



TOWNSHIP OF
ASHFIELD - COLBORNE - WAWANOSH

Council Minutes March 16, 2021

Township of Ashfield-Colborne-Wawanosh Council met in regular session on the 16th day of March 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

Mark Becker
Ellen McManus
Brett Pollock
Brian Van Osch
Florence Witherspoon

OTHERS PRESENT VIA ZOOM (Viewing and Observing Only): Susanne Cutting.

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 Minutes – March 2, 2021

There is one minor adjustment to the minutes with respect to Section 14.2 Alternative Voting Method By-Law. The request for the recorded vote has been moved under the heading of Alternative Voting Method By-Law as opposed above the heading in the minutes to better reflect which by-law the recorded vote was requested.

Moved by Forster
Seconded by Miltenburg

ADOPT
COUNCIL
MINUTES

#1

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the March 2, 2021 Council Meeting Minutes as written.

Carried.

3.2 Council Budget Meeting Minutes – March 5, 2021

Moved by Fisher
Seconded by Snobelen

ADOPT
COUNCIL
MINUTES

#2

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the March 5, 2021 Council Meeting Minutes as written.

Carried.

3.3 Council Official Plan Meeting Minutes – March 9, 2021

Moved by Watt
Seconded by Forster

ADOPT COUNCIL MINUTES #3 THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the March 9, 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 Payment of Current Accounts

Moved by Miltenburg
Seconded by Vanstone

APPROVE ACCOUNTS #4 THAT Ashfield-Colborne-Wawanosh Township Council hereby authorizes the payment of the March 2021 accounts as presented. Carried.

6.2 Payment of Previous Month Actual Accounts

Moved by Vanstone
Seconded by Forster

APPROVE ACTUAL PAYMENTS #5 THAT Ashfield-Colborne-Wawanosh Township Council hereby approves the payment of the February 2021 accounts in the amount of \$ 666,610.48. Carried.

6.3 Summary Revenue/Expenditure Reports

Reports for the Township, Lucknow & District Medical Centre, and Lucknow & District Recreation from January to February 2021.

Moved by Miltenburg
Seconded by Watt

REVENUE EXPENDITURE REPORT #6 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 available this morning.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

7.3 **Cemetery Department**

No items scheduled.

7.4 **Drainage Department**

No items scheduled.

7.5 **Administration Department**

7.5.1 Communication Strategy

As a follow-up from our last meeting, we have provided Council with a copy of the Communication Strategy, and the authorizing by-law. Ms. Witherspoon was available this morning.

STAFF COMMENTS: That the Communication Strategy be adopted by by-law in Section 14.

ACTION: Council agreed to accept the Communication Strategy and authorize by by-law in Section 14.

7.5.2 Port Albert Servicing Master Plan Project – Update

B.M. Ross & Associates are ready to present their findings with Council on the costing for the Port Albert Servicing Master Plan, prior to setting a public meeting date. Staff suggests holding a special Council meeting during the week of the 22nd of March, except for Tuesday, March 23rd.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to set a date of Wednesday, March 24, 2021 beginning at 1:30 p.m.

7.5.3 Official Plan – Update

As a follow-up from our meeting held on March 9th with respect to comments received from the public on the Official Plan, staff would like to present to Council the recommended changes to the Official Plan. Staff suggests holding a special Council meeting to review prior to proceeding to the next step.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to set a date of Tuesday, April 27, 2021 beginning at 9:00 a.m.

7.5.4 ICIP – COVID-19 Resilience Infrastructure Stream – Public Works Sheds

We are happy to provide Council with a copy of the notice that our application for the “Upgrades and Renovation of Public Works Sheds” was approved. Ms. McManus was available this morning.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

7.5.5 New Horizons for Seniors Program – Dungannon Green Space

We are happy to provide Council with a copy of the notice that our application for the “Dungannon Green Space Creation” was approved. Ms. McManus was available this morning.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

7.5.6 2021 COVID-19 Recovery Funding

We have provided Council with a copy of the letter received from the Ministry of Municipal Affairs and Housing with respect to the above noted allocation for ACW which is \$ 56,916.00 for 2021 COVID-related operating costs and pressures.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

7.5.7 2021 Proposed Budget

We have provided Council with a copy of the press release, highlights, and the proposed 2021 Budget. We have finalized the figures as directed by Council to reflect a 5.8 percent increase to the 2020 tax rate, which converts to an 8 percent increase to the 2020 Township levy. We have posted the information on the website in regards to the proposed Budget for 2021.

