

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

The Council of the Corporation of the Township of Melancthon held an electronic meeting on the 13<sup>th</sup> day of January, 2022 at 9:00 a.m. Mayor Darren White, Deputy Mayor Dave Besley, Councillor Wayne Hannon, Councillor Margaret Mercer (Councillor Mercer left the meeting at 12 noon and returned at approximately 12:45 p.m.) and Councillor James McLean were present. Denise Holmes, CAO/Clerk and Sarah Culshaw, Treasurer/Deputy Clerk were also present. Mayor White presided and called the meeting to order.

### **Land Acknowledgement Statement**

Mayor White shared the Land Acknowledgement Statement.

### **Announcements**

None.

### **Additions**

Councillor Mercer – Heritage and Task Force Updates (to be done under Committee Reports)

Councillor Hannon – NDCC discussion (to be done under Committee Reports)

Councillor McLean – Bretton Estates meeting on Friday with School Board – Council Reps

### **Deletions**

Deputy Mayor Besley – Item 17.3.1 – funding window has now closed.

### **Approval of the Agenda**

Moved by McLean, Seconded by Besley that Council approved the Agenda 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 by giving the general nature thereof and that declarations must be submitted to the Clerk in writing.

### **Minutes**

Moved by McLean, Seconded by Besley that Council approve the minutes of the December 9, 2021 Council meeting as circulated. Carried.

Moved by Hannon, Seconded by McLean that Council approve the minutes of the December 21, 2021 Special Council meeting as circulated. Carried.

### **Business Arising from Minutes**

December 21, 2021 – the CAO to provide Dufferin OPP Sgt. McLagan's email to Council members.

December 21, 2021 – The CAO advised that she sent an email to the Dufferin OPP to follow up from the meeting, to see if Officers had been to the area of Bretton Estates for observation. It was asked that Sylvia Jones, MPP be cc'd on the email and any response be sent to her.

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

None.

## **Public Question Period**

A question was asked regarding the clearing of trees at a property in Melancthon near Dundalk.

## **Public Works**

Craig Micks, Public Works Superintendent was in attendance.

## **Accounts**

Craig presented the accounts in the amount of \$18,807.23.

Moved by Mercer, Seconded by Besley that Council receive the Public Works Accounts as presented by the Public Works Superintendent. Carried.

## **Health and Safety Policy Statement – Public Works**

Moved by McLean, Seconded by Mercer that Council directs that the Public Works Health and Safety Policy Statement of the Township of Melancthon be executed. Carried.

## **Report from Kaitlin Chessell, Secretary Roads Sub Committee regarding recommendations from December 16, 2021 Meeting**

8.2 – Survey for Poulton Place – Moved by Besley, Seconded by McLean that Council accept the recommendation from the Roads Sub-Committee and directs Staff to proceed with obtaining quotes for the preparation of a survey of Poulton Place Street in Corbetton. Carried.

8.5 – Topcoat Paving of the 2<sup>nd</sup> Line SW – There will be further discussion on this matter as part of the 2022 Budget process.

8.7 – New Grader and Dually Pickup Truck – Moved by Mercer, Seconded by Besley that Council accepts the recommendation from the Roads Sub-Committee and directs the Public Works Superintendent to proceed with the purchase of a dually pick-up truck for 2023. Carried.

8.8 – Southgate/Melancthon Boundary Road Agreement – Moved by Besley, Seconded by McLean that Council accepts the recommendation from the Roads Sub-Committee and directs that Staff forward the draft Boundary Road Agreement between the Township of Southgate and Township of Melancthon to Ted Oldfield, Township Solicitor and to Intact Insurance for review and comments. Carried.

## **2021 OSIM Bridge Inspection Report**

Moved by Besley, Seconded by Hannon that Council receive the 2021 OSIM Bridge Inspection Report as prepared by RJ Burnside and Associates. Carried.

## **Other**

## **Addition – Councillor McLean – Bretton Estates Meeting with School Board January 14, 2022**

Councillor McLean advised that because there were three Members of Council appointed to meet with various officials on this matter, the meeting has to be a public meeting

and, at the moment, the school board has concerns and they just want to have an initial meeting with Township Reps and then a public forum in the future. It was requested by Councillor McLean that Council consider selecting two members of Council for this meeting, so that it can go ahead as planned. Moved by Mercer, Seconded by Besley that Councillors Hannon and McLean be appointed to attend the meeting tomorrow (January 14, 2022) with the School Board. Carried.

