



TOWNSHIP OF  
ASHFIELD - COLBORNE - WAWANOSH

## Council Minutes July 13, 2021

Township of Ashfield-Colborne-Wawanosh Council met in regular session on the 13<sup>th</sup> day of July 2021, at 9:00 a.m. through Zoom, an online video conferencing platform.

This meeting was held electronically as per By-Law 37-2021, 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

Mark Becker  
Kaitlin Bos  
Thomas McCarthy  
Ellen McManus  
Brett Pollock

County of Huron Planner

Celina Whaling-Rae

OTHERS PRESENT VIA ZOOM (Viewing and Observing Only): Nancy Bridge, Britt Gregg-Wallace, Charlene Schramm, Evan Hickey, Reid Goobie, and 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 – June 11, 2021

Moved by Miltenburg  
Seconded by Forster

ADOPT  
COUNCIL  
MINUTES

#1

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the June 11, 2021 Council Meeting Minutes as written.

Carried.

#### 3.2 Council Meeting Minutes – June 15, 2021

Moved by Watt  
Seconded by Snobelen

ADOPT  
COUNCIL  
MINUTES

#2

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the June 15, 2021 Council Meeting Minutes as written.

Carried.

3.3 Council Meeting Minutes – July 6, 2021

Moved by Vanstone  
Seconded by Fisher

ADOPT #3 THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the  
COUNCIL July 6, 2021 Council Meeting Minutes as written.  
MINUTES 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  
Britt Gregg-Wallace / Student Planner

Zoning By-Law Amendment Application - File Z08-21 Goobie

Moved by Forster  
Seconded by Fisher

ADJOURN #4 THAT Ashfield-Colborne-Wawanosh Township Council hereby adjourns  
COUNCIL their regular Council Meeting.  
MEETING Carried.

Moved by Vanstone  
Seconded by Miltenburg

OPEN #5 THAT Ashfield-Colborne-Wawanosh Township Council hereby opens the  
PUBLIC Planning Advisory Committee Public Meeting to consider the Zoning By-  
MEETING Law Amendment application made by Reid Goobie.  
Carried.

We have provided Council with the report prepared by the County Planner, Celina Whaling-Rae, regarding this Zoning By-Law Amendment. Britt Gregg-Wallace reviewed the application with the Planning Advisory Committee.

**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 this Public Meeting is to consider changing the zoning on the property described as Plan 229 Lot 61 PT Lot 63, Wawanosh in the Township of Ashfield-Colborne-Wawanosh.

**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 Reid Goobie to the Township of Ashfield-Colborne-Wawanosh and considered complete on June 17, 2021.

Notice of the Public Meeting was mailed by the municipality to all property owners within 120 meters of the property on June 23, 2021 and notice was posted on the subject property.

**Comments:**

## 1) Huron County Planner

Student Planner, Britt Gregg-Wallace, reviewed the application with the Planning Advisory Committee.

## 2) Applicant and/or Agent

None.

## 3) Others

None.

## 4) Council's Questions and/or Comments.

None.

**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 Ontario Land Tribunal (OLT) 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 sent, where submissions will be received by the Clerk.
- If an objection is received, an appeal is lodged with the Ontario Land Tribunal (OLT) 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 OLT.
- 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 Zoning By-Law Amendment Application Z08-21 Goobie be approved.

**Recommendation of the Planning Advisory Committee**

It is recommended that Zoning By-Law Amendment Application Z08-21 Goobie be approved.

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

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

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 9:11 a.m.

