



## Council Minutes July 14, 2020

Township of Ashfield-Colborne-Wawanosh Council met in regular session on the 14<sup>th</sup> day of July 2020, at 9:00 a.m. through Zoom, a Video Conferencing Platform.

This meeting was held electronically as the crisis of COVID-19 allows Councils to conduct their meetings remotely to empower municipalities to respond quickly and continue to function when in-person meetings cannot be held, and Council decisions need to be made.

The following individuals were participants during the Council Meeting:

Mayor  
Deputy Mayor  
Councillors

Glen McNeil  
Roger Watt  
Gloria Fisher  
Wayne Forster  
Jennifer Miltenburg  
Anita Snobelen  
Bill Vanstone

#### Staff Present

CAO/Deputy-Clerk  
Treasurer  
Chief Building Official  
Public Works Superintendent  
Clerk

Mark Becker  
Ellen McManus  
Brett Pollock  
Brian Van Osch  
Florence Witherspoon

OTHERS PRESENT VIA ZOOM (Viewing and Observing Only): Anita Frayne, Maggie Durnin, Steve Bushell, Lori Stephens, Michael Gubesch, Simon Logtenberg, John Dalton, Stephen Brickman, Jeroen Van Beets, and Celina Whaling-Rae.

### 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**

Councillor Jennifer Miltenburg (Co-Owner of Esteem Farms Ltd. & Adjacent Landowner)

Section 5.1 - Jeff Metske – Minor Variance Application File #MV06-20  
Section 7.2.2 - Metske & Esteem Farms Ltd. – Limiting Distance Agreement

Declaration of Interest Form was received for the Public Disclosure Registry.

### 3.0 **ADOPTION OF PREVIOUS MEETING MINUTES**

#### 3.1 Council Meeting Minutes – June 16, 2020

Moved by Forster  
Seconded by Miltenburg

ADOPT  
COUNCIL  
MINUTES

#1

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the June 16, 2020 Council Meeting Minutes as written.

Carried.

## 3.2 Council Meeting Minutes – June 23, 2020

Moved by Snobelen  
Seconded by Vanstone

ADOPT #2 THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the  
COUNCIL June 23, 2020 Council Meeting Minutes as written.  
MINUTES Carried.

## 3.3 Council Meeting Minutes – July 7, 2020

Moved by Vanstone  
Seconded by Watt

ADOPT #3 THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the  
COUNCIL July 7, 2020 Council Meeting Minutes as written.  
MINUTES Carried.

4.0 **OPEN FORUM (items pertaining to the agenda)**

None.

5.0 **DELEGATIONS**

Councillor Jennifer Miltenburg declared a conflict of interest and left the Zoom Platform.

## 5.1 9:00 a.m. - Celina Whaling-Rae / County of Huron Planner – Committee of Adjustment

Jeff Metske – Minor Variance Application File #MV06-20

Moved by Forster  
Seconded by Miltenburg

OPEN #4 THAT Ashfield-Colborne-Wawanosh Council hereby adjourns their  
COMMITTEE regular Council Meeting and hereby opens their Committee of Adjustment  
OF Meeting and Hearing to review the Jeff Metske Minor Variance  
ADJUSTMENT Application.  
MEETING Carried.

We have provided Council with a copy of the report prepared by the County Planner, Celina Whaling-Rae, in regards to this application. Ms. Whaling-Rae reviewed the application with the Committee of Adjustment.

STAFF COMMENTS: That this application for minor variance be approved subject to the following conditions:

- That the structures be located within the footprint contained on the site plan that accompanied the application.
- That the variances' approval be valid for a period of 18 months from the date of the Committee's decision.

**PUBLIC COMMENTS:**

Jennifer Miltenburg as a neighbour supports the application.

**APPLICANT COMMENTS:**

None.