STAFF COMMENTS: That Council proceeds to adopt the budget as presented and pass the following resolution. Staff will bring the tax rate by-law to the next Council meeting for Council to adopt the affecting tax rates for the Township, Education, and County purposes.

ACTION: Council agreed to formally approve the 2021 Budget by adopting the following resolution.

Moved by Miltenburg
Seconded by Watt

APPROVE #7 THAT Ashfield-Colborne-Wawanosh Township Council hereby approves the 2021 Township Budget as presented. The Township levy for 2021 will be \$ 5,085,453 for Township purposes only. Carried.

7.5.8 Grants to Organizations – 2021

As a follow-up from our Budget Deliberations, we have provided Council with a copy of the summary of Grants to Organizations for 2021.

STAFF COMMENTS: That Council approves the list as presented by adopting the following resolution.

ACTION: Council agreed to formally approve the list of the Grants to Organizations for 2021.

Moved by Forster
Seconded by Fisher

GRANTS TO #8 THAT Ashfield-Colborne-Wawanosh Township Council hereby approves the list a presented for the proposed 2021 Grants to Organizations. Carried.

7.5.9 Port Albert General Store – LCBO Agency

We have provided Council with a copy of the request from Port Albert General Store to allow the LCBO Agency open during the specified Statutory Holidays in 2021.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to support the request with staff responding.

7.5.10 Public Works Superintendent – Thomas McCarthy Appointment By-Law

The CAO reviewed the applications received, contacted those chosen for interviews, performed the interviews with the Mayor and the Deputy Mayor, and offered the position to the successful applicant Thomas McCarthy. We are happy to report that Mr. McCarthy has accepted the position. We have provided Council with a copy of the by-law appointing him to the position. Mr. McCarthy will start on Monday, April 12, 2021. Mr. Van Osch's last day will be Friday, April 30, 2021.

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

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

7.6 Public Works Department

No items scheduled.

7.7 Environmental Services

No items scheduled.

7.8 Committee Reports

None.

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

No items scheduled.

11.0 CORRESPONDENCE / ON COUNCIL TABLE

No items scheduled.

12.0 UNFINISHED BUSINESS

No items scheduled.

13.0 IN-CAMERA / CLOSED SESSION

No items scheduled.

14.0 BY-LAWS**14.1 Communication Strategy By-Law**

Moved by Fisher
Seconded by Forster

COMMUNIC #9
ATIONS
STRATEGY

THAT leave be given to introduce By-Law 20-2021 being a by-law to adopt the Communications Strategy for 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 March 2021.

Carried.

14.2 Public Works Superintendent (Thomas McCarthy) Appointment By-Law

Moved by Miltenburg
Seconded by Watt

PUBLIC #10
WORKS
SUPERINTE
NDENT
APPT
BY-LAW

THAT leave be given to introduce By-Law 21-2021 being a by-law to establish the position of Public Works Superintendent, and to appoint the position, and that it now be read severally a first, second, and third time, and finally passed this 16th day of March 2021.

Carried.

14.3 Confirmation By-Law

Moved by Snobelen
Seconded by Watt

CONFIRMAT #11
ION BY-LAW

THAT leave be given to introduce By-Law 22-2021 being a by-law to confirm the proceedings of the Township of Ashfield-Colborne-Wawanosh meeting held on March 16, 2021, and that it now be read severally a first, second, and third time, and finally passed this 16th day of March 2021.

Carried.

~

15.0 ADJOURNMENT

Moved by Fisher
Seconded by Vanstone

ADJOURN #12

THAT Ashfield-Colborne-Wawanosh Township Council does now adjourn to meet again on March 24, 2021 at 1:30 p.m. or at the Call of the Mayor.

Carried.

~

Original signed by
Mayor, Glen McNeil

Original signed by
CAO/Deputy-Clerk, Mark Becker