



Council Agenda October 5, 2021

Township of Ashfield-Colborne-Wawanosh Council will meet in regular session on the 5th day of October 2021, at 9:00 a.m. through Zoom, an online video conferencing platform.

This meeting will be held electronically as per By-Law 37-2021, Section 3.10 which allows for Electronic Participation of Council Meetings.

1.0 CALL TO ORDER

Video/Audio Approval – if applicable

2.0 DISCLOSURE OF PECUNIARY INTEREST / POTENTIAL CONFLICT OF INTEREST

3.0 ADOPTION OF PREVIOUS MEETING MINUTES

3.1 Council Meeting Minutes – September 21, 2021

Moved by
Seconded by

ADOPT
COUNCIL
MINUTES

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

3.2 Council Meeting Minutes – September 27, 2021

Moved by
Seconded by

ADOPT
COUNCIL
MINUTES

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

3.3 Council Meeting Minutes – September 28, 2021

Moved by
Seconded by

ADOPT
COUNCIL
MINUTES

THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the September 28, 2021 Council Meeting Minutes as written.

4.0 OPEN FORUM (items pertaining to the agenda)

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.

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.

Moved by
Seconded by

INITIATE
DEVELOPME
NT CHARGES
BACKGROUN
D STUDY

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

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.

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.

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.

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.

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.

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.

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.

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 24th and 29th with no response.

STAFF COMMENTS: We seek your direction.

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.

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.

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: For your information purposes.

7.6.4 AZ 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: For your information purposes.

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.

7.7 **Environmental Services**

No items scheduled.

7.8 **Committee Reports**

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
Seconded by

MOVE TO
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 a.m. for the purpose of discussing:

- 1) Proposed disposition of land by the municipality.

13.1 RETURN TO OPEN SESSION

Moved by
Seconded by

RISE FROM
IN-CAMERA

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

13.2 BUSINESS ARISING FROM IN-CAMERA / CLOSED SESSION

14.0 BY-LAWS

14.1 Livestock Evaluator Appointment By-Law (Randy Scott)

Moved by
Seconded by

LIVESTOCK
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 5th day of
October 2021.

14.2 Auditors Appointment By-Law

Moved by
Seconded by

AUDITORS
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 5th day of October 2021.

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

Moved by
Seconded by

WINTER
STAFF
LUCKNOW
RECREATIO
N BY-LAW

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 5th day of October 2021.

14.4 Confirmation By-Law

Moved by
Seconded by

CONFIRMAT
ION BY-LAW

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 5th day of October 2021.

~

15.0 ADJOURNMENT

Moved by
Seconded by

ADJOURN

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.

~



Council Minutes
September 21, 2021

Township of Ashfield-Colborne-Wawanosh Council met in regular session on the 21st day of September 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 | Glen McNeil |
| Deputy Mayor | Roger Watt |
| Councillors | Gloria Fisher |
| | Wayne Forster |
| | Jennifer Miltenburg |
| | Anita Snobelen |
| | Bill Vanstone |

Staff Present

- | | |
|--|----------------------|
| CAO/Deputy-Clerk | Mark Becker |
| Community Support & Project Co-ordinator | Kaitlin Bos |
| Public Works Superintendent | Thomas McCarthy |
| Treasurer | Ellen McManus |
| Chief Building Official | Brett Pollock |
| Clerk | Florence Witherspoon |
| County of Huron Planner | Celina Whaling-Rae |

OTHERS PRESENT VIA ZOOM (Viewing and Observing Only): Anita Frayne, Evan Hickey, Susanne Cutting, Karen Hutchinson, and Barry Hutchinson.

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 7, 2021

Moved by Vanstone
Seconded by Snobelen

ADOPT	#1	THAT Ashfield-Colborne-Wawanosh Township Council hereby adopts the	
COUNCIL		September 7, 2021 Council Meeting Minutes as written.	
MINUTES			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

Minor Variance Application File ACW MV06-21 – Randy Gaynor

Moved by Miltenburg
Seconded by Watt

OPEN COMMITTEE OF ADJUSTMENT MEETING	#2	THAT Ashfield-Colborne-Wawanosh Council hereby adjourns the regular Council Meeting and hereby opens the Committee of Adjustment Meeting and Hearing to review the Minor Variance Application submitted by Randy Gaynor.	Carried.
--	----	--	----------

We have provided Council with a copy of the report prepared by the County Planner, Celina Whaling-Rae, regarding this application. Ms. Whaling-Rae reviewed the application with the Committee of Adjustment.

STAFF COMMENTS: That this application for minor variance be approved subject to the following conditions:

- That the structure be located within the footprint contained on the site plan that accompanied the application.
- That the structure be constructed as shown in the elevation drawing that accompanied the application.
- That the variances’ approval be valid for a period of 18 months from the date of the Committee’s decision.
-

PUBLIC COMMENTS:

None.

APPLICANT COMMENTS:

None.

ACTION: The Committee of Adjustment agreed to approve the Minor Variance Application subject to the conditions outline above, and adopt the following resolution.

Moved by Vanstone
Seconded by Fisher

APPROVE ACW MV06- 21 GAYNOR	#3	THAT Ashfield-Colborne-Wawanosh Committee of Adjustment hereby agrees to approve the Minor Variance Application ACW MV06-21 for Randy Gaynor as submitted, subject to the conditions as noted in the Planner’s Report.	Carried.
-----------------------------------	----	--	----------

Effect of Public and Agency Comments on Decision of Council to the Application

No public comments were received on this application so there was no effect on the decision.

Agency comments were received in support of the application, the effect of which resulted in a decision to approve the application.

Moved by Forster
Seconded by Snobelen

CLOSE COMMITTEE OF ADJUSTMENT	#4	THAT Ashfield-Colborne-Wawanosh Committee of Adjustment hereby closes their meeting.	Carried.
--	----	--	----------

Moved by Vanstone
Seconded by Miltenburg

RECONVENE COUNCIL MEETING	#5	THAT Ashfield-Colborne-Wawanosh Township Council hereby reconvenes their regular Council Meeting.	Carried.
---------------------------------	----	---	----------

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

Frayne Farms Inc. – Consent File C78-2021

We have provided Council with a copy of the report prepared by Celina Whaling-Rae regarding the application for consent received from Frayne Farms Inc. 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 granted subject to the conditions as outlined in the Planners Report.

6.0 **ACCOUNTS**

6.1 Payment of Current Accounts

Moved by Miltenburg
Seconded by Forster

APPROVE #6 THAT Ashfield-Colborne-Wawanosh Township Council hereby authorizes
ACCOUNTS the payment of the September 2021 accounts as presented.

