



— TOWNSHIP OF —  
ASHFIELD - COLBORNE - WAWANOSH

## Council Minutes June 16, 2020

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Township of Ashfield-Colborne-Wawanosh Council met in regular session on the 16<sup>th</sup> day of June 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): Don Bester, Mary Lou Rae, and Sheryl Feagan.

### 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 2, 2020

Moved by Miltenburg  
Seconded by Fisher

ADOPT  
COUNCIL  
MINUTES

#1

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the June 2, 2020 Council Meeting Minutes as written.

Carried.

#### 3.2 Council Meeting Minutes – June 9, 2020

Moved by Forster  
Seconded by Watt

ADOPT  
COUNCIL  
MINUTES

#2

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the June 9, 2020 Council Meeting Minutes as written.

Carried.

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

Sheryl Feagan addressed Council with respect to her letter in Section 7.5.1. and more specifically broadband internet in our area.

Mary Lou Rae addressed Council with respect to Section 7.5.1 and more specifically broadband internet in our area.

**5.0 DELEGATIONS**

No items scheduled.

**6.0 ACCOUNTS****6.1 Payment of Current Accounts as Presented**

Moved by Vanstone  
Seconded by Miltenburg

APPROVE #3 THAT Ashfield-Colborne-Wawanosh Township Council hereby authorizes  
ACCOUNTS the payment of the June 2020 accounts as presented.

Carried.

~

**6.2 Payment of Previous Month Actual Accounts**

Moved by Vanstone  
Seconded by Snobelen

APPROVE #4 THAT Ashfield-Colborne-Wawanosh Township Council hereby approves  
ACTUAL the payment of the May 2020 accounts in the amount of \$ 463,574.13.  
PAYMENTS

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 May 2020.

Moved by Forster  
Seconded by Miltenburg

REVENUE #5 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****7.1.1 Dungannon Water – Update**

We have provided Council with an update on the Dungannon Arsenic Treatment as well as the request to the Ministry of the Environment for a further extension of regulatory relief for arsenic to January 1, 2022. The M.O.E. have now granted the extension as requested.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

**7.1.2 Water Operations & Maintenance Report – May 2020**

We have provided Council with a copy of the report prepared by Veolia Water Canada regarding the operation and maintenance of our water systems for May 2020.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

**7.2 Building Department**

7.2.1 Chief Building Official's Report

We have provided Council with a copy of Mr. Pollock's report. Mr. Pollock was available this morning.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

**7.3 Cemetery Department**

No items scheduled.

**7.4 Drainage Department**

No item scheduled.

**7.5 Administration Department**

7.5.1 Peter & Sheryl Feagan Letter - Municipal Office Addition / Renovation

We have provided Council with a copy of the letter received with respect to the above noted item. We have also provided Council with a copy of the report prepared by staff.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

7.5.2 Municipal Office Addition / Renovation – Bid Summary & Recommendations

We have provided Council with a copy of the Bid Summary Report and Recommendations prepared by Allan Avis Architects Inc. with respect to the addition/renovation bid results.

STAFF COMMENTS: That Council accepts the bid received from Domm Construction Ltd. in the amount of \$ 1,446,200.00 plus H.S.T. for the Municipal Office Addition / Renovation and adopt the following resolution.

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

Moved by Miltenburg  
Seconded by Watt

ACCEPT BID #6  
FOR OFFICE  
ADDITION  
RENO

THAT Ashfield-Colborne-Wawanosh Township Council hereby agrees to accept the bid received from Domm Construction Ltd. in the amount of \$ 1,446,200.00 plus H.S.T. for the Municipal Office Addition / Renovation.

Carried.

7.5.3 Tax Collector / Payroll Clerk (Maternity Leave) Appointment By-Law

As Council are aware, staff called for applications for the approximate 10-month contract, reviewed the applications received, and interviewed those selected. We are pleased to report that Kaitlin Bos has accepted this maternity leave position as Tax Collector / Payroll Clerk. We are very excited to have Kaitlin return to be part of the ACW Team, as she was our Summer Student in 2018. We are very confident that she will serve ACW well. We have provided Council with a copy of the appointment by-law for adoption.

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

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

7.5.4 Benmiller Baseball - Cancelled

Tri-County will be officially cancelling the 2020 baseball season due to COVID19. Staff will be issuing refunds for the registrations received.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

## 7.5.5 LPAT Appeal – Cannabis Zoning By-Law

The Township has received an appeal to the Local Planning Appeal Tribunals for passage of Zoning By-law Amendment Z01-2020 Cannabis. The Township has submitted the 'enhanced municipal record' for submission to the LPAT. Staff will keep Council apprised of the proceedings.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

## 7.5.6 Town of Goderich / Fire Committee – Budget Increase for Ladder Truck

We have provided Council with a copy of the letter of request along with a copy of the minutes of the latest Goderich Fire Committee Meeting. They are requesting authorization that the Ladder Truck be purchased.

STAFF COMMENTS: We seek your direction.

