

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

The Township of Melancthon Parks and Recreation Board held a meeting on May 26, 2025, at 7:00 p.m. The following members were present: Chair Ruth Plowright, Vice-Chair Doug Read, Members Jessica