Moved by Watt  
Seconded by Forster

APPROVE #5 THAT Ashfield-Colborne-Wawanosh Committee of Adjustment hereby  
METSKE agrees to approve the Jeff Metske Minor Variance Application as  
APPLICATION submitted, subject to the conditions as noted in the Planner's Report.  
Carried.

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

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

No agency comments were received on this application so there was no effect on the decision.

Moved by Fisher  
Seconded by Snobelen

CLOSE  
COMMITTEE  
OF  
ADJUSTMENT

#6

THAT Ashfield-Colborne-Wawanosh Committee of Adjustment hereby closes their meeting.

Carried.

Moved by Vanstone  
Seconded by Fisher

RECONVENE  
REGULAR  
COUNCIL  
MEETING

#7

THAT Ashfield-Colborne-Wawanosh Township Council hereby reconvenes the regular Council Meeting of July 14, 2020.

Carried.

Councillor Jennifer Miltenburg returned to the Zoom Platform.

5.2 9:10 a.m. – Celina Whaling-Rae / County of Huron Planner - Consent Application

Nine Mile Enterprises – Consent Files #C45-2020, #C46-2020, #C47-2020

We have provided Council with a copy of the report prepared by Celina Whaling-Rae in regards to the applications for consent received from Nine Mile Enterprises. Ms. Whaling-Rae reviewed the applications with Council.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to recommend to the County of Huron that the applications for consent on these three files be approved subject to the conditions as outlined in the Planners Report.

5.3 9:20 a.m. – Celina Whaling-Rae / County of Huron Planner – Resource Extraction

We have provided Council with a copy of the report prepared by Celina Whaling-Rae as a follow-up to the preliminary review of the Official Plan meeting related to extractive resources in the Township of Ashfield-Colborne-Wawanosh.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

5.4 9:30 a.m. – Stephen Brickman / Dietrich Engineering Ltd.

Warren Zinn Municipal Drain 2020

We have provided Council under separate cover a copy of the Report for the Warren Zinn Municipal Drain 2020, along with a copy of the provisional by-law for consideration. This is the “meeting to consider” the final report for Warren Zinn Municipal Drain 2020.

Engineer Stephen Brickman was present and reviewed the report to Council and invited landowners.

The landowners and all other affected parties will be given the opportunity to voice their concerns related to any aspect of the report. If the report is satisfactory to Council, then Council may proceed to adopt the report by giving two readings to the by-law for the drainage report in Section 14. The adopted by-law shall be known as the provisional by-law.

STAFF COMMENTS: We seek your direction.

PUBLIC COMMENTS: None.

ACTION: Council accepted the Engineer’s Report for the Warren Zinn Municipal Drain 2020 and adopted the following resolution.

Moved by Vanstone  
Seconded by Fisher

ACCEPTS  
ENGINEERS  
REPORT  
WARREN  
ZINN MD

#8

THAT Ashfield-Colborne-Wawanosh Township Council hereby accepts the Engineer’s report as presented for the Warren Zinn Municipal Drain 2020.

Carried.

Council will need to appoint three members of Council to sit as the Court of Revision.

Moved by Watt  
Seconded by Miltenburg

APPOINT COURT OF REVISION WARREN ZINN DRAIN #9 THAT Ashfield-Colborne-Wawanosh Township Council hereby appoints  
1) Bill Vanstone  
2) Glen McNeil  
3) Wayne Forster

to be members to the Court of Revision for the Warren Zinn Municipal Drain 2020.

Carried.

The first sitting of the Court of Revision must be held within 30 days of sending a copy of the provisional by-law to landowners affected by the drainage works. Staff proposes either Tuesday, August 11<sup>th</sup> at 1pm or Wednesday August 12<sup>th</sup> at 10:00 a.m. via Zoom for the first sitting of the Court.

Moved by Snobelen  
Seconded by Vanstone

COURT OF REVISION #10 THAT Ashfield-Colborne-Wawanosh Township Council hereby sets a date of August 11, 2020 at 1:00 p.m. for the first sitting of the Court of Revision for the Warren Zinn Municipal Drain 2020.

