

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

The Council of the Corporation of the Township of Melancthon held a meeting on the 15<sup>th</sup> day of June, 2017 at 5:00 p.m. in the Council Chambers. Mayor D. White, Deputy Mayor J. Elliott, Councillor D. Besley, Councillor W. Hannon and Councillor J. Webster were present. Denise Holmes, CAO/Clerk and Wendy Atkinson, Treasurer/Deputy Clerk were also present. Mayor White presided and called the meeting to order.

### **Announcements**

Councillor Webster reminded everyone about the Canada 150 Celebrations in the Park on Saturday, June 24<sup>th</sup> starting at 5:00 p.m. - an invite to go out to Sylvia Jones, MPP and David Tilson, MP.

### **Additions**

Councillor Besley - Update on By-law Enforcement Services  
Councillor Webster - Update on Grass Cutting Schedule

### **Deletions**

None.

### **Approval of Agenda**

Moved by Elliott, Seconded by Webster 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 Besley, Seconded by Hannon that the minutes of the June 1<sup>st</sup>, 2017 Council meeting be adopted as circulated. Carried.

### **Business Arising from Minutes**

Councillor Webster asked if the Corbetton Hall Property was something the Township may be interested in acquiring? Staff were directed to find out the price for the next meeting.

Deputy Mayor Elliott asked for an update on the Karyn Foster Delegation and Staff advised that they would be meeting with her to go over things. At this time, the Town of Shelburne issue regarding the Feral Cat issue was mentioned.

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

During this time, Councillor Besley brought up the issue of the Home Based Business By-law and requested that Council allow a Delegation to be heard tonight to have their input into the By-law before it is passed. Council will allow them to speak during this time.

### **Public Question Period**

No questions asked.

### **Road Business**

1. Application to the County of Dufferin Municipal Emergency Readiness Fund
2. Letter from the Town of Shelburne, dated May 25, 2017, Re. Fiddle Contest Parade and Permission to detour traffic along Township roads
3. Email from Dan Marshall, dated June 2, 2017, Re. Eager Beaver 100 Bicycle Ride/Race August 12, 2017
4. Email from Arunas Kalinauskas, R.J. Burnside and Associates, dated June 5, 2017, Re. County Road Bridge Inspection on Structure 002
5. Notice of Motion, dated May 18, 2017, Re. Changing the Title of Roads Department to "Melancthon Public Works Department"
6. CDRC- Request for Gravel and Grader
7. Unfinished Business
  1. Bridge Study 2017

# 1 - Moved by Elliott, Seconded by Webster that the Council of the Corporation of the Township of Melancthon supports the Application to the County of Dufferin's Municipal Emergency Readiness Fund for the purchase and installation of one generator, as well as the upgrading of electrical panel, in the Township Public Works Building. Council directs the CAO/Clerk to submit the application to the Clerk at the County of Dufferin. Carried.

# 2 - Moved by Webster, Seconded by Elliott that the Council of the Corporation of the Township of Melancthon has reviewed correspondence from the Town of Shelburne dated June 12, 2017 relating to the Fiddle Contest Parade and we have no objection to traffic being detoured along Melancthon Township roads as specified. It is understood that this route will be monitored by Police. Carried.

# 3 - Council had no concerns

### **Delegations**

5:30 p.m. - Megan Timmins attended Council and shared her experiences of her trip to Kenya with Council. Ms. Timmins was in Kenya as part of the Global Youth Network. She thanked Council for the donation towards her trip.

### **Road Business - Continued**

4. Email from Arunas Kalinauskas, R.J. Burnside and Associates, dated June 5, 2017, Re. County Road Bridge Inspection on Structure 002
5. Notice of Motion, dated May 18, 2017, Re. Changing the Title of Roads Department to "Melancthon Public Works Department"
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7. Unfinished Business
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# 4 - the comments were reviewed. There are still concerns on how two engineers came up with two different amounts for the same structure. There will be further discussion on this matter under the Bridge Study 2017 item on the Agenda.

# 5 - Moved by Webster, Seconded by Elliott that Whereas the title of the Melancthon Roads Department limits the scope of departmental operations, and whereas in keeping in line with other municipalities in the province of Ontario; changing the title of the Roads Department to "Melancthon Public Works Department" includes the scope of potential work in the progressive future of Melancthon Township, and maintains the widely used terminology for these Municipal sectors. Whereas a change in department title shall not incur any change or compromise to affect wages or the wage structure of its current rates, Therefore be it resolved that the Corporation of the Township of Melancthon changes the title of the Melancthon Roads Department to the Melancthon Public Works Department effective immediately. Carried.

