



— TOWNSHIP OF —  
ASHFIELD - COLBORNE - WAWANOSH

## Council Minutes May 21, 2019

Township of Ashfield-Colborne-Wawanosh Council met in regular session on the 21<sup>st</sup> day of May 2019, at 9:00 am in the Township of Ashfield-Colborne-Wawanosh Council Chambers.

Mayor  
Deputy Mayor  
Councillors

Glen McNeil  
Roger Watt  
Gloria Fisher  
Wayne Forster  
Jennifer Miltenburg  
Anita Snobelen  
Bill Vanstone

### Staff Present

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

Mark Becker  
Ellen McManus  
Brett Pollock  
Brian Van Osch  
Florence Witherspoon

OTHERS PRESENT: Carol Leeming, Kevin Talbot, Holly Quinlan, and Darcy Quinlan.

### 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

Councillor Gloria Fisher – “Land Acquisition” – Owner of a Licensed Gravel Pit in ACW

(Section 7.5.1, Section 7.6.1, and Section 13.0)  
(In-Camera Session, Section 2.0 & Section 3.0)

Declaration of Interest Form was received for the Public Disclosure Registry.

### 3.0 ADOPTION OF PREVIOUS MEETING MINUTES

#### 3.1 Council Meeting Minutes – May 7, 2019

Moved by Vanstone  
Seconded by Snobelen

ADOPT  
COUNCIL  
MINUTES

#1

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the  
May 7, 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

Durnin Consent File #C30/19

We have provided Council with a copy of the report prepared by Carol Leeming in regards to the application for consent received from Ronald Durnin. Ms. Leeming reviewed the application with Council.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to recommend to the County of Huron that this application for consent be approved subject to the conditions as outlined in the Planners Report.

## 6.0 ACCOUNTS

### 6.1 Payment of Current Accounts as Presented

Moved by Watt  
Seconded by Miltenburg

APPROVE #2 THAT Ashfield-Colborne-Wawanosh Township Council hereby authorizes the payment of the May 2019 accounts as presented. Carried.

Council asked for clarification with respect to the invoice to be paid to Malley's Cleaning Services for scrubbing and waxing the basement floor at the Benmiller Community Hall.

ACTION: In light of the costs of this work, Council asked that staff send a letter on behalf of Council to the Benmiller Community Hall Committee with respect to the following items for clarification:

- if a renter necessitates the need of repair that the costs go back to the renter
- the Committee should attempt to obtain quotes for any items of work to be completed and be brought to the Committee for approval
- any items of significance expense should come from the Committee to Council for approval

### 6.2 Payment of Previous Month Actual Accounts

Moved by Vanstone  
Seconded by Forster

APPROVE #3 THAT Ashfield-Colborne-Wawanosh Township Council hereby approves the payment of the April 2019 accounts in the amount of \$ 473,474.57. 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 2019.

Moved by Miltenburg  
Seconded by Watt

REVENUE #4 THAT Ashfield-Colborne-Wawanosh Township Council adopts the summary revenue/expenditure reports of the Treasurer as written. Carried.

## 7.0 DEPARTMENT / COMMITTEE REPORTS

### 7.1 Water Department

No items scheduled.

### 7.2 Building Department

#### 7.2.1 Chief Building Official's Report

We have provided Council with a copy of Mr. Pollock's report. Mr. Pollock was present this morning.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

### 7.3 Cemetery Department

No items scheduled.

## 7.4 Drainage Department

### 7.4.1 Warren Zinn Municipal Drain – Branch A / Appointment of Engineer

We have received confirmation from the Maitland Valley Conservation Authority that Council may proceed to appoint an engineer for this project. We have provided Council with a copy of the report prepared by Deputy-Clerk Florence Witherspoon in this regard. Ms. Witherspoon was present this morning.

STAFF COMMENTS: That Council proceeds to appoint Dietrich Engineering to prepare a report for this request, and adopt the following resolution.

ACTION: Council agreed to proceed to appoint the engineer and adopt the following resolution.

Moved by Forster  
Seconded by Snobelen

APPOINT #5  
ENGINEER  
WARREN  
ZINN DRAIN  
BRANCH A

THAT the Council of the Township of Ashfield-Colborne-Wawanosh hereby appoint Dietrich Engineering Ltd. to make an examination of the area, subject to the request submitted by Jurjen Van Beets, at Concession 7, Eastern Division, Part Lots 2 and 3, Ashfield Ward, to improve Branch A of the Warren Zinn Municipal Drain under Section 78 of the Drainage Act, and prepare a report for Council's consideration.

Carried.