Carried.

#### 5.5 10:00 a.m. - Anita Frayne & Maggie Durnin - Carbon Tax Propane/Natural Gas Farm Use

We have provided Council with a copy of their letter and draft resolution with respect to the federal carbon tax exemption on propane and natural gas for farm use. Both were available for any question/clarifications from Council.

STAFF COMMENTS: None.

ACTION: Council agreed to have staff bring a revised draft resolution back to the next meeting for consideration.

### 6.0 ACCOUNTS

#### 6.1 Payment of Current Accounts as Presented

Moved by Forster  
Seconded by Watt

APPROVE ACCOUNTS #11 THAT Ashfield-Colborne-Wawanosh Township Council hereby authorizes the payment of the July 2020 accounts as presented.

Carried.

#### 6.2 Payment of Previous Month Actual Accounts

Moved by Vanstone  
Seconded by Fisher

APPROVE ACTUAL PAYMENTS #12 THAT Ashfield-Colborne-Wawanosh Township Council hereby approves the payment of the June 2020 accounts in the amount of \$ 2,874,370.88.

Carried.

#### 6.3 Summary Revenue/Expenditure Reports

Reports for the Township, Lucknow & District Fire Department, Lucknow & District Medical Centre, and Lucknow & District Recreation from January to June 2020.

Moved by Miltenburg  
Seconded by Watt

REVENUE EXPENDITURE REPORT #13 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.

Councillor Jennifer Miltenburg declared a conflict of interest and left the Zoom Platform.

#### **7.2.2 Metske & Esteem Farms Ltd. – Limiting Distance Agreement**

We have provided Council with a copy of the report prepared by Chief Building Official Brett Pollock along with a copy of the agreement and authorizing by-law. Mr. Pollock was available this morning.

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

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

Councillor Jennifer Miltenburg returned to the Zoom Platform.

### **7.3 Cemetery Department**

#### **7.3.1 Colborne Memorial Service**

Mayor Glen McNeil has agreed to cancel the annual Colborne Memorial Service which is held the long weekend in August due to the COVID19 pandemic.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

### **7.4 Drainage Department**

#### **7.4.1 Wilkins Municipal Drain – Levying By-Law**

We have provided Council with a copy of the Wilkins Municipal Drain 2019 Levying By-Law being a by-law to provide for the levying of costs.

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

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

### **7.5 Administration Department**

#### **7.5.1 North Huron Fire Department – Annual Report**

We have provided Council with a copy of the 2019 Annual Report of the North Huron Fire Department.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

#### **7.5.2 Township of Huron-Kinloss – Parks and Recreation Service Delivery Review (Lucknow & District Joint Recreation Department)**

We have provided Council with a copy of the request for the participation of the staff and possibly the members of Lucknow & District Joint Recreation Board for the Huron-Kinloss Parks and Recreation Service Delivery Review. Since the Board has adjourned for the summer and does not meet again until September, we have included this item for direction from the ACW Board Members through this Council Meeting.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to have the Chairperson Jennifer Miltenburg call a special meeting of the Lucknow & District Joint Recreation Board to have a presentation with respect this proposed Parks and Recreation Services Review by Huron-Kinloss.

#### 7.5.3 By-Law Enforcement Officer Report

We have provided Council with a copy of the report prepared by Bruce Brockelbank.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

#### 7.5.4 Municipal Office Addition / Renovation - Mobile Trailer Rental

We have provided Council with a copy of the report prepared by Chief Building Official Brett Pollock in regards to the possibility of renting a Mobile Trailer during construction. Mr. Pollock was available this morning.

STAFF COMMENTS: That Council supports the rental of a Mobile Trailer.

ACTION: Council supports the rental of a Mobile Trailer during the construction.

#### 7.5.5 Lucknow Recreation – Appointment of Full-Time Facility Operator & Parks Maintainer

We have provided Council with the by-law to appoint Kent Brown to this position after his successful probation and contract for 6 months has expired and has now been appointed as full time.