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

Moved by Watt  
Seconded by Vanstone

GODERICH #7  
FIRE  
BUDGET  
LADDER  
TRUCK

THAT Ashfield-Colborne-Wawanosh Township Council hereby agrees to support increasing the budget for the Goderich Fire Committee for the purchase of the Ladder Truck.

Carried.

## 7.5.7 Wage Market Comparison

Please refer to the "In-Camera Session" (employee negotiations)

7.6 **Public Works Department**

## 7.6.1 Pickup Truck – Quotes

Staff delivered the pickup truck quotations to Lake Huron Chrysler, Montgomery Ford, Leslie Motors, and McGee Motors. We have provided Council with a copy of the report prepared by Public Works Superintendent of the summary of the quotations received. Mr. Van Osch was present this morning.

STAFF COMMENTS: That Council accepts the quote from Leslie Motors Ltd. for a new F150 Pickup Truck in the total amount of \$ 46,518.79 taxes included.

ACTION: Council agreed to adopt the following resolution.

Moved by Forster  
Seconded by Fisher

ACCEPT #8  
PICKUP  
TRUCK  
QUOTE

THAT Ashfield-Colborne-Wawanosh Township Council hereby agrees to accept the quote from Leslie Motors Ltd. for a new F150 Pickup Truck in the total amount of \$ 46,518.79 taxes included.

Carried.

## 7.6.2 Hill's Road Culvert Replacement Tenders

We have provided Council with a copy of the report prepared by B.M. Ross & Associates with respect to the summary of the tenders received for the Hill's Road Culvert Replacement. The proposed budgeted amount for this project was \$ 625,000. Mr. Van Osch was present this morning.

STAFF COMMENTS: That Council accepts the tender of Theo Vandenberg Construction Inc. in the amount of \$ 410,030 plus H.S.T.

ACTION: Council agreed to adopt the following resolution.

Moved by Miltenburg  
Seconded by Snobelen

HILLS ROAD #9  
CULVERT  
REPLACEMENT

THAT Ashfield-Colborne-Wawanosh Township Council hereby agrees to accept the tender of Theo Vandenberg Construction Inc. in the amount of \$ 463,333.90 including H.S.T. for the Hill's Road Culvert Replacement.

Carried.

7.6.3 Local Improvement-Unassumed Roads and Private Roads Policy – Repeal

With the Township moving forward with the Port Albert Servicing Review, staff have determined that the current Local Improvement Policy – Unassumed Roads and Private Roads Policy, attached, should be repealed.

STAFF COMMENTS: That Council adopts the following resolution to repeal the existing Local Improvement-Unassumed Roads and Private Roads Policy.

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

Moved by Snobelen  
 Seconded by Miltenburg

REPEAL LOCAL IMPROVEMENT POLICY #10 THAT Ashfield-Colborne-Wawanosh Township Council hereby agrees to repeal the Local Improvement-Unassumed Roads and Private Roads Policy dated March 2002 / Revised September 2007. Carried.

7.6.4 Traffic By-Law Amendment

With increased residential construction on Falls Reserve Line and the traffic due to the Falls Reserve Conservation Area, staff is recommending that the speed limit be reduced to 50 km per hour. Staff have provided a by-law amending the Traffic By-law to reflect this recommendation.

STAFF COMMENTS: That Council adopts the amended Traffic By-Law in Section 14.

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

7.6.5 Road Allowances / Additional Lands

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

**7.7 Environmental Services**

7.7.1 Ashfield Landfill Site / Operation Amendments

As a follow-up from the last meeting Council will need to authorize the items agreed to at the last meeting.

A. Removal of the Recycling Bins

STAFF COMMENTS: That Council adopts the following resolution.

ACTION: Council agreed to remove the bins and adopt the following resolution.

Moved by Miltenburg  
 Seconded by Forster

REMOVAL RECYCLING BINS AT LANDFILL SITE #11 THAT Ashfield-Colborne-Wawanosh Township Council hereby agrees to remove the existing Recycling Bins at the Ashfield Landfill Site effective immediately. Carried.

B. Implement a \$10 flat fee

We have provided Council with a copy of the amended “Consolidated Fee By-Law” which implements the “Minimum Charge Per Load of Waste” (Section J).

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

ACTION: Council agreed to amend this section of the Consolidated Fee By-Law and adopt the by-law in Section 14.

C. Amending the Hours of Operation

STAFF COMMENTS: That Council adopts the following resolution.

ACTION: Council agreed to approve the revised hours and adopt the following resolution.

Moved by Forster  
Seconded by Watt

AMEND #12  
HOURS OF  
OPERATION  
LANDFILL  
SITE

THAT Ashfield-Colborne-Wawanosh Township Council hereby agrees to change the Ashfield Landfill Site Hours effective immediately as follows:

- Saturdays 9:00 a.m. to 3:00 p.m. year round
- Mondays 9:00 a.m. to 3:00 p.m. from April 1<sup>st</sup> to November 30<sup>th</sup>

Carried.

D. Encourage to Use Curbside Household Waste and Recycling Pickup

STAFF COMMENTS: That Council adopts the following resolution.

ACTION: Council wants to encourage the use of curbside pickup and agreed to adopt the following resolution.

