

## **CORPORATION OF THE TOWNSHIP OF MELANCTHON**

The Council of the Corporation of the Township of Melancthon held a meeting on the 1<sup>st</sup> day of June, 2017 at 5:00 p.m. in the Council Chambers. Mayor D. White, Deputy Mayor J. Elliott, Councillor D. Besley and Councillor W. Hannon were present. Councillor J. Webster was absent with prior notice given. Denise Holmes, CAO/Clerk and Wendy Atkinson, Treasurer/Deputy Clerk were also present. Mayor White presided and called the meeting to order.

### **Announcements**

None.

### **Additions**

CAO - Corbetton Hall; June 9<sup>th</sup> Community Policing Meeting and Dufferin County Community Waste Workshop

### **Deletions**

None.

### **Approval of Agenda**

Moved by Hannon, Seconded by Besley that the agenda be approved as amended. Carried.

### **Disclosure of Pecuniary Interest and the General Nature Thereof**

Mayor White advised that disclosure of pecuniary interest can be declared at this time or anytime throughout the meeting.

### **Minutes**

Moved by Hannon, Seconded by Elliott that the minutes of the May 18, 2017 Council meeting be adopted as amended. Carried. A date under the County Council Update to be corrected for the All Councils Meeting from May 1, 2017 to May 31, 2017.

### **Business Arising from Minutes**

None.

### **Point of Privilege or Personal Privilege**

None.

### **Public Question Period**

No questions asked.

### **Planning Matters**

#### **Applications to Permit**

The following applications for building permits, which were reviewed by Planner Chris Jones, Township Planning Consultant for compliance, were approved:

- Tupling Farms - East Part Lot 27 & 28, Concession 1 OS - Pack House - 40,000

- square feet
- Dan St. Onge - East Part Lot 10, Concession 4 OS - garage - 224.75 m2
  - Bryan Hannon - West Part Lot 30, Concession 4 OS - shop for storage - 208 m2
  - Clint Black - Part Lots 289 and 290, Concession 3 SW - addition to dwelling and renovations - 93.65 m2
  - C & M Durland - Part Lot 11 & 12, Concession 1 OS - Horse Stable and Arena - 6,460 square feet

Memorandum from Chris Jones, dated May 26, 2017, Re - Proposed Housekeeping Amendment - Home Based Business and By-law

Mr. Jones reviewed his memorandum with Council. Discussion ensued and Council would like to see a larger floor area for lots greater than 10 ha in lot area. Council agreed on allowing a 2,000 square foot (185.8 square metres) building. It was also asked if the hours (as outlined in the On Farm Diversified Uses Regulation) could be put in under the Home Industry section of the Zoning By-law. There were no further changes. Mr. Jones will amend the By-law with the changes noted above and have it back for the next meeting for passage.

During this time, Councillor Besley asked about legal medical marijuana businesses and what was involved. Mr. Jones advised that the previous Council did a housekeeping amendment to define it but there has not been a zone category established for it. If someone is wanting to do this, they would have to apply for a zoning by-law amendment.

**Delegations**

5:30 p.m. - Arunas Kalinauskas, R.J. Burnside and Associates attended Council and presented the Asset Management Plan. He advised that the AMP completed in 2013 only included the roads and bridges. Since that time, the Province has asked for all tangible assets to be included. He reviewed the asset management project outline, state of the local infrastructure, levels of service, asset strategy capital needs, financial strategy and recommendations. There were no questions asked pertaining to the AMP. At this time, Mayor White brought up the matter of the differences in the two bridge studies on Bridge 002 in Corbetton – one completed by the County and the other by RJ Burnside. Mr. Kalinauskas advised that he couldn't comment on the technical issues in the report and would have to refer it to the Engineer who completed the study. He did comment that when they do a study, they go out and measure everything and the benefit comes in subsequent years when they can truly assess what has changed. He indicated that they had just done the bridge study in 2015 and therefore there was no historical data. Staff were then directed to send the County info to Mr. Kalinauskas.

6:15 p.m. - Karyn Foster attended Council regarding her proposal to sell dog tags/collect information on behalf of the Township. She advised that she just finished up for North Wellington. She explained that the cost would be \$10.00 per tag sold, and if the people were not home, she would leave a tag, report the address and bring that information back to the Office and the Township would send an invoice. Council was in favour of having Ms. Foster do this and Staff were directed to work with Ms. Foster on this so that she can get started.

6:45 p.m. - Council took a five minute break and reconvened.

