



— TOWNSHIP OF —  
ASHFIELD - COLBORNE - WAWANOSH

## Council Minutes June 15, 2021

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Township of Ashfield-Colborne-Wawanosh Council met in regular session on the 15<sup>th</sup> day of June 2021, at 9:00 a.m. through Zoom, an online video conferencing platform.

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

The following individuals were participants during the Council Meeting:

Mayor  
Deputy Mayor  
Councillors

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

### Staff Present

CAO/Deputy-Clerk  
Community Support & Project Co-ordinator  
Public Works Superintendent  
Treasurer  
Chief Building Official  
Clerk

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

County of Huron Planner

Celina Whaling-Rae

OTHERS PRESENT VIA ZOOM (Viewing and Observing Only): Matt Den Hollander, Charlene Schramm, Michael Gubesch, Hedwig Kreuger, Dan Kerr, and Stephen Jackson.

### 1.0 **CALL TO ORDER**

The municipality will be recording this meeting to “ensure meetings can be open to the public”.

### 2.0 **DISCLOSURE OF PECUNIARY INTEREST / POTENTIAL CONFLICT OF INTEREST**

None disclosed.

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

#### 3.1 Council Meeting Minutes – June 1, 2021

Moved by Miltenburg  
Seconded by Snobelen

ADOPT  
COUNCIL  
MINUTES

#1

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the June 1, 2021 Council Meeting Minutes as written.

Carried.

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

None.

## 5.0 **DELEGATIONS**

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

Zoning By-Law Amendment Application - File Z06-21  
Den Hollander (Auburn Riverside Retreat)

Moved by Forster  
Seconded by Snobelen

ADJOURN  
COUNCIL  
MEETING

#2

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

Carried.

Moved by Miltenburg  
Seconded by Vanstone

OPEN  
PUBLIC  
MEETING

#3

THAT Ashfield-Colborne-Wawanosh Township Council hereby opens the Planning Advisory Committee Public Meeting to consider the Zoning By-Law Amendment application made by Den Hollander – Auburn Riverside Retreat.

Carried.

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

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

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### **Call to Order**

### **Declaration of Pecuniary Interests**

None declared.

### **Purpose**

The purpose of this Public Meeting is to consider changing the zoning on the property described as Concession 1 Part Lots 26 & 27, 38382 Blyth Road (Wawanosh) in the Township of Ashfield-Colborne-Wawanosh.

### **Requirement**

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

### **Application Process**

An application was submitted by Den Hollander to the Township of Ashfield-Colborne-Wawanosh and considered complete on May 7, 2021.

Notice of the Public Meeting was mailed by the municipality to all property owners within 120 meters of the property on May 26, 2021 and notice was posted on the subject property.

### **Comments:**

- 1) Huron County Planner

Huron County Planner Celina Whaling-Rae reviewed the application with the Planning Advisory Committee.

- 2) Applicant and/or Agent

The applicant indicated that this is only a six month park and not a full season.

3) Others

None.

4) Council's Questions and/or Comments.

Councillor Miltenburg asked for clarification on the 2019 zoning amendment and today's amendment and the history behind both.

Clarification was obtained by the Planner and the applicant.

**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 sent, 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 Zoning By-Law Amendment Application Z06-21 for Auburn Riverside Retreat be approved.

**Recommendation of the Planning Advisory Committee**

It is recommended that Zoning By-Law Amendment Application Z06-21 for Auburn Riverside Retreat be approved.

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

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

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

**Adjournment**

That there being no further business, the Public Meeting be hereby closed at 9:15 a.m.

Moved by Miltenburg  
Seconded by Forster

CLOSE  
PUBLIC  
MEETING

#4

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

Carried.

Moved by Vanstone  
Seconded by Fisher

RECONVENE #5 THAT Ashfield-Colborne-Wawanosh Township Council hereby  
COUNCIL reconvenes their regular Council Meeting.  
MEETING

Carried.

5.2 9:15 a.m. – Celina Whaling-Rae / County of Huron Planner

Plan of Subdivision Application 40R21001 – Nine Mile Enterprises

At the April 6<sup>th</sup> Council Meeting, Council agreed to defer a recommendation on the file until the Official Plan Amendment No. 11 received a decision at Huron County Council.

We have provided Council with a copy of a follow-up report prepared by Planner Celina Whaling-Rae.

STAFF COMMENTS: That Council support the Plan of Subdivision with the conditions as outlined in the Planners report, and recommend and forward the application to the County of Huron for Draft Plan Approval.

ACTION: Council agreed to recommend to the County of Huron that this Plan of Subdivision Application be approved.

