



— TOWNSHIP OF —  
ASHFIELD - COLBORNE - WAWANOSH

## Council Minutes October 5, 2021

Township of Ashfield-Colborne-Wawanosh Council met in regular session on the 5<sup>th</sup> day of October 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 – Arrived 9:09 a.m.  
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): Evan Hickey.

### 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 – September 21, 2021

Moved by Forster  
Seconded by Fisher

ADOPT  
COUNCIL  
MINUTES

#1

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the September 21, 2021 Council Meeting Minutes as written.

Carried.

#### 3.2 Council Meeting Minutes – September 27, 2021

Moved by Watt  
Seconded by Vanstone

ADOPT  
COUNCIL  
MINUTES

#2

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the September 27, 2021 Council Meeting Minutes as written.

Carried.

3.3 Council Meeting Minutes – September 28, 2021

Moved by Forster  
Seconded by Watt

ADOPT #3 THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the  
COUNCIL September 28, 2021 Council Meeting Minutes as written.  
MINUTES Carried.

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

None.

5.0 **DELEGATIONS**

No items scheduled.

6.0 **ACCOUNTS**

No items scheduled.

7.0 **DEPARTMENT / COMMITTEE REPORTS**

7.1 **Water Department**

7.1.1 Water Operations & Maintenance Report – August 2021

We have provided Council with a copy of the report prepared by Veolia Water Canada in regard to the operation and maintenance of our water systems for August 2021.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

7.2 **Building Department**

7.2.1 Development Charges Background Study – Update

We have provided Council with a copy of the report prepared by Chief Building Official Brett Pollock. Mr. Pollock will be available this morning.

STAFF COMMENTS: That Council agreed proceed with a Development Charges Background Study and adopt the following resolution.

ACTION: Council agreed to proceed with a Development Charges Background Study and adopt the following resolution.

Moved by Miltenburg  
Seconded by Forster

INITIATE #4 THAT Ashfield-Colborne-Wawanosh Township Council hereby agrees to  
DEVELOPME proceed with the Development Charges Background Study to be  
NT CHARGES completed by B.M. Ross & Associates for a total budgeted amount of  
BACKGROUN \$30,000 plus H.S.T, and that the costs associated with the background  
D STUDY study being recovered by Development Charges.

Carried.

7.3 **Cemetery Department**

No items scheduled.

7.4 **Drainage Department**

No items scheduled.

7.5 **Administration Department**

7.5.1 Livestock Evaluator – Appointment of Randy Scott

As a follow-up from the last meeting, we have provided Council with a copy of the appointment by-law, appointing Randy Scott as the Livestock Evaluator for the municipality.

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

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

#### 7.5.2 Municipal Modernization Program – Intake 3

We have provided Council with a copy of the letter received and the report prepared by Treasurer Ellen McManus with respect to the above noted funding opportunity. Ms. McManus will be available this morning.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to support staff's recommendation and apply for funding for a Multi-Departmental Digital Timesheet/Payroll Solution and an Operations Management Software and GPS Fleet Management Solution.

#### 7.5.3 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.

#### 7.5.4 Township of Ashfield-Colborne-Wawanosh - New Website Launch

We have provided Council with a copy of the report prepared by Community Support & Project Coordinator Kaitlin Bos in this regard. Ms. Bos will be available this morning.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

#### 7.5.5 Auditor Appointment By-Law for 2022

Seebach & Company Chartered Accountants have been our auditors since 2004. Their audit fee includes the audit for the Township, Lucknow Medical, and Recreation, as well as the preparation and submission of the Financial Information Return. Last year they indicated that the total audit fee for 2021 would not increase from the 2020 fee being \$ 17,700. They propose the audit fee for 2022 to be \$ 18,000. They provide an excellent service, as well as being very familiar with our files and operations, and their fees are considerably less than other municipalities in Huron County. We have provided Council with a copy of their appointment by-law for renewal.

STAFF COMMENTS: That Council appoints Seebach & Company as the auditor for the 2022 calendar year by by-law in Section 14.

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

#### 7.5.6 Lucknow & District Recreation - Winter Staff Appointment By-Law

We have provided Council with the staffing appointment by-law for the Lucknow & District Winter Staff.

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

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

#### 7.5.7 Benmiller Softball Registration

We have provided Council with a copy of the report prepared by Cathy Gibson, Administrative Assistant with respect to the recommend registration costs.

STAFF COMMENTS: That Council support the recommended registration fees.

ACTION: Council agreed to increase registration fees by \$10 except for Co-ed Slo-Pitch which will remain at \$70.