## **Unfinished Business**

### **Memorandum from Denise Holmes, CAO/Clerk regarding Bretton Estates – Request for School Bus Stop**

Moved by McLean, Seconded by Hannon that Council receive the Memorandum from Denise Holmes, CAO/Clerk regarding the Bretton Estates – Request for School Bus Stop. Carried.

## **Planning**

Chris Jones, Township Planning Consultant was in attendance.

## **Applications to Permit**

There were no questions regarding the one application on the spreadsheet.

### **Letter from Ministry of Municipal Affairs and Housing regarding Bill 13, the Supporting People and Businesses Act, 2021 & Email from Ontario Association of Committees of Adjustment & Consent Authorities regarding Bill 13, Supporting People and Businesses Act, 2021**

Chris spoke to both of these items and provided Council with an overview of the changes to Bill 13 for their information.

### **NEC Request for Comments on East Part of Lot 16, Concession 2 OS**

Moved by Mercer, Seconded by McLean that Staff be directed to forward the Memorandum from Chris Jones, Township Planning Consultant to the Niagara Escarpment Commission regarding File No. M/R/2021-2022/591 (Baird). Carried.

## **Other**

Nothing for this.

## **Strategic Plan**

Nothing for this.

## **Climate Change Initiatives**

Nothing for this.

## **Police Services Board**

### **PSB Communications (Councillor Hannon)**

Councillor Hannon spoke to this matter and the communications between the Police Services Board and Council. It was suggested that the Chair attend the Council Meetings to provide updates to Council, as the minutes are only posted when they have been approved by the Board and the Board meets quarterly. Alan Blundell who is Chair of the PSB was in attendance and spoke to the matter. There was also discussion on

the Head of Council being appointed to the Board, as per the Policies and Procedures of the Board and the Provincial Representative vacancy.

## **Committee/Board Reports & Recommendations**

### **Corbetton Park Board Recommendations**

Moved by Besley, Seconded by McLean that Council accepts the recommendations from the Corbetton Park Board of Management and directs Staff to obtain costings for fencing along the east boundary, pavilion/gazebo structure, basketball nets – purchase and installation and 3-4 solar powered pole mounted lights – purchase and installation and bring this information back to a future Council meeting for action. Discussion ensued on the recommendations that were brought forward. It was suggested that the Park Board develop a wish list, prioritize the items, and bring that list back to a future Council meeting. A Terms of Reference is to be developed for the Corbetton Park Board. The motion was tabled.

### **Environmental Sustainability Committee Draft Plan**

Moved by Mercer, Seconded by Hannon that Council receive the Environmental Sustainability Committee Draft Plan as presented. Carried.

Councillor Mercer, on behalf of the Environmental Sustainability Committee, requested the sum of \$5,000.00 to be added to the 2022 Budget, to cover costs associated with phragmites, sustainability day, education and the establishment of two pollinator gardens.

## **Committee Reports**

The following verbal reports were given:

Councillor Mercer – Heritage Sub-Committee – January 12, 2022

Councillor Mercer – Road Safety Task Force – January 11, 2022

Councillor Hannon – Shelburne and District Fire Board – January 4, 2022

Councillor Hannon – NDCC – January 12, 2022

As a result of the verbal report, the following motion was introduced and passed:

Moved by Hannon, Seconded by Mercer that Council puts our participation on the Joint Rec Sub-Committee on hold until we complete a full-scale review of our participation in the Agreement.

Councillor Mercer requested a recorded vote as follows:

Councillor Mercer – Yea

Councillor Hannon – Yea

Councillor McLean – Yea

Deputy Mayor Besley – Yea

Mayor White - Nay

The motion was carried.

## **Correspondence**

### **Board & Committee Minutes**

1. Environmental Sustainability Committee – December 3, 2021
2. Shelburne & District Fire Board – December 7, 2021

3. Shelburne Public Library – November 16, 2021
4. GRCA Summary of General Membership – December 17, 2021
5. NVCA December 2021 Board Meeting Highlights
6. Shelburne & District Fire Board – November 2, 2021
7. Shelburne & District Fire Board – October 5, 2021

Moved by Mercer, Seconded by McLean that Council receive the Board and Committee Minutes Correspondence Items 1-7 as information. Carried.

