



— TOWNSHIP OF —
ASHFIELD - COLBORNE - WAWANOSH

Council Minutes July 16, 2019

Township of Ashfield-Colborne-Wawanosh Council met in regular session on the 16th day of July 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, Shaun Forster, and Lorre Dobbie.

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

3.1 Council Minutes – June 18, 2019

Moved by Miltenburg
Seconded by Watt

ADOPT
COUNCIL
MINUTES

#1

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the June 18, 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

Lorre & Scott Dobbie / Minor Variance Application File #MV06-2019

Moved by Vanstone
Seconded by Snobelen

OPEN
COMMITTEE
OF
ADJUSTMENT
MEETING

#2

THAT Ashfield-Colborne-Wawanosh Council hereby adjourns their regular Council Meeting and hereby opens their Committee of Adjustment Meeting and Hearing to review the Lorre & Scott Dobbie Minor Variance 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:

- The structure be as shown in the elevation drawings that accompanied the application.
- The variance approval is valid for a period of 18 months from the date of the Committee's decision.

Moved by Watt
Seconded by Fisher

APPROVE #3 THAT Ashfield-Colborne-Wawanosh Committee of Adjustment hereby
DOBBIE agrees to approve the Lorre & Scott Dobbie Minor Variance Application as
APPLICATION 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.

Agency comments were received in support of the application, the effect of which resulted in a decision to approve the application.

Moved by Snobelen
Seconded by Vanstone

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

Moved by Forster
Seconded by Miltenburg

RECONVENE #5 THAT Ashfield-Colborne-Wawanosh Township Council hereby
REGULAR reconvenes the regular Council Meeting of July 16, 2019. Carried.
COUNCIL
MEETING

6.0 ACCOUNTS

6.1 Payment of Current Accounts as Presented

Moved by Watt
Seconded by Miltenburg

APPROVE #6 THAT Ashfield-Colborne-Wawanosh Township Council hereby authorizes
ACCOUNTS the payment of the July 2019 accounts as presented. Carried.

6.2 Payment of Previous Month Actual Accounts

Moved by Watt
Seconded by Miltenburg

APPROVE #7 THAT Ashfield-Colborne-Wawanosh Township Council hereby approves
ACTUAL the payment of the June 2019 accounts in the amount of \$ 3,316,638.47. Carried.
PAYMENTS

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 June 2019.

Moved by Vanstone
 Seconded by Fisher

REVENUE #8
 EXPEND-
 ITURE
 REPORT

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

7.1.1 Benmiller Drinking Water System – Inspection Report

We have provided Council with a copy of the Benmiller Drinking Water System Inspection report prepared by the Ministry of the Environment.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

7.1.2 Water Operations & Maintenance Report – May 2019

We have provided Council with a copy of the report prepared by Veolia Water Canada in regards to the operation and maintenance of our water systems for May 2019.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

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.

7.2.2 Building Department Staffing

Please refer to the "In-Camera Session" (personal matters about identifiable individuals, including municipal employees)

7.3 Cemetery Department

7.3.1 Colborne Memorial Service

We have provided Council with a copy the report prepared by Cathy Gibson, Administrative Assistant, in regards to the above. Who would like to attend?

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to send Councillor Bill Vanstone.

7.3.2 Tree Planting Plan for the Future – Colborne Cemetery

Councillor Bill Vanstone asked that this topic be added to the agenda for discussion.

STAFF COMMENTS: Staff suggests that we arrange to order 5 trees each fall for placement in the cemetery for planting in the early spring.

ACTION: Council agreed to arrange to order 5 trees each fall for placement in the cemetery in the spring which will be at the discretion of the cemetery caretaker in conjunction with the Deputy Clerk.

7.3.3 Colborne Cemetery By-Law

As a follow-up from a past meeting, the Bereavement Authority of Ontario has now approved the draft by-law which we have provided Council with a copy of the final version. Ms. Witherspoon was present this morning.

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

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

Staff indicated that they have prepared an announcement for the Township Newsletter and Website, and will also notify the local Funeral Homes. Staff will prepare a news release for the local paper as well.

7.3.4 Colborne Cemetery – Monument Foundations

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

STAFF COMMENTS: That Council supports the proposal moving forward as outlined in the staff report.

ACTION: Council supports that the foundation installations at the Cemetery Caretaker be installed by the monument companies, where applicable.

7.4 Drainage Department

7.4.1 Huron Sands Municipal Drain Reassessment By-law

We have provided Council with a copy of the provisional by-law for the Huron Sands Municipal Drain 2019 which is ready to receive third reading. The engineer's report was accepted by Council on April 18, 2019; the Court of Revision was held on May 16, 2019, and the appeal periods lapsed on June 7, 2019 with no appeals submitted. In this instance, no construction will be taking place. With the adoption of the provisional by-law, levying of the final costs of the preparation of the report can proceed. Ms. Witherspoon was present this morning.

STAFF COMMENTS: That Council give third and final reading to the by-law in Section 14.

ACTION: Council agreed to give third and final reading to the by-law in Section 14.