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

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

### 7.6 **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 Brian Van Osch. Mr. Van Osch was available this morning.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

#### 7.6.2 Road Naming By-Law – Drost Crescent – Allen’s Creek Subdivision

Since the approval of the Allen’s Creek Subdivision and subsequent severances, 911 numbers must be assigned to the new properties. The Huron County GIS department requires that a road naming by-law be passed in order to allocate 911 addressing. The name ‘Drost Crescent’ was chosen by the developer. As required under the Municipal Act for the naming of roads, notice has been given to this effect in accordance with the Township’s Notice By-law. We have provided Council with a copy of the by-law to authorize the naming of Drost Crescent.

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

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

#### 7.6.3 Sydenham Street South and Market Street Extension and Reconstruction

We have provided Council with a report prepared by Clerk Florence Witherspoon in regards to proceeding with preparing a preliminary costing of the extension and reconstruction of these streets in Port Albert. Ms. Witherspoon was available this morning.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to have staff proceed with preparing a preliminary costing of the extension and reconstruction of Sydenham Street South and Market Street.

#### 7.6.4 Public Works Staff

Please refer to the “In-Camera Session” (personal matters related to employees and identifiable individual)

**7.7 Environmental Services**

No items scheduled.

**7.8 Committee Reports**

Deputy Mayor Roger Watt reported on the Goderich Fire Committee and the Broadband (SWIFT) Committee.

Councillor Jennifer Miltenburg reported on the Dungannon Committee Alliance.

Councillor Wayne Forster reported on the Coalition for Huron Injury Prevention Meeting.

Mayor Glen McNeil reported on the Lake Huron High Water Level Meeting and the Huron County Economic Task Force with respect to the COVID19.

**8.0 NEW BUSINESS**

No items scheduled.

**9.0 CORRESPONDENCE / DIRECTION REQUIRED**

No items scheduled.

**10.0 CORRESPONDENCE / FOR INFORMATION PURPOSES**

10.1 Lucknow & District Joint Recreation Board – Minutes

10.2 Lucknow & District Joint Fire Board – Minutes

10.3 Maitland Valley Conservation Authority - Minutes

10.4 Brad & Lori Vanstone – Thank You / Benmiller Sign

**11.0 CORRESPONDENCE / ON COUNCIL TABLE**

No items scheduled.

**12.0 UNFINISHED BUSINESS**

12.1 Council Meeting Summer Schedule

The regular August Council Meeting is as follows:

August 11<sup>th</sup> and return to regular schedule on September 1<sup>st</sup>.

STAFF COMMENTS: Reminder only.

ACTION: Noted.

12.2 Association of Municipalities of Ontario (AMO) Annual Conference – August 16-19<sup>th</sup> 2020

Councillors Fisher and Miltenburg participating virtually.

STAFF COMMENTS: Reminder only.

ACTION: Noted.

12.3 Lake Huron Conference – Is the Coast Clear? – September 2-3<sup>rd</sup> 2020

Mayor McNeil and Deputy Mayor Watt attending.

STAFF COMMENTS: Reminder only.

ACTION: Noted.

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



**13.0 IN-CAMERA / CLOSED SESSION**

Moved by Fisher  
 Seconded by Forster

MOVE TO #14 THAT Ashfield-Colborne-Wawanosh Township Council move into  
 IN-CAMERA an "In-Camera" session, with the CAO/Deputy-Clerk and the Public Works  
 Superintendent remaining in attendance at 11:04 a.m. for the purpose of  
 discussing:

- 1) Personal matters related to employees and identifiable individual.

Carried.

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**13.1 RETURN TO OPEN SESSION**

Moved by Miltenburg  
 Seconded by Snobelen

RISE FROM #15 THAT Ashfield-Colborne-Wawanosh Township Council rise from  
 IN-CAMERA an "In-Camera" session at 11:07 a.m.