- Moved by Snobelen  
Seconded by Watt
- CLOSE PUBLIC MEETING #6 THAT Ashfield-Colborne-Wawanosh Township Council hereby closes the Planning Advisory Committee Public Meeting. Carried.
- Moved by Fisher  
Seconded by Miltenburg
- RECONVENE COUNCIL MEETING #7 THAT Ashfield-Colborne-Wawanosh Township Council hereby reconvenes their regular Council Meeting. Carried.
- 5.2 9:15 a.m. – Celina Whaling-Rae / County of Huron Planner - Consent Application  
Peggy Sheppard & Paul Taylor – Consent File C52-2021  
We have provided Council with a copy of the report prepared by Celina Whaling-Rae in regard to the application for consent received from Peggy Sheppard & Paul Taylor. Ms. Whaling-Rae reviewed the application with Council.  
STAFF COMMENTS: We seek your direction.  
ACTION: Council agreed to recommend to the County of Huron that this application for consent be approved subject to the conditions as outlined in the Planners Report.
- 5.3 9:30 a.m. - Nancy Bridge / Seebach & Company Chartered Accountants  
We have provided Council with a copy of the Financial Statements for the year ending 2020, from our auditor Seebach & Company Chartered Accountants. We have also provided a two-page summary. The Revenue/Expenditure Reports that Council receives each month, show the actuals, and are in greater detail. These statements represent the “Consolidated Financial Statements” of the Township of Ashfield-Colborne-Wawanosh. Ms. Bridge was available this morning and reviewed the statements with Council.  
STAFF COMMENTS: That Council accepts the financial statements as presented and adopts the following resolution.  
ACTION: Council agreed to adopt the following resolution.
- Moved by Miltenburg  
Seconded by Forster
- FINANCIAL STATEMENT S 2020 #8 THAT Ashfield-Colborne-Wawanosh Township Council hereby accepts the Financial Statements as prepared by Seebach & Company Chartered Accountants for the year ending December 31, 2020. Carried.
- 6.0 ACCOUNTS**
- 6.1 Payment of Current Accounts  
Moved by Watt  
Seconded by Forster
- APPROVE ACCOUNTS #9 THAT Ashfield-Colborne-Wawanosh Township Council hereby authorizes the payment of the July 2021 accounts as presented. Carried.  
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- 6.2 Payment of Previous Month Actual Accounts  
Moved by Vanstone  
Seconded by Miltenburg
- APPROVE ACTUAL PAYMENTS #10 THAT Ashfield-Colborne-Wawanosh Township Council hereby approves the payment of the June 2021 accounts in the amount of \$ 3,142,038.36. Carried.  
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### 6.3 Summary Revenue/Expenditure Reports

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

Moved by Watt  
Seconded by Forster

REVENUE  
EXPEND-  
ITURE  
REPORT

#11

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 Water Operations & Maintenance Report – May 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 May 2021.

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 available this morning.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

#### 7.2.2 Port Albert Servicing Master Plan Project - Update

B.M. Ross & Associates Ltd. have now completed the updates to the cost tables for the different projects, based on the input received from Council at our meeting held on June 11, 2021. ACW Staff will be reviewing the updates with B.M. Ross shortly, and after the review, we would like to arrange for another special meeting with Council to consider the updates. What date would Council like to review their findings?

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to meet on Tuesday, August 3, 2021 at 9:00 a.m.

### 7.3 Cemetery Department

#### 7.3.1 Colborne Memorial Service

The Annual Colborne Cemetery Memorial Service will be held outdoors at the Colborne Cemetery on Sunday, August 1, 2021 at 2:00 p.m. The service will be conducted by Pastor Bryan Warnar.

In the past we have had a member of Council attend to hand out programs and provide a welcome to the congregation before the service.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to have Mayor Glen McNeil attend the Memorial Service.

### 7.4 Drainage Department

No items scheduled.

**7.5 Administration Department**

**7.5.1 Flag Lowering Protocol**

We have provided Council with a copy of the report and the revised draft “Flag Lowering Protocol” for the Township of Ashfield-Colborne-Wawanosh which was prepared by Clerk Florence Witherspoon.

STAFF COMMENTS: That Council approves the Flag Lowering Policy as drafted and adopt the following resolution.

ACTION: Council agreed to adopt the policy and pass the following resolution.

Moved by Miltenburg  
Seconded by Fisher

FLAG LOWERING POLICY #12 THAT Ashfield-Colborne-Wawanosh Township Council adopts the “Flag Lowering Policy” as drafted. Carried.

**7.5.2 Lucknow Recreation – Appointment of Summer Students**

We have provided Council with the by-law to appoint summer students to their positions for the Lucknow & District Joint Recreation Department.

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

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

**7.5.3 Procurement Policy – Update**

We have provided Council with a copy of the report prepared by Treasurer Ellen McManus along with a copy of the draft policy and by-law for review regarding an updated “Procurement Policy”. Ms. McManus was available this morning.

STAFF COMMENTS: That Council adopt the policy as drafted and approve by by-law in Section 14.

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

**7.5.4 North Huron Fire Department – Annual Report**

We have provided Council with a copy of the 2020 Annual Report of the North Huron Fire Department.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

**7.5.5 Lucknow & District Joint Fire Board Agreement – Amendment**

ACW staff advised Huron-Kinloss that the agreement needed to be amended to reflect the correct charges. We have provided Council with a copy of the by-law to amend the section of the Lucknow & District Joint Fire Board Agreement between the Township of Ashfield-Colborne-Wawanosh and the Township of Huron-Kinloss for adoption.