## 6.0 ACCOUNTS

6.1 Payment of Current Accounts

Moved by Forster  
Seconded by Miltenburg

APPROVE #6 THAT Ashfield-Colborne-Wawanosh Township Council hereby authorizes  
ACCOUNTS the payment of the June 2021 accounts as presented.

Carried.

6.2 Payment of Previous Month Actual Accounts

Moved by Watt  
Seconded by Forster

APPROVE #7 THAT Ashfield-Colborne-Wawanosh Township Council hereby approves  
ACTUAL the payment of the May 2021 accounts in the amount of \$ 585,780.00.  
PAYMENTS

Carried.

6.3 Summary Revenue/Expenditure Reports

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

Moved by Miltenburg  
Seconded by Snobelen

REVENUE #8 THAT Ashfield-Colborne-Wawanosh Township Council adopts the  
EXPEND- summary revenue/expenditure reports of the Treasurer as written.  
ITURE  
REPORT

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.

### 7.2.2 Auburn Riverside Retreat – Site Plan Amendment

We have provided Council with a copy of the report prepared by Chief Building Official Brett Pollock, along with a copy of the proposed Site Plan Amendment and Authorizing By-Law. Mr. Pollock was available this morning.

STAFF COMMENTS: That Council authorize the Site Plan Amendment by by-law in Section 14.

ACTION: Council agreed to authorize the Site Plan Amendment by by-law in Section 14.

### 7.2.3 Building Code

Please refer to the “In-Camera Session”  
(matters of litigation or potential litigation)  
(advice that is subject to solicitor-client privilege’s)

### 7.3 Cemetery Department

No items scheduled.

### 7.4 Drainage Department

No items scheduled.

### 7.5 Administration Department

#### 7.5.1 Potential Special Council Meeting

We have provided Council with a copy of the report prepared by Celina Whaling-Rae, County of Huron Planner with respect to holding a special public meeting to hear planning application Z07-2021.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to set a date of Monday, July 26, 2021 at 7:00 p.m. via Zoom.

#### 7.5.2 Sommer Bros. Construction Memorandum of Understanding Dungannon Vacant Lots Expression of Interest

As a follow up from our last meeting, we have provided Council with a copy of the Memorandum of Understand with Sommer Bros. Construction for the Dungannon Vacant Lots Expression of Interest, along with a copy of the authorizing by-law.

STAFF COMMENTS: That Council authorize the signing of the MOU by by-law in Section 14.

ACTION: Council agreed to authorize the signing of the MOU by by-law in Section 14.

#### 7.5.3 The Roles of Council Members – Refresher Training

As an update from the last meeting, staff reached out to Nigel Bellchamber from the Amberley Gavel who indicated that he would be able to provide a review that covers the “Roles and Responsibilities” of elected officials and appointed staff. His estimated costs to provide the preparation and delivery of this training is \$ 1,000. He is available July 5<sup>th</sup>, July 6<sup>th</sup> or July 12<sup>th</sup> all at 9:00 a.m.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to set a date of Tuesday, July 6, 2021 at 9:00 a.m.

#### 7.5.4 Flag Lowering Protocol

We have provided Council with a draft “Flag Lowering Protocol” for the Township of Ashfield-Colborne-Wawanosh which was prepared by Clerk Florence Witherspoon. Ms. Witherspoon was available this morning.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to defer and have staff investigate further and report back at a future meeting.

#### 7.5.5 Community Safety and Well Being Plan

We have provided Council with a copy of the report prepared by Clerk Florence Witherspoon along with a copy of the Community Safety and Well Being Plan and authorizing by-law. Ms. Witherspoon was available this morning.

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

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

#### 7.5.6 2022 Election Service Provider – Request for Proposal Results

We have provided Council with a copy of the report prepared by Clerk Florence Witherspoon with respect to the proposed 2022 Election Service Provider. Ms. Witherspoon was available this morning.

STAFF COMMENTS: That Council accept the proposal and adopt the following resolution.

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

Moved by Forster  
Seconded by Watt

ACCEPT  
SIMPLY  
VOTING  
FOR THE  
VOTING  
SYSTEM

#9

That the Council of the Township of Ashfield-Colborne-Wawanosh accepts the quote from Simply Voting in the amount of \$10,647.00 plus H.S.T. to service the internet/telephone voting system for the 2022 municipal and school board election.

Carried.

#### 7.5.7 Development Charges & Birch Beach Bridge

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 support the proposal and adopt the following resolution.

ACTION: Council agreed to support the proposal and adopt the following resolution.

