Committee of the Whole for Wollaston receives the verbal report from the Recreation Committee.

Carried by: B. Shaw

### **Notice of Motions**

No notice of motions introduced

### **New Business**

No new business introduced

### **Adjournment**

Moved by: D. Colton

Seconded by: L. Kruger

Be it resolved that the Committee of the Whole for Wollaston Township adjourns to meet again on July 22, 2019 at 6:00 p.m. at the Coe Hill Legion.

Carried by: B. Shaw

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Barb Shaw – Reeve

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Dylinna Brock - Clerk

If this information is required in an accessible format, please contact 613-337-5731



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To: The Committee of the Whole  
From: Recreation Committee  
Report: #2019-COW  
Date: July 22, 2019

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**Subject:**

Update Report of Activities for the Recreation Committee

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**Recommendation:**

That the Committee of the Whole recommends to Wollaston Council to:

A) That all members of the recreation committee who don't have valid vulnerable sector police check obtain one with the cost being paid by the Municipality

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**Report:**

**1. Purpose**

1.1 The purpose of this report is to update and advise Council on the work of the Recreation Committee.

**2. Report**

2.1 The Recreation Committee met on June 4<sup>th</sup>, June 14<sup>th</sup> and June 19<sup>th</sup> for Canada Day preparations

2.2 Canada Day events were held on June 30<sup>th</sup>. There were a few concerns with the day but the committee has discussed what went right and what went wrong for consideration for future events

2.3 There were a number of participants in the parade as well as many people along the street watching.

2.4 Little Rayes Reptile Zoo was again a great hit of the day's events at the fairgrounds

2.5 There were arts and crafts as well as the cake walk game all enjoyed by the children.

2.6 Face painting was provided by a local artist the popularity of this was demonstrated by the long line of waiting children

2.7 The recreation committee would like to thank all those who helped and the community for coming together for such a wonderful day.

Respectfully submitted,

Original signed by:

Recommended for Presentation to Committee

Original signed by:

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Dylinna Brock  
Administrator

If this information is required in an accessible format, please contact 613-337-5731

HASTINGS  
*Wollaston*  
COUNTY

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To: The Committee of the Whole  
From: Budget and Finance Committee  
Report: #2019-COW-03  
Date: July 22, 2019

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**Subject:**

Update from Budget and Finance Committee (B and F Committee)

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**Recommendations:**

That the Committee of the Whole recommends to Wollaston Council:

1. That the minutes of the June 7<sup>th</sup>, 2019 meeting be received for information.
2. That COW recognize Dianne Nofle's resignation from the Budget and Finance Committee and the Committee wishes to recognize and thank Dianne for her service and participation.
3. That Council accept our updated work plan including the addition of an item: - Communicating the Budget cycle and process in advance of the 2020 budget.

**Report**

1. The committee met on July 5th, 2019; work continues on monitoring grant opportunities; and the committee is focused on creating financial policies and procedures.
2. The committee has identified and communicated via Staff that submissions for funding requests for 2020 Budget from the other Committees will need to be submitted to the Budget and Finance Committee prior to October 1, 2019, in order to assist the Treasurer to develop the 2020 budget.
3. The B and F Committee is continuing to actively discuss revenue ideas for the township and is working on criteria by which to evaluate proposed suggestions. The committee is looking to provide a list of possible revenue recommendations in the fall to align with the 2020 budget preparation cycle,
4. The B and F committee identified that we should work with the other committee's and staff to identify grants that individuals or local business could apply for to get funding. The Committee understands that the EDTPC is also working on activities to bring together the local Wollaston business community.

5. The B and F Committee is working on developing a centralized fee schedule and supporting by law proposal that will enable Township fees to be more easily managed.
6. The B and F Committee is also working with the Treasurer to progress key financial policies for the township moving forward including updating or new policies covering: Tax Billing and Collection and Fundraising among others. The committee is trying to prioritize and proposing policies which are most urgent for the upcoming 2020 Budget cycle.

**Attachments**

**Attachment#1 – Budget and Finance Committee Meeting Minutes June 7th, 2019**

**Respectfully submitted,**

**Original signed by:**

**Luke Mellors, Chair Budget and Finance Committee**

**Recommended for Presentation to Council,**

**Original signed by:**

**Dylinna Brock, Administrator**





**Budget and Finance Committee Minutes**

**Meeting Date: June 7th, 2019**

**Time: 1:00pm**

**Location: Wollaston Township Committee Chambers**

**Attendance: Luke Mellors, Roxanne Lambert, Councillor Darlene Colton, Treasurer Tracy Vader, Administrator Dylinna Brock, Barry Wannamaker**

**Regrets: Dianne Nofle, Mike Mehak**

**Presenter: Rick Fox (Vice Chair Environmental & Works Committee)**

**Guests: Wendy Mortimer, and Deputy Reeve Lynn Kruger joined the meeting part way through.**

1. Luke called the meeting to order at 1 pm.
2. **Declarations of Interest: None**
3. **Approval of the Minutes dated May 3, 2019. Motion by Darlene, seconded by Roxanne, Carried.**
4. **Business Arising from the Minutes: None**
5. **Report from the Chair:**
  - Luke noted that he had been contacted by residents regarding the role the Budget & Finance Committee played in the development of the budget, prior to being submitted. Discussion that for the next budget, once the Treasurer outlines the budget cycle and timelines, the Committee will be able to provide messaging, so people are clear on the process. It is understood that this budget cycle was delayed, and staff worked diligently to prepare the budget to meet County timelines, by the end of May.
6. **Council Liaison Update:** Darlene noted that only item "C" (\$20.00 per month for Councillors cell phone) and the Workplan was approved by COW from our May Report.
7. **Updates from Staff:**
  - a) Treasurer, Tracy Vader provided an overview of the Budget summary document that was provided during the public meeting. Reeve Shaw delivered the PowerPoint presentation. Tracy noted the Township has sent out a letter to residents who asked about the process and the way the budget was presented, and this notice has also been posted on the Facebook page. Staff noted that they are still challenges trying to post information on the website.

Luke asked for some clarification on variances in the Administration budget. Tracy explained there are increases due to shifting Dylinna's salary, increased legal and consulting fees. This explanation was also provided during the public meeting. There are no capital projects planned for Transportation, so this shown as a decrease. There were also adjustments to Salt and brushing.

Tracy noted the auditor is coming on June 17. She will be working to create the appropriate Reserves.

She will be working on moving costs to the appropriate department for the 2020 budget. For example, all legal expenses are noted under Administration. It is generally accepted that legal expenses should be shown within the appropriate Department.

Roxanne noted that the many municipalities present a high-level budget to Council for their approval. It's Councils role to approve the Governance and Funding requested by Staff to manage the Township operations.

**ACTION: Motion by Luke, seconded by Darlene to add an item to the Workplan that focuses on Communicating the Budget cycle and process in advance of the 2020 budget. Carried.**

- b) **Review of Procurement Bylaw / Policy:** Rick Fox reviewed the details of the policy. The Committee was supportive and impressed with this document. **ACTION: Rick will add page numbers to the document and send to Dylinna. Dylinna will rework the Bylaw section presented.**

Roxanne suggested that Staff might want to create a form for Staff that outlines their financial authority for expenditures, based on the new Bylaw / Policy.

Motion by Luke, seconded by Roxanne: with the approval of Staff, the Budget & Finance Committee recommends the referral of the Procurement Bylaw/Policy to Committee of the Whole for their July meeting.

#### **8. Updates from Members:**

- **Asset Management Plan:** Rick provided information, the Environmental and Works Committee has been working on this. The Township Asset Management Policy was approved by Council, in advance of the July 1<sup>st</sup> deadline. Work on the Asset Management Plan will continue throughout this year. **ACTION: This item will be deferred until Mike is able to speak to this.**
- **Grant Update:** **ACTION: This will become a standing item on the agenda.** Roxanne noted that all the committees have been sent the listing of possible grants. Roxanne prepared a document that notes common demographic information regarding Wollaston Township that is typically required in Grant applications. Roxanne is collecting a list of Grants that were missed opportunities. The Township also has access to data through the ANALYST system provided by OMAFRA. **ACTION: a) Roxanne to send the listing of missed grants to Dylinna to circulate to the other Chairs, and it will be reviewed each meeting to help ensure the Township is prepared to apply for grants. B) Dylinna to provide Chairs with a note that it would also be**

helpful for Committees to assign a member to follow Provincial Ministries that are relevant to their Committees to keep up to date on announcements and/or legislative or regulatory changes. Roxanne is also drafting a policy related to applying for Grants that would ensure Staff and Council approve of the application as part of the process.

**9. Items for Discussion, Action or Decision**

- a) Procurement was discussed earlier.
- b) Discussion on guidelines and policy for spend recommendations by Committee:  
The Committee discussed that it would be helpful to be able to monitor expenditure trends over time. It would also be helpful to clarify the process of how items might come to this committee. This item will be discussed further at a future meeting.
- c) Workplan Review and Update.  
Items to mark as completed: 1A; 5A; 6B; 12A; and 13A
- d) Volunteer hours logged. The Committee noted the value of tracking this information as a possible benefit to demonstrate community involvement when applying for grants.
- e) Draft Fundraising ToR subcommittee (Deferred to July)
- f) Revenue Generation Brainstorming Ideas (the Committee created this list to work from in the future, perhaps August:
  - Dock Fees
  - Accommodation Taxes
  - Cottage Kits
  - Accommodation Rent out
  - Replacement Landfill card
  - Campfire permit fees
  - Roxanne has drafted a listing of the Bylaws posted on the website that have Fee Schedules attached, to assist staff. Tracy noted she wants to create a consolidated listing of Fees and Charges. **ACTION: Staff will review the draft list of Bylaws with Fee Schedules and bring forward items to the Committee. Office Fees to come forward in July.**

**10. New Business:**

**ACTION: Dyllna to request that each Committee, add the other Committee Members to their Minutes distribution list, to help ensure that Committees are aware of the work of the other Committees.**

Motion by Luke, seconded by Roxanne to appoint Rick Fox to the Budget & Finance Committee. Carried.

**11. Motion to adjourn, Luke, seconded by Darlene. Carried**

Date for Next Meeting:

July 5, 2019

1 pm Township Office

If this information is required in an accessible format, please contact 613-337-5731



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To: The Committee of the Whole  
From: Communications Committee  
Report: #2019-COW-5  
Date: July 22, 2019

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**Subject:**

Update Report of Activities for the Communications Committee

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**Recommendation:**

That the Committee of the Whole recommends to Wollaston Council to:

A) Receive this Report for Information

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**Report:**

**1. Purpose**

1.1 The purpose of this report is to update and advise Council on the work of the Communications Committee.

**2. Report**

2.1 The Communication Committee met on June 21, 2019.

2.2 Katherine Houlding, from "Upnorthwebs" attended the meeting and she presented a visual layout of the redesigned website. Staff and committee members are writing content to describe the various activities of the township. The committee discussed including an "events calendar" and Kathy is investigating some options for this.

2.3 The Committee continues to post notices on Facebook regarding the requirement to annually purchase dog tags and to date 22 dog tags have been purchased.

2.4 The Community Survey regarding the Pavilion was launched online July 11<sup>th</sup> both on Facebook and on the Township website under "News & Announcements". This is an anonymous survey to gather input from the community on what they would like to see at the Pavilion. The survey will be open until July 26<sup>th</sup>. Paper copies are available at the Township offices and at the Wollaston Public Library. It is anticipated that the survey results will be available early in August for the various

committees to review.

The Communication plan for the survey included notice in the Summer 2019 Newsletter sent out with the tax notices, noted in the "July What's Happening" flyer, flyers posted around town, notices posted on Facebook and also sent to the WLHCA, Coe Hill Agricultural Society, Red Eagle and Bear Ridge campgrounds to share. It is hoped that people will see information about the survey from several different sources.

- 2.5 Initial planning has begun regarding Fire Department Build Communications. Reeve Shaw attended a meeting with the fire department volunteers on Thursday July 11<sup>th</sup> and the Committee will have further discussions on developing the communications plan related to the Fire Department Build.

**3. Wollaston Township Facebook Stats**

June - July 2019

Top Posts:	Reach	Engagement	Shares
Pavilion survey	1400	116	19
Fireworks	4800	1200	24
Parade	1400	600	10

Likes: 414

*\*up from 220 in January 2019*

Respectfully submitted,

Original signed by: Roxanne Lambert, Chair Communications Committee

Recommended for Presentation to Committee

Original signed by: \_\_\_\_\_  
 Dylinna Brock  
 Administrator



COUNTY

Communication Committee Meeting Minutes

May 31, 2019

**Attendance:** Roxanne Lambert, Jennifer Conlin, Wendy Mortimer, Administrator Dylinna Brock, Reeve Barbara Shaw by phone

**Regrets:** Cayman Heath

**Guest:** Sheila Currie

1. Roxanne called the meeting to order at 2:15pm. The meeting start time was delayed due to completing an orientation session for new Committee Members, Wendy Mortimer & Jennifer Conlin
2. Declaration of Interest: None
3. Approval of the Agenda with the following additions, Section 5 add Newsletter and survey request from EDTPC; Section 9 Consent to Receive Electronic Communication and Overview & Timelines Monthly Chart. Motion by Roxanne, seconded by Jennifer, Carried.
4. Approval of the Minutes dated April 26, 2019. Deferred until Barb and Cayman are present at a meeting.
5. Business Arising from the Minutes:
  - Review of Dog Bylaw: The bylaw indicates residents must register their Dog by April 1<sup>st</sup> annually. Barb to incorporate this into the Facebook posts. The committee will bring forward a recommendation that a form be considered for inclusion in the 2020 tax mail outs that will allow residents to fill out the appropriate information to register their dogs.
  - Orientation Session Planned for new Members: An orientation checklist has been developed that will be used to orient new members to committees. **ACTION: Roxanne to distribute the orientation checklist to other Committees for feedback.**
  - Faraday Hazardous Waste May 11: No data available currently.
  - North Kawartha invitation to Jim to attend Council, deferred

- Recreation Committee Letter requesting donations. The Township has not established a policy, so this matter will be deferred until that happens.
  - Determine timelines for share the space. The Committee has been asked by the Recreation Committee to develop some messaging regarding sharing the space at the Pavilion. **ACTION: Jennifer will draft some language for discussion at our next meeting.**
  - Top "10 questions asked". Thank you to Cayman who met with staff and provided this listing for the committee. Roxanne read out the questions identified. Barb has forwarded this to the web site developer. These are items that people have reported to staff, that they are having difficulty finding on the website.
  - Newsletter. The Committee discussed the content in the Newsletter. Discussion to add information on work of Council, Welcome new Treasurer, Fire Permits, date of the Fair. For the Spring Newsletter next year add information about Turtles. **ACTION: Roxanne to update the information and provide it to Dylinna by the third week of June**
6. Council Liaison. Reeve Shaw provided updates. The Budget was passed the night before. Council has been receiving feedback about the process. The budget timeline was delayed. Roxanne noted that the Treasurer will be working with the Budget and Finance Committee regarding the budget cycle and process; Communications Committee will be able to assist with messaging about the process for next year's budget. Reeve Shaw noted next year there will be more opportunity for the Committee's & Stakeholders to be involved in the process. This year, the process was Staff driven.

Reeve Shaw outlined the work that was being done to apply for a grant from the Canadian Tourism Experience fund (Fed Dev). The Township has proposed a Partnership with the Fair Board looking to create additional staging/parking area at the fair grounds, continuing the work from EDTPC using Revitalization funding. There may be an opportunity to make improvements at the Pavilion.

Both Environmental & Works, and EDTPC have requested that Communications support a survey of some sort to determine from the community what their vision for this property is.

**ACTION: Roxanne to meet with members from EDTPC & Works Committee to move this item forward.**

7. Updates from Administrator, Dylinna Brock:
- Status of reviewing Branding Usage with Staff: This item has not been completed. The Recreation Committee has requested training on the Social Media Policy. **ACTION: Dylinna to ensure the Committee members have a**

**copy of the policy and Dylinna will meet with the Recreation Committee to review the policy.**

**Recommendations from May COW:**

- **The Recreation Committee has asked the Communications Committee to support promoting Canada Day celebrations. They have provided the itinerary for the day; ACTION: Staff will work with Barb on this item.**
  - **The Recreation Committee is encouraging other Committees to participate in the Parade with a float. The Communications Committee is unable to put together a float. ACTION: Roxanne to send the Recreation Committee a thank you note for the invitation to involve other committees, and our appreciation for the great events they are hosting.**
8. **Promotional Costing: Roxanne has created an initial report with costing from one supplier for the items the committee recommended. This includes: Mugs, Pens, Notebooks, Reusable Bags and Water bottles. The intent is to gather information in order to be able to submit a request for funding in the 2020 budget for promotional items. ACTION: Roxanne will add to the document to provide additional pricing from other companies for comparison and bring this item back to the Committee in the Fall. The Committee will need to determine who the intended audience is for the promotional items, which will determine how they will be branded.**
  9. **Discussion Draft Fire Communications: Barb provided an update. She has been in touch with Acting Fire Chief, Jason Post and he has assigned Cindy Fuerth as the lead contact. Looking to meet with the Volunteers and outline what the Township is trying to achieve with the Fire Hall build. The Communication campaign will be multi-faceted to include the role of the Fire Department, promote awareness of who the volunteers are, personal profiles of volunteers if they are willing, outline why it is important to have fire services in terms of insurance, information around the project build, messaging about how the project will be funded etc. ACTION: Jennifer will work on this project with Barb.**
  10. **Workplan Review. Roxanne thanked Jennifer for putting the workplan together. It has been submitted to COW. The workplan will stay on the agenda as a standing item. Once we have more information from the committees, we will be able to set the measurement for those two items.**
  11. **Tracking Volunteer Hours. The form was distributed for members to note their volunteer hours for work on the committee. This will be a standing item on the agenda. Wendy noted that this form wasn't mentioned at the Environmental & Works Committee meeting earlier today. ACTION: Roxanne to send the form to the Chair.**



## 12. New Business

- Election of Minute Taker position. Jennifer is willing to volunteer for this role. Motion by Wendy, seconded by Roxanne to appoint Jennifer Conlin as the Minute Taker. Carried.
- Roxanne brought forward a form from Limerick Township: Consent to Receive Electronic Communications. The committee discussed how we might work further on this concept. **ACTION: Wendy will take the lead on gathering more information on this to bring back to the committee.** Barb will provide an introduction by email for Wendy to Leeann Sauter from Bancroft and Larry Dean from County.
- Overview & Timeline chart for Social Media posts: Roxanne provided a draft monthly chart that identifies when certain communications should be posted on Social Media regarding the Township's business. This is intended to be a tool to assist staff. **ACTION: Members to review the chart to discuss further at our next meeting.**
- Barb noted that it would be good to create new letterhead for the Township for consistency. **ACTION: Roxanne will prepare a draft for the next meeting.**

13. Motion to Adjourn at 3:45 pm, by Jennifer. Carried.

Next Meeting Date: June 21, 2019 (Time to be determined and confirmed)

Agenda items:

Any Questions regarding the Orientation Training? (Jennifer & Wendy)

Electronic Communications

If this information is required in an accessible format, please contact 613-337-5731



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To: Committee of the Whole  
From: Environmental and Works Committee  
Report: #2019-Number 4  
Date: July 11<sup>th</sup>, 2019

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**Subject: Monthly Report**

**Committee Update for the month of June, 2019**

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**Recommendation:**

Receive for information

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**Report:**

**1. Purpose**

This report summarizes the activities and progress made by the Environmental and Works Committee

- a) We had one committee meeting in the month of June. The primary focus was to review and enhance our work plan. During the next month we will be conducting an in-depth review of our Terms of Reference, in conjunction with the Township's new draft Strategic Plan and will then update our work plan to reflect both documents.
- b) Listed below are our recommendations, significant motions and actions.

**2. Recommendations:**

The following motions were made and it is our recommendation that these items be forwarded to the Committee of the Whole for approval:

- a) At the beginning of our last meeting, the Committee agreed to allow our minute taker to tape record the meeting, which we think is necessary to ensure an accurate and complete account of the proceedings. Unfortunately, it was discussed before the meeting's official start and not all members were present. Those who arrived later, therefore, were unaware that the discussion was being taped. The following motion was made: "The committee agreed to allow the open and in sight taping of the meeting provided the tape is deleted upon completion and the issuance of the hard copy minutes by

the minute taker.”

**3. Other Updates**

- The procurement policy has been completed, subject to review and approval by Council.
- The Township's Standard Operating Procedures for winter road maintenance and recent changes to the Provincial Minimum Requirements have been reviewed and comments will be presented to staff.
- The Asset Management Plan will be updated by Greenview Consulting and the Committee, and will take place this year. This is a critical item as it relates to future grant opportunities.
- Street lighting improvements and efficiencies are under review, including grant opportunities and available cost efficient products.

**4. Attachments**

Attachment #1: Meeting minutes

May 30, 2019

Respectfully submitted,

Original signed by:

## Minutes of May 30 2019 Meeting

**Attendance:** Dylinna Brock, Kirk McCaw, Tim Conlin, Mike Mehak, Jim Woodward, Wendy Mortimer, Rick Fox

1. **Welcome and Call to order.** We welcomed Wendy Mortimer as a new committee member.  
Mike Mehak
2. **Declaration of Interest-** none
3. **Approval of Agenda** – with addition of street lights item. Rick/Jim passed
4. **Approval of minutes** - Mike/Jim passed
5. **Business arising –**
  - (a) Rick Fox went through the draft procurement policy and through discussion a few amendments were made. Most notably in the section dealing with preferred vendors there was a review period added and an opportunity for new vendors to apply to be put on the list. At this time Wendy asked if we should consider giving preference to local vendors. He committee, after some discussion, agreed that this was too restrictive and not in keeping with best practices. We agreed we could not pursue a “buy local” policy. We also made some changes to authorization levels based on committee discussion. There was a side discussion about levels of acquisition in the context of the winter salt budget. Tim discussed that we used 18k of the 40k budget in the spring season leaving 22k that will likely be saved as a reserve as December is only month left where we might utilize that. It was agreed this was a budget and finance matter not for our committee. A motion was made to accept the draft procurement policy as amended. Wendy/Mike passed. We agreed to pass the draft onto the Budget and Finance committee for their review and eventually have them pass it on to the COW for final approval.
  - (b) **Review of current procedures and creation of Standard Operating Procedures**  
Mike opened the discussion about winter road maintenance “best practices” including peer review. It was agreed the bylaw needs updating as it was last done in 2011. The Ontario government has created new minimum standards in 2018. Kirk mentioned that they are always changing due to liability cases bringing deficiencies to light. After some discussion we decided that as a committee we are not qualified to take responsibility for updating this as it would put us at risk if something happened and we were found to have been deficient in our plan. It is an important document as a good level of service plan is protection for the Township. We discussed signage on the roads making users aware of the increased risks in bad weather. We also discussed what our insurance provider requires of us regarding our due diligence to meet the minimum standards in order to protect ourselves. Dylinna will check with insurance provider to make sure our coverage is appropriate. Jim suggested we get an adjuster to review our plan and get the insurance company to sign off. Kirk said that we “in Practice” always exceed our minimum standards and our policy reflects that. Council wants policy to reflect minimum standards but also stay in budget. Mike and Rick will review the current policy in the context of new minimum standards from 2018 and report back to

the committee. Tim offered to attend the next winter maintenance workshop and report back to the committee.

**(c) Landfill Report:**

Jim presented the landfill report. It was determined that the waste site has currently a 3 three lifespans remaining before it is full and we need to explore other ways to dispose of our waste. Jim mentioned that we need to act quickly as we may run into stricter controls on waste and recycling due to it being a hot button political topic. Wendy wanted us to see if we could quantify the value of a cubic meter to help us in determining cost effective ways of managing our site. Life cycle costs need to be quantified. Rick asked if we could increase the lifespan by phasing in transfer of residential waste. We had a lengthy discussion about relative opportunity costs of various disposal restrictions and what is being paid vs costs. We finally determined that was not our committee's mandate. We determined our job was to try and come up with ways to prepare for the eventual transformation of our waste site to a transfer station only and see if it makes sense to start this process immediately. We currently have a closure plan. We want Dylinna to ask Greenview what our options are to speed up the plan in a cost effective way.

A motion was made to have Dylinna approach Greenview to get advice on whether we can we can move our plan forward to try and immediately increase the lifespan of our waste site. Tim/Mike passed 4-1 Wendy opposed

**(d) Staff Update**

Work plan continues to be a work in progress, and to reduce costs staff will lower frequency of regular maintenance items like plant watering and cleaning and resupplying public beach washrooms. Installation of Gas tank was investigated by Kirk and it was decided that we will not put one in.

Motion was made Wendy/Jim

We as a committee, on Road Superintendants advice, are not recommending purchasing a gas storage tank at this time. Passed unanimously

The truck has about three year lifespan left and we will explore alternate fuel source vehicles when it expires.

Tender for winter sand will go out next week, Staff was waiting on Budget being passed. Tim suggested adding Richard Coster to list of candidates.

There was a long discussion about gravel purchases and the committee agreed that for regular maintenance Staff would create a list of pre approved vendors and ask them to quote on a per tonne basis for supplying material anywhere in Wollaston. Kirk would then use this price list and add his additional costs to come up with the best price for delivery to the various sites that the material would be needed and present that to council for approval. We would still put all bulk purchases out for Tender and get sealed bids. Barriers will be put in to protect our salt stores. We deferred the discussion about contracting out winter road plowing. Contract for street sweeping was awarded and work has begun. The option to build an enclosure over our stock pile to limit contamination was deferred.

**6. Committee of the Whole update**

No new information on action points. AMP policy is on track to be passed prior to July 1<sup>st</sup> deadline. There will be no formal update to the AMP plan this year but we need to continue to refine and update it. We still have items to add to it most importantly the new Fire hall. We need to spend a whole meeting soon to focus on that as it is one of our most important tasks. Skills park to remain closed, communications will try to determine who uses it, is it worth repairing and perhaps what else would we use that space for. Economic development committee is considering a bunch of projects as we have a Downtown revitalization fund that we need to utilize.

**7. School Road program and thank you letter**

Everyone read the letter and motion was made. Wendy /Jim passed  
Recommend to have it send to council through the COW

**8. Council liaison**

Economic Development and Tourism committee has applied for a grant from the Canadian Experiences fund and hope to partner up with the Fair grounds to put a new staging area in the back of fair grounds on river side. \$\$ has been set aside to complete it if the grant money comes through we will probably tear out the skills park and put parking in. Tim also discussed putting screening on the pavilion. To make it more user friendly due to height of pavilion and wind, rain snow could be mitigated. We had a good discussion but there was some confusion as to who is responsible for it. We came to the conclusion that we need to have more information about possible uses for pavilion before we can determine how to repurpose it. Reeve has appointed Tim and Jay Morrison to figure out how to better use it. Tim will go back to council and determine who is ultimately responsible for it.

**9. Workplan Review**

We need to look at it and make addition of more goals and additional information regarding existing goals. Rick to look at and try and rework it.

**10. New business**

Reeve suggested to Jim at last COW that we needed to get rid of street lights. Jim offered that we need to look at possibly repurposing them as getting rid of them is not a good option due to liability risk. After lengthy discussion it was decided that Mike would reach out to the person (Doug Simpson) to get more information about what is in them now and how we might be able to use the new technology to repurpose them and make them more cost efficient. Mike has a connection where he could get advice on LED technology. We should investigate if government grants to help with costs.

**11. Check in and closing Motion to Adjourn**

Next meeting set for June 21<sup>st</sup> at 8:00 a.m.

HASTINGS

Wollaston

COUNTY

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To: The Committee of the Whole  
From: Economic Development, Tourism & Planning Committee (EDTPC)  
Report: #2019-COW-03  
Date: July 22, 2019

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**Subject: Update from EDTPC**

**Recommendations:**

That the Committee of the Whole recommends to Wollaston Council:

- 1) grant approval for the EDTPC to proceed with developing an RFP for creating a Business Network/Association Directory by seeking an individual with economic development expertise for a short-term contract to assist the EDTPC to plan & implement the objectives as described below;
- 2) Grant approval to prepare an application for LIP funding (Local Initiatives Program) from the CFDC (Community Futures Development Corporation) to cover the costs associated with hiring for the short-term contract. LIP Grants are available for up to \$3000.00; and
- 3) that the definition of Economic Development for Wollaston Township be approved.

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**Report:**

1. Wollaston Township is currently updating its website to make it user friendly. The website contains a local Business Directory that needs to be reviewed and updated. It is understood from Bancroft Chamber of Commerce that there are many more businesses in Wollaston Township that many residents may not be aware of.
2. Members of the EDTPC are working on updating the listing and are focusing on these objectives:

- a. to develop a current registry of local businesses & plan to help market these businesses & services; first within our local community to promote "shop local" and then to attract tourists to shop within our municipality
- b. to create a Wollaston Business Network/Association that would provide a forum for local and surrounding area businesses to connect small businesses to the resources available to them through CFDC to expand or enhance their services
- c. to conduct an assessment of current services, looking for gaps in service that the EDTPC might work on strategies to encourage new services in the community

**3. Proposed Action Plan for the grant application would be as follows:**

- i. Request staff to apply for a LIP grant to cover the costs associated with hiring for the short-term contract. LIP grants are available for up to \$3000.00 (turnaround and response time, typically 2-3 weeks)
- ii. Create an RFP, seeking an individual with economic development expertise for a short-term contract to assist the EDTPC to plan and implement the aforementioned objectives
- iii. Members of the EDTPC would assist staff with these activities

**4. Financial Considerations and Risks of Grant Proposal**

There would be minimal financial contributions required from the Township as the project would only proceed if a LIP grant was received. There would be indirect costs associated with staff time to assist in drafting and posting the RFP; assessing the proposals and entering into a contractual service agreement with the individual.

There is a small budget approved by Council for the EDTPC that could be used to cover costs associated with hosting some business networking meetings, i.e. refreshments and printing of materials, etc.

**5. Definition of Economic Development for Wollaston Township**

The EDTPC is recommending that Council approve the following definition:

"Economic development in Wollaston Township is the development of economic wealth of our community for the well-being of all our residents. From a policy perspective, economic development must be defined as focused planning efforts and activities that seek to improve the economic well-being and quality of life for our local community by creating and/or retaining jobs and supporting or growing



incomes and the tax base, recognizing the importance of seasonal residents and tourism opportunities.”

- a. Economic Development in Wollaston Township is much more than promoting business attraction, retention and tourism, it needs to consider social well-being and quality of life for not only its permanent residents but also its seasonal residents who comprise a large portion of the economic tax base.
- b. It must consider that local businesses are impacted by changing seasonal populations.
- c. It must consider that there are a variety of different needs for its residents (children, youth, seniors).
- d. It should consider broad economic objectives, such as increasing and promoting employment opportunities, expanding its tax base and planning for sustainable growth through the development of multi-year local planning and policy development.
- e. It should consider policies and programs to provide infrastructure and services such as safe highways, parks, fire services, library and educational services, access to housing/accommodations, tourist activities & attractions, environmental protection, crime prevention as well as educational programs and projects to protect the overall health of the community. As such, it also needs to link closely with other Committees of Council and community groups and service providers.
- f. It should consider policies and programs directed at promoting job creation and retention by supporting specific activities regarding business finance, marketing, safe neighborhoods and sense of community belonging, small business start-up and development, business retention and expansion, technology supports, and workforce training to support youth
- g. In Wollaston Township Economic Development should focus on two key actions:
  - i. one is to provide leadership in policy making and secondly to administer policy, programs and projects
  - ii. once these are determined by seeking input from the Council and Community

**Attachments:**

**Attachment #1: Application Local Initiatives Program**

**Respectfully submitted,**

**Original signed by:**

**Karen Challinor**

**Chair**

**Recommended for Presentation to Committee**

**Original signed by:** \_\_\_\_\_

**Dylinna Brock**

**Administrator**



## **Local Initiatives Program (LIP)**

Community Futures Development Corporation of North & Central Hastings and South Algonquin is a not-for-profit organization, funded through the Federal Economic Development Agency for Southern Ontario (FedDev), to provide programs and services to support enterprise, community-based development and employment in our region.

### **Purpose of the Local Initiatives Program**

The purpose of the Local Initiatives Program is to strengthen our communities by supporting small scale-projects led by non-profit organizations, municipalities, and other groups/committees, that strive to enhance economic development efforts.

### **Funding Available:**

- Non repayable contributions of up to \$3,000 of eligible costs

### **Eligible Projects:**

- Contribute to the economic development of the region and target community priorities for growth and development
- Are Incremental (cannot have already been undertaken or relate to core operations of organization)
- Cannot extend past March 31, 2020

### **Eligible Costs:**

- Must relate directly to the project activities
- Can be capital and non-capital costs

### **Ineligible Costs**

- Wages for current staff
- Operating costs of ongoing operations (including basic websites)
- Yearly Festivals

**Note: Funding is limited, not all eligible projects will be approved.**

## Application - Local Initiatives Program 2019-2020

### 1. Community, Organization or Group Requesting Assistance

<b>Organization Name:</b>	
<b>Address:</b>	
<b>City/Town:</b>	<b>Postal Code:</b>
<b>Brief description of organization :</b>	

<b>Contact Person:</b>	<b>Position/Title:</b>
<b>Telephone / Contact Information</b>	
<b>Work:</b>	<b>Home (if applicable):</b>
<b>Fax:</b>	<b>E-mail:</b>

2. Have you received funding from CFDC In the past two years?  Yes  No

Local Initiative Program  Eastern Ontario Development Program  Other \_\_\_\_\_

### 3. Project Information:

<b>Project Title/Name:</b>	
<b>Start Date:</b>	<b>Completion Date:</b>
<b>Location:</b>	

### 4. Project Finances

<b>Amount requested from CFDC</b>	
<b>Total Revenue from Sources other than CFDC</b>	
<b>Approximate total value of in kind contributions</b>	
<b>Total Estimated Cost of Project</b>	

### 5. Partner information:

<b>Partner</b>	<b>Contribution</b>

### 6. Project Summary

Provide a brief description of the project, how the project promotes community economic development, how the project is incremental (a new initiative), expected outcomes and project time line.

**7. Budget and Budget description:**

**Please attach a copy of your detailed project budget with cash flow & timeline.**

**5. Authorization:**

The undersigned certifies that all information provided to the CFDC in support of this request for funding is true and complete, and undertakes to provide any further information that may be required for the CFDC to render a decision, in a timely manner. The undersigned also herewith provides consent for the CFDC to make sufficient enquiries that may be necessary in the evaluation of this request for funding.

**Authorized by:**

Signature \_\_\_\_\_

Name and Title \_\_\_\_\_

Date \_\_\_\_\_



## Economic Development Tourism and Planning Committee Minutes May 28, 2019

**Attendance:** Karen Challinor, Jane Johnson, Counsellor Morrison, Rob Cosby, Roxanne Lambert, Administrator Dyllinna Brock, Brenda Forde. Luke Mellors joined by conference call

**Regrets:** none

**Guests / Delegations:** none

1. **Call to Order** Motion by: Brenda Seconded by: Rob Carried
2. **Approval of the Agenda** with the addition of Conflict of Interest added. Motion by: Roxanne Seconded by: Jane. Carried
3. **Declaration of conflict of interest** None
4. **Approval of Minutes Dated April 30, 2019:** Motion by: Rob Seconded by: Jay Carried
5. **Business Arising from the Minutes:**
  - Analyst link is now available with tutorials. Karen to send Roxanne and Dyllinna tutorial links and passwords. The group discussed interest in checking the business numbers that may be included in the data. ACTION: Karen to request an extension to access the data.
6. **Report from the Chair:**

Recommended to COW

  - Property standards enforced
  - Staging area work to be completed
  - Recreation committee to assess our facilities (rink etc)
  - Work and action plan to be approved
  - CHATV and Old Hastings Snow Riders to take responsibility for the trail network, therefore remove this as an EDTPC responsibility on the Strategic Plan

Federal Development Grant available to improve but deadline is Friday, May 31. This grant could be put into improving parking, grounds and signage at the fair grounds, with partnerships from township, CHATV Club and Old Hastings Snow Riders. Motion to recommend that the Communications Committee survey the community about use of the Pavilion as soon as possible, need info by early July to plan and spend the Revitalization funding effectively. Moved by Jane Seconded: Rob. Carried

**FedDev Grant money available to cover:**

- Survey monkey public survey to ask residents specified ideas for pavilion
- Dry fire hydrant could be moved closer to river
- River dock for kayaking, canoeing etc
- Jay is inquiring about wall cost and availability for Pavilion
- Barry Wannamaker inquiring of land for parking near beach, as well as accessibility of beach parking lot being cleared and expanded
- Upgrades/improvements to Pavilion change rooms, parking, picnic area, electrical

Karen and Jay to meet with the Fair Board following our meeting. Ideas for discussion for written contract with Coe Hill Agricultural Society include parking fees, maintenance and upgrade costs, and liability insurance.

7. **Council Liaison:** Counsellor Jay Morrison attended the 3-day, off grid presentation for economic development partnerships and discussions on how to engage the community. Program is called IGNITE. Agreed that a catalogue of local land and rental properties be added to the work plan. These to include recommendations to owners on property standards, regular water testing, sewage etc. as a way of improving access to accommodations in the area. **ACTION:** The Committee to discuss further at a future meeting.
8. **Updates from Staff:**
  - Dylinna requesting copies of parking bylaws for Wollaston to consider in develop some of its own. Note: Revenues collected from parking tickets does not come back to the municipality, it goes to Provincial Offenses.
  - Application has been submitted to Crowe Valley for staging area adjacent to Municipal offices.
9. **Updates from Members:** Roxanne, Dylinna and Karen met with Trails Inc regarding Nellie Lunn Park. They are still interested in moving the Nellie Lunn Project forward. The Nellie Lunn working group will be touring the park to make recommendations to Council regarding signage in the park, etc. Awaiting approval for the proposed budget NHEDC is offering free strategic planning workshop June 18. Jane to attend. Jay shared the sign-up link to Jane during the meeting.
10. **Workplan Review:** request from chair to Dylinna:

- reiterate identifiable properties lacking in standards (from FICE reports) ACTION: Dyllinna will follow up with Letters to the residents, outlining the Township requirements.
- Changes to EDTPC Workplan: Defer creating a stop in town to Oct 2019
- Defer business sharing info to Nov 2019 and invite Chamber of Commerce and Mark Hanley to help
- Revitalize public beach with new signage. Karen to take photos of wearing signs and present to township staff
- Defer business directory to Nov 2019
- Defer financial estimate to March 2020
- Defer report on project to Mar 2020
- ACTION: Karen will update these changes into the Workplan and recirculate

11. New Business: Teeny Tiny Summit – Young Entrepreneurs on June 7 (now cancelled)

12. Motion to adjourn @ 7:40 by: Brenda

Next Meeting: June 25 6-8pm

Committee to discuss Draft Definition of Economic Development for Wollaston Township