



Council Agenda

June 1, 2021

Township of Ashfield-Colborne-Wawanosh Council will meet in regular session on the 1st 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.

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

Moved by
Seconded by

ADOPT
COUNCIL
MINUTES

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the
May 18, 2021 Council Meeting Minutes as written.

4.0 OPEN FORUM (items pertaining to the agenda)

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
Seconded by

ADJOURN
COUNCIL
MEETING

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

Moved by
Seconded by

OPEN
PUBLIC
MEETING

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.

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 will review 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

Call to order

Declaration of Pecuniary Interests

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
- 2) Applicant and/or Agent
- 3) Others
- 4) Council's Questions and/or Comments.

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

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

Adjournment

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

Moved by
Seconded by

CLOSE
PUBLIC
MEETING

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

Moved by
Seconded by

RECONVENE
COUNCIL
MEETING

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

Moved by
Seconded by

NO
FURTHER
NOTICE
REQUIRED

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.

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 their presentation and correspondence. These individuals have requested to address Council this morning in this regard.

STAFF COMMENTS: None.

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.

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 will be available this morning.

STAFF COMMENTS: We seek your direction.

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 will be available this morning.

STAFF COMMENTS: That Council adopt the Procedural By-Law amendment in Section 14.

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 will be available this morning.

STAFF COMMENTS: That Council adopt the Animal Control 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 will be available this morning.

STAFF COMMENTS: That Council adopt the No Camping By-Law in Section 14.

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 will be available this morning.

STAFF COMMENTS: We seek your direction.

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.

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 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 will be available this morning.

STAFF COMMENTS: We seek your direction.

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 will be available this morning.

STAFF COMMENTS: We seek your direction.

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.

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 will be available this morning.

STAFF COMMENTS: For your information purposes.

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

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.

13.0 IN-CAMERA / CLOSED SESSIONMoved by
Seconded byMOVE TO
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 a.m. for the purpose of discussing:

- 1) Proposed acquisition of land by the municipality.

~

13.1 RETURN TO OPEN SESSIONMoved by
Seconded byRISE 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 Dungannon Reservoir Zoning Amendment By-Law

Moved by
Seconded by

DUNGANNO
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 1st day of June 2021.

14.2 Procedural By-Law

Moved by
Seconded by

PROCEDUR
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 1st day of June 2021.

14.3 Animal Control By-Law

Moved by
Seconded by

ANIMAL
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 1st day of June 2021.

14.4 No Camping on Municipal Property By-Law

Moved by
Seconded by

NO
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 1st day of June 2021.

14.5 Confirmation By-Law

Moved by
Seconded by

CONFIRMAT
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 1st day of June 2021.

15.0 ADJOURNMENT

Moved by
Seconded by

ADJOURN

THAT Ashfield-Colborne-Wawanosh Township Council does now adjourn
to meet again on June 15, 2021 at 9:00 a.m. or at the Call of the Mayor.

~



Council Minutes
May 18, 2021

Township of Ashfield-Colborne-Wawanosh Council met in regular session on the 18th day of May 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 | Glen McNeil |
| Deputy Mayor | Roger Watt |
| Councillors | Gloria Fisher |
| | Wayne Forster |
| | Jennifer Miltenburg |
| | Anita Snobelen |
| | Bill Vanstone |

Staff Present

- | | |
|--|----------------------|
| CAO/Deputy-Clerk | Mark Becker |
| Community Support & Project Co-ordinator | Kaitlin Bos |
| Public Works Superintendent | Thomas McCarthy |
| Treasurer | Ellen McManus |
| Chief Building Official | Brett Pollock |
| Clerk | Florence Witherspoon |

OTHERS PRESENT VIA ZOOM (Viewing and Observing Only): Ben Van Egmond, Susanne Cutting, and Charlene Schramm.

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 – May 4, 2021

Moved by Miltenburg
Seconded by Forster

ADOPT	#1	THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the	
COUNCIL		May 4, 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. – Ben Van Egmond – Request for Sydenham Street Extension / Port Albert

Mr. Van Egmond has requested to address Council this morning with respect to his written request that we have provided Council with a copy of along with a copy of the report prepared by Public Works Superintendent Thomas McCarthy. Mr. Van Egmond presented his request to Council.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to waive the Municipal Servicing Guidelines for the Sydenham Street expansion, provided that we enter into a development agreement with Mr. Van Egmond. Staff will bring back the agreement for consideration to our next meeting.

6.0 **ACCOUNTS**

6.1 Payment of Current Accounts

Moved by Watt
Seconded by Miltenburg

APPROVE #2
ACCOUNTS

THAT Ashfield-Colborne-Wawanosh Township Council hereby authorizes the payment of the May 2021 accounts as presented.

Carried.

6.2 Payment of Previous Month Actual Accounts

Moved by Forster
Seconded by Vanstone

APPROVE #3
ACTUAL
PAYMENTS

THAT Ashfield-Colborne-Wawanosh Township Council hereby approves the payment of the April 2021 accounts in the amount of \$ 881,542.71.

Carried.

~

6.3 Summary Revenue/Expenditure Reports

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

Moved by Forster
Seconded by Vanstone

REVENUE #4
EXPEND-
ITURE
REPORT

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 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.

ACTION: Noted and filed.

7.5.2 Benmiller Softball – Update

After careful consideration for the safety and wellbeing of all players, coaches and volunteers, the Tri-County Softball League has officially cancelled the 2021 Season. Refunds will be issued to all registered players.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

7.5.3 Summer Students Hires

We are pleased to report that we have successfully hired the 2021 Summer Student Positions and welcome the following individuals to the ACW Team for the summer.

Charlene Schramm - Office Administration Summer Student
Rachel Boak & Olivia Rose – Public Works Summer Students

We have provided Council with the appointment by-law for adoption in Section 14.

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

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

7.5.4 Website Redevelopment – Request for Proposal Results

We have provided Council with a copy of the report prepared by Clerk Florence Witherspoon in this regard. Ms. Witherspoon was available this morning.

STAFF COMMENTS: That Council accept the proposal received from OSiM Interactive for the Township of Ashfield-Colborne-Wawanosh Website Redevelopment in the amount of \$9,500 plus H.S.T. plus an annual web hosting service of \$1,800 per year and adopt the following resolution.

ACTION: Council agreed to accept the proposal of OSiM and adopt the following resolution.

Moved by Watt
Seconded by Miltenburg

OSiM	#5	THAT Ashfield-Colborne-Wawanosh Township Council hereby accept the
WEBSITE		proposal received from OSiM Interactive for the Township of Ashfield-
REDEVELOP		Colborne-Wawanosh Website Redevelopment in the amount of \$9,500 plus
		H.S.T. plus an annual web hosting service of \$1,800 per year.
		Carried.

7.5.5 Procedural By-Law

As a follow-up from our last meeting, we have provided Council with a copy of the report prepared by Clerk Florence Witherspoon along with a copy of our existing “Procedural By-Law”. Ms. Witherspoon was available this morning.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed with the recommended changes along with a few other minor changes. Staff will bring the amended by-law back to the next meeting for adoption.

7.5.6 Animal Licensing

We have provided Council with a copy of the report prepared by Clerk Florence Witherspoon in this regard. Ms. Witherspoon was available this morning.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed with the recommended changes. Staff will bring the amended by-law back to the next meeting for adoption.

7.5.7 Township Property – Overnight Camping

We have provided Council with a copy of the report prepared by Clerk Florence Witherspoon in this regard. Ms. Witherspoon was available this morning.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed with the recommended by-law. Staff will bring the by-law back to the next meeting for adoption.

7.5.8 Community Safety and Policing Act – Huron OPP Detachment Services Board

We have provided Council with a copy of an update report prepared by CAO Mark Becker. Mr. Becker was available this morning.

STAFF COMMENTS: That Council support the report as prepared and adopt the following resolution.

ACTION: Council concurred with the recommendations and agreed to adopt the following resolution.

Moved by Fisher
Seconded by Miltenburg

HURON COUNTY OPP DETACHMENT BOARD	#6	THAT Ashfield-Colborne-Wawanosh Township Council hereby supports the establishment of a Huron County OPP Detachment Board that does not include an elected member of its Council.	Carried.
-----------------------------------	----	---	----------

7.5.9 Clothing Allowance Policy Amendment – Cemetery & Grounds Caretaker

We have provided Council with a copy of the existing clothing allowance policy for the Public Works Department and Building Department Full Time Employees. Staff is recommending that we provide the same allowance to the Cemetery & Grounds Caretaker as the position is seasonal full time. Staff has marked up the proposed changes. CAO Mark Becker was available this morning.

STAFF COMMENTS: That Council agreed to amend the Clothing Allowance Policy to include our Cemetery & Grounds Caretaker and adopt the following resolution.

ACTION: Council agreed to include the Cemetery & Grounds Caretaker in the Clothing Allowance Policy and adopted the following resolution.

Moved by Watt
Seconded by Forster

CLOTHING ALLOWANCE POLICY	#7	THAT Ashfield-Colborne-Wawanosh Township Council adopts the revised “Clothing Allowance” Policy No. HR 2.15 dated May 18, 2021.	Carried.
---------------------------	----	---	----------

7.5.10 Bank Erosion Committee – Request for Funds

We have provided Council with the request for funds for a second payment from the above noted committee which was not included in the 2021 Budget.

STAFF COMMENTS: If Council is supportive, we ask that the following resolution be adopted.

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

Moved by Vanstone
Seconded by Fisher

DONATION #8
TO BANK
EROSION

THAT Ashfield-Colborne-Wawanosh Township Council hereby agrees to donate \$2,500 to the Bank Erosion Committee for 2021.

Carried.

7.5.11 Canada Healthy Communities Initiative

We have provided Council with a copy of the report prepared by Treasurer Ellen McManus in this regard. Ms. McManus was available this morning.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to have staff proceed with an application to the Canada Healthy Communities Initiative for funding to improve public beach access points within the municipality.

7.6 **Public Works Department**

No items scheduled.

7.7 **Environmental Services**

No items scheduled.

7.8 **Committee Reports**

Councillor Jennifer Miltenburg reported that the new playground equipment was placed at the St. Helens Hall last week.

Councillor Anita Snobelen reported on the Community Safety & Well Being Meeting which she participated.

Mayor Glen McNeil reported on his recent meeting with Maitland Valley Conservation Authority with respect to lakeshore erosion.

Mayor Glen McNeil reported on the recent meeting with the Medical Officer of Health and the Lakeshore Community Mayors with respect to beaches which will be discussed at County of Huron Council tomorrow.

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 Coalition for Huron Injury Prevention – Constable Wes Coast

10.2 Ashfield Colborne Lakefront Association – Short Term Rental Study

10.3 Municipality of Leamington – Municipal Freedom of Information and Protection of Privacy

ACTION: Support.

10.4 Town of Perth Resolution – Hospital Funding of Major Capital Equipment

ACTION: Support.

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 2021 Summer Student Positions / Appointment By-Law

Moved by Fisher
Seconded by Forster

SUMMER #9 THAT leave be given to introduce By-Law 34-2021 being a by-law to
STUDENT appoint the positions of Summer Students for the Township of Ashfield-
APPOINTME Colborne-Wawanosh, and that it now be read severally a first, second, and
NT BY-LAW third time, and finally passed this 18th day of May 2021.
Carried.

14.2 Confirmation By-Law

Moved by Miltenburg
Seconded by Watt

CONFIRMAT #10 THAT leave be given to introduce By-Law 35-2021 being a by-law to
ION BY-LAW confirm the proceedings of the Township of Ashfield-Colborne-Wawanosh
meeting held on May 18, 2021, and that it now be read severally a first,
second, and third time, and finally passed this 18th day of May 2021.
Carried.
~

15.0 **ADJOURNMENT**

Moved by Snobelen
Seconded by Vanstone

ADJOURN #11 THAT Ashfield-Colborne-Wawanosh Township Council does now adjourn
to meet again on June 1, 2021 at 9:00 a.m. or at the Call of the Mayor.
Carried.
~



PLANNING & DEVELOPMENT

57 Napier Street, Goderich, Ontario N7A 1W2 CANADA

Phone: 519.524.8394 Ext. 3 Fax: 519.524.5677

Toll Free: 1.888.524.8394 Ext. 3

www.huroncounty.ca

5.1

To: Township of Ashfield-Colborne-Wawanosh, Mayor, and Members of Council
From: Celina Whaling-Rae, Planner
Date: May 26th, 2021

Re: Zoning By-law Amendment Application Z05-21

Concession 4 Part Lot 13 RP 22R4956 Part 1 (West Wawanosh), Township of Ashfield-Colborne-Wawanosh, known municipally as 37103 Dungannon Road, Dungannon

Owner/Applicant: Township of Ashfield-Colborne-Wawanosh

This report is submitted to Ashfield-Colborne-Wawanosh (ACW) Council for the Public Meeting on June 1st, 2021.

RECOMMENDATION

It is recommended that Zoning By-law Amendment Application Z05-21 be **approved**.

PURPOSE

The purpose of the proposed Zoning By-law Amendment is to amend the zoning on a portion of the subject property to permit the construction of a reservoir with a minimum front yard setback of 1.5 metres.

REVIEW

The subject property is located in the Village of Dungannon. It is designated Village/Hamlet in the ACW Official Plan and is zoned 'Future Development (FD)' in the ACW Zoning By-law (Zone Map 9A). It is 3.81 acres (15,418.5 square metres) in size. The property is owned by the Township, and presently contains the Dungannon municipal well and its associated pump house facility. To facilitate the continued provision of water services to the village, the site requires an update to the well house and construction of a reservoir. The Future Development zone is intended to allow subject lands to retain their full development potential, and as such does not permit the construction of any new structures without an appropriate zoning by-law amendment. As such, it is proposed that a 0.78 acre (3156.5 square metre) portion of the subject property (as shown in Figure 1) be re-zoned from 'Future Development (FD)' to 'Community Facility – Special Zone (CF-4)' to permit the aforementioned development. The CF-4 special zone is proposed to allow a reduced front yard setback of 1.5 metres for the proposed reservoir from the minimum 7.5 metres stipulated in the ACW Zoning By-law.

Figure 1: *Aerial of Subject Property* (property outlined in red, area to be rezoned outlined in yellow)



Figure 2: *Image of Subject Property*



Figure 3: *Site Plan*

				like. No objections were received at the time of writing.
ACW Staff		✓		

SUMMARY

It is recommended that Zoning By-law Amendment application Z05-21 be approved.

Sincerely,

Celina Whaling-Rae
Planner

Effect of Public and Agency Comments on Decision of Council to the Planning application
(Pursuant to Sections 17, 22, 34, 35, 45, 51 and 53 of the Planning Act, RSO, 1990, as amended)

	A. Effect of Public Comments on Decision of Council	B. Effect of Agency Comments on Decision of Council (e.g. Planning, Public Works, Health Unit)
1. Council agrees with effects of input as contained in the planning report	Council concurs with the planning report regarding the effect of public and agency comments on the decision.	
2. No comments received	No public comments were received on this application so there was no effect on the decision.	No agency comments were received on this application so there was no effect on the decision.
3. Supportive comments received	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.
4. Concerns raised were addressed through conditions to approval or changes to mapping or text amendment	Public comments were received on the issue(s) of _____. The comments were address through (conditions to approval/changes to the mapping or text of the amendment).	Comments were received from agencies on the issues of _____. The comments were addressed through (conditions to approval/changes to the mapping or text of the amendment).
5. Concerns raised did not influence the decision	Public comments were received on the issue(s) of _____. Comments were thoroughly considered but the effect did not influence the decision of Council to (approve/deny) the application.	Comments were received from agencies identifying the issue(s) of _____. Comments were thoroughly considered but the effect did not influence the decision of Council to (approve/deny) the application.
6. Concerns raised did influence the decision	Public comments were received on the issue(s) of _____, the effect of which influenced the decision of Council to (approve/deny) the application.	Agency comments were received on the issue(s) of _____, the effect of which influenced the decision of Council to (approve/deny) the application.
7. Comments received in support and opposition to the application	Options from above 1A/3A/4A/5A/6A	Options from above 1B/3B/4B/5B/6B
8. Other	Additional wording deemed appropriate by Council	Additional wording deemed appropriate by Council



Township of Ashfield-Colborne-Wawanosh
82133 Council Line, RR5
Goderich, ON N7A 3Y2
www.acwtownship.ca
519-524-4669

May 12, 2021
**FILE: ACW Z05-21 ACW Dugnannon
Well House**

Notice of Public Meeting

For a Proposed Zoning By-law Amendment Application

Planning Act, R.S.O. 1990, cP. 13., S. 34

A change is proposed in your neighbourhood. A Zoning By-law Amendment application has been received that, if approved, would re-zone a portion of the subject property to allow for the construction of a reservoir.

You are being notified of this application because your name appears on the assessment roll for properties within 120 metres of the subject lands, or you are an agency requiring notice.

You are invited to participate in an online Public Meeting on Tuesday, June 1, 2021 at 9:00 am. During this time, the Township of Ashfield-Colborne-Wawanosh Council will be considering the change.



Owner/Applicant: Township of Ashfield-Colborne-Wawanosh

Location of Property: Con 4 PT Lot 13 RP 22R4956 Part 1, West Wawanosh, Township of Ashfield-Colborne-Wawanosh

The Proposed Change

The purpose and effect of the proposed Zoning By-law Amendment (Application # ACW Z05-21 ACW Dugnannon Well House) is to amend the zoning on a portion of the subject property from 'Future Development (FD)' to 'Community Facility (CF)' (outlined in yellow above) to permit the construction of a reservoir. The zoning by-law amendment is necessary because the 'Future Development (FD)' zone does not contain provisions which allow for the establishment of new structures without the appropriate re-zoning. A water tower or reservoir is established as a permitted use within the 'Community Facility (CF)' zone as per Section 10.1 of the ACW Zoning By-law. The subject property is currently designated 'Village/Hamlet' in the ACW Official Plan, and is zoned 'Future Development (FD)' in the ACW Zoning By-law.

Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh considered this application to be complete on May 10, 2021. Maps showing the general location of the lands to which this Zoning By-law Amendment apply are shown in the draft by-law attached to this Notice.

Learn More

Further information regarding this application can be found at <http://www.acwtownship.ca/property-development/planning-applications/>. Questions may be directed to the Planner Celina Whaling-Rae at cwhalingrae@huroncounty.ca or by phoning 519-524-8394 extension 3.

Have Your Say

Any person may attend the public meeting and/or make written or verbal representation, either in support of, or in opposition to, the proposed zoning by-law amendment.

Comments and opinions submitted on this proposal, including the originator's name and address, become part of the public record, and may be viewed by the general public and may be published in a planning report and Council agenda.

1. You can submit comments, objections, or concerns by mail (address above) or email to clerk@acwtownship.ca
2. You can speak during the online public meeting. **Individuals are strongly encouraged to submit their comments prior to the meeting for consideration.*

How to Access the Public Meeting

As a result of the COVID-19 Pandemic, the Public Meeting will be held in electronic format.

You are entitled to attend this public meeting electronically to express your views about this application, or you may be represented by counsel for that purpose.

For information on how to participate in the Public Meeting, please visit the municipal website at <http://www.acwtownship.ca/council/council-agendas-4/>. Details on participating in the electronic meeting will be provided when the agenda is published at the end of the business day on the Friday before the meeting. If you have any questions regarding how to participate in the meeting, please phone the municipal office at 519-524-4669.

Stay Informed

If you would like to be notified of the decision, you must make a written request to the Planning Advisory Committee at the municipal address above, or through email to clerk@acwtownship.ca. This will also entitle you to be advised of a possible Local Planning Appeal Tribunal hearing if the decision of this application is appealed.

Your Rights

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Ashfield-Colborne-Wawanosh before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Ashfield-Colborne-Wawanosh before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal (LPAT) unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

If you are receiving this notice because you are the owner of property in the area of the amendment that contains seven or more residential units, you must also post this notice in a location that is visible to all of the residents of your property.

Privacy Disclosure

As one of the purposes of the Planning Act is to provide for planning processes that are open and accessible, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the Township to such persons as the Township deems appropriate, including anyone requesting such information. Please note that by submitting any of this information, you are providing the Township with your consent to use and disclose this information as part of the planning process.



THE CORPORATION OF THE TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

BY-LAW NUMBER 36-2021

BEING A BY-LAW to amend the Zoning By-law 32-2008 for the Township of Ashfield-Colborne-Wawanosh.

WHEREAS the Municipal Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh considers it advisable to amend Zoning By-law 32-2008, as amended, of the Corporation of the Township of Ashfield-Colborne-Wawanosh and;

NOW THEREFORE, the Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh enacts as follows:

1. This by-law shall apply to Con 4 PT Lot 13 RP 22R4956 Part 1, West Wawanosh, Township of Ashfield-Colborne-Wawanosh, as described and shown on the attached Schedules 1, 2, 3 & 4
2. By-law 32-2008 is hereby amended by changing on the attached Schedule 3 from 'Future Development (FD)' to 'Community Facility (CF)' the zone symbol on the lands designated 'zone change from FD (Future Development) to Community Facility – Special Zone (CF-4).
3. Section 10.5 of By-law 32-2008 is hereby amended to state the following:

*"10.5.4 CF-4
Notwithstanding the provisions of Section 10.3 to the contrary, the area zoned CF-4 shall have a minimum front yard setback of 1.5 metres. All other provisions of this by-law shall apply."*
4. Section By-law 32-2008, is hereby amended by replacing Key Map 9A with a new Key Map 9A, as attached on Schedule 3, which is declared to be part of this by-law.
5. All other provisions of By-law 32-2008 shall apply.
6. This by-law shall come into force upon final passing, pursuant to Section 34(21) of the Planning Act, RSO 1990, as amended.

Read a first and second time this 1st day of June 2021.

Read a third time and finally passed this 1st day of June 2021.

Glen McNeil, Mayor

Mark Becker, CAO/Deputy Clerk

THE CORPORATION OF THE TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH
BY-LAW NUMBER 36-2021
SCHEDULE 1

By-law 36-2021 has the following purpose and effect:

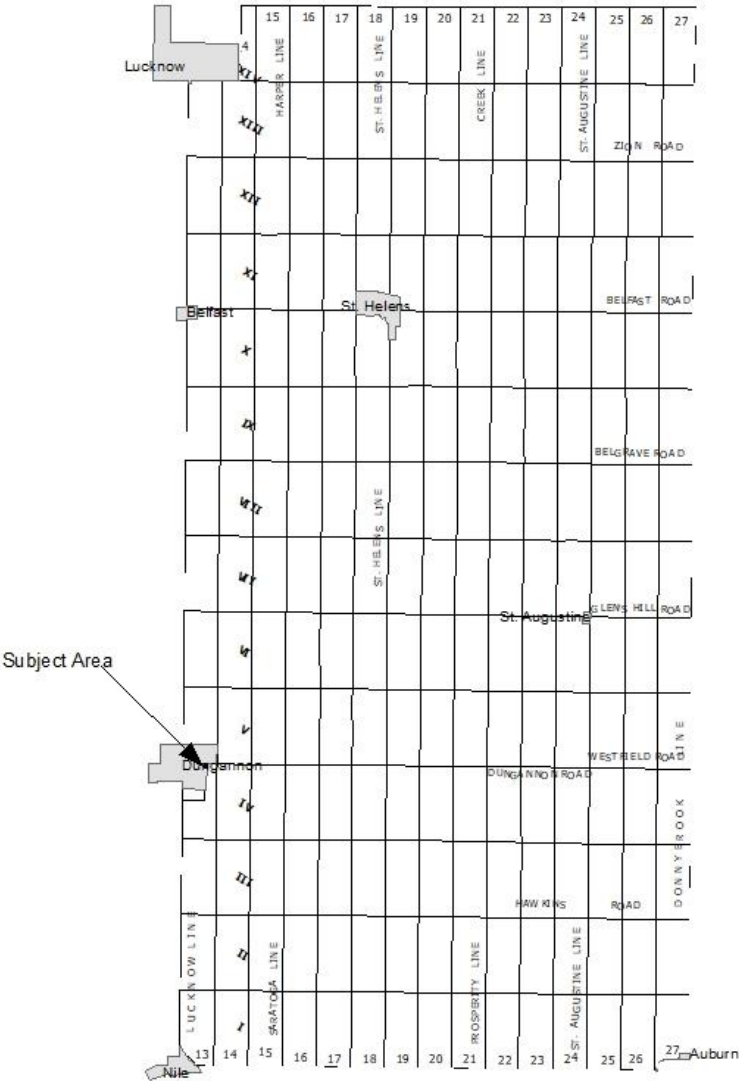
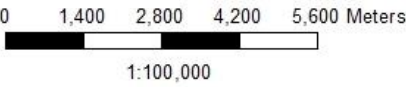
1. The zoning by-law (*application #: ACW Z05-21*) changes the zoning on Con 4 PT Lot 13 RP 22R4956 Part 1, West Wawanosh, Township of Ashfield-Colborne-Wawanosh.

The purpose and effect of this Zoning By-law Amendment is to change the zoning on a portion of the subject property from FD (Future Development) to CF-4 (Community Facility – Special Zone). This is proposed to allow for the construction of a reservoir with a minimum front yard setback of 1.5 metres for the purpose of water servicing in the community of Dungannon.

