



— TOWNSHIP OF —
ASHFIELD - COLBORNE - WAWANOSH

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
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

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
COUNCIL
MINUTES

#1

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the May 4, 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. – 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 THAT Ashfield-Colborne-Wawanosh Township Council hereby authorizes
ACCOUNTS 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 THAT Ashfield-Colborne-Wawanosh Township Council hereby approves
ACTUAL the payment of the April 2021 accounts in the amount of \$ 881,542.71. Carried.
PAYMENTS ~

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

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
WEBSITE
REDEVELOP

THAT Ashfield-Colborne-Wawanosh Township Council hereby 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.

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
DETACHME
NT 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 ALLOWANC
E 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
STUDENT
APPOINTME
NT BY-LAW

THAT leave be given to introduce By-Law 34-2021 being a by-law to appoint the positions of Summer Students for the Township of Ashfield-Colborne-Wawanosh, and that it now be read severally a first, second, and 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
ION BY-LAW

THAT leave be given to introduce By-Law 35-2021 being a by-law to 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.

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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.

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Original signed by
Mayor, Glen McNeil

Original signed by
CAO/Deputy-Clerk, Mark Becker