



**TOWNSHIP OF MELANCTHON
COMMITTEE OF THE WHOLE HYBRID MEETING
THURSDAY, DECEMBER 12, 2024 – 10:30 P.M.**

Join Zoom Meeting

<https://us02web.zoom.us/j/83169557180?pwd=ZDwPXOnwmXHP7bxv9rZQDDnivo8rqv.1>

Meeting ID: 831 6955 7180

Passcode: 193780

One tap mobile

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- +1 647 374 4685 Canada

Meeting ID: 831 6955 7180

Passcode: 193780

AGENDA

1. Call to Order

2. Land Acknowledgement Statement

We will begin the meeting by sharing the Land Acknowledgement Statement:

We would like to begin by acknowledging that Melancthon Township recognizes the ancestral lands and treaty territories of the Tionontati (Petun/Wyandot(te)), Haudenosaunee (Six Nations), and Anishinaabe Peoples. The Township of Melancthon resides within the lands named under the Haldimand Deed of 1784 and the Lake Simcoe-Nottawasaga Treaty (Treaty 18).

These territories upon which we live and learn, are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.

3. Additions/Deletions/Approval of Agenda

4. Disclosure of Pecuniary Interest

5. Adoption of Draft Minutes – October 17th, 2024

6. Business Arising from the Minutes

7. Correspondence

8. General Business

1. Report from Denise B. Holmes, CAO/Clerk regarding Boards and Committees
 1. Township of Southgate – Recreation Advisory Committee Recommendation and Approved Council Resolution

9. Delegations

10. Adjournment



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

REPORT TO COMMITTEE OF THE WHOLE

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

FROM: DENISE B. HOLMES, AMCT, CAO/CLERK

SUBJECT: BOARDS AND COMMITTEES

MEETING DATE: OCTOBER 17, 2024

Background

At the October 3, 2024 Council meeting, there was direction to Staff to provide a Report to Council on the various Boards and Committees, length of term, number of Council reps that sit on the Boards/Committees, etc. There are several Township Local and Outside Board and Committees that Council members are appointed to as Representatives for the Township. There are also some Board Appointments that are jointly shared with other municipalities and the Representative may be appointed from another municipality – i.e., Grand River Conservation Authority.

Below is a listing of the current Boards and Committees and who from Council currently sit on them:

1. Committee of Adjustment

The Committee of Adjustment is comprised of Council and the appointment is made annually in December. The Committee of Adjustment meets the third Thursday of the month.

2. Committee of the Whole

The Committee of the Whole is comprised of Council and coincides with the Term of Council. The Committee meets at the call of the Chair. The Chair is appointed by motion of Council.

3. Centre Dufferin Recreation Complex Board of Management (Shelburne Arena)

The Board is comprised of representatives from the Town of Shelburne, Town of Mono, Township of Amaranth and Township of Melancthon – two Council members are appointed to this Board annually in December. The meetings are typically held the 4th Wednesday of the month. **Councillor Moore and Councillor Plowright**

4. **North Dufferin Community Centre Board of Management (Honeywood Arena) – Disbanded**

As per the new Agreement entered into on July 13, 2023, Section 4 states: “It is agreed that Melancthon and Mulmur may further agree to create a Committee to support events and fundraising and any further functions defined through a separate agreement, and that in the event a Committee is created, Melancthon and Mulmur will each be represented by one member of each Council.” Melancthon has not officially appointed any member of Council.

5. **Nottawasaga Valley Conservation Authority Board**

The Board is administered by the NVCA and is comprised of representatives from Township of Adjala-Tosorontio, Township of Amaranth, City of Barrie, Town of the Blue Mountains, Town of Bradford West Gwillimbury, Township of Clearview, Town of Collingwood, Township of Essa, Municipality of Grey Highlands, Town of Innisfil, Township of Melancthon, Town of Mono, Township of Mulmur, Township of New Tecumseth, Township of Oro-Medonte, Town of Shelburne, Township of Springwater, Town of Wasaga Beach – one Council member is appointed annually at the December meeting. The NVCA meets once per month – the 4th Friday. **Mayor White**

6. **Shelburne and District Fire Board**

The Board is comprised of representatives from the Town of Shelburne, Town of Mono, Township of Amaranth, Township of Melancthon and Township of Mulmur – two Council members are appointed annually at the December meeting. The meetings are typically held the 1st Tuesday of the month. **Mayor White and Councillor Neilson ** Note Mayor White has advised of his intention to resign from this Board due to scheduling conflicts.**

7. **Mulmur-Melancthon Fire Board**

The Board is comprised of Council members from the Township of Mulmur and the Township of Melancthon – two Council members are appointed annually at the December meeting. The Board meets the 3rd Tuesday of every second month or monthly if needed. **Mayor White and Councillor Moore**