All other provisions of the Township of Ashfield-Colborne-Wawanosh Zoning By-law 32-2008 shall apply.

2. This by-law amends the Zoning By-law of the Corporation of the Township of Ashfield-Colborne-Wawanosh (32-2008).
3. The location map and key maps showing the location to which this by-law applies are found on the following pages and are entitled Schedule 2, 3 & 4.

THE CORPORATION OF THE TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH
BY-LAW NUMBER 36-2021
SCHEDULE 2



THE CORPORATION OF THE TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH
BY-LAW NUMBER 36-2021
SCHEDULE 3



THE CORPORATION OF THE TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH
BY-LAW NUMBER 36-2021
SCHEDULE 4



For office use only

File # ACW Z05-21 ACW
Dungannon Well House

Received April 29, 2021, 20

Considered Complete, 20

MUNICIPALITY OF Township of Ashfield-Colborne-Wawanosh

Application for Official Plan and/or Zoning By-law Amendment

A. THE AMENDMENT

1. TYPE OF AMENDMENT

Official Plan Amendment [] Zoning By-law Amendment [X] Both []

2. WHAT IS THE PURPOSE OF AND REASONS FOR THE PROPOSED AMENDMENT(S)?

The purpose of the application is to change the zoning from Future Development to Utility to allow for the construction of a reservoir and to give appropriate zoning to a portion of the property.

B. GENERAL INFORMATION

3. APPLICANT INFORMATION

- a) Registered Owner's Name(s): Township of Ashfield-Colborne-Wawanosh
 Address: 82133 Council Line, Goderich
 Phone: Home (519)524-4669 Work () Fax ()
 Email: clerk@acwtownship.ca Cell ()
- b) Applicant (Agent) Name(s): _____
 Address: _____
 Phone: Home () Work () Fax ()
 Email: _____ Cell ()
- c) Name, Address, Phone of all persons having any mortgage, charge, debenture or encumbrance on the property:

- d) Send Correspondence To? Owner ☒ Agent ☐ Other ☐ _____

4. WHAT AREA DOES THE AMENDMENT COVER?

- a) ☐ the "entire" property or
 b) ☒ just a "portion" of the property

5. PROVIDE A DESCRIPTION OF THE ENTIRE PROPERTY:

Ward: Wawanosh

911 Address and Road Name: 37103 Dungannon Road

Roll Number (if available): 40-70-610-004-00310

Concession: 4 Lot: Part 13 Registered Plan No.: _____

Area: 1.56 ha hectares Depth: 176 m metres Frontage (Width): 93 m metres

6. IS ANY OF THE LAND IN WELLHEAD PROTECTION AREA C? Yes ☒ No ☐ Unknown ☐

If **Yes**, please obtain a Restricted Land Use Permit from the Risk Management Official.
 If **Unknown**, please consult with your Municipal Planner and obtain a Restricted Land Use Permit if necessary.

7. PROVIDE A DESCRIPTION OF THE AREA TO BE AMENDED IF ONLY A 'PORTION' OF THE PROPERTY:

Area: 0.33 ha hectares Depth: 77 metres Frontage (Width): 44 metres

8. WHAT IS THE CURRENT PLANNING STATUS?

Official Plan Designation: Village

Zoning: Future Development

9. LIST LAND USES THAT ARE PERMITTED BY CURRENT OFFICIAL PLAN DESIGNATION:

New development, residential, commercial/industrial, farmers markets, community facilities, and natural environment.

C. EXISTING AND PROPOSED LAND USES AND BUILDINGS

10. WHAT IS THE "EXISTING" USE OF THE LAND?

Municipal well and pump house facility

How long have the existing uses continued on the subject land: 19 years

11. WHAT IS THE "PROPOSED" USE OF THE LAND?

To update the well house and construct a reservoir, site plan attached.

PROVIDE THE FOLLOWING DETAILS FOR ALL BUILDINGS: (Use a separate page if necessary)

Are any buildings proposed to be built on the subject land: Yes [☒] No [☐]

	<u>Existing</u>	<u>Proposed</u>
a) Type of Building(s)	<u>Well treatment</u>	<u>Reservoir & booster pump</u>
b) Main Building Height	<u>5.0</u> (m)	<u>5.0</u> (m)
c) % Lot Coverage	<u><1.0%</u>	<u><1%</u>
d) # of Parking Spaces	<u>>5</u>	<u>0</u>
e) # of Loading Spaces	<u>N/A</u>	<u>N/A</u>
f) Number of Floors	<u>1</u>	<u>1</u>
g) Total Floor Area	<u>32</u> (sq. m)	<u>60</u> sq. m)
h) Ground Floor Area (exclude basement)	<u>32</u>	<u>25</u>
i) Building Dimensions	<u>5.5 x 5.8m</u>	<u>5.0 x 5.00m</u>
j) Date of Construction	<u>2003</u>	<u>October 2021</u>
k) Setback from Buildings to:		
	Front of Lot Line <u>1.6m</u>	
	Rear of Lot Line <u>>150m</u>	
	Side of Lot Line <u>>10m</u>	

D. EXISTING AND PROPOSED SERVICES

12. INDICATE THE APPLICABLE WATER SUPPLY AND SEWAGE DISPOSAL:

	<u>Municipal Water</u>	<u>Communal Water</u>	<u>Private Well</u>	<u>Municipal Sewers</u>	<u>Communal Sewers</u>	<u>Private Septic</u>
a) Existing	[X]	[]	[]	[]	[]	[]
b) Proposed	[]	[]	[]	[]	[]	[]
c) If the requested amendment would permit development on a privately owned and operated individual or communal septic system and more than 4500 litres of effluent would be produced per day as a result of the development being completed, the applicant must submit:						
	[]	a servicing options report; and				
	[]	a hydrogeological report.				

13. WILL STORM DRAINAGE BE PROVIDED BY:

Sewers	[]	
Ditches	[]	
Swales	[]	
Other	[]	Specify _____

Is storm drainage present or will it be constructed _____

14. TYPE OF ACCESS (CHECK APPROPRIATE SPACE)

_____ provincial highway	_____ municipally maintained
_____ county roads	_____ right of way
<u>X</u> _____ municipally maintained all year	_____ water access

E. OFFICIAL PLAN AMENDMENT

(Proceed to Section F) if an Official Plan Amendment is not proposed).

15. DOES THE PROPOSED OFFICIAL PLAN AMENDMENT DO THE FOLLOWING?

Add a Land Use designation in the Official Plan	Yes []	No []	Unknown []
Change a Land Use designation in the Official Plan	Yes []	No []	Unknown []
Change a policy in the Official Plan	Yes []	No []	Unknown []
Replace a policy in the Official Plan	Yes []	No []	Unknown []
Delete a policy in the Official Plan	Yes []	No []	Unknown []
Add a policy in the Official Plan	Yes []	No []	Unknown []

16. IF APPLICABLE AND KNOWN AT TIME OF APPLICATION, PROVIDE THE FOLLOWING:

a) Section Number(s) of Policy to be changed _____

b) Text of the proposed new policy attached on a separate page? Yes [] No []

c) New designation name _____

d) Map of proposed new Schedule attached on a separate page? Yes [] No []

17. LIST PURPOSE OF AMENDMENT AND LAND USES THAT WOULD BE PERMITTED BY THE PROPOSED AMENDMENT:

18. DOES THE REQUESTED AMENDMENT ALTER ALL OR ANY PART OF THE BOUNDARY OF AN AREA OF SETTLEMENT IN A MUNICIPALITY OR ESTABLISH A NEW AREA OF SETTLEMENT IN A MUNICIPALITY?

Yes [] No []

If yes: Attach the current official plan policies, if any, dealing with the alteration or establishment of an area of settlement.

19. DOES THE REQUESTED AMENDMENT REMOVE THE SUBJECT LAND FROM ANY AREA OF EMPLOYMENT?

Yes [] No []

If yes: Attach the current official plan policies, if any, dealing with the removal of land from an area of employment.

20. IS THE REQUESTED AMENDMENT CONSISTENT WITH THE PROVINCIAL POLICY STATEMENT ISSUED UNDER SECTION 3 (1) OF THE PLANNING ACT?

Yes [] No [] Unknown []

F. ZONING BY-LAW AMENDMENT

(Proceed to Question 29 (Drawing) if a Zoning By-law Amendment is not proposed).

21. DOES THE PROPOSED ZONING BY-LAW AMENDMENT DO THE FOLLOWING?

Add or change zoning designation in the Zoning By-law	Yes [X]	No []	Unknown []
Change a zoning provision in the Zoning By-law	Yes []	No [X]	Unknown []
Replace a zoning provision in the Zoning By-law	Yes []	No [X]	Unknown []
Delete a zoning provision in the Zoning By-law	Yes []	No [X]	Unknown []
Add a zoning provision in the Zoning By-law	Yes []	No [X]	Unknown []

22. IF APPLICABLE AND KNOWN AT TIME OF ZONING APPLICATION, PROVIDE THE FOLLOWING:

- a) Section Number(s) of provisions to be changed
- b) Text of the proposed new provision attached on a separate page? Yes [] No [X]
- c) New zone name: _____
- d) Map of proposed new Key Map attached on a separate page? Yes [] No [X]

23. LIST LAND USES PROPOSED BY ZONING AMENDMENT.

- date the current owner acquired the subject land 2002

24. HAS THERE BEEN A PREVIOUS APPLICATION FOR REZONING UNDER SECTION 34 OF THE PLANNING ACT AFFECTING THE SUBJECT PROPERTY:

Yes [] No [X]

25. IS THE INTENT OF THIS APPLICATION TO IMPLEMENT AN ALTERATION TO THE BOUNDARY OF AN AREA OF SETTLEMENT OR TO IMPLEMENT A NEW AREA OF SETTLEMENT?

Yes [] if yes, attached details of the Official Plan or Official Plan Amendment No [X]

26. IS THE INTENT OF THIS APPLICATION TO REMOVE LAND FROM AN AREA OF EMPLOYMENT?

Yes [] No [X]

If yes: Attach details of the official plan or official plan amendment that deals with the matter.

27. IS THE APPLICATION FOR AN AMENDMENT TO THE ZONING BY-LAW CONSISTENT WITH PROVINCIAL POLICY STATEMENT ISSUED UNDER SECTION 3 (1) OF THE PLANNING ACT?

Yes [X] No [] Unknown []

G. SKETCH CHECKLIST

28. ACCURATE, TO SCALE, DRAWING OR PROPOSAL: (In the space below or on a separate page(s), please provide drawing of the proposal, preferably prepared by a qualified professional. In some cases, it may be more appropriate to prepare additional drawings at varying scales to better illustrate the proposal).

The application shall be accompanied by a clean, legible sketch sharing the following information. Failure to supply this information will result in a delay in processing the application.

A sketch showing in metric units:

- a) the boundaries and dimensions of the subject land;
- b) the location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
- c) the approximate location of all natural and artificial features (*for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that,
 - i) are located on the subject land and on land that is adjacent to it, and
 - ii) in the applicant's opinion may affect the application;
- d) the current uses of land that is adjacent to the subject land;
- e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way;
- f) if access to the subject land will be by water only, the location of the parking and docking facilities to be used;
- g) the location and nature of any easement affecting the subject land

The drawing(s) should show (please use a survey if available):

- Property boundaries and dimensions
- Dimensions of area of amendment
- Distance from structures to lot lines
- Easements or restrictive covenants
- Building dimensions & location
- Neighbouring adjacent land uses
- Parking and loading areas
- Use of Neighbouring properties
- Public roads, allowances, rights of way
- Municipal Drains/Award Drains
- Wetlands, floodplain, wet areas
- Woodlots, forested areas, ANSI's, ESA's
- Driveways and lanes
- Other features (bridges, wells, railways, septic systems, springs, slopes, gravel pits)
- Natural watercourses
- North arrow

H. OTHER RELATED PLANNING APPLICATIONS

29. HAS THE APPLICANT OR OWNER MADE APPLICATION FOR ANY OF THE FOLLOWING, EITHER ON OR WITHIN 120 METRES OF THE SUBJECT LAND?

Official Plan Amendment	Yes [<input type="checkbox"/>]	No [<input checked="" type="checkbox"/>]
Zoning By-law Amendment	Yes [<input type="checkbox"/>]	No [<input checked="" type="checkbox"/>]
Minor Variance	Yes [<input type="checkbox"/>]	No [<input checked="" type="checkbox"/>]
Plan of Subdivision	Yes [<input type="checkbox"/>]	No [<input checked="" type="checkbox"/>]
Consent (Severance)	Yes [<input type="checkbox"/>]	No [<input checked="" type="checkbox"/>]
Site Plan Control	Yes [<input type="checkbox"/>]	No [<input checked="" type="checkbox"/>]

30. IF THE ANSWER TO QUESTION 29 (above) IS YES, PLEASE PROVIDE THE FOLLOWING INFORMATION:

File No. of Application: _____

Approval Authority: _____

Lands Subject to Application: _____

Purpose of Application: _____

Status of Application: _____

Effect on the Current Application for Amendment: _____

I. OTHER SUPPORTING INFORMATION

31. PLEASE LIST THE TITLES OF ANY SUPPORTING OR ATTACHED DOCUMENTS:

(e.g. Environmental Impacts Study, Hydrogeological Report, Traffic Study, Market Area Study, Aggregate License Report, Stormwater Management Report etc. It is recognized that the applicant meet with planning staff to attempt to determine the supporting documents that will be required).

J. PRE-SUBMISSION CONSULTATION

32. Applicants are strongly encouraged to contact the County and speak/meet with the Planner to the Municipality before submitting an application for information.

Date of Applicant's consultation meeting with County Planner:

n/a

Has the Planner advised the Applicant that this application needs to be reviewed by the Huron County Stewardship Coordinator for comments on Natural Heritage matters.

Yes ☐ (submit a fee of \$212.00 made payable to the Treasurer, County of Huron) No ☐

K. PUBLIC CONSULTATION STRATEGY

33. PLEASE OUTLINE YOUR PROPOSED STRATEGY FOR CONSULTING WITH THE PUBLIC WITH RESPECT TO THIS AMENDMENT REQUEST:

(e.g. individual contact, hold a neighbourhood meeting, telephone conversation, letter explaining proposal & inviting questions/comments, website/internet, etc.).

L. AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER;

*(If affidavit (K) is signed by an Agent/Solicitor on Owner's behalf, the Owner's written authorization below **must** be completed).*

I (we) _____ of the _____ of _____ County/Region
of _____ do hereby authorize _____ to act as my agent in the application.

Signature of Owner(s)

Date

M. APPLICANT'S DECLARATION

(This must be completed by the Person Filing the Application for the proposed development site.)

I, Florence Witherspoon, Clerk of the Township of Ashfield-Colborne-Wawanosh
(Name of Applicant) (Name of Town, Township, etc.)

In the Region/County/District County of Huron solemnly declare that all of the statements contained in this application and supporting documentation are true and complete, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the "Canada Evidence Act."


Please be advised the responsibility for filing a complete application rests solely with the owner/applicant. Anything not requested or applied for in this application and subsequently found to be necessary (which may require another application(s) and fee(s)) are the sole responsibility of the owner/applicant. The County/Municipality will address only the application as applied for, and any items that are not included in the application are not the responsibility of the County/Municipality.

All studies required to support this application shall be at the expense of the applicant and included at the time of submission as a complete application. Where the County/Municipality incurs costs for the peer review of any consultants' reports or fees for legal opinions, the County/Municipality will be reimbursed such costs by the applicant.

In the event of third-party appeals to applications approved by the County/Municipality, the applicant may be responsible for some or all of the legal and other costs incurred by the County/Municipality, at the discretion of the County/Municipality.

DECLARED before me at: County of Huron
Region/County/District

In the Municipality of Ashfield-Colborne-Wawansoh,



This 29 day of April, 2021
(Day) (Month) (Year)

Signature

Florence Witherspoon, Clerk

Please Print name of Applicant

Mark Becker
Commissioner of Oaths



Signature of Commissioner

April 29, 2021

Date

N. OWNER/APPLICANT'S CONSENT DECLARATION

In accordance with the provisions of the Planning Act, it is the policy of the County Planning Department to provide the public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I

Florence Witherspoon, Clerk the owner/the authorized applicant, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I hereby authorize the County of Huron staff, Municipal staff and council members of the decision making authority to access to the subject site for purposes of evaluation of the subject application.



Signature

April 29, 2021

Date

APPLICATION AND FEE OF \$ N/A RECEIVED BY THE MUNICIPALITY

If comment fees are required for the Huron Stewardship Coordinator to review this application, (see Section J: Pre-Submission Consultation). Please collect a fee of \$212.00 made payable to the Treasurer, County of Huron.

COMPLETE THIS FORM TO DETERMINE IF SEPTIC COMMENTS ARE REQUIRED ON YOUR PLANNING APPLICATION

For certain planning applications, comments are required from local municipal staff to assist the municipality in its decision on your application. This sheet will determine if comments are required from staff, and if so, the appropriate fee* must be submitted with your application and paid to the local municipality (*based on the local municipality's Fee Schedule – consult your Planner to determine).

Name of Applicant: _____

Name of Owner (if different from the applicant): _____

Location of Property (Lot, Concession or Registered Plan, and Municipality): _____

Type of Planning Application(s) submitted with this form:

- | | |
|--|--|
| <input type="checkbox"/> Consent (severance) | <input type="checkbox"/> Minor Variance |
| <input type="checkbox"/> Zoning By-Law Amendment | <input type="checkbox"/> Plan of Subdivision/Condominium |
| <input type="checkbox"/> Official Plan Amendment | |

Please answer **Section A OR Section B**, depending on the type of servicing available. In the following question, "property" means the subject property or, in the case of a severance, each of the resulting lots.

Section A - Where **SANITARY SEWERS** are available.

Is the property within 183 metres (600 feet) of an abattoir (slaughter house)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	---------------------------------	--------------------------------

Section B - Where **SEPTIC SYSTEMS** are required.

The application is for the creation of a new lot for which the primary use will be a new dwelling (other than a new dwelling on a farm).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the property less than .4 hectares (1 acre) in area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the property have less than .2 hectares (1/2 acre) of "useable land" for a septic tank and tile bed? See definition of "useable land" below.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I am uncertain of the location of the existing septic tank and tile bed on the property.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
There will be more than one dwelling unit on each lot.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
An industrial or commercial use is proposed which will require a septic system.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the property with 183 metres (600 feet) of an abattoir (slaughter house)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The application is for a new Plan of Subdivision/Condominium	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proceed to Section C .		

"Useable Land" means an area of land with suitable original soil for the installation of a Class 4 subsurface sewage disposal system, free of any buildings, structures swimming pools, etc. and such land is or will be used solely for a septic tank and tie bed and any future replacement of the tile bed, and which area is at least 3 metres (10 feet from any property line, at least 15 metres (15 feet) from a top-of-bank of a watercourse or lake, not located in a flood plain, not located in an environmentally sensitive area, and does not contain field tile or other artificial drainage. (other restrictions may apply according to legislation.)

Name of Owner or Designated Agent _____

Signature and Date _____

To be completed by Municipal Clerk: Has the Septic Review Fee, made payable to the local municipality, been collected from the applicant? *Please note type of application and file # on the cheque.

☐ Yes ☐ No Amount: _____

Name of Clerk-Treasurer _____

Huron Hospice Presentation To Ashfield-Colborne-Wawanosh Township Council June 1, 2021



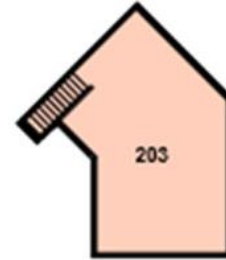
Moments Matter...Even More



Huron Hospice has provided home hospice and bereavement support to adults and youth in Huron County for almost years.

Three years ago, with a short-notice deadline, the Ministry of Health offered an opportunity to open a residence with 4 beds. There was enough time to purchase a beautiful home on 12 acres but not time to complete the project before opening. Since 2018, it has become clear that more beds are needed.





SECOND FLOOR OVER
STORAGE ROOM 121



SECOND FLOOR OVER
PROGRAMMING 112



Goals of the \$2.7M Capital Campaign



Goal	Amount
Complete Phase Two	\$1,300,000
Clearing liabilities from opening at Phase One	\$850,000
Reserve Fund	\$550,000

Request From North Huron Council



Source of Funds	Amount	Purpose
Ashfield-Colborne-Wawanosh Council	\$50,000	For phase two addition. We have raised \$450,000 so far. We need another \$230,000 to match the provincial funding.
Ontario Ministry of Health	\$680,000	This amount has been set aside by MOH and will be released when Huron Hospice has matched it. North Huron Council support would assist us to obtain the provincial funding and at which time we reach almost 50% of our \$2.7M campaign goal.

Gift Table To Raise The Other 50%

Amount of Gift	Number of Gifts	Received To Date
\$200,000	1	
\$100,000	2	1
\$60,000	3	1
\$50,000	4	3
\$33,000	8	1
\$11,000	20	8
\$7,000	32	2
Under \$7,000	Many	



Naming Opportunities

Naming Opportunity	Amount	Status
Naming the Home	\$1,000,000	
Family Great Room	\$25,000	Taken
Residence Rooms (6)	\$20,000 each	Four Taken
Children's Activity Room	\$15,000	Taken
Kitchen	\$25,000	Taken
Training/Meeting Room	\$25,000	Taken
Communication Room (Nurse Station)	\$10,000	Taken
Spa Centre	\$10,000	Taken
Backyard Patio Area	\$20,000	Taken
Family Nook in Kitchen	\$10,000	Taken
Tranquility Trail	\$10,000	Taken
Memory Bench	\$3,000	Taken
Named Bricks	\$1,000 each	
Reflection Room	\$15,000	Taken
Administration Offices	\$50,000	
Honour Guard Hallway	\$30,000	
Covered Entrance	\$30,000	Taken
Reflection Pond	\$25,000	
Dining Room	\$35,000	
Children's Parkette	\$20,000	
Donor Recognition Garden	\$30,000	
Walkway Linking All Bedroom Suites	\$40,000	
Barrier Free Washroom	\$25,000	



Major Gifts (\$10,000 Plus) Received So Far

Town of Goderich

Allan Avis Architects

Daryl Ball

Bayfield Community Group

David & Susan Bender

Anonymous

Margaret Roney & Family

Estate of Doris Stanworth

The McGavin Family & McGavin Farm Equipment

Allen Ische & Nancy Arthur-Ische

Anonymous

Howick Mutual Insurance

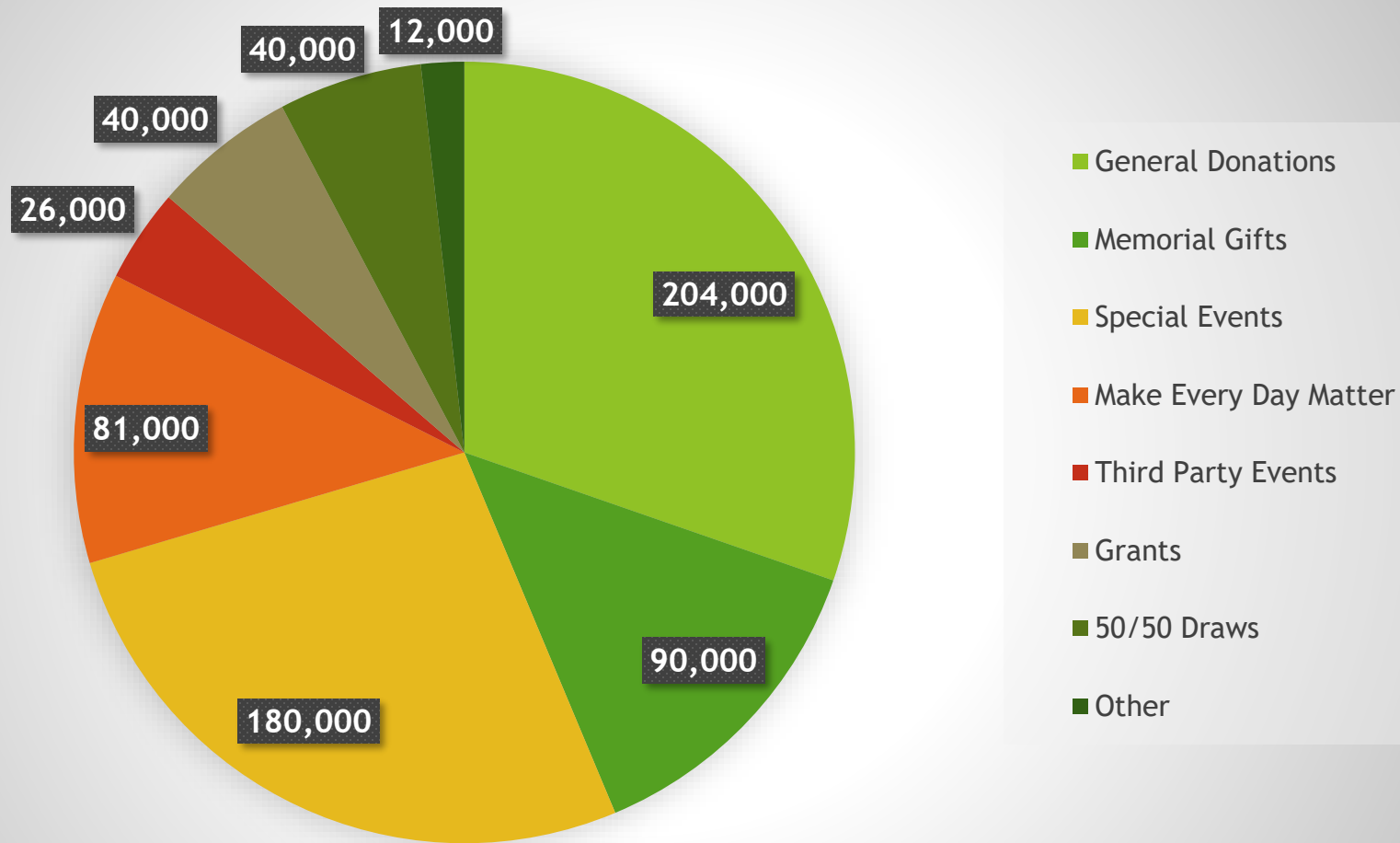
Usborne & Hibbert Mutual Insurance

Huron Hospice Operations



- ✓ In the year just ended March 31, 2021, we balanced the budget.
- ✓ All services at Huron Hospice - and all hospices in Ontario- are free. Copay and other fees are not permitted.
- ✓ Hospices in Ontario receive \$105,000 per bed per year from the Ontario Ministry of Health. This covers less than 50% of operating expenses.
- ✓ Last year we received \$420,000 from the Ministry of Health. Huron Hospice raised \$552,000.
- ✓ Adding beds will only minimally increase expenses since 2 nurses currently supporting 4 residents can also support 6 residents.
- ✓ At 6 beds, the cost per bed goes from \$738/bed/day currently to \$476/bed/day (hospital bed cost in Huron County is \$1,100/day).
- ✓ Assuming the MOH funds the additional 2 beds, the amount needed from the Huron County community will be reduced by \$210,000 a year.

