

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Council of the Corporation of the Township of Melancthon held a meeting on the 7th day of November, 2019 at 5:00 p.m. in the Council Chambers. Mayor D. White, Deputy Mayor D. Besley, Councillor W. Hannon, Councillor M. Mercer and Councillor D. Thwaites 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

Wendy Atkinson, Treasurer - NDCC regarding Financials

Deletions

None.

Approval of Agenda

Moved by Thwaites, 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 and indicated that declarations must now be submitted in writing.

Minutes

Moved by Besley, Seconded by Mercer that the minutes of the Council meeting held on October 17, 2019 be approved as circulated. Carried.

Business Arising from Minutes

Councillor Mercer asked for an update on the Shelburne Fire Board meeting held on November 5, 2019, as she was not able to attend. This to be done during Committee Reports by Councillor Hannon.

Point of Privilege or Personal Privilege

None.

Public Question Period

A question was asked if the Township has received any feedback from the NWN Open House.

A comment was made from a member of the public who attended the OPP Community Meeting held on November 5, 2019 and hosted by the OPP, Melancthon PSB and Melancthon Council and that comment was: "You Rock"!

Public Works

Craig Micks, Public Works Superintendent was in attendance.

Accounts

The accounts were presented in the amount of \$144,858.94. Moved by Thwaites, Seconded by Hannon that the public works accounts, as presented by the Public Works Superintendent, be received. Carried.

Structure 2013 Replacement (30 Sideroad) - Engineering Scope of Work and Quotation

Moved by Thwaites, Seconded by Hannon that Council authorize the CAO to sign the Authorization to Proceed for the Replacement of Structure 2013 dated October 23, 2019. Carried.

There were concerns raised by Council that the Township may not be able to do the work once budget deliberations begin and Staff were directed to find out if there will be a clause in the tender document that covers off the Township, should they not proceed with the work.

2019 Bridge Inspection Report prepared by RJ Burnside and Associates

Chair Besley of the Roads Sub-Committee spoke to the report and was pleased to see that the Township bridge situation is well in hand. There were no concerns or comments on the Bridge Inspection Report.

Public Works Policies, re: Frank Cowan and Company Seminar on October 17, 2019 - Verbal Update

The CAO advised that she had received a copy of the PowerPoint Presentation from the seminar and Staff will begin working on the policies. There needs to be a Winter Operations Plan in place and Staff have signed up for an app through Ontario Good Roads Association which will help with this. There is also a policy that needs to be put in place for declaring a significant weather event and who can declare this, etc. There is also Staff Training that requires documentation and this will be worked on.

Report from Kaitlin Chessell regarding Recommendation from Special Roads Sub-Committee Meeting held October 15, 2019

Received as information.

Other

Tamburro Drainage Matters - Tile Drainage Conveyance License Agreement

Moved by Mercer, Seconded by Besley that the CAO/Clerk and Public Works Superintendent be directed to sign the Tile Drainage Conveyance License Agreement between Riccardo Tamburro, Andrea Barbara Tamburro, Orazio Tamburro and Antonio Tamburro and the Corporation of the Township of Melancthon dated November 2, 2019. Carried.

Planning

Chris Jones, Township Planning Consultant was in attendance.

Applications to Permit

Chris has signed off on the following applications:

- replacement septic on Lot 20, Concession 3 NE - A. Grech
- power room on Part of Lot 261, Concession 2 SW and Part Lots 261 to 265, Concession 1 SW - N. Martin

Other

Nothing for this.

Strategic Plan

1. ***Quality of Life*** - 1.2 - Access to trail system

No action on the above.

Climate Change Initiatives

Discussion ensued and in the 2020 Budget, Staff will put some monies in for replacement lights in the municipal office. There was discussion again on solar panels for the Administration and Works Building. It was noted by Councillor Mercer that the Federation of Canadian Municipalities provides grants to help municipalities with ways to reduce pollution and improve energy efficiency. She will forward the link and Staff will look into this. Mayor White advised that he would speak with the Climate Change Coordinator at the County for information on the solar panels.