### 7.4.2 Warren Zinn Municipal Drain – Branch A / Councilor Representative

Council will need to appoint a representative to this project.

STAFF COMMENTS: That Council appoint a member of Council to this drainage project.

ACTION: Council agreed to adopt the following resolution.

Moved by Forster  
Seconded by Fisher

APPOINT TO #6  
WARREN  
ZINN  
BRANCH A  
IMPROVME  
NT

THAT Ashfield-Colborne-Wawanosh Township Council hereby appoints Glen McNeil as Council representative for the Warren Zinn Municipal Drain – Branch A drainage project.

Carried.

## 7.5 Administration Department

### 7.5.1 McCann Redi- Mix (Brydown Farms Inc.) (LPAT Case)

Please refer to the "In-Camera Session" (matters of litigation, including matters before a tribunal)

### 7.5.2 Playground Equipment

As a follow-up from our last meeting, we have provided Council with a draft policy setting out the perimeters with respect to contributing funds towards playground equipment on municipal land.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to make a few minor changes to the draft policy with staff bringing back the amended policy back for review. Staff will also investigate the required accessibility standards.

### 7.5.3 Sale of Real Property – Amendment By-Law

Staff have been contacted to see if the municipality is interested in selling municipality owned land. Staff reviewed the existing sale of real property by-law 42-2003 and feel that prior to any further sale of surplus municipal lands that the by-law needs to be amended. We have provided Council with a copy of the existing by-law marked up showing the deletions and additions of the proposed changes for Council's consideration.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed with the changes made to the by-law with staff bringing back the by-law for adoption at the next meeting.

7.5.4 Dungannon YOUth Group Request

We have provided Council with a copy of the request from the Dungannon YOUth to use the newly acquired lands in Dungannon to place garden planters.

STAFF COMMENTS: That Council support their request to place garden planters on the property in Dungannon.

ACTION: Council agreed to support their request to place garden planters on the property in Dungannon.

7.5.5 Asset Management Policy

According to Ontario Regulation 588/17, all municipalities are required to adopt strategic Asset Management Policies by July 1, 2019 and update them at least every five years from that date. We have provided Council with a copy of the policy as well as the by-law adopting such policy. Deputy-Treasurer Ellen McManus was present this morning.

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

ACTION: Council agreed to amend the policy by adding two words in the second last paragraph to read "climate and environmental issues". Council agreed to adopt the amended policy by by-law in Section 14.

**7.6 Public Works Department**

7.6.1 Land Purchase

Please refer to the "In-Camera Session" (proposed acquisition of land by the municipality)

7.6.2 Sharpe's Creek Line Paving – Draft Road Construction Contribution Agreement

As a follow-up from the Budget Deliberations, we have provided Council with a copy of the Draft Road Construction Contribution Agreement which stipulates the financial contribution of the landowners towards the costs of the proposed paving of Sharpe's Creek Line. If Council agrees with the draft agreement, we will present the agreement to the parties involved for signing. Once all parties have signed the agreement, Council will officially adopt the agreement by by-law.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to proceed with the draft road construction contribution agreement. Staff will have the affected parties sign, and once completed, staff will bring the agreement back for official adoption by by-law.

7.6.3 Benmiller Community Hall – Paving Quotation

Since the municipality is paving the streets in the hamlet of Benmiller, staff had reached out to the contractor to obtain a quote for the paving of the Benmiller Community Hall. We have provided Council with a copy of the quotation.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to accept the quotation received and adopt the following resolution.

Moved by Forster  
Seconded by Miltenburg

PAVE #7  
BENMILLER  
HALL  
PARKING  
LOT

THAT Ashfield-Colborne-Wawanosh Township Council hereby agrees to proceed with the quote received from Lavis Contracting for the paving at the Benmiller Community Hall at the price of \$16,702.10 plus applicable taxes.

Carried.

## **7.7 Environmental Services**

### 7.7.1 West Wawanosh Landfill Site Report

We have received the 2018 Annual Operations and Monitoring Report for the West Wawanosh Landfill Site which is a closed 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**

Deputy Mayor Roger Watt reported on the South Amberley Beach Association meeting which he attended.

Councillor Wayne Forster and Councillor Jennifer Miltenburg reported on the Lucknow Community Health Centre Board.

Councillor Jennifer Miltenburg reported on the Dungannon Community Alliance and the St. Helens Hall Committee.

Councillor Anita Snobelen reported on the CHIP (Coalition for Huron Injury Prevention).

Councillor Anita Snobelen and Mayor Glen McNeil reported on the Lucknow & District Fire Department retirement banquet.