Diversified Sources of Operating Funds In Current Budget To Generate \$673,000 From The Community



Huron Hospice Is Currently Unable To Meet The Huron County Demand For Services



Indicator	Value
Average occupancy during the 5 months pre-COVID	97.2%
Average occupancy since COVID (visitor restrictions and resident isolation 14 days post-admission have reduced occupancy at many hospices in Ontario as people choose to stay home without these restrictions)	64.7%
Average waitlist during the 5 months pre-COVID	16 people
Average Number of Days a Person Waited in a Hospital Bed from the Time They Requested Admission to Hospice until They Were Admitted	9.4 Days

Supporting Huron County Hospitals

Hospices can play a vital role in freeing up acute care beds for those who most need them by admitting people from the hospital who are interested in and appropriate for hospice care.

Hospital	Number of Beds	Average Capacity	Number of Days Per Year Over 100% Capacity
Alexandra Marine & General Hospital	42	82.3%	0
Clinton Public Hospital	10	101.8%	48
Seaforth Community Hospital	7	105.4%	49
South Huron Hospital	19	100%	0
Wingham and District Hospital	36	82.2%	2



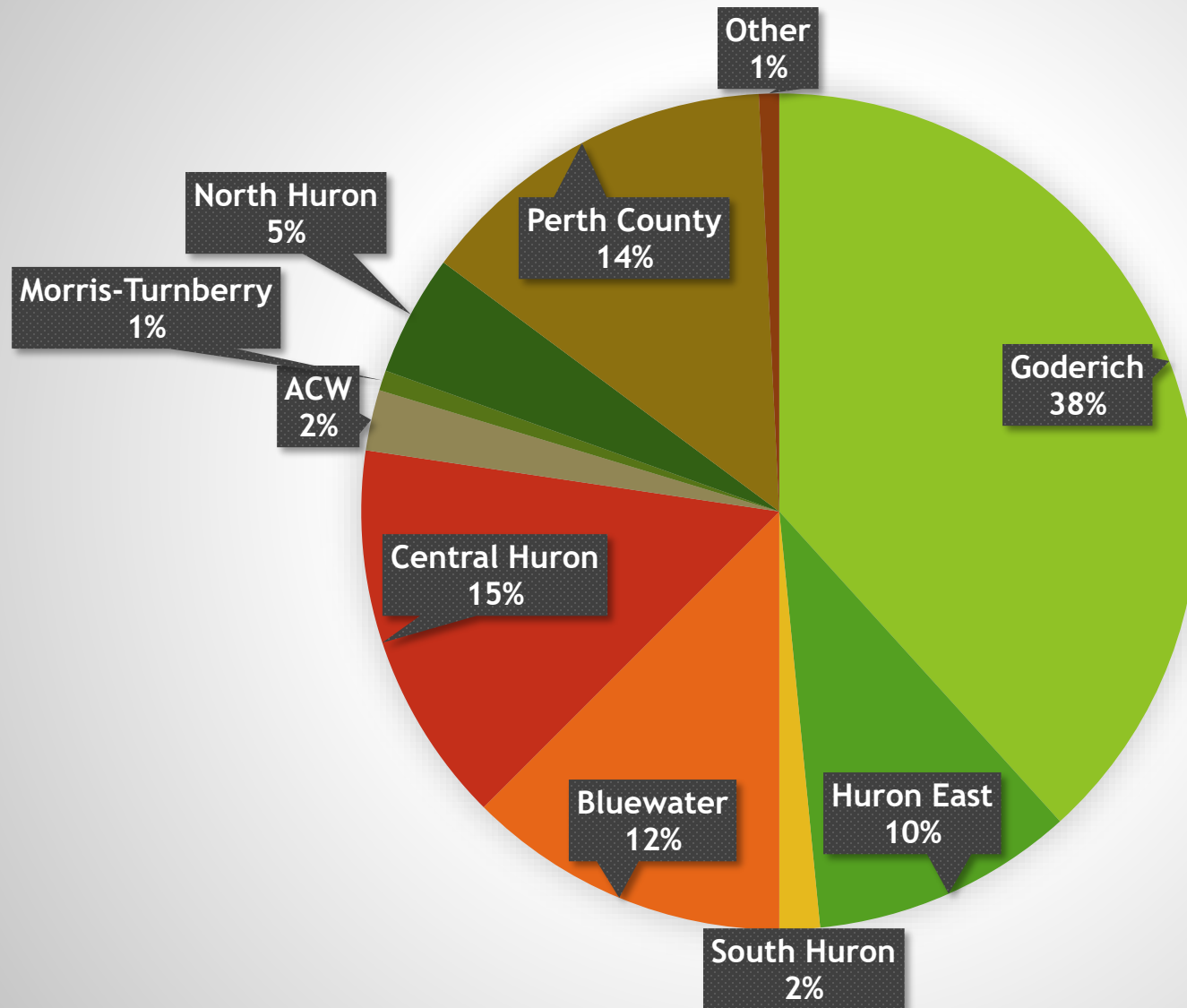
The Population Is Aging In Huron County



- ❑ Currently 23% of the population of Huron County is over 65 compared to an average of 17% in urban areas.
- ❑ Approximately 750 people will die in Huron County this year. In 15 years, that number will be 915.
- ❑ With the expansion at Huron Hospice, an average of 100 people in Huron County could choose to die peacefully in this setting each year.



Where Hospice Residents Have Come From



Community Support For Capital Campaign

The Dowson family experienced the true value of having a place like Huron Residential Hospice within our community. Joyce Dowson lived her final days with a group of caregivers who delivered empathy, compassion, respect and dignity. Volunteers always made time to visit and add extra touches to make meals more appealing to poor appetites. Huron Residential Hospice is truly an essential service to the families of Huron County.

Bill Dowson

My husband Rae was at hospice for 11 days two years ago. He was treated with compassion and kindness by everyone. We are a large family, and everyone was welcomed to visit and stay at appropriate times. Hospice was exactly what we needed as I was no longer able to care for him despite being a health professional. My only regret is that I was involved with his continuous care and was not aware of the wonderful care available. We could have used it sooner.

Rosemary Mathers

In May of this year my husband Paul Elgie suffered a massive stroke. Due to the Covid virus I could not go with him to hospital. It became obvious quickly that my Paul needed palliative care. Thankfully, there was room for Paul to be transferred from hospital to Huron Hospice. The staff at hospice were so caring, compassionate and extremely competent. I will always be grateful for the comforting support of Huron Hospice staff during the anxious times of Covid so I could be with Paul during his final days.

Marilyn Elgie



Capital Campaign Contacts

Bryan Vincent, Retired Local Business Owner

bryan.vincent@huronhospice.ca

519-527-2204

Jay McFarlan, Huron Hospice Board Chair

jay@huronhospice.ca

519-955-9899

Willy Van Klooster, Huron Hospice Executive Director

willy.vanklooster@huronhospice.ca

519-482-3440, ext. 6300

Christopher Walker, Huron Hospice Manager of Fund Development

chris.walker@huronhospice.ca

519-482-3440, ext. 6303





Moments Matter Even More



Moments Matter even more at the end of life. Since opening the residential hospice in May 2018, Huron Hospice has provided wonderful moments to almost 150 residents and their families at no cost. Now it is time to offer these moments to even more people in Huron County. The residence is consistently full and usually has a waitlist. With your help, we will be increasing the capacity of the residence, continuing to offer the highest quality of care close to home and ensuring residents, as well as their families, are cared for. You will help complete the indoor and outdoor spaces to more fully support those who come to the residence. Our philosophy is that doctors, nurses and volunteers are here to serve the needs of residents and families - whatever those needs are. Residents and families notice this. They also talk about the truly home-like environment, large living space, the food and the idyllic tranquil location on 12 acres. They enjoy the wildlife, pond and walking trails in these moments that matter so much.

This year about 750 people will die in Huron County. Over the next 15 years, this number will grow significantly. Most people prefer to die at home. With more space, 100 residents each year could choose Huron Hospice as the location to spend their final moments in a home-like environment if they need more care than can be provided at home but less care than would be necessary at the hospital.

We are ready to grow in response to the demand for more residential hospice services. Will you help us?

COVID-19 and the Capital Campaign

No one expected the changes we have all experienced since COVID-19 appeared. We wondered whether we could continue with this capital campaign in this new reality. We decided to continue for three reasons: the need is real, the people of Huron County understand this need and we know the community is generous.



Huron Hospice

"WHAT EXCITES ME MOST ABOUT HURON HOSPICE IS HOW FUNDAMENTALLY GOOD THE ORGANIZATION IS AND THE WORK THAT IT DOES FOR OUR COMMUNITY. IT ALL BOILS DOWN TO FAIRNESS. HOSPICE SERVICES ARE AVAILABLE FOR EVERYONE IN HURON COUNTY, INCLUDING THE PERSON WHO IS DOWN ON THEIR LUCK AND HOMELESS TO A FRIEND WHO LIVES AROUND THE CORNER. WE CAN ALL GO TO HOSPICE FOR OUR FINAL DAYS. EVERYONE QUALIFIES."

Jackie, Huron County Resident



Serving Huron County Since 1992

For almost 30 years, Huron Hospice has provided in-home compassionate care for people with life-limiting, progressive illnesses. Forty trained volunteers are matched with individuals in their homes, retirement homes, long-term care homes or in hospital to provide comfort to them and respite to their caregivers. Huron Hospice also facilitates cancer support groups, grief and bereavement programs for all ages and manages the Share

the Care program which assists families to develop a plan and access resources during these difficult times. We have become a centre of stability in Huron County for end-of-life supports. Over the years, it became clear that managing end-of-life care was sometimes placing responsibilities upon families that they could not manage. There was a need for a residential hospice in Huron County.



The Hospice Residence Opened in 2018

In 2018 Huron Hospice received Ontario Health funding and approval to open a four-bed residential hospice. The annual funding from Ontario Health covers about 50% of our operating costs. Knowing that people prefer to die at home, surrounded by family and friends, we combined our years of community expertise with best practices and secured a private home that

could be converted into a hospice residence. The residence, just west of Clinton, is situated on 12 acres of rural land surrounded by agricultural fields and a woodlot that includes a memorial forest. Just like a family home, we do not have a reception desk. When people enter our hospice home, they are greeted personally by a staff member or volunteer.



In order to create 4 bedrooms, 2 sitting rooms have been used as bedrooms. The 4-bed home is now at capacity and has a waiting list. We believe this has resulted from the home-like environment and the quality of care. Our staffing model is unique in hospice care. Every day, at every hour of the day, a registered nurse and registered practical nurse provide clinical care and comfort to residents and service to their families. While all hospice residences have at least two clinical staff on 24/7, most often one is a personal support worker. Each resident is also under the care of a physician guided by our medical director who is specialized in hospice/palliative care. Also, twelve hours of the day, every day, a

trained volunteer visits with residents, attends to the needs of family members and in other ways ensures the stay in their new home is comfortable. Volunteers regularly bake cookies and muffins in addition to preparing meals. Our residence holds the homelike aromas of baking and fresh laundry. Most pets are welcome, although the horse that came to Huron Hospice had to visit through the window. Local music groups often come by to play, and spiritual care or complementary therapies are available. Our philosophy is that nurses and volunteers serve the needs of residents and families - whatever those needs are. We do not lead or push; we walk alongside.

The Next 15 Years

Over the coming years, the growth in the senior population in Huron County will outpace the growth of the total population. That is why there will be more deaths. This anticipated growth requires more than the four hospice beds currently available at Huron Hospice. Over the past several months, the hospice has been at capacity and has an average waitlist of 12 people. See below the projected number of deaths in the next 15 years.

Year	2021	2026	2031	2036
Projected Number of Deaths in Huron County	767	839	878	915

Campaign Goals

There are three goals we are asking you to help us fulfill in this \$2.7 million capital campaign:

1) To increase the capacity of the Huron Hospice Residence by adding 4 bedrooms and completing the indoor and outdoor spaces at a cost of \$1,300,000.

2) To meet our final obligations of costs incurred for the purchase of land and buildings plus necessary renovations during Phase One in May 2018. This amount is \$850,000.

3) To set aside additional funds. This amount is \$550,000.

Supporting Local Hospitals

Patients in hospital who should not be in hospital remains one of the the most significant challenges facing the Ontario health system. An example of this are patients who are palliative but do not require hospital supports. Hospices can play a vital role in freeing acute care beds by taking people from the hospital who are interested in and appropriate for hospice care.

Hospital	# Of Beds	Ave. Capacity	No. of days over 100% capacity
Alexandra Marine & General Hospital*	42	82.3%	0
Clinton Public Hospital	10	101.8%	48
Seaforth Community Hospital	7	105.4%	49
South Huron Hospital	19	100%	0
Stratford General Hospital*	118	108.7%	52
Wingham and District Hospital	36	82.2%	2

*Tier one hospitals

Average Number of Days a Person Waited in a Hospital Bed from the Time They Requested Admission to Hospice until They Were Admitted

9.4 Days

Number of People Who Died in Hospital While Waiting for Admission to Hospice

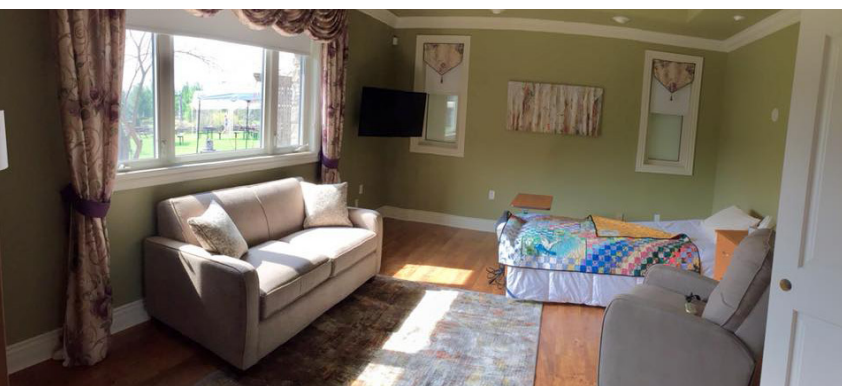
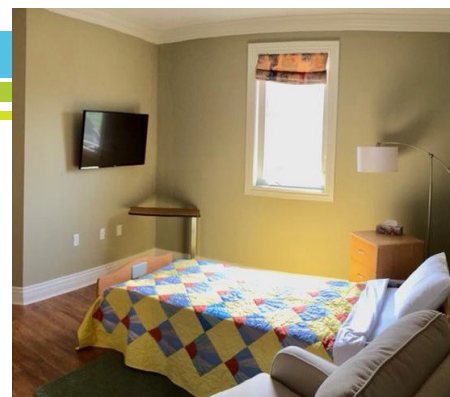
6 People

In addition to the cost of hospice care being less than acute care, our staffing model is robust so no additional staff are required with the addition of beds to the hospice. Since those costs are fixed, the cost per day per bed further decreases as we believe the Ministry of Health will fund the additional beds.

Number of Funded Beds at Huron Hospice	Cost per bed per day at Huron Hospice	Cost per bed per day at hospital in Huron County
4 (pre capital campaign)	\$738	\$1,100
6 (post capital campaign)	\$476	\$1,100

THE INCLUSION OF HOSPICE AS AN OPTION FOR END-OF-LIFE CARE HAS BEEN INCREDIBLY POSITIVE FOR OUR COMMUNITY AND FOR ALL WHO HAVE UTILIZED THEIR SERVICES. THE HURON PERTH HEALTHCARE ALLIANCE FULLY SUPPORTS THE FUND-RAISING EFFORTS OF HURON HOSPICE AND IS PROUD TO BE A PARTNER WITH THEM AS WE MEET THE VARIED HEALTH NEEDS OF OUR POPULATION.

*Andrew Williams, Chief Executive Officer, Officer
Huron Perth Healthcare Alliance*





The Expanded Space

The expansion will create the following needed spaces.

Naming Opportunities

Naming opportunities are still available. A plaque adjacent to the space will read "The (space) made possible by the generous gift of (your name)". The recognition rock garden in front of the main entrance will feature rocks of four different sizes classified by the size of the gifts given. Each rock will have the name of the donor and the gift etched into the stone.

Four new bedrooms
Bathroom in each room
Patio space outside each room
Children's Activity Room
Reflection Room
Nurses' Room
Storage Room
Additional Parking and Driveway Space
Covered Entranceway

Space	Value of Space	Status
Naming of the Home	\$1,000,000	
Family Great Room	\$25,000	Taken
Residence Bedrooms	\$20,000 each	Four Taken, Two Available
Shaded Private Bedroom Patios (5)	\$15,000 each	One Taken
Children's Activity Room	\$15,000	Taken
Honour Guard Hallway	\$30,000	
Covered Entrance	\$30,000	Taken
Backyard Patio	\$25,000	Taken
Laundry Room	\$20,000	Taken
Equipment Storage Room	\$20,000	
Secure Medications Room	\$15,000	
Reflection Room	\$15,000	Taken
Memory Bench	\$3,000	Taken
Driveway	\$50,000	
Coffee Station	\$2,500	Taken
Kitchen	\$25,000	Taken
Family/Kitchen Nook	\$10,000	Taken
Reflection Pond	\$25,000	
Dining Room	\$35,000	
Spa Room	\$10,000	Taken
Communications/Nurses' Room	\$10,000	Taken
Indoor Fountain	\$5,000	Taken
Walkway Linking All Bedroom Suites	\$40,000	
Administration Offices	\$50,000	
Barrier Free Washroom	\$25,000	
Family Washroom	\$25,000	
Tranquility Trail	\$10,000	Taken
Children's Parkette	\$20,000	
Community Meeting Room	\$25,000	Taken
Statue & Reflection Bench	\$5,000	
Welcome Centre	\$5,000	
Named Bricks	\$1,000, \$500, \$250	
Donor Recognition Garden	\$30,000	

What is Hospice Palliative Care?

Hospice palliative care (HPC) has been an active part of Ontario health care since 1981. It is a special kind of health care that relieves suffering and improves the quality of life for people when no cure for illness is possible. Sometimes those who benefit from hospice are younger. Sometimes they are older. The provision of HPC takes several forms, including provision of care in hospital, long term care, in the community, and residential hospices.

Essential aspects of HPC are the relief of pain and other symptoms along with psychological, social, cultural and emotional supports. Nurses, physicians and volunteers in the hospice palliative care system neither hasten death nor prolong life—they help families celebrate a life well-lived.

As the population ages in Ontario, HPC grows in importance. The number of seniors in the province will double from 2.7 million to 4.6 million by 2046. The aging population becomes more pronounced in places like Huron County, where 23% of the population is over 65 compared with urban communities where seniors make up 16% of the population. The average age increases as young people move away to find work in larger centres.

While hospice care is available to people of all ages, the population of seniors, which include many of those at the end of life, is having an impact on the health care system. Fifty-two percent of people who die in Ontario receive palliative care at the end of their lives. When those who are palliative wish to die elsewhere but remain in hospital, they are occupying expensive acute care beds. Those beds are meant for treating disease or serious illness.

Knowing that there are end-of-life-care options other than hospitals has resulted in an increased demand for hospice services in Canada. The challenge now is that need for HPC is far outstripping the available resources.



By the Numbers

- 15% of Canadians have access to palliative care in their community.
- 62% of Canadians who received palliative care did so in an acute care hospital.
- 47% of palliative care patients in Canadian hospitals die awaiting to discharge to Alternate Level of Care (such as residential hospice or at home with support).
- 75% of Canadians would prefer to die at home.

<https://www.cihi.ca/en/more-canadians-could-benefit-from-palliative-care>





Huron Hospice Centre Of Excellence

In the next five years, Huron Hospice will become a rural centre of excellence in hospice palliative care and delivery of exceptional Hospice Palliative Care and bereavement services. To do this, we will:

HURON HOSPICE MODEL OF CARE

The core values that guide Huron Hospice decisions and actions while providing hospice palliative care are excellence, dignity, compassion, collaboration and accountability. In addition to the Vision, Mission and Values, our Hospice Palliative care program assumes the inclusion of a resident-driven and resident-focused philosophy through the following beliefs:

- We are guests in the resident's home, and the resident of our hospice is the focus of all efforts, care and services.
- We respect the uniqueness of each individual for their personal integrity, dignity and self-esteem, and their rights to personal privacy and confidentiality.
- We provide care and services that maximize each resident's physical, social, spiritual and emotional potential and well-being.
- Each person is encouraged to retain or regain independence and be empowered to make decisions that promote a quality of living experience.

- Align with a local university and become a centre of research and study into rural hospice and palliative care and issues of aging in a rural setting. We envision a hospice campus that can provide training and education to those working in the field and to the public.
- Develop new educational programs for patients, caregivers, health professionals, and the public to facilitate better outcomes for patients and families. Our objective is to continually improve the quality of care and broaden awareness and understanding of end-of-life and hospice care.
- Continually improve in the delivery of compassionate care in the community at private homes, retirement homes, long-term care and in-patient hospital units.
- Advance hospice palliative care through research, collaboration, and support of competency standards and the delivery of professional training opportunities.
- Build on our accreditation with Hospice Palliative Care Ontario and assist other hospice organizations to achieve this.

"WE WERE ABLE TO SPEND THE FINAL DAYS OF HER LIFE TOGETHER WITHOUT HAVING TO WORRY.
THE NURSES AND VOLUNTEERS MADE SURE THAT WE FELT COMFORTABLE, OFFERED SUPPORT,
AND GAVE US PRIVACY WHEN WE WANTED TO BE ALONE."

- Tim, Huron County Resident

REDEFINING A CULTURE OF CARE

Moments Matter... Even More

Although palliative care is available for all ages, seniors account for 75% of deaths each year. As the population ages, the pressure on health care budgets and hospital beds will increase demand for Hospice Palliative Care. We must develop a culture of care that responds to the fact that Canadians are living longer, and they are living longer with chronic and complex diseases.

To succeed in developing a new culture of care, we need to incorporate palliative care services earlier in the care cycle. In Huron County, we want to redefine what constitutes good care for the dying and how to manage grief recovery by increasing the capacity of our hospice to provide emotionally practical and cost-effective care.

