



— TOWNSHIP OF —
ASHFIELD - COLBORNE - WAWANOSH

Council Minutes March 5, 2019

Township of Ashfield-Colborne-Wawanosh Council met in regular session on the 5th day of March 2019, at 9:00 a.m. in the Township of Ashfield-Colborne-Wawanosh Council Chambers.

Mayor
Deputy Mayor
Councillors

Glen McNeil
Roger Watt
Gloria Fisher
Wayne Forster
Jennifer Miltenburg

Council Absent

Anita Snobelen
Bill Vanstone

Staff Present

Administrator/Clerk-Treasurer
Chief Building Official
Public Works Superintendent
Deputy Clerk

Mark Becker
Brett Pollock
Brian Van Osch
Florence Witherspoon

OTHERS PRESENT: Carol Leeming.

1.0 **CALL TO ORDER**

It was noted that the Township Staff will be audiotaping the mornings 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 Forster

ADOPT
COUNCIL
MINUTES

#1

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the February 19, 2019 Council Meeting Minutes as written.

Carried.

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

None.

5.0 **DELEGATIONS**

5.1 9:00 a.m. - Carol Leeming – County of Huron Planner / Committee of Adjustment

Jakub & Pamela Podlesny / Minor Variance Application File #MV01-2019

Moved by Forster
Seconded by Fisher

OPEN
COMMITTEE
OF
ADJUSTMENT
MEETING

#2

THAT Ashfield-Colborne-Wawanosh Township Council hereby adjourns their Council Meeting and hereby opens their Committee of Adjustment Meeting and Hearing to review the Jakub & Pamela Podlesny Application.

Carried.

We have provided Council with a copy of the report prepared by the County Planner, Carol Leeming, in regards to this application. Ms. Leeming was present and reviewed the application with the Committee of Adjustment.

STAFF COMMENTS: That this application for minor variance be approved subject to the following conditions:

- That the variance be modified to require “the deck be no closer than 3.5 meters from the centerline of the closed municipal drain. The drain is to be located to determine its exact location and witnessed by the Drainage Superintendent before any construction is to take place.
- The structures be shown on the elevation drawings that accompanied the application; with the exception that the deck, be no closer than 3.5 meters to the centerline of the municipal drain.
- The variance approval is valid for a period of 18 months from the date of the Committee’s decision.

Moved by Watt
 Seconded by Miltenburg

APPROVE #3 THAT Ashfield-Colborne-Wawanosh Committee of Adjustment hereby
 PODLESNEY agrees to approve the Jakub & Pamela Podlesny Minor Variance
 APPLICATION Application as submitted, subject to the conditions as noted in the
 Planner’s Report.

Carried.

Effect of Public and Agency Comments on Decision of Council to the Application

No public comments were received on this application so there was no effect on the decision.

Comments were received from agencies on the issues of setback of the municipal drain. The comments were addressed through conditions to approval/changes to the mapping or text of the amendment.

Moved by Forster
 Seconded by Miltenburg

CLOSE #4 THAT Ashfield-Colborne-Wawanosh Committee of Adjustment hereby
 COMMITTEE closes their meeting.
 OF
 ADJUSTMENT

Carried.

Moved by Miltenburg
 Seconded by Watt

RECONVENCE #5 THAT Ashfield-Colborne-Wawanosh Township Council hereby
 REGULAR reconvenes the regular Council Meeting of March 5, 2019.
 COUNCIL
 MEETING

Carried.

6.0 ACCOUNTS

No items scheduled.

7.0 DEPARTMENT / COMMITTEE REPORTS

7.1 Water Department

7.1.1 Drinking Water Source Protection – Appointment of Municipal Representative

We have provided Council with a copy of the letter received from the above. If Council wishes to appoint Myles Murdock, staff will bring the appointment by-law to the next meeting. Ms. Witherspoon was present this morning.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to adopt the following resolution appointing Myles Murdock. Staff will bring the appointment by-law to the next meeting for adoption.

Moved by Watt
Seconded by Forster

SOURCE #6 THAT Ashfield-Colborne-Wawanosh Township Council supports the
PROTECTIO appointment of Myles Murdoch, Deputy Mayor of the Town of Goderich to
N the Ausable Bayfield Source Protection Committee as representative for
APPOINTME the North Municipal Grouping.
NT

Carried.

7.1.2 2018 Annual Water System Reports

We have provided Council with a copy of the annual water system reports for the following:

- a) Benmiller Drinking Water System
- b) Century Heights Drinking Water System
- c) Dungannon Drinking Water System
- d) Huron Sands Drinking Water System
- e) Lakeshore Drinking Water System
- f) Lucknow Drinking Water System

STAFF COMMENTS: That Council accepts the annual reports as provided and adopt the following resolution.

ACTION: Council agreed to adopt the following resolution accepting the annual reports as presented.