Police Services Board

Updates from PSB Meeting held on November 6, 2019

Discussion regarding the traffic enforcement and Staff Sgt. Randall has asked for a costing on a traffic enforcement unit for Dufferin. The Action Plan 2020-2022 was discussed and the Board will follow its protocol to comply with this matter and move forward with it. The website was updated with more information on cybercrime from the Community Meeting.

Follow-up (if any) from OPP Community Policing Meeting held on November 5, 2019

The meeting was positive with great information/presentations. No follow up required.

Other

Nothing for this matter.

Committee Reports

The following verbal reports were given:

Councillor Hannon - Southgate Recreation Advisory - November 7th and Shelburne Fire Board - November 5th

Councillor Thwaites - CDRC, Horning's Mills Hall Board and Mulmur-Melancthon Fire Board

5:30 p.m. - Arunas Kalinauskas, R. J. Burnside & Associates Ltd attended Council and presented the Road Management Plan for the Township of Melancthon. He reviewed the project summary with Council, discussed the gravel vs asphalt road costs, presented the asphalt to gravel prioritization and advised of the roads he recommended be converted to gravel and the timeline for this to happen. He reviewed the 10 year and 20 year plan with

Council. The analysis shows that the Township needs \$315,000.00 per year over 20 years to become sustainable. The greatest costs are in the first 10 years where the Township needs to spend \$530,000.00 per year on maintenance treatments. He stressed the importance of the Township following the maintenance treatments on asphalt roads. There were some concerns that this document was not really a plan but it was advised that the Township Roads Sub-Committee will prioritize the roads to be done. It was suggested that Council spend some time in Committee of the Whole with the Road Management Plan and Bridge Study.

6:00 p.m. - A Public Meeting was called to deal with the Draft Salvage Yard By-law. The Draft By-law was circulated ahead of the meeting to the three operators in the Township to invite comment on the Draft By-law. There were written comments received from SLM Recycling - Operating as Shelburne Iron & Metal, who were in attendance at the meeting. Also in attendance, were representatives from Northern Iron and Metal (Corbetton) and a representative from Gord's Auto Wreckers (Jessopville). It was noted by Mayor White at the beginning of the meeting, that this draft By-law was not designed to put any more onerous conditions on the businesses in the Township.

Councillor Thwaites who drafted the By-law spoke to it and advised that most of the By-law came from two other municipal By-laws. He spoke to the concerns of Shelburne Iron and Metal and there can be some changes made to the draft to recognize those concerns. With regards to the comment on the insurance clause, he is not sure what the concern is and the Township has to be covered. Staff were directed to send this to the Township's Insurance Company for comment. There was discussion on transferable licenses which is not permitted under the current by-law and won't be permitted under this By-law, as well as hours of operation, fencing, time limits for retention of records. With regards to the concerns of Sections 12.7 and 12.8, Councillor Thwaites spoke to the OPP and he can revise and accommodate the concerns. There were no other concerns from the other two operators. The representative from Gord's Auto Wreckers did advise that the property is currently up for sale and he was told that in order to get a license, he would have to bring the property into conformity with the current Salvage Yard By-law. It was suggested that the comments from Shelburne Iron and Metal be sent to the Township's Solicitor to make revisions to the By-law. Councillor Thwaites then suggested that he take what he's heard tonight and the written comments and make the changes to the draft By-law in the next couple weeks. A revised By-law will be brought back to Council for review and then there can be further direction on it.