For almost three decades Huron Hospice has led this movement of defining a culture of care at the end of life. Huron Hospice has understood that Moments Matter especially at the end of life. Huron County residents have been with us on this journey. Will you join us as we continue to define this culture when

*Moments Matter^o
Even More?*

WE THANK OUR MAJOR (\$10,000 PLUS) DONORS

TOWN OF GODERICH
ALLAN AVIS ARCHITECTS
DARYL BALL
BAYFIELD COMMUNITY GROUP
DAVID & SUSAN BENDER
ANONYMOUS
MARGARET RONEY & FAMILY

ESTATE OF DORIS STANWORTH
ALLEN ISCHE & NANCY ARTHUR-ISCHE
ANONYMOUS
HOWICK MUTUAL INSURANCE
USBORNE & HIBBERT MUTUAL INSURANCE
THE MCGAVIN FAMILY
& MCGAVIN FARM EQUIPMENT



Huron Hospice

Capital Campaign Contacts

Bryan Vincent, Retired Local Business Owner
bryan.vincent@huronhospice.ca
519-527-2204

Jay McFarlan, Huron Hospice Board Chair
jay@huronhospice.ca
519-955-9899

Willy Van Klooster, Huron Hospice Executive Director
willy.vanklooster@huronhospice.ca
519-482-3440, ext. 6300

Christopher Walker, Huron Hospice Manager of Fund Development
chris.walker@huronhospice.ca
519-482-3440, ext. 6303

Huron Hospice Board Of Directors 2021-2022

Member	Community	Role
Jay McFarlan	Brucefield	Chair
Kevin Kale	Bayfield	Treasurer
Elizabeth Kruspe	Clinton	Secretary
Michelle Hansen	Goderich	Board Member
Robin Wark	Goderich	Board Member
Lisa Taylor	Wingham	Board Member
Ralph Smith	Seaforth	Board Member
Tony Davison	Clinton	Board Member
Gail Trewitt	Bayfield	Board Member
Jasmine Clark	Londesborough	Board Member

Ashfield-Colborne-Wawanosh Monthly Summary

Month: April 2021

Benmiller:

Item	Number	Comments
Adverse Samples	0	---
Non-compliances	0	---
Equipment issues:		<u>Maintenance Activities Completed</u> <ul style="list-style-type: none"> Monthly routine maintenance completed
General Information:		Vehicles are checked Monthly – licenses/Ins. /safety kits up to date and on/in vehicles and any maintenance deemed necessary.
Alarms		Date: Alarm: No Alarms received other than for maintenance being done(work orders)
Main breaks/Leaks		Date: Type: ---
Power outages		Date: ---
Shut-off / Turn-on / Complaints		Shut-off: --- Turn-on: --- Complaint: ---
Locates		

Ashfield-Colborne-Wawanosh Monthly Summary**Month: April 2021****Century Heights:**

Item	Number	Comments
Adverse Samples	0	---
Non-compliances	0	---
Equipment issues:		<u>Maintenance Activities Completed:</u> <ul style="list-style-type: none">Monthly routine maintenance completed
General Information:		Vehicles are checked Monthly – licenses/Ins. /safety kits up to date and on/in vehicles and any maintenance deemed necessary.
Alarms		Date: Alarm:
Main breaks/Leaks		Date: Type: ---
Power outages		Date:
Shut-off / Turn-on / Complaints		Shut-off: --- Turn-on: --- Complaint: ---
Locates		

Ashfield-Colborne-Wawanosh Monthly Summary**Month: April 2021****Dungannon:**

Item	Number	Comments
Adverse Samples	0	---
Non-compliances	0	---
Equipment issues:		<u>Maintenance Activities Completed:</u> <ul style="list-style-type: none">Monthly routine maintenance completed
General Information:		Vehicles are checked Monthly – licenses/Ins. /safety kits up to date and on/in vehicles and any maintenance deemed necessary.
Alarms		Date: Alarm:
Main breaks/Leaks		Date: Type: Service line leak repaired on Albert St ---
Power outages		Date: ---
Shut-off / Turn-on / Complaints		Shut-off: --- Turn-on: --- Complaint: ---
Locates		

Ashfield-Colborne-Wawanosh Monthly Summary**Month: April 2021****Huron Sands:**

Item	Number	Comments
Adverse Samples		---
Non-compliances		---
Equipment issues:		<u>Maintenance Activities Completed</u> <ul style="list-style-type: none">• All 4 pressure tanks were replaced on April 5th.• Yearly maintenance completed for the season opening
General Information:		
Alarms		Date: Alarm:
Main breaks/Leaks		Date: Type:
Power outages		Date:
Shut-off / Turn-on / Complaints		Shut-off: --- Turn-on: --- Complaint: ---
Locates		

On-Going Items / Recommendations:

There were approximately 20 locates in ACW for March

*** All sites being sanitized weekly as per COVID19 protocol***

Dungannon:

Benmiller:

Century Heights:

Huron Sands:

Now open for the Season

Completed by: Sarah Telford
Quality Assurance and Compliance Specialist
Veolia Water Canada



COUNCIL REPORT

From: Kaitlin Bos,
Community Support & Project Co-ordinator
Date: June 1, 2021
Subject: Port Albert Master Plan

RECOMMENDATION:

For information purposes only.

BACKGROUND:

On April 13th, Council postponed the Port Albert Master Plan Public Meeting scheduled for April 27, 2021 to allow for sufficient time for landowners to understand and participate in the Servicing Master Plan process.

COMMENT:

A Notice of Delay of Public Meeting was mailed to all 190 landowners within the Study Area. This notice provided information on the purpose, process and need for a Servicing Master Plan in Port Albert. The notice directed questions, comments or concerns to the Communications Team, residents were also pointed to a re-vamped project website. By delaying the Public Meeting, we allowed landowners sufficient time to read, understand and make inquiries on the project. The Communications Team worked in conjunction with BMROSS and senior staff to endeavor to respond to all concerns with the goal of mutual understanding.

Since the postponement of the Public Meeting the Communications Team has compiled all project related information on the project page on the municipal website. This project page was revamped to provide a comprehensive and concise overview of the project. This page includes information on the need, purpose, and process of the Servicing Master Plan, including the current recommendations as presented by BMROSS in March 2021. All project documents, including presentations to Council, studies and notices are posted on the project page for increased accessibility and transparency. A question-and-answer document was compiled based on questions received following the notice of delay and added to the website for residents to review. The newest section on the project page is the 'Historical Documents' section, staff took time to review and add relevant archival records to the page. These documents date back to 1837 and includes maps, plans and documents pertaining to the development of Port Albert. It was staff's hope to provide a brief roadmap of the history of Port Albert, stopping along the way to show the vision and goals of the founders, and leaders who came before current Council. A brief overview of this history is provided in the document named 'History of Port Albert' which is available on the project page.

Since the delay of Public Meeting the Communications Team has received twelve responses. These landowners own, or co-own approximately 12.5% of the land within the Study Area. Majority of the respondents are seasonal properties owners, west of unopened Colborne Street who are concerned with the financial impact of the project and are satisfied with the current drainage and infrastructure. Other concerns noted include environmental impact, drainage maintenance, beach access, and land designation. In a collective effort the Communications Team reviewed and provided responses to most landowners who submitted their concerns in writing. The Communications Team continues to work with BMROSS and senior staff to provide responses.

OTHERS CONSULTED:

Florence Witherspoon, Clerk

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'KBos', positioned above a horizontal line.

Kaitlin Bos,
Community Support & Project Co-ordinator

Approved by:

A handwritten signature in cursive script, appearing to read 'Mark Becker', positioned above a horizontal line.

Mark Becker, CAO



COUNCIL REPORT

7.2.1

From: Florence Witherspoon, Clerk
Date: June 1, 2021
Subject: Port Albert Master Servicing Plan – Next Step

RECOMMENDATION:

We seek your direction.

BACKGROUND:

On April 13th, Council postponed the Port Albert Master Plan Public Meeting scheduled for April 27, 2021 to allow for sufficient time for landowners to understand and participate in the Servicing Master Plan process.

COMMENT:

As per the report that prepared by Kaitlin Bos, Community Support and Project Co-Ordinator, in tandem to this report, staff have endeavored to respond to any inquiries and provide as much information as possible to concerned residents.

With over a month since the originally scheduled meeting, Council will need to re-schedule the Public Meeting, where the proposed plan and financial considerations will be presented to the public.

The last time Council discussed the Port Albert Master Servicing Plan was at the March 24th special meeting of Council. This meeting was held to review the proposal from BM Ross for the Port Albert Master Servicing Plan prior to being presented to those affected at a Public Meeting. Kelly Vader and Dale Erb from BM Ross presented their findings and recommendations. Following the presentation, Council set a public meeting date of April 27th, which was subsequently postponed. Ms. Bos' report details what has transpired since then.

Is Council ready to hold the Public Meeting, as required, to proceed with the Master Plan process?

Once a new date has been set, all those affected by the Master Plan will be sent a Notice of the meeting by mail, and by email where we have their information, which will include details on how to participate in the Public Meeting. Staff and BM Ross will need at least three-weeks lead time to prepare and send out the notices, as well as have a presentation ready.

OTHERS CONSULTED:

Mark Becker, CAO/Deputy-Clerk

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Florence Witherspoon", is written over a horizontal line.

Florence Witherspoon, Clerk

Approved by:

A handwritten signature in black ink, appearing to read "Mark Becker", is written over a horizontal line.

Mark Becker, CAO



THE CORPORATION OF THE TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

BY-LAW NUMBER 37-2021

BEING A BY-LAW to govern the proceedings and the conduct of the meetings of the Council and Committees of the Township of Ashfield-Colborne-Wawanosh

WHEREAS Section 238 subsection 2 of the Municipal Act, 2001 as amended states that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

NOW THEREFORE the Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh enacts as follows:

1. General

From and after the passing of this by-law, the procedures herein shall govern the proceedings of all the meetings, including committee meetings of the Township of Ashfield-Colborne-Wawanosh. Any proceedings or requirements not specifically provided for in this by-law shall be governed in accordance with ~~the rules of procedure as accepted by the Parliament of Canada~~ the most recent edition of Robert's Rules of Order. In such cases of procedure that require the arbitration of the Presiding Officer of the meeting, the decision of the Presiding Officer shall be final and accepted without debate, subject only to an appeal to the majority of Council or the committee.

2. Definitions

- 2.1 "Chair" shall mean the person presiding at a committee meeting.
- 2.2 "Clerk" shall mean the Clerk of the Corporation of the Township of Ashfield-Colborne-Wawanosh.
- 2.3 "Closed Meeting" or "In-camera meeting" shall mean a closed session of Council, committee or Committee of the Whole, not open to the public.
- 2.4 "Committee" shall mean a committee established by the Council.
- 2.5 "Committee of the Whole" shall mean a committee composed of all of the members of the Council.
- 2.6 "Council" shall mean the Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh.
- 2.7 "Electronic Participation" shall mean participation by means of telephone or video ~~conferencing where all participating members can be heard or seen~~.
- 2.8 "Head of Council" shall mean the Mayor who shall preside at all meetings of the Council, and who is responsible for conducting the business of the meeting of Council. In the absence of the Mayor, the Deputy-Mayor shall be the Head of Council.

- 2.9 "Member shall mean a member of the Council or when referring to a Committee, a member of a Committee appointed by the Council.
- 2.10 "Presiding Officer" shall mean the Head of Council or if in reference to a Committee, shall mean the Chair of the Committee.
- 2.11 "Recorded vote" shall mean the recording of the name and vote of every member on a motion made.

3. Council Meetings

- 3.1 Meetings shall be scheduled for the first and third Tuesdays of each month. If the first or third Tuesday of the month falls on a statutory or municipal holiday, the meeting will be held the next day that is not a holiday.
- 3.2 A majority of the voting members of the Council shall constitute a quorum.
- 3.3 As soon after the hour fixed for the meeting, as there is a quorum present, the Presiding Officer shall call the members to order. In the absence of both the Mayor, and the Deputy-Mayor, the members present shall appoint by resolution an Acting Presiding Officer for the meeting who shall exercise all the rights, powers and authority of the Presiding Officer.
- 3.4 If there is no quorum present within one half hour after the time appointed for the meeting, the Clerk shall call the roll and record the names of the members of the Council present and the meeting shall stand adjourned until the next scheduled meeting day.
- 3.5 At the meetings of Council or Committee, the use of cameras, electric lighting equipment, flash bulbs, recording equipment, television cameras, and any other device of a mechanical, electronic, or similar nature, used for transcribing or recording proceedings, by auditory, or visual means, by members of the public, including accredited and other representatives of any news media whatsoever, may be permitted and shall be subject to the approval and/or direction of the Mayor or Committee Chair unless otherwise decided by the Council or Committee. Such a request for approval must be obtained at the time of the "Call to Order".
- 3.6 Day meetings shall be from 9:00 a.m. to 12:00 p.m. and shall stand adjourned, unless a majority of Council votes in favour of extending the hour to complete the business of the day.
- 3.7 The Mayor at any time may summon a special meeting of Council, subject only to 24 hours' notice being provided to all members. In the event of an emergency, the 24-hour notice requirement is waived.
- 3.8 The Clerk shall summon a special meeting of Council upon receipt of a petition of the majority of the members of Council, for the purpose and at the time mentioned in the petition, provided that at least 24 hours' notice of the meeting is given to all members.
- 3.9 When possible, the Clerk shall provide not less than 6 hours' notice of the time, date, and purpose of any special meeting of the Council called under Section 3.7 or 3.8 to the local media and to the public.
- 3.10 "Electronic Participation" shall be allowed. ~~A member of a Council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time, and a member of a Council, of a local board or of a committee of either of them can participate electronically in a meeting that is closed to the public. A~~

~~meeting may be entirely held electronically, provided the meeting is open and accessible to the public.~~

4. Council Meeting Agenda

- 4.1 Any member of Council, committee appointed by the Council, municipal staff or any person may file with the Clerk prior to 12:00 noon on the Thursday before the meeting of the Council, an item for inclusion on the agenda, subject to the requirements of Section 5.
- 4.2 The business of the Council shall be taken up in the following order:
 - 1 Call to Order
 - 2 Disclosure of Pecuniary Interest, or potential conflict of interest
 - 3 Minutes of Previous Meeting
 - 4 Open Forum (items pertaining to the agenda)
 - 5 Delegations (in accordance with Section 5)
 - 6 Accounts
 - 7 Department / Committee Reports
 - 8 New Business
 - 9 Correspondence – Direction Required
 - 10 Correspondence – For Information Purposes
 - 11 Correspondence – On Council Table
 - 12 Unfinished Business
 - 13 In-Camera / Closed Session
 - 14 By-laws
 - 15 Adjournment
- 4.3 The order of business may be re-arranged on the agenda to facilitate the participation in the meeting of the members of the public where appropriate.
- 4.4 All motions called in pursuance of the agenda and not disposed of shall be placed on the agenda for the next meeting unless otherwise decided by the Council.
- 4.5 The agenda will be available to the members on the Friday prior to the scheduled meeting.

5. Public Participation at Council Meetings

Council provides two means by which members of the public may provide input during a meeting. Every participant is expected to be brief and to treat all others (members of the Public, Staff, and Council) with dignity, understanding, and respect.

5.1 Delegations

- a) Persons or groups wanting to appear before the Council shall advise the Clerk no later than noon on the Thursday prior to the meeting and shall provide a written submission detailing the nature of the request to Council for inclusion in the agenda package. A determination may be made at that time as to the deferral of the delegation to a subsequent meeting.
- b) Persons or groups making a presentation shall be limited in speaking to not more than ten minutes except that a delegation consisting of more than five persons shall be limited to two speakers, collectively limited to speaking not more than ten minutes.
- c) A person may speak longer than ten minutes if granted leave by the Presiding Officer.

5.2 Open Forum

- a) This item gives members of the Public the opportunity to ask a question of Council or to make a comment to Council concerning any item on the agenda for that meeting.
- b) The members of the Public will be asked to address Council, take the podium, state their name, and state the item on the agenda they would like to comment on.
- c) The member of the Public will be allowed to address Council once and will be limited to a maximum of 5 minutes.

6. Duties of the Presiding Officer

- 6.1 Open the meeting of the Council by taking the chair and calling the members to order.
- 6.2 Announce the business before the Council in the order in which it is to be acted upon.
- 6.3 Authenticate by signature, all By-Laws and minutes of the Board.
- 6.4 Represent and support the Council, declaring its will and implicitly obeying its decisions in all things.
- 6.5 Ensure that the decisions of the Council are in conformity with the laws and By-Laws governing the activities of the Council.
- 6.6 To select the members of Council who are to serve on Committees.
- 6.7 The Presiding Officer may speak to any question.
- 6.8 When the Presiding Officer is called upon to decide a Point of Order or Procedure, he shall state his ruling and if an objection is made to his ruling, he shall submit it to a vote of the Council without debate in the following words, "Shall the ruling of the Presiding Officer be sustained?" and the decision of the Council shall be final.
- 6.9 When two or more members speak at once, the Presiding Officer shall name the member who is first to be heard and the other or others shall have the privilege of speaking thereafter in the order named by the Presiding Officer.
- 6.10 The Presiding Officer shall receive and submit, in the proper manner, all motions presented by the Members of the Council.
- 6.11 The Presiding Officer shall put to vote all questions which are moved and seconded in the course of the proceedings and announce the results of the vote.
- 6.12 The Presiding Officer shall decline to put to a vote, motions, which are contrary to the rules of procedure.
- 6.13 The Presiding Officer shall require the members to observe the rules of order.
- 6.14 The Presiding Officer shall ensure the decisions of the Council are in conformity with laws governing the activities of the Council.
- 6.15 The Presiding Officer may expel any person present at a meeting who speaks or makes a noise or behaves in a riotous, disorderly or unseemly manner or otherwise disturbs or interrupts the proceedings of the meeting.
- 6.16 The Presiding Officer may adjourn the meeting without question in the case of grave disorder arising in the Meeting Room.

7. Duties and Privileges of Members

- 7.1 Members, prior to speaking to a question or motion, shall obtain recognition of the Presiding Officer.
- 7.2 No member shall use indecent, offensive or insulting language in or against the Council or any member of the public or staff.
- 7.3 No member shall speak except to the issue in debate.
- 7.4 No member shall interrupt a member who has the floor except to raise a Point of Order or a matter of privilege.
- 7.5 No member shall engage in conduct disturbing to another member or the Council itself or interfering with a member recognized to speak.
- 7.6 No member shall be permitted to retake his or her seat at any meeting after being ordered by the Presiding officer to vacate after committing a breach of any rule or order of the Council, without making an apology and without the consent of the Council expressed by a majority of the members present determined without debate.
- 7.7 No member shall walk across or out of the Meeting Room or make any noise or disturbance when the Presiding Officer is putting the question and each member present, shall occupy their seat while a vote is being taken and until the result thereof is declared.
- 7.8 Any member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.
- 7.9 Any member may appeal the decision of the Presiding Officer on a Point of Order or a matter of privilege to the Council which, shall by a majority vote decide the question without debate.
- 7.10 Every member present when a question is put shall vote thereon unless the Council excuses them, or unless they had declared a Pecuniary Interest in the question as provided by The Municipal Conflict of Interest Act, and amendments thereto.
- 7.11 As per the Municipal Conflict of Interest Act, where a member, either on his/her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting at which the matter is the subject of consideration, the member shall, in accordance with the Municipal Conflict of Interest Act:
 - a) prior to any consideration of the matter at the meeting, disclose the member's interest and the general nature thereof;
 - b) file a written statement of the interest and its general nature with the Clerk using the "Disclosure of Interest Form" attached as Schedule 'A';
 - c) state aloud that they are filing a Disclosure of Interest Form, and the section number of the agenda to which it applies, prior to filing with the Clerk, for the record;
 - d) not take part in the discussion of or vote on any question in respect of the matter; and
 - e) not attempt in any way whether before, during or after the meeting to influence the voting on the matter;
 - f) disclose his/her interest and otherwise comply at the first meeting of the Council or committee, as the case may be, attended by the member after the particular meeting, if a member's interest has not been disclosed by reason of the member's absence from a particular meeting;
 - g) in addition to complying with the preceding requirements and those of the Municipal Conflict of Interest Act, forthwith leave the meeting or the part of

the meeting during which the matter is under consideration, where a meeting is not open to the public.

8. Motions and Amendments

- 8.1 All motions shall be moved and seconded before the Presiding Officer will permit debate and put the question.
- 8.2 After the Presiding Officer reads a motion, it may be withdrawn at the request of the mover and seconder at any time before the decision and/or amendment with permission of the Council.
- 8.3 A motion to amend:
 - a) shall not be further amended;
 - b) shall be relevant to the question;
 - c) shall not be received if it proposes a direct negative to the question; and
 - d) shall be put in reverse order to that in which it is moved.
- 8.4 A motion to amend shall be voted on first.
- 8.5 A motion to make a further amendment may be made to the main question.
- 8.6 A motion to "table" (or defer) a motion must be supported by the majority of the members present and is put to vote without debate or amendment.
- 8.7 A motion to "lift from the table" may reintroduce a tabled motion, in the same form as the original motion, as long as some other order of business has been dealt with since the motion was tabled. A motion to "lift from the table" must be supported by the majority of the members present and is put to vote without debate or amendment.

9. Taking the Vote

- 9.1 If a member moves that the vote be now taken and another member seconds it, the same shall be put without debate, and if carried, the motion or amendment under discussion shall be immediately submitted to the Council without further discussion.
- 9.2 When the question under consideration contains two or more propositions, the same shall be put separately at the request of any member of the Council
- 9.3 After the Chair commences to take a vote on a question, no member shall speak to such question or present any other motion until the vote has been taken or such question, be it main motion, an amendment to a main motion or an amendment to an amendment.
- 9.4 Voting shall be by way of "show of hands" in favour or against; except when a recorded vote is requested by any member.
- 9.5 When a vote is taken for any purpose, and a member requests immediately prior, or immediately subsequent to the taking of the vote, that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his/her vote openly, and any failure to vote by a member who is not disqualified shall be deemed to be a negative vote, and the Clerk shall record each vote.
- 9.6 The names of those who vote for and those who vote against the question shall be entered in the minutes. Each member voting for the question shall say "Yes" and each member voting against the question shall say "No".

- 9.7 When recording the "Yes" votes and the "No" votes, the Clerk shall call the names of the members in random order, each member responding yes or no, and before the result of the vote is announced by the Presiding Officer, the Clerk shall, if requested, read the vote so taken.
- 9.8 Any question on which there is an equality of votes, shall be deemed to be negated.

10. Reconsideration

10. Any motion except a motion to refer, to amend, to lay on the table to postpone indefinitely or to set a specific day or to adjourn may be reconsidered subject to the provisions contained in this section.
- 10.2 No discussion of the main question or the motion to reconsider the main question shall be allowed unless and until the Council has voted to reconsider the same, but the member who gives the notice may have the privilege of stating their reasons for doing so.
- 10.3 A motion to reconsider a decision of the Council shall be moved only by a member who voted with the majority of the Council on that decision and before accepting a motion to reconsider the Presiding Officer shall ask the Member to confirm that he voted with the majority on the issue in question.
- 10.4 A motion for reconsideration will require two thirds (2/3) majority for approval and a motion can only be reconsidered two times in one year.

11. Minutes

- 11.1 The minutes of the Council shall consist of a record of the place and time of the meeting, the name of the Presiding Officer, a record of all members present, and the names of those absent, together with all resolutions, decisions, and other proceedings of the Council.
- 11.2 It shall be the duty of the Clerk at the close of each meeting to transcribe the proceedings of such meeting in the minute book.
- 11.3 The Clerk shall record in reasonable detail the particulars of any disclosure of pecuniary interest made by a member and this record shall appear in the minutes of that meeting as per the Municipal Conflict of Interest Act S.6(1).
- 11.4 At the next regularly scheduled meeting of the Council, the minutes of the previous meeting shall be considered so that any errors may be corrected, and accuracy of the record confirmed, and once approved, signed by the Mayor and Clerk.

12. Accounts

All accounts dealing with the operation of the Council shall be submitted to the Council for approval.

13. Open Meeting Provisions

- 13.1 Except as provided in this section, all meetings shall be open to the public.
- 13.2 A meeting or part of a meeting may be closed to the public if the subject matter being considered is:
- a) the security of the property of the municipality;
 - b) personal matters about an identifiable individual;

- c) a proposed or pending acquisition or disposition of land;
 - d) labour relations or employee negotiations;
 - e) litigation or potential litigations, including matters before administrative tribunals, affecting the municipality;
 - f) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - g) any other matter authorized under the Municipal Act, or any other Act.
- 13.3 A meeting shall be closed to the public if the subject matter relates to the consideration of a request under The Municipal Freedom of Information and Protection of Privacy Act.
- 13.4 The Council may schedule a closed meeting to commence prior to the scheduled Meeting of the Council. Notice of the closed meeting shall be included with the agenda.
- 13.5 Before holding a meeting or part of meeting that is to be closed to the public the Council shall state by resolution:
- a) the fact that it is holding a closed meeting;
 - b) the general nature of the matter or matters to be considered at the closed meeting;
 - c) any persons other than a member of Council authorized to attend the closed meeting.
- 13.6 No meeting shall be closed to the public during the taking of a vote:
- a) unless Section 13.2 and 13.3 permits or requires a meeting to be closed to the public;
 - b) unless the vote is for a procedural matter or for giving directions or instruction to officers, employees or agents for the Council or persons retained by or under contract with the municipality.
 - c) unless the vote is taken to resolve how the matter under consideration shall be reported to public session.
- 13.7 The rules of the council shall be observed in closed meetings so far as may be applicable.
- 13.8 After consideration of a matter in the closed session, and the report from the closed session is in the possession of the Council, any resulting action of the Council by way of resolution or by-law of the Corporation shall be debated and voted upon in a public session, unless the subject matter under consideration must remain confidential as it pertains to issues noted in Section 13.2 and 13.3.
- 13.9 No member or other person attending a closed session shall without the authorization of the Council, release confidential reports of information considered at a closed meeting, or discuss the content of such reports or information with persons other than members of the Council or appropriate municipal staff members and/or agents of the Council concerned with the reports or information.

14. In-Camera

- 14.1 A motion of Council is required to move into an In-Camera session, at which time the Mayor or Presiding Officer may vacate the Chair and appoint another member of Council to act as Chair of the session.
- 14.2 Every declaration of pecuniary interest made by a member, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public.

- 14.3 When a motion is passed by the Council to "rise from In-Camera", the Council meeting shall resume with the Presiding Officer taking the Chair.

