



— TOWNSHIP OF —
ASHFIELD - COLBORNE - WAWANOSH

Council Minutes December 17, 2019

Township of Ashfield-Colborne-Wawanosh Council met in regular session on the 17th day of December 2019, at 9:00 a.m. in the Township of Ashfield-Colborne-Wawanosh Council Chambers.

Mayor
Councillors

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

Absent
Deputy Mayor

Roger Watt

Staff Present

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

Mark Becker
Brett Pollock
Brian Van Osch
Florence Witherspoon

OTHERS PRESENT: Celina Whaling-Rae and Cody Joudry.

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 Vanstone
Seconded by Miltenburg

ADOPT
COUNCIL
MINUTES

#1

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the December 3, 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. - Cody Joudry / Director of Economic Development / County of Huron

Supporting Local Economic Development (SLED)

We have provided Council with a copy of the SLED guidelines for the program which includes the application process to follow and criteria the project must meet to qualify. We requested by Council we have invited Mr. Joudry to attend our meeting to present the SLED Program to Council. Mr. Joudry reviewed the SLED Program with Council.

STAFF COMMENTS: None.

ACTION: Noted. Staff will bring back a follow up report with possible projects to apply for the SLED Funding.

5.2 9:15 a.m. - Celina Whaling-Rae / County of Huron Planner – Cannabis Production

We have provided Council with a copy of the report prepared by Ms. Whaling-Rae with respect to the above noted item. Ms. Whaling-Rae reviewed her report with Council.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to have staff bring back a by-law for consideration with respect to Cannabis Production.

6.0 ACCOUNTS

6.1 Payment of Current Accounts as Presented

Moved by Miltenburg
Seconded by Snobelen

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

6.2 Payment of Previous Month Actual Accounts

Moved by Vanstone
Seconded by Miltenburg

APPROVE #3 THAT Ashfield-Colborne-Wawanosh Township Council hereby
ACTUAL approves the payment of the November 2019 accounts in the amount
PAYMENTS of \$ 1,314,586.35. Carried.
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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 November 2019.

Moved by Forster
Seconded by Miltenburg

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

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.

7.2.2 Plumbing and Septic Fees

We have provided Council with a copy of the amended Consolidated Fee By-Law incorporating the new fees for Plumbing and Septic that we approved at our last meeting. Mr. Pollock was present this morning.

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

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

7.2.3 Building By-Law Amendment

We have provided Council with a copy of the report prepared by Chief Building Official Brett Pollock as well as a copy of the amended Building By-Law incorporating the new requirements for Plumbing and Septic responsibilities taking into effect on January 1st. Mr. Pollock was present this morning.

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

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

7.2.4 Goderich Plumbing & Septic Inspection Services Agreement

We have provided Council with a copy of the report prepared by Chief Building Official Brett Pollock as well as a copy of the proposed agreement with the Town of Goderich for review. We will wait to hear back from the Town of Goderich if they wish to proceed. Mr. Pollock was present this morning.

STAFF COMMENTS: We seek your direction.

ACTION: None.

7.2.5 Clothing Allowance – Building Department

We have provided Council with a copy of the existing clothing allowance policy for the Public Works Full Time Employees. The Building Department is requesting the same for the Chief Building Official and the Building Inspector. Mr. Pollock was present this morning.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to have staff bring back an amended policy to include the Chief Building Official and the Building Inspector in the Clothing Allowance.

7.2.6 Building Code Services Transformation

We have provided Council with a copy of the report prepared by Chief Building Official Brett Pollock with respect to the Building Code Services Transformation. Mr. Pollock was present this morning.

STAFF COMMENTS: For your information purposes.

ACTION: Noted. Staff will bring back a resolution for Council's consideration.

7.3 **Cemetery Department**

No items scheduled.

7.4 **Drainage Department**

7.4.1 Rintoul Municipal Drain – Information Meeting

We have provided Council with a copy of the notice with respect to the Rintoul Municipal Drain. Mayor Glen McNeil reached out to Councillor Wayne Forster to attend due to the meeting being held prior to today's Council Meeting.

STAFF COMMENTS: That Council agree to send Councillor Wayne Forster to attend any future meeting with respect to the Rintoul Municipal Drain.

ACTION: Council agreed appoint Councillor Wayne Forster to attend any future meetings with respect to the Rintoul Municipal Drain.

7.5 **Administration Department**

7.5.1 By-Law Enforcement Officer Report

We have provided Council with a copy of the report prepared by Bruce Brockelbank.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

7.5.2 Consolidated Appointment By-Law

As a follow-up from our last meeting we have provided Council with a copy of the by-law adding the following new committee:

- Economic Development Committee

Changing the following appointments:

- Coalition for Huron Injury Prevention
- Lucknow & District Joint Recreation Board
- Lucknow & District Joint Fire Board
- Lucknow Community Health Centre Board

STAFF COMMENTS: That Council adopt the by-law as presented in Section 14 which will take effect January 1st.