Carried.
~

6.2 Payment of Previous Month Actual Accounts

Moved by Miltenburg
Seconded by Forster

APPROVE #7 THAT Ashfield-Colborne-Wawanosh Township Council hereby
ACTUAL approves the payment of the August 2021 accounts in the amount
PAYMENTS of \$ 832,437.86.

Carried.
~

6.3 Summary Revenue/Expenditure Reports

Reports for the Township, Lucknow & District Medical Centre, and Lucknow & District Recreation from January to August 2021.

Moved by Miltenburg
Seconded by Vanstone

REVENUE #8 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**

No items scheduled.

7.2 **Building Department**

7.2.1 Building Department – New Vehicle

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

STAFF COMMENTS: That Council authorize staff to purchase or lease a new Hybrid SUV within the budgeted amount of \$ 45,000, from a dealership of their choice and that best meets the needs of the Building Department.

ACTION: Council agreed to authorize staff to purchase or lease a new Hybrid SUV within the budgeted amount of \$ 45,000, from a dealership of their choice and that best meets the needs of the Building Department.

7.2.2 Saltford Area Proposed Development

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

STAFF COMMENTS: That Council support proceeding with the investigation of an Environmental Assessment (EA) for the expansion of the Century Heights Municipal Water System to accommodate future growth. Further that a report be brought back to a future Council meeting with more detail.

ACTION: Council agreed to support proceeding with the investigation of an Environmental Assessment (EA) for the expansion of the Century Heights Municipal Water System to accommodate future growth. Further that a report be brought back to a future Council meeting with more detail.

7.3 Cemetery Department

No items scheduled.

7.4 Drainage Department

No items scheduled.

7.5 Administration Department

7.5.1 National Day for Truth and Reconciliation Day

As a follow-up from the last Council Meeting, we have provided a copy of the report prepared by Kaitlin Bos, Community Support & Project Coordinator and the draft resolution for consideration. Ms. Bos was available this morning.

STAFF COMMENTS: The following resolution is for Council's consideration and furthermore Council support the details as outlined in the staff report.

ACTION: Council agreed to adopt the following resolution and furthermore support the details as outlined in the staff report.

Moved by Fisher
Seconded by Watt

RECOGNIZE #9
NATIONAL
DAY FOR
TRUTH AND
RECONCILIATION DAY

WHEREAS the Truth and Reconciliation Commission released its final report on June 2, 2015, which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation;

AND WHEREAS the recent discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of government to address the recommendations in the TRC's Calls to Action;

AND WHEREAS all Canadians and all orders of government have a role to play in reconciliation;

AND WHEREAS Recommendation #80 of the Truth and Reconciliation Commission called upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process;

AND WHEREAS the Federal Government has announced September 30th, 2021, as the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a statutory holiday;

THEREFORE, BE IT RESOLVED THAT the Council of the Township of Ashfield-Colborne-Wawanosh does hereby commit to recognizing September 30th, 2021, as the National Day for Truth and Reconciliation (National Orange Shirt Day) by sharing the stories of residential school survivors, their families, and communities.

Carried.

7.5.2 In-Person Council Meetings

We have provided Council with a report prepared by Clerk Florence Witherspoon in this regard. Ms. Witherspoon was available this morning.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

7.5.3 Animal Control Officer

We have provided Council with a report prepared by Clerk Florence Witherspoon in this regard. Ms. Witherspoon was available this morning.

STAFF COMMENTS: That Council support the proposal as outlined in the staff report and furthermore have staff bring back an appointment by-law naming Randy Scott as the Livestock Evaluator for the municipality.

ACTION: Council agreed to support the proposal as outlined in the staff report and furthermore have staff bring back an appointment by-law naming Randy Scott as the Livestock Evaluator for the municipality.

7.5.4 Benmiller and St. Helens Community Halls - Proof of Vaccine

As of September 22nd 2021, anyone who is eligible to be vaccinated will be required to show proof of double vaccination when entering the indoor areas of a meeting and event space. To ensure this is completed, those persons responsible for the hall rentals at the municipalities two halls will advise the renters to conduct this, along with contact tracing and active Covid-19 screening.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

7.5.5 Tornado (EF2) Confirmed – September 7, 2021 / Funding Assistance

We have provided Council with a copy of the report prepared by CAO Mark Becker in regards to this event. Mr. Becker was available this morning.

STAFF COMMENTS: That Council adopt the following resolution.

ACTION: Council agreed to adopt the following resolution.

Moved by Fisher
Seconded by Watt

MDRA FUND #10

THAT Ashfield-Colborne-Wawanosh Township Council hereby authorizes staff to submit a claim to the Province of Ontario under the MDRA (Municipal Disaster Recovery Assistance) Fund for the Tornado that affected parts of the Township of Ashfield-Colborne-Wawanosh on September 7, 2021. The submission will be subject to the eligibility as outlined in the program details.

Carried.

7.6 Public Works Department

7.6.1 Tornado (EF2) Confirmed – September 7, 2021 / Clean Up

We have provided Council with a copy of the report prepared by Public Works Superintendent Thomas McCarthy in regards to this event. Mr. McCarthy was available this morning.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

7.6.2 ACW Speed Sign

The ACW speed sign has been stolen and is currently being investigated. Once further details are known, staff will advise.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

7.7 **Environmental Services**

No items scheduled.

7.8 **Committee Reports**

Councillor Gloria Fisher reported on the Benmiller Community Hall fundraiser.

Councillor Wayne Forster reported on the Wingham Physician Recruitment Committee.

8.0 **NEW BUSINESS**

(items to be brought forward to a future meeting)

No items scheduled.

9.0 **CORRESPONDENCE / DIRECTION REQUIRED**

9.1 Steve Boyce Request – Tap Maple Trees / Benmiller Community Hall & Parking Lot

We have provided Council with a copy of Mr. Boyce's request.

STAFF COMMENTS: We seek your direction.

ACTION: Council agreed to allow Steve Boyce to tap the Maple Trees at the Benmiller Community Hall & Parking Lot.

10.0 **CORRESPONDENCE / FOR INFORMATION PURPOSES**

10.1 Benmiller Community Hall - Minutes

10.2 Huron Plowmen's Association – 2021 Match Report

11.0 **CORRESPONDENCE / ON COUNCIL TABLE**

No items scheduled.

12.0 **UNFINISHED BUSINESS**

12.1 Port Albert Servicing Master Plan Project – Public Meeting

Monday, September 27, 2021 at 7:00 p.m. via Zoom.

STAFF COMMENTS: Reminder only.

ACTION: Noted.

12.2 Development Charges Training

Tuesday, September 28, 2021 at 9:00 a.m. via Zoom.

STAFF COMMENTS: Reminder only.