Mayor Glen McNeil and Deputy Mayor Roger Watt reported on the Ashfield Colborne Lakefront Association meeting and the COPA meeting.

Mayor Glen McNeil reported on the meeting he attended with Northern Cross as well as meeting with the NWMO (Nuclear Waste Management Organization) in conjunction with the Township of Huron-Kinloss and the Municipality of South Bruce.

ACTION: Staff was asked to reach out to Huron-Kinloss Mayor Mitch Twolan to inquire if he could point us in the right direction to make arrangements for ACW to tour the Bruce Nuclear Waste Storage Facility this summer.

## **8.0 NEW BUSINESS**

No items scheduled.

## **9.0 CORRESPONDENCE / DIRECTION REQUIRED**

### 9.1 Dungannon Park Survey Request – Ken Logtenberg (B.M. Ross & Associates)

We have provided Council with a copy of the request to authorize the survey work to be completed at the Dungannon Park at a reduced cost. We have also received an invoice from Huron Landscaping Limited for their design in the amount of \$585 plus applicable taxes. Just as a reminder, Council had agreed in the budget to contribute \$2,500 in seed money to the Dungannon Community Alliance.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to support the survey work as requested along with the payment of the invoice for Huron Landscaping for the Dungannon Park.

### 9.2 Annual Ceremonial Review of 532 Maitland Royal Canadian Air Cadet Squadron

We have provided Council with a copy of the invitation for Mayor Glen McNeil to attend.

STAFF COMMENTS: We seek your direction.

ACTION: Received and filed.

## **10.0 CORRESPONDENCE / FOR INFORMATION PURPOSES**

### 10.1 Ontario Trillium Foundation Partnership Study – Faith Buildings in Our Community

### 10.2 Huron Manufacturing Association – Annual General Meeting

ACTION: Council agreed to send Mayor Glen McNeil and spouse Vanda.

## 10.3 Workshop with John Lord – Enhancing Belonging

ACTION: Councillor Gloria Fisher will attend.

- 10.4 Mid-Huron Landfill Site Board – Minutes  
 10.5 Lucknow Community Health Centre Board – Minutes  
 10.6 Dungannon Community Alliance – Meeting Notes  
 10.7 Maitland Valley Conservation Authority - Minutes

**11.0 CORRESPONDENCE / ON COUNCIL TABLE**

No items scheduled.

**12.0 UNFINISHED BUSINESS**

No items scheduled.

**13.0 IN-CAMERA / CLOSED SESSION**

Moved by Snobelen  
 Seconded by Vanstone

MOVE TO #8  
 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 11:04 a.m. for the purpose of discussing:

- 1) Proposed acquisition of land by the municipality.
- 2) Matters of litigation, including matters before a tribunal.

Carried.

Councillor Gloria Fisher declared a conflict of interest and vacated her chair at the council table and vacated the council chambers.

**13.1 RETURN TO OPEN SESSION**

Moved by Vanstone  
 Seconded by Watt

RISE FROM #9  
 IN-CAMERA

THAT Ashfield-Colborne-Wawanosh Township Council rise from an “In-Camera” session at 11:13 a.m.

Carried.

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Councillor Gloria Fisher returned to council chambers and her chair at the council table.

**13.2 BUSINESS ARISING FROM IN-CAMERA / CLOSED SESSION**

Nothing to report.

**14.0 BY-LAWS**

## 14.1 Asset Management Policy By-Law

Moved by Vanstone  
 Seconded by Snobelen

ASSET #10  
 MANAGEME  
 NT POLICY  
 BY-LAW

THAT leave be given to introduce By-Law #39-2019 being a by-law to adopt the Asset Management Policy for the Township of Ashfield-Colborne-Wawanosh, and that it now be read severally a first, second, and third time, and finally passed this 21<sup>st</sup> day of May 2019.

Carried.

## 14.2 Confirmation By-Law

Moved by Watt  
 Seconded by Miltenburg

CONFIRMAT #11  
 ION BY-LAW

THAT leave be given to introduce By-Law #38-2019 being a by-law to confirm the proceedings of the Township of Ashfield-Colborne-Wawanosh meeting held on May 21, 2019, and that it now be read severally a first, second, and third time, and finally passed this 21<sup>st</sup> day of May 2019.

Carried.

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15.0 ADJOURNMENT

Moved by Fisher  
Seconded by Forster

ADJOURN #12

THAT Ashfield-Colborne-Wawanosh Township Council does now adjourn to meet again on June 4, 2019 at 9:00 a.m. or at the Call of the Mayor.

Carried.  
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Original signed by  
Mayor, Glen McNeil

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Original signed by  
Administrator/Clerk-Treasurer, Mark Becker