15. Committees

- 15.1 The Council may by resolution establish ad hoc committees which shall advise the Council on matters assigned or referred to them by the Council.
- 15.2 The Council shall determine the "Terms of Reference" for each committee established.
- 15.3 The Council shall appoint the members of Council and the citizens who shall serve on each committee and council shall determine the term of the appointment of each member.
- 15.4 The Presiding Officer of the Council shall be an ex officio member of all committees.
- 15.5 Each committee at its first meeting shall elect a Committee Chair from amongst its members.
- 15.6 A quorum for a committee shall be the majority of those appointed to the committee by the Council.
- 15.7 The rules governing the procedure for the Council shall be observed in all committees insofar as applicable.
- 15.8 A committee which refuses or neglects to give due consideration to any matter assigned to it or before it, may by Council resolution be discharged of such responsibility.
- 15.9 Each committee is subject to the control and direction of the Council.
- 15.10 Each committee shall submit minutes or reports with recommendations to the Council on all matters connected with their duties or matters referred to them by the Council.
- 15.11 The Clerk may assign a person to prepare the minutes of a committee meeting.

16. Reading of By-laws and Proceeding Thereon

- 16.1 Every by law when introduced shall be in printed form and included in the agenda package and shall contain no blanks except such as may be required to conform to accepted procedures or to comply with the provisions of any Act.
- 16.2 The first reading of a by-law shall be for introduction. The second reading shall be for debate and amendments before the vote. The third reading shall be for debate on the whole by-law with amendments and the final vote.
- 16.3 All amendments to a by-law shall be open to debate and amendment before the by-law is ordered for a third reading.
- 16.4 A by-law may be read three times at the same meeting, however, if any member objects, the Council may proceed if the majority of the members present, overrule the objection.
- 16.5 A by-law may be given all three readings with one resolution with the consent of Council.
- 16.6 Every by-law enacted by the Council shall be numbered and dated and shall be signed by the Presiding Officer and the Clerk and shall be deposited for safekeeping.

- 16.7 All matters of substantial concern to the Council shall be presented and adopted by by-law. Matters may include:
- a) structure of governance and procedure;
 - b) municipal programs of service;
 - c) personnel; and
 - d) administration of the municipality.
- 16.8 Any proposed By-law may be referred to a Committee, Department Head or other Officer for review and comment, including the Solicitor for the Corporation.

17. Force and Effect

- 17.1 This by-law supersedes By-Law No. 52-2020.
- 17.2 This by-law shall come into force and effect upon final passing thereof.

Read a first and second time this 1st day of June 2021.

Read a third time and finally passed this 1st day of June 2021.

Mayor, Glen McNeil

CAO/Deputy Clerk, Mark Becker

THE CORPORATION OF THE TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

BY-LAW NUMBER 37-2021
SCHEDULE A



TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

DECLARATION OF INTEREST
Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50

RE: ☐ MEETING OF COUNCIL ☐ OTHER _____

AGENDA DATE: _____ AGENDA ITEM NUMBER: _____

AGENDA ITEM TITLE: _____

I, member _____, herein declare a potential
(deemed/direct/indirect) pecuniary interest on the above noted Agenda Item for the
following reason:

Councillor Name

Councillor Signature

*For an "indirect pecuniary interest" see Section 2 of the Municipal Conflict of Interest Act.
For a "deemed" direct or indirect pecuniary interest see Section 3 of the Municipal Conflict of Interest Act.*



THE CORPORATION OF THE TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

BY-LAW NUMBER 37-2021

BEING A BY-LAW to govern the proceedings and the conduct of the meetings of the Council and Committees of the Township of Ashfield-Colborne-Wawanosh

WHEREAS Section 238 subsection 2 of the Municipal Act, 2001 as amended states that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

NOW THEREFORE the Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh enacts as follows:

1. General

From and after the passing of this by-law, the procedures herein shall govern the proceedings of all the meetings, including committee meetings of the Township of Ashfield-Colborne-Wawanosh. Any proceedings or requirements not specifically provided for in this by-law shall be governed in accordance with the most recent edition of Robert's Rules of Order. In such cases of procedure that require the arbitration of the Presiding Officer of the meeting, the decision of the Presiding Officer shall be final and accepted without debate, subject only to an appeal to the majority of Council or the committee.

2. Definitions

- 2.1 "Chair" shall mean the person presiding at a committee meeting.
- 2.2 "Clerk" shall mean the Clerk of the Corporation of the Township of Ashfield-Colborne-Wawanosh.
- 2.3 "Closed Meeting" or "In-camera meeting" shall mean a closed session of Council, committee or Committee of the Whole, not open to the public.
- 2.4 "Committee" shall mean a committee established by the Council.
- 2.5 "Committee of the Whole" shall mean a committee composed of all of the members of the Council.
- 2.6 "Council" shall mean the Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh.
- 2.7 "Electronic Participation" shall mean participation by means of telephone or video.
- 2.8 "Head of Council" shall mean the Mayor who shall preside at all meetings of the Council, and who is responsible for conducting the business of the meeting of Council. In the absence of the Mayor, the Deputy-Mayor shall be the Head of Council.
- 2.9 "Member" shall mean a member of the Council or when referring to a Committee, a member of a Committee appointed by the Council.

- 2.10 "Presiding Officer" shall mean the Head of Council or if in reference to a Committee, shall mean the Chair of the Committee.
- 2.11 "Recorded vote" shall mean the recording of the name and vote of every member on a motion made.

3. Council Meetings

- 3.1 Meetings shall be scheduled for the first and third Tuesdays of each month. If the first or third Tuesday of the month falls on a statutory or municipal holiday, the meeting will be held the next day that is not a holiday.
- 3.2 A majority of the voting members of the Council shall constitute a quorum.
- 3.3 As soon after the hour fixed for the meeting, as there is a quorum present, the Presiding Officer shall call the members to order. In the absence of both the Mayor, and the Deputy-Mayor, the members present shall appoint by resolution an Acting Presiding Officer for the meeting who shall exercise all the rights, powers and authority of the Presiding Officer.
- 3.4 If there is no quorum present within one half hour after the time appointed for the meeting, the Clerk shall call the roll and record the names of the members of the Council present and the meeting shall stand adjourned until the next scheduled meeting day.
- 3.5 At the meetings of Council or Committee, the use of cameras, electric lighting equipment, flash bulbs, recording equipment, television cameras, and any other device of a mechanical, electronic, or similar nature, used for transcribing or recording proceedings, by auditory, or visual means, by members of the public, including accredited and other representatives of any news media whatsoever, may be permitted and shall be subject to the approval and/or direction of the Mayor or Committee Chair unless otherwise decided by the Council or Committee. Such a request for approval must be obtained at the time of the "Call to Order".
- 3.6 Day meetings shall be from 9:00 a.m. to 12:00 p.m. and shall stand adjourned, unless a majority of Council votes in favour of extending the hour to complete the business of the day.
- 3.7 The Mayor at any time may summon a special meeting of Council, subject only to 24 hours' notice being provided to all members. In the event of an emergency, the 24-hour notice requirement is waived.
- 3.8 The Clerk shall summon a special meeting of Council upon receipt of a petition of the majority of the members of Council, for the purpose and at the time mentioned in the petition, provided that at least 24 hours' notice of the meeting is given to all members.
- 3.9 When possible, the Clerk shall provide not less than 6 hours' notice of the time, date, and purpose of any special meeting of the Council called under Section 3.7 or 3.8 to the local media and to the public.
- 3.10 "Electronic Participation" shall be allowed.

4. Council Meeting Agenda

- 4.1 Any member of Council, committee appointed by the Council, municipal staff or any person may file with the Clerk prior to 12:00 noon on the Thursday before the meeting of the Council, an item for inclusion on the agenda, subject to the requirements of Section 5.

4.2 The business of the Council shall be taken up in the following order:

- 1 Call to Order
- 2 Disclosure of Pecuniary Interest, or potential conflict of interest
- 3 Minutes of Previous Meeting
- 4 Open Forum (items pertaining to the agenda)
- 5 Delegations (in accordance with Section 5)
- 6 Accounts
- 7 Department / Committee Reports
- 8 New Business
- 9 Correspondence – Direction Required
- 10 Correspondence – For Information Purposes
- 11 Correspondence – On Council Table
- 12 Unfinished Business
- 13 In-Camera / Closed Session
- 14 By-laws
- 15 Adjournment

4.3 The order of business may be re-arranged on the agenda to facilitate the participation in the meeting of the members of the public where appropriate.

4.4 All motions called in pursuance of the agenda and not disposed of shall be placed on the agenda for the next meeting unless otherwise decided by the Council.

4.5 The agenda will be available to the members on the Friday prior to the scheduled meeting.

5. Public Participation at Council Meetings

Council provides two means by which members of the public may provide input during a meeting. Every participant is expected to be brief and to treat all others (members of the Public, Staff, and Council) with dignity, understanding, and respect.

5.1 Delegations

- a) Persons or groups wanting to appear before the Council shall advise the Clerk no later than noon on the Thursday prior to the meeting and shall provide a written submission detailing the nature of the request to Council for inclusion in the agenda package. A determination may be made at that time as to the deferral of the delegation to a subsequent meeting.
- b) Persons or groups making a presentation shall be limited in speaking to not more than ten minutes except that a delegation consisting of more than five persons shall be limited to two speakers, collectively limited to speaking not more than ten minutes.
- c) A person may speak longer than ten minutes if granted leave by the Presiding Officer.

5.2 Open Forum

- a) This item gives members of the Public the opportunity to ask a question of Council or to make a comment to Council concerning any item on the agenda for that meeting.
- b) The members of the Public will be asked to address Council, take the podium, state their name, and state the item on the agenda they would like to comment on.

- c) The member of the Public will be allowed to address Council once and will be limited to a maximum of 5 minutes.

6. Duties of the Presiding Officer

- 6.1 Open the meeting of the Council by taking the chair and calling the members to order.
- 6.2 Announce the business before the Council in the order in which it is to be acted upon.
- 6.3 Authenticate by signature, all By-Laws and minutes of the Board.
- 6.4 Represent and support the Council, declaring its will and implicitly obeying its decisions in all things.
- 6.5 Ensure that the decisions of the Council are in conformity with the laws and By-Laws governing the activities of the Council.
- 6.6 To select the members of Council who are to serve on Committees.
- 6.7 The Presiding Officer may speak to any question.
- 6.8 When the Presiding Officer is called upon to decide a Point of Order or Procedure, he shall state his ruling and if an objection is made to his ruling, he shall submit it to a vote of the Council without debate in the following words, "Shall the ruling of the Presiding Officer be sustained?" and the decision of the Council shall be final.
- 6.9 When two or more members speak at once, the Presiding Officer shall name the member who is first to be heard and the other or others shall have the privilege of speaking thereafter in the order named by the Presiding Officer.
- 6.10 The Presiding Officer shall receive and submit, in the proper manner, all motions presented by the Members of the Council.
- 6.11 The Presiding Officer shall put to vote all questions which are moved and seconded in the course of the proceedings and announce the results of the vote.
- 6.12 The Presiding Officer shall decline to put to a vote, motions, which are contrary to the rules of procedure.
- 6.13 The Presiding Officer shall require the members to observe the rules of order.
- 6.14 The Presiding Officer shall ensure the decisions of the Council are in conformity with laws governing the activities of the Council.
- 6.15 The Presiding Officer may expel any person present at a meeting who speaks or makes a noise or behaves in a riotous, disorderly or unseemly manner or otherwise disturbs or interrupts the proceedings of the meeting.
- 6.16 The Presiding Officer may adjourn the meeting without question in the case of grave disorder arising in the Meeting Room.

7. Duties and Privileges of Members

- 7.1 Members, prior to speaking to a question or motion, shall obtain recognition of the Presiding Officer.
- 7.2 No member shall use indecent, offensive or insulting language in or against the Council or any member of the public or staff.

- 7.3 No member shall speak except to the issue in debate.
- 7.4 No member shall interrupt a member who has the floor except to raise a Point of Order or a matter of privilege.
- 7.5 No member shall engage in conduct disturbing to another member or the Council itself or interfering with a member recognized to speak.
- 7.6 No member shall be permitted to retake his or her seat at any meeting after being ordered by the Presiding officer to vacate after committing a breach of any rule or order of the Council, without making an apology and without the consent of the Council expressed by a majority of the members present determined without debate.
- 7.7 No member shall walk across or out of the Meeting Room or make any noise or disturbance when the Presiding Officer is putting the question and each member present, shall occupy their seat while a vote is being taken and until the result thereof is declared.
- 7.8 Any member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.
- 7.9 Any member may appeal the decision of the Presiding Officer on a Point of Order or a matter of privilege to the Council which, shall by a majority vote decide the question without debate.
- 7.10 Every member present when a question is put shall vote thereon unless the Council excuses them, or unless they had declared a Pecuniary Interest in the question as provided by The Municipal Conflict of Interest Act, and amendments thereto.
- 7.11 As per the Municipal Conflict of Interest Act, where a member, either on his/her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting at which the matter is the subject of consideration, the member shall, in accordance with the Municipal Conflict of Interest Act:
 - a) prior to any consideration of the matter at the meeting, disclose the member's interest and the general nature thereof;
 - b) file a written statement of the interest and its general nature with the Clerk using the "Disclosure of Interest Form" attached as Schedule 'A';
 - c) state aloud that they are filing a Disclosure of Interest Form, and the section number of the agenda to which it applies, prior to filing with the Clerk, for the record;
 - d) not take part in the discussion of or vote on any question in respect of the matter; and
 - e) not attempt in any way whether before, during or after the meeting to influence the voting on the matter;
 - f) disclose his/her interest and otherwise comply at the first meeting of the Council or committee, as the case may be, attended by the member after the particular meeting, if a member's interest has not been disclosed by reason of the member's absence from a particular meeting;
 - g) in addition to complying with the preceding requirements and those of the Municipal Conflict of Interest Act, forthwith leave the meeting or the part of the meeting during which the matter is under consideration, where a meeting is not open to the public.

8. Motions and Amendments

- 8.1 All motions shall be moved and seconded before the Presiding Officer will permit debate and put the question.

- 8.2 After the Presiding Officer reads a motion, it may be withdrawn at the request of the mover and seconder at any time before the decision and/or amendment with permission of the Council.
- 8.3 A motion to amend:
- a) shall not be further amended;
 - b) shall be relevant to the question;
 - c) shall not be received if it proposes a direct negative to the question; and
 - d) shall be put in reverse order to that in which it is moved.
- 8.4 A motion to amend shall be voted on first.
- 8.5 A motion to make a further amendment may be made to the main question.
- 8.6 A motion to "table" (or defer) a motion must be supported by the majority of the members present and is put to vote without debate or amendment.
- 8.7 A motion to "lift from the table" may reintroduce a tabled motion, in the same form as the original motion, as long as some other order of business has been dealt with since the motion was tabled. A motion to "lift from the table" must be supported by the majority of the members present and is put to vote without debate or amendment.

9. Taking the Vote

- 9.1 If a member moves that the vote be now taken and another member seconds it, the same shall be put without debate, and if carried, the motion or amendment under discussion shall be immediately submitted to the Council without further discussion.
- 9.2 When the question under consideration contains two or more propositions, the same shall be put separately at the request of any member of the Council
- 9.3 After the Chair commences to take a vote on a question, no member shall speak to such question or present any other motion until the vote has been taken or such question, be it main motion, an amendment to a main motion or an amendment to an amendment.
- 9.4 Voting shall be by way of "show of hands" in favour or against; except when a recorded vote is requested by any member.
- 9.5 When a vote is taken for any purpose, and a member requests immediately prior, or immediately subsequent to the taking of the vote, that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his/her vote openly, and any failure to vote by a member who is not disqualified shall be deemed to be a negative vote, and the Clerk shall record each vote.
- 9.6 The names of those who vote for and those who vote against the question shall be entered in the minutes. Each member voting for the question shall say "Yes" and each member voting against the question shall say "No".
- 9.7 When recording the "Yes" votes and the "No" votes, the Clerk shall call the names of the members in random order, each member responding yes or no, and before the result of the vote is announced by the Presiding Officer, the Clerk shall, if requested, read the vote so taken.
- 9.8 Any question on which there is an equality of votes, shall be deemed to be negated.

10. Reconsideration

10. Any motion except a motion to refer, to amend, to lay on the table to postpone indefinitely or to set a specific day or to adjourn may be reconsidered subject to the provisions contained in this section.
- 10.2 No discussion of the main question or the motion to reconsider the main question shall be allowed unless and until the Council has voted to reconsider the same, but the member who gives the notice may have the privilege of stating their reasons for doing so.
- 10.3 A motion to reconsider a decision of the Council shall be moved only by a member who voted with the majority of the Council on that decision and before accepting a motion to reconsider the Presiding Officer shall ask the Member to confirm that he voted with the majority on the issue in question.
- 10.4 A motion for reconsideration will require two thirds (2/3) majority for approval and a motion can only be reconsidered two times in one year.

11. Minutes

- 11.1 The minutes of the Council shall consist of a record of the place and time of the meeting, the name of the Presiding Officer, a record of all members present, and the names of those absent, together with all resolutions, decisions, and other proceedings of the Council.
- 11.2 It shall be the duty of the Clerk at the close of each meeting to transcribe the proceedings of such meeting in the minute book.
- 11.3 The Clerk shall record in reasonable detail the particulars of any disclosure of pecuniary interest made by a member and this record shall appear in the minutes of that meeting as per the Municipal Conflict of Interest Act S.6(1).
- 11.4 At the next regularly scheduled meeting of the Council, the minutes of the previous meeting shall be considered so that any errors may be corrected, and accuracy of the record confirmed, and once approved, signed by the Mayor and Clerk.

12. Accounts

All accounts dealing with the operation of the Council shall be submitted to the Council for approval.

13. Open Meeting Provisions

- 13.1 Except as provided in this section, all meetings shall be open to the public.
- 13.2 A meeting or part of a meeting may be closed to the public if the subject matter being considered is:
 - a) the security of the property of the municipality;
 - b) personal matters about an identifiable individual;
 - c) a proposed or pending acquisition or disposition of land;
 - d) labour relations or employee negotiations;
 - e) litigation or potential litigations, including matters before administrative tribunals, affecting the municipality;
 - f) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - g) any other matter authorized under the Municipal Act, or any other Act.

- 13.3 A meeting shall be closed to the public if the subject matter relates to the consideration of a request under The Municipal Freedom of Information and Protection of Privacy Act.
- 13.4 The Council may schedule a closed meeting to commence prior to the scheduled Meeting of the Council. Notice of the closed meeting shall be included with the agenda.
- 13.5 Before holding a meeting or part of meeting that is to be closed to the public the Council shall state by resolution:
- a) the fact that it is holding a closed meeting;
 - b) the general nature of the matter or matters to be considered at the closed meeting;
 - c) any persons other than a member of Council authorized to attend the closed meeting.
- 13.6 No meeting shall be closed to the public during the taking of a vote:
- a) unless Section 13.2 and 13.3 permits or requires a meeting to be closed to the public;
 - b) unless the vote is for a procedural matter or for giving directions or instruction to officers, employees or agents for the Council or persons retained by or under contract with the municipality.
 - c) unless the vote is taken to resolve how the matter under consideration shall be reported to public session.
- 13.7 The rules of the council shall be observed in closed meetings so far as may be applicable.
- 13.8 After consideration of a matter in the closed session, and the report from the closed session is in the possession of the Council, any resulting action of the Council by way of resolution or by-law of the Corporation shall be debated and voted upon in a public session, unless the subject matter under consideration must remain confidential as it pertains to issues noted in Section 13.2 and 13.3.
- 13.9 No member or other person attending a closed session shall without the authorization of the Council, release confidential reports of information considered at a closed meeting, or discuss the content of such reports or information with persons other than members of the Council or appropriate municipal staff members and/or agents of the Council concerned with the reports or information.

14. In-Camera

- 14.1 A motion of Council is required to move into an In-Camera session, at which time the Mayor or Presiding Officer may vacate the Chair and appoint another member of Council to act as Chair of the session.
- 14.2 Every declaration of pecuniary interest made by a member, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public.
- 14.3 When a motion is passed by the Council to "rise from In-Camera", the Council meeting shall resume with the Presiding Officer taking the Chair.

15. Committees

- 15.1 The Council may by resolution establish ad hoc committees which shall advise the Council on matters assigned or referred to them by the Council.

- 15.2 The Council shall determine the "Terms of Reference" for each committee established.
- 15.3 The Council shall appoint the members of Council and the citizens who shall serve on each committee and council shall determine the term of the appointment of each member.
- 15.4 The Presiding Officer of the Council shall be an ex officio member of all committees.
- 15.5 Each committee at its first meeting shall elect a Committee Chair from amongst its members.
- 15.6 A quorum for a committee shall be the majority of those appointed to the committee by the Council.
- 15.7 The rules governing the procedure for the Council shall be observed in all committees insofar as applicable.
- 15.8 A committee which refuses or neglects to give due consideration to any matter assigned to it or before it, may by Council resolution be discharged of such responsibility.
- 15.9 Each committee is subject to the control and direction of the Council.
- 15.10 Each committee shall submit minutes or reports with recommendations to the Council on all matters connected with their duties or matters referred to them by the Council.
- 15.11 The Clerk may assign a person to prepare the minutes of a committee meeting.

16. Reading of By-laws and Proceeding Thereon

- 16.1 Every by law when introduced shall be in printed form and included in the agenda package and shall contain no blanks except such as may be required to conform to accepted procedures or to comply with the provisions of any Act.
- 16.2 The first reading of a by-law shall be for introduction. The second reading shall be for debate and amendments before the vote. The third reading shall be for debate on the whole by-law with amendments and the final vote.
- 16.3 All amendments to a by-law shall be open to debate and amendment before the by-law is ordered for a third reading.
- 16.4 A by-law may be read three times at the same meeting, however, if any member objects, the Council may proceed if the majority of the members present, overrule the objection.
- 16.5 A by-law may be given all three readings with one resolution with the consent of Council.
- 16.6 Every by-law enacted by the Council shall be numbered and dated and shall be signed by the Presiding Officer and the Clerk and shall be deposited for safekeeping.
- 16.7 All matters of substantial concern to the Council shall be presented and adopted by by-law. Matters may include:
 - a) structure of governance and procedure;
 - b) municipal programs of service;
 - c) personnel; and
 - d) administration of the municipality.

16.8 Any proposed By-law may be referred to a Committee, Department Head or other Officer for review and comment, including the Solicitor for the Corporation.

17. Force and Effect

17.1 This by-law supersedes By-Law No. 52-2020.

17.2 This by-law shall come into force and effect upon final passing thereof.

Read a first and second time this 1st day of June 2021.

Read a third time and finally passed this 1st day of June 2021.

Mayor, Glen McNeil

CAO/Deputy Clerk, Mark Becker

THE CORPORATION OF THE TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

BY-LAW NUMBER 37-2021
SCHEDULE A



TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

DECLARATION OF INTEREST
Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50

RE: ☐ MEETING OF COUNCIL ☐ OTHER _____

AGENDA DATE: _____ AGENDA ITEM NUMBER: _____

AGENDA ITEM TITLE: _____

I, member _____, herein declare a potential
(deemed/direct/indirect) pecuniary interest on the above noted Agenda Item for the
following reason:

_____ Councillor Name	_____ Councillor Signature
--------------------------	-------------------------------

*For an “indirect pecuniary interest” see Section 2 of the Municipal Conflict of Interest Act.
For a “deemed” direct or indirect pecuniary interest see Section 3 of the Municipal Conflict of Interest Act.*



THE CORPORATION OF THE TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

BY-LAW NUMBER 38-2021

BEING a by-law to regulate animal care and control within the
Township of Ashfield-Colborne-Wawanosh.

