



— TOWNSHIP OF —
ASHFIELD - COLBORNE - WAWANOSH

Council Minutes February 2, 2021

Township of Ashfield-Colborne-Wawanosh Council met in regular session on the 2nd day of February 2021, at 9:00 a.m. through Zoom, an online video conferencing platform.

This meeting was held electronically as per By-Law #52-2020, Section 3.10 which allows for Electronic Participation of Council Meetings.

The following individuals were participants during the Council Meeting:

Mayor
Deputy Mayor
Councillors

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

Staff Present

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

Mark Becker
Ellen McManus
Brett Pollock
Brian Van Osch
Florence Witherspoon
Celina Whaling-Rae

OTHERS PRESENT VIA ZOOM (Viewing and Observing Only): Tony McQuail, Kaitlin Bos, and Dan Kerr.

1.0 **CALL TO ORDER**

The municipality will be recording this meeting to “ensure meetings can be open to the public”.

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

None disclosed.

3.0 **ADOPTION OF PREVIOUS MEETING MINUTES**

3.1 Council Meeting – January 19, 2021

Moved by Miltenburg
Seconded by Forster

ADOPT
COUNCIL
MINUTES

#1

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the January 19, 2021 Council Meeting Minutes as written.

Carried.

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

None.

5.0 **DELEGATIONS**

No items scheduled.

6.0 ACCOUNTS

6.1 Year End 2020 - Summary Revenue/Expenditure Reports

We have provided Council with a copy of the final report for the year ending December 31, 2020.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

7.0 DEPARTMENT / COMMITTEE REPORTS

7.1 Water Department

7.1.1 Courtney Water Distribution System – Inspection Report

We have provided Council with a copy of the Courtney Water Distribution System Inspection Report from the Ministry of the Environment.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

7.1.2 Water Operations & Maintenance Report – November & December 2020

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 November & December 2020.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

7.2 Building Department

7.2.1 Site Plan Control By-Law

We have provided Council with a copy of the report prepared by Chief Building Official Brett Pollock in regards to the above matter. We have also provided Council with a copy of the Draft Site Plan Control By-Law for your consideration. Mr. Pollock was available this morning.

STAFF COMMENTS: We seek your direction.

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

7.3 Cemetery Department

No items scheduled.

7.4 Drainage Department

No items scheduled.

7.5 Administration Department

7.5.1 Official Plan Update

We have provided Council with a copy of the draft notice that will be sent to all the landowners advising of the Special Council Meeting for the Official Plan. Planner Celina Whaling Rae and Clerk Florence Witherspoon were available this morning.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and supported.

7.5.2 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.

7.5.3 Lucknow & District Medical Centre Board Budget – 2021

We have provided Council with budget for the Lucknow & District Medical Centre Board Budget for 2021, which was most recently approved by the Board.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

7.5.4 Lucknow & District Joint Fire Board Budget – 2021

We have provided Council with budget for the Lucknow & District Joint Fire Board Budget for 2021, which was most recently approved by the Board.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

7.5.5 Amberley General Store Ltd. – LCBO Agency

We have provided Council with a copy of the request from Amberley General Store to allow the LCBO Agency open during the specified Statutory Holidays in 2021. We have approved this every year since they became an LCBO Agency.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to support the LCBO Agency being open during the specified Statutory Holidays in 2021.

7.5.6 Noise and Sound By-Law Amendment

As a follow-up from the December 15th Council Meeting, we have provided Council with a copy of the Noise and Sound By-Law changing certain sections with respect to set fines. The changes are highlighted in the attached. The set fines schedule, along with the By-Law, will be sent to the Ministry of the Attorney General for final approval. Ms. Witherspoon was available 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.

7.5.7 Social Media Policy

We have provided Council with a copy of the report prepared by Clerk Florence Witherspoon, the Draft Social Media Policy, and the authorizing by-law. Ms. Witherspoon was available this morning.

STAFF COMMENTS: We seek your direction.

ACTION: Council reviewed the policy and suggested some possible changes. Staff will amend the policy as of the result of the comments received and bring back to the next meeting for consideration.

7.5.8 Website Redevelopment

We have provided Council with a copy of the report prepared by Clerk Florence Witherspoon in regards to calling for Request for Proposals for a new website. Ms. Witherspoon was available this morning.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to proceed to call for Request for Proposals as recommended and include this in the upcoming 2021 Draft Budget.

7.5.9 Municipal Modernization Program – Second Intake

We have provided Council with a copy of the letter received with respect to the above noted funding opportunity. Once staff have had an opportunity to review the program in detail, staff will bring back a report further outlining eligible projects.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

7.5.10 Administration Staff

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

7.6 **Public Works Department**

7.6.1 Road Allowances / Additional Lands

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

7.6.2 Crushed Gravel Tenders – 2021

We have provided Council with a copy of the report prepared by Public Works Superintendent Brian Van Osch in regards to the Crushed Gravel Tenders for 2021. Mr. Van Osch was available this morning.

STAFF COMMENTS: That Council accepts the lowest tender of Johnston Bros. (Bothwell) Ltd. in the amount of \$ 290,489.10 taxes included.