Moved by Miltenburg
Seconded by Fisher

ACCEPT #7 THAT Ashfield-Colborne-Wawanosh Township Council hereby
2018 accepts the 2018 Annual Water Reports as submitted by Veolia
ANNUAL Water for the Benmiller, Century Heights, Dungannon, Huron
WATER Sands, Lakeshore, and the Lucknow Drinking Water Systems.
REPORTS

Carried.

7.2 Building Department

No items scheduled.

7.3 Cemetery Department

No items scheduled.

7.4 Drainage Department

7.4.1 Municipal Drain Repair – Write Off

We have provided Council with a copy of the report prepared by Deputy Clerk Florence Witherspoon. Ms. Witherspoon was present this morning.

STAFF COMMENTS: That Council agrees to write off the balances as indicated in the report and adopt the following resolution.

ACTION: Council agreed to adopt the following resolution and write off the balances as outlined in the staff report.

Moved by Forster
Seconded by Watt

DRAINAGE #8 THAT Ashfield-Colborne-Wawanosh Township Council hereby agrees to
WRITE OFF write-off the amount of \$791.39 from the Drainage Accounts.

Carried.

7.5 Administration Department

7.5.1 Lucknow & District Joint Fire Board Budget – 2019

We have provided Council with budget for the Lucknow & District Joint Fire Board Budget for 2019, which was most recently approved by the Board.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and referred to the 2019 Budget Deliberations.

7.5.2 Lucknow & District Joint Recreation Board Budget – 2019

We have provided Council with budget for the Lucknow & District Joint Recreation Board Budget for 2019, which was most recently approved by the Board.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and referred to the 2019 Budget Deliberations.

7.5.3 Council Conventions/Conferences

As a request of Council, we have provided Council with a copy of by-law 72-2018 that establishes remuneration rates and more specifically Section 6 to 8 with respect to the entitlement of conventions/conferences and the associated eligible expenses. We have also provided Council with a copy of the report prepared by Deputy Clerk Florence Witherspoon in this regard. If Council wishes to amend Section 6 to 8 staff can bring back to the next meeting the appropriate amendments for consideration and possible adoption. Ms. Witherspoon was present this morning.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to have staff bring back a revised by-law to the next meeting with the following amendments:

- no limit of total cost of conference or number of conferences
- mileage will be changed to \$.50 per kilometre for all mileage
- registration, parking, mileage both ways, per diem, are applicable expenditures for conferences
- meal allowance for meetings will be \$25 a meal
- meal allowances for conferences will be \$100 a day

7.5.4 July 2019 Council Meetings

Our regular Council meetings in July are scheduled for July 2nd and July 16th. Staff support and appreciate that Council have now changed the Council Meetings from the evening to the morning. Having made commitments prior to this change the Administrator/Clerk-Treasurer and the Deputy Clerk are not available the morning of July 2nd. To accommodate this, Mayor McNeil has suggested that the two meetings in July be delayed a week as there are five weeks in July.

Discussion took place with respect to holding only one meeting in July.

STAFF COMMENTS: That Council supports holding only one meeting in the month of July 2019 and agreed to adopt the following resolution.

ACTION: Council agreed to adopt the following

Moved by Forster
 Seconded by Watt

JULY
 COUNCIL
 MEETING
 DATES

#9

THAT Ashfield-Colborne-Wawanosh Township Council hereby agrees to hold one meeting in July 2019 being July 16, 2019.

Carried.

7.5.5 Auburn Riverside Retreat – Site Plan Control By-Law Amendment

On February 5th, Council adopted By-law 10-2019, being a by-law to authorize the execution of a Site Plan Control Agreement between the Township and Den Hollander Properties – Windmill Inc. It has come to the attention of staff that the legal description of the property was incomplete. Schedule A, which outlines the Legal Description of the property, needs to be amended in order to be properly registered on title.

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

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

7.5.6 McCann Redi-Mix Application / Appeal to Local Planning Appeal Tribunal (LPAT)

Please refer to the “In-Camera Session” (Matters of litigation & Solicitor/Client Privilege.)

7.6 Public Works Department**7.6.1 Public Works Activity Report**

We have provided Council with a copy of the report prepared by Public Works Superintendent Brian Van Osch. Mr. Van Osch will be present this morning.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

7.6.2 New Tandem Truck with Snow Plow Equipment – Call for Tenders

Since Council will not be reviewing the 2019 Draft Budget until April 5th, staff would like to move forward with the proposal of asking for tenders for a new tandem truck with Viking snowplow equipment and combination dump and spreader body. The estimated time to build the units is approximately 35-50 weeks, therefore it is in the best interest to authorize the tender process prior to the budget deliberations. The approximate costs of these units are expected to be \$270,000 and will be included in the 2019 Draft Budget. This unit will replace the 2005 Sterling Unit and will be placed on Gov Deals for sale after the new unit arrives.

STAFF COMMENTS: That Council adopts the following resolution.

ACTION: Council agreed to adopt the following resolution and authorize staff to proceed as outlined.