7:00 p.m. - A Statutory Public Meeting under the Planning Act had been called to consider a Proposed Zoning By-law Amendment to deal with the Regulation of Cannabis Production Facilities to Define and Regulate Such Uses. Mayor White opened the public meeting and advised of the proposed zoning by-law amendment. The Clerk advised that three written submissions were received from WSP on behalf of NWN Scientific, Dufferin County and Saugeen Conservation. Chris Jones was in attendance and provided an overview of the proposed amendment. He spoke on the definitions and the setbacks for cannabis facilities. The definition of cannabis is all encompassing and will allow for indoor production. Chris spoke to Site Plan Control and advised that this gives a lot of latitude. A question from a member of the public asked if industrial hemp would be covered under the definition of cannabis and it is. Jeremy Humphrey, for NWN Scientific, spoke to establishing setbacks with today's current setbacks as over time, the configuration and siting of structures on adjoining lots can change. WSP, in its written submission, is recommending a provision be included in the by-law that both recognizes the conformity with the established separation distance in place at the time of development approval, as well as recognizes this legal establishment should these setbacks no longer be attainable due to changing conditions of neighbouring land owners, or other situations that are beyond the reasonable control of their client. The passing of the proposed Zoning By-law Amendment will be deferred to the November 21st Council meeting so that Chris can take another look at the amendment and see if it requires any changes based on the comments.

Council took a five minute break and reconvened at 8:00 p.m.

Correspondence

***Board & Committee Minutes**

1. Shelburne Public Library - September 17, 2019
2. Horning's Mills Community Hall Board - August 15, 2019
3. Mulmur-Melancthon Fire Board - October 15, 2019

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

*** Items for Information Purposes**

1. Dufferin County E-Newsletter - County in Brief
2. Dufferin County Resolution in support of the Town of Mono regarding the Justice of the Peace shortage in the province
3. Municipality of West Elgin Resolution regarding Provincial Policy Statement
4. R.J. Burnside Drainage Superintendent Services for the period July 1, 2019 to September 30, 2019
5. Township of Springwater Resolution in support of Provincial effort to require its municipal levy only apply to core mandated programs and services
6. Township of Springwater Resolution regarding Nottawasaga Valley Conservation Authority Levy
7. Email from Doug Hevenor, NVCA, reacting to Changes in the Conservation Authorities Act
8. AMO - 2020 Ontario Municipal Partnership Fund Allocations Announced
9. AMO - Voters' List and Regional Governance Review
10. GRCA - Summary of the General Membership Meeting - October 25, 2019
11. AMO - Announcement by the Minister of Municipal Affairs and Housing
12. Letter from Upper Grand District School Board hosting a partnership meeting
13. Environmental Registry notice by the Ministry of Natural Resources and Forestry regarding proposal to amend three statutes and make a new regulation
14. NVCA Board Meeting Highlights October 25, 2019

Moved by Besley, Seconded by Mercer that Correspondence Items 1-14, for information purposes, be received as information. Carried.

*** Items for Council Action**

1. Dufferin County Motion regarding Randell Consulting Report - POA Delivery
2. CDRC - 2020 Approved Budget
3. Report from Denise Holmes to Return of Deposit to Manassa and Salinda Martin - Lot 245-246 Concession 3 SW

1 - concerns were raised about the number of representatives (1) for the smaller municipalities and also the hiring of additional staff – one to collect fines and one position as a disclosure clerk. Council would like more information on what these positions would do and to obtain job descriptions, if available. Staff directed to send a letter to the County regarding these matters.

2 - deferred to 2020 budget deliberations.

3 - Moved by Mercer, Seconded by Besley that the security deposit of \$5,000.00 be returned to Manassa and Salinda Martin, as the existing house on Lot 245-246, Concession 3 SW has been demolished. Carried.

General Business

Accounts

Wendy Atkinson, Treasurer presented the accounts in the amount of \$239,653.14. Moved by Thwaites, Seconded by Hannon that the general accounts, as presented by the Treasurer, be received. Carried.

New/Other Business/Additions

Emergency Management - Exercise Rudy - October 23, 2019 - Verbal update

Staff provided an update to Council. There was a workshop in the morning that included an overview of Ontario's regulated EMS Program, Council's roles and responsibilities in declaring and during an emergency. There was a Presentation from the Red Cross. In the afternoon, the Emergency Exercise was conducted. The CAO advised that three Staff from the Township were being trained in Emergency Management. They have already taken a two day session and there will be a further two day session next March.