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

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

**7.5.6 Municipal Modernization Program – Approved Funding**

We have provided Council with a copy of the approval letter along with a copy of the report prepared by Treasurer Ellen McManus for the second intake of the above noted grant application submitted for the amount of \$68,685 towards the Township Meeting Management and Website Redevelopment. Ms. McManus was available this morning.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

### 7.5.7 Municipal Office Internet

We have provided Council with a copy of the report prepared by Chief Building Official Brett Pollock in regards to the Municipal Office Internet. Mr. Pollock was available this morning.

STAFF COMMENTS: That Council supports upgrading the existing copper line with new fiberoptic line from the Municipal Office to the Public Works Shed and adopt the following resolution.

ACTION: Council agreed to proceed and adopt the following resolution.

Moved by Vanstone  
Seconded by Watt

FIBEROPTIC #13  
LINE  
INSTALL

THAT Ashfield-Colborne-Wawanosh Township Council agrees to proceed with upgrading the existing copper line with a new fiberoptic line from the Municipal Office to the Public Works Shed.

Carried.

## 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 Road Allowance

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

### 7.6.3 Gazebo & Fence Tenders – Dungannon Park

We have provided Council with a copy of the report prepared by Public Works Superintendent Thomas McCarthy with respect to the tenders received for the Gazebo and Fence at the Dungannon Park. Mr. McCarthy was available this morning.

STAFF COMMENTS: That Council award the tender for the construction of the Dungannon Park Gazebo and Fencing to Arcadia Custom Living Ltd. and adopt the following resolution.

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

Moved by Watt  
Seconded by Vanstone

DUNGANNO #14  
N PARK  
GAZEBO &  
FENCE

THAT Ashfield-Colborne-Wawanosh Township Council accepts the tender received from Arcadia Custom Living Ltd. for the construction of the Dungannon Park Gazebo and Fencing in the amount of \$ 95,400.00 plus H.S.T.

Carried.

### 7.6.4 One-Ton Plow Truck with Dump Box Tender

We have provided Council with a copy of the report prepared by Public Works Superintendent Thomas McCarthy with respect to the tenders received for the One-Ton Plow Truck with Dump Box. Mr. McCarthy was available this morning.

STAFF COMMENTS: That Council accepts the tender received from Winegard Motors Ltd. and adopt the following resolution.

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

Moved by Fisher  
Seconded by Forster

ONE-TON #15  
PLOW  
TRUCK AND  
DUMP BOX

THAT Ashfield-Colborne-Wawanosh Township Council accepts the tender received from Winegard Motors Ltd. for the purchase of one (1) one ton plow truck with dump box in the amount of \$ 102,740.00 plus H.S.T., licensing, plate and sticker fees.

Carried.

## 7.6.5 Crack Sealing

We have provided Council with a copy of the report prepared by Public Works Superintendent Thomas McCarthy with respect to the quotations received for Crack Sealing. Mr. McCarthy was available this morning.

STAFF COMMENTS: That Council authorize staff to contract Cornell Construction to complete the annual crack sealing program for 2021 and adopt the following resolution.

ACTION: Council agreed to accept the quotation as recommended and adopt the following resolution.

Moved by Forster  
Seconded by Miltenburg

CRACK  
SEALING  
QUOTE

#16

THAT Ashfield-Colborne-Wawanosh Township Council agrees to accept the quotation received from Cornell Construction to complete the annual crack sealing program for the quoted cost of \$ 2.10 per metre. The total value of the contract will not exceed the budgeted amount of \$ 50,000.00.

Carried.

7.7 **Environmental Services**

No items scheduled.

7.8 **Committee Reports**

Mayor Glen McNeil reported on the Port Albert Citizens Association meeting which he attended.

8.0 **NEW BUSINESS**

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

Township of Ashfield-Colborne-Wawanosh resident Julie Anne Staehli has qualified for the Olympics in the 5000 m and will race on July 30<sup>th</sup> in Tokyo.

ACTION: Staff will prepare a video and posting wishing her good luck on our Township website and on our Township social media platforms.

9.0 **CORRESPONDENCE / DIRECTION REQUIRED**

No items scheduled.