The following registration fees have been amended as follows for 2022:

T-Ball \$25, Pre-Mite \$55, Mite \$55, Squirt \$60, Peewee \$60, Bantam \$65, Midget \$65

#### 7.5.8 St. Helens Hall – Request for Waived Rental Fee

We have provided Council with a copy of the request. Staff have reached out to Huron Perth Public Health for further information on September 24<sup>th</sup> and 29<sup>th</sup> with no response.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to defer this request until such time we have more information.

7.5.9 Township Owned Land – Dungannon / Socially Responsible Housing Proposal

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

**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.

ACTION: Noted and filed.

7.6.2 ACW Speed Sign – 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.

ACTION: Noted and filed.

7.6.3 Clothing Allowance

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.

ACTION: Council agreed with the staff recommendation to increase the Clothing Allowance from \$350 to \$500 per year for Public Works, Building, and Cemetery employees. Staff will bring back the amended policy for adoption to the next meeting.

7.6.4 Driver’s License Renewal – Medical Reimbursement

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.

ACTION: Council agreed with the staff recommendations to reimburse the driver’s medical for AZ and DZ full time operators. Staff will bring back the policy for adoption to the next meeting.

7.6.5 Tree Planting Program / 2022

As Council may recall, we established a policy, in regards to purchasing and distributing trees to property owners at the costs of \$10 a tree. We ordered 250 trees for 2021 with the net result of the program costing the Township \$ 3,352.62. Does Council still want to proceed with the program?

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to have staff order 275 trees for the 2022 Tree Planting Program.

**7.7 Environmental Services**

No items scheduled.

**7.8 Committee Reports**

Nothing to report.

**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 Benmiller Community Hall – Fall Dinner Fundraiser

**11.0 CORRESPONDENCE / ON COUNCIL TABLE**

No items scheduled.

**12.0 UNFINISHED BUSINESS**

No items scheduled.

*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 Miltenburg  
Seconded by Vanstone

MOVE TO #5  
IN-CAMERA

THAT Ashfield-Colborne-Wawanosh Township Council move into an "In-Camera" session, with the CAO/Deputy-Clerk and Clerk remaining in attendance at 9:50 a.m. for the purpose of discussing:

- 1) Proposed disposition of land by the municipality.

Carried.

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**13.1 RETURN TO OPEN SESSION**

Moved by Miltenburg  
Seconded by Watt

RISE FROM #6  
IN-CAMERA

THAT Ashfield-Colborne-Wawanosh Township Council rise from an "In-Camera" session at 10:17 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 Livestock Evaluator Appointment By-Law (Randy Scott)

Moved by Vanstone  
Seconded by Snobelen

LIVESTOCK #7  
EVALUATOR  
APPT BY-  
LAW

THAT leave be given to introduce By-Law 65-2021 being a by-law to appoint a Municipal Investigator and Livestock and Poultry Valuer for the Township of Ashfield-Colborne-Wawanosh, and that it now be read severally a first, second, and third time, and finally passed this 5<sup>th</sup> day of October 2021.

Carried.

14.2 Auditors Appointment By-Law

Moved by Watt  
Seconded by Miltenburg

AUDITORS #8  
APPOINTME  
NT BY-LAW

THAT leave be given to introduce By-Law 66-2021 being a by-law to appoint a municipal auditor for the Township of Ashfield-Colborne-Wawanosh, and that it now be read severally a first, second, and third time, and finally passed this 5<sup>th</sup> day of October 2021.

Carried.

14.3 Lucknow & District Recreation - Winter Staff Appointment By-Law

Moved by Forster  
Seconded by Fisher

WINTER STAFF LUCKNOW RECREATION BY-LAW #9 THAT leave be given to introduce By-Law 67-2021 being a by-law to establish and appoint the positions of part time winter staff for the Lucknow & District Recreation Department, and that it now be read severally a first, second, and third time, and finally passed this 5<sup>th</sup> day of October 2021. Carried.

14.4 Confirmation By-Law

Moved by Forster  
Seconded by Miltenburg

CONFIRMATION BY-LAW #10 THAT leave be given to introduce By-Law 68-2021 being a by-law to confirm the proceedings of the Township of Ashfield-Colborne-Wawanosh meeting held on October 5, 2021, and that it now be read severally a first, second, and third time, and finally passed this 5<sup>th</sup> day of October 2021. Carried.

15.0 ADJOURNMENT

Moved by Vanstone  
Seconded by Snobelen

ADJOURN #11 THAT Ashfield-Colborne-Wawanosh Township Council does now adjourn to meet again on October 19, 2021 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