



— TOWNSHIP OF —  
ASHFIELD - COLBORNE - WAWANOSH

## Council Minutes June 1, 2021

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Township of Ashfield-Colborne-Wawanosh Council met in regular session on the 1<sup>st</sup> day of June 2021, at 9:00 a.m. through Zoom, an online video conferencing platform.

This meeting will be 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  
Community Support & Project Co-ordinator  
Public Works Superintendent  
Treasurer  
Chief Building Official  
Clerk

Mark Becker  
Kaitlin Bos  
Thomas McCarthy  
Ellen McManus  
Brett Pollock  
Florence Witherspoon

County of Huron Planner

Celina Whaling-Rae

OTHERS PRESENT VIA ZOOM (Viewing and Observing Only): Jay McFarlan, Willy Van Klooster, Charlene Schramm, Dan Kerr, Pam Sommer, Susanne Cutting, Burns Jansen, and Bob Hallam.

### 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

Moved by Snobelen  
Seconded by Forster

ADOPT  
COUNCIL  
MINUTES

#1

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the May 18, 2021 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. - Celina Whaling-Rae / County of Huron Planner – Planning Application  
Zoning By-Law Amendment – File Z05-21 Dungannon Well House

Moved by Vanstone  
Seconded by Miltenburg

ADJOURN  
COUNCIL  
MEETING

#2

THAT Ashfield-Colborne-Wawanosh Township Council hereby adjourns their regular Council Meeting.

Carried.

Moved by Fisher  
Seconded by Watt

OPEN  
PUBLIC  
MEETING

#3

THAT Ashfield-Colborne-Wawanosh Township Council hereby opens the Planning Advisory Committee Public Meeting to deal with Planning Application Z05-21 Dungannon Well House that was submitted by the Township of Ashfield-Colborne-Wawanosh.

Carried.

We have provided Council with the report prepared by the County Planner, Celina Whaling-Rae, in regard to this Zoning By-Law Amendment. Ms. Whaling-Rae reviewed the report with the Planning Advisory Committee.

The purpose of the Zoning By-Law Amendment is to re-zone a portion of the property to allow for the construction of a reservoir. The application proposes to amend the zoning from Future Development (FD) to Community Facility (CF).

**TOWNSHIP OF ASHFIELD-COLBORNE-WAWANOSH PLANNING ADVISORY COMMITTEE MEETING**

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**Call to order**

**Declaration of Pecuniary Interests**

None declared.

**Purpose**

The purpose of the Zoning By-Law Amendment is to re-zone a portion of the property to allow for the construction of a reservoir. The application proposes to amend the zoning from Future Development (FD) to Community Facility (CF).

**Requirement**

This Public Meeting is being held under The Planning Act, which requires that Council hold at least one Public Meeting and that proper notice be given.

**Application Process**

An application was submitted by the Township of Ashfield-Colborne-Wawanosh on April 29, 2021.

Notice of the Public Meeting was advertised by the municipality on May 12, 2021.

**Comments:**

- 1) Huron County Planner

The Planner reviewed the application with the Planning Advisory Committee.

- 2) Applicant and/or Agent

No comments.

3) Others

Burns Jansen addressed the Planning Advisory Committee with respect to costs, however was asked to contact staff with any inquiries in that regard.

Bob Hallam addressed the Planning Advisory Committee with respect the setbacks, the location, berms if any of the reservoir, planning designation, and concerns with the line fence. Staff indicated that they will reach out to him to speak to his inquiries.

4) Council’s Questions and/or Comments.

Councillor Gloria Fisher wanted clarification with respect to the location of the reservoir.

**NOTE:** If a person or public body that files an appeal of a decision of ACW Township in respect to the proposed rezoning, but does not make written or oral submissions before the proposed rezoning is adopted, the Local Planning Appeal Tribunal (LPAT) may dismiss all or part of the appeal.

**Zoning By-law Procedure Following Public Meeting**

- This is a Public Meeting, not a Council Meeting; therefore, a decision of Council may or may not be made later this morning.
- If the By-law is passed, the Clerk must send Notice of the Passing of the By-law to all persons notified of this meeting and to any person or public body that has requested it.
- There is a 20-day objection period from the time Notice of Passing has been mailed, where submissions will be received by the Clerk.
- If an objection is received, an appeal is lodged with the Local Planning Appeal Tribunal (LPAT) and the Municipality no longer has jurisdiction of the file and/or the processing time. You may only file an appeal if you have submitted oral or written comments prior to the decision of Council.
- The fee for filing an appeal is \$1,100.00 payable by Certified Cheque or Money Order in Canadian funds, made out to the Minister of Finance, and must be accompanied by Appellant Form (A1).
- If Council does not pass the by-law, the applicant may appeal to the LPAT.
- If the By-law is passed and no objections are received within the 20-day appeal period, the Clerk will certify that the By-law is in force and effect as of the date of its passing and Notice is forwarded to the Planning Department and to the applicant.

**Recommendation of the Huron County Planner**

It is recommended that the zoning by-law amendment be approved.

**Recommendation of the Planning Advisory Committee**

It is recommended that the zoning by-law amendment be approved.