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

7.5.3 Lucknow Recreation – Appointment of Facility Operator & Parks Maintainer

The Lucknow & District Recreation Department have hired Greg Morningstar as Facility Operator & Parks Maintainer in light of a recent resignation. We have provided Council with a copy of the appointing by-law.

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

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

7.5.4 2020 Insurance Renewal

We have provided Council with a copy of the insurance renewal received from Jardine Lloyd Thompson for the year 2020. The 2019 premium was \$ 62,411 plus applicable taxes for a Limit of Loss on a Blanket Limit of \$12,166,500. The renewal for 2020 premium is for \$ 65,510 plus applicable taxes for a Limit of Loss on a Blanket Limit of \$12,643,651. The increase in minimal as a result of the increase of the Blanket Limit due to new purchases as well as increase in inflationary values.

STAFF COMMENTS: That we accept the renewal of Jardine Lloyd Thompson in the amount of \$ 65,510 plus applicable taxes and adopt the following resolution.

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

Moved by Forster
Seconded by Miltenburg

ACCEPT #5
INSURANCE
PROPOSAL
2020

THAT Ashfield-Colborne-Wawanosh Township Council accepts the Insurance Renewal for 2020 from Jardine Lloyd Thompson Canada Inc. for General Insurance and Risk Management Services for the 2020 calendar year in the amount of \$ 65,510 plus applicable taxes.

Carried.

7.5.5 2020 Regular Council Meetings

Council have agreed to have one Council Meeting in January due to the upcoming (ROMA) Rural Ontario Municipal Association Annual Conference. The date has been set for (*) January 14, 2020.

Over the past number of years, Council have only held one regular meeting in (***) August, and last year we only held one meeting in (**) July as well, to allow Council and Staff an opportunity to book summer vacation time throughout the summer. Council Meetings are set for the first and third Tuesday of each month according to our Procedural By-Law.

The following are the recommended Council Meeting dates for 2020:

(*) January 14th
February 4th and February 18th
March 3rd and March 17th
April 7th and April 21st
May 5th and May 19th
June 2nd and June 16th

(**) July 14th
(***) August 11th
September 1st and September 15th
October 6th and October 20th
November 3rd and November 17th
December 1st and December 15th

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to accept the above noted 2020 Regular Council Meeting schedule.

7.5.6 Strategic Planning Summary

We have provided Council with a copy of the Strategic Planning Summary that was prepared by Deputy Clerk Florence Witherspoon as a follow up from the session we had with Council and Staff on October 31st. Ms. Witherspoon will be present this morning.

STAFF COMMENTS: We seek your direction.

ACTION: Noted. Staff will bring back a follow up report on the Strategic Action Items to the next Council Meeting.

7.5.7 Administration Staff

Please refer to the "In-Camera Session" (personal matters related to employees and identifiable individuals)

7.5.8 Township Property

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

7.5.9 Municipal Property

Please refer to the "In-Camera Session" (the security of property of the municipality)

7.6 Public Works Department

7.6.1 Harper Line Opening Road By-Law

We have provided Council with a copy of the by-law opening and assuming the section of Harper Line which was most recently brought up to municipal standards by a developer and can now be assumed by the municipality. Mr. Van Osch and Ms. Witherspoon were present this morning.

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

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

7.6.2 Bowers Lane Opening Road By-Law

We have provided Council with a copy of the by-law opening and assuming the section of Bowers Lane which was brought up to municipal standards by a developer and can now be assumed by the municipality. Mr. Van Osch and Ms. Witherspoon were present this morning.

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

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

7.7 Environmental Services

No items scheduled.

7.8 Committee Reports

Councillor Gloria Fisher reported on the Lake Huron Coastal Centre Forum and the Benmiller Community Hall Committee which she attended.

Councillor Wayne Forster reported on the Coalition for Huron Injury Prevention Committee.

8.0 NEW BUSINESS

No items scheduled.

9.0 CORRESPONDENCE / DIRECTION REQUIRED

No items scheduled.

10.0 CORRESPONDENCE / FOR INFORMATION PURPOSES

- 10.1 Benmiller Community Hall – Minutes
 10.2 OGRA Conference – Municipal Delegations Request

11.0 CORRESPONDENCE / ON COUNCIL TABLE

No items scheduled.

12.0 UNFINISHED BUSINESS

- 12.1 Rural Ontario Municipal Association (ROMA) Conference – January 18-21, 2020
 Mayor McNeil, Councillors Miltenburg, Fisher, and Snobelen attending.
 STAFF COMMENTS: Reminder only.
 ACTION: Noted.
- 12.2 Economic Development Committee Annual Review – February 11th at 1:00 p.m.
 Mayor McNeil, Deputy Mayor Watt, and Councillor Miltenburg
 STAFF COMMENTS: Reminder only.
 ACTION: Noted.
- 12.3 Ontario Good Roads Association (OGRA) Conference – February 23-26, 2020
 Mayor McNeil and Councillor Vanstone attending.
 STAFF COMMENTS: Reminder only.
 ACTION: Noted.
- 12.4 Association of Municipalities of Ontario (AMO) Annual Conference – August 16-19th 2020
 Councillor Vanstone and Fisher attending.
 STAFF COMMENTS: Reminder only.
 ACTION: Noted.