Moved by Vanstone  
Seconded by Forster

ENCOURAG #13  
E USE OF  
CURBSIDE  
HOUSEHOL  
D WASTE &  
RECYCLING

THAT Ashfield-Colborne-Wawanosh Township Council hereby agrees that trips to the Landfill Site should be for the disposal of items/materials that cannot be managed through the curbside collection services and encourage residents to use the curbside collection of household waste and recycling.

Carried.

E. Telephone/Internet Line to the Weigh Scale Building / Debit Services

We have provided Council with a copy of the report prepared by Treasurer, Ellen McManus with respect to accepting debit card payments at the Landfill Site. Ms. McManus was present this morning.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

7.7.2 Township Owned Woodlots

We have provided Council with a copy of the report prepared by Public Works Superintendent Brian Van Osch with respect to Township owned Woodlots. Mr. Van Osch was present this morning.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to proceed to proceed as recommend to hire a woodlot specialist to mark and catalogue trees to be harvested.

**7.8 Committee Reports**

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

**8.0 NEW BUSINESS**

No items scheduled.

**9.0 CORRESPONDENCE / DIRECTION REQUIRED**

No items scheduled.

**10.0 CORRESPONDENCE / FOR INFORMATION PURPOSES**

10.1 Maitland Valley Conversation - Minutes

**11.0 CORRESPONDENCE / ON COUNCIL TABLE**

No items scheduled.

**12.0 UNFINISHED BUSINESS**

## 12.1 Council Meeting - Official Plan Preliminary Review

Tuesday, June 23<sup>rd</sup> at 9:00 a.m.

STAFF COMMENTS: Reminder only.

ACTION: Noted.

## 12.2 Council Meeting Summer Schedule

The regular Council Meeting for the summer are as follows:

July 14<sup>th</sup> and August 11<sup>th</sup> and return to regular schedule on September 1<sup>st</sup>.

STAFF COMMENTS: Reminder only.

ACTION: Noted.

12.3 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.

12.4 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 Vanstone  
Seconded by Forster

MOVE TO #14  
IN-CAMERA

THAT Ashfield-Colborne-Wawanosh Township Council move into an "In-Camera" session, with the CAO/Deputy-Clerk, Clerk, and the Public Works Superintendent remaining in attendance at 10:26 a.m. for the purpose of discussing:

- 1) Matters of proposed acquisition of land by the municipality.
- 2) Employee negotiations.

Carried.

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**13.1 RETURN TO OPEN SESSION**

Moved by Forster  
Seconded by Miltenburg

RISE FROM #15  
IN-CAMERA

THAT Ashfield-Colborne-Wawanosh Township Council rise from an "In-Camera" session at 10:48 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 Tax Collector / Payroll Clerk (Maternity Leave) Appointment By-Law

Moved by Vanstone  
 Seconded by Snobelen

APPOINT #16 THAT leave be given to introduce By-Law #39-2020 being a by-law to  
 TAX establish and appoint the position of Tax Collector / Payroll Clerk, and that  
 COLLECTOR it now be read severally a first, second, and third time, and finally passed  
 PAYROLL this 16<sup>th</sup> day of June 2020.  
 CLERK BY- Carried.  
 LAW

## 14.2 Consolidated Fee By-Law Amendment

Moved by Watt  
 Seconded by Miltenburg

CONSOLIDA #17 THAT leave be given to introduce By-Law #41-2020 being a by-law to set  
 TED FEE various fees for the Township of Ashfield-Colborne-Wawanosh, and that it  
 BY-LAW now be read severally a first, second, and third time, and finally passed this  
 16<sup>th</sup> day of June 2020.  
 Carried.

## 14.3 Traffic By-Law Amendment

Moved by Forster  
 Seconded by Fisher

TRAFFIC #18 THAT leave be given to introduce By-Law #42-2020 being a by-law to  
 BY-LAW amend by-law 05-2013, being a by-law to regulate the traffic and placing,  
 AMENDMEN standing, stopping or parking of an object or vehicle on highways and  
 T parking lots within the Township of Ashfield-Colborne-Wawanosh, and that  
 it now be read severally a first, second, and third time, and finally passed  
 this 16<sup>th</sup> day of June 2020.  
 Carried.

## 14.4 Confirmation By-Law

Moved by Forster  
 Seconded by Fisher

CONFIRMAT #19 THAT leave be given to introduce By-Law #40-2020 being a by-law to  
 ION BY-LAW confirm the proceedings of the Township of Ashfield-Colborne-Wawanosh  
 meeting held on June 16, 2020, and that it now be read severally a first,  
 second, and third time, and finally passed this 16<sup>th</sup> day of June 2020.  
 Carried.  
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**15.0 ADJOURNMENT**

Moved by Watt  
 Seconded by Forster

ADJOURN #20 THAT Ashfield-Colborne-Wawanosh Township Council does now adjourn  
 to meet again on June 23, 2020 at 9:00 a.m. or at the Call of the Mayor.  
 Carried.  
 ~

Original signed by  
 Mayor, Glen McNeil

Original signed by  
 CAO/Deputy-Clerk, Mark Becker