**Effect of Public and Agency Comments on Decision of Council to the Application**

Council concurs with the planning report regarding the effect of public and agency comments on the decision.

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

**Adjournment**

That there being no further business, the Public Meeting be hereby closed at 9:28 a.m.

Moved by Miltenburg  
Seconded by Snobelen

CLOSE  
PUBLIC  
MEETING

#4

THAT Ashfield-Colborne-Wawanosh Township Council hereby closes the Planning Advisory Committee Public Meeting.

Carried.

Moved by Forster  
Seconded by Vanstone

RECONVENE #5  
COUNCIL  
MEETING

THAT Ashfield-Colborne-Wawanosh Township Council hereby reconvenes their regular Council Meeting.

Carried.

Moved by Fisher  
Seconded by Snobelen

NO  
FURTHER  
NOTICE  
REQUIRED

#6

WHEREAS Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh has held a Public Meeting pursuant to Section 34(12) of the Planning Act, RSO 1990 with respect to a proposed zoning by-law;

AND WHEREAS certain changes have been made to the proposed by-law after holding of the public meeting on June 1, 2021;

NOW, THEREFORE, the Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh hereby resolves that, pursuant to Section 34(17) of the Planning Act, RSO 1990, no further notice is to be given in respect of the proposed by-law.

Carried.

5.2 9:15 a.m. – Huron Hospice

Jay McFarlan / Board Chair  
Willy Van Klooster / Executive Director

We have provided Council with a copy of the Huron Hospice presentation and correspondence and their request for funding. Mr. McFarlan and Mr. Van Klooster addressed Council this morning in this regard.

STAFF COMMENTS: None.

ACTION: Council agreed to defer to the 2022 Budget Deliberations.

## 6.0 ACCOUNTS

No items scheduled.

## 7.0 DEPARTMENT / COMMITTEE REPORTS

### 7.1 Water Department

7.1.1 Water Operations & Maintenance Report – April 2021

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 April 2021.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

### 7.2 Building Department

7.2.1 Port Albert Servicing Master Plan Project

We have provided Council with a copy of two reports prepared by Communication & Project Co-Ordinator Kaitlin Bos, and Clerk Florence Witherspoon, in this regard. Ms. Bos and Ms. Witherspoon were available this morning.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to meet again with B.M. Ross & Associates to discuss the project details. Council agreed to set a date of Friday, June 11<sup>th</sup> at 9:00 a.m.

### 7.3 Cemetery Department

No items scheduled.

**7.4 Drainage Department**

No items scheduled.

**7.5 Administration Department**

**7.5.1 Procedural By-Law - Amendment**

As a follow-up from our last meeting, we have provided Council with a copy of the amended Procedural By-Law for adoption. Ms. Witherspoon was available this morning.

STAFF COMMENTS: That Council adopt the Procedural By-Law amendment in Section 14 with adding in “conferencing” in section 2.7 of the by-law.

ACTION: Council agreed to adopt the by-law as presented in Section 14 with the minor amendment noted above.

**7.5.2 Animal Control By-Law**

As a follow-up from our last meeting, we have provided Council with a consolidated Animal Control By-Law, with amendment removing the Animal Licensing requirement, for adoption. Ms. Witherspoon was available this morning.

STAFF COMMENTS: That Council adopt the Animal Control By-Law as presented in Section 14.

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

**7.5.3 No Overnight Camping on Municipal Property By-Law**

As a follow-up from our last meeting, we have provided Council with a copy of the proposed No Overnight Camping on Municipal Property By-Law. Ms. Witherspoon was available this morning.

STAFF COMMENTS: That Council adopt the No Camping By-Law in Section 14 with adding in “overnight camping” in Section 2.1.

ACTION: Council agreed to adopt the by-law as presented in Section 14 with the minor amendment noted above.

**7.5.4 Sommer Bros. Construction Memorandum of Understanding  
Dungannon Vacant Lots Expression of Interest**

As a follow-up from our last In-Camera Session, we have now received confirmation that our application for 2021 SLED funding has been approved. We have provided Council with a draft copy of the Memorandum of Understanding proposed to be adopted for your consideration. If Council is agreeable to the terms as outlined, the agreement will come to the next Council meeting for execution. Ms. Witherspoon was available this morning.

STAFF COMMENTS: We seek your direction.

ACTION: Council agree to proceed with the Memorandum of Understanding and bring the MOU back to the next meeting for execution.

**7.5.5 The Roles of Council Members – Refresher Training**

Mayor Glen McNeil requested this item on the agenda. Is Council interested in having a mid-term refresher training on the role of a Municipal Councillor?

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to have staff reach out to organize an official retraining and will report back their findings.

**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 Thomas McCarthy. Mr. McCarthy was available this morning.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

#### 7.6.2 Speed Sign Policy

We have provided Council with a copy of the report prepared by Public Works Superintendent Thomas McCarthy along with a copy of the proposed policy. Mr. McCarthy was available this morning.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to adopt the policy as presented by by-law at a future meeting.