ACTION: Council agreed to adopt the following resolution.

Moved by Miltenburg
Seconded by Forster

ACCEPT #2 THAT Ashfield-Colborne-Wawanosh Township Council hereby gives
CRUSHED pre-budget approval, and accepts the tender of Johnston Bros, (Bothwell)
GRAVEL Ltd. to crush, stockpile, haul, and spread granular A Gravel on Township
TENDER Roads in the total amount of \$ 290,489.10 taxes included. Gravel to be
applied at the discretion of the Public Works Superintendent.

Carried.

7.6.3 Calcium Chloride Tenders – 2021

We have provided Council with a copy of the report prepared by Public Works Superintendent Brian Van Osch in regards to the Calcium Chloride Tenders for 2021. Mr. Van Osch was available this morning.

STAFF COMMENTS: That we proceed with the tender of Da-Lee Dust Control Ltd. in the amount of \$ 378.22 per flake imperial ton, including H.S.T. for the year 2021.

ACTION: Council agreed to adopt the following resolution.

Moved by Vanstone
Seconded by Snobelen

ACCEPT #3 THAT Ashfield-Colborne-Wawanosh Township Council hereby gives
CALCIUM pre-budget approval, and accepts the tender of Da-Lee Dust Control Ltd.
CHLORIDE to supply and apply calcium chloride on Township Roads at the rate of
TENDER \$ 378.22 per flake imperial ton, including H.S.T. Calcium Chloride to be
applied at the discretion of the Public Works Superintendent.

Carried.

7.7 **Environmental Services**

No items scheduled.

7.8 **Committee Reports**

Councillor Jennifer Miltenburg reported on a Dungannon Community Alliance Committee.

Deputy-Mayor Roger Watt reported on the Maitland Valley Conservation Authority and the ROMA Conference.

Mayor Glen McNeil, Councillor Wayne Forster, and Councillor Anita Snobelen, reported on the ROMA Conference.

8.0 **NEW BUSINESS**

(items to be brought forward to a future meeting)

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 Lucknow & District Joint Fire Board – Minutes
- 10.3 Lucknow & District Joint Community Health Centre Board – Minutes
- 10.4 Animal Control Officer Report – 2020 Year in Review
- 10.5 Notices – Alton's

11.0 CORRESPONDENCE / ON COUNCIL TABLE

No items scheduled.

12.0 UNFINISHED BUSINESS

- 12.1 Official Plan Meeting – Tuesday, March 9th at 7:00 p.m.

STAFF COMMENTS: Reminder only.

ACTION: Noted.

13.0 IN-CAMERA / CLOSED SESSION

Moved by Forster
Seconded by Fisher

MOVE TO #4
IN-CAMERA

THAT Ashfield-Colborne-Wawanosh Township Council move into an "In-Camera" session, with the CAO/Deputy-Clerk, Clerk, and Public Works Superintendent remaining in attendance at 10:26 a.m. for the purpose of discussing:

- 1) Proposed acquisition of land by the municipality.
 - 2) Personal matters related to employees and identifiable individuals.
- Carried.
~

13.1 RETURN TO OPEN SESSION

Moved by Forster
Seconded by Miltenburg

RISE FROM #5
IN-CAMERA

THAT Ashfield-Colborne-Wawanosh Township Council rise from an "In-Camera" session at 10:39 a.m.

Carried.
~

13.2 BUSINESS ARISING FROM IN-CAMERA / CLOSED SESSION

Nothing to report.

14.0 BY-LAWS

- 14.1 Noise and Sound By-Law

Moved by Snobelen
Seconded by Vanstone

NOISE AND #6
SOUND BY-
LAW

THAT leave be given to introduce By-Law 7-2021 being a by-law to provide for the Regulation and Prohibition of Noise and Sound for the Township of Ashfield-Colborne-Wawanosh, and that it now be read severally a first, second, and third time, and finally passed this 2nd day of February 2021.

Carried.
~

- 14.2 Social Media Policy By-Law

Deferred.

14.3 Site Plan Control By-Law

Moved by Watt
Seconded by Miltenburg

SITE PLAN CONTROL #7

THAT leave be given to introduce By-Law 10-2021 being a by-law to establish Site Plan Control in the Township of Ashfield-Colborne-Wawanosh, and that it now be read severally a first, second, and third time, and finally passed this 2nd day of February 2021.

Carried.

14.4 Confirmation By-Law

Moved by Forster
Seconded by Fisher

CONFIRMATION BY-LAW #8

THAT leave be given to introduce By-Law 9-2021 being a by-law to confirm the proceedings of the Township of Ashfield-Colborne-Wawanosh meeting held on February 2, 2021, and that it now be read severally a first, second, and third time, and finally passed this 2nd day of February 2021.

Carried.

~

15.0 ADJOURNMENT

Moved by Fisher
Seconded by Snobelen

ADJOURN #9

THAT Ashfield-Colborne-Wawanosh Township Council does now adjourn to meet again on February 16, 2021 at 9:00 a.m. or at the Call of the Mayor.

Carried.

Original signed by
Mayor, Glen McNeil

Original signed by
CAO/Deputy-Clerk, Mark Becker