



— TOWNSHIP OF —
ASHFIELD - COLBORNE - WAWANOSH

Council Minutes May 5, 2020

Township of Ashfield-Colborne-Wawanosh Council met in regular session on the 5th day of May 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/Clerk-Treasurer
Chief Building Official
Public Works Superintendent
Deputy Clerk

Mark Becker
Brett Pollock
Brian Van Osch
Florence Witherspoon

County of Huron Planner

Celina Whaling-Rae

OTHERS PRESENT VIA ZOOM (Viewing and Observing Only):
Veronica Hill and Anita Frayne.

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 – April 21, 2020

Moved by Miltenburg
Seconded by Forster

ADOPT
COUNCIL
MINUTES

#1

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the April 21, 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. – Celina Whaling-Rae / County of Huron Planner - Consent Application

Bradley Hill - Consent File #C19/20

We have provided Council with a copy of the report prepared by Celina Whaling-Rae in regards to the application for consent received from Brad Hill. Ms. Whaling-Rae reviewed the application with Council.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to recommend to the County of Huron that this application for consent be approved subject to the conditions as outlined in the Planners Report.

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

Cannabis Production Zoning By-Law Amendment
Township of Ashfield-Colborne-Wawanosh / Zoning By-Law Housekeeping Amendment

We have provided Council with a copy of the report prepared by Celina Whaling-Rae along with a copy of the revised by-law as directed for consideration. Since the public meeting was held on February 18, 2020, Council must pass the following resolution to indicate that the changes to the original by-law are minor and no further notice is required.

STAFF COMMENTS: If Council are prepared to adopt the by-law as presented, they can proceed to adopt the by-law in Section 14. We seek your direction.

ACTION: Council agreed to adopt the by-law as presented as well as pass the following resolution with respect to no further notice being required.

Moved by Miltenburg
Seconded by Snobelen

NO FURTHER NOTICE REQUIRED #2

WHEREAS Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh has held a Public Meeting pursuant to Section 34(12) of the Planning Act, RSO 1990 with respect to a proposed zoning by-law on February 18, 2020;

AND WHEREAS certain changes have been made to the proposed by-law after holding of the public meeting;

NOW, THEREFORE, the Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh hereby resolves that, pursuant to Section 34(17) of the Planning Act, RSO 1990, no further notice is to be given in respect of the proposed by-law.

Carried.

5.3 9:30 a.m. – Celina Whaling-Rae / County of Huron Planner

Township of Ashfield-Colborne-Wawanosh / Zoning By-Law Housekeeping Amendment

We have provided Council with a copy of the report prepared by Celina Whaling-Rae in regards to the Zoning By-Law Housekeeping Amendment proposal. Ms. Whaling-Rae reviewed the report with Council.

STAFF COMMENTS: We seek your direction.

ACTION: Council supported the proposed housekeeping amendments as provided in the Planners Report. Staff will initiate the housekeeping by-law amendment.

6.0 ACCOUNTS

No items scheduled.

7.0 DEPARTMENT / COMMITTEE REPORTS

7.1 Water Department

7.1.1 Water Operations & Maintenance Report – March 2020

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

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

7.2 Building Department

No items scheduled.

7.3 Cemetery Department

No items scheduled.

7.4 Drainage Department

No items scheduled.

7.5 Administration Department

7.5.1 2020 Tax Rate By-Law

We have provided Council with a copy of the 2020 Tax Rate By-Law, affecting the rates for Township, Education, and County purposes.

STAFF COMMENTS: That Council adopt the 2020 Tax Rate By-Law in Section 14.

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

7.5.2 Consolidated Fee By-Law Amendments

We have provided Council with a copy of the revised Consolidated Fee By-Law reflecting the amendments made by the County of Huron, Lucknow & District Joint Recreation Board, and the Township of Ashfield-Colborne-Wawanosh as per the following Sections:

Schedule A

- D. – Planning Fees (County of Huron)
- O. – Water Service Rates and Sewage Rates

Schedule B

- Lucknow & District Recreation Department Rates & Fees

STAFF COMMENTS: That Council proceeds to adopt the by-law as drafted in Section 14.

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

7.5.3 Official Plan Preliminary Review

Council was to originally meet on March 25th to initiate internal discussions on reviewing the Official Plan. This was cancelled due to the COVID-19 emergency. Considering the success of Zoom during this time, staff would like to reschedule the meeting to proceed with the discussion.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to set a date of Tuesday, May 26th at 9:00 a.m. until noon.

7.5.4 Community Development Committee Proposal

We have provided Council with a copy of the report prepared by Deputy Clerk Florence Witherspoon. Ms. Witherspoon was available this morning.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to include the Community Support Coordinator position in the 2020 Wage Market Check.

7.5.5 Ward & Uptigrove Human Resources Solutions – Market Check & Pay Equity Review

We have provided Council with the quotation received for the 2020 Market Check and Pay Equity Review. According to our Pay Administration Policy, we perform the Market Check & Pay Equity Review every four years. Ward & Uptigrove Human Resources Solutions have provided this service to the Township since 2002. In 2016 the cost was \$7,500.

STAFF COMMENTS: That Council accepts the quotation and adopts the following resolution.

ACTION: Council agreed to adopt the following resolution accepting the quotation of Ward & Uptigrove Human Resources Solutions.

Moved by Watt
Seconded by Miltenburg

WARD & UPTIGROVE MARKET CHECK #3

THAT Ashfield-Colborne-Wawanosh Township Council hereby accepts the quotation of Ward & Uptigrove Human Resources Solutions to perform the 2020 Market Check and Pay Equity Review at a cost of \$8,200 plus H.S.T. Carried.