8. **Shelburne Public Library Board**

The Board is comprised of members from the Town of Shelburne, Town of Mono, Township of Amaranth, Township of Melancthon and Township of Mulmur – one Council member is appointed annually at the meeting in December. The meetings are typically held the 3rd Tuesday of the month. **Councillor Plowright**

9. **Dufferin O.P.P. Detachment Board – Melancthon Township, Town of Mono, Mulmur Township**

The Board is comprised of one Council member and one public member from each of the municipalities and one provincial appointee for a total of seven members. The

Council member is appointed annually at the meeting in December. The public member is appointed for the term of Council at the December meeting at the start of the new term of Council. The Board meets four times a year as required under the *Community Safety and Policing Act*. The meetings for the year are typically set at the first meeting of the year. **Mayor White**

10. **Horning's Mills Community Hall Board**

The Board is comprised of two Council members, one member from the Horning's Mills Women's Institute and four public members. The term of the Board is for four years, concurrent with the term of Council. The appointments for this Board are made at the December Council meeting of the new term. **Deputy Mayor McLean and Councillor Plowright**

11. **Horning's Mills Community Park Board**

The Board is comprised of two Council members and three members of the public. The term of the Board coincides with the Council term. The appointments for this Board will be made at the December Council meeting of the new term. **Deputy Mayor McLean and Councillor Neilson**

12. **Corbetton Park Board**

The Board is comprised of one Council member and four members of the public. The term of the Board coincides with the Council term. The appointments for this Board will be made at the December Council meeting of the new term of Council. **Mayor White**

13. **Human Resources Sub-Committee**

This Sub-Committee is comprised of two members of Council, consisting of the Mayor and Deputy Mayor, and deal with the Human Resources of the Township in conjunction with the CAO. These two members of Council are appointed at the December Council meeting of the new term of Council.

14. **Township of Southgate Recreation Advisory Committee**

This Board is administered by the Township of Southgate – one Council member is appointed annually at the December Council meeting. Meetings are typically held four times per year and are held on Thursdays at 2:00 p.m. Attached to my Report is a Report from Southgate CAO, Dina Lundy, regarding the recommendation to disband the Committee. **Councillor Neilson**

15. **Heritage Advisory Sub-Committee**

The Board is comprised of up to two Council members and up to six members of the Public. The Sub-Committee meets at the call of the Chair. The term of the Sub-committee coincides with the term of Council. The appointments for this Sub-Committee are made at the December Council meeting of the new term of Council. **Deputy Mayor McLean**

16. Roads Sub-Committee (comprised also of the Environmental Sustainability Sub-Committee and the Road Safety Task Force)

The Board is comprised of three Council members and typically meets the first Monday of the month. The term of the Sub-Committee coincides with the Term of Council. The appointments for this Board are made at the December meeting of a new term of Council. **Mayor White, Deputy Mayor McLean, and Councillor Neilson**

17. Property Standards Appeal Committee

The Property Standards Appeal Committee is comprised of Council and coincides with the Term of Council. The Committee meets at the call of the Chair and when there is a Property Standards Appeal. The Chair is appointed by motion of Council. The appointment of Chair is made at the December meeting of a new term of Council.

18. Recreation Task Force

The Task Force was comprised of three public members and is no longer active. There was a recommendation from the Task Force that a Township of Melancthon Recreation Committee be established, however after two call-outs for volunteers (one in March 2023 and the other in September 2023) and not receiving enough applications, Council decided at the October 5, 2023 meeting to considering addressing it as part of the new Strategic Plan.

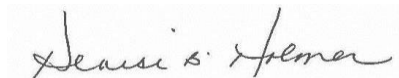
19. Grand River Conservation Authority

The Joint Board is administered by the GRCA – one joint representative for the Town of Grand Valley, Township of Amaranth, Township of East Garafraxa, Township of Melancthon and Township of Southgate. The appointment is coordinated with the participating municipalities. The current member is Guy Gardhouse, Mayor of East Garafraxa.

Choice of Boards and Committees

If each Member of Council could please let me know in advance of the Committee of the Whole meeting which Boards and Committees they wish to sit on, Staff will compile a spreadsheet with this information for further discussion at the COW meeting on October 17, 2024.

Respectfully submitted,



Denise B. Holmes, CAO/Clerk



Report Presented To:	Township of Southgate Council Meeting
Meeting Date:	2024-10-16
Report Number	CL2024-036
Title:	Township of Southgate Recreation Advisory Committee Recommendation
Open/Closed Session:	Open Session
Prepared By:	Holly Malynyk, Legislative and Records Management Coordinator
Reviewed By:	Kevin Green, Recreation Manager
Approved By:	Ken Melanson, MCIP, RPP Senior Manager, Development & Community Services
Approved By:	Lindsey Green Clerk
Approved By:	Dina Lundy Chief Administrative Officer

Executive Summary:

To provide a recommendation to Council regarding the future of the Township of Southgate Recreation Advisory Committee.