13.0 IN-CAMERA / CLOSED SESSION

Moved by Vanstone
 Seconded by Fisher

MOVE TO #6
 IN-CAMERA

THAT Ashfield-Colborne-Wawanosh Township Council move into an “In-Camera” session, with the CAO/Clerk-Treasurer and Deputy Clerk remaining in attendance at 10:18 a.m. for the purpose of discussing:

- 1) Personal matters related to employees and identifiable individuals.
- 2) Proposed disposition of land by the municipality.
- 3) The security of property of the municipality.

Carried.

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13.1 RETURN TO OPEN SESSION

Moved by Fisher
 Seconded by Miltenburg

RISE FROM #7
 IN-CAMERA

THAT Ashfield-Colborne-Wawanosh Township Council rise from an “In-Camera” session at 10:37 a.m.

Carried.

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13.2 BUSINESS ARISING FROM IN-CAMERA / CLOSED SESSION

Tax Collector/Payroll Clerk Jill Martin will be going on maternity leave, therefore Council support the actions noted in their In-Camera Session, with respect to hiring a “maternity leave” contract employee.

14.0 BY-LAWS

14.1 Consolidated Appointment By-Law

Moved by Fisher
Seconded by Forster

CONSOLIDATED #8 THAT leave be given to introduce By-Law #87-2019 being a by-law to
TED appoint members to various Township Committees and Positions, and that
APPOINTMENT BY-LAW it now be read severally a first, second, and third time, and finally passed
this 17th day of December 2019.

Carried.

14.2 Facility Operator & Parks Maintainer Appointment By-Law

Moved by Miltenburg
Seconded by Snobelen

FACILITY #9 THAT leave be given to introduce By-Law #94-2019 being a by-law to
OPERATOR appoint a Facility Operator & Parks Maintainer for the Lucknow & District
PARKS Joint Recreation Board, and that it now be read severally a first, second,
MAINTAINER and third time, and finally passed this 17th day of December 2019.

Carried.

14.3 Consolidated Fee By-Law

Moved by Vanstone
Seconded by Snobelen

CONSOLIDATED #10 THAT leave be given to introduce By-Law #95-2019 being a by-law to set
TED FEE various fees for the Township of Ashfield-Colborne-Wawanosh, and that it
BY-LAW now be read severally a first, second, and third time, and finally passed this
17th day of December 2019.

Carried.

14.4 Building By-Law

Moved by Miltenburg
Seconded by Forster

BUILDING #11 THAT leave be given to introduce By-Law #96-2019 being a by-law to
BY-LAW regulate the erection, alteration, construction and demolition of various
types of structures within the Township of Ashfield-Colborne-Wawanosh,
and that it now be read severally a first, second, and third time, and finally
passed this 17th day of December 2019.

Carried.

14.5 Harper Line Opening Road By-Law

Moved by Fisher
Seconded by Forster

HARPER #12 THAT leave be given to introduce By-Law #92-2019 being a by-law to
LINE PUBLIC dedicate certain lands known as Harper Line as public highway, and that it
HIGHWAY now be read severally a first, second, and third time, and finally passed this
BY-LAW 17th day of December 2019.

Carried.

14.6 Bowers Lane Opening Road By-Law

Moved by Miltenburg
Seconded by Snobelen

BOWERS #13 THAT leave be given to introduce By-Law #91-2019 being a by-law to
LANE dedicate certain lands known as Bowers Lane as public highway, and that it
PUBLIC now be read severally a first, second, and third time, and finally passed this
HIGHWAY 17th day of December 2019.

Carried.

14.7 Confirmation By-Law

Moved by Miltenburg
Seconded by Forster

CONFIRMAT #14
ION BY-LAW

THAT leave be given to introduce By-Law #93-2019 being a by-law to confirm the proceedings of the Township of Ashfield-Colborne-Wawanosh meeting held on December 17, 2019, and that it now be read severally a first, second, and third time, and finally passed this 17th day of December 2019.

Carried.

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15.0 ADJOURNMENT

Moved by Fisher
Seconded by Forster

ADJOURN #15

THAT Ashfield-Colborne-Wawanosh Township Council does now adjourn to meet again on January 14, 2020 at 9:00 a.m. or at the Call of the Mayor.

Carried.

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Original signed by
Mayor, Glen McNeil

Original signed by
CAO/Clerk-Treasurer, Mark Becker