

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Council of the Corporation of the Township of Melancthon held a meeting on the 12th day of December, 2019 at 9:00 a.m. in the Council Chambers. Mayor D. White, Deputy Mayor D. Besley, Councillor W. Hannon, Councillor M. Mercer (leaves at 2:35 p.m.) 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 - Financial Question

Councillor Thwaites - By-law Enforcement update, 9-1-1 Dispatch, Service Agreements with various board and doing a review, Road Agreement south of County Road 17 for Pit

Deletions

None.

Approval of Agenda

Moved by Besley, Seconded by Mercer 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 Thwaites, Seconded by Besley that the minutes of the Council meeting held on November 21, 2019 be approved as circulated. Carried.

Business Arising from Minutes

An update was given on the livestock running at large situation and it was advised that the cattle have been locked into the barnyard. Craig went to see the owner and Councillor Thwaites spoke to Bill McCutcheon about the matter. It was suggested that if this continues, the Fence Viewers could be called in to assess the matter, as this has been done in other municipalities in Bruce County.

Point of Privilege or Personal Privilege

None.

Public Question Period

Harvey Lyon advised that he submitted a letter on November 19th which was considered by the Roads Sub-Committee and he said they didn't address the first point in his letter and he would like it addressed. This will be dealt with under Public Works.

Public Works

Craig Micks, Public Works Superintendent was in attendance.

Accounts

The accounts were presented in the amount of \$143,367.05. Moved by Thwaites, Seconded by Hannon that the public works accounts be received, as presented, by the Public Works Superintendent. Carried.

Letter from Harvey Lyon regarding Burnside Road Management Plan

Discussion ensued on the letter and it was referred back to the Roads Sub-Committee for a formal response.

Other

A member of Council mentioned that there have been several trucks coming from and going to the Alliston Sand and Gravel pit on the 4th Line OS, South of County Road 17 and it was asked if there was a road agreement in place for this pit. Staff advised that they would check the file.

A member of Council mentioned that there is a property owner who would like to have a road ditch cleaned out and asked the process involved. Craig advised the property owner can either send a letter into the Township or give him a call.

Recommendations from the Roads Sub-Committee Meeting held on December 10, 2019

Deputy Mayor Besley, who is Chair of the Roads Sub-Committee, spoke to the recommendations.

1. Entrance to Feral Cat Rescue

Kim Goddard sent an email to Staff in regards to the current driveway situation for the Feral Cat Rescue. She is requesting to extend the culvert on the existing farm entrance and enter into a shared driveway agreement with the farmer so that the extended driveway can be used by the Feral Cat Rescue. She advised Staff that she has privacy concerns with the amount of traffic driving by her home to go to the facility. It was discussed by the Roads Sub-Committee, that since it is zoned Residential it is only allowed one entrance, and when the temporary zoning was passed, it was in the agreement that they would share the driveway. Also, because this was approved as a temporary use, the Sub-Committee can review this matter at the end of the three years.

Recommendation

The Road Sub-Committee recommends to Council that they not allow a driveway extension off the farmer entrance at the Feral Cat Rescue.

Moved by Hannon, Seconded by Thwaites that Council of the Township of Melancton accepts the recommendation of the Roads Sub-Committee and will not approve the requested driveway extension to a farm entrance, as requested by Kim Goddard, to access the Feral Cat Rescue Facility. Carried.

Delegations; Arunas Kalinauskas, B.Sc., R.J. Burnside and Associates - Road Management Plan

Arunas was present at the meeting and Henry Centen, P.Eng was on speaker phone to

discuss the Road Management Plan. Craig Micks and Chair Besley had driven around the roads and taken photos of roads that were in bad shape, but were not addressed in the plan right away. Henry discussed the reason they were not in the plan, and that is because most of those roads will last the amount of time estimated in the plan, if they have maintenance work done to them. They will not hold up as long as laid out in the plan, if maintenance is not done to these roads. It was discussed that the maintenance costs are not included in the \$530,000 that is laid out in the plan, and which is necessary for the next 10 years to get the roads headed in the right direction. The costing of the geo-grids that is necessary on different portions of the 5th Line OS were discussed and these costs were not laid out in "Schedule E" of the Road Management plan along with the engineering costs required that were discussed at the last meeting.

Recommendation

The Road Sub-Committee recommends to Council that they direct RJ Burnside and Associates to identify routine maintenance costs that will be required each year that is not laid out in "Schedule E" in the Road Management Plan in time for the 2020 Budget.

Recommendation

The Road Sub-Committee recommends to Council that they direct RJ Burnside and Associates to amend "Schedule E" in the Road Management Plan to add the costing of the geo-grid and engineering costs for the 5th Line OS.