ACTION: Noted.

12.3 OLT (Ontario Land Tribunal) Appeal – Dissolution of Ward System

The Tribunal Hearing is scheduled to begin on September 29th, which they have set aside three days for this matter.

UPDATE: The hearing will proceed as scheduled, except for September 30th as that date is now cancelled for their staff to observe the National Day for Truth and Reconciliation.

STAFF COMMENTS: For your information purposes and reminder.

ACTION: Noted.

13.0 **IN-CAMERA / CLOSED SESSION**

No items scheduled.

14.0 BY-LAWS**14.1 Confirmation By-Law**

Moved by Miltenburg
 Seconded by Forster

CONFIRMAT #11
 ION BY-LAW

THAT leave be given to introduce By-Law 64-2021 being a by-law to confirm the proceedings of the Township of Ashfield-Colborne-Wawanosh meeting held on September 21, 2021, and that it now be read severally a first, second, and third time, and finally passed this 21st day of September 2021.

Carried.

~

15.0 ADJOURNMENT

Moved by Watt
 Seconded by Forster

ADJOURN #12

THAT Ashfield-Colborne-Wawanosh Township Council does now adjourn to meet again on September 27, 2021 at 7:00 p.m. or at the Call of the Mayor.

Carried.

~

Mayor, Glen McNeil

CAO/Deputy-Clerk, Mark Becker



Council Minutes September 27, 2021

Township of Ashfield-Colborne-Wawanosh Council met in special session on the 27th of September 2021 at 7:00 p.m. through Zoom, a Video Conferencing Platform.

This meeting is being 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
Bill Vanstone

CAO/Deputy Clerk
Clerk
Chief Building Official
Public Works Superintendent
Planner
Community Support & Project Co-ordinator

Mark Becker
Florence Witherspoon
Brett Pollock
Thomas McCarthy
Celina Whaling-Rae
Kaitlin Bos

OTHERS PRESENT: Kelly Vader and Dale Erb, BM Ross and Associates

The following list of public attendees as recorded on the electronic platform.

A Quinlan, Agata, Agnes and Shane, Allan Gutcher, Arden & Shelley Eddie, Ashley, Barbara Desjardins, Barry Hutchinson, Bob Brickman, Brad and Gitta Voisin, Brandon & Vanessa Gregory, Brent, Brigitte, Brooke Snell, carol kane, Celina Whaling-Rae, Chris Sherman/ Tammy Thompson, Correen & Jeff Desrochers, cudmore, Dave Consitt, Debbie Elissat, delores harrower, Don Bester, Donna Gutcher, Doreen Archer, Dot, Douglas Mikitish, fayst, Fred Dickson, Gilmore, Giselle L., Giselle Lutfallah, Heidi, J Monster, Jason Driver, Jess, Jessica, JHTSQD, Jim Clark, Juanita Draper, Karen and Barry Hutchinson, Kasey, Katelyn Mercer, Kathleen Smith, Kevin Melanson, Larry Lane, Larry Lightfoot, Lisa MacLennan, Lloyd tigert, Lori Gavreluk, Lori Jenson, Lori Stephens, Lucille, Mark, mark h, Mary Lou Rae, Max Faulhammer, Mike Snobelen, Ovi, Philip Dickson, Rick McDonald, Rob Faulhammer, robcorkum, Ron Chisholm, Rose Borths, Ryan R, Sandy culbert, Shaye & Luke, Stewart Dickson, Stuart Worboys, Sue Orr, Susan Hayes, Suzanne, Valerie Petrie, Vanda, Vanessa Gregory, Veronica, Wendy fisher, Wendy Joyes, Wendy/Rob/Loretta

1.0 **CALL TO ORDER**

This meeting has been called to host a public meeting to present the findings from BM Ross for the Port Albert Servicing Master Plan.

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.

3.0 **PORT ALBERT SERVICING MASTER PLAN – PUBLIC MEETING**

This public meeting is being held as part of a Municipal Class Environmental Assessment process, under the Environmental Assessment Act. The study was initiated in May of 2018 to develop a Servicing Master Plan for the Port Albert Settlement area.

The Servicing Review is being undertaken to inventory and evaluate existing road, water, sewage, and drainage infrastructure within the community and to investigate the most cost effective and efficient manner to provide additional servicing within established and future development areas of the community.

When completed, the Master Plan will recommend a road and servicing strategy that could be implemented in phases as determined by need, to address the growth needs of Port Albert.

This public meeting is being held to present an update to the public on the findings of BM Ross & Associates and present the financing approaches and cost estimates. Once the presentation has been made, the public will be asked to provide input.

3.1 Dale Erb & Kelly Vader / B.M. Ross and Associates

We have provided Council with a copy of the presentation that will be shared with Council this evening with respect to the Port Albert Servicing Master Plan proposal. We have also provided a copy of submitted comments from members of the public.

The presentation, prepared by Mr. Erb and Ms. Vader, which was pre-recorded and shared on the municipality’s website prior to this meeting, was played.

After the presentation, the following members of the public expressed their opposition to the Port Albert Servicing Master Plan:

Wendy Fisher, Phillip Dickson, Lucille Restivo, Karen Hutchison, Larry Lightfoot, Larry Lane, Barry Hutchison, Max Faulhammer, Mary Lou Rae, Wendy Fisher, Rob Faulhammer, Alan Gutcher, Coreen & Jeff Desrochers, Delores Harrower, Gilmore, Rob Fleming, Brooke Snell, Bob Brickman, Stuart Worboys, Heidi, Loretta Boucher, Debbie Elissat, Brad & Gitta Voisin, Wendy Fisher, Kevin Melanson, Greg and Brigitte Cudmore.

Following the public meeting, input will be considered, and a final draft of the Port Albert Servicing Master Plan will be brought to council for consideration at a future meeting.

4.0 **ADJOURNMENT**

Moved by Vanstone
Seconded by Forster

ADJOURN **#1** THAT Ashfield-Colborne-Wawanosh Township Council does now adjourn to meet again on September 28, 2021, at 9:00 a.m. or at the Call of the Mayor.

Carried.
~

Mayor, Glen McNeil

Clerk, Florence Witherspoon



Council Minutes
September 28, 2021

Township of Ashfield-Colborne-Wawanosh Council met in special session on the 28th of September 2021 at 9:00 a.m. through Zoom, a Video Conferencing Platform.

