

**CORPORATION OF THE TOWNSHIP OF MELANCTHON**

The Council of the Corporation of the Township of Melancthon held a meeting on the 6<sup>th</sup> day of September, 2018 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**

None.

**Additions**

- CAO - Opening Municipal Office one night a week to accommodate persons to be added to the Preliminary List of Electors.

**Deletions**

None.

**Approval of Agenda**

Moved by Webster, Seconded by Elliott 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 Council meeting held on August 16, 2018 be adopted as circulated. Carried.

**Business Arising from Minutes**

None.

**Point of Privilege or Personal Privilege**

None.

**Public Question Period**

No questions asked.

**Public Works**

**1. Accounts**

Craig Micks, DPW presented the accounts in the amount of \$113,706.12. Moved by Hannon, Seconded by Besley that the Public Works accounts be approved as presented. Carried.

**2. GPS System**

Craig advised that he had received two quotes for a new GPS system. As Council did not have the information in front of them, they asked Craig to submit a report for the next meeting detailing the prices and monthly maintenance fees. As Mulmur Township uses one of the companies and they are quite happy with them, Council asked Craig to obtain some reports from the system and bring back to the next meeting.

### 3. Report from Chris Knechtel, RJ Burnside and Associates regarding the tenders for Structure 10 (Not in Package)

The Report from Chris Knechtel was reviewed and was put in the package for Council's information. Due to Council being in a lame duck situation, the CAO/Clerk has been delegated the authority to approve expenditures that are over \$50,000.00. This structure was budgeted in the 2018 capital budget, but the lowest quote came in over the budgeted amount. The CAO/Clerk advised that she will be accepting the recommendation as outlined in the letter as this structure is in the Asset Management Plan to be reconstructed. A report will be brought back to the new Council in December. Council did ask Staff to inquire about the start and completion date and penalties if the project is not completed on time.

### 4. Letter from Allan Wargon regarding Report to Council, dated July 30, 2018

The letter was reviewed. Discussion about the letter and Craig advised that he would rather not see the road closed as there is no where for the grader to turn around. The CAO/Clerk also advised that the Public Works Director in Mulmur was not recommending the road be closed. No responses have been received from the Township regarding the letter sent in June requesting a meeting between Melancthon, Mulmur and Clearview Townships. It was advised that the Township needs confirmation on who owns the road and it was suggested that an onsite be scheduled so that all of Council could see what is being discussed. The onsite will be Thursday, September 20<sup>th</sup> at 3:30 p.m. at the bridge on the Melancthon-Nottawasaga (Clearview) Townline.

### 5. Other

Nothing at this time.

### 6. Unfinished Business

#### 6.1. Petroleum Tenders - Recommendation from Director of Public Works

Craig advised that the two closest bids were that of Arthurs and Birds with a difference of approximately \$700.00 with Birds being the lowest quote. Craig advised that the Township is currently using Arthurs and has never had an issue with them. After discussion, the following motion was introduced and passed:

Moved by Elliott, Seconded by Webster that the the Township of Melancthon accept the tender of Birds Fuels @ 1.177/litre for clr diesel & 1.016/litre for colored diesel. This complies with the Township of Melancthon Procurement By-law. Carried.

### **Planning**

#### 1. Applications to Permit

The following applications were approved:

- Christine Greene - re-build 2 car garage - Part of Lot 28, Concession 11 NE
- Doug & Wendy Bannon - addition to existing storage building - Part of Lot 40, Concession 3 NE

## 2. Letter from SVCA - Memorandum of Understanding-Planning Services

Chris spoke to the letter in the package from the Saugeen Valley Conservation Authority and said they would be focussing their planning services on the regulated areas.

## 3. Unfinished Business

### 3.1. Notice of Intent to Pass By-law

#### 3.1.1. Annable Zoning By-law Amendment

Chris Jones, Township Planner, recommended that the Zoning By-law Amendment be passed now that the entrance concerns have been resolved.

Moved by Hannon, Seconded by Besley that leave be given to introduce a By-law to amend By-law 12-1979, as amended, for lands located in Part 5, Plan 2 and it be hereby read a first and second time. Carried. By-law read a first and second time and numbered 43-2018.

## 4. Other

Chris advised that the Strada Aggregates' County Official Plan Amendment application was on the agenda for the September 13<sup>th</sup> meeting and the County's Planner was recommending approval.

Chris advised Council that he had reviewed a building permit today for Kevin Turner at 164 Main Street in Horning's Mills to convert the main floor of his dwelling to retail space and he had submitted a fairly detailed set of plans with the application. A letter will be sent to Mr. Turner to advise that there is still an issue of parking that needs to be dealt with before his building permit can be approved and Chris recommends that he make a delegation to Council to discuss the matter.

Chris advised of a consultation workshop on the Growth Plan's Agricultural Mapping System and he is interested in this and will be attending.

## **Police Services Board**

Next meeting is Wednesday, September 19, 2018 - 10:00 a.m. - Committee Room, Municipal Office.

## **Committee Reports**

The following verbal report was given:

Deputy Mayor Elliott - Shelburne Fire Board - September 4, 2018

## **Correspondence**

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

1. Letter from Dillon Consulting Limited regarding Improvements to Highway 10/89 in the Town of Shelburne
2. GRCA Current - August 2018
3. Email from Meghan Townsend regarding Provincial Offences Space Update - July 2018
4. Letter from The Town of Aurora Regarding Council Motion (b) Greenbelt Protection
5. Township of Southgate Notice of Public Meeting for an Official Plan Amendment regarding Source Water Protection Area
6. AMO Policy Update - "In Conversation" on Recreational Cannabis Retail Approach
7. Email from Eowyn Spencer - GRCA Members Attendance June 2018

8. Email from Jennifer Willoughby - Town of Shelburne Planning Application Circulation - 208 Victoria Street
9. Email from Jennifer Willoughby - Town of Shelburne Planning Application Circulation - 127-133 Owen Sound Street

Moved by Elliott, Seconded by Webster that Correspondence Items 1-9, for information purposes, be received as information. Carried.

**\* Items for Council Action**

1. Report from Denise Holmes for Compliance Audit Committee - 2018 Municipal Election
2. Letter from Everett Lusk with Van Harten Surveying, dated Aug 22, 2018, requesting Letter of Approval for Application B1/18, East Part of Lot 16, Concession 2 OS
3. Letter from Everett Lush with Van Harten Surveying, dated Aug 23, 2018, requesting Letter of Approval for Application B2/18, Part of Lot 22, Concession 6 SW for a lot enlargement to Lot 17, Plan 54

# 1 - Direction to Staff to bring the By-law for the Compliance Audit Committee to the next meeting for passage.

# 2 - Moved by Besley, Seconded by Hannon that the plan of survey prepared by Van Harten Surveying Inc. for Jim and Gwen Funston - Application for Consent B1/18 conforms to the terms and conditions of the severance application. Carried.

# 3 - Moved by Webster, Seconded by Elliott that the plan of survey prepared by Van Harten Surveying Inc. for James and Susan Bone - Application for Consent B2/18 conforms to the terms and conditions of the severance application. Carried.

**General Business**

1. Accounts

The Treasurer presented the accounts in the amount of \$114,711.62. Moved by Hannon, Seconded by Besley that the General Accounts be approved as presented. Carried.

2. New/Other Business/Additions

2.1. Open quotes for the maintenance work on the Dickson and Coutts Drainage Works

The quotes were opened as follows:

Coutts Drainage Works

1. Demmans Excavating - \$15,865.20 taxes included
2. Hanna and Hamilton - \$18,153.45 taxes included
3. Glenn Lundy - \$16,710.44 taxes included
4. Tait Construction - \$17,145.49 taxes included

Dickson Drainage Works

1. Demmans Excavating - \$15,474.10 taxes included
2. Hanna and Hamilton - \$16,653.38 taxes included
3. Glenn Lundy - \$15,451.62 taxes included
4. Tait Construction - \$17,548.90 taxes included

Staff will refer the quotes to Tom Pridham, P. Eng. Drainage Superintendent for review and recommendation at the next meeting.

## 2.2. Emergency Shelter Agreement Memorandum of Understanding - Horning's Mills Community Hall

Council reviewed the MOU Shelter Agreement and had the following questions for the County:

- Horning's Mills Hall does not have Staff custodial services at the Hall, so what happens if custodial staff are not available, does the County provide?
- Insurance – they weren't clear on this? Do we have to put this on annually?
- Who is considered Horning's Mills staff?

### Addition

The CAO/Clerk recommended opening the Municipal Office one night a week until Election Day to accommodate those persons who are not on the voter's list and cannot get to the office during the day. It was recommended that it be a Thursday evening, as Staff are here the first and third Thursday for Council. Staff were directed to advertise this on the website, through the email information list, bulk flyer and to obtain costs for radio station ads.

### 3. Unfinished Business

#### 1. Howick Township Resolution regarding Cemetery Care and Maintenance Trust Funds

Moved by Webster, Seconded by Elliott that Whereas; Ontario Regulation 30/11 states the Capital portion of the Care and Maintenance Trust Fund cannot be accessed, with the only exception being for purchasing lands adjacent to a Cemetery to increase capacity;  
And Whereas; only the interest generated from the Maintenance and Care Fund can be used for the care and maintenance of the lots, markers, and grounds of a cemetery;  
And Whereas; Melancthon Township Cemetery Boards have minimal funds to cover the costs of maintaining our Cemeteries;  
And Whereas; major projects such as leveling, tree removal and maintenance/repair of stones are difficult to pay for under the current funds available;  
Therefore, be it resolved that Melancthon Township support Howick Township motion No. 169/18 and petition the Bereavement Authority of Ontario to amend Ontario Regulation 30/11 to allow access to funds in the Care and Maintenance Trust Fund for capital improvements and purchases when Municipal Cemetery funds are exhausted and a copy of this motion be sent to Premier Doug Ford, Minister of Tourism, Culture and Sport, Sylvia Jones. Carried.

#### 2. By-law to Authorize a Fire Agreement - Shelburne and District Fire Department

Deferred - no new information.

#### 3. AMO - Main Street Revitalization Program - Discussion on other projects under the funding program & costing o pave parking lot beside Horning's Mills Community Hall

Craig Micks, DPW will obtain quotes from local contractors to do all of the work on this job, which includes preparing the property for paving and paving the area.

#### 4. Fire Marque - Mulmur Melancthon Fire Department

Deferred until September 20, 2018. The Mulmur Melancthon Fire Board Representatives have a Fire Board meeting on September 10, 2018, and would like to obtain further information on this.

### Delegations

5:45 p.m. - Heather Hill, Noble Insurance and Colin Smith, Frank Cowan and Company attended Council to review the 2018-2019 Insurance Program with Council and advised

that the costs of the insurance program were slightly up this year by \$1,373 over the expiring premium. They commented on the Township's excellent claims history and reviewed the schedule of coverage with Council, as well as the changes to the insurance program and the contents and equipment. Discussion also ensued regarding getting a costing for Cyber Insurance. Township Staff advised that they have been in contact with the County of Dufferin regarding this matter, as the Township's data is backed up at the County to inquire what policies the County has in place with regards to this matter. Staff have not heard back from the County yet.

**Third Reading of By-laws**

Moved by Elliott, Seconded by Webster that By-law 43-2018 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 Besley, Seconded by Hannon 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 September 6, 2018 and it be given the required number of readings. Carried. By-law was numbered 44-2018 and given the required readings.

**Adjournment and Date of Next Meeting**

7:05 p.m. - Moved by Webster, Seconded by Elliott that we adjourn Council to meet again on Thursday, September 20, 2018 at 5:00 p.m. or at the call of the Mayor. Carried.

---

MAYOR

---

CLERK