**Road Business**

Accounts

Craig Micks, Road Superintendent presented the accounts in the amount of \$104,597.12. Moved by Besley, Seconded by Hannon that the roads accounts be approved as

presented by the Roads Superintendent. Carried.

Information Item - Barefoot Box Culvert, Sideroad 15, Highlighted in Concrete Pipe News Spring 2017

Received as information.

Notice of Motion from May 18, 2017 Council Meeting to change title of Melancthon Roads Department to "Melancthon Public Works Department"

Deferred to the next meeting as Councillor Webster was absent for this meeting.

Grader Update

Mayor White provided an update to Council and advised that Nortrax has absolved the Township from the \$19,000.00+ invoice for the grader repairs in December 2016. Nortrax has also advised that if John Deere does not agree to pay for half of the costs to have the grader re-painted, that they will cover the costs of the whole thing.

Other

A letter was received from Reta Keeler, who lives on the 10<sup>th</sup> Line SW. She has lost access to the back portion of her property due to the closure of two boundary bridges. The Grand River flows through the middle of her property and that is why she cannot access it and advises that in order to get there, she will have to zig-zag the equipment on various Grey County roads. She has requested Council to review this situation and provide access to her property. The CAO/Clerk was directed to forward Ms. Keeler's letter to both the County of Dufferin and County of Grey to see if they can assist with this request, as the bridges that were closed belong to both Counties.

Bridge Study

The Township has received two quotes to do this. One from K. Smart and Associates for \$14,800.00 + HST and one from RJ Burnside and Associates for \$16,500.00 + HST. Before a decision is made on this, Council wants the answer to the question about the differences in the two bridge studies from Burnside's, (as previously discussed with Mr. Kalinauskas).

Speed Limit Signs

Craig advised that the signs have been ordered but he is still waiting on locates before they can get the posts in.

Bretton Estates

Mayor White inquired with Craig as to whether he had been over to look at the culverts in the subdivision as there is one that is almost filled in. Mayor White to forward the picture to Staff and they will send it to Burnside's.

**Police Services Board Matters**

Councillor Besley updated Council on the Police Services Board matters from the meeting on May 24, 2017. It was reported that the Community Policing Meeting to be held Tuesday, June 9<sup>th</sup> has been postponed until the Fall due to lack of personnel and advised that PC Paul Nancekivell has been reassigned to Caledon. The OPP will be at the Horning's Mills Community Park Celebration on June 24<sup>th</sup> and the Staff Sgt is looking into getting the Canine Unit and a drone demonstration for that afternoon. With regards to the call for service from the Road Superintendent on April 3, 2017, it was

reported that the Officer was dispatched just before 10 a.m., arrived on scene at 10:05 am, patrolled the area for 30 minutes and did not see any trucks or the Road Superintendent and therefore left. It was advised that had the Officer observed trucks, they would have no way of knowing the weight of the trucks without sending them to a scale. Councillor Besley advised that there is going to be a meeting with the Roads Sub-committee and the PSB in the fall to discuss having a paid duty officer go out next year for the half load season. With a paid duty officer, they can have the equipment they require with them - i.e. - scale. Councillor Besley advised that statistical information was received at that meeting and the CAO/Clerk will email this out to Council. It was advised that Staff Sgt. Randall's last day will be June 18<sup>th</sup>. Discussion ensued and concerns raised that the minutes of the PSB are not being published in the Agenda package until after they have been approved and months go by before Council knows what is going on. The PSB member is to bring the information back to the next Council meeting, after a PSB meeting has been held, to keep Council informed.

**Action Item** - Protocol for the sharing of information between Police Services Board and the Corporation of the Township of Melancthon

Moved by Besley, Seconded by Hannon that Council direct the Mayo and Clerk to sign Protocol Number 3, a Protocol for the Sharing of Information, between the Township of Melancthon Police Services Board and the Corporation of the Township of Melancthon. Carried.

### **Committee Reports**

The following verbal reports were given:

Mayor White - Horning's Mills Cemetery Board - May 16<sup>th</sup>

Deputy Mayor Elliott - CDRC - May 20<sup>th</sup>

Councillor Besley - Shelburne Library Board - May 16<sup>th</sup>

Councillor Hannon commented that he has missed the last two Upper Grand Watershed Committee meetings as they were/are being held on our Council meeting nights (there is one tonight) and is disappointed to be missing these meetings.

