

— TOWNSHIP OF —  
ASHFIELD - COLBORNE - WAWANOSH

## Council Minutes May 16, 2017

---

Township of Ashfield-Colborne-Wawanosh Council met in regular session on the 16<sup>th</sup> day of May 2017, at 7:30 pm in the Township of Ashfield-Colborne-Wawanosh Council Chambers.

Reeve  
Deputy-Reeve  
Councillors

Ben Van Diepenbeek  
Roger Watt  
Paul Bollinger  
Wayne Forster  
Glen McNeil  
Jennifer Miltenburg  
Bill Vanstone

Staff Present

Administrator/Clerk-Treasurer  
Deputy-Clerk  
Public Works Superintendent

Mark Becker  
Florence Witherspoon  
Brian Van Osch

OTHERS PRESENT: MYFM Press, Jason Younan, Nigel Heels, Mel Lyons, Ron Snowden, Aaron Hackett, Bryan Gammie, Anita Frayne, Mike Snobelen, Ben Miltenburg, John Dalton, Shawn Dalton, Terry Dalton, Tim Goebel, Marilyn Schuster, Jeroen Van Beets, Jurjen Van Beets, Stephen Brickman, and Bill Dietrich.

### 1.0 **CALL TO ORDER**

It was noted that the Township Staff will be audiotaping the evenings meeting.

### 2.0 **DISCLOSURE OF PECUNIARY INTEREST / POTENTIAL CONFLICT OF INTEREST**

None disclosed.

### 3.0 **ADOPTION OF PREVIOUS MEETING MINUTES**

Moved by Miltenburg  
Seconded by McNeil

ADOPT  
COUNCIL  
MINUTES

#1

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the May 2, 2017 Council Meeting Minutes as written.

Carried.

### 4.0 **OPEN FORUM (items pertaining to the agenda)**

Mel Lyons, Ron Snowden, and Bryan Gammie addressed Council with respect to Section 7.5.1 Council Composition.

### 5.0 **DELEGATIONS**

5.1 7:45 p.m. – Ontario Provincial Police / Jason Younan, Inspector & Nigel Heels, Sergeant

We have provided Council with a copy of the letter received from the O.P.P. with respect to Water Safety – Injury Prevention Measures. Inspector Younan and Sergeant Heels addressed Council in this regard.

STAFF COMMENTS: None.

ACTION: Council is supportive in principal with respect to the Water Safety – Injury Prevention Measures as presented.

5.2 8:00 p.m. – Bill Dietrich & Stephen Brickman / Dietrich Engineering  
Van Beets Municipal Drain 2017

We have provided Council under separate coverage a copy of the Final Report for the Van Beets Municipal Drain 2017, along with a copy of the draft provisional by-law for consideration. This is the “meeting to consider” the final report of the Van Beets Municipal Drain 2017.

Engineers, Bill Dietrich and Stephen Brickman presented the final report to Council and invited landowners. The landowners and all other affected parties were given the opportunity to voice their concerns relating to any aspect of the report.

Ben Miltenburg addressed the Engineer with respect to clarification on how the existing Miltenburg Drainage Works would be affected by the proposed drainage works.

Shawn Dalton addressed the Engineer with respect to clarification on how the proposed drainage works would affect low lying lands on the westerly side of Kingsbridge Line, as the proposed works are planned to cross the roadway.

If there appears to be errors in the report, or for any other reason the report should be reconsidered, Council may refer the report back to the engineer. If the report is satisfactory to Council, then Council may proceed to adopt the report by giving two readings to the by-law for the drainage report. The adopted by-law shall be known as the provisional by-law.

Reeve Ben Van Diepenbeek announced if anyone wanted to add or remove their name from the petition.

Public Works Superintendent Brian Van Osch indicated that he was signing the petition on behalf of the municipality. No other intentions were received.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to accept the Engineer's Report as presented and adopt the following resolution.

Moved by Forster  
Seconded by McNeil

ACCEPTS  
ENGINEERS  
REPORT VAN  
BEETS  
MUNICIPAL  
DRAIN

#2

THAT Ashfield-Colborne-Wawanosh Township Council hereby accepts the Engineer's report as presented for the Van Beets Municipal Drain 2017.

Carried.

Council will need to appoint three members of Council to sit as the Court of Revision.

Moved by McNeil  
Seconded by Bollinger

APPOINT  
MEMBERS  
TO THE  
COURT OF  
REVISION  
VANBEETS  
MUNICIPAL  
DRAIN

#3

THAT Ashfield-Colborne-Wawanosh Township Council hereby appoints

- 1) Ben Van Diepenbeek
- 2) Glen McNeil
- 3) Bill Vanstone

to be members to the Court of Revision for the Van Beets Municipal Drain 2017.

Carried.

Moved by Watt  
Seconded by Bollinger

COURT OF  
REVISION

#4

THAT Ashfield-Colborne-Wawanosh Township Council hereby sets a date of Monday, June 12, 2017 at 10:00 a.m. for the Court of Revision for the Van Beets Municipal Drain 2017.

Carried.

**6.0 ACCOUNTS**

## 6.1 Payment of Current Accounts as Presented


Moved by Bollinger  
 Seconded by Watt

APPROVE #5 THAT Ashfield-Colborne-Wawanosh Township Council hereby authorizes  
 ACCOUNTS the payment of the May 2017 accounts as presented. Carried.

## 6.2 Payment of Previous Month Actual Accounts

Moved by Vanstone  
 Seconded by Miltenburg

APPROVE #6 THAT Ashfield-Colborne-Wawanosh Township Council hereby approves  
 ACTUAL the payment of the April 2017 accounts in the amount of \$ 525,345.14.  
 PAYMENTS Carried.

6.3 Summary Revenue/Expenditure Reports 

Reports for the Township, Lucknow & District Fire Department, Lucknow & District  
 Medical Centre, and Lucknow & District Recreation from January to April 2017.

Moved by McNeil  
 Seconded by Miltenburg

REVENUE #7 THAT Ashfield-Colborne-Wawanosh Township Council adopts the  
 EXPEND- summary revenue/expenditure reports of the Treasurer as written.  
 ITURE Carried.  
 REPORT

**7.0 DEPARTMENT / COMMITTEE REPORTS****7.1 Water Department**

No items scheduled.

**7.2 Building Department**

No items scheduled.

**7.3 Cemetery Department**

No items scheduled.

**7.4 Drainage Department**

No items scheduled.

**7.5 Administration Department**

## 7.5.1 Council Composition

As a follow-up from the Council Meeting of April 4<sup>th</sup>, Council agreed to proceed to change  
 the composition of Council. We have provided Council with a copy of the by-law which is  
 required to be adopted in order for this item to be in effect for the next election.

STAFF COMMENTS: That Council adopts the by-law in Section 14.

ACTION: Council agreed to defer this matter to our next meeting with staff bringing back  
 a further report.

## 7.5.2 2018 Election Service Provider - Agreement

We have provided Council with a copy of the report prepared by Deputy-Clerk Florence  
 Witherspoon with respect to the proposed 2018 Election Service Provider along with a  
 copy of the agreement and authorizing by-law.

STAFF COMMENTS: That Council authorizes the agreement by by-law in Section 14.

ACTION: Council agreed to authorize the agreement by by-law in Section 14.

## 7.5.3 Notice By-Law

We have provided Council with a copy of the report prepared by Deputy-Clerk Florence Witherspoon along with a copy of the proposed Notice By-Law.

STAFF COMMENTS: That Council adopts the by-law in Section 14.

ACTION: Council agreed to make a minor change to the definition of website to read "shall mean the Municipality's public website" not webpage. Council agreed to adopt the by-law as presented with the minor change in Section 14.

## 7.5.4 Procedural By-Law Review

As a follow-up from Council's last meeting, Council agreed to bring back the Procedural By-Law to implement a second Open Forum section to the agenda. We have provided Council with a copy of the existing "Procedural By-Law" for review, to ensure and confirm that there aren't any other areas that Council would like to change, before bringing back the final draft for consideration.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed not to make any changes to the existing Procedural By-Law and further agreed to adopt the following resolution.

Moved by Forster  
Seconded by Miltenburg

RESCIND  
MOTION  
OPEN  
FORUM

#8

THAT Ashfield-Colborne-Wawanosh Township Council hereby agrees to rescind motion #2 from the May 2, 2017 Council Meeting and continue with the status quo of having only one Open Forum section on the agenda.