# 6 - Craig advised that he had received a call from the Manager of Operations at the Shelburne Arena regarding grading the parking lot of the arena and hauling in some gravel. Last year, Staff graded the parking lot before the policy was put in place that we would not be providing any more custom grading. There was discussion on this matter and Council had no issue with doing the grading or hauling the gravel as long as the Township was being paid to do so. Craig is to advise the Manager of this.

# 7.1 - Discussion ensued and before the bridge study is awarded to anyone, Staff were directed to obtain a third opinion on the bridge in Corbetton and retain the services of K. Smart and Associates to do this. Discussion ensued on the Asset Management Plan and Staff were directed to contact K. Smart and Associates to see if they can input the information into our Asset Management Plan and the cost to do so.

### **Addition to the Agenda**

#### **Councillor Webster - Grass Cutting Schedule**

Craig advised that the grass is being cut on Wednesdays and Thursdays because if they were going to do it on Mondays, the grass would be getting quite high by the weekend.

6:26 p.m. - Moved by Elliott, Seconded by Webster that we adjourn Council to go into Committee of Adjustment and reconvene as Council. Carried.

6:30 p.m. - Council reconvened.

### **Delegations - Cont.**

6:30 p.m. - Murray Short, RLB attended Council and presented the Draft 2016 Financial Statements with Staff and Council. He also reviewed the Summary of Key Operating Measures and commended the Township for the amount of infrastructure work that has been done.

Moved by Elliott, Seconded by Webster that the Council of the Corporation of the Township of Melancthon approve the Consolidated Financial Statements for the Year ended December 31, 2016. Carried.

### **Planning Matters**

#### **Applications to Permit**

Mayor White signed the following applications to permit:

- shed for pool supplies on Lot 28, Plan 7M48 - D & J Robertson
- skid loader storage and power room on Lot 29, Concession 9 NE - E. Sherk/D. Frey
- Billboard sign on West Part of Lot 11, Concession 1 OS - Top Outdoor/2505457 Ontario Ltd.
- a farm shed on Lot 29, Concession 9 NE - E. Sherk/D. Frey
- a storage building on the East Part of Lot 16, Concession 1 OS - B. Squirrell-Hodgson
- a front entrance to house on Lot 23, Lot 24, Plan 20A - A. Whitten

### **Police Services Board Matters**

Councillor Besley reported that Acting Staff Sergeant Randall is finished on June 18, 2017 and now with the decision being made by Orangeville to stay with its local Police Services, the recruitment process will continue for a new Staff Sergeant. Chris Landry will be coming on board in the interim as the Acting Staff Sgt. Interviews will be conducted sometime in

July. If we have any thoughts on this, send them to the PSB Chair as he will be sitting in on the interviews.

### **County Council Update**

Mayor White spoke on the POA issue and advised that nothing formal has been received on the Provincial Offences moving to Caledon on January 1, 2018.

### **Correspondence**

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

1. Centre Dufferin Recreation Complex- Meeting April 26, 2017

Moved by Hannon, Seconded by Besley that the Board and Committee Minutes Correspondence Item # 1, be received as information. Carried.

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

1. Memorandum from Denise Holmes, CAO/Clerk, dated June 8, 2017, Re. Draft POA Intermunicipal Courts Service Agreement
2. Email from Pam Hillock, County of Dufferin, dated May 17, 2017, Re. Emergency Management Program Changes
3. Email from Deputy Minister, Ministry of Infrastructure, dated June 8, 2017, Re. Update on the Proposed Municipal Asset Management Planning Regulations
4. Email from Laurie Barron, NVCA, dated May 29, 2017, Re. Gratitude for supporting the NVCA's asset management plan and levy
5. Email from Sean Fahey, MMA/MHO, dated May 29, 2017, Re. Updates to Ministry Plans on recent amendments to the Residential Tenancies Act, 2006
6. Email from Michele Harris, Headwaters, dated June 2, 2017, Re. Headwaters Tourism Update Minutes
7. AMCTO Legislative Express, dated June 5, 2017
8. Letter from Ministry of Municipal Affairs, dated May 30, 2017, Re. The Proposed Building Better Communities and Conserving Watersheds Act
9. AMO Communications - Policy Update - dated June 5, 2017
10. Motion received from the Corporation of the Municipality of Brockton, dated May 23, 2017, Re. Oppose Amendment to the Conservation Authorities Act
11. Email from Nicol Randall (OPP), dated June 7, 2017, Re. Change to Provincial Offences Court Location
12. Motion received from the Corporation of the Township of Amaranth, dated June 7, 2017, Re. Recent decision to relocate the Dufferin POA to Caledon

Moved by Besley, Seconded by Hannon that Correspondence Items 1-12 for information purposes be received as information. Carried. Mayor White provided updates to Council on items # 11 & 12.

#### **\* Items for Council Action**

1. Application for Zoning By-Law Amendment and Draft Plan of Subdivision and Draft Plan of Condominium, Town of Shelburne, dated May 30, 2017- Deadline for Comment, Friday June 30, 2017
2. Email from Nicole Hill, Secretary-Treasurer of the Shelburne and District Fire Department dated June 7, 2017, Re. Resolution passed at the Shelburne District Fire Board meeting

# 1 - Staff were directed to forward this item to Chris Jones, Township Planning Consultant to see if he had any comments to make regarding road/traffic issues. In the future, Staff were directed to forward these types of correspondence items to Mr. Jones for comment.

# 2 - Discussion ensued on this matter. Amaranth Township has advised that the Provincial Statutes in the Agreement need updating and that is where this request has come from. Several concerns were raised about what could happen once the agreement is opened up to be amended. Staff were directed to forward the Agreement from 1991 to the Township's Solicitor and get an opinion on the following:

- if updates to Provincial Statutes in the agreement can be made without opening up the agreement
- is it the Board's position to review and make changes to the Agreement (Council does not believe it is and it should be up to each contributing municipality)
- get his interpretation on adding supplementary taxation for the funding formula and how far back can it go?

## **General Business**

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

#### **1.1 Tariff of Fees for Administrative Matters, "Reminder/Overdue Tax Notices"**

Moved by Webster, Seconded by Elliott that leave be given to introduce a By-law to amend Schedule "A" attached to By-law 35-2013 - Tariff of Fees for Administrative Matters and it be hereby read a first and second time. Carried. By-law read a first and second time and numbered 30-2017.

#### **1.2 Amended Zoning By-Law to Define and Regulate Home Based Business**

Moved by Elliott, Seconded by Webster that leave be given to introduce a By-law to amend By-law No. 12-79, as amended to define and regulate home based business and it now be read a first and second time. At this time, and before the motion was called for a vote, discussion ensued about the size of the shops on lots greater than 10 ha in lot area. Aaron Bauman was in attendance and made comments to the proposed by-law and the sizes proposed for the buildings. He does not feel that the sizes are feasible and advised of the sizes in other Townships. He also raised concerns about having to unload inside and this is why the buildings need to be larger. Councillor Besley spoke to the size of the buildings and he would feel more comfortable if we allowed 2500-2600 square feet. Mayor White advised him that he could make a motion to this effect.

Moved by Besley, Seconded by Elliott that the home based business by-law be amended to make the size of the shop in section 2 (e ii) to 2,650 square feet. Further discussion ensued and because the Planner was not in attendance for this meeting, the consensus of Council was that both motions be tabled to July 6, 2017 so they could hear from Mr. Jones on this further amendment.

### **2. New/ Other Business/ Additions**

#### **2.1 - Appraisal Report from Avison Young Valuation and Advisory Services for Parts 1, 2 & 3 - East Side of Main Street, Horning's Mills, Ontario**

The CAO advised that Chris Jones, Township Planning Consultant will provide Council with a Report in Closed Session on the next steps for the disposition of these properties.

#### **2.2 - Memorandum from Chris Jones MCIP, RPP, dated June 9, 2017, Re. Excess Soil Management Regulatory Proposal**

The comments were reviewed and Staff were directed to summarize the comments and submit them by the June 23<sup>rd</sup>, 2017 deadline.

**Addition**

*By-law Enforcement Update* - the CAO advised that there was a Report going to Shelburne Council on June 12<sup>th</sup> and she would follow up with this.

**3. Unfinished Business**

**3.1 - Bruce Beach – Special Events Application**

The CAO advised that the requested information from the last meeting had not been received. No further action on this application.

**Closed Session (if required)**

Not required.

**Third Reading of By-laws**

Moved by Besley, Seconded by Hannon that By-law 30-2017 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 for this meeting.

**Confirmation By-law**

Moved by Besley, Seconded by Hannon that leave be given to introduce a By-law to confirm the proceedings of the Council of the Township of Melancthon at its meeting held on June 15, 2017 and it be given the required number of readings. Carried. By-law numbered 31-2017 and read three times.

**Adjournment and Date of Next Meeting**

8:20 p.m. - Moved by Webster, Seconded by Elliott that we adjourn Council to meet again on Thursday, July 6<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