#### 7.6.3 Lakeshore Access Points Garbage Bins / Signage

We have provided Council with a copy of the report prepared by Public Works Superintendent Thomas McCarthy. Mr. McCarthy was available this morning.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to support the proposal.

#### 7.6.4 Ministry of Transportation Ontario – Notice of Study Commencement

We have provided Council with a copy of the above notice. This notice is to advise that a complete Detail Design and Class Environmental Assessment Study for the Highway 21 intersection improvements at Saltford Road, Airport Road, and Blyth Road in the Township of Ashfield-Colborne-Wawanosh has been initiated.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

#### 7.6.5 Birch Beach Bridge Update

We have provided Council with a copy of the report prepared by Public Works Superintendent Thomas McCarthy. Mr. McCarthy was available this morning.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

#### 7.6.6 Road Allowance / Additional Lands

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

### 7.7 **Environmental Services**

No items scheduled.

### 7.8 **Committee Reports**

Councillor Jennifer Miltenburg reported on the Dungannon Community Alliance Committee and the Lucknow & District Joint Recreation Board.

### 8.0 **NEW BUSINESS**

*(items to be brought forward to a future meeting)*

No items scheduled.

### 9.0 **CORRESPONDENCE / DIRECTION REQUIRED**

No item scheduled.

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

10.1 Lucknow & District Joint Recreation Board – Minutes

10.2 Maitland Valley Conservation Authority - Minutes

### 11.0 **CORRESPONDENCE / ON COUNCIL TABLE**

No items scheduled.

### 12.0 **UNFINISHED BUSINESS**

No items scheduled.

*Since the Council Meeting is being held electronically through Zoom, Staff would ask that Council now proceed to Section 14 and adopt the by-laws prior to moving into an "In-Camera Session". This will allow the public participants an opportunity to be present during the adoption of the by-laws. Once the by-laws have been adopted, Council would then proceed to Section 13 and move into the "In-Camera Session". The public participants will not need to re-join as the meeting will be adjourned after the closed session.*

### **13.0 IN-CAMERA / CLOSED SESSION**

Moved by Watt  
Seconded by Vanstone

MOVE TO #7  
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 10:54 a.m. for the purpose of discussing:

- 1) Proposed acquisition of land by the municipality.

Carried.  
~

### **13.1 RETURN TO OPEN SESSION**

Moved by Forster  
Seconded by Watt

RISE FROM #8  
IN-CAMERA

THAT Ashfield-Colborne-Wawanosh Township Council rise from an "In-Camera" session at 11:00 a.m.

Carried.  
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### **13.2 BUSINESS ARISING FROM IN-CAMERA / CLOSED SESSION**

Nothing to report.

### **14.0 BY-LAWS**

#### 14.1 Dungannon Reservoir Zoning Amendment By-Law

Moved by Vanstone  
Seconded by Snobelen

DUNGANNO #9  
N WELL  
HOUSE  
ZONING  
AMENDMEN  
T

THAT leave be given to introduce By-Law 36-2021 being a by-law to amend Zoning By-law 32-2008, as amended, of the Corporation of the Township of Ashfield-Colborne-Wawanosh, and that it now be read severally a first, second, and third time, and finally passed this 1<sup>st</sup> day of June 2021.

Carried.

#### 14.2 Procedural By-Law

Moved by Watt  
Seconded by Miltenburg

PROCEDUR #10  
AL  
BY-LAW

THAT leave be given to introduce By-Law 37-2021 being a Procedural By-Law to govern the proceedings and the conduct of the meetings of the Council and Committees of the Township of Ashfield-Colborne-Wawanosh, and that it now be read severally a first, second, and third time, and finally passed this 1<sup>st</sup> day of June 2021.

Carried.

#### 14.3 Animal Control By-Law

Moved by Forster  
Seconded by Fisher

ANIMAL #11  
CONTROL  
BY-LAW

THAT leave be given to introduce By-Law 38-2021 being a by-law to regulate animal care and control with the Township of Ashfield-Colborne-Wawanosh, and that it now be read severally a first, second, and third time, and finally passed this 1<sup>st</sup> day of June 2021.

Carried.

14.4 No Camping on Municipal Property By-Law

Moved by Forster  
Seconded by Miltenburg

NO #12  
CAMPING  
BY-LAW

THAT leave be given to introduce By-Law 39-2021 being a by-law to prohibit camping on municipally owned lands within the with the Township of Ashfield-Colborne-Wawanosh, and that it now be read severally a first, second, and third time, and finally passed this 1<sup>st</sup> day of June 2021.

Carried.

14.5 Confirmation By-Law

Moved by Watt  
Seconded by Snobelen

CONFIRMAT #13  
ION BY-LAW

THAT leave be given to introduce By-Law 40-2021 being a by-law to confirm the proceedings of the Township of Ashfield-Colborne-Wawanosh meeting held on June 1, 2021, and that it now be read severally a first, second, and third time, and finally passed this 1<sup>st</sup> day of June 2021.

Carried.

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15.0 ADJOURNMENT

Moved by Vanstone  
Seconded by Forster

ADJOURN #14

THAT Ashfield-Colborne-Wawanosh Township Council does now adjourn to meet again on June 11, 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