### **Correspondence**

#### **\*Board & Committee Minutes**

1. Melancthon Police Services Board Meeting- Wednesday, February 22, 2017
2. Shelburne Public Library Board Meeting - Tuesday, April 18, 2017
3. Centre Dufferin Recreation Complex Meeting - March 22, 2017

Moved by Elliott, Seconded by Hannon that the Board and Committee Minutes Correspondence Items 1-3 be received as information. Carried.

#### **\* Items for Information Purposes**

1. Letter from the Township of Amaranth, dated May 23, 2017, Re: Shelburne & District Fire Board Agreement
2. Letter from the Township of Amaranth, dated May 5, 2017, Re: Shelburne Public Library Board Agreement
3. Letter from the Township of Amaranth, dated May 5, 2017, Re: Centre Dufferin Recreation Complex Board Agreement
4. AMO Communications - AMO Members' Update - Changing Workplaces Final Report Released
5. Email from Municipality of Killarney, dated May 18, 2017, Re: Changes Under Consideration to the Municipal Act, 2001
6. Letter from Ministry of Municipal Affairs to Mayor White, dated May 11, 2017, Re: Septic Tank Proposal
7. Email from Canton De Champlain Township to The Honourable Kathleen O.

- Wynne, dated May 16, 2017, Re: Unwilling Hosts for Wind Turbines
8. Invitation from 164 Royal Canadian Air Cadet Squadron Shelburne to attend 42<sup>nd</sup> Annual Review on June 10, 2017
  9. AMO Communications - AMO Policy Update - Ontario Announces Proposed Changes to the Land Use Planning and Appeal System
  10. Dufferin County E-Newsletter - May 11, 2017
  11. Email from Holmes Agro, dated May 10, 2017 Re: 2017 Water Sampling Report - Redickville Site
  12. Email from Michelle Dunne, Deputy Clerk, County of Dufferin, dated May 18, 2017, Re: Proposed Change to the Ontario Building Code B-08-09-03
  13. Email from Staff Sergeant Randall, O.P.P. dated May 18, 2017, Re: Change to Provincial Offences Court Location
  14. Email from R.J. Burnside & Associates, dated May 26, 2017, Re: Fluney Drainage Works

Moved by Hannon, Seconded by Besley that Correspondence Items 1-14 for information purposes be received as information except # 13 for discussion. Carried.

Mayor White advised that the County has not received any formal notice about this matter and neither has the Town of Caledon, so no action will be taken until something formal is received.

**\* Items for Council Action**

1. Email from Pam Hillock, County Clerk/Director of Corporate Services, dated May 25, 2017, Re: letter regarding Provincial Offences Court
2. Letter of Support from East Ferris Municipality, dated May 23, 2017, Re: Resolution to support the letter from Cheryl Gallant, regarding the Trudeau Liberals removing the tax-exempt portion of remuneration paid to local officials
3. Letter from Sylvia Jones, MPP, dated May 18, 2017, Re: Opportunity to provide feedback on a provincial policy proposal regarding excess soil or "fill"
4. Email from Jennifer Willoughby, Deputy Clerk, Town of Shelburne, dated May 26, 2017, Re: Canada 150 Tree Planting Initiative - Highway of Heros
5. Application for Special Event Permit, from Bruce Beach and Bahia Eldner Re: Ark Two Camping Weekend/ 90<sup>th</sup> Birthday Celebration
6. Notification for Maintenance and Repair, from Aaron M. Bauman, dated May 11, 2017 for the Amos Drain
7. Email from Jennifer Willoughby, Deputy Clerk, Town of Shelburne, dated May 17, 2017, Re: Town of Shelburne Planning Application Circulation
8. Report to Council from Wendy Atkinson, Treasurer, dated June 1<sup>st</sup>, 2017, Re: By-law 60-2015, a By-law to prescribe fees and charges for services - to add a service charge for overdue tax notices

# 1 - No action

# 2 - No action

# 3 - Staff were directed to provide the letter and policy proposal to Chris Jones, Township Planning Consultant for comments. Mayor White also encouraged Council to provide comments on this matter.

# 4 - Moved by Hannon, Seconded by Besley that Council accepts the challenge from the Town of Shelburne re: Motion No. 19 made on May 15, 2017 to purchase a "Hero Tree" in the amount of \$150.00, to be planted along the Highway of Heros to acknowledge the sacrifice made by many Canadians who died while serving our Country during conflicts abroad. Melancthon Council is proud to be a part of this historic tribute. Carried.