7.5 Administration Department

7.5.1 Lucknow & District Joint Recreation Board / Summer Pool Staff Appointments

We have provided Council with a copy of the by-law appointing the amended summer pool staff to their positions in light of some recent changes.

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

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

7.5.2 Outdoor Playground Equipment Policy

As a follow-up from our last meeting, we have provided Council with the by-law which sets out the policy setting out the perimeters with respect to contributing funds towards playground equipment on municipal land. Ms. Witherspoon was present this morning.

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

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

7.5.3 Energy Conservation and Demand Management Plan

Under Regulation 507/18 (Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans) it requires municipalities to develop Conservation Demand Management Plans and update it every five years. We have provided Council with a copy of the updated plan prepared by Deputy-Treasurer Ellen McManus. Ms. McManus was present this morning.

STAFF COMMENTS: That Council adopts the "Energy Conservation and Demand Management Plan" for the Township of Ashfield-Colborne-Wawanosh by adopting the following resolution.

ACTION: Council agreed to adopt the following resolution.

Moved by Forster
Seconded by Miltenburg

ENERGY CONSERVATION AND DEMAND MANAGEMENT PLAN #9

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the Energy Conservation and Demand Management Plan for the Township of Ashfield-Colborne-Wawanosh.

Carried.

7.5.4 Federal Gas Tax Fund – 2019 Top-Up

With the 2019 Federal Budget receiving royal assent, municipalities will be receiving a one-time top up payment representing the total federal Gas Tax Funds that we received in 2018 which amounts to \$177,792. The funds will be placed in the Gas Tax Account and the use of those funds will be considered during the 2020 Budget Deliberations.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

7.5.5 Bank Erosion Committee Appointment (Maitland Trail Association)

As a follow-up from our last meeting, Council agreed to appoint Deputy Mayor Roger Watt to this group once they determined what the name of the Committee will be. We have provided Council with a copy of the revised Consolidated Appointment By-Law.

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

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

7.5.6 Tax Sale Registrations

Please refer to the "In-Camera Session" (personal matters about identifiable individuals)

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 was present this morning.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

7.7 Environmental Services

7.7.1 Landfill & Recycling Audit Consultation

As a follow-up from the Budget Deliberations, we have provided Council with a report prepared by Deputy Clerk Florence Witherspoon in this regard. Ms. Witherspoon was present this morning.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to proceed to submit a proposal to Dr. Caldwell to have students from his planning class perform an audit of the landfill and recycling practices.

Staff will prepare the draft proposal that will be submitted to Dr. Caldwell and bring back to the next meeting for Councils approval prior to submitting.

With respect to Recycling, staff suggested that some changes will be made to our website, including pictures, as well as including something in our newsletter to clarify what is and what isn't allowable with respect to recyclable materials.

7.7.2 Landfill Fees

We have provided Council with a copy of the report and summary of fees prepared by Public Works Superintendent Brian Van Osch with respect to the Landfill Fees in our area. Mr. Van Osch was present this morning.

STAFF COMMENTS: That Council accepts the proposed recommended changes to the fees and hours of operation.

ACTION: Council agreed to proceed with the staff recommendations as follows:

- Increase rate to \$100 per Metric Tonne
- Increase fee to open landfill on off hours to \$50 per hour
- Change Saturday hours to 9-4
- Change Monday hours to 9-2
- Extend Monday opening from April 1st to November 30th

Staff will bring back the by-law to amend the fee and charges at the Landfill Site to the next meeting for adoption.

Staff will also advertise the change of hours of the Landfill Site on our website, newsletter, municipal office, local newspapers, and at the Landfill Site.

7.8 Committee Reports

Councillor Wayne Forster reported on the Lucknow Medical Centre Board.

Councillor Anita Snobelen reported on the Coalition of Huron Injury Prevention.

Councillor Jennifer Miltenburg reported on the Dungannon Community Alliance.

Mayor Glen McNeil reported on the Port Albert Citizens Association Meeting, Brookside School Graduation, AMGH Foundation, and the Dungannon Rodeo.

8.0 NEW BUSINESS

No items scheduled.

9.0 CORRESPONDENCE / DIRECTION REQUIRED

9.1 Garvey Glen Priority Watershed Project Tour – July 17th

Would anyone like to attend?

STAFF COMMENTS: We seek your direction.

ACTION: Mayor McNeil and Councillors Snobelen, Fisher and Miltenburg attending along with their spouses.

9.2 Port Albert and District Recreation Society – Annual Beef Dinner & Parade – August 4th

They require a letter from the municipality confirming the event is of “municipal significance”.

STAFF COMMENTS: We seek your direction.

ACTION: Council support the letter indicating the event is of “municipal significance”.

10.0 CORRESPONDENCE / FOR INFORMATION PURPOSES

- 10.1 St. Helens Hall – Fundraising Report
- 10.2 Benmiller Hall – Fundraising Report
- 10.3 Mid Huron Landfill Site Board – Minutes
- 10.4 Lucknow & District Joint Fire Board – Minutes
- 10.5 Town of Georgina Resolution – Reducing Litter and Waste

ACTION: Support.