Moved by Thwaites, Seconded by Hannon that the Council of the Township of Melancthon accepts the recommendation of the Roads Sub-Committee and directs RJ Burnside and Associates to identify routine maintenance costs that will be required each year that is not laid out in "Schedule E" in the Road Management Plan in time for the 2020 Budget including the roads that would be part of the second ten year plan. Carried.

Moved by Mercer, Seconded by Besley that the Council of the Township of Melancthon accepts the recommendation of the Roads Sub-Committee and directs RJ Burnside and Associates to amend "Schedule E" in the Road Management Plan to add the costing of the geo-grid and engineering costs for the 5th Line OS. Carried.

Discussion ensued on the Road Management Plan and it is hoped that the above information will be available at the January 8th Roads Sub-Committee meeting to have a recommendation for the January 16th Council meeting.

Strategic Plan

Preservation - 2.1 - Water - no comments or action taken on this.

Climate Change Initiatives

Staff will look into funding for this in the new year.

Police Services Board

Nothing to report. Comments for the OPP Action Plan 2020 - 2022 are due from the Public by December 13, 2019.

Committee Reports

The following verbal reports were given:

Councillor Mercer - Library and NVCA

Deputy Mayor Besley - NDCC
Councillor Thwaites - CDRC

10:10 a.m. - Council took a five minute break and reconvened at 10:15 a.m.

Delegations

10:15 a.m. - Steven Murphy, Emergency Management and Communications Coordinator, County of Dufferin attended Council and reviewed the Emergency Management Program with Council and advised of the requirements under the Act.

11:00 a.m. (Scheduled for 10:45 a.m.) - A public meeting was called to consider a Zoning By-law Amendment for lands located at Part of Lot 9, Concession 2 OS - Ila Huxtable. The purpose of the zoning by-law amendment is to zone lands to permit an existing dwelling and accessory storage building in the Open Space Conservation (OS2) zone. Gary Heaslip, Agent for Mrs. Huxtable was in attendance. The Secretary advised that comments were received from the County of Dufferin and Enbridge Gas. Chris Jones, Township Planning Consultant reviewed his report with Council. There were no questions or concerns from Council or members in the gallery. Moved by Thwaites, Seconded by Hannon that leave be given to introduce a By-law to amend By-law No. 12-79, as amended, with respect to lands located in the West Part of Lot 9, Concession 2 OS and it be given a first and second reading and numbered 53-2019. (Huxtable). Carried.

11:10 a.m. - Moved by Thwaites, Seconded by Hannon that we adjourn Council to move into Committee of Adjustment and reconvene as Council. Carried.

11:17 a.m. - Council reconvened.

Planning

Chris Jones, Township Planning Consultant was in attendance.

Applications to Permit

Chris Jones advised that he has not had a chance to review the applications for permit that were listed on the spreadsheet in the package.

Notice of Intent to Pass By-law - Tripp/Serbin - Zoning By-law Amendment By-law Temporary Use

As per the direction at the last Council meeting, Chris Jones brought forth the Zoning By-law Amendment for a temporary use. There were no further questions or comments on the Draft Amendment. Moved by Mercer, Seconded by Thwaites that leave be given to introduce a By-law to amend By-law No. 12-79, as amended, with respect to lands located in Part of Lot 20, Concession 4 NE and it be given a first and second reading and numbered 54-2019. (Tripp/Serbin). Carried.

NWN Scientific Site Plan Application - Verbal Report

Chris advised that the application had been sent to RJ Burnside and Associates for review. There were some concerns raised about stormwater calculations and those have been revised. There is a proposal to have the pond discharge to the roadside ditch but the preference is to have it drain to the closest municipal drain. The applicant has made a commitment to the neighbour with regards to landscaping.

Other

Chris advised that there would be two Zoning By-law Amendments coming up in the new year – one from Lennox Farms who wants to construct a farm help house and the other from Nesbitt (the former Church on County Road 124) to rezone from Institutional to Rural Residential.

Correspondence

***Board & Committee Minutes**

1. GRCA - Summary of the General Membership Meeting - November 22, 2019
2. Shelburne Public Library Board Meeting - October 15, 2019

Moved by Mercer, Seconded by Besley that the Board and Committee Minutes Correspondence Items 1 & 2 be received as information. Carried.

*** Items for Information Purposes**

1. Town of Shelburne Notice of Decision - Draft Plan of Subdivision 900 Main Street East
2. Email from Jennifer Passy regarding Education Development Charges Regulation - Additional Exemptions
3. Dufferin County Council in Brief - November 14, 2019
4. NVCA Board Meeting Highlights - November 22, 2019
5. ROMA and OGRA Discuss Future Opportunities
6. Letter from Ministry of Agriculture Food and Rural Affairs regarding trespassers on farms and at food processing facilities
7. Report from Anna McGregor, Director of Community Services, County of Dufferin - Single Source Consultant - Community Safety and Well-Being Plan
8. Email from Sonya Pritchard, CAO, County of Dufferin - Service Delivery Review RFP Award

Moved by Thwaites, Seconded by Hannon that Correspondence Items 1-8, for information purposes, be received as information. Carried.