Moved by Miltenburg  
Seconded by Watt

DEVELOPE  
NT  
CHARGES  
BIRCH  
BEACH  
BRIDGE

#10

THAT Ashfield-Colborne-Wawanosh Township Council hereby agree to consider the implementation of Development Charges for the recovery of a portion of the costs associated with the replacement of the Birch Beach Bridge if and when the municipality proceeds with the associated review requirements for potential Development Charges.

Carried.

#### 7.5.8 Corporate Identity Standards and Guidelines & Secondary Logo – Quotations

We have provided Council with a copy of the report prepared by Kaitlin Bos, Community Support & Project Co-ordinator in this regard. Ms. Bos was available this morning.

STAFF COMMENTS: That Council accept the quote received from Fishbowl Studios in the amount of \$ 5,250.00 plus H.S.T. for the development of a Corporate Identity Standards and Guidelines, along with a Secondary Logo, and adopts the following resolution.

ACTION: Council agreed to accept the quote as presented and adopt the following resolution.

Moved by Watt  
Seconded by Miltenburg

ACCEPT  
QUOTE  
CORP  
IDENTITY

#11

THAT Ashfield-Colborne-Wawanosh Township Council hereby accepts the quote received from Fishbowl Studios in the amount of \$ 5,250.00 plus H.S.T. for the development of a Corporate Identity Standards and Guidelines, along with a Secondary Logo.

Carried.

## 7.6 **Public Works Department**

### 7.6.1 Speed Sign Policy By-Law

As a follow up from the last meeting, we have provided Council with a copy of the Speed Sign Policy along with a copy of the adopting by-law.

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

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

### 7.6.2 Van Egmond Road Construction Agreement

As a follow up from a recent meeting, we have provided Council with a copy of the proposed Ben Van Egmond Road Construction Agreement along with the authorizing by-law. Public Works Superintendent Thomas McCarthy was available this morning.

STAFF COMMENTS: That Council adopt the agreement and authorize the signing of the agreement by by-law in Section 14.

ACTION: Council agreed to adopt the construction agreement and authorize the signing of the agreement by by-law in Section 14.

### 7.6.3 Public Works Garage Renovations – Request for Tender

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

STAFF COMMENTS: That Council accept the tender received from Arcadia Custom Living Ltd. in the amount of \$ 91,507.15 including H.S.T for the Public Works Garage Renovations and adopt the following resolution.

ACTION: Council agreed to accept the tender received from Arcadia Custom Living Ltd. and adopt the following resolution.

Moved by Forster  
Seconded by Snobelen

ACCEPT  
GARAGE  
RENOVATIO  
N TENDERS

#12

THAT Ashfield-Colborne-Wawanosh Township Council hereby accepts the tender received from Arcadia Custom Living Ltd. in the amount of \$ 91,507.15 including H.S.T. for the Public Works Garage Renovations.

Carried.

### 7.6.4 Road Allowance

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

### 7.6.5 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**

Councillor Wayne Forster reported on the Coalition for Huron Injury Prevention Meeting, as well as Wingham Physician Recruitment Committee Meeting.

## 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 Huron County Library – Celebrating Pride
- 10.2 Dungannon Community Alliance – Minutes
- 10.3 Lucknow & District Joint Fire Board - Minutes
- 10.4 City of Kitchener & Lanark Highlights Resolutions – Planning Act Timelines
- 10.5 Municipality of Grey Highlands Resolution – Insurance Rates
- 10.6 Township of Hudson / Cochrane Resolution – Support for Fire Departments
- 10.7 Ministry of Energy Letter – Natural Gas Expansion Program

**11.0 CORRESPONDENCE / ON COUNCIL TABLE**

No items scheduled.

**12.0 UNFINISHED BUSINESS**

- 12.1 Council Meeting Summer Schedule

The regular Council Meetings for the summer are as follows:

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

STAFF COMMENTS: Reminder only.

ACTION: Noted.

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

**13.0 IN-CAMERA / CLOSED SESSION**

Moved by Snobelen  
Seconded by Vanstone

MOVE TO #13  
IN-CAMERA

THAT Ashfield-Colborne-Wawanosh Township Council move into an "In-Camera" session, with the CAO/Deputy-Clerk, Chief Building Official, Public Works Superintendent, and Steve Jackson from the Maitland Valley Conservation Authority remaining in attendance at 10:35 a.m. for the purpose of discussing:

- 1) Matters of litigation or potential litigation.
- 2) Advice that is subject to solicitor-client privilege's.
- 3) Proposed disposition of land by the municipality.
- 4) Personal matters related to employees and an identifiable individual.

