



— TOWNSHIP OF —  
ASHFIELD - COLBORNE - WAWANOSH

## Council Minutes October 6, 2020

Township of Ashfield-Colborne-Wawanosh Council met in regular session on the 6<sup>th</sup> day of October 2020, 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  
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): Celina Whaling-Rae, Denise Van Amersfoort, Evan Hickey, Anita Frayne, and Don Bester.

### 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 15, 2020

Moved by Vanstone  
Seconded by Forster

ADOPT  
COUNCIL  
MINUTES

#1

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the September 15, 2020 Council Meeting Minutes as written.

Carried.

#### 3.2 Council Meeting Minutes – September 22, 2020

Moved by Watt  
Seconded by Fisher

ADOPT  
COUNCIL  
MINUTES

#2

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the September 22, 2020 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. – Denise Van Amersfoort / County of Huron, Senior Planner

ACW Official Plan Five Year Review / Natural Environment Mapping & Policies

We have provided Council with a copy of the presentation that Ms. Van Amersfoort will be reviewing with Council. Ms. Van Amersfoort reviewed the presentation with Council.

STAFF COMMENTS: The Township of Ashfield-Colborne-Wawanosh staff are supportive of reviewing the mapping and policies with respect to the Natural Environment, however not at this time.

As Council are aware, we have started the process of the Official Plan 5 Year Review and Council have determined the items that they would like to address. Staff feel that if Council proceeded with the Natural Environment Mapping & Policy review that the exercise would consume the process and create delays. Staff feel that this is not a priority at this time. Staff would like to continue as we have focusing on Council's determined items that need to be addressed and stay the course.

ACTION: Council agreed to have staff initiate the Natural Environment Mapping & Policies Review.

## **6.0 ACCOUNTS**

No items scheduled.

## **7.0 DEPARTMENT / COMMITTEE REPORTS**

### **7.1 Water Department**

7.1.1 Water Operations & Maintenance Report – July 2020 & August 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 July and August 2020.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

### **7.2 Building Department**

7.2.1 Dungannon Vacant Lots – Expression of Interest

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 to proceed as presented with the issuance of an Expression of Interest for the properties located in Dungannon.

### **7.3 Cemetery Department**

No items scheduled.

### **7.4 Drainage Department**

No items scheduled.

### **7.5 Administration Department**

7.5.1 Wage Market Comparison

Ward & Uptigrove Human Resource Solutions have completed the 2020 Market Check and Pay Equity Review. We would like to set up a "Special Council Meeting" and proceed directly "In-Camera" via Zoom with Ben Cornell from Ward & Uptigrove Human Resource Solutions who will present his findings. What day would suit Council to have this presentation?

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to set a date of Monday, October 19, 2020 starting at 9:00 a.m. via Zoom.

#### 7.5.2 By-Law Enforcement Reports

We have provided Council with a copy of the report prepared by Clerk Florence Witherspoon with respect to the changes of the report of the By-Law Enforcement Officers moving forward. Ms. Witherspoon will be available this morning.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

#### 7.5.3 Lucknow & District Fire Board Agreement

We have provided Council with a copy of the Fire Services Agreement that was endorsed by the Lucknow & District Fire Board for approval by Council. The agreement takes effect November 1, 2020. We have also provided Council with the authorizing by-law.

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

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

#### 7.5.4 Lucknow & District Fire Department – Fire Chief Appointment

We have provided Council with a copy of the by-law appointing Christopher Cleave as the Fire Chief for the Lucknow & District Fire Department, effective November 1, 2020.

STAFF COMMENTS: That Council adopts the Lucknow Fire Chief Appointment By-law in Section 14.

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

#### 7.5.5 Auditor Appointment By-Law for 2020

Seebach & Company Chartered Accountants have been our auditors since 2004. Their audit fee includes the audit for the Township, Lucknow Medical, Lucknow Fire, and Lucknow Recreation, as well as the preparation and submission of the Financial Information Return, with the applicable schedules to the Province. Last year they indicated that the total audit fee for 2020 to be \$ 17,700. Their proposed audit fee for 2021 will remain the same. 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 2021 calendar year by by-law in Section 14.

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

#### 7.5.6 O.P.P. – 2021 Municipal Policing Billing Statement

We have provided Council with a copy of the documents received in regards to the O.P.P. Billing Statement beginning 2021 being \$ 917,568 which includes the 2019-year end credit adjustment. Last year's statement amount was \$ 957,009.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and defer to the 2021 Budget Deliberations.

#### 7.5.7 Municipal Properties

Please refer to the "In-Camera Session" (the security of property of 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 Brian Van Osch. Mr. Van Osch was available this morning.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

7.6.2 Public Works Staff

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

7.6.3 Municipally Owned Woodlots

Please refer to the “In-Camera Session” (financial information that belongs to the municipality which has a monetary value or potential monetary value)

**7.7 Environmental Services**

No items scheduled.

**7.8 Committee Reports**

Deputy Mayor Roger Watt reported on the Bank Erosion Committee.

Councillor Bill Vanstone reported on the Petrie Park Committee.

Councillor Jennifer Miltenburg reported on the Lake Huron Coastal Centre Conference and the Dungannon Community Alliance.

Councillor Wayne Forster reported on the Coalition Huron Injury Prevention.

**8.0 NEW BUSINESS**

No items scheduled.

**9.0 CORRESPONDENCE / DIRECTION REQUIRED**

No items scheduled.

**10.0 CORRESPONDENCE / FOR INFORMATION PURPOSES**

10.1 South Bruce – Nuclear Waste Management Organization Site Selection / Update

10.2 Lucknow & District Joint Fire Board – Minutes

10.3 Lucknow & District Joint Recreation Board – Minutes

10.4 Maitland Valley Conservation Authority - Minutes

**11.0 CORRESPONDENCE / ON COUNCIL TABLE**

No items scheduled.

**12.0 UNFINISHED BUSINESS**

12.1 Port Albert Servicing Master Plan – Public Information Meeting Scheduling

B.M. Ross & Associates will be ready to present an update to the Port Albert Servicing Master Plan in early December and a second Public Information Meeting is required to be held. The Ministry has advised that an electronic meeting is an acceptable approach to do the public consultation, which B.M. Ross & Associates will organize and facilitate. Representatives of the Township and Project Engineers will be in attendance.

Staff is recommending Saturday, December 5<sup>th</sup> starting at 10:00 a.m. Does this date suit Council? Notice of the Public Information Meeting will be placed in the local newspapers, Township Website, as well as a mailout to the affected landowners.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to set the date of Saturday, December 5<sup>th</sup> starting at 10:00 a.m.

**13.0 IN-CAMERA / CLOSED SESSION**

Moved by Forster  
Seconded by Miltenburg

MOVE TO #3  
IN-CAMERA

THAT Ashfield-Colborne-Wawanosh Township Council move into an "In-Camera" session, with the CAO/Deputy-Clerk and the Public Works Superintendent remaining in attendance at 10:53 a.m. for the purpose of discussing:

- 1) Personal matters related to an employee and identifiable individual.
- 2) The Security of property of the municipality.
- 3) Financial information that belongs to the municipality which has a monetary value or potential monetary value.

Carried.

**13.1 RETURN TO OPEN SESSION**

Moved by Miltenburg  
Seconded by Snobelen

RISE FROM #4  
IN-CAMERA

THAT Ashfield-Colborne-Wawanosh Township Council rise from an "In-Camera" session at 11:15 a.m.

Carried.

**13.2 BUSINESS ARISING FROM IN-CAMERA / CLOSED SESSION****13.1 Municipally Owned Woodlots – Call for Interested Buyers**

Council agreed to proceed to call for interested buyers for the trees marked in the municipally owned woodlots.

**13.2 Notice of Retirement – Brian Van Osch, Public Works Superintendent**

Council accepted the retirement notice of Brian Van Osch effective May 1, 2021. The CAO/Deputy-Clerk will proceed as indicated.

**14.0 BY-LAWS****14.1 Lucknow & District Fire Department - Fire Chief Appointment By-Law**

Moved by Vanstone  
Seconded by Snobelen

LUCKNOW #5  
FIRE CHIEF  
APPT BY-  
LAW

THAT leave be given to introduce By-Law #66-2020 being a by-law to appoint Christopher Cleave as the Fire Chief for the Lucknow and District Fire Department, and that it now be read severally a first, second, and third time, and finally passed this 6<sup>th</sup> day of October 2020.

Carried.

**14.2 Lucknow & District Fire Board Agreement By-Law**

Moved by Watt  
Seconded by Miltenburg

LUCKNOW #6  
FIRE BOARD  
AGREEMENT  
WITH ACW  
& HK BY-  
LAW

THAT leave be given to introduce By-Law #65-2020 being a by-law to authorize the Fire Protection Services agreement between the Township of Huron-Kinloss and the Township of Ashfield-Colborne-Wawanosh, and that it now be read severally a first, second, and third time, and finally passed this 6<sup>th</sup> day of October 2020.

Carried.

**14.3 Auditors Appointment By-Law**

Moved by Forster  
Seconded by Fisher

AUDITORS #7  
APPOINTME  
NT BY-LAW

THAT leave be given to introduce By-Law #67-2020 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 6<sup>th</sup> day of October 2020.

Carried.

14.4 Confirmation By-Law

Moved by Forster  
Seconded by Miltenburg

CONFIRMATION BY-LAW #8

THAT leave be given to introduce By-Law #68-2020 being a by-law to confirm the proceedings of the Township of Ashfield-Colborne-Wawanosh meeting held on October 6, 2020, and that it now be read severally a first, second, and third time, and finally passed this 6<sup>th</sup> day of October 2020.

Carried.

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15.0 ADJOURNMENT

Moved by Miltenburg  
Seconded by Watt

ADJOURN #9

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