WHEREAS Section 9 of the *Municipal Act, 2001*, S.O. 2001 c. 25 provides that a Municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS Section 11(1) of the *Municipal Act, 2001*, S.O. 2001 c. 25 authorizes a lower-tier Municipality to provide any service or thing that the Municipality considers necessary or desirable for the public, subject to the rules set out in Subsection (4) of the Act;

AND WHEREAS Section 11(3) of the *Municipal Act, 2001*, S.O. 2001 c. 25 authorizes a lower-tier Municipality to pass by-laws respecting animals;

AND WHEREAS Section 103(1) of the *Municipal Act, 2001*, S.O. 2001 c. 25 provides that municipalities may pass a by-law regulating or prohibiting with respect to the being at large or trespassing of animals and may provide for the seizure, impounding and sale of such animals being at large or trespassing contrary to the by-law;

AND WHEREAS Section 105 of the *Municipal Act, 2001*, S.O. 2001 c. 25 provides that a Municipality shall, upon the request of the owner of the Dog, hold a hearing to determine whether or not to exempt the owner in whole or in part from the requirement to Muzzle a Dog;

AND WHEREAS Section 151 of the *Municipal Act, 2001*, S.O. 2001 c. 25 authorizes a Municipality to provide for a system of Licenses with respect to a business;

AND WHEREAS Section 391 of the *Municipal Act, 2001*, S.O. 2001 c. 25 authorizes a Municipality to impose fees or charges on persons for services or activities provided or done by or behalf of it;

AND WHEREAS Section 398(2)(2) of the *Municipal Act, 2001*, S.O. 2001 c. 25 authorizes a Municipality to add licensing fees and penalties to the property tax roll;

AND WHEREAS Section 12 of the *Dog Owners' Liability Act*, R.S.O. 1990, c. d.16 designates a Municipal Law Enforcement Officer as a Peace Officer for the purposes of enforcing the Act;

AND WHEREAS The Corporation of the Township of Ashfield-Colborne-Wawanosh deems it desirable to pass a by-law with respect to the control of animals and Prohibited Animals;

NOW THEREFORE the Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh enacts as follows:

1. SHORT TITLE

1.1 This By-law may be cited as the "Animal Control By-law".

2. DEFINITIONS In this By-law:

- 2.1 "Act" means the *Municipal Act, 2001*, R.S.O. 2001, Chapter 25, as amended from time to time.
- 2.2 "Animal Control Officer" means the person or contractor appointed by Council, or any employee or agents of such person or contractor, to carry out, enforce and implement the provisions of this By-law.
- 2.3 "Attack" means an assault resulting in bleeding, bone breakage, sprains, or bruising.
- 2.4 "Bite" means a wound to the skin causing it to puncture or break.
- 2.5 "Clerk" means the Clerk appointed by the Council pursuant to the Act.
- 2.6 "Council" means the Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh.
- 2.7 "Dog" means a male or female Dog over the age of twelve (12) weeks and may be neutered or spayed.
- 2.8 "Dog Identifier" means a physical tag attached to the Dog or Microchip bearing information that identifies the Owner of the Dog, with accurate contact information for the Owner.
- 2.9 "Dwelling unit" shall have the same meaning as defined in the *Ontario Building Code*, O.Reg. 332/12, as amended.
- 2.10 "Guide Dog" means a Dog which serves as a guide or leader for a person with a medical or physical disability or performs search and/or rescue functions and which has been specially trained for that purpose.
- 2.11 "Harbour" means any person who possesses or has custody of an animal but does not include providing shelter to a Dog for a period of time of less than seven (7) days, provided that the Dog is owned by someone other than the Household Group normally a resident in the Dwelling Unit and can provide proof of a permanent address.
- 2.12 "Herding Dog" means a Dog that has been trained and is actively being used in a bona fide farming operation for the purposes of controlling Livestock on the farm.
- 2.13 "Household Group" means two or more persons who live in the same Dwelling Unit whether or not they are related to one another.
- 2.14 "Kennel" shall mean a Licensed establishment where more than five (5) Dogs are kept for the purpose of show, training, keeping, breeding, and raising for profit or gain, but shall not apply to the keeping of animals in a veterinary establishment for the purpose of receiving veterinary services including treatment, observation or recovery.
- 2.15 "License" means a license issued by the Municipality pursuant to the Act and this By-law.
- 2.16 "Livestock" means any domesticated farm fowl including chickens, geese, ducks, turkeys, and guinea fowl; and domesticated farm animals including horse, donkey, mule, bull, ox, cow or other cattle, goat, swine, sheep, llama, mink, fox, alpaca, rabbit, emu and ostrich.

- 2.17 "Livestock Guardian Dog" means a Dog that works and/or lives with domestic farm animals (e.g. cattle, sheep, poultry) to protect them by repelling predators and is used exclusively for that purpose.
- 2.18 "Municipality" means the Corporation of the Township of Ashfield-Colborne-Wawanosh.
- 2.19 "Municipal Law Enforcement Officer" means an individual appointed by the Council pursuant to s. 15 of the Police Services Act, R.S.O. 1990, c. P. 15, as amended.
- 2.20 "Microchip" means an encoded identification device meeting the Canadian standard of the National Companion Animal Coalition and implanted into an animal, which contains a unique code that permits or facilitates access to owner information, including the name and address of the owner, which is stored in a central data base.
- 2.21 "Muzzle" means a humane fastening or covering device of adequate strength placed over the mouth of an animal to prevent it from biting and the word "Muzzled" and or "muzzling" have a similar meaning.
- 2.22 "Owner " means any person who owns, possesses, Harbours or has custody of an animal and, where the owner is a minor, the person responsible for the custody of the minor. This shall also include a person who is temporarily the keeper of the animal.
- 2.23 "OSPCA" means the Ontario Society for the Prevention of Cruelty to Animals.
- 2.24 "Peace Officer" means the Animal Control Officer and/or a Provincial Offences Officer with the meaning of the *Provincial Offences Act*, R.S.O. 1990, Chapter P.33.
- 2.25 "Pound" means the place designated by Council used for the temporary housing and care of animals that have been impounded pursuant to this By-law.
- 2.26 "Pound Keeper" means the person or contractor designated for the Municipality to oversee and operate the Pound.
- 2.27 "Prohibited Animal" means an animal described in Schedule A of this By-law.
- 2.28 "Urban" means those land uses designated pursuant to the Municipality's Zoning By-law, By-law 32-2008, as amended, for residential, recreational, commercial, industrial, institutional, or developmental within a recognized Town, Village, Hamlet, or other recognized settlement area.
- 2.39 "Vicious Dog" means a Dog which has, Without Provocation, attacked or bitten a person or another animal or communicated by its actions or intention, habit, tendency or has demonstrated a propensity to do so.
- 2.30 "Without Provocation" means in the absence of teasing, tormenting, abusing or assaulting actions upon the Dog, or its owner, either in the past or the present, by the person or domestic animal, who sustained the Bite or Attack.

3. RESPONSIBILITY TO CARE FOR ANIMALS

- 3.1 Every person who keeps an animal within the Municipality shall ensure that such animal is provided with:
- (a) a clean and sanitary environment free from an accumulation of fecal matter, odor, insect infestations or rodent attractants that disturb or are likely to disturb the enjoyment, comfort, convenience of a person or may endanger the health of any person or animal; and,

- (b) adequate and appropriate care, food, water, shelter, and opportunity for physical activity.
- (c) For every Dog, a "Dog Identifier".

4. LIMIT OF ANIMALS

- 4.1 No person shall Harbour more than a combined total of five (5) cats and dogs at any one time in a Dwelling Unit within Urban areas within the Municipality.
- 4.2 No person shall Harbour more than two (2) dogs in a Dwelling Unit within an Urban area of the Municipality.
- 4.3 No person shall Harbour more than five (5) Dogs in a Dwelling Unit located within rural areas of the Municipality.
- 4.4 The total number of rabbits, rats or mice shall be limited to a total of five (5) per Dwelling Unit which may be kept as pets and shall not be bred for commercial purposes.
- 4.5 Notwithstanding section 4.1, any person owning more than the permitted number of Dogs at the time of passing of this By-law is permitted to maintain those Dogs with proof of ownership provided that if the Dogs are sold or are no longer in the possession of the Owner, the provision of section 4.1 shall apply.
- 4.6 In a rural area, a person may Harbour more than five (5) Dogs on a property without a Kennel License, provided,
 - (a) the person is keeping Livestock upon the same property;
 - (b) the property is zoned agricultural pursuant to the Municipality's Zoning By-law, By-law 32-2008, as amended; and,
 - (c) the Dogs are Livestock Guardian Dogs and or Herding Dogs.

5. VICIOUS DOGS

- 5.1 A Vicious Dog shall have a special License fee as set out in Schedule C of this By-law.
- 5.2 An owner of a Vicious Dog shall obtain and maintain a policy of public liability insurance by an insurer Licensed by the Province of Ontario providing third party liability coverage in the amount of Five Hundred Thousand (500,000) dollars for any damage or injury caused by said Dog. Proof of insurance shall be provided to the Municipality.
- 5.3 An owner of a Vicious Dog shall have a Microchip implanted in the Dog, by a veterinary clinic or OSPCA.
- 5.4 An owner of a Vicious Dog shall provide the information contained on the Microchip to the Clerk.
- 5.5 An owner of a Vicious Dog shall post "Beware of Dog Signs" on the perimeter of the property upon which the Dog is housed.
- 5.6 An owner of a Vicious Dog shall keep such Dog confined within the property or keep such Dog confined in an enclosed pen of sufficient dimension and construction to provide humane shelter for the Dog while preventing the Dog from escape and preventing entry from unsupervised children.

- 5.7 An owner of a Vicious Dog shall ensure that the enclosure or other structure is locked at all times.
- 5.8 An owner of a Vicious Dog shall notify the Animal Control Officer if the animal is running at large.
- 5.9 No owner of a Vicious Dog shall permit it to be walked by a person under eighteen (18) years of age and shall ensure that the Vicious Dog is Muzzled and leashed.
- 5.10 All requirements for a Vicious Dog shall be required until the Dog is destroyed or Council exempts the owner from the Vicious Dog requirements.
- 6.11 The Council of the Municipality shall, upon the request of the owner of the Dog, hold a hearing to determine whether or not to exempt the owner in whole or in part from the Vicious Dog requirements.

6. PIT BULLS AND PIT BULL CROSSES

- 6.1 In this By-law, "Pit Bull" includes,
 - (a) a pit bull terrier;
 - (b) a Staffordshire bull terrier;
 - (c) an American Staffordshire terrier;
 - (d) an American pit bull terrier; and
 - (e) a Dog that has an appearance and physical characteristics that are substantially similar to those of Dogs referred to in any of clauses (a) to (d).
- 6.2 Pit Bulls and Pit Bull crosses shall have a special License fee as set out in Schedule C of this By-law.
- 6.3 Pit Bulls and Pit Bull crosses shall be Muzzled and leashed while walking and comply with all other aspects and conditions as stated in this By-law, and the Pit Bull Control regulation, O. Reg. 157-05, as amended.

7. KENNEL LICENSING

- 7.1 No person shall operate a Kennel without, before the 31st of March in each and every year, or upon the commencement of the operation of a Kennel after the 31st of March in a given year, first applying for and obtaining from the Clerk a Kennel License and paying the prescribed fee as set out in Schedule C to this By-law.
- 7.2 A License issued shall expire on the 31st day of December in the year for which it was issued.
- 7.3 No person or persons shall keep more than the permitted number of Dogs in Section 4 over the age of twelve (12) weeks at one location unless a Kennel License is obtained.
- 7.4 Every person who holds a Kennel License shall comply with the following requirements:
 - (a) The Kennel shall be in separate building from a Dwelling Unit.
 - (b) The Kennel building and its location must conform to the applicable zoning

by-laws and the Ontario Building Code, O. Reg. 350/06 as amended.

- (c) The Kennel building shall have a floor of concrete or other impermeable material and shall have a drain opening constructed as a plumbing fixture and such floor shall be thoroughly cleaned daily, or more often if necessary.
 - (d) The Kennel building shall have adequate lighting, windows that may be opened for proper ventilation, a heating system sufficient to adequately heat the building, running water and a food preparation area, pursuant to the Code of Practice for Canadian Kennel Operations, Second edition, May, 2007.
 - (e) Maintain inside Dog runs minimum standards, as follows:
 - (i) at least 2.5 feet (0.75 metres) wide, 6 feet (1.8 metres) high and 15 square feet (1.35 metres) in area per Dog;
 - (ii) has a floor of solid, readily sanitized and fluid-impervious material;
 - (iii) is enclosed by walls of solid, readily sanitized and fluid impervious material or surrounded by partitions which are solid, readily sanitized and fluid -impervious materials extending from the floor for at least 4 feet (1.2 metres) above the solid material, or other material that will prevent an animal confined in the run from escaping which extends to 6 feet (1.8 metres) above the floor. If the weight of the Dog does not exceed 26 Pounds, the wall/partition height may be reduced to 39";
 - (iv) is constructed so that liquid cannot escape or pass to another run except through a drain, or drainage channel leading directly to a drain, which is inaccessible to an animal in the run;
 - (v) has a door which does not open into another run;
 - (vi) is well constructed and secure;
 - (vii) is well ventilated; and,
 - (viii) is properly drained.
- 7.5 During periods when Dogs are being housed outside in addition to the provisions of 7.4 above, the breed of Dog must be properly acclimatized to seasonal and regional temperatures. Aged, young, or infirmed Dogs shall be housed indoors. Shelter and protection from cold and heat must be provided including protection from direct sunlight, rain, sleet, and snow, which includes an enclosed area with dry bedding, properly drained and a cement pad or patio stones in front of the Dog house door.
- 7.6 Where a clipping and grooming service is performed, such clipping and grooming shall be carried out in the Kennel building only.
- 7.7 The Kennel License shall be continuously displayed in a conspicuous place in the interior of the property for which the License has been issued.

- 7.8 At all times the Kennel operator shall maintain the facility in a sanitary, well ventilated, clean condition, and free from offensive odors.
- 7.9 The operator shall keep the Dogs in sanitary, well bedded, well ventilated, naturally lighted, clean quarters at a healthy temperature at all times.
- 7.10 The operator shall feed and give water to the Dogs periodically each day and keep same in a clean, healthy condition, free from vermin and disease.
- 7.11 The Animal Control Officer and or Municipal Law Enforcement Officer and any other person authorized by the Municipality may, at any reasonable time, inspect any place where Dogs are kept, pursuant to this By-law.
- 7.12 If the Kennel is found not to conform, under the requirements set out herein, the Animal Control Officer and or Municipal Law Enforcement Officer may contact the OSPCA or any other agency with the Dog's best interests and wellbeing in mind. The Clerk may revoke the License issued for the Kennel if the owner is in contravention of this By-law.
- 7.13 No Kennels will be allowed for Dogs listed in Section 6.

8. RUNNING AT LARGE

- 8.1 No person shall permit a Dog to run at large within the boundaries of the Municipality.
- 8.2 No person shall permit a Prohibited Animal, as described in Schedule A, to be at large within the boundaries of the Municipality.
- 8.3 For purposes of this Section, a Dog shall be deemed to be running at large if found not to be under the control of a competent and responsible person at any place within the boundaries of the Municipality other than the property of the owner of the Dog.
- 8.4 A Dog shall be deemed to be running at large if found on municipal property and not on a leash, unless at a designated leash free park.
- 8.5 A Dog shall not be deemed running at large if, while off the property of its owner, the Dog is within an enclosed area or a working invisible fence and other appropriate electronic restraining devices from which it does not appear to be able to escape, with the consent of the owner of such enclosed area.
- 8.6 A Dog shall be deemed to be under control of a competent and responsible person if it is on a leash attached to a collar or harness, and which leash is a maximum length of 6 feet (1.8 metres), in the hands of an individual who appears to be able to restrain the Dog and/or maintain control over the Dog. A leash is not required for a Guide Dog or hunting Dog while performing their respective work/services.
- 8.7 A Dog being used for the purpose of hunting, without permission from the landowner, will be considered running at large.
- 8.8 Female Dogs in heat must be confined to a building isolated from other Dogs and remain there until such time as the heat has ended.
- 8.9 If a Dog is tied or in a pen, it shall be at least 3 feet (0.9 metres) from any property line.

9. SEIZURE AND IMPOUNDING

- 9.1 A Peace Officer, Animal Control Officer and/or Pound Keeper appointed by the Municipality may seize and impound any animal found running at large. The animal will be impounded under the direction of the Pound Keeper appointed by the Municipality.
- 9.2 For purposes of this Section, an animal at large shall be deemed to be any Prohibited Animal, or Dog as described in Section 9 of this By-law.
- 9.3 If an animal found running at large has been injured and should, at the discretion of the Peace Officer, Animal Control Officer or Pound Keeper, be destroyed without delay for humanitarian reasons, the Peace Officer, Animal Control Officer or Pound Keeper may destroy the animal in a humane manner after seizing the animal as he/she thinks fit and no damages or compensation shall be recoverable by the owner of the animal on account of such destruction.
- 9.4 The Peace Officer or Animal Control Officer may destroy any animal found running at large if the animal cannot be seized within a reasonable time and which animal threatens the safety of the Peace Officer or Animal Control Officer or other persons, and no damages or compensation shall be recoverable by the owner of the animal on account of such destruction.
- 9.5 Where an animal has been impounded and has not been destroyed, the Pound Keeper shall release possession of the animal to its owner when:
- (a) the owner attends at the Pound and claims possession of the animal within three (3) days, excluding the day which the animal was impounded, statutory holidays, Saturdays, and Sundays,
 - (b) the owner provides proof that the animal is permitted by this By-law,
 - (c) any emergency veterinary fees deemed to be necessary during the time of impound have been paid and provides proof thereof,
 - (d) the owner pays to the Municipality/Pound Keeper any seizure/Pound fee and boarding fee per day for each day the animal has been in the Pound, commencing the day the animal is seized and including the day the animal is removed from the Pound and a Municipal administration fee as described in Schedule C of this By-law by the Owner.
- 9.6 Where an animal has been seized while found running at large and impounded and the owner has not claimed the animal within three (3) days, excluding the day on which the animal was seized, statutory holidays, Saturdays and Sundays, or having attended at the Pound to claim the animal but did not pay the prescribed fees, the Clerk, Animal Control Officer or Pound Keeper may sell the animal for such price as he/she deems fit, destroy the animal in a humane manner, or otherwise dispose of the animal at his/her discretion, and no damages or compensation shall be recoverable by the owner as a result of any such action.
- 9.7 Where an animal is impounded, the owner of the animal shall be liable for all fees prescribed herein, including the fees for destruction of the animal where the animal has been destroyed, whether or not the animal is claimed by the owner. All such fees shall be payable on written demand to the owner from the Clerk.

9.8 If the owner has not paid the fee within thirty (30) days of the written demand for payment, such fees may be collected by action or in the same manner as municipal taxes.

10. CAUSING A DISTURBANCE

10.1 No person, being the Owner of a Dog or the operator of a Kennel shall permit a Dog or Dogs to persistently howl, bark or whine for a period in excess of 15 minutes, if such conduct disturbs or is likely to disturb the inhabitants of the Municipality.

11. REMOVAL OF DOG EXCREMENT

11.1 Every person who owns controls or Harbours a Dog shall remove forthwith any excrement left by such Dog on public or private lands within the boundaries of the Municipality.

12. PROHIBITED ANIMALS

12.1 No person shall keep in the Municipality either on a temporary or permanent basis, any Prohibited Animal, as set out in Schedule A.

12.2 Despite Section 12.1, a person may be permitted to keep such Prohibited Animals if they comply with the following conditions:

- (a) the Prohibited Animal was housed on a property within the limits of the Municipality prior to the adoption of this By-law and such Prohibited Animal is registered at the municipal office;
- (b) the animal is kept in an environment which is appropriate for the species;
- (c) the owner has filed a letter of request, as shown in Schedule E for an exemption from Section 12.1 of this By-law and has received approval in writing from the Clerk; and,
- (d) an initial on-site inspection is conducted of the Prohibited Animals by the Animal Control Officer.

12.3 The burden of proof for an exemption from Section 12.1 rests with the person making the request for exemption to the Clerk. Written approval from the Clerk shall be deemed as an exemption from Section 12.1 of this By-law.

12.4 The Clerk shall maintain a list of all Prohibited Animals and owners from which an exemption has been granted, in accordance with Section 12.2.

12.5 Any Prohibited Animal(s) allowed in Section 12.2 shall be registered within forty five (45) days of Notice of Passing of this By-law, failing which the owner of such animal shall be deemed to be in violation of this By-law.

12.6 Any owner of Prohibited Animal(s) allowed in Section 12.2 that is registered as per Section 12.5 is permitted to maintain the animal provided that if the animal should die or is no longer in the possession of the owner, the animal is not permitted to be replaced.

12.7 Section 13 shall not apply to:

- (a) any of the Municipality's animal care and control centers;

- (b) a property zoned to permit exotic animals, pursuant to the Municipality's Zoning By-law, By-law 32-2008, as amended;
- (c) the property of the OSPCA;
- (d) the property of an accredited veterinary facility under the supervision of a veterinarian Licensed pursuant to the *Veterinarians Act*, R.S.O. 1990, Chapter V.3, as amended;
- (e) the property of any Licensed zoo or exhibit, permanently located in the Municipality;
- (f) property or facilities accredited by the Canadian Association of Zoos and Aquaria (CAZA);
- (g) the areas of the Municipality in which professionally produced films are made using such animals, provided that there is supervision by Inspectors or Agents of the OSPCA or one of its affiliates or branches;
- (h) the areas of the Municipality in which educational programs are being conducted with animals, provided that the animals are owned by institutions accredited by CAZA or the American Zoo and Aquarium Association and only while the educational programs are actually conducted, provided that such programs are limited to two (2) days at any one location;
- (i) property registered as research facilities pursuant to the *Animals for Research Act*, R.S.O. 1990, c. A.22, as amended; and
- (j) property where wildlife rehabilitation is being undertaken in accordance with the *Fish and Wildlife Conservation Act*, 1997, S.O. 1997, Chapter 41, as amended and associated regulations under the jurisdiction of the Ontario Ministry of Natural Resources.

13. FEES

- 13.1 Every owner of a dog or a Kennel shall pay the fees set out in Schedule C to this By-law and in accordance with this By-law.

14. EXEMPTION TO THIS BY-LAW

- 14.1 The provisions of this By-law shall not apply to the owners, operators, employees or agents of facilities listed in Schedule B to this By-law

15. ENFORCEMENT

- 15.1 This By-law shall be enforced by an Animal Control Officer, Municipal Law Enforcement Officer or Peace Officer.
- 15.2 The Animal Control Officer may at any time request the assistance of the Ontario Provincial Police to enforce any provision of this By-law.

16. PENALTY PROVISIONS

- 16.1 Every person who contravenes any of the provisions of this By-law is guilty of an offence pursuant to section 429 of the Act and all contraventions of this By-law are designated as continuing offences.

- 16.2 Every person who is convicted of an offence is liable to a minimum fine of Two Hundred and Fifty Dollars (\$250.00) and a maximum fine of Twenty-Five Thousand Dollars (\$25,000.00) for the first offence and a maximum fine of Fifty Thousand Dollars (\$50,000.00) for a subsequent offence.
- 16.3 Notwithstanding section 16.2, every person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P. 33.

17. SEVERABILITY

- 17.1 Each and every one of the foregoing provisions of the By-law is severable and if any provisions of this By-law should, for any reason, be declared invalid by any court, it is the intention and desire of this Council that each and every one of the then remaining provisions shall remain in full force and effect.

18. EFFECTIVE DATE AND REPEAL SECTION

- 18.1 This By-law will come into force and effect on January 1, 2022.
- 18.2 Notwithstanding section 18.1, the set fines referred in section 16.3 above will come into force and effect upon the final approval of the set fines schedule by the Chief Justice, or designate, of the Ontario Court of Justice pursuant to Part 1 of the Provincial Offences Act, R.S.O. 1990, c. P. 33, as amended. The set fines schedule, as approved in attached hereto as Schedule "A" and forms part of this By-law.
- 18.3 By-law number 57-2015, By-Law 6-2016, By-Law 16-2016 and By-Law 4-2021 are hereby repealed and replaced by this By-Law.
- 18.4 Notwithstanding Section 18.3, the provisions of By-law number 57-2015, and the amending by-laws, are deemed to continue in force and effect with respect to any and all orders, appeals or prosecutions issued, filed or commenced under that by-law and any assessment, rate, charge, tax, fee, liability or penalty outstanding under same may be collected as if such by-law had not been repealed.
- 18.5 Notwithstanding section 18.3, By-law number 57-2015 and its amending by-laws, are deemed to continue in force and effect with respect to any enforcement under Part I of the Provincial Offences Act, R.S.O. 1990, c. P. 33, as amended, as well as the set fine schedule as approved by the Chief Justice, until such time as the Chief Justice approves the set fine schedule as set out in section 18.2 above. Where the provisions of By-law 32-2008, and their amending by-laws are inconsistent with the provisions of this By-law, the provisions of this By-law shall prevail.
- 18.6 This By-law may be known as the "Animal Control By-law".

Read a first and second time this 1st day of June 2021.

Read a third time and finally passed this 1st day of June 2021.

Glen McNeil, Mayor

Mark Becker, CAO/Deputy Clerk

The Corporation of the Township of Ashfield-Colborne-Wawanosh
SCHEDULE A of By-law 38-2021
Animal Control Prohibited Animals

Being a list of animals the keeping of which is prohibited within the Township of Ashfield-Colborne-Wawanosh

- 1) All marsupials (such as kangaroos and opossums)
- 2) All non – human primates (such as gorillas and monkeys)
- 3) All felis, except the domestic cat
- 4) All canis, except the domestic Dog
- 5) All viverrids (such as mongooses, civets and genets)
- 6) All mustelids (such as skunks, weasels, otters, badgers), except domestic ferrets and minks
- 7) All ursidae (bears)
- 8) All artiodactylus ungulates, except domestic goats, sheep, pigs and cattle, deer, elk, bison, llama, and alpaca
- 9) All procyonide (such as raccoons, coatis and cacomistiles)
- 10) All hyaenas
- 11) All perissodactylus ungulates, except domestic horses and donkeys
- 12) All elephants
- 13) All pinnipeds (such as seals, fur seals and walruses)
- 14) All snakes of the families Pythonidae and Boidae
- 15) All venomous reptiles
- 16) All ratite birds, except domestic ostriches, emu, and rheas
- 17) All diurnal and nocturnal raptors (such as eagles, hawks and owls)
- 18) All exarthrans (such as armadillos, sloths and anteaters)
- 19) All bats
- 20) All crocodilians (such as alligators and crocodiles)
- 21) All venomous arachnids (such as scorpions and tarantulas)
- 22) All insectivorous mammals (Insectivora), including aardvark (Tubulidentata), anteater, shrew, otter shrew, mole and hedgehog
- 23) All cetaceans (such as whales, dolphins and porpoises)

Examples of animals of a particular prohibited group are given parentheses. They are examples only and shall not be construed as limiting the generality of the group.