*** Items for Council Action**

1. Notification for Maintenance and Repair Section 79, The Drainage Act, 1990 - Lot 244-245 Con 2 SW
2. Source Protection Committee Municipal Member to be Nominated
3. Report from Tracey Atkinson and Denise Holmes regarding Recreational Needs and Efficiency Proposals
4. Shelburne Public Library - Approved 2020 Budget
5. Email from Councillor David Thwaites - Memorandum on Administrative Monetary Penalties

1 - Moved by Mercer, Seconded by Besley that we accept the notification for the maintenance and repair of the Doyle Drain under Section 79 of the Drainage Act, 1990, signed by Ion B. Bauman, owner of Lots 245-246, Concession 2 SW. We direct Tom Pridham, P.Eng., Drainage Superintendent to investigate and report back to Council on his findings and recommendations. Carried.

2 - Staff were directed to advise the NVCA that Council has no issue with the Wasaga Beach Member staying on the Source Protection Committee.

3 - Moved by Besley, Seconded by Mercer that Council accepts the proposal from Sierra Planning and Management in the amount of \$54,280.00 plus HST, with contributions of \$16,197.50 plus HST from Melancthon Township and \$38,082.50 plus HST from Mulmur Township. Carried.

4 - referred to Staff to be included in the 2020 Budget. Questions were raised about the

formula and how it compared to other municipal formulas. This one is based on users from Melancthon.

5 - this matter was referred to Committee of the Whole for further discussion.

12:15 p.m. - Council took a break for lunch and reconvened at 1:00 p.m.

General Business

Accounts

Wendy Atkinson, Treasurer, presented the accounts in the amount of \$129,650.90. Moved by Thwaites, Seconded by Hannon that the general accounts, as presented by the Treasurer, be received. Carried.

During this time, Wendy asked about the \$5,000.00 budgeted for the Horning's Mills Hall and she was directed to hold it until the next Council meeting when the Board was to have their proposal in to be considered.

Notice of Intent to Pass By-law - By-law Which Provides For The Erection of Stop Signs at Intersections - 2nd Line SW at 250 Sideroad

Moved by Besley, Seconded by White that leave be given to introduce a By-law to provide for the erection of a stop sign at an intersection and it be given a first and second reading and numbered 55-2019. (2nd Line SW and 250 Sideroad). Carried.

New/Other Business/Additions

Motion to reduce taxes on specific properties under Section 357 of the Municipal Act

Moved by Thwaites, Seconded by Hannon that

We reduce the taxes on the following properties under Section 357 of the Municipal Act:

1. 1-13600 - Lot 15-18, Plan 34A - from Feb 11 - Dec 31, 2018, Jan 01 - Dec 31, 2018, structure razed by fire
2. 1-18944 - Lot 14, Plan 7M48 - from Jan 01 - Dec 31, 2017, Jan 01 - Dec 31, 2018, clerical error
3. 2-07200 - East Part Lot 21, Con 3 OS - from Jan 01 - Dec 31, 2017, Jan 01 - Dec 31, 2018, Jan 01 - Dec 31, 2018, removal of met tower
4. 3-07400 - Pt Lot 37, Con 3 NE RP 7R3423 Part 1, from Oct 05 - Dec 31, 2018, Jan 01 - Dec 31, 2019, structure removed
5. 3-10400 - Pt Lots 217 & 218, Con 2 NE - from Jan 01 - Dec 31, 2017, Jan 01 - Dec 31, 2018, Jan 01, - Dec 31, 2019, structure removed
6. 3-10400 - Pt Lots 217 & 218, Con 2 NE - from Oct 26 - Dec 31, 2018, Jan 01 - Dec 31, 2018, Jan 01 - Dec 31, 2019, classification change, no longer operating business
7. 3-12900 - Lot 240, Con 1 NE, from Aug 31 - Dec 31, 2018, OMAFRA approved FT
8. 6-05700 - W Pt Lot 9, Con 2 OS, from Jan 01 - Dec 31, 2017, Jan 01 - Dec 31, 2018, Jan 01 - Dec 31, 2019, structure razed by fire
9. 2-15550 - Pt Lot 29, Con 8 NE, from Jan 01 - Dec 31, 2016, Jan 01 - Dec 31, 2017, Jan 01 - Dec 31, 2018, met tower removed

Carried.