This meeting is being 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	Glen McNeil
Deputy Mayor	Roger Watt
Councillors	Gloria Fisher
	Wayne Forster
	Jennifer Miltenburg
	Anita Snobelen
	Bill Vanstone
CAO/Deputy Clerk	Mark Becker
Clerk	Florence Witherspoon
Chief Building Official	Brett Pollock
Public Works Superintendent	Thomas McCarthy
Treasurer	Ellen McManus
Community Support & Project Co-ordinator	Kaitlin Bos

OTHERS PRESENT: Lisa Courtney and Bruce Potter, BM Ross and Associates

1.0 CALL TO ORDER

This meeting has been called to discuss Development Charges and possible implementation in the municipality.

2.0 DISCLOSURE OF PECUNIARY INTEREST / POTENTIAL CONFLICT OF INTEREST

None.

3.0 OPEN FORUM (for items pertaining to the agenda)

None.

4.0 DEVELOPMENT CHARGES

4.1 Bruce Potter & Lisa Courtney / B.M. Ross & Associates

Mr. Potter and Ms. Courtney reviewed the concept of Development Charges with Council.

ACTION: Council directed staff to bring to a future meeting a report detailing proposed costs of proceeding with a background Development Charges study.

5.0 ADJOURNMENT

Moved by Miltenburg
Seconded by Forester

ADJOURN #1 THAT Ashfield-Colborne-Wawanosh Township Council does now adjourn to meet again on October 5, 2021, at 9:00 a.m. or at the Call of the Mayor.
Carried.

~

Ashfield-Colborne-Wawanosh Monthly Summary

7.1.1

Month: August 2021
Benmiller:

Item	Number	Comments
Adverse Samples	0	
Non-compliances	0	---
Equipment issues:		<u>Maintenance Activities Completed</u> <ul style="list-style-type: none"> Routine monthly maintenance completed
General Information:		Vehicles are checked Monthly – licenses/Ins. /safety kits up to date and on/in vehicles and any maintenance deemed necessary.
Alarms		Date: Alarm:
Main breaks/Leaks		Date: Type:
Power outages		Date:
Shut-off / Turn-on / Complaints		Shut-off: --- Turn-on: --- Complaint: ---
Locates		

Ashfield-Colborne-Wawanosh Monthly Summary**Month: August 2021****Century Heights:**

Item	Number	Comments
Adverse Samples	0	
Non-compliances	0	---
Equipment issues:		<u>Maintenance Activities Completed:</u> <ul style="list-style-type: none">Monthly routine maintenance completed
General Information:		Vehicles are checked Monthly – licenses/Ins. /safety kits up to date and on/in vehicles and any maintenance deemed necessary.
Alarms		Date: Alarm:
Main breaks/Leaks		Date: Type: ---
Power outages		Date:
Shut-off / Turn-on / Complaints		Shut-off: --- Turn-on: --- Complaint: ---
Locates		

Ashfield-Colborne-Wawanosh Monthly Summary**Month: August 2021****Dungannon:**

Item	Number	Comments
Adverse Samples	0	---
Non-compliances	0	---
Equipment issues:		<u>Maintenance Activities Completed:</u> <ul style="list-style-type: none">Monthly routine maintenance completed
General Information:		Vehicles are checked Monthly – licenses/Ins. /safety kits up to date and on/in vehicles and any maintenance deemed necessary.
Alarms		Date: Alarm:
Main breaks/Leaks		Date: Type: ---
Power outages		Date:
Shut-off / Turn-on / Complaints		Shut-off: --- Turn-on: --- Complaint: ---
Locates		

Ashfield-Colborne-Wawanosh Monthly Summary**Month: August 2021****Huron Sands:**

Item	Number	Comments
Adverse Samples		---
Non-compliances		---
Equipment issues:		<u>Maintenance Activities Completed</u> <ul style="list-style-type: none">• Routine Monthly Maintenance Completed
General Information:		
Alarms		Date: Alarm:
Main breaks/Leaks		Date: Type:
Power outages		Date:
Shut-off / Turn-on / Complaints		Shut-off: --- Turn-on: --- Complaint: ---
Locates		

On-Going Items / Recommendations:

There were 3 locates in ACW

SAI Surveillance Audit was completed on August 16 and found to be within compliance

Dungannon:

Benmiller:

- Hydraulic flow control valve was replaced in July

Century Heights:

Huron Sands:

- The hedge around the 911 sign to be trimmed, as you cannot see it

Completed by: Sarah Telford
Quality Assurance and Compliance Specialist
Veolia Water Canada



COUNCIL REPORT

7.2.1

From: Brett Pollock, CBO

Date: September 30, 2021

Subject: Development Charges Background Study

RECOMMENDATION:

That Council proceed with the Development Charges background study to be completed by BM Ross at the total budgeted amount of \$30,000 plus HST. And that council pass a motion that the costs associated with the background study may be recovered through Development Charges.

BACKGROUND:

On September 28, 2021, Council heard a presentation from BM Ross on Development Charges. Council directed Staff to bring to a future meeting a report detailing proposed costs of proceeding with a background Development Charges study.

COMMENT:

BM Ross have provided a budget number to the Township in the amount of \$24,500 plus HST, see included memo from BM Ross outlining the details. In addition to the budget number provided, Staff are including an additional \$5,500 plus HST to cover additional costs such as advertising, as recommended by the BM Ross memo. The total budget amount for the completion of the Background Study is proposed to be \$30,000 plus HST.

It is important to note that the Development Charges background study was not included in the 2021 budget however due to anticipated growth within the Township it is felt that delaying this project until the 2022 budget approval would not be in the best interest of the Township.

Some projects that have been discussed in relation to Development Charges include:

- Development Charges Study
- Possible upgrading of Lakeshore Roads
- Upgrades to Westmount Line, MTO Road, and Airport Road
- Expansion of Municipal Water Systems, including the EA
- Public washrooms at Township owned beaches, e.g., Port Albert
- Additional equipment for the Public Works Department
- Official Plan and Zoning By-law updates
- Parks and Recreation Study
- Upgrades to existing infrastructure such as the new bridge being constructed on Birch Beach Road and the potential replacement of the bridge at the end of Zion Road by Ashfield Park.

Before any projects can be included, they need to consider factors such as how does the project benefit growth. Once a project has been determined through the background study that it is an appropriate charge under the Development Charges Act only the portion that benefits the future growth could be applied. This portion would also be addressed by the background study.

It is anticipated that it would take 6-8 months to have a Development Charges By-law in place. Therefore, due to the rapidly increasing interest in the Township, the already anticipated future growth, and BM Ross's extensive knowledge of the Township and its infrastructure Staff recommend proceeding as outlined in this report and the BM Ross memo.

OTHERS CONSULTED:

Mark Becker, CAO

Florence Witherspoon, Clerk

Ellen McManus, Treasurer

Thomas McCarthy, Public Works Superintendent

BM Ross & Associates

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brett Pollock", is written over a horizontal line.