10.0 **CORRESPONDENCE / FOR INFORMATION PURPOSES**

10.1 Lucknow & District Joint Recreation Board - Minutes

11.0 **CORRESPONDENCE / ON COUNCIL TABLE**

No items scheduled.

12.0 **UNFINISHED BUSINESS**

12.1 Special Council Meeting / Public Meeting – Planning Application Z07-2021

Monday, July 26, 2021 at 7:00 p.m. via Zoom.

STAFF COMMENTS: Reminder only.

ACTION: Noted.

12.2 Council Meeting Summer Schedule

The regular Council Meetings for the summer are as follows:

July 13<sup>th</sup> and August 10<sup>th</sup> and return to regular schedule on September 7<sup>th</sup>.

STAFF COMMENTS: Reminder only.

ACTION: Noted.



## 12.3 Official Plan - Open House / Public Meeting

Wednesday, August 11, 2021 at 6:00 p.m. via Zoom.

STAFF COMMENTS: Reminder only.

ACTION: Noted.

*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 Forster  
Seconded by Watt

MOVE TO #17  
IN-CAMERA

THAT Ashfield-Colborne-Wawanosh Township Council move into an "In-Camera" session, with the CAO/Deputy-Clerk, and Public Works Superintendent remaining in attendance at 10:30 a.m. for the purpose of discussing:

- 1) Proposed disposition of land by the municipality.

Carried.

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13.1 **RETURN TO OPEN SESSION**

Moved by Miltenburg  
Seconded by Fisher

RISE FROM #18  
IN-CAMERA

THAT Ashfield-Colborne-Wawanosh Township Council rise from an "In-Camera" session at 10:55 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 Reid Goobie Zoning By-Law Amendment

Moved by Forster  
Seconded by Snobelen

REID #19  
GOOBIE  
ZONING  
AMENDMEN  
T

THAT leave be given to introduce By-Law 48-2021 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 13<sup>th</sup> day of July 2021.

Carried.

## 14.2 Lucknow &amp; District Joint Fire Board Agreement Amendment By-Law

Moved by Watt  
Seconded by Vanstone

LUCKNOW #20  
FIRE  
AGREEMEN  
T  
AMENDMEN  
T BY-LAW

THAT leave be given to introduce By-Law 49-2021 being a by-law amend By-Law 65-2020, being a by-law to authorize the execution of a Fire Protection Services Agreement between the Township of Huron-Kinloss and the Township of Ashfield-Colborne-Wawanosh and that it now be read severally a first, second, and third time, and finally passed this 13<sup>th</sup> day of July 2021.

Carried.

14.3 Lucknow & District Joint Recreation Department Summer Students Appointment By-Law

Moved by Forster  
Seconded by Snobelen

SUMMER #21 THAT leave be given to introduce By-Law 50-2021 being a by-law to  
STUDENTS appoint summer students for the Lucknow & District Joint Recreation  
APPOINTME Board, and that it now be read severally a first, second, and third time, and  
NT BY-LAW finally passed this 13<sup>th</sup> day of July 2021.  
Carried.

14.4 Procurement Policy

Moved by Fisher  
Seconded by Miltenburg

PROCUREM #22 THAT leave be given to introduce By-Law 51-2021 being a by-law to adopt  
ENT POLICY and maintain a Procurement Policy for the Township of Ashfield-Colborne-  
Wawanosh and that it now be read severally a first, second, and third time,  
and finally passed this 13<sup>th</sup> day of July 2021.  
Carried.

14.5 Confirmation By-Law

Moved by Miltenburg  
Seconded by Watt

CONFIRMAT #23 THAT leave be given to introduce By-Law 52-2021 being a by-law to  
ION BY-LAW confirm the proceedings of the Township of Ashfield-Colborne-Wawanosh  
meeting held on July 13, 2021, and that it now be read severally a first,  
second, and third time, and finally passed this 13<sup>th</sup> day of July 2021.  
Carried.  
~

15.0 ADJOURNMENT

Moved by Forster  
Seconded by Snobelen

ADJOURN #24 THAT Ashfield-Colborne-Wawanosh Township Council does now adjourn  
to meet again on July 26, 2021 at 7:00 p.m. or at the Call of the Mayor.  
Carried.  
~

Original signed by  
\_\_\_\_\_  
Mayor, Glen McNeil

Original signed by  
\_\_\_\_\_  
CAO/Deputy-Clerk, Mark Becker