Carried.

~

**13.1 RETURN TO OPEN SESSION**

Moved by Fisher  
Seconded by Forster

RISE FROM #14  
IN-CAMERA

THAT Ashfield-Colborne-Wawanosh Township Council rise from an "In-Camera" session at 11:45 a.m.

Carried.

~

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

Public Works Staff

Notice of Retirement – Doug Kuik, Lead Hand

Council accepted the retirement notice of Doug Kuik. The CAO/Deputy-Clerk will proceed as indicated.



## 14.0 **BY-LAWS**

### 14.1 Auburn Riverside Retreat Zoning By-Law Amendment (Den Hollander)

Moved by Vanstone  
Seconded by Snobelen

AUBURN #15 THAT leave be given to introduce By-Law 41-2021 being a by-law to  
RIVERSIDE amend Zoning By-law 32-2008, as amended, of the Corporation of the  
RETREAT Township of Ashfield-Colborne-Wawanosh, and that it now be read  
ZONING severally a first, second, and third time, and finally passed this 15<sup>th</sup> day of  
AMENDMEN June 2021.  
T Carried.

### 14.2 Auburn Riverside Retreat – Site Plan Amendment

Moved by Watt  
Seconded by Miltenburg

AUBURN #16 THAT leave be given to introduce By-Law 42-2021 being a by-law to  
RIVERSIDE Authorize the execution of a Site Plan Control Agreement between the  
TREAT SIT Township of Ashfield-Colborne-Wawanosh and Experience Camping Ltd  
PLAN and to repeal By-Law 10-2019, and that it now be read severally a first,  
AMENDMEN second, and third time, and finally passed this 15<sup>th</sup> day of June 2021.  
T BY-LAW Carried.

### 14.3 MOU Sommers Bros.

Moved by Forster  
Seconded by Fisher

SOMMERS #17 THAT leave be given to introduce By-Law 43-2021 being a by-law to  
BROS authorize the execution of a Memorandum of Understanding between the  
AGREEMEN Township of Ashfield-Colborne-Wawanosh and Sommer Bros Construction,  
T BY-LAW and that it now be read severally a first, second, and third time, and finally  
passed this 15<sup>th</sup> day of June 2021.  
Carried.

### 14.4 Community Safety and Well Being By-Law

Moved by Forster  
Seconded by Miltenburg

COMMUNIT #18 THAT leave be given to introduce By-Law 44-2021 being a by-law to adopt  
Y SAFETY & a Community Safety and Well Being Plan for the Township of Ashfield-  
WELL BEING Colborne-Wawanosh, and that it now be read severally a first, second, and  
PLAN BY- third time, and finally passed this 15<sup>th</sup> day of June 2021.  
LAW Carried.

### 14.5 Speed Sign Policy By-law

Moved by Watt  
Seconded by Snobelen

SPEED SIGN #19 THAT leave be given to introduce By-Law 45-2021 being a by-law to adopt  
POLICY BY- a speed sign policy for the Township of Ashfield-Colborne-Wawanosh, and  
LAW that it now be read severally a first, second, and third time, and finally  
passed this 15<sup>th</sup> day of June 2021.  
Carried.

### 14.6 Van Egmond Road Construction Agreement

Moved by Vanstone  
Seconded by Snobelen

VAN #20 THAT leave be given to introduce By-Law 46-2021 being a by-law to  
EGMOND authorize the execution of a Road Construction Agreement between the  
ROAD Township of Ashfield-Colborne-Wawanosh and Benjamin Van Egmond and  
CONSTRUC Rebecca Anne Cucksey, and that it now be read severally a first, second,  
T and third time, and finally passed this 15<sup>th</sup> day of June 2021.  
AGREEMEN Carried.  
T

14.7 Confirmation By-Law

Moved by Watt  
Seconded by Miltenburg

CONFIRMATION BY-LAW #21

THAT leave be given to introduce By-Law 47-2021 being a by-law to confirm the proceedings of the Township of Ashfield-Colborne-Wawanosh meeting held on June 15, 2021, and that it now be read severally a first, second, and third time, and finally passed this 15<sup>th</sup> day of June 2021.

Carried.

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15.0 ADJOURNMENT

Moved by Forster  
Seconded by Fisher

ADJOURN #22

THAT Ashfield-Colborne-Wawanosh Township Council does now adjourn to meet again on July 6, 2021 at 9:00 a.m. or at the Call of the Mayor.

Carried.

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Original signed by  
Mayor, Glen McNeil

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Original signed by  
CAO/Deputy-Clerk, Mark Becker