Carried.

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**13.2 BUSINESS ARISING FROM IN-CAMERA / CLOSED SESSION**

Nothing to report.

**14.0 BY-LAWS****14.1 Road Naming By-Law – Drost Crescent**

Moved by Vanstone  
 Seconded by Snobelen

ROAD #16 THAT leave be given to introduce By-Law #43-2020 being a by-law to  
 NAMING BY-LAW name certain private roads within the Township of Ashfield-Colborne-  
 Wawanosh, and that it now be read severally a first, second, and third time,  
 and finally passed this 14<sup>th</sup> day of July 2020.

Carried.

**14.2 Wilkins Municipal Drain 2019 Levying By-law**

Moved by Watt  
 Seconded by Miltenburg

WILKINS #17 THAT leave be given to introduce By-Law #44-2020 being a by-law to  
 MUNICIPAL amend By-Law #23-2019, being a by-law to provide for the construction of  
 DRAIN 2019 a municipal drain, to be known as the Wilkins Municipal Drain 2019, in the  
 LEVYING Township of Ashfield-Colborne-Wawanosh and to provide for the levying of  
 BY-LAW costs, and that it now be read severally a first, second, and third time, and  
 finally passed this 14<sup>th</sup> day of July 2020.

Carried.

**14.3 Warren Zinn Municipal Drain 2020 By-Law**

Moved by Forster  
 Seconded by Fisher

WARREN #18 THAT leave be given to introduce By-Law #45-2020 being a by-law to  
 ZINN provide for the construction of the Warren Zinn Municipal Drain 2020, and  
 MUNICIPAL that it now be read severally a first and second time, and provisionally  
 DRAIN 2020 adopted this 14<sup>th</sup> day of July 2020.

Carried.



## 14.4 Facility Operator &amp; Parks Maintainer Appointment By-Law

Moved by Forster  
Seconded by Miltenburg

FACILITY #19  
OPERATOR  
PARKS  
MAINTAIN  
R  
APPOINTME  
NT BY-LAW

THAT leave be given to introduce By-Law #47-2020 being a by-law to appoint a Full-Time Facility Operator & Parks Maintainer for the Lucknow & District Joint Recreation Board, and that it now be read severally a first, second, and third time, and finally passed this 14<sup>th</sup> day of July 2020.

Carried.

Councillor Jennifer Miltenburg declared a conflict of interest and left the Zoom Platform.

## 14.5 Metske &amp; Esteem Farms Ltd. – Limiting Distance Agreement By-Law

Moved by Watt  
Seconded by Snobelen

METSKE / #20  
ESTEEM  
FARMS  
AGREEMEN  
T BY-LAW

THAT leave be given to introduce By-Law #48-2020 being a by-law to authorize a certain between Jeffrey James Metske, Esteem Farms Ltd, and the Township of Ashfield-Colborne-Wawanosh, and that it now be read severally a first, second, and third time, and finally passed this 14<sup>th</sup> day of July 2020.

Carried.

Councillor Jennifer Miltenburg returned to the Zoom Platform.

## 14.6 Confirmation By-Law

Moved by Vanstone  
Seconded by Snobelen

CONFIRMAT #21  
ION BY-LAW

THAT leave be given to introduce By-Law #46-2020 being a by-law to confirm the proceedings of the Township of Ashfield-Colborne-Wawanosh meeting held on July 14, 2020, and that it now be read severally a first, second, and third time, and finally passed this 14<sup>th</sup> day of July 2020.

Carried.

15.0 **ADJOURNMENT**

NOTE: Change of Date – Planning Application Received / Council Required to Meet

Moved by Forster  
Seconded by Miltenburg

ADJOURN #22

THAT Ashfield-Colborne-Wawanosh Township Council does now adjourn to meet again on July 28, 2020 at 9:00 a.m. or at the Call of the Mayor.

Carried.

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

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