The Corporation of the Township of Ashfield-Colborne-Wawanosh
SCHEDULE B of By-law 38-2021
Animal Control Exemptions

The provisions of this By-law do not apply to animals in the following circumstances:

- (a) Livestock;
- (b) zoo animals on the property of a zoo or animal display operated by or on behalf of the Township of Ashfield-Colborne-Wawanosh;
- (c) animals in a veterinary hospital under the care of a licensed veterinarian;
- (d) research animals on the property of a university or community college where such animals are being kept for research, study or teaching purposes, or on property registered as research facilities under the *Animals for Research Act*;
- (e) animals used or cared for by anyone holding a license or permit under any statute of the Legislature of Ontario or the Government of Canada, which permits the keeping of animals under stated conditions;
- (f) animals of any television studio where such animals are being kept temporarily for the purpose of a television production;
- (g) transportation of animals between the places or circumstances listed herein;
- (h) circus animals used in travelling shows such as a circus or other like shows as authorized by the Municipality.

The Corporation of the Township of Ashfield-Colborne-Wawanosh
SCHEDULE C of By-law 38-2021
Animal Control Licensing and Fees

The Council of the Township of Ashfield-Colborne-Wawanosh establishes the following fee schedule:

Vicious Dog (as described in Section 5)	\$100.00
Pit Bull (as described in Section 6)	\$100.00
Kennel Licence	\$150.00
Municipal Administration Fee (Section 9.5 (d))	\$50.00

The Corporation of the Township of Ashfield-Colborne-Wawanosh
SCHEDULE D of By-law No. 38-2021: Animal Control
Under Part 1 of the Provincial Offences Act

ITEM	(Column 1) Short Form Wording	(Column 2) Provisions creating or defining offence	(Column 3) Set Fine
1.	Fail to keep legal number of animals	4.1	\$125.00
2.	Fail to keep legal number of dogs – urban	4.2	\$125.00
3.	Fail to keep legal number of dogs – rural	4.3	\$125.00
4.	Fail to keep legal number of rats, mice or rabbits	4.4	\$125.00
5.	Fail to provide insurance policy for Vicious Dog	6.2	\$125.00
6.	Fail to provide Microchip information	6.4	\$125.00
7.	Fail to post beware of Dog signs	6.5	\$125.00
8.	Fail to enclose Vicious Dog	6.6	\$125.00
9.	Fail to lock Vicious Dog enclosure	6.7	\$125.00
10.	Fail to notify Vicious Dog at large	6.8	\$125.00
11.	Fail to leash Vicious Dog	6.9	\$125.00
12.	Fail to Muzzle Vicious Dog	6.9	\$125.00
13.	Fail to walk Vicious Dog by adult	6.9	\$125.00
14.	Fail to License Pit Bull	5.1	\$200.00
15.	Fail to leash Pit Bull	6.3	\$125.00
16.	Fail to Muzzle Pit Bull	6.3	\$125.00
17.	Fail to License Kennel for current year	7.1	\$125.00
18.	Fail to affix Dog Identifier	5.2	\$125.00
19.	Allow Dog to run at large	9.1	\$125.00
20.	Prohibited Animals at large	9.2	\$200.00
21.	Allow Dog to howl, whine or bark causing noise, which may cause a disturbance	10.1	\$125.00
22.	Fail to remove Dog excrement from private or public land	11.1	\$125.00
23.	Keeping a Prohibited Animal	12.1	\$125.00
24.	Keeping a Prohibited Animal - fail to comply with conditions	12.2	\$125.00

The Corporation of the Township of Ashfield-Colborne-Wawanosh
SCHEDULE E of By-law 38-2021:
Animal Control Letter of Request

- 1. Name:**
Address:
Phone / Email:

- 2. Property Description:**

- 3. Type of Prohibited Animal:**

- 4. Location :** Where the Prohibited animal will be housed

- 5. Inspection:** Inspection to determine if the housing facility is adequate:
 - a) Aquarium or Pen - that has a locking device (picture to be attached)
 - b) Adequate humidity
 - c) Adequate temperature

- 6. Picture of the Animal:** Please attach a photograph.

7. Signatures:

Signature of Animal owner requesting the approval: _____

Date of request: _____

Signature of the Animal Control Officer: _____

Date of Inspection: _____

Signature of the Township Clerk: _____

Date of Approval: _____



7.5.3
14.4

THE CORPORATION OF THE TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

BY-LAW NUMBER 39-2021

BEING A BY-LAW to prohibit camping on municipally owned lands within the Township of Ashfield-Colborne-Wawanosh.

WHEREAS subsection 10(1) of the Municipal Act, 2001 provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS subsection 10(2) of the Municipal Act, 2001 provides that a municipality may pass by-laws respecting the health, safety, and well-being of persons;

AND WHEREAS Section 128(1) of the Municipal Act, 2001, R.S.O. 2001, c. 25, as amended, (the Act), provides that a municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of the Council, are or could become public nuisances;

AND WHEREAS section 425(1) of the Municipal Act, 2001 provides that a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality passed under this act is guilty of an offence;

AND WHEREAS Council deems it appropriate to pass a by-law to control the use of public lands which the Municipality owns;

NOW THEREFORE the Council of the Township of Ashfield-Colborne-Wawanosh, hereby enact as follows:

PART 1 – DEFINITIONS

For the purpose of this by-law:

“Camp or Camping” means the establishment of temporary accommodations for eating and/or sleeping and the presence of food and utensils for cooking, a campfire and/or a tent, trailer or motor home shall be proof of camping and/or camp.

“Municipality” means The Corporation of the Township of Ashfield-Colborne-Wawanosh;

“Officer” means a By-law Enforcement Officer appointed by Council to enforce the provisions of this by-law who shall be, by virtue of his/her office, a Provincial Offences Officer when enforcing the provisions of this by-law.

“Public Nuisance” means an activity that unreasonably interferes with the public’s interest in questions of health and safety, attacking upon the right of public generally to live their lives unaffected by inconvenience, discomfort, or other forms of interference.

PART 2 – CAMPING PROHIBITION

2.1 No person shall camp on land owned or occupied by the Corporation of the Township of Ashfield-Colborne-Wawanosh.

- 2.2 Camping on any municipally owned land is considered a public nuisance as defined herein.

PART 3 – PENALTY AND ENFORCEMENT

- 3.1 Any person(s) who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine or penalty for each offence, exclusive costs and upon conviction is liable to a fine as set out in the Provincial Offences Act, R.S.O, Chapter P. 33.
- 3.2 No person shall willfully obstruct, hinder or otherwise interfere with an Officer in the performance of the Officer's duties, rights, functions, powers or authority under this by-law.
- 3.3 Where an Officer has reasonable grounds to believe that an offence under this by-law has been committed by a person(s), the Office may require the name, address and proof of identity of that person(s), and the persons(s) shall supply the required information.

PART 4 – GENERAL

- 4.1 This by-law shall be known as the "No Camping By-Law".
- 4.2 If, for any reason, any section, clause, or provision of this by-law is declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof other than the part that was declared to be invalid.
- 4.3 This by-law shall come into full force and effect on the final day of passing.

Read a first and second time this 1st day of June 2021.

Read a third time and finally passed this 1st day of June 2021.

Mayor, Glen McNeil

CAO/Deputy-Clerk, Mark Becker

THE CORPORATION OF THE TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

BY-LAW NUMBER 39-2021

PART I PROVINCIAL OFFENCES ACT

Item	Column 1 Short Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Set Fine
1	Camping on land owned by municipality	Section 2.1	\$250.00
2	Hinder or obstruct enforcement officer	Section 3.2	\$250.00

**ECONOMIC DEVELOPMENT DEPARTMENT**

Address: 57 Napier St, Goderich, ON, N7A 1W2
Phone: (519) 524-8394, Ext 6
Email: economicdevelopment@huroncounty.ca
Website: ecdev.huroncounty.ca

April 15, 2021

Township of Ashfield-Colborne-Wawanosh
82133 Council Line,
Goderich, ON, N7A 3Y2

To Florence Witherspoon, Clerk:

This letter is to confirm that we have received Township of Ashfield-Colborne-Wawanosh's 2021 SLED application.

We are excited about your attainable family homes project. The Project has been approved as it meets criteria 1-6 and objective one. Thank you for your economic development leadership and innovation in our communities.

The application has been approved for \$10,000 in funding as requested subject to:

- (1) The project, in its entirety as outlined in the application, is completed no later than March 31, 2022 (no extensions will be granted for the SLED program); and
- (2) An accepted final report is submitted to the Program Administrator by March 31, 2022.

If you have any questions please free to contact me.

Kind Regards,

A handwritten signature in black ink that reads "Cody Joudry". The signature is written in a cursive, flowing style.

Cody Joudry
SLED Program Administrator
Huron County Economic Development
519-440-2385
57 Napier St.
Goderich, ON
N7A 1W2

MEMORANDUM OF UNDERSTANDING

BETWEEN:

The Corporation of the Township of Ashfield-Colborne-Wawanosh
(hereinafter called "ACW")

OF THE FIRST PART

-and-

Sommer Bros. Construction
(hereinafter called the "Sommer Brothers")

OF THE SECOND PART

WHEREAS ACW owns thirteen (13) parcels of land within the Village of Dugannon in the Township of Ashfield-Colborne-Wawanosh;

AND WHEREAS ACW issued an Expression of Interest that was circulated on the possible development of the municipally owned lands in Dugannon for the purpose of "Attainable Housing" and no responses were received by the deadline;

AND WHEREAS Sommer Brothers indicated interest after the Expression of Interest deadline;

AND WHEREAS the intent of the Township is to enter into negotiations regarding a potential Agreement of Purchase and Sale with the Sommer Brothers that would include an option to repurchase in favour of ACW;

AND WHEREAS the Township is agreeable to entering a Memorandum of Understanding with Sommer Brothers to outline the process by which this negotiation will proceed;

NOW THEREFORE the parties state as follows;

- 1) It is understood that the intention of ACW is to enter into negotiations regarding an Agreement of Purchase and Sale with the Sommer Brothers for the purchase of some or all of the vacant municipally owned residential lots in the Village of Dugannon, at the discretion of the municipality at the time of negotiation.
- 2) Sommer Brothers will bring forward a proposal to Council that would propose the construction of attainable housing that has passive components prior to an Agreement of Purchase and Sale being considered. This proposal will be submitted no later than August 30, 2021. Should an extension be required, Sommer Brother will make the request to ACW.
- 3) Sommer Brothers will conduct a Feasibility Study will include the purchase of a pre-designed Passive House plans from to allow for proper budgeting projections in advance of construction. The submitted proposal will result in a presentation being made to Council on your findings to Council and show the plan moving forward.
- 4) ACW has been approved for 2021 SLED Funding that will assist in obtaining the Feasibility Study up to \$10,000. Sommer Brothers will submit an invoice with supporting documentation for the funds to be released.
- 5) Prior to entering into an Agreement of Purchase and Sale, ACW will need to declare the relevant properties surplus in accordance with the municipality's Surplus Land Policy once an agreement has been negotiated. For clarity, this Memorandum of Understanding does not compel Council to declare the property surplus to its needs, and Council will make that decision independently and in accordance with ACW's Surplus Land Policy.

- 6) ACW has been approved for funding under the 2020 SLED Funding that would see the conversion of ACW-owned land to development ready attainable housing. This may include any surveying, nitrate study or engineering that would be required for up to \$10,000.
- 7) It is the intention of the parties that the Agreement of Purchase and Sale, if any, will be negotiated prior to October 30, 2021.
- 8) The Agreement of Purchase and Sale will include an option to repurchase which will be released upon timely and successful completion of the proposed developments. It is understood that the proposed development on the relevant properties be completed within 24 months of the date of the signing of the Agreement of Purchase and Sale. In the event that the Sommer Brothers fail to complete the development within the 18 months, ACW will be at liberty to exercise the option to repurchase in accordance with the terms of the Purchase and Sale Agreement.
- 9) If the feasibility study determined that passive housing construction is not feasible in this circumstance, then the project would still proceed with the attainable housing objective.
- 10) This Memorandum of Understanding is intended only to set forth the general understanding of the parties with respect to the subject matter herein, and does not, and is not intended to, contractually bind the parties. The executed Agreement of Purchase and Sale, if any, and any related written agreement between the parties, will constitute the binding agreement between the parties with respect to the subject matter of this Memorandum of Understanding.

IN WITNESS WHEREOF the parties have hereunto affixed their respective seals attested by the respective proper officers duly authorized in that behalf.

SIGNED, SEALED AND DELIVERED this _____ day of June 2021.

SOMMER BROS. CONSTRUCTION

Witness

Jeremiah Sommer

Noah Sommer

**THE TOWNSHIP OF ASHFIELD-
COLBORNE-WAWANOSH**

Approved and Authorized by
By-Law No. _____ enacted the
2021.

Mayor, Glen McNeil

We have the authority to bind the corporation.

CAO/Deputy Clerk, Mark Becker



TOWNSHIP OF
ASHFIELD—COLBORNE—WAWANOSH

COUNCIL REPORT

From: Thomas McCarthy,
Public Works Superintendent
Date: June 1, 2021
Subject: Monthly Report

RECOMMENDATION:

That Council accepts this report for information.

COMMENTS:

Maintenance Gravel and Calcium placement is on-going, and will be completed in early June.

Summer Students have completed clean-up at landfill, assisted with cataloging surplus items for sale online, and have begun grass cutting at municipal garages, stop signs, and guiderails.

Tenders have been called for the garage renovations with work to be completed no later than December 31st 2021. Results of the tender will come to the June 15th Council meeting.

Laser level purchase has been completed.

Respectfully submitted,

Approved by:

A handwritten signature in black ink, appearing to read 'Tom McCarthy', is written over a horizontal line.

Thomas McCarthy, Public Works Superintendent

A handwritten signature in black ink, appearing to read 'Mark Becker', is written over a horizontal line.

Mark Becker, CAO



TOWNSHIP OF
ASHFIELD—COLBORNE—WAWANOSH

COUNCIL REPORT

From: Thomas McCarthy, Public Works Superintendent
Date: June 1, 2021
Subject: Radar Speed Sign Policy

RECOMMENDATION:

That Council receive the Radar Speed Sign Policy and adopt the policy by By-law at a future meeting.

BACKGROUND:

The Township has purchased a Radar Speed Sign.

COMMENT:

Township staff have prepared the attached policy that outlines the procedure for residents to request placement of the speed sign, the criteria for location selection, and who is responsible for the use of the sign.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Tom McCarthy', written over a horizontal line.

Thomas McCarthy, Public Works Superintendent

Approved by:

A handwritten signature in black ink, appearing to be 'Mark Becker', written over a horizontal line.

Mark Becker, CAO



1. Policy Statement

The purpose of this policy is to set the criteria under which the Township will place a radar speed sign at a location requested by a stakeholder.

2. Scope

This policy applies only to the roads within the Townships own road inventory. Should a stakeholder request placement of a radar sign at a location not owned by the Township they will be directed to the proper road authority.

3. Procedure

3.01 A resident may make a written request for placement of the radar sign on a Township owned road. The request will specify exactly where the sign is requested to be placed. The selected location must meet the following criteria:

- The device can be operated on a roadway with maximum two lanes per direction and primarily on residential roadways.
- The device can only be placed on public property, such as a boulevard.
- There must be no obstruction blocking the radar signal or visibility to the display, such as tree foliage or parked cars.
- There must be a permanent fixture, such as a pole, suitable for securing the trailer to (fire hydrants are not suitable).
- The location cannot be close to a traffic signal, stop sign facing oncoming traffic, or a short road section.
- The location cannot be close to a curve in the road.
- Site conditions must be safe for all road users and Township staff.

3.02 Upon receipt of the request the Public Works Superintendent shall inspect the applicable roadway and review the feasibility of the proposed location.

3.03 Should the proposed location be found suitable, the Public Works Superintendent shall place the radar speed sign at the location at its next availability, for a period not to exceed two weeks.

3.04 The Public Works Superintendent shall inform Council of the placement of the sign during the monthly activity report.



Subject:	Radar Speed Sign Policy
Policy No.:	PW-001-2021
Date:	June 1, 2021
By-Law No:	
Page No.:	2 of 2

4. Responsibility

It is the responsibility of the Public Works Superintendent to ensure that the requirements of this policy have been met prior to the placement of the radar speed sign.



TOWNSHIP OF
ASHFIELD—COLBORNE—WAWANOSH

COUNCIL REPORT

From: Thomas McCarthy, Public Works Superintendent
Date: June 1, 2021
Subject: Lakeshore Access Points - Waste Bins

RECOMMENDATION:

That Council direct staff to move forward with the purchase of waste bins which are to be placed at lakeshore access points during the summer months and maintained by summer students.

BACKGROUND:

Council is in support of staff making an application to the Canada Healthy Communities Initiative for funding to improve public beach access points within the municipality.

COMMENT:

Staff will prepare further recommendations of specific beach access locations and proposed improvements, however, in anticipation of the upcoming summer season, staff is recommending that we proceed with installing waste bins and proper signage at some of the popular beach access areas immediately. If approved for funding under the CHCI, the cost of these items would be recoverable as part of the grant project. The "hot spots" are the beach areas that we have received complaints about in the past, Ashfield Park (end of Zion Rd), Sunset Beach, Port Albert, and Amberley Beach. Waste bins would be installed from Victoria Day until Labour Day and maintained by the public works summer students.

Staff recommends purchasing 55-gallon steel drums with steel lids for this initiative. The cost for one set is \$293.00, five sets will cost \$1,465.00. If the grant application is unsuccessful funding from the project could come from the general recreation operating budget.

Option 1: Purchase five sets of waste bins that are to be placed in high traffic areas during the summer months and maintained by summer students.

Option 2: Purchase five sets of waste bins only if funding is secured.

Option 3: Continue delivering the same level of service.

OTHERS CONSULTED:

Ellen McManus, Treasurer

Respectfully submitted,

Approved by:

Thomas McCarthy, Public Works Superintendent

Mark Becker, CAO

NOTICE OF STUDY COMMENCEMENT

Highway 21 Intersection Improvements at Huron Road 31 (Saltford Road), Airport Road, and Huron Road 25 (Blythe Road), Township of Ashfield-Colborne-Wawanosh, Huron County. Detail Design and Class Environmental Assessment Study (G.W.P. 3110-17-00, 3119-17-00, and 3221-15-00)

7.6.4

The Study

The **Ministry of Transportation Ontario** (MTO) has retained **Stantec Consulting Ltd.** to complete the Detail Design and Class Environmental Assessment (EA) study for Highway 21 intersection improvements at Huron Road 31 (Saltford Road), Airport Road, and Huron Road 25 (Blythe Road) in the Township of Ashfield-Colborne-Wawanosh, Huron County as shown on the key map.

The intersection improvements are anticipated to include paving, drainage improvements, new partial illumination, and traffic signal installation.

Construction timing is subject to funding and approvals. Traffic staging during construction will be confirmed as the study progresses, but lane closures and flagging operations are anticipated.

The Process

This study is following the approved environmental planning process for a Group 'C' project under the *Class Environmental Assessment (Class EA) for Provincial Transportation Facilities (2000)*. Group 'C' projects are considered approved, subject to compliance with the Class EA.

Comments

If you wish to provide comments, have your name added to the study mailing list, or have questions about this project, please contact one of the Project Team Members listed below:

Kevin Welker, P.Eng.

Project Manager

Stantec Consulting Ltd.

Tel: 519-675-6652

Email: Kevin.Welker@stantec.com

Ms. Maha Al Massri, P. Eng.

Project Engineer

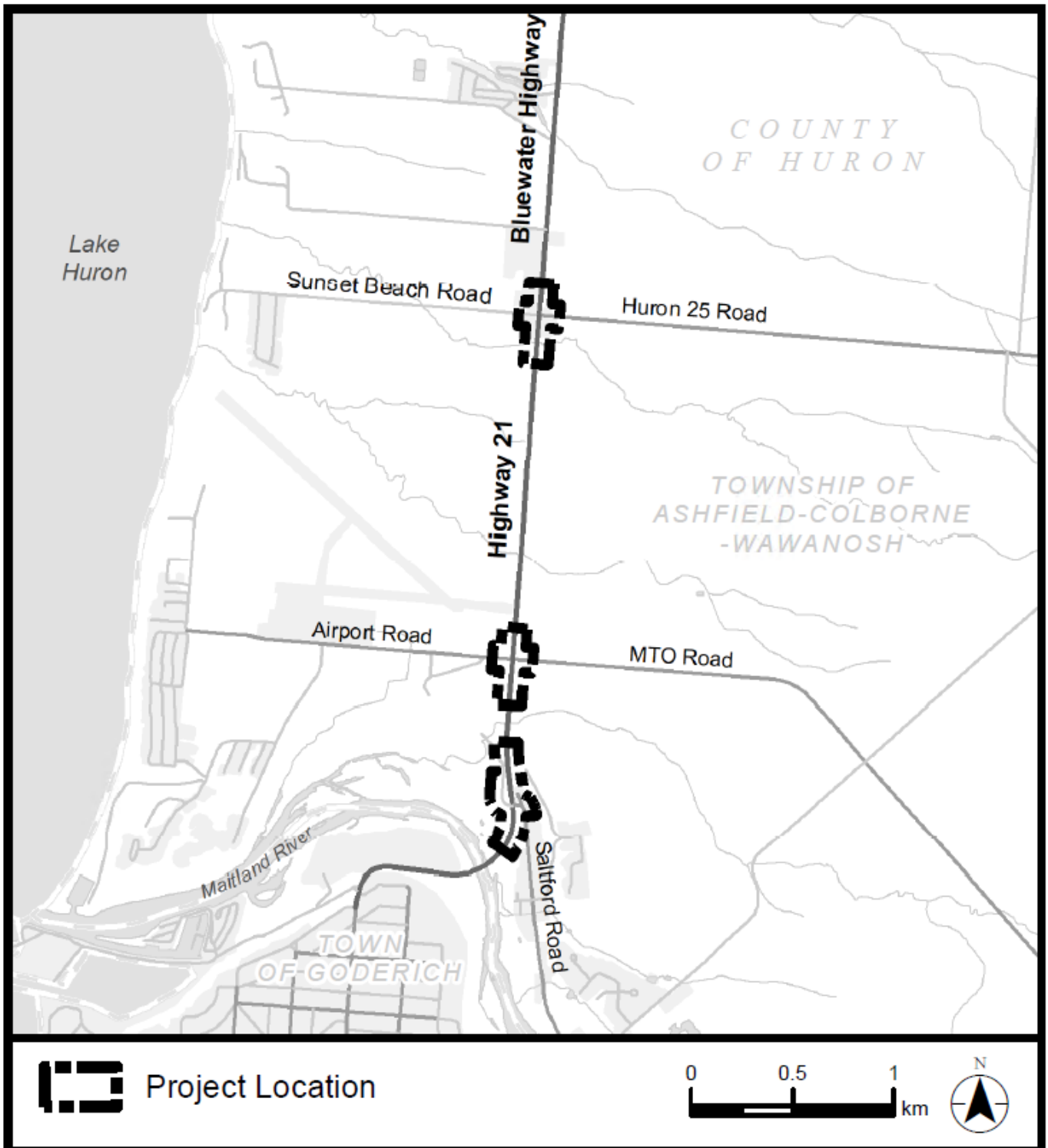
Ministry of Transportation

Tel: 519-860-8547

Email: maha.almassri@ontario.ca

If you have any accessibility requirements in order to participate in this project, please contact one of the Project Team members listed above. Comments and information are being collected to assist the MTO in meeting the requirements of the *Ontario Environmental Assessment Act*. Information will be collected in accordance with the *Freedom of Information and Protection of Privacy Act* and *Access to Information Act*. All comments will be maintained on file for use during the study and, with the exception of personal information, all comments will become part of the public record.

Key Plan





TOWNSHIP OF
ASHFIELD—COLBORNE—WAWANOSH

COUNCIL REPORT

From: Thomas McCarthy, Public Works Superintendent
Date: June 1, 2021
Subject: Birch Beach Bridge Update

RECOMMENDATION:

That Council accepts this report for information.

BACKGROUND:

The Township has identified that the Birch Beach Bridge and Spillway is in need of reconstruction according to the Ontario Structure Inspection Manual report. The project has received partial funding from the Investing in Canada Infrastructure Program. The objective for this project is to eliminate the risk of failure and significantly reduce the potential for service interruption. Additionally, the reconstruction will provide clearance for agricultural equipment, pedestrians and cyclists. The reconstructed spillway is to be designed to reduce the velocity of the water flow to minimize downstream erosion.

COMMENT:

Township staff attended a start-up meeting with the Contractor VanDriel Excavating Inc. and the Engineer B.M. Ross on May 25th. At that meeting the traffic control plan was confirmed and the plan for construction was discussed. The contractor is mobilizing to the site and completing site preparation on May 27th. Construction is scheduled to be completed by the second week in September.