# 5 - Discussion ensued with regard to the Special Events application and the letter from

Staff Sgt. Randall. Council is not prepared to issue a Special Events permit tonight. The CAO/Clerk was directed to contact Mr. Beach and advise him that Council requires a letter from the Shelburne Fire Chief that he has no objection to the event and that the Township will require written confirmation from the Insurance company that they are aware of the event taking place on June 23<sup>rd</sup> to 25<sup>th</sup>, they are aware of the event location, they recognize that there is an underground bunker on the property and that there will be guided tours of the bunker and confirmation that the insurance they are providing will cover all of this. When the requested information is received, Council will be prepared to move forward on the application. The CAO/Clerk was also directed to contact the Staff Sgt. and provide her with the historical details of the matter regarding the bunker, as it appears she may be unaware.

# 6 - Moved by Besley, Seconded by Hannon that we accept the notification and repair under Section 79 of the Drainage Act from Aaron M. Bauman, owner of Part of Lot 301, Concession 3 SW. We direct Tom Pridham, P.Eng., Drainage Superintendent to investigate and report back to Council on his findings and recommendations. Carried.

# 7 - no comments

# 8 - Staff were directed to bring a By-law back for the next meeting for passage

### **General Business**

#### **1. Notice of Intent to Pass By-Laws**

##### **1.1 By-Law to Prescribe Lower Rates of Speed, 3<sup>rd</sup> Line OS from 15 Sideroad to 20 Sideroad**

Moved by Besley, Seconded by Hannon that leave be given to introduce a By-law to prescribe lower rates of speed and it now be read a first and second time. Carried. By-law numbered 28-2017 and read a first and second time.

#### **2. Accounts**

The Treasurer presented the accounts in the amount of \$119,204.16. Moved by Hannon, Seconded by Elliott that the General Accounts be approved as presented by the Treasurer. Carried.

### **New/Other Business/Additions**

#### **Bretton Estates - Mayor White**

Mayor White advised that he and the CAO/Clerk had received an email from Wayne Biles about the Township enforcing Restrictive Covenants for the subdivision. Discussion ensued and it was the opinion of Council, that until the Township assumes the development, it would not be enforcing anything and Council is not willing do that due to the ongoing issues in the subdivision.

#### **Permission to close Municipal Office on Wednesday, July 19<sup>th</sup>, 2017 for OMERS Staff Training in Orillia**

Permission granted.

### **Additions**

**Corbetton Hall/Church Properties** - the CAO advised that the Church Board is in the process of selling the Corbetton Hall but may have some issues with it being in the Township name, as this issue was never resolved by the Church Board. The CAO recommended that the Township go ahead with transferring the Corbetton Hall property back in the Church Board's name and then Staff could work on getting the Church

property in the Township's name. Discussion ensued and Council had no issue with this proceeding but advised that they expect to be reimbursed for the legal costs out of the proceeds of sale. The CAO was then directed to start the process on this matter.

County of Dufferin - Dufferin Long-Term Waste Management Strategy Community Workshop

The CAO advised that an invitation was received today from the County's Director of Public Works inviting one or two members of Council to a workshop on June 14<sup>th</sup> to work through a focussed and facilitated discussion for the County's Long-Term Waste Management Strategy. Council asked the CAO to send out the email to each member of Council. RSVP date is June 9<sup>th</sup>.

**Unfinished Business**

Draft Agreement between the Township of Mulmur and the Township of Melancthon Re: the North Dufferin Community Centre in Mulmur

The Draft Agreement was reviewed and other than a typo that needed to be fixed, the following motion was introduced and passed: Moved by Besley, Seconded by Hannon that the Mayor and CAO/Clerk be directed to sign the Agreement between the Corporation of the Township of Mulmur and the Corporation of the Township of Melancthon with respect to the North Dufferin Community Centre in Mulmur Township. Carried.

The CAO/Clerk to forward the signed Agreement to Mulmur Township for execution.

**Closed Session**

None.

**Third Reading of By-laws (if required)**

Moved by Besley, Seconded by Hannon that By-law 28-2017 now be read a third time, signed by the Mayor and Clerk, sealed and engrossed in the By-law Book. Carried.

**Notice of Motion**

None.

**Confirmation By-law**

Moved by Elliott, Seconded by Besley that leave be given to introduce a By-law to confirm the proceedings of the Council of the Corporation of the Township of Melancthon at its meeting held on June 1, 2017 and it be given the required number of readings. Carried. By-law numbered 29-2017.

**Adjournment and Date of Next Meeting**

8:42 p.m. - Moved by Elliott, Seconded by Besley that we adjourn Council to meet again Thursday, June 15<sup>th</sup>, 2017 at 5:00 p.m. or at the call of the Mayor. Carried.

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MAYOR

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CLERK