Remembrance Day Ceremonies at Dundalk and Shelburne - Laying of Wreaths

Councillor Hannon will attend Dundalk Legion and Councillor Thwaites will go to Shelburne Legion. Mayor White will be in Orangeville.

Southgate Recreation Agreement Renewal - Update from CAO

The CAO/Clerk advised that the Agreement will be coming to either the November 21st or December 12th meeting and the only change will be that cost of living has been added each year to the levy. The Agreement will be for a further five years.

Update on Bretton Estates (Councillor Thwaites)

Staff advised that a contractor has been hired to complete the deficiencies in the sub-division and it has taken some time as the contractor was busy with other work.

Discussion regarding a property with an unfinished structure and steps Dufferin County Building Department is taking on it - West Part of Lot 9, Concession 3 OS (Councillor Thwaites)

Staff advised that the Building Department is working on past stop work orders (there was a stop work order placed on this property) and the CBO said that they can reach out to the new owners about it. Council directed Staff to contact the Building Department and have them contact the new owners about the structure.

Other

Horning's Mills Community Hall - Resignations - Hall Board Manager and Treasurer

Discussion ensued and the matter was deferred until November 21st Committee of the Whole meeting as Members of the Board will be in attendance for a discussion on a new Hall Board By-law.

NDCC

Wendy Atkinson, Treasurer advised that the Treasurer of Mulmur contacted her today to inquire if Melancthon was still putting capital monies in a reserve fund for the North

Dufferin Community Centre, as the zamboni needs to be replaced. Wendy advised that we were not putting money into reserves, as there is nothing in the new agreement that directs us to do so. The Mulmur Treasurer states there was a verbal agreement to continue this. This item deferred as Deputy Mayor Besley will discuss this at the next NDCC meeting on November 14th.

Letter of Congratulations to Police Chief Kent Moore, Shelburne

Councillor Hannon advised that Shelburne Police Chief, Kent Moore received the Order of Merit on October 31st and asked if Staff could send a letter of congratulations on behalf of Council? Staff were directed to send the letter of congratulations.

Unfinished Business

WDGPH Letter to Municipalities re: Alcohol Policy

Staff advised that they have contacted someone at the Health Unit for more information on the Alcohol Policy but have not heard back.

Closed Session

9:02 p.m. - Moved by Mercer, Seconded by Besley that Council move into a Closed Session Meeting pursuant to Section 239 of the Municipal Act, 2001, as amended for the following reason(s): Personal matters about an identifiable individual, including municipal or local board employees - Report from Denise Holmes, CAO - Update on Letters Sent to Property Owners Regarding Compliance with Township's Property Standards By-law and Update on By-law Complaints (2) in Horning's Mills. Carried.

9:25 p.m. - Moved by Besley, Seconded by Mercer that we rise from Closed Session with Report. Carried. The Report being the directives given in Closed Session.

Third Reading of By-laws (if required)

Not required.

Notice of Motion

The following Notice of Motion was given to be debated at the next meeting:

Moved by Mercer, Seconded by Besley that Council reconsider meeting frequency and scheduling in 2020 from 2 monthly meetings to 1 longer meeting per month starting in the morning to allow Staff greater time to focus on township work. Lunch included! This rescheduling to be attempted for 2020 and revisited each year.

Confirmation By-law

Moved by Besley, Seconded by Mercer 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 November 7, 2019 and it be given the required number of readings. Carried. By-law numbered 46-2019 and given three readings.

Adjournment and Date of Next Meeting

9:26 p.m. - Moved by Thwaites, Seconded by Hannon that we adjourn Council to meet again on Thursday, November 21, 2019 at 5:00 p.m. or at the call of the Mayor. Carried.

MAYOR

CLERK