### **Items for Information Purposes**

1. Report from Peter Routledge, Manager of Information Technology & Geographic Information System regarding Streamline County IT/GIS
2. Environmental Assessment Modernization Proposals
3. Email from Steve Murphy, Emergency Management Coordinator regarding Transit Feasibility Study Stakeholder Meeting
4. City of Kitchener Resolution regarding Conversion Therapy
5. Letter from Ministry of Environment, Conservation and Parks Updating Noise Prediction Methods used for Assessing Road and Rail Traffic
6. Letter from the Town of Penetanguishene regarding Concerning Rates of Recidivism
7. Dufferin County Press Release – 145<sup>th</sup> Warden Elected
8. Notice of OCIF 2022 Funding
9. Grand Valley & District Fire Board Press Release regarding Retirement of Kevin McNeilly, Fire Chief
10. Township of Mulmur Resolution regarding Truth and Reconciliation Calls to Action
11. NVCA Media Release – NVCA’s education programs help children protect their future
12. Environmental Assessment Modernization Decisions
13. Environmental Registry of Ontario – Proposal Posting
14. Town of Grand Valley Notice of Passing of a Zoning By-law
15. Township of Southgate Resolution of Support Annual Emergency Exercise Requirement
16. 2021 Municipal Partnership Report and Assessment Change Summary
17. GRCA Transition Plan under the Conservation Authorities Act
18. GRCA General Membership Attendance
19. Township of South Frontenac Resolution regarding Daylight Savings Time
20. SVCA’s 2022 Plan Review Fees
21. GRCA’s 2022 Fee Updates
22. Ministry of Municipal Affairs and Housing Extension of Emergency Orders and Provincial Response to the Omicron Variant
23. Letter from Multi-Municipal Wind Turbine Working Group regarding Wind Turbine Failures
24. Broader Public Sector: 2019 Energy Use and Greenhouse Gas Information is Available
25. Ministry of Municipal Affairs and Housing – Omicron Variant of COVID-19, Testing and Isolation Guidelines

Moved by Mercer, Seconded by McLean that Council receive Correspondence Items 1-25, for information purposes, as information with the exception of #7 and #23. Carried.

Councillor Hannon - # 7 – Staff were directed to send a letter of congratulations to Mayor Wade Mills. # 23 – Councillor Hannon and Staff to work on a motion of support and bring it back to the next meeting.

### **Items for Council Action**

**1. Request from Alethia O’Hara-Stephenson to Raise the Pan African Flag and Proclaiming BHM February 2022**

Moved by Mercer, Seconded by Hannon that Council for the Township of Melancthon will raise the Pan African Flag symbolizing Black History Month on Tuesday, February 1, 2022 for the period of time as outlined in the Township of Melancthon Flag Raising Policy or as directed by Council. Carried. The Flag will be raised from February 1, 2022 until March 1, 2022.

-and-

Moved by Hannon, Seconded by Mercer that Whereas, Black History Month is an opportunity to acknowledge and honour the contributions of Black Canadians, both past and present and recognize their significant contributions made to the Township of Melancthon and Canada; and

Whereas, during Black History Month, we celebrate the many achievements and contributions made by Black Canadians to our collective economic, cultural, social, and political development; and

Whereas, the Township of Melancthon recognizes and values the significant contributions and advances that Black Canadians have made and continue to make to Canadian society and recognize the quest of Black Canadians for equal opportunity and freedom from discrimination in Canada; and

Whereas, this proclamation coincides with the United Nations declaration of the International Decade for People of African Descent from 2015 -2024, which encourages national regional and international co-operation in relation to the full enjoyment of economic, social cultural, civil and political rights by people of African Descent, and their full and equal participation in all aspects of society; and

Now Therefore, I, Mayor Darren White, on behalf of Council, do hereby proclaim February 2022 as “Black History Month” in the Township of Melancthon and encourage all residents to celebrate our diverse heritage and culture and continue our efforts to make Melancthon an inclusive community for all. Carried.