Brett Pollock, CBO

Approved by:

A handwritten signature in black ink, appearing to read "Mark Becker", is written over a horizontal line.

Mark Becker, CAO



B. M. ROSS AND ASSOCIATES LIMITED
Engineers and Planners
 62 North Street, Goderich, ON N7A 2T4
 p. (519) 524-2641 www.bmross.net

Memo

From: Lisa Courtney
 lcourtney@bmross.net

To: Brett Pollock, CBO, Township of Ashfield-Colborne-Wawanosh

Re: Development Charge Study and Bylaw

File #: 15277

Date: September 27, 2021

It is understood that for budgeting purposes, the Township would like an estimate of the cost to undertake the required background study and process for implementing a development charges by-law. The process, as governed by the Development Charges Act, requires the completion of the background study and incorporates a public review component.

The process of implementing development charges requires the completion of a Background Study that justifies the calculated development charges and predicts future growth within the Township. In order to complete the Background Study, we will require a significant amount of building and development information from the Township. We will prepare a Request for Information to direct staff on the information required. Following review of the information received, it is proposed there is a meeting with staff to review potential projects that benefit future growth that could be included in development charges. The intent of this meeting is to flesh out projects previously discussed, identify costs, benefit allocations, and benefiting areas. The information from this meeting is critical for proceeding with the calculation of development charges.

BMROSS will prepare a draft Development Charge Background Study. The Background Study will be presented to staff and then Council. Following that, the draft Report will be made available public review for 60 days as required by the Act. BMROSS will consult with staff on a draft by-law that will be available for 2 weeks prior to the required Act.

We also propose hosting 'kitchen-table' style meeting with local builders and developers that led to a good understanding of why and how development charges support building community infrastructure. We believe that the benefits gained through this participatory process; education, knowledge transfer, and an early discussion with the development industry to address any issues, results in a fair and equitable development charge. This has served to keep the municipality out of conflict and has avoided costly Ontario Land Tribunal (formerly LPAT/OMB) challenges.

The Act requires a public meeting to allow Council to receive feedback on the proposed development charges. BMROSS will provide the Notice for the public meeting and lead

the session. Following the public meeting, Council can then pass the Development Charges By-law.

I have prepared a cost estimate for budget purposes. The estimated cost is \$24,500 + HST. You should also allow for costs associated with advertising the public meeting and the passage of the by-law in the local newspapers, as set out in the Act. The cost of the background report and by-law preparation is recoverable under the Development Charges By-law.

Should have any questions regarding development charges, the process, or this memo, please do not hesitate to contact us.



7.5.1

14.1

THE CORPORATION OF THE TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

BY-LAW NUMBER 65-2021

BEING A BY-LAW to appoint a Municipal Investigator and Livestock and Poultry Valuer for the Township of Ashfield-Colborne-Wawanosh

WHEREAS Section 4 of the Livestock, Poultry and Honey Bee Protection Act, R.S.O. 1990 C. L.24 provides that a local municipality shall appoint a person as a valuer of livestock and poultry for the purposes of the Act;

AND WHEREAS Section 7(6) of the Ministry of Agriculture, Food and Rural Affairs Act provides that if a program requires the appointment of valuers for the purposes of investigating or assess damage to livestock or poultry caused by wild animals, the council of the municipality shall appoint a person as a valuer for that purpose;

AND WHEREAS the Ontario Wildlife Damage Compensation Fund requires a Municipal Investigator be appointed to handle investigations and submitting completed program applications to the municipality;

AND WHEREAS it is necessary to set the rates of remuneration and expenses paid to the persons appointed under the relevant Acts;

NOW THEREFORE the Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh enacts as follows:

1. That Randy Scott be appointed as Municipal Investigator and Livestock and Poultry Valuer for the Township of Ashfield-Colborne-Wawanosh.
2. That the Municipal Investigator and Livestock and Poultry Valuer shall be paid, per application, the equivalent to the council meeting rate established by the remuneration by-law, plus mileage at the rate per kilometer that has been established by the municipality.
3. This by-law shall come into force and take effect September 1, 2021.

Read a first and second time this 5th day of October, 2021.

Read a third time and finally passed this 5th day of October, 2021.

Mayor, Glen McNeil

CAO/Deputy Clerk, Mark Becker



COUNCIL REPORT

From: Ellen McManus, Treasurer
 Date: October 5, 2021
 Subject: Municipal Modernization Program - Intake 3

RECOMMENDATION:

That Council support the submission of an Expression of Interest to Intake 3 of the Municipal Modernization Program for the implementation of:

1. A Multi-Departmental Digital Timesheet/Payroll Solution
2. Public Works Information Technology and Service Modernization – Operations Management Software and GPS Fleet Management Solution

BACKGROUND:

The Municipal Modernization Program is part of Ontario's commitment to help small and rural municipalities become more efficient and modernize service delivery. Intake 3 of the program was announced in August. Under the implementation stream, the cost of projects will be shared between the province (75%) and the municipality (25%). Like the second intake of the program, priority may be given to projects that address one or more of the following priorities:

- Digital modernization
- Service integration
- Streamlined development approvals
- Shared service/alternative delivery models

The deadline to submit an Expression of Interest is October 19, 2021. Funding decisions are expected to be announced in January 2022. The project may begin no earlier than August 16, 2021 and must be completed by February 28, 2023.

COMMENT:

Staff have reviewed the program guidelines and identified two projects that meet eligibility requirements and would create cost savings and efficiencies for the Township.

Digital Timesheet/Payroll Solution

Currently, the Township's payroll process is largely paper based; paper timesheets are prepared by individual employees and submitted to Department Heads for approval then transferred between departments for processing and final approval. A digital timesheet software would reduce redundant data entry and simplify the approval process with a single point of data entry by the employee, then captured on approval for export to payroll. It would also streamline reports for budgeting, machine time allocation, and payroll-related deductions and remittances. The estimated cost of implementing a new electronic timesheet solution is \$50,000. If approved for funding, the Township would be responsible for 25% of project costs, or \$12,500.

Public Works Department – Operations Management Software and GPS Fleet Management Solution

Within the Public Works Department there are several opportunities to standardize and simplify processes for increased productivity and capacity. Currently, the department relies on several internally created spreadsheets to manage work orders, inspections, employee and machine time, and patrol/plow tracking. Current processes involve transferring paper logs/documents from field employees into electronic spreadsheets for tracking purposes. Manual data entry is tedious and prone to human error and loss of information. An operations management software would provide a centralized application to manage maintenance activities by issuing and tracking work orders. The system would create a data set of all work orders, formalize the work order scheduling, tracking and closure processes, and allow for performance monitoring.