11.0 CORRESPONDENCE / ON COUNCIL TABLE

No items scheduled.

12.0 UNFINISHED BUSINESS

12.1 Port Albert Servicing Review Presentation – Monday, July 29th at 9:00 a.m.

All of Council and Senior Staff.

STAFF COMMENTS: Reminder only.

ACTION: Noted.

- 12.2 Huron County Food Bank Annual Gala – Thursday, August 1st at 5:30 p.m.
Mayor McNeil, and Councillors Vanstone, Fisher, Snobelen, Miltenburg and spouses attending.
STAFF COMMENTS: Reminder only.
ACTION: Noted.
- 12.3 Council Meetings for August – One Meeting
Tuesday, August 13, 2019 / 9:00 a.m.
STAFF COMMENTS: Reminder only.
ACTION: Noted.
- 12.4 AMO Conference – August 18th to 21st / Ottawa
Councillors Miltenburg and Fisher attending.
STAFF COMMENTS: Reminder only.
ACTION: Noted.
- 12.5 Strategic Plan Session – Thursday, October 31st at 9:00 a.m. (Lucknow Sports Complex)
All of Council and Senior Staff.
STAFF COMMENTS: Reminder only.
ACTION: Noted.

13.0 **IN-CAMERA / CLOSED SESSION**

Moved by Miltenburg
Seconded by Watt

MOVE TO #10
IN-CAMERA

THAT Ashfield-Colborne-Wawanosh Township Council move into an “In-Camera” session, with the Administrator/Clerk-Treasurer and Chief Building Official remaining in attendance at 10:37 a.m. for the purpose of discussing:

- 1) Personal matters about identifiable individuals, including municipal employees.

Carried.

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13.1 **RETURN TO OPEN SESSION**

Moved by Forster
Seconded by Vanstone

RISE FROM #11
IN-CAMERA

THAT Ashfield-Colborne-Wawanosh Township Council rise from an “In-Camera” session at 11:47 a.m.

Carried.

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

Building Department Staffing
(personal matters about identifiable individuals, including municipal employees)

ACTION: Council agreed to proceed as per the direction given in the In-Camera Session.

14.0 **BY-LAWS**

14.1 Lucknow & District Recreation Department Staff Appointment By-Law

Moved by Fisher
Seconded by Forster

LUCKNOW #12
RECREATIO
N STAFF BY-
LAW

THAT leave be given to introduce By-Law #53-2019 being a by-law to establish and appoint the position of staff for the Lucknow & District Joint Recreation Board, and that it now be read severally a first, second, and third time, and finally passed this 16th day of July 2019.

Carried.

14.2 Outdoor Play Equipment Policy By-Law

Moved by Miltenburg
Seconded by Watt

OUTDOOR #13
PLAY
EQUIPMENT
POLICY BY-
LAW

THAT leave be given to introduce By-Law #52-2019 being a by-law to establish a policy for new or replacement outdoor play equipment on municipal lands, and that it now be read severally a first, second, and third time, and finally passed this 16th day of July 2019.

Carried.

14.3 Colborne Cemetery By-Law

Moved by Snobelen
Seconded by Vanstone

COLBORNE #14
CEMETERY
BY-LAW

THAT leave be given to introduce By-Law #50-2019 being a by-law to regulate the Colborne Cemetery in the Township of Ashfield-Colborne-Wawanosh, and that it now be read severally a first, second, and third time, and finally passed this 16th day of July 2019.

Carried.

14.4 Huron Sands Municipal Drain Reassessment By-law

Moved by Snobelen
Seconded by Watt

HURON #15
SANDS
MUNICIPAL
DRAIN 2019
BY-LAW

THAT leave be given to introduce By-Law #33-2019 being a by-law to provide for a report containing new assessment schedules for maintaining Branch A of the Huron Sands Municipal Drain in the Township of Ashfield-Colborne-Wawanosh, and that it now be read severally a third time and finally passed this 16th day of July 2019.

Carried.

14.5 Consolidated Appointment By-Law

Moved by Watt
Seconded by Miltenburg

CONSOLIDA #16
TED
APPOINTME
NT BY-LAW

THAT leave be given to introduce By-Law #54-2019 being a by-law to appoint members to various Township Committees and Positions, and that it now be read severally a first, second, and third time, and finally passed this 16th day of July 2019.

Carried.

14.6 Confirmation By-Law

Moved by Forster
Seconded by Fisher

CONFIRMAT #17
ION BY-LAW

THAT leave be given to introduce By-Law #51-2019 being a by-law to confirm the proceedings of the Township of Ashfield-Colborne-Wawanosh meeting held on July 16, 2019, and that it now be read severally a first, second, and third time, and finally passed this 16th day of July 2019.

Carried.

15.0 ADJOURNMENT

Moved by Forster
Seconded by Miltenburg

ADJOURN #18

THAT Ashfield-Colborne-Wawanosh Township Council does now adjourn to meet again on July 29, 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