



— TOWNSHIP OF —
ASHFIELD - COLBORNE - WAWANOSH

Council Agenda **October 5, 2021**

Township of Ashfield-Colborne-Wawanosh Council will meet in regular session on the 5th day of October 2021, at 9:00 a.m. through Zoom, an online video conferencing platform.

This meeting will be held electronically as per By-Law 37-2021, Section 3.10 which allows for Electronic Participation of Council Meetings.

1.0 CALL TO ORDER

Video/Audio Approval – if applicable

2.0 DISCLOSURE OF PECUNIARY INTEREST / POTENTIAL CONFLICT OF INTEREST

3.0 ADOPTION OF PREVIOUS MEETING MINUTES

3.1 Council Meeting Minutes – September 21, 2021

Moved by
Seconded by

ADOPT
COUNCIL
MINUTES

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the September 21, 2021 Council Meeting Minutes as written.

3.2 Council Meeting Minutes – September 27, 2021

Moved by
Seconded by

ADOPT
COUNCIL
MINUTES

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the September 27, 2021 Council Meeting Minutes as written.

3.3 Council Meeting Minutes – September 28, 2021

Moved by
Seconded by

ADOPT
COUNCIL
MINUTES

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the September 28, 2021 Council Meeting Minutes as written.

4.0 OPEN FORUM (items pertaining to the agenda)

5.0 DELEGATIONS

No items scheduled.

6.0 ACCOUNTS

No items scheduled.

7.0 DEPARTMENT / COMMITTEE REPORTS

7.1 Water Department

7.1.1 Water Operations & Maintenance Report – August 2021

We have provided Council with a copy of the report prepared by Veolia Water Canada in regard to the operation and maintenance of our water systems for August 2021.

STAFF COMMENTS: For your information purposes.

7.2 Building Department

7.2.1 Development Charges Background Study – Update

We have provided Council with a copy of the report prepared by Chief Building Official Brett Pollock. Mr. Pollock will be available this morning.

STAFF COMMENTS: That Council agreed proceed with a Development Charges Background Study and adopt the following resolution.

Moved by
Seconded by

INITIATE
DEVELOPME
NT CHARGES
BACKGROUN
D STUDY

THAT Ashfield-Colborne-Wawanosh Township Council hereby agrees to proceed with the Development Charges Background Study to be completed by B.M. Ross & Associates for a total budgeted amount of \$30,000 plus H.S.T, and that the costs associated with the background study being recovered by Development Charges.

7.3 Cemetery Department

No items scheduled.

7.4 Drainage Department

No items scheduled.

7.5 **Administration Department**

7.5.1 Livestock Evaluator – Appointment of Randy Scott

As a follow-up from the last meeting, we have provided Council with a copy of the appointment by-law, appointing Randy Scott as the Livestock Evaluator for the municipality.

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

7.5.2 Municipal Modernization Program – Intake 3

We have provided Council with a copy of the letter received and the report prepared by Treasurer Ellen McManus with respect to the above noted funding opportunity. Ms. McManus will be available this morning.

STAFF COMMENTS: We seek your direction.

7.5.3 By-Law Enforcement Officer Report

We have provided Council with a copy of the By-Law Enforcement Officers report.

STAFF COMMENTS: For your information purposes.

7.5.4 Township of Ashfield-Colborne-Wawanosh - New Website Launch

We have provided Council with a copy of the report prepared by Community Support & Project Coordinator Kaitlin Bos in this regard. Ms. Bos will be available this morning.

STAFF COMMENTS: For your information purposes.

7.5.5 Auditor Appointment By-Law for 2022

Seebach & Company Chartered Accountants have been our auditors since 2004. Their audit fee includes the audit for the Township, Lucknow Medical, and Recreation, as well as the preparation and submission of the Financial Information Return. Last year they indicated that the total audit fee for 2021 would not increase from the 2020 fee being \$ 17,700. They propose the audit fee for 2022 to be \$ 18,000. They provide an excellent service, as well as being very familiar with our files and operations, and their fees are considerably less than other municipalities in Huron County. We have provided Council with a copy of their appointment by-law for renewal.