Recommendation:

Be it resolved that Council receive staff report CL2024-036 for information; and
That Council disband the Township of Southgate Recreation Advisory Committee, effective October 16, 2024; and
That Council direct staff to review the recreation agreement with the Township of Melancthon and prepare amendments to the agreement, as required, for future consideration; and
That Council direct staff to work with the Township of Melancthon to develop standard operating procedures as they relate to the consideration of items pertaining to mutual recreational interests.

Background:

The Township of Southgate Recreation Advisory Committee was established by Council to provide guidance to Council and make recommendation on recreation initiatives and programs in the Township of Southgate. The current composition of the Recreation Advisory Committee is three (3) members of the Council of the Township of Southgate and one (1) member of the Council of the Township of Melancthon.

The intent of the Committee was to serve as an advisory body to the Council of the Township of Southgate to:

- Review and set annual goals and objectives based on the Township of Southgate Strategic Plan and other related plans;
- Assist in the implementation, evaluation and update of any Recreation Strategy and other related municipal documents, as directed;
- Provide advice on matters which influence recreation opportunities in the Township of Southgate, including marketing and branding strategies to attract additional users and user groups;
- Act in an advisory capacity to recreation groups within the Township of Southgate by providing information on issues related to the benefits of utilizing the Township of Southgate's recreation facilities;
- Support the growth of a variety of recreation opportunities and encourage a vibrant and healthy community;
- Identify barriers or issues that may impede access to recreation and provide and advice and offer recommendation to Council on strategies to mitigate such impediments; and
- Undertake all other assignments as may be requested by Council.

Analysis

Currently, the Township of Southgate Recreation Advisory Committee meets quarterly. However, the Committee frequently faces quorum challenges, leading to rescheduling of meetings to ensure enough members are present. One of the primary responsibilities of the Committee is to provide recommendations to Council regarding the operating and capital budget for recreation. However, these recommendations and any other recommendations can be submitted directly to Council, eliminating the need for the Committee to facilitate this process.

The 2023-2027 Township of Southgate Community Strategic Plan identified Healthy, Happy Communities as a strategic priority, that can be reached through the development of spaces for recreation and leisure in the Township that meet the needs of the growing community during all seasons, for people of all ages, abilities, incomes, and cultures. In the future, an update to the Recreation Master Plan will be completed, and should include parks and culture, in consultation with the community. Key areas to explore include a needs assessment to inform opportunities for a multi-use facility that would potentially be integrated with a new administration centre, and partnership opportunities with surrounding member municipalities, and providing programming for all demographics. Additionally, the completion of a needs assessment for recreation programming and creation of an implementation plan is also recommended.

The Township has experienced significant growth over the past six years, prompting staff to recommend a more holistic approach to future development projects, particularly in recreation. To enhance community engagement and streamline discussions, it is proposed that recreation updates be included more frequently on the regular Council agenda.

Staff have been in consultation with the Township of Melancthon staff to review the proposed recommendation for the Recreation Advisory Committee. Staff report CL2024-036 will be discussed at the Township of Melancthon Committee of the Whole meeting on October 17, 2024.

After reviewing the Terms of Reference (Attachment 1) and consulting with the Township of Melancthon, staff recommend disbanding the Recreation Advisory Committee of Council. This decision will not diminish the valuable partnerships established with Melancthon, nor will it hinder future collaborative opportunities. The Township will continue to work with Melancthon and involve relevant staff and Council members in discussions regarding shared recreation facilities and programming enjoyed by both communities.

Financial and Resource Implications:

There would be no significant financial and resource implications as a result of this report.

Strategic Priorities:

Priority: Happy, Healthy Communities

Attachments:

Attachment 1: Recreation Advisory Committee Terms of Reference

**Township of Southgate
Administration Office**

185667 Grey County Road 9, RR 1
Dundalk, ON N0C 1B0



Phone: 519-923-2110
Toll Free: 1-888-560-6607
Fax: 519-923-9262
Web: www.southgate.ca

October 18, 2024

Re: Township of Southgate Recreation Advisory Committee Recommendation

Please be advised that at their October 16, 2024, Council meeting, the Council of the Corporation of the Township of Southgate approved the following:

No. 2024-479

Moved By Councillor Rice

Seconded By Councillor Ferguson

Be it resolved that Council receive staff report CL2024-036 for information; and
That Council disband the Township of Southgate Recreation Advisory Committee, effective October 16, 2024; and

That Council direct staff to review the recreation agreement with the Township of Melancthon and prepare amendments to the agreement, as required, for future consideration; and

That Council direct staff to work with the Township of Melancthon to develop standard operating procedures as they relate to the consideration of mutual recreational interests.