The operations management software would be integrated with an automatic vehicle location (AVL) system in Township vehicles to include location reference data. An AVL system uses GPS technology to track vehicle routes and winter maintenance activity. The AVL system creates a log of maintenance activities and daily operations for reporting and accountability purposes. The AVL connects to sander controllers within the truck cabs, which tracks winter maintenance activities, providing assurance in the event of a weather-related claim against the Township. The cost of implementing the operations management software and GPS fleet management software/hardware is approximately \$35,000 upfront and \$15,000 per year for ongoing service agreements. MMP funding, if successful, would fund 75% of the implementation costs incurred before February 2023.

If Council is in support of the above projects, staff will proceed to prepare and submit two separate applications for funding. Anticipated project costs will be included in the 2022 budget.

OTHERS CONSULTED:

Thomas McCarthy, Public Works Superintendent

Mark Becker, CAO

Respectfully submitted,



Ellen McManus, Treasurer

Approved by:



Mark Becker, CAO

Township of A.C.W.
Report
By law Enforcement / Property Standards Officer

7.5.3

Date:	September 27TH 2021
To:	Mayor & Council
From:	Bruce Brockelbank, MLEO

May to August 2021

New Property standards / Zoning complaints being investigated.

- Gledhill Lane - Received a complaint from our water operator about too much water use.
- North Street - Received direction from the roads department to monitor parking on the weekends.
- South Street - Received a complaint about chickens being housed at a residential property.
- Allens Creek - Received a complaint about construction noise at a property.
- South Street - Received a complaint about fireworks being discharged on times that are not allowed.
- Homans Inlet - Received a complaint from the Ministry of Environment with regards to burning unapproved materials.
- Sydenham Street - Received a complaint about owner burning garbage at all hours of the night.
- Hillcrest Drive - Received a complaint about tents and structures being placed on an empty lot.
- Lucknow Line - Received a complaint about a business operating at a property not zone for such use.
- Birch Beach Road - Received a complaint about an unsafe building at a property.
- Sunset Beach Road - Received direction from the roads department to monitor parking on the weekends.
- Corrins Line – Received an inquiry about having a travel trailer for a short period of time to live in.

Outstanding Files and ongoing investigations:

- Birch Beach Road - I attended the property with the CBO to inspect for an unsafe building on the property. After inspecting the property, I installed caution tape around the building as requested by the CBO. The CBO also placed an order of non-occupancy on the building and a date to demolish the building. I also placed an order for expert examination to coincide with his date for demolition. I will inspect the property after the date on the order has passed.
- Lucknow Line - I attended the property and left my business card asking for a call back, the sign stated the business was only open Friday and Saturday. I will wait for the owner to contact me, if they do not I will send out a zoning letter to the property owner.
- Corrins Line – I received a call about living in a travel trailer from an individual. I explained to them they could not live in a travel trailer but could store it on a property if there was a house on the property. If that was the case they could sleep in the trailer for 14 days in a calendar year. There is no cooking allowed just the sleeping.
- Hillcrest Drive - I attended the property and took pictures of the tents, structures and other items at the property. I left my card at the property at the time of inspection, I also sent out a zoning letter to the owner of the property. The letter was returned to the Municipality as unclaimed. Prior to this the owner had made contact with me and indicated he was clearing the land to build a cottage. I explained he was welcome to clear the land for a cottage but would need conservation permit prior to a building permit. I also explained the tents and structures needed removed from the property until the property had a permitted use.
- Sydenham Street - I attended the property and talked to the owner of the property about burning materials in a 45 gallon drum, I explained it was not acceptable to do so. She indicated she had another burn area and she could use it. I explained if it was acceptable materials and at proper times she could but no garbage.
- Homans Inlet - Sent out a letter to the owner of the property with a copy of our burn bylaw. I indicated to them the Ministry of the Environment has made the Municipality aware they have been burning unapproved materials at the property and it needs to stop.
- Gledhill Lane - Attended the property and explained to the owner that there were dates and time for watering lawns etc. Left a copy of owner water usage Bylaw with the owner of the property.
- North Street - I have been attending the area to patrol for vehicles parking improperly creating issues for the driveways to private properties.
- Sunset Beach Road - I have been monitoring the parking of vehicles in the area to make sure there are not cars parking illegally.
- South Street - I attended the property to talk to the owner of the property about chickens at the property.
-
- Allens Creek - Attended the area and talked to a contractor about the hours that construction noise was allowed and asked the contractor to please obey the hours.
- South Street - I attended the property and talked to the tenants about the dates and time they could let fireworks off at the property. I also sent out a letter to the owners of the property with a copy of our Noise Bylaw.



COUNCIL REPORT

7.5.4

From: Kaitlin Bos,
Community Support & Project Co-ordinator
Date: October 5, 2021
Subject: New Website Launch

RECOMMENDATION:

For your information.

BACKGROUND:

In February 2021, an application was submitted to the Municipal Modernization Program(MMP) Intake 2, for the redevelopment of the municipal website and the implementation of a meeting management system. The Township was approved for funding for these two projects.

In May 2021, Council accepted the proposal from OSiM Interactive out of Harriston, ON for the development, web hosting servicing and support costs of a redesigned municipal website. Since then, staff have been working diligently with OSiM Interactive to prepare for the launch.

COMMENT:

After months of work from OSiM Interactive staff and municipal staff the redesigned www.acwtownship.ca website was ready to launch last week. On September 29th, the redesigned website was launched successfully. Some users were still directed to the legacy site if they visited our site in the last 24 hours but by September 30th all visitors were directed the redesigned website hosted by OSiM Interactive. The launch was accompanied by a social media post on Twitter and Facebook to communicate this information to residents.

In the coming weeks municipal staff will continue to refine the website content to meet the current communication and information needs of residents. Additionally, the Communications Team has planned a series of social media posts to highlight new features and pages of the website, this series will be called 'Website Wednesday' and will start next week.

OTHERS CONSULTED:

Respectfully submitted,

A handwritten signature in black ink, appearing to read "KBos", is written over a horizontal line.

Kaitlin Bos,
Community Support & Project Co-ordinator

Approved by:

A handwritten signature in black ink, appearing to read "Mark Becker", is written over a horizontal line.

Mark Becker, CAO



THE CORPORATION OF THE TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

BY-LAW NUMBER 66-2021

BEING A BY-LAW to appoint a Municipal Auditor for the Corporation of the Township of
Ashfield-Colborne-Wawanosh

WHEREAS Section 296 of the Municipal Act, 2001 requires Municipal Councils to appoint auditors for the Corporation;

NOW THEREFORE the Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh enacts as follows:

1. That Council hereby appoints the firm of Seebach and Company Chartered Professional Accountants as Auditors for the Corporation of the Township of Ashfield-Colborne-Wawanosh for a term of one-year ending December 31st, 2022.
2. That Seebach and Company Chartered Professional Accountants shall audit all records of the Corporation of the Township of Ashfield-Colborne-Wawanosh.
3. This by-law shall come into full force and effect on the final day of passage.
4. This by-law shall be cited as the "Auditors Appointment By-Law."