7.5.6 Administration Staff

Please refer to the “In-Camera Session” (personal matters related to employees and identifiable individuals)

7.5.7 Lucknow & District Joint Fire Board – Fire Chief Replacement

Please refer to the “In-Camera Session” (personal matters related to employees and identifiable individuals)

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 Nine Mile River / Port Albert – Flooding & Erosion Measures

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.

7.6.3 Resurfacing / Paving Quotations for 2020

We have provided Council with a copy of the report prepared by Public Works Superintendent Brian Van Osch along with the quotation received from Lavis Contracting Co. Ltd., for the proposed 2020 Resurfacing / Paving Program. Mr. Van Osch was available this morning.

STAFF COMMENTS: That Council accepts the quote as presented and adopts the following resolution.

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

Moved by Forster
Seconded by Snobelen

ACCEPT
RESURFACING
/ PAVING
QUOTATION

#4

THAT Ashfield-Colborne-Wawanosh Township Council hereby accepts the quotation for the proposed 2020 Resurfacing / Paving Program from Lavis Contracting Co. Ltd. for the total cost of \$ 619,380 plus H.S.T. This is for the resurfacing of Glens Hill Road from Lucknow Line to St. Helens Line, and for the paving of Glens Hill Road from St. Helens Line to Donnybrook Line.

Carried.

7.6.4 Balls Bridge Committee – Update

Committee member Councillor Bill Vanstone had requested to bring Council up to date on the Balls Bridge Committee. Councillor Vanstone brought Council up to date on the repairs that were needed which the Public Works Department have completed.

STAFF COMMENTS: None.

ACTION: Noted.

7.7 Environmental Services

7.7.1 Landfill & Recycling Audit Consultation

As Council will recall, the University of Western Ontario created a survey that was circulated to residents asking for their input in a study to increase the diversion of waste away from the landfill. To provide Council with an update, the COVID-19 emergency was declared on the same day as the final results were to be tallied. Staff consulted with UWO, who advised that this project will be delayed until the emergency is declared over and they can resume to normal activities.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

7.8 Committee Reports

Councillor Roger Watt reported on the Bank Erosion Committee.

8.0 NEW BUSINESS

No items scheduled.

9.0 CORRESPONDENCE / DIRECTION REQUIRED

No items scheduled.

10.0 CORRESPONDENCE / FOR INFORMATION PURPOSES

10.1 Lucknow & District Joint Recreation Board – Minutes

10.2 Lucknow & District Joint Fire Board - Minutes

11.0 CORRESPONDENCE / ON COUNCIL TABLE

No items scheduled.

12.0 UNFINISHED BUSINESS

12.1 Association of Municipalities of Ontario (AMO) Annual Conference – August 16-19th 2020

The in-person conference has been cancelled however, the conference will now be held virtually. Councillor Fisher indicated that she will be attending. Councillor Vanstone indicated that he will not be participating in the virtual meeting however Councillor Miltenburg has requested to take his registration.

STAFF COMMENTS: Reminder only.

ACTION: Noted.

12.2 Lake Huron Conference – Is the Coast Clear? – September 2-3rd 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 #5
IN-CAMERA

THAT Ashfield-Colborne-Wawanosh Township Council move into an “In-Camera” session, with the CAO/Clerk-Treasurer remaining in attendance at 10:55 a.m. for the purpose of discussing:

- 1) Personal matters related to employees and identifiable individuals. Carried.

13.1 **RETURN TO OPEN SESSION**

Moved by Miltenburg
Seconded by Vanstone

RISE FROM #6
IN-CAMERA

THAT Ashfield-Colborne-Wawanosh Township Council rise from an “In-Camera” session at 11:33 a.m.

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

Personal matters related to employees and identifiable individuals.

Council agreed to proceed as outlined in the “In-Camera Session” with respect to Section 7.5.6 and Section 7.5.7.

14.0 **BY-LAWS**

14.1 Cannabis Production Facility By-Law

Moved by Vanstone
Seconded by Snobelen

CANNABIS #7
PRODUCTIO
N ZONING
BY-LAW
AMENDMEN
T

THAT leave be given to introduce By-Law #17-2020 being a by-law to amend zoning by-law #32-2008 of the Township of Ashfield-Colborne-Wawanosh as amended, and that it now be read severally a first, second, and third time, and finally passed this 5th day of May 2020.

Carried.

14.2 2020 Tax Rate By-Law

Moved by Watt
Seconded by Miltenburg

TAX RATE #8
BY-LAW

THAT leave be given to introduce By-Law #34-2020 being a by-law to provide for the adoption of the municipal budget and 2020 tax rates for the Township of Ashfield-Colborne-Wawanosh, and that it now be read severally a first, second, and third time, and finally passed this 5th day of May 2020.

Carried.

14.3 Consolidated Fee By-Law Amendment

Moved by Forster
Seconded by Fisher

CONSOLIDATED FEE BY-LAW #9

THAT leave be given to introduce By-Law #33-2020 being a by-law to set various fees for the Township of Ashfield-Colborne-Wawanosh, and that it now be read severally a first, second, and third time, and finally passed this 5th day of May 2020.

Carried.

14.4 Confirmation By-Law

Moved by Fisher
Seconded by Forster

CONFIRMATION BY-LAW #10

THAT leave be given to introduce By-Law #35-2020 being a by-law to confirm the proceedings of the Township of Ashfield-Colborne-Wawanosh meeting held on May 5, 2020, and that it now be read severally a first, second, and third time, and finally passed this 5th day of May 2020.

Carried.

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15.0 ADJOURNMENT

Moved by Vanstone
Seconded by Miltenburg

ADJOURN #11

THAT Ashfield-Colborne-Wawanosh Township Council does now adjourn to meet again on May 19, 2020 at 9:00 a.m. or at the Call of the Mayor.

Carried.

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