Carried

If you have any questions, please contact our office at (519) 923-2110 ext. 230.

Sincerely,

Lindsey Green

Lindsey Green, Clerk
Township of Southgate

Encl: Staff Report CL2024-036 – Township of Southgate Recreation Advisory Committee Recommendation

cc: Denise Holmes, CAO/Clerk, Township of Melancthon, dholmes@melancthontownship.ca



Township of Southgate
Recreation Advisory Committee
Terms of Reference

Purpose:

The Township of Southgate Recreation Advisory Committee was established by Council to provide guidance to Council and make recommendations on recreation initiatives and programs in the Township of Southgate.

Membership:

The Township of Southgate Recreation Advisory Committee will be comprised of:

Voting members:

- Three (3) members of the Council of the Township of Southgate
- One (1) member of the Council of the Township of Melancthon

Non-Voting Southgate Staff Members

- Recreation Manager
- Clerk's Department staff to act as the Committee's Recording Secretary

Chair/Vice Chair:

The Committee shall, at its first meeting elect one member from the Committee to be Chair, and one member from the Committee to be Vice Chair for the term of the Committee.

Duties and Responsibilities:

To assist and support Council and staff to meet the following objectives:

- Individual committee members and the collective group will be fair, impartial, and respectful to the public, staff and each other.
- Committee members will respect the limitations of their individual and collective authority. The role of the committee is to advise as this relates to the purpose of the Committee.
- Members will strive to appreciate differences in approach and point of view.
- Each member will participate in the Committee's discussions and work assignments without dominating the discussion or activity of the committee.

- Each member will complete tasks as delegated or volunteered to complete, in a timely manner, and when unable to complete tasks, notify the chair.
- The Committee Chair will ensure that all members have a fair, balanced and respectful opportunity to share their knowledge and perspectives.
- The Committee will attempt to reach consensus on issues. If consensus is not possible, strong different options, such as “minority” opinions, should be recorded and acknowledged in the committee’s report, recommendation(s) and presentations.
- The Committee may liaise with community groups and individuals to maintain awareness of their goals and mandate in order to gain support for the work of the Committee.
- Review and set annual goals and objectives based on the Township of Southgate Strategic Plan and other related plans.
- Assist in the implementation, evaluation and update of any Recreation Strategy and other related municipal documents, as directed.
- Provide advice on matters which influence recreation opportunities in The Township of Southgate including marketing and branding strategies to attract additional users and user groups.
- Act in an advisory capacity to recreation groups within the Township of Southgate by providing information on issues related to the benefits of utilizing the Township of Southgate’s recreation facilities.
- Support the growth of a variety of recreation opportunities and encourage a vibrant and healthy community.
- Identify barriers or issues that may impede access to recreation and provide advice and offer recommendations to Council on strategies to mitigate such impediments.
- Undertake other assignments as may be requested by Council.

Authority:

As the Recreation Advisory Committee to Council, the Committee does not have any delegated authority in accordance with the *Municipal Act, 2001*, as amended.

The Recreation Advisory Committee or any member of the Committee does not have the authority to communicate with other levels of government on behalf of the Township of Southgate, to take a position on behalf of the Township, or to authorize any expenditures against the Township.

The Recreation Advisory Committee or any member of the Committee does not have authority to direct staff or any recommendations requiring

implementation, reports or staff actions as such activities must first be considered by Council before staff action can be taken.

Committee members do not have the authority to speak on behalf of the Committee unless so directed by Council.

Quorum:

A majority of members are required to be present to constitute a quorum of the Committee. If a quorum is not present at a scheduled meeting fifteen (15) minutes after the scheduled commencement time, the meeting shall stand adjourned until the date of the next regular meeting. The Recording Secretary shall record the names of the members present.

Reporting:

Reporting from the Committee to Council will be done through the Recreation Manager.

Meeting Schedule:

The Township of Southgate Recreation Advisory Committee will meet quarterly or as determined by the Committee, at a date to be determined by the members. Meetings may be held in person or virtually or a combination of both in accordance with Policy No. 86 – Electronic Participation Policy.

Term of Committee:

The Township of Southgate Recreation Advisory Committee is appointed by the Council and will mirror the term of Council. Appointments to the Southgate Recreation Advisory Committee will be made in December of the same year as a Municipal Election.

Remuneration:

Members of Council who sit on the Township of Southgate Recreation Advisory Committee will be compensated in accordance with Policy #21, Council Member Compensation, Expenses, Meeting Claims, Guidance and Approval Policy.

Members of the Township of Melancthon Council who sit on the Recreation Advisory Committee will be compensated by the Township of Melancthon separately through their remuneration policies and processes.