Carried.

## 7.5.5 Mid-Huron Beach Road – Application for Absolute Land Title

We have provided Council with a copy of the correspondence received and the report prepared by Deputy-Clerk Florence Witherspoon with respect to the above noted item.

STAFF COMMENTS: That Council agrees to direct the solicitor to file a statement of objection.

ACTION: Council agreed to direct the solicitor to file a statement of objection as recommended by staff.

## 7.5.6 Summer Student – Macey Glassford

The Administrator/Clerk-Treasurer and the Administrative Assistant reviewed the applications received and performed the interview. Macey Glassford was offered the position and has accepted. We have provided Council with a copy of the appointment by-law. Staff applied for the Canada Summer Jobs Grant Program and we were approved to receive \$ 2,394.

STAFF COMMENTS: That Council adopts the by-law as presented in Section 14.

ACTION: Council agreed to adopt the by-law in Section 14.

## 7.5.7 Tax Arrears / Municipal Tax Sale

The deadline for the property in Dungannon that was scheduled for "Sale by Public Tender" on May 10<sup>th</sup> as now expired. No bids were received therefore the property was not sold. If Council wishes, staff can prepare a report for an upcoming "In Camera Session" with the options that are available for Council to consider.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to have staff prepare a report for an upcoming "In Camera Session" with the options that are available for Council to consider.

## 7.5.8 Ripley-Huron/Lucknow Joint Fire Training Facility Site Proposal

We have provided Council with a copy of the overview of the above noted proposal. Council agreed to defer this item until after the next Lucknow & District Joint Fire Board Meeting which was held on May 10<sup>th</sup>. We have added this item to the agenda for a general discussion. Huron-Kinloss members of the Lucknow & District Joint Fire Board requested to attend an upcoming meeting to discuss this proposal further.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to support in principal the Ripley-Huron / Lucknow Joint Fire Training Facility Site Proposal. In light of this decision, Council further agreed that it is not necessary for the Huron-Kinloss members of the Lucknow & District Joint Fire Board to attend an upcoming meeting. Staff will send a letter to the Township of Huron-Kinloss advising them of Council's decision. It is recommended that an agreement be drafted by Huron-Kinloss and forwarded to the Lucknow & District Joint Fire Board for consideration.

#### 7.5.9 Benmiller Community Hall & Diamonds – Grounds Maintenance / Update

As a follow-up from our last meeting staff obtained two quotes for 60 inch machines, weed eating extra when needed, from Dalbet Grass Cutting at \$60 per hour and Lakeshore Enterprises at \$40 per hour. Staff has hired Lakeshore Enterprises at \$40 per hour.

STAFF COMMENTS: For your information purposes.

ACTION: Noted. Staff will make arrangements to have the grounds rolled now and each spring.

#### 7.5.10 2017 Final Billing / Township Portion of Municipal Taxes

Reeve Ben Van Diepenbeek has asked that staff provide the following for Council's information only.

2017 Total Township Portion of Municipal Taxes	\$ 3,604,180 / 100%
Broken Down As Follows:	
Ashfield Ward	\$ 1,924,632 / 53.4%
Colborne Ward	\$ 1,200,192 / 33.3%
Wawanosh Ward	\$ 479,356 / 13.3%

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

### 7.6 Public Works Department

#### 7.6.1 Equipment Operator & Labourer / Mechanic Appointment By-Law – Jesse Scott

As a follow-up from Council's "In-Camera Session" held at our last meeting, Jesse Scott has accepted the above newly created position. We have provided Council with a copy of the by-law appointing him to the Equipment Operator & Labourer / Mechanic position.

STAFF COMMENTS: That Council adopts the appointment by-law in Section 14.

ACTION: Council agreed to adopt the appointment by-law in Section 14.

### 7.7 Environmental Services

#### 7.7.1 West Wawanosh Landfill Site Annual Report

We have received the 2016 Annual Operations and Monitoring Report for the West Wawanosh Landfill Site. We have provided Council with a copy of the "recommendations" for the site as prepared by R.J. Burnside & Associates Limited. Copies of the report have been forwarded to the Ministry of the Environment.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

### 7.8 Committee Reports

Councillor Bollinger reported on the Coalition for Huron Injury Prevention.

Councillor Miltenburg reported on the Lucknow Medical Centre Board.

### 8.0 NEW BUSINESS

No items scheduled.

**9.0 CORRESPONDENCE / DIRECTION REQUIRED**

No items scheduled.

**10.0 CORRESPONDENCE / FOR INFORMATION PURPOSES**

- 10.1 North Huron Fire Department – Monthly Report  
10.2 Ontario Building Code – Septic Inspections / Update

**11.0 CORRESPONDENCE / ON COUNCIL TABLE**

No items scheduled.

**12.0 UNFINISHED BUSINESS**

No items scheduled.

**13.0 IN-CAMERA / CLOSED SESSION**

No items scheduled.

**14.0 BY-LAWS**

- 14.1 Van Beets Municipal Drain 2017 By-Law

Moved by Miltenburg  
Seconded by Watt

VANBEETS #9 THAT leave be given to introduce By-Law #23-2017 being a by-law to  
MUNICIPAL provide for the construction of a municipal drain to be known as the Van  
DRAIN BY- Beets Municipal Drain 2017, and that it now be read severally a first, and  
LAW second time, and provisionally adopted this 16<sup>th</sup> day of May 2017.

Carried.

- 14.2 Council Composition By-Law

Deferred.

- 14.3 2018 Election Service Provider Agreement By-Law

Moved by Vanstone  
Seconded by Bollinger

2018 #10 THAT leave be given to introduce By-Law #26-2017 being a by-law to  
ELECTION authorize the execution of an agreement between the Township of Ashfield-  
SERVICE Colborne-Wawanosh and Simply Voting Inc., and that it now be read  
PROVIDER severally a first, second, and third time, and finally passed this 16<sup>th</sup> day of  
AGREEMEN T BY-LAW May 2017.

Carried.

- 14.4 Notice By-law

As amended as per Section 7.5.3.

Moved by Watt  
Seconded by Miltenburg

NOTICE #11 THAT leave be given to introduce By-Law #24-2017 being a by-law to  
BY-LAW prescribe the form, manner and times for the provision of notice, and that it  
now be read severally a first, second, and third time, and finally passed this  
16<sup>th</sup> day of May 2017.

Carried.

- 14.5 Macey Glassford / Summer Student Appointment By-Law

Moved by Forster  
Seconded by McNeil

APPOINT #12 THAT leave be given to introduce By-Law #20-2017 being a by-law to  
SUMMER establish the position and to appoint the position of Summer Student, and  
STUDENT that it now be read severally a first, second, and third time, and finally  
BY-LAW passed this 16<sup>th</sup> day of May 2017.

Carried.

14.6 Equipment Operator & Labourer / Mechanic Appointment By-Law (Scott)

Moved by McNeil  
Seconded by Forster

APPOINT #13 THAT leave be given to introduce By-Law #22-2017 being a by-law to  
SCOTT appoint Jesse Scott as Equipment Operator & Labourer / Mechanic, and  
EQUIP that it now be read severally a first, second, and third time, and finally  
OPER LAB passed this 16<sup>th</sup> day of May 2017.  
MECHANIC

Carried.

14.7 Confirmation By-Law

Moved by Miltenburg  
Seconded by Watt

CONFIRMAT #14 THAT leave be given to introduce By-Law #21-2017 being a by-law to  
ION BY-LAW confirm the proceedings of the Township of Ashfield-Colborne-Wawanosh  
meeting held on May 16, 2017, and that it now be read severally a first,  
second, and third time, and finally passed this 16<sup>th</sup> day of May 2017.

Carried.

~

15.0 ADJOURNMENT

Moved by Bollinger  
Seconded by Vanstone

ADJOURN #15 THAT Ashfield-Colborne-Wawanosh Township Council does now adjourn  
to meet again on June 6, 2017 at 7:30 p.m. or at the Call of the Reeve.

Carried.

~

\_\_\_\_\_  
Original signed by  
Reeve, Ben Van Diepenbeek

\_\_\_\_\_  
Original signed by  
Administrator/Clerk-Treasurer, Mark Becker