

**CORPORATION OF THE TOWNSHIP OF MELANCTHON**

The Council of the Corporation of the Township of Melancthon held a meeting on the 16<sup>th</sup> day of January, 2020 at 10:00 a.m. in the Council Chambers. Mayor D. White (arrived at 10:50 a.m. as he had a speaking engagement at the Dufferin Board of Trade earlier in the morning), Deputy Mayor D. Besley, Councillor W. Hannon and Councillor D. Thwaites were present. Councillor M. Mercer was absent with prior notice given. Denise Holmes, CAO/Clerk and Wendy Atkinson, Treasurer/Deputy Clerk were also present. Deputy Mayor Besley presided and called the meeting to order.

**Announcements**

None.

**Additions**

None.

**Deletions**

None.

**Approval of Agenda**

Moved by Thwaites, Seconded by Hannon that the agenda be approved as circulated. Carried.

Note: The Public Works and Planning will be moved further down in the Agenda as Craig Micks, Public Works Superintendent and Chris Jones, Township Planning Consultant will be late for the Council meeting due to unfortunate circumstances beyond their control.

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

Deputy Mayor Besley 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 Hannon that the minutes of the Council meeting held on December 12, 2019 be approved as circulated. Carried.

**Business Arising from Minutes**

Staff were asked for updates on the following:

- Alliston Sand and Gravel and the hauling of material from the pit on the 4<sup>th</sup> Line OS. MNRF were made aware of the situation by Township Staff and they followed up with the pit owner. The pit was operational for two weeks and the owner has manually kept track of production records to provide the information to TOARC.
- Tripp/Serbin - Zoning By-law Amendment - Staff advised that it has been appealed to LPAT (Local Planning Appeal Tribunal)
- By-law Enforcement - Staff have contacted the By-law Enforcement Officer and received an update on the outstanding by-law enforcement matters.

**Point of Privilege or Personal Privilege**

None.

## **Public Question Period**

The following questions were asked:

Who drafts road agreements, what is the process of LPAT, has the site plan for NWN been finalized and a comment was made about the last Horning's Mills Hall Board Delegation and Council.

## **Strategic Plan**

This item deferred to February 6, 2020.

## **Climate Change Initiatives**

This item deferred to February 6, 2020.

## **Police Services Board**

### **2020-2022 Action Plan - Comments received**

The comments received will be forwarded to the Police Services Board for its meeting on February 5, 2020. At the meeting the Board will be identifying the top three priorities for the OPP Action Plan which will likely be: traffic, property and crime.

Councillor Thwaites advised that he would be attending a conference on January 30<sup>th</sup> regarding the new regulations for the governance model and will report back.

Councillor Thwaites advised that he has spoken with Detachment Commander Nicol Randall and she does not foresee any "bumps in the road" for disruption of services regarding Orangeville's decision to go with the OPP.

It was noted that as of March 20, 2020, the Police Services Board will have a vacancy for its Provincial Member and if anyone is interested in applying for the position to go to the Public Appointments website to apply. Information will be on the Township's website under Policing.

## **Committee Reports**

This item deferred to February 6, 2020.

## **Correspondence**

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

1. GRCA Summary of the General Membership Meeting - December 13, 2019
2. Shelburne & District Fire Board - November 5, 2019

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

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

1. Notice of Passing of By-law by the Town of Shelburne - 900 Main Street East
2. Ontario passes changes to Public Library Act
3. Town of Mono Proposes a Single-Use Plastic Bag By-law
4. Dufferin County Press Release - Dufferin County Swears in New Council
5. Township of Huron-Kinloss motion supporting the resolution brought forth by the Township of Ramara - requesting the province to review the existing Conservation Authorities Act, 1990, R.S.O. 1990
6. County of Simcoe recommendation supporting the Township of Ramara regarding conservation authority exit clause
7. County of Simcoe recommendation supporting the Township of Springwater regarding NVCA Levy
8. Email from Michelle Dunne - Interoperable Communications Cost Estimates

9. Dufferin County - Council in Brief
10. Report to General Government Services Committee by Pam Hillock regarding Building Permit Fee Review
11. Email from Bruna Fischer, Watson & Associates Economists, Bill 108 Proposed Changes to the DCA
12. Email from Bruna Fischer, Watson & Associates Economists, Ontario Regulation 454/19
13. Email from Ilona Feldmann - Circulation of Source Protection Committee Report to Municipal Clerks
14. Town of Shelburne - Planning Application Circulation 201 Wellington Street
15. Report to County Council from Sonya Pritchard regarding Service Review Report #4 - Project Launch and Discovery
16. Report to Council from Sonya Pritchard regarding Service Review Report #5 Monthly Update
17. Township of Southgate - Proposed Site Plan on Highway 10 being a mini storage

Moved by Thwaites, Seconded by Hannon that Correspondence Items 1-17, for information purposes, be received as information – 5, 6, 7, 8, 11, 12 pulled out for further discussion.

#5, 6, 7 - deferred until February 6, 2020 due to the absence of Mayor White and our NVCA Representative, Councillor Mercer.

# 8 - deferred until later in the meeting when Mayor White is present for discussion.

# 11 & 12 - it was pulled to make sure Staff were aware and if there were going to be any issues. Staff advised that we don't have any rental housing, so does not really affect us.

**\* Items for Council Action**

1. NEC Request for comments regarding - 537080 County Road 124, Part Lot 13, Concession 2 OS - 2 Applications Attached
2. By-law Enforcement Report from Jennifer Willoughby, Clerk Town of Shelburne- Agreement will expire January 31, 2020
3. Report from Denise Holmes regarding 2021 Council Meeting Schedule
4. Email from Adam Garcia, AMO - Main Street Revitalization Request for Extension

# 1 - Chris Jones was in attendance and discussed this correspondence. Chris has provided his planning report to the NEC, which recommends approval of the severance. He advised Council to take no action on the two applications, as we will deal with the matter at the Committee of Adjustment stage.

# 2 - defer until Mayor White is present for discussion.

# 3 - The CAO advised that she had received comments on her Report from Councillor Mercer and advised Council of the comments. Discussion ensued on the Report and the rest of Council advised that they were prepared to accept the Report as presented. Moved by Thwaites, Seconded by Hannon that Council confirm the 2021 Council meeting dates on the "Melancthon Council Meeting Schedule - 2021". And further, that Council can always add additional Committee of the Whole, special, public and/or emergency meetings during the year as required and make amendments to the 2021 schedule as required. Carried.

# 4 - Moved by Thwaites, Seconded by Hannon that the Mayor and CAO/Clerk be directed to sign the Amendment to the Municipal Funding Agreement between the Association of Municipalities of Ontario and the Corporation of the Township of Melancthon regarding Ontario's Main Street Revitalization Initiative. Carried.

**General Business**

Accounts

Wendy Atkinson, Treasurer, presented the accounts in the amount of \$21,615.36. Moved by Thwaites, Seconded by Hannon that Council receive the general accounts, as presented by the Treasurer. Carried.

Notice of Intent to Pass By-law

By-law to authorize the borrowing of \$2,909,797.85

Moved by Hannon, Seconded by Thwaites that leave be given to introduce a By-law to authorize the necessary borrowing of monies, to meet, until taxes are collected, the current expenditures of the Municipality for 2020 and it be given a first and second reading and numbered 1-2020. Carried.

By-law to Provide for the Levy and Collection Rates or Levies Required for the Township of Melancthon for the Interim Levy for the Year 2020

Moved by Thwaites, Seconded by Hannon that leave be given to introduce a By-law to provide for the levy and collection of rates or levies required for the Township of Melancthon for the interim levy for the year 2020 and it be given a first and second reading and numbered 2-2020. Carried.

By-law to provide remuneration, allowances and expenses for Members of Council

Moved by Hannon, Seconded by Thwaites that leave be given to introduce a By-law to provide remuneration, allowances and expenses to Members of Council and it be given a first and second reading and numbered 3-2020. Discussion ensued before Deputy Mayor Besley called for the vote. It was suggested changing the meeting remuneration to \$75.00 across the board to make it easier for Staff when calculating the meetings remuneration. Discussion on the \$75 IT allowance and incorporating into the salary, but this will remain as is. Staff advised that not all requested information for other Council salaries has been received. Section 7 of the By-law to be reworded as we now have a Conference/Continuing Education Policy in effect. The motion was tabled until February 6, 2020, to allow Staff to make the requested changes.

10:50 a.m. - Council took a 10 minute break and reconvened at 11:00 a.m.

Mayor White arrived to the Council meeting.

By-law to Amend Tariff of Fees for Administrative Matters

Moved by Besley, Seconded by Hannon that leave be given to amend Schedule "A" to By-law 35-2013 and 54-2018 - Tariff of Fees for Administrative Purposes and it be given a first and second reading and numbered 4-2020. Carried.

**Information Correspondence - Cont.**

# 8 - Email from Michelle Dunne - Interoperable Communications Cost Estimates - discussion ensued on this matter and Mayor White brought Council up to date on how this matter came about. Concerns were raised regarding the cost estimates. It was advised that the motion at the County was passed as such, because they had to take some action on it.

Moved by Thwaites, Seconded by Hannon that the Township of Melancthon not support the Interoperable Radio Communication Project referred by the County to the area municipalities pursuant to a motion passed November 28, 2019. Carried.

11:20 a.m. - Moved by Thwaites, Seconded by Hannon that we adjourn Council to move into Committee of Adjustment and reconvene as Council. Carried.

11:30 a.m. - Council reconvened.

New/Other Business/Additions

Draft Application to Operate a Salvage Yard

As a result of the passage of By-law 56-2019 (Salvage Yard By-law) at the meeting held on December 12, 2019, a new application has been drafted. This application requires quite an

extensive Staff review of submission, compared to the previous application, and this is why there is an increase in the tariff of fees for this business license. Council had no comments to make on the application.

### Proposed Framework for Horning's Mills Hall Board submitted by the Hall Board of Management

A lengthy discussion ensued and each Councillor was given a chance to provide their views on the proposal. The Clerk advised of Councillor Mercer's comments. The consensus of Council was that a public meeting/open house should be held to invite the community for its views on the future of the Hall. This will be set for the Spring and will give Council a chance to formulate the agenda and advertise for the public meeting/open house. Staff were directed to put the matter on the Agenda for the February 6<sup>th</sup> Council meeting.

During this time, it was advised that there are issues at the Hall with plumbing and with no Hall Manager, Staff asked what they were supposed to do about it. Staff were directed to get the plumber in to fix the issues and the expenses to be taken from the Hall Board account. It was noted that Staff are advising those who call to rent the Hall, that there are no hall rentals at this time.

### **Delegations**

11:45 a.m. - Mayor White, Deputy Mayor Besley (Council Representative on the Mulmur Melancthon Fire Board) and Councillor Thwaites (Council Representative on the Mulmur Melancthon Fire Board) presented a wooden plaque to Dana Prentice in recognition and appreciation of his many years of outstanding service and dedication to the Mulmur Melancthon Fire Department. Dana retired from the Department in November 2019 and had been a volunteer firefighter on the Department for 42 years. It was mentioned that he was the last original firefighter at the Department.

### **Planning**

Chris Jones, Township Planning Consultant was in attendance.

### **Applications to Permit**

The following application to permit was approved:

David Metz - 1392119 Ontario Limited - West Part of Lot 16, Concession 1 OS - 625435 15 Sideroad - Single Family Dwelling

The NWN application (from the last meeting) still has not been approved, as it is pending the approval of the Site Plan Agreement.

### **Draft Site Plan Agreement between 2690044 Ontario Inc. and the Corporation of the Township of Melancthon**

Chris advised that he drafted the Site Plan Agreement with the involvement of Stephen Christie, Township Solicitor and Gord Feniak, Township Engineer. This Site Plan Agreement deals with Parcels 1 & 2, which were two separate parcels but now have been merged together. Parcel 3 is identified, however it does not form part of this Agreement. The Site Plan Agreement deals with the development of structures on the parcel. Chris explained the landscaping plan to Council which has been accepted by the neighbour. It was mentioned that the Roads Sub-Committee held a meeting yesterday and had concerns regarding the 2<sup>nd</sup> Line SW during construction and wondered if a clause could be added to the Agreement to deal with haul routes, compensation for damage to the road, etc. Chris advised that a section could be added but it would then be prudent to defer the approval until he has had a discussion with the applicant (Jeremy Humphrey from WSP was in attendance). Chris provided a couple options which included getting a traffic impact assessment that provides a technical memo that would make some assumptions of traffic and truck trips or another option is that an item gets added to the Agreement today that this work gets done with an amendment to the Agreement. He asked that we set aside the

Agreement until he and the applicant can agree on a provision to be added.

12:35 p.m. - Council adjourned for lunch and reconvened at 1:18 p.m.

## **Public Works**

### **Accounts**

Craig presented the public works accounts in the amount of \$28,443.18. Moved by Thwaites, Seconded by Hannon that Council receive the public works accounts, as presented by the Public Works Superintendent. Carried. Questions were asked about the Burnside invoice and the grader repairs invoice.

### **Report from Kaitlin Chessell - Roads Sub-Committee Recommendation**

The Roads Sub-Committee met on January 8<sup>th</sup> and again on January 15<sup>th</sup>. Deputy Mayor Besley spoke to each recommendation.

Moved by Thwaites, Seconded by Hannon that Council accept the recommendation of the Roads Sub-Committee and that Council adopts the Road Management Plan prepared by RJ Burnside and Associates dated October 2019, as amended by Memorandum dated January 6, 2020 as part of the Township of Melancthon Asset Management Plan. Carried.

Moved by White, Seconded by Besley that Council accept the recommendation of the Roads Sub-Committee and that Council adopt conceptually the Ten Year Improvement Plan attached to the Memorandum dated January 6, 2020 from RJ Burnside and Associates for purpose of projects and budget planning. Carried.

Moved by Hannon, Seconded by Thwaites that Council accept the recommendation of the Roads Sub-Committee and that Council approve the projects identified at Line 1 and 2 of the Ten Year Improvement Plan be included in the Townships 2020 Budget together with Lines 3 to 19 of the plan subject to our Public Works Superintendent clarifying preventative maintenance and subject to negotiation with NWN Scientific and that RJ Burnside and Associate be retained to prepare the requisite tender invitations. Carried.

Moved by Thwaites, Seconded by Hannon that Council accept the recommendation of the Roads Sub-Committee and that Council engage the Municipal Council for Southgate on the matter of the use and maintenance of 2nd Line SW as significant usage has been and is attributable to users from "Southgate". To this end the Township is facing immediate costs in 2020 and 2022 of approximately \$446,000 on the stretch of 2nd Line north from 250 SR based on the Ten Year Improvement Plan. Carried.

\* This recommendation came forward as a result of all of the development in Southgate and the significant usage of the 2<sup>nd</sup> Line SW. It is hoped that Melancthon can have a discussion with Southgate to see if they will help out with the costs of the maintenance/upgrades to this road when future development comes to Southgate. Councillor Hannon sits on the Recreation Advisory Board with a Southgate Council member and will informally inquire with this member.

Moved by Thwaites, Seconded by Hannon that Council accept the recommendation of the Roads Sub-Committee and that Council engage the County of Dufferin on the matter of County Rd 21, between 4th Line NE and 5th Line OS, as the satisfactory completion of this County project has impacted and will impact the use, maintenance and planning for rehabilitation on Townships roads, specifically 5th Line and 4th Line NE. Carried.

\* Staff were directed to have Scott Burns, Scott Martin and Mike Hooper of the Public Works Department attend a future meeting of Council on this matter.

Moved by Thwaites, Seconded by Hannon that Council accept the recommendation of the Roads Sub-Committee and that Council engage with our MPP, Sylvia Jones, forthwith on the matter of infrastructure funding available from the Province given the projected astronomical cost the Township is facing over the next ten years on Roads and Bridges.

Carried.

\* Staff were directed to contact Sylvia Jones' office and invite her to a future meeting of Council with topics of discussion to include: development charges and infrastructure grants for roads and bridges.

Moved by Hannon, Seconded by Thwaites that Council accept the recommendation of the Roads Sub-Committee and that Council include \$150,000 in the 2020 budget for Equipment Reserve, to purchase a new plow truck or grader. Carried.

Moved by Thwaites, Seconded by Hannon that Council accept the recommendation of the Roads Sub-Committee and that Council adopt the Bridge/Culvert Report prepared by RJ Burnside and Associates dated September 2019 as part of the Township of Melancthon Asset Management Plan. Carried.

Moved by Thwaites, Seconded by Hannon that Council accept the recommendation of the Roads Sub-Committee and that Council incorporate into its budget planning, the requisite funding to permit the Roads Department to conduct the required routine and preventative maintenance identified in the Report in consultation with the Public Works Superintendent. Carried.

#### Bridge 13 Engineering Cost Estimate - RJ Burnside and Associates

Moved by Hannon, Seconded by Thwaites that Council accept the recommendation of the Roads Sub-Committee and that Council accept the engineering work plan and quotation of \$32,700.00 + HST from RJ Burnside and Associates for the rehabilitation of Bridge 13 located on 260 Sideroad, 200 m East of the 7<sup>th</sup> Line SW (Riverview) and direct Staff to incorporate this into the 2020 Budget. Carried.

#### January 2020 Winter Storm - Update

Craig provided an update from the storm this past weekend. He said there was no damage but some branches were down and cleanup will be done when they eventually come down. There was no ice on Saturday and the employees did not have to go out. He did receive a call from the Spills Action Centre about an oil spill in the river in Corbetton. He went out and looked and didn't see anything. Mayor White also went out and didn't see anything. It was suggested that there needs to be better communication going forward from the Public Works Superintendent to the CAO during these events. Discussion regarding the declaration of a significant weather event as some other municipalities declared, and it was determined that it was not required. A request was made from a member of Council, who asked if Staff could send out a simple email during these events with a general update, so that in the event that calls are received from the public, they could let them know. Staff had no issue doing this.

#### Other

Nothing for this.

#### **Planning Cont. - Site Plan Agreement**

Chris returned to Council with a provision to be added to the Site Plan Agreement (which he circulated to Council/Staff) and it be numbered Section 34. Council requested information from Mr. Humphrey regarding loads/volume/timing of construction, etc. Council then accepted the provision as drafted.

Moved by Thwaites, Seconded by Hannon that leave be given to introduce a By-law to enter into a Site Plan Agreement between 2690044 Ontario Ltd. and the Corporation of the Township of Melancthon and it be hereby read a first and second time and numbered 5-2020. Carried.

## Planning - Other

Chris advised that the Tripp/Serbin Zoning By-law Amendment has been appealed to the Local Planning Appeal Tribunal.

## **General Business - Cont.**

### Draft 2020 Spring/Summer Newsletter

Discussion ensued and changes were made to the following sections: Council meetings, fire permits and Horning's Mills Hall. Staff will send out a revised version before it is copied.

### Northern Iron and Metal - Discussion - Mayor White

Mayor White asked for this item to be on the Agenda as a result of the oil spill complaint received on the weekend. The CAO/Clerk was directed to send out the new Salvage By-law and application to the owner. When complaints come in about this property, Staff need to be taking photos to be kept on file.

### Action Correspondence Cont. - By-law Enforcement Report from Jennifer Willoughby, Clerk Town of Shelburne- Agreement will expire January 31, 2020

Discussion ensued and Mayor White advised that he would speak with Mayor Mills at the All Councils meeting tonight about this matter. The CAO/Clerk was directed to work with the CAO of Mulmur about sharing a By-law Enforcement Officer and make some calls to neighbouring municipalities.

## Unfinished Business

### Municipality of West Elgin resolution regarding proposed changes to the Provincial Policy Statement to support the governments's Housing Supply Action Plan

Moved by Hannon, Seconded by Thwaites that we support the resolution of the Municipality of West Elgin No. 2019-520. Carried.

## **Closed Session**

No Closed Session for this meeting.

## **Third Reading of By-laws**

Moved by Thwaites, Seconded by Besley that By-laws 1-2020, 2-2020, 4-2020 and 5-2020 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 Thwaites, 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 on January 16, 2020 and it be given the required number of readings and numbered 6-2020. Carried.

## **Adjournment and Date of Next Meeting**

2:30 p.m. - Moved by Besley, Seconded by Thwaites that we adjourn Council to meet again on Thursday, February 6, 2020 at 5:00 p.m. or at the call of the Mayor. Carried.

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MAYOR

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CLERK