Notice of Motion - Moved by Besley, to reschedule Council Meetings to One Day and One Evening Meeting per Month

Moved by Besley, Seconded by Hannon that Whereas the Members of Council have several evening Committee meetings. Be it resolved that Council meetings be rescheduled to one

day meeting and one evening meeting per month. And further that the new format be implemented commencing in January 2020, to be reviewed in January of 2021. Mayor White opened the floor to discussion. Discussion ensued and because the new format would only affect the months of May, June, September, October and November it was decided to leave it until that time, if Council wished to pursue it then. The motion was then withdrawn by the mover and seconder.

Notice of Motion - Moved by Mercer, to Support Continued and Positive Involvement in Local Boards and Committees

Moved by Mercer, Seconded by Hannon that to support continued and positive involvement in local boards and committees, and strengthen community engagement, Council review the board committee structure with respect to recruitment, and terms of reference. Mayor White opened the floor to discussion. Discussion ensued about possibility of volunteers being managed and how the boards need to be structured. There needs to be regular meetings, proper agendas, minutes and financials. It was suggested about doing an education component for board members. There was also a suggestion about having one recreation board for Horning's Mills which would encompass the Hall and the Park. As there is a proposal coming forth from the Horning's Mills Hall Board of Management on January 16th, 2020, the consensus of Council was to table this motion till Council sees it.

Review NVCA Appointment as Councillor Mercer's Appointment expires December 31, 2019

Moved by Besley, Seconded by White that Councillor Mercer be appointed to the NVCA Board for the 2020 year. Carried.

Report from Denise Holmes regarding Municipal Cyber Security Policies

Moved by Besley, Seconded by Mercer that the Council of the Township of Melancthon approve the following policies:

1. Cyber Security Incident Response Plan
2. Remote Access Policy
3. Mobile Device Acceptable Use Policy
4. IT Acceptable Use Policy
5. Data Backups Policy
6. Password Policy

Carried.

By-law Enforcement Services

Staff advised Council that a Report is going to Shelburne Council regarding By-law Enforcement Services and there is a recommendation that our Agreement with the Town be terminated. Staff were directed to speak with Staff at Mulmur Township about this matter, as they will be losing By-law Enforcement Services as well.

Addition(s)

Councillor Thwaites:

By-law Enforcement update

Staff were asked to get an update on all outstanding By-law Enforcement complaints.

9-1-1 Dispatch

Discussion ensued as a result of articles in the newspaper about 9-1-1 Dispatch now that

the Town of Orangeville has decided to go with OPP for policing. There are approximately four or five departments that will need dispatch services and this will require an RFP process and will likely take about 7-9 months. The Fire Boards will have to discuss this at their upcoming meetings.

Service agreements with various board and doing a review,

Discussion ensued and it was felt that this should be done as part of the County of Dufferin's Service Delivery Review.

Development Charges

Staff were directed to contact our consultant and find out, in anticipation of the 2020 budget, what monies Council can access regarding the work that needs to be done under the Road Management Plan.

Unfinished Business

Notice of Intent to Pass By-law - Salvage Yard By-law – Redlined Version from Township Solicitor and Clean Version

The red-lined version from the Solicitor was reviewed and there was an issue with 9.2 and it was decided to change it to what the Solicitor had commented and that Section be amended in accordance with Section 9.3.

Moved by Thwaites, Seconded by Hannon that leave be given to introduce a By-law to be cited as the Salvage Yard By-law and it be hereby read a first and second time and numbered 56-2019. Carried.

2:30 p.m. - Council took a break and reconvened at 2:40 p.m. Councillor Mercer leaves at 2:35 p.m.

After the break, Councillor Thwaites commented on the Salvage By-law and recommended that we leave Section 9.2 the way it was drafted and explained his reasoning which related to Sections 9.3 and 9.4. Council concurred. Staff to make the appropriate changes to the By-law before it's signed by the Mayor and Clerk.

Closed Session

2:42 p.m. Moved by Thwaites, Seconded by Hannon 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 of Denise Holmes, CAO/Clerk - Stats Ontario CPI Adjustment for Council/Staff Wages. Carried.

Moved by Thwaites, Seconded by Hannon that we rise from Closed Session with report. Carried. The report being the directives given in Closed Session as well as:

Moved by Thwaites, Seconded by Hannon that the Report of Denise Holmes, CAO/Clerk be received and that Council approve the entire pay band grid moving up 1.7% effective January 1, 2020. Carried.

Moved by Besley, Seconded by White that Council receive a cost of living increase to its wages in the amount of 1.7% effective January 1, 2020. Carried.

Third Reading of By-laws

Moved by Thwaites, Seconded by Hannon that By-laws 53-2019, 54-2019, 55-2019 and 56-2019 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 White, 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 December 12, 2019 and it be given the required number of readings and numbered 57-2019. Carried.

Adjournment and Date of Next Meeting

3:05 p.m. - Moved by Thwaites, Seconded by Hannon that we adjourn Council to meet again on Thursday, January 16, 2020 at 5:00 p.m. or at the call of the Mayor. Carried.

MAYOR

CLERK