Read a first and second time this 5th day of October 2021.

Read a third time and finally passed this 5th day of October 2021.

Mayor, Glen McNeil

CAO/Deputy Clerk, Mark Becker



THE CORPORATION OF THE TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

BY-LAW NUMBER 67-2021

BEING A BY-LAW to appoint the positions of part time winter students for the Lucknow and District Joint Recreation Department

WHEREAS Council deems it appropriate to appoint part time winter students for the Lucknow and District Joint Recreation Department;

NOW THEREFORE the Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh enacts as follows:

1. That Treyton Stanley, Damon Murray, Nelson Helm and Dylan Murray be appointed part time winter students for the Lucknow and District Joint Recreation Department.
2. This by-law shall come into force and take effect immediately upon final passing thereof.
3. This by-law may be cited as the "Lucknow Recreation: Winter Students Appointment" by-law.

Read a first and second time this 5th day of October 2021.

Read a third time and finally passed this 5th day of October 2021.

Mayor, Glen McNeil

CAO/Deputy Clerk, Mark Becker



COUNCIL REPORT

From: Cathy Gibson, Administrative Assistant
Date: October 5, 2021
Subject: Benmiller Softball Registration

RECOMMENDATION:

That Council authorizes the proposed recommended registration fees.

BACKGROUND:

The Benmiller Softball program is available to children ages four to nineteen. Benmiller Softball teams participate in the Tri-County Softball League with their home games being played at the Benmiller Ball Diamond. Due to COVID-19, Tri-County Softball League cancelled both the 2020 and 2021 seasons.

League Comparison:

	T-Ball	Pre-Mite	Mite	Squirt	Peewee	Bantam	Midget	Co-ed Slo-Pitch
Lucknow Rec	\$35.00	\$55.00	\$65.00	\$90.00	\$90.00	\$90.00	\$90.00	\$75.00
Seaforth/Winthrop	\$50.00	\$60.00	\$70.00	\$80.00	\$90.00	\$100.00	\$100.00	\$100.00
Londesborough	\$30.00	\$60.00	\$65.00	\$70.00	\$75.00	\$ 75.00	\$75.00	
Wingham	\$50.00	\$50.00	\$80.00	\$90.00	\$100.00	\$100.00	\$100.00	
Brussels	\$60.00	\$60.00	\$100.00	\$100.00	\$100.00	\$120.00	\$120.00	
Benmiller	\$15.00	\$45.00	\$45.00	\$50.00	\$50.00	\$55.00	\$55.00	\$70.00

COMMENT: Benmiller Softball registration fees have not been increased since 2009 (excluding Co-ed Slo-Pitch)

	T-Ball	Pre-Mite	Mite	Squirt	Peewee	Bantam	Midget	Co-ed Slo-Pitch
Current Registration	\$15.00	\$45.00	\$45.00	\$50.00	\$50.00	\$55.00	\$55.00	\$70.00
Proposed Registration	\$35.00	\$60.00	\$65.00	\$70.00	\$70.00	\$75.00	\$75.00	\$70.00

OTHERS CONSULTED:

Mark Becker, CAO/Deputy-Clerk

Respectfully submitted,

Cathy Gibson, Administrative Assistant

Approved by:

Mark Becker, CAO

SEP 24 2021

Township of Ashfield-
Colborne-Wawanoah

Cathy

I received a call from Lorna Boyle Askes regarding using the St. Helen's Hall for HPPH to do immunizations for the cultural community. In the past they have used the Amisk Schools, but due to poor lighting they would prefer to use the hall. This is for regular vaccines not covid.

Most children attending would be under the age of 12, but would be accompanied by older siblings or parent.

Two questions for you,

- They inquired if the fee could be waived for Public Health.
- Under the new guidelines could they actually use the hall

She would like an E-mail sent to

laskes@hpph.ca

- with any information, rental agreement (they are hoping for October or November use.)

Barb Snowden

519-528-2279



COUNCIL REPORT

7.6.1

From: Thomas McCarthy,
Public Works Superintendent
Date: October 5, 2021
Subject: Public Works Activity Report

RECOMMENDATION:

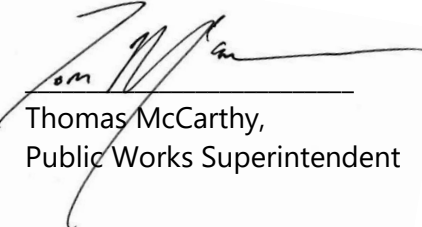
That the report be received and filed.

COMMENT:

- Tree removal from the tornado has occupied Township Staff for the majority of the reporting period.
- Culvert replacement has occurred on Presbyterian Camp Road, reconstruction of the road has begun after a lengthy delay.
- Erosion repair has been completed at the Kerry's Line bridge that is located north of Belgrave Road.
- The renovations on Township sheds are moving along on schedule. Framing, insulation, drywall and flooring have been installed.
- Advertisements have been issued for seasonal employees.

Respectfully submitted,

Approved by:



Thomas McCarthy,
Public Works Superintendent



Mark Becker, CAO



COUNCIL REPORT

7.6.2

From: Thomas McCarthy,
Public Works Superintendent
Date: October 5, 2021
Subject: ACW Speed Sign Update

RECOMMENDATION:

That the report be received and filed.

BACKGROUND:

As reported on at the September 21st Ashfield-Colborne-Wawanosh Council meeting the speed sign that was purchased earlier in the year was vandalized and stolen from River Mill Line on September 4th. Due to the sudden loss of signal from the GPS unit, staff assume that the sign was either broken into on-site and the batteries were removed, or the sign was vandalized and it ceased to function before it was taken.

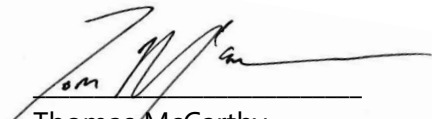
COMMENT:

Township staff filed a claim with our insurer Marsh McLellan to recoup the \$3,301.30 that the Township paid for the speed sign. The representative for the insurance company indicated that because the deductible for this claim is \$10,000 the Township would receive a non-claim letter from the insurance company as they would not process a claim that was less than the deductible. When asked if the sign could be considered electronic equipment which is subject to a \$1,000 deductible staff were informed that the electronic policy does not cover loss by theft.