STAFF COMMENTS: That Council appoints Seebach & Company as the auditor for the 2022 calendar year by by-law in Section 14.

7.5.6 Lucknow & District Recreation - Winter Staff Appointment By-Law

We have provided Council with the staffing appointment by-law for the Lucknow & District Winter Staff.

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

7.5.7 Benmiller Softball Registration

We have provided Council with a copy of the report prepared by Cathy Gibson, Administrative Assistant with respect to the recommend registration costs.

STAFF COMMENTS: That Council support the recommended registration fees.

7.5.8 St. Helens Hall – Request for Waived Rental Fee

We have provided Council with a copy of the request. Staff have reached out to Huron Perth Public Health for further information on September 24th and 29th with no response.

STAFF COMMENTS: We seek your direction.

7.5.9 Township Owned Land – Dungannon / Socially Responsible Housing Proposal

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

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 will be available this morning.

STAFF COMMENTS: For your information purposes.

7.6.2 ACW Speed Sign – Update

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

STAFF COMMENTS: For your information purposes.

7.6.3 Clothing Allowance

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

STAFF COMMENTS: For your information purposes.

7.6.4 AZ License Renewal – Medical Reimbursement

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

STAFF COMMENTS: For your information purposes.

7.6.5 Tree Planting Program / 2022

As Council may recall, we established a policy, in regards to purchasing and distributing trees to property owners at the costs of \$10 a tree. We ordered 250 trees for 2021 with the net result of the program costing the Township \$ 3,352.62. Does Council still want to proceed with the program?

STAFF COMMENTS: We seek your direction.

7.7 Environmental Services

No items scheduled.

7.8 Committee Reports

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 Benmiller Community Hall – Fall Dinner Fundraiser

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
Seconded by

MOVE TO
IN-CAMERA

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

- 1) Proposed disposition of land by the municipality.

13.1 RETURN TO OPEN SESSION

Moved by
Seconded by

RISE FROM
IN-CAMERA

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

13.2 BUSINESS ARISING FROM IN-CAMERA / CLOSED SESSION

14.0 BY-LAWS

14.1 Livestock Evaluator Appointment By-Law (Randy Scott)

Moved by
Seconded by

LIVESTOCK
EVALUATOR
APPT BY-
LAW

THAT leave be given to introduce By-Law 65-2021 being a by-law to
appoint a Municipal Investigator and Livestock and Poultry Valuer for the
Township of Ashfield-Colborne-Wawanosh, and that it now be read
severally a first, second, and third time, and finally passed this 5th day of
October 2021.

14.2 Auditors Appointment By-Law

Moved by
Seconded by

AUDITORS
APPOINTME
NT BY-LAW

THAT leave be given to introduce By-Law 66-2021 being a by-law to
appoint a municipal auditor for the Township of Ashfield-Colborne-
Wawanosh, and that it now be read severally a first, second, and third time,
and finally passed this 5th day of October 2021.

14.3 Lucknow & District Recreation - Winter Staff Appointment By-Law

Moved by
Seconded by

WINTER
STAFF
LUCKNOW
RECREATIO
N BY-LAW

THAT leave be given to introduce By-Law 67-2021 being a by-law to
establish and appoint the positions of part time winter staff for the Lucknow
& District Recreation Department, and that it now be read severally a first,
second, and third time, and finally passed this 5th day of October 2021.

14.4 Confirmation By-Law

Moved by
Seconded by

CONFIRMAT
ION BY-LAW

THAT leave be given to introduce By-Law 68-2021 being a by-law to confirm the proceedings of the Township of Ashfield-Colborne-Wawanosh meeting held on October 5, 2021, and that it now be read severally a first, second, and third time, and finally passed this 5th day of October 2021.

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15.0 ADJOURNMENT

Moved by
Seconded by

ADJOURN

THAT Ashfield-Colborne-Wawanosh Township Council does now adjourn to meet again on October 19, 2021 at 9:00 a.m. or at the Call of the Mayor.

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