Moved by Forster
Seconded by Miltenburg

AUTHORIZES #10
THE TENDER
PROCESS
FOR TANDEM
SNOWPLOW
EQUIPMENT

THAT Ashfield-Colborne-Wawanosh Township Council hereby gives pre-budget approval and authorizes staff to call for tenders for a new tandem truck with Viking snowplow equipment and combination dump and spreader body which will be included in the 2019 Budget and will be accepted by Council after the tenders have been received.

Carried.

7.6.3 Correspondence Received

Please refer to the "In-Camera Session" (matters of litigation)

7.7 Environmental Services

No items scheduled.

7.8 Committee Reports

Deputy Mayor Roger Watt reported on the Maitland Valley Conservation Authority Board.

Councillor Wayne Forster and Mayor Glen McNeil reported on the Huron County Federation of Agricultural Meeting which they attended.

Mayor Glen McNeil reported on the Ontario Good Roads Association Conference which he attended.

Councillor Jennifer Miltenburg reported on the St. Helens Hall Committee.

8.0 NEW BUSINESS

No items scheduled.

9.0 CORRESPONDENCE / DIRECTION REQUIRED

No items scheduled.

10.0 CORRESPONDENCE / FOR INFORMATION PURPOSES

10.1 Lucknow & District Joint Recreation Board – Minutes

10.2 St Helens Hall Committee – Minutes

10.3 Rural Response for Healthy Children – Safe Places Youth Certification

11.0 CORRESPONDENCE / ON COUNCIL TABLE

No items scheduled.

12.0 UNFINISHED BUSINESS

- Tuesday, March 12th - 9:00 a.m. / Council Meeting - Wilkins Municipal Drain Consider the Engineer's Report (attendance is required to establish quorum) (McNeil, Fisher, Forster, Miltenburg)
- Thursday, March 21st - 9:00 a.m. / Huron County Municipal Officers Meeting Brussels (McNeil, Fisher, Forster, Miltenburg, Snobelen)
- Wednesday, March 27th / Burnside Client Appreciation Night / Wingham (McNeil, Watt, Fisher, Miltenburg, Snobelen)
- Thursday & Friday, March 28th and 29th / As a Member of Council What You Need to Know / Land Use Planning: Beyond the Basics (McNeil, Fisher, Miltenburg, Snobelen)
- Tuesday, April 2nd / (After Council Meeting at 9:00 a.m.) 1:00 p.m. / Standard of Care – Safe Drinking Water Act Walkerton Clean Water Centre, 20 Ontario Road Walkerton (McNeil, Watt, Fisher, Forster, Miltenburg, Snobelen, Vanstone)
- Friday, April 5th - 9:00 a.m. / 2019 Budget Deliberations Meeting (All of Council / All Day)

13.0 IN-CAMERA / CLOSED SESSION

Moved by Miltenburg
Seconded by Fisher

MOVE TO #11
IN-CAMERA

THAT Ashfield-Colborne-Wawanosh Township Council move into an "In-Camera" session, with the Public Works Superintendent, Deputy Clerk and the Administrator/Clerk-Treasurer remaining in attendance at 10:23 a.m. for the purpose of discussing:

- 1) Matters of litigation.
- 2) Solicitor/Client Privilege.

Carried.
~

13.1 RETURN TO OPEN SESSION

Moved by Forster
Seconded by Fisher

RISE FROM #12
IN-CAMERA

THAT Ashfield-Colborne-Wawanosh Township Council rise from an "In-Camera" session at 10:58 a.m.

Carried.
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13.2 BUSINESS ARISING FROM IN-CAMERA / CLOSED SESSION

Nothing to report.

14.0 BY-LAWS**14.1 Auburn Riverside Retreat Site Plan Control By-Law**

Moved by Miltenburg
Seconded by Fisher

AUBURN #13
CAMP SITE
PLAN
CONTROL
BY-LAW

THAT leave be given to introduce By-Law # 21-2019 being a by-law to authorize the execution of a Site Plan Agreement between the Township of Ashfield-Colborne-Wawanosh and Den Hollander Properties – Windmill Inc., and that it now be read severally a first, second, and third time, and finally passed this 5th day of March 2019.

Carried.

14.2 Confirmation By-Law

Moved by Forster
Seconded by Watt

CONFIRMAT #14
ION BY-LAW

THAT leave be given to introduce By-Law # 20-2019 being a by-law to confirm the proceedings of the Township of Ashfield-Colborne-Wawanosh meeting held on March 5, 2019, and that it now be read severally a first, second, and third time, and finally passed this 5th day of March 2019.

Carried.

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15.0 ADJOURNMENT

Moved by Forster
Seconded by Watt

ADJOURN #15

THAT Ashfield-Colborne-Wawanosh Township Council does now adjourn to meet again on March 12, 2019 at 9:00 a.m. or at the Call of the Mayor.

Carried.

~

Original signed by
Mayor, Glen McNeil

Original signed by
Administrator/Clerk-Treasurer, Mark Becker