If Council budgets for the purchase of a speed detection device to replace the speed sign, staff would recommend purchasing an incognito (the size of a trail camera) unit that only record the speed that vehicles are travelling and is less prone to theft. The data from the unit would be used by OPP officers to aid in enforcement.

Respectfully submitted,

Approved by:



Thomas McCarthy,
Public Works Superintendent



Mark Becker, CAO



COUNCIL REPORT

From: Thomas McCarthy,
Public Works Superintendent
Date: October 5, 2021
Subject: Clothing Allowance Increase

RECOMMENDATION:

That, the Human Resources policy #HR-2.15 be amended, and that, the rate of reimbursement for safety clothing and work boots be increased from \$350 to \$500.

BACKGROUND:

The Township of Ashfield-Colborne-Wawanosh currently reimburses public works employees, building officials, and cemetery staff \$350 dollars for the purchase of T-Shirts, Boots, Hood Sweaters, Jackets, Overalls, Coveralls, Reflective Pants and Long Sleeve Shirts. The rate of reimbursement has been in place since 2016.

COMMENT:

Township staff have reached out to other municipalities in Huron County to inquire about their clothing allowance policies:

Town of Goderich	\$350 boot allowance and provides safety clothing
Huron East	\$400 boot/clothing allowance
Central Huron	\$300 boot allowance and \$300 clothing allowance
Bluewater	\$500 boot and clothing allowance
Morris-Turnberry	\$450 steel toed boot and clothing allowance and a \$50 rubber boot allowance
North Huron	\$450 boot and clothing allowance
Howick	\$250 boot allowance and provide safety clothing as needed (approx. \$193 per person per year)

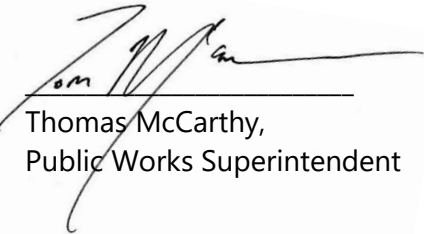
The Township of Ashfield-Colborne-Wawanosh has the lowest boot and clothing allowance of the municipalities that completed the survey. Should an employee purchase their clothing at AGO (a popular safety workwear supplier) they could expect to pay \$56 for a reflective t-shirt, \$126 for a reflective hooded sweater, \$105 for a light reflective jacket, \$137 for reflective coveralls, \$73 for reflective pants and \$71 for reflective long sleeve t-shirts. If an employee purchased one of each of these items it would cost them \$568, and they still would need to purchase steel toed boots which cost approximately \$200.

Safety clothing is the uniform worn by Staff, it is essential that our employees clothing be clean and tidy not only for the safety of the individual but to create a professional environment and inspire confidence in the services we provide.

There are thirteen employees that are currently eligible for clothing allowance. Should all employees utilize their entire clothing allowance there would be an increase in spending of \$1,950 per year.

Respectfully submitted,

Approved by:



Thomas McCarthy,
Public Works Superintendent



Mark Becker, CAO



COUNCIL REPORT

7.6.4

From: Thomas McCarthy,
Public Works Superintendent
Date: October 5, 2021
Subject: Drivers Medical Reimbursement

RECOMMENDATION:

That, a reimbursement for driver's medicals policy be drafted for inclusion in the Township's Human Resources Policy.

BACKGROUND:

The Township of Ashfield-Colborne-Wawanosh requires Public Works employees to maintain DZ driver's licenses which enables them to operate tandem trucks up to 4,600 kg. Alternatively, an employee may carry an AZ license which also covers tractor trailers and allows drivers to tow trailers that have a combined weight of over 4,600kg. The Province of Ontario requires drivers with DZ and AZ licenses to obtain drivers medicals once every 5 years up to the age of 45, once every three years from 45 to 65, and yearly after age 65. The Township does not currently have a policy on reimbursing employees for obtaining their drivers medical.

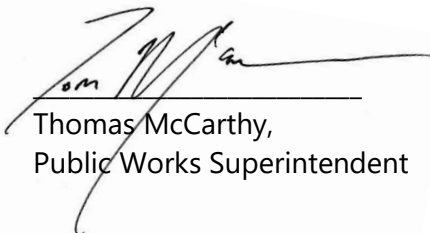
COMMENT:

The Township currently employs five operators that have AZ licenses and four operators with DZ licences. For a new driver to obtain an AZ license they need to complete a month-long course that costs \$10,000. As it is in the best interest of the Township to retain highly skilled and licensed employees, staff recommend that the cost of the drivers medical be reimbursed to the operator. At a cost of \$150 per medical, reimbursing the operators would cost the Township approximately \$300 per year.

Township staff asked the other municipalities in Huron County if they covered this expense and the Town of Goderich, Central Huron, and Howick indicated that they did.

Respectfully submitted,

Approved by:



Thomas McCarthy,
Public Works Superintendent



Mark Becker, CAO

Benmiller Community Hall Fall dinner

Sept 16, 2021

Ticket sales = \$4970

Expenses

Pies – 27 @ \$8 = 216 (no receipt)

Takeout supplies (Staples) = \$232.50

Rolls + 4 pies (Sittlers) = \$89.75

Tickets (Print shop) = \$33.90

Paper bags (zehr's) = \$7.89

Napkins, butter take out, containers (wholesale club) = \$35.64

Gloves = \$13.56 (no receipt)

Dinners (Cardiff's BBQ)= \$3096.2

Total expenses = \$3725.44

Profit 4970 – 3725.44 = \$1260.56



THE CORPORATION OF THE TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

BY-LAW NUMBER 68-2021

BEING A BY-LAW to confirm the proceedings of the Corporation of the Township of Ashfield-Colborne-Wawanosh at its meeting held on October 5, 2021.

WHEREAS Section 5(3) of the Municipal Act, 2001, S.O. 2001, Chapter 23 as amended, requires that a municipal Council to exercise its powers by By-Law;

AND WHEREAS Council, or a Committee of Council often authorizes actions to be taken which does not lend itself to an individual By-Law;

AND WHEREAS it is deemed expedient to confirm the proceedings of Council at its meeting hereinafter set out;

NOW THEREFORE the Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh enacts as follows:

1. The actions of the Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh at its meeting held on the 5th day of October 2021 with respect to each motion, resolution and other action passed and taken by Council at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-Law.
2. The Mayor and Clerk are authorized and directed to do all the things necessary to give effect to the actions of the Council referred to in the preceding section hereof.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of the Corporation.

Read a first and second time this 5th day of October 2021.

Read a third time and finally passed this 5th day of October 2021.

Mayor, Glen McNeil

CAO/Deputy Clerk, Mark Becker