In order to keep the road open during the construction of the bridge a by-pass culvert is being installed. During the installation of the by-pass culvert the road will be closed to traffic. Township staff have sent notices to all residents affected by the closure and have posted a notice on the road. The closure is planned for June 2nd from 9 am to 4 pm.

To ensure environmental compliance the contractor is installing silt fencing and straw bale check dams down slope of all areas that are expected to be disturbed. Stream re-alignment work may start when the stream level is near dry given site conditions. Fish relocation has been completed and any additional fish found during dewatering will be relocated.

Respectfully submitted,

Thomas McCarthy, Public Works Superintendent

Approved by:

Mark Becker, CAO



Notice of Closure

Dear Land Owner:

As part of the Birch Beach Spillway and Bridge Reconstruction a planned road closure will be occurring for:

Birch Beach Road from Kingsbridge Lane westward about 300m on June 2nd from 9 am to 4 pm.

During the project which is scheduled to be occurring from June 1st until the end of September please watch for signs, flags, and workers and ask that you drive accordingly. The road closure and construction period has been confirmed by VanDriel Excavating Inc. who will be on site beginning on June 1st for a period of 17 weeks. Outside of the complete road closure on June 2nd, traffic disruptions are expected to be minimal.

We appreciate your cooperation and look forward to answering any questions or concerns you may have regarding the road closure or the reconstruction work that is being completed on Birch Beach Road. Further information can be obtained by contacting the undersigned.

A handwritten signature in black ink, appearing to read "Tom McCarthy", is written over a light blue rectangular background.

Thomas McCarthy, Public Works Superintendent



7:00 p.m.

April 21, 2021

MINUTES

The Lucknow & District Joint Recreation Board met on the 21st day of April 2021, at 7:00 p.m. through Zoom, an online video conferencing platform.

This meeting was held electronically as per the Township of Ashfield-Colborne-Wawanosh By-Law #52-2020, Section 3.10 which allows for Electronic Participation of Board Meetings.

MEMBERS

Lillian Abbott	(X)
Jim Hanna	(X)
Glen McNeil	(X)
Jennifer Miltenburg	(X)
Don Murray	(X)
Anita Snobelen	(X)

OTHERS

Steve Bushell, Facility Manager / Recreation Co-ordinator	(X)
Mark Becker, CAO/Deputy-Clerk (Board Secretary)	(X)

1.0 CALL TO ORDER

Chairperson Lillian Abbott.

2.0 DISCLOSURE OF PECUNIARY INTEREST / POTENTIAL CONFLICT OF INTEREST

None disclosed.

3.0 ADOPTION OF PREVIOUS MEETING MINUTES

3.1 Lucknow & District Joint Recreation Board Minutes – February 17, 2021

Moved by	Jennifer Miltenburg
Seconded by	Don Murray

ADOPTION #1	THAT the Lucknow & District Joint Recreation Board hereby adopts the
OF	February 17, 2021 Meeting Minutes as written.

MINUTES

Carried.

4.0 DELEGATIONS

No items scheduled.

5.0 REPORT OF THE CHAIRPERSON

Nothing to report.

6.0 **REPORT OF FACILITY MANAGER / RECREATION CO-ORDINATOR**

6.1 Tractor Quotations

We have received three quotations for the replacement of the Recreation Departments Tractor. Originally, staff had planned to sell the tractor on GovDeals.com, but after following recent sales and receiving updated trade in values, staff recommends trading the tractor in rather than risking the value on GovDeals.com. A recent sale on Govdeals.com that was comparable to our current tractor, sold in mid-March for \$10,100. The tractor being sold did not have a loader attachment; however, it came with a mower deck, snowblower, sweeper, and additional set of Turf tires on rims. We have budgeted \$ 30,000 as a net value after trade-in allowance is applied.

The following are the quotations received. Please note that the total is plus H.S.T.

Connect Equipment:

Massey Ferguson 2850 48 HP:	\$ 38,525
Trade in:	<u>\$ 11,700</u>
Total:	\$ 26,825

Roberts Farm Equipment:

Kubota L4701 47 HP:	\$ 38,100
Trade in:	<u>\$ 11,000</u>
Total:	\$ 27,100

Huron Tractor:

John Deere 4044M 43 HP:	\$ 40,945
Trade in:	<u>\$ 8,750</u>
Total:	\$ 32,195

STAFF COMMENTS: Staff recommends purchasing the tractor from Roberts Farm Equipment as they are local, supportive, have provided good service in the past, and are the most convenient option for ordering preventative maintenance parts or completing service.

ACTION: The Board agreed to proceed with the staff recommendations and adopt the following resolution.

Moved by	Anita Snobelen
Seconded by	Glen McNeil

ACCEPT TRACTOR QUOTE	#2	THAT the Lucknow & District Joint Recreation Board hereby agrees to accept the quotation received from Roberts Farm Equipment in the amount of \$ 27,100.00 plus H.S.T. for a Kubota L4701 47 Horse Power Tractor which includes the trade in of the Massey Ferguson Tractor.	Carried.
----------------------------	----	---	----------

6.2 Ball Diamond Fence Quotations

We have received quotations to extend high fence at the Caledonia Baseball Diamond for spectator safety. We contacted a third company but did not receive a submission. We have budgeted \$ 8,000 for the ball diamond fencing.

Elliott Fencing:	\$ 4,140.00 plus H.S.T
Fortress Fencing:	\$ 8,437.67 plus H.S.T

STAFF COMMENTS: Staff recommends having Elliott Fencing complete the required work on the Caledonia Baseball Diamond.

ACTION: The Board agreed to proceed with the staff recommendations and adopt the following resolution.

Moved by	Jennifer Miltenburg
Seconded by	Anita Snobelen

BALL DIAMOND FENCING	#3	THAT the Lucknow & District Joint Recreation Board hereby agrees to accept the quotation received from Elliott Fencing in the total amount of \$ 4,140.00 plus H.S.T. for the Caledonia Baseball Diamond Fencing.	Carried.
----------------------------	----	---	----------

6.3 Employment Opportunities

We have extended the deadline to apply for summer employment in hopes to receive more applications.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.4 Swimming Lessons

The Lucknow Outdoor Pool has historically offered Red Cross swimming lessons. In 2017, most indoor and outdoor pools in the area switched to lifesaving society; however, the Lucknow and District Recreation Department stayed with Red Cross to stay consistent with a local private indoor pool that operates under Red Cross. With most of the surrounding pools switching to Lifesaving Society programs, lifeguards applying for employment at the Lucknow Outdoor Pool are only certified in the Lifesaving Society programming and therefore, the Lucknow Outdoor Pool will also be making the switch from Red Cross to Lifesaving Society.

Persons taking Lifesaving Society swimming lessons offered at the Lucknow Pool will still be able to participate in Red Cross swimming lessons offered at the local indoor pool with no issue crossing over from one program to the other.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.5 OTF (Ontario Trillium Foundation) Grant Completion

We have received the final payment from the OTF for the renovations done last year to the Pool and Fitness Centre. The holdback was released once all reporting and final criteria was met.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.6 Moffitness Revenue/Expenditure

We have provided the Board with a copy of the Revenue/Expenditure Report received from Moffitness. We have received a copy of their insurance policy for Moffitness as well for our files. In 2020, the Board approved an annual rental increase of 5% for the use of the gym. This year the rental fee is \$ 732.10, which has been paid.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

6.7 Huron-Kinloss Parks & Recreation Service Delivery and Modernization Opportunities Review

We have provided the Board with a copy of the letter received from Huron-Kinloss as well as a copy of the final report. We have also provided the Board with a copy of the report prepared by Steve Bushell, the Facility Manager / Recreation Co-ordinator in this regard.

STAFF COMMENTS: We seek your direction.

ACTION: The Board supports the Facility Manager / Recreation Co-ordinators recommendations to initiate a discussion with the Huron-Kinloss Community Services Department. Staff will bring back a report with associated costs, outcomes, and possible recommendations to a future meeting for consideration.

7.0 **ACCOUNTS**

7.1 Revenue/Expenditure Report

Moved by Jennifer Miltenburg
Seconded by Don Murray

REVENUE/ EXPENDITURE REPORT	#4	THAT the Lucknow & District Joint Recreation Board hereby accepts the Revenue/Expenditure Report as written.	Carried.
-----------------------------------	----	--	----------

7.2 February 2021 Cheque Listing

Moved by Anita Snobelen
Seconded by Glen McNeil

CHEQUE #5 THAT the Lucknow & District Joint Recreation Board hereby accepts
LISTING the February 2021 cheque listing as presented in the total amount of
\$ 16,915.41.

Carried.

7.3 March 2021 Cheque Listing

Moved by Jennifer Miltenburg
Seconded by Anita Snobelen

CHEQUE #6 THAT the Lucknow & District Joint Recreation Board hereby accepts
LISTING the March 2021 cheque listing as presented in the total amount of
\$ 24,730.96.

Carried.

8.0 OTHER BUSINESS

Don Murray requested a report for a breakdown on the cost savings that the Lucknow Arena may have occurred with hydro costs due to the fact that we agreed to pull out the ice early this year.

Staff will bring a report back to a future meeting.

9.0 IN-CAMERA / CLOSED SESSION

No items scheduled.

10.0 ADJOURNMENT

Moved by Jennifer Miltenburg
Seconded by Jim Hanna

ADJOURN #7 THAT the Lucknow and District Joint Recreation Board do now adjourn
to meet again on May 19, 2021 at 7:00 p.m. or at the Call of the
Chairperson.

Carried.

~

General Membership Meeting #3-2021

March 17, 2021

Member's Present: David Turton, Matt Duncan, Roger Watt, Alison Lobb, Ed McGugan, Erinn Lawrie, Kevin Freiburger, Anita van Hittersum, Megan Gibson, Cheryl Matheson, Alvin McLellan

Staff Present: Phil Beard, General Manager-Secretary-Treasurer
Danielle Livingston, Admin-Financial Services Coordinator
Jayne Thompson, Communications-IT-GIS Coordinator
Stewart Lockie, Conservation Areas Coordinator
Stephen Jackson, Flood-Erosion Safety Coordinator
Chris Van Esbroeck, Stewardship Services Coordinator
Donna Clarkson, DWSP Co-Supervisor

Guests: Paul Seebach, Seebach and Associates

1. Call to Order

Chair Dave Turton called the meeting to order at 7:00 pm and announced the meeting objectives.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Minutes

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #1-2021 held on January 27, 2021 and Meeting #2-2021 held on February 17, 2021 have been circulated for information and approval. The Members agreed with the minutes and the following motion was made.

Motion FA #22-21

Moved by: Alvin McLellan

Seconded by: Megan Gibson

THAT the minutes from the General Membership meeting #1-2021 held on January 27, 2021 and meeting #2-2021 held on February 17, 2021 be approved.

(carried)



4. Business Out of the Minutes

a) MCF Support: Report #12-21

Report #12-21 was presented and this motion followed.

Motion FA #23-21

Moved by: Matt Duncan

Seconded by: Alison Lobb

THAT the activities outlined in Report #12-21 be discussed with the Board of Directors for the Maitland Conservation Foundation and the John Hindmarsh Environmental Trust Fund.

(carried)

5. Presentations

b) Auditors Report: Report #13-21

Paul Seebach of Seebach and Company, Chartered Professional Accountants presented the 2020 Draft Audit Report and the following motion was made:

Motion FA #24-21

Moved by: Roger Watt

Seconded by: Ed McGugan

THAT the 2020 Draft Auditors Report be accepted as presented.

(carried)

c) Goderich South Bluff Grading: Report #14-21

Report #14-21 was presented and the following motion was made:

Motion FA #25-21

Moved by: Megan Gibson

Seconded by: Kevin Freiburger

THAT Report #14-21 is accepted as presented.

(carried)

6. Business Requiring Direction and Decision

a) 2021 Budget and Work Plan: Report #15A & B-21

Report #15A was presented and discussed by the Members. The following motion was made:

Motion FA#26-21

Moved by: Alison Lobb

Seconded by: Alvin McLellan

THAT the work plan for 2021 be approved as outlined in Report #15A.

(carried)

Chair Turton called for the Member's to vote on behalf of their respective Municipality on the levy amounts and disbursements that have been circulated as outlined in Appendix A, Report 15B.

Municipality	Member	Assessment Value (%)	In Favour	Not In Favour	No Comment	Absent
ACW	Roger Watt	12.45	✓			
Central Huron	Alison Lobb	9.76	✓			
Goderich	Erinn Lawrie	10.75	✓			
Howick	Megan Gibson	4.58	✓			
Huron East	Alvin McLellan	10.81	✓			
Huron Kinloss	Ed McGugan	6.16	✓			
Mapleton	Dave Turton	0.89	✓			
Minto	Dave Turton	6.84	✓			
Morris-Turnberry	Kevin Freiburger	5.28	✓			
North Huron	Anita van Hittersum	5.66	✓			
North Perth	Matt Duncan	21.67	✓			
Perth East	Cheryl Matheson	1.82	✓			
South Bruce	Ed McGugan	0.07	✓			
Wellington North	Dave Turton	2.78	✓			
West Perth	Cheryl Matheson	0.48	✓			

The results of the recorded vote were 100% in favour therefore the following motions were carried:

Motion FA #27-21

Moved by: Roger Watt

Seconded by: Anita van Hittersum

THAT the work plan for 2021 be approved as outlined in Report 15A-21;

AND THAT the matching and non-matching levy be approved at \$1,624,182 for 2021;

AND THAT the levy be apportioned to each municipality in accordance with the 2021 levy schedule.

(carried)

The Members reviewed the revisions to the budget and the following motion was adopted.

Motion FA#28-21

Moved by: Alvin McLellan

Seconded by: Matt Duncan

THAT the 2021 budget be approved as outlined in Report #15B-21.

(carried)

b) Changes to the Conservation Authorities Act: **Report #16-21**

Report #16-21 was presented and the following motion was made:

Motion FA #29-21**Moved by: Alison Lobb****Seconded by: Anita van Hittersum**

THAT the Chair, sit as Interim Chair and that a letter be sent to the Minister of Environment, Conservation and Parks requesting that an exception be made that would allow Dave Turton to remain as Chair until the Annual Meeting in 2022;

A recorded vote was taken and all were in favour.

Name	In Favour	Not in Favour
Roger Watt	✓	
Alison Lobb	✓	
Erinn Lawrie	✓	
Megan Gibson	✓	
Alvin McLellan	✓	
Cheryl Matheson	✓	
Kevin Freiburger	✓	
Anita van Hittersum	✓	
Matt Duncan	✓	
Ed McGugan	✓	
Dave Turton	✓	

(carried)

c) 2021 Members Work Plan: **Report #17-21**

Report #17-21 was presented and the following motion was made:

Motion FA #30-21**Moved by: Megan Gibson****Seconded by: Cheryl Matheson**

THAT the work plan for 2021 be adopted as outlined in Report #17-21.

(carried)

d) Gorrie Dam Decommissioning Public Information Session: **Report #18-21**

Report #18-21 was presented and the following motion was made:

Motion #FA 31-21**Moved by: Ed McGugan****Seconded by: Alison Lobb**

THAT the Members approve the Public Information Centre process and results as presented.

(carried)

e) **Tender for New Vehicle: Report #19-21**

Report #19-21 was presented and the following motion was made:

Motion FA #32-21

Moved by: Kevin Freiburger

Seconded by: Matt Duncan

THAT Larry Hudson Chevrolet, Buick, GMC, be advised that their tender in the amount of \$27,120.00 (all applicable taxes and freight included) to supply a 2020 Chevrolet Colorado as per tender specifications, has been approved as presented;

AND THAT the 2013 Toyota Tacoma be advertised and sold in 2021, when it is no longer required.

(carried)

f) Carbon Footprint Reduction and Sequestration Report: Report #20-21

Report #20-21 was presented and the following motion was made:

Motion FA #33-21

Moved by: Roger Watt

Seconded by: Kevin Freiburger

THAT MVCA's carbon footprint progress report and 2021 strategic actions be approved as outlined in Report #20-21.

(carried)

g) Approval of Vendor for Shoreline Lidar: Report #21-21

Report #21-21 was presented and the following motion was made:

Motion FA #34-21

Moved by: Alison Lobb

Seconded by: Erinn Lawrie

THAT the contract for the shoreline LiDAR acquisition be awarded to Northway/Photomap/Remote Sensing Ltd. for \$25, 875 + HST.

(carried)

h) Appointment to Committees: Report #22-21

Report #22-21 was presented and the following motion was made:

Motion FA #35-21

Moved by: Ed McGugan

Seconded by: Roger Watt

THAT Dave Turton be appointed as the MVCA's delegate to Conservation Ontario;

AND THAT Matt Duncan and Megan Gibson and be appointed as alternates.

THAT Matt Duncan be appointed to the Board of Directors of the Maitland Conservation Foundation for 2021.

THAT Alison Lobb be appointed to the John Hindmarsh Environmental Trust Fund Board for 2021.

THAT Cheryl Matheson be appointed to the Personnel Committee for 2021.

THAT Alison Lobb be appointed as the MVCA's representative to the Huron County Water Protection Steering Committee for 2021.

THAT Matt Duncan be appointed to the Carbon Footprint Initiative Leadership Team for 2021.

(carried)

i) Appointment of Solicitors, Bank & Auditor: Report #23-21

Report #23-21 was presented and the following motions were made:

Motion FA #36-21

Moved by: Alvin McLellan

Seconded by: Megan Gibson

THAT the Authority's banking transactions be handled by the Wingham and Goderich Branches of the Canadian Imperial Bank of Commerce;

AND THAT investments be made at the financial institutions offering the most favorable rate of interest to the maximum of the guaranteed limits set by the Canadian Depository Act.

RECOMMENDATION #2:

THAT the Authority approve a bank borrowing by-law of \$200,000 for 2021 on revolving credit, at the Canadian Imperial Bank of Commerce, Wingham Branch.

THAT the following solicitors be appointed to handle legal matters of the Conservation Authority for 2021: Darrell N. Hawreliak Professional Corporation, Kitchener and Greg Stewart, Donnelly & Murphy, Goderich.

THAT Seebach and Company be appointed as MVCA's auditor for 2021.

(carried)

7. Chairs and Members Reports

Motion FA #37-21

Moved by: Matt Duncan

Seconded by: Alison Lobb

THAT MVCA move to in person meetings at the Wroxeter Hall once appropriate audio equipment has been received and subject to public health requirements.

(carried)

8. Consent Agenda

The following items were circulated to the Member's for their information.

- a) Revenue & Expenditure Report December: **Report #24-21** (attached)
- b) Agreements Signed: Report #25-21 (attached)

The following motion was made.

Motion FA #38-21

Moved by: Megan Gibson

Seconded by: Alvin McLellan

That reports #24-21 through #25-21 along with their respective recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

(carried)

9. In Camera: Legal Matter

Motion FA #39-21

Moved by: Alvin McLellan

Seconded by: Cheryl Matheson

THAT the meeting move into in camera.

(carried)

10. Review of Meeting Objectives

Chair Turton reviewed the meeting objectives and announced that they have been met.

The next meeting of the membership will take place on April 17, 2021 at 7:00 pm.

11. Maitland Source Protection Authority Meeting

The Members entered into a Maitland Source Protection Authority meeting.

(carried)

12. Adjournment

The meeting adjourned at 8:55 pm with this motion.

Motion FA #40-21

Moved by: Alison Lobb

Seconded by: Cheryl Matheson

THAT the general membership meeting be adjourned.

(carried)



Dave Turton
Chair



Phil Beard
General Manager
Secretary Treasurer

Board of Directors Meeting #4-21

April 21, 2021

Member's Present: David Turton, Matt Duncan, Roger Watt, Alison Lobb, Kevin Freiburger, Anita van Hittersum, Megan Gibson, Cheryl Matheson, Alvin McLellan, Erinn Lawrie, Ed McGugan

Absent with regrets:

Staff Present: Phil Beard, General Manager-Secretary-Treasurer
Stewart Lockie, Conservation Areas Coordinator
Erin Gouthro, Watershed Ecologist
Donna Clarkson, MSPA

Community Members: Kevin Predon, Forest Conservation Bylaw Officer,
County of Bruce

1. Call to Order

Chair Turton welcomed everyone, called the meeting to order at 7:00 pm and reviewed the meeting objectives.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Minutes

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #3-2021 held on March 17, 2021 have been circulated for information and approval. The Members agreed with the minutes and the following motion was made.

Motion FA #41-21

Moved by: Megan Gibson

Seconded by: Ed McGugan

THAT the minutes from the General Membership meeting #3-2021 held on March 17, 2021 be approved. **(carried)**



4. Presentation: Maitland Forest Health Assessment Project

Erin Gouthro, Watershed Ecologist and Kevin Predon, Forest Conservation Bylaw Officer with the County of Bruce made a presentation on the Maitland Forest Health Assessment project.

5. Business Requiring Direction and or Decision

- a) Request from the Township of Howick to establish a trail through the Gorrie Conservation Area:
Report #26-21

Report #26-21 was presented and discussed by the Members. The following motion was made:

Motion FA #42-21

Moved by: Alison Lobb

Seconded by: Roger Watt

THAT MVCA supports the Township of Howick's interest in developing a trail at the Gorrie Conservation area and is willing to provide a letter of support for their application for funding to the Canada's Healthy Communities Initiative.

(carried)

- b) Information Topics for Members in 2021: **Report #27-21**

Report #27-21 was presented and the following motion was made:

Motion FA #43-21

Moved by: Ed McGugan

Seconded by: Matt Duncan

THAT staff develop information sessions on all 4 topics as outlined in report #27-21.

(carried)

- c) Governance, Accountability and Transparency Initiative: **Report #28-21**

Report #28-21 was presented and the following motion was made:

Motion FA #44-21

Moved by: Roger Watt

Seconded by: Cheryl Matheson

WHEREAS the provincial government has passed legislative amendments related to the governance of Conservation Authorities;

AND WHEREAS the Conservation Authorities remain committed to fulfilling accountable and transparent governance;

THEREFORE BE IT RESOLVED THAT the Maitland Valley Conservation Authority endorses the three key actions developed by the Conservation Ontario Steering Committee to update CA Administrative By-laws, to report proactively on priorities, and to promote/demonstrate results;

AND THAT staff work with Conservation Ontario staff to implement these actions and to identify additional improvements and best management practices.

(carried)

6. Chair and Members Reports

The Chair reported to the Members that he attended the Conservation Ontario Annual Meeting on April 12th and that CO elected a new Chair, Andy Mitchell. The remainder of the Executive Committee consists of the same members who served in 2020.

The Chair asked Stewart Lockie, Conservation Areas Coordinator to advise the Members on the status of MVCA's Conservation Areas. Stewart advised the Members that MVCA's Conservation Areas are open for day use only.

Matt Duncan reported that the Members that Perth County Council has directed their Forest Conservation Bylaw Officer to bring a report back to council on the number of acres of forest that have been removed in connection with the removal of ash trees. This information will be forwarded to MVCA for use in MVCA's Forest Health Assessment Project.

Anita Van Hittersum reported that the council for the Township of North Huron passed a motion on April 19th to decommission the Howson Dam.

7. Consent Agenda

The following items were circulated to the Members for their information.

- a) Agreements Signed: **Report #29-21**
- b) Revenue-Expenditure Report: **Report #30-21**
- c) Conservation Ontario Council Meeting Summary: **Report #31-21**
- d) Maitland Conservation Foundation Annual Meeting: **Report #32-21**

The following motion was made:

Motion FA #45-21

Moved by: Megan Gibson

Seconded by: Ed McGugan

THAT reports #29-21 through #32-21 along with their respective recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

(carried)

8. Review of Meeting Objectives & Next Meeting Date, Wednesday, May 19, 2021 at 7:00pm.

9. Adjournment of Members Meeting:

The members meeting adjourned at 8:00pm with the following motion:

Motion FA #46-21

Moved by: Roger Watt

Seconded by: Alvin McLellan

THAT the Members Meeting be adjourned;

AND THAT the members move into the Maitland Source Protection Authority Meeting #3-21.

(carried)



Dave Turton
Chair



Phil Beard
General Manager /
Secretary-Treasurer



THE CORPORATION OF THE TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

BY-LAW NUMBER 40-2021

BEING A BY-LAW to confirm the proceedings of the Corporation of the Township of Ashfield-Colborne-Wawanosh at its meeting held on June 1, 2021.

WHEREAS Section 5(3) of the Municipal Act, 2001, S.O. 2001, Chapter 23 as amended, requires that a municipal Council to exercise its powers by By-Law;

AND WHEREAS Council, or a Committee of Council often authorizes actions to be taken which does not lend itself to an individual By-Law;

AND WHEREAS it is deemed expedient to confirm the proceedings of Council at its meeting hereinafter set out;

NOW THEREFORE the Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh enacts as follows:

1. The actions of the Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh at its meeting held on the 1st day of June 2021 with respect to each motion, resolution and other action passed and taken by Council at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-Law.
2. The Mayor and Clerk are authorized and directed to do all the things necessary to give effect to the actions of the Council referred to in the preceding section hereof.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of the Corporation.

Read a first and second time this 1st day of June 2021.

Read a third time and finally passed this 1st day of June 2021.

Mayor, Glen McNeil

CAO/Deputy Clerk, Mark Becker