**2. Shelburne & District Fire Board 2022 Capital Budget**

Moved by Mercer, Seconded by Hannon that Council approve the SDFB 2022 Budget and directs that it be forwarded to the Treasurer to be included in the 2022 Budget. Carried.

**3. CDRC funding Municipalities to Submit Content for the 2022 Spring/Summer Recreation Guide**

No content for 2022 due to Covid-19.

**4. Report from Denise Holmes, CAO/Clerk regarding 2023 Council Meeting Schedule**

Moved by Besley, Seconded by McLean that Council confirm the 2023 Council meeting dates on the “Melancthon Council Meeting Schedule 2023”, as amended. 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 amendment to the 2023 schedule as required. Carried.

The amendment to the schedule was that the meetings on the first Thursday in February, March and April, 2023 will begin at 5:00 p.m. instead of 9:00 a.m.

## **5. Admin Health and Safety Policy Statement**

Moved by Besley, Seconded by Hannon that Council directs that the Administration Health and Safety Policy Statement of the Township of Melancthon be executed. Carried.

## **6. Petition for Drainage Works by Owner for Pt Lot 30, Con 1 OS – (Brubacher-Tupling)**

Moved by Hannon, Seconded by Besley that Council accept the petition under Section 4 of the Drainage Act, RSO, 1990, signed by Ion Brubacher on behalf of Scotch Pine Industries Inc. and Aaron Tupling describing Part West Half of Lot 30, Concession 1 OS and Part of the East Half of Lot 30, Concession 2 OS as requiring drainage, and directs the Clerk to notify the petitioner and the Nottawasaga Valley Conservation Authority, as required by Section 5 of the Drainage Act, of its decision to proceed. Be it further resolved that Council appoint Tom Pridham, RJ Burnside and Associates Ltd. to prepare a report, plan and profile in accordance with Section 8 of the Drainage Act. Carried.

## **General Business**

### **Accounts**

Sarah Culshaw, Treasurer presented the general accounts in the amount of \$20,895.18.

Moved by Mercer, Seconded by McLean that Council receive the General Accounts as presented by the Treasurer. Carried.

### **Notice of Intent to Pass By-laws:**

#### **By-law to Authorize the Borrowing to Meet, Until Taxes are Collected**

Moved by Hannon, Seconded by McLean that leave be given to introduce a By-law to authorize the borrowing of monies to meet, until taxes are collected, the current expenditures of the Corporation for 2022 and it be hereby read a first and second time and numbered 1-2022. Carried.

#### **By-law to Provide for the Levy and Collection of Rates or Levies Required**

Moved by Mercer, Seconded by Besley 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 2022 and it be hereby read a first and second time and numbered 2-2022. Carried.

#### **By-law to Authorize the Signing of an Electric Vehicle Charging Station Memorandum of Understanding**

Moved by Mercer, Seconded by McLean that leave be given to introduce a By-law to authorize the signing of an Electric Vehicle Charging Station Memorandum of Understanding between the Corporation of the County of Dufferin and the Corporation of the Township of Melancthon and it be hereby read a first and second time and numbered 3-2022. Carried.

### **New/Other Business/Additions**

#### **Canadian Agricultural Partnership Targeted Cost-Share Initiative Aimed at Increasing Deadstock Capacity (Deputy Mayor Besley)**

Deleted from the Agenda.

**Town of Shelburne Report from Carey Holmes, Director of Financial Services/Treasurer – 5 Year Capital Plan 2022-2026 (Councillor McLean)**

Councillor McLean advised that this was an information item for Council and noted in the Report, that placeholders in the capital budgets had been added for 2023 and 2024 for changes regarding two third party boards (CDRC and Shelburne Fire Board).

**Councillor Hannon – Notice of Motion from December 9, 2021 – Moved by Hannon that the Corporation of the Township of Melancthon develop a complaint registry.**

Moved by Hannon, Seconded by Mercer that the Corporation of the Township of Melancthon develop a complaint registry. Discussion ensued and Staff will work with Councillor Hannon to create the complaint registry. The motion was tabled to the next meeting.

**Appoint a Member of Council to the Inter-Municipal Working Group regarding the Dissolution of the Centre Dufferin Recreation Complex Board of Management and the Shelburne and District Fire Board of Management**

Staff advised that the Township of Mulmur and Town of Mono do not wish to participate in the Inter-Municipal Working Group at this time, and Amaranth Township has appointed Councillor Heather Foster.

Moved by Mercer, Seconded by McLean that Councillor Hannon be appointed to the Inter-Municipal Working Group (composed of Representatives from the Townships of Amaranth, Melancthon, Mono and Mulmur) for the purposes of discussing next steps and legal consultation regarding the dissolution of the Centre Dufferin Recreation Complex Board of Management and the Shelburne and District Fire Board of Management. Carried.

The meetings of the Inter-Municipal Group will not be public meetings. Discussion ensued and this matter will be put back on the Agenda regarding questions of Council to be discussed at the first meeting, as well as legal representation. The legal representation to be brought back to the two Councils for approval.

**Draft 2022 Spring/Summer Newsletter**

The newsletter was reviewed and Staff will add the Proclamation of Black History Month, the raising of the Pan African Flag and information about Heritage Week (February 21-27, 2022).

**Clarification on circulation of Committee Agenda packages (Councillor Mercer)**

Discussion ensued on this matter. Staff will continue to send out the following Agenda packages: Environmental Sustainability, Heritage, Roads, Police Services and now, North Dufferin Community Centre. As for the other Agenda packages of the other Boards/Committees, it will be up to the Members of Council on those Boards to forward the Agenda packages to the rest of Council.

**Centre Dufferin Recreation Complex Capital (Councillor Hannon)**

This item was deferred pending receipt of information from CDRC regarding the number of Melancthon users using the facility.



## **Recording Council Meetings and posting them on YouTube (Councillor McLean)**

Discussion ensued on this matter and Staff were directed to get a legal opinion on the recording of the meetings and posting them on the internet, as concerns were raised about the liability that could be incurred as a result of posting them due to a lawsuit currently ongoing in another municipality.

Once the opinion has been received and depending on the opinion, Staff will reach out to County IT for assistance with this.

## **Unfinished Business**

### **2022 Draft Capital and Operating Budgets**

Sarah Culshaw, Treasurer presented the second draft of the Budget and reviewed her Report with Council. As the next Roads Sub-Committee meeting is scheduled for February 9<sup>th</sup>, she recommended bringing another draft to the February 17<sup>th</sup> Council meeting for review. Council concurred with her recommendation.

### **Township Diversity Policy**

Deferred. Mayor White has been appointed to the County of Dufferin Diversity, Equity and Inclusion Community Advisory Committee, so it was felt that he would be able to lead the development of the policy for Melancthon.

### **Resignation Letter from Clayton Rowbotham for NDCC – Melancthon Member**

Deferred.

### **Delegations**

No Delegations for this meeting.

### **Committee of Adjustment**

During the meeting, Council adjourned and went into Committee of Adjustment and reconvened back to Council at 10:28 p.m.

### **Adjourn for Break**

At 12:20 p.m. – Council adjourned for a short break and reconvened at 12:35 p.m.

### **Closed Session**

12:36 p.m. Moved by McLean, 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): litigation or potential litigation, including matters before administrative tribunal, affecting the local board - Memo from the CAO/Clerk - Accident Liability Notice; personal matters about an identifiable individual, including municipal or local board employees - Tripp/Serbin Temporary ZBA Planning Fees, Memo from the CAO/Clerk - By-law Complaints Update for 2021 and North Dufferin Community Centre – Update. Carried.

1:59 p.m. Moved by McLean, Seconded by Mercer that Council rise from Closed Session with Report. Carried. The report being the directives given to Staff during Closed Session.

**Third Reading of By-laws**

Moved by Mercer, Seconded by McLean that By-laws 1-2022, 2-2022 and 3-2022 now be read a third time, signed by the Mayor and Clerk, sealed and engrossed in the By-law Book. Carried.

**Notice of Motion**

Moved by Hannon, that the Corporation of the Township of Melancthon review all Municipal Boards and Committees to streamline and look for any efficiencies.

**Confirmation By-law**

Moved by Mercer, 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 January 13, 2022 and it be given the required number of readings and numbered 4-2022. Carried.

**Adjournment and Date of Next Meeting**

Moved by McLean, Seconded by Besley that Council adjourn this meeting at 2:00 p.m. to meet again on Thursday, February 3, 2022 at 9:00 a.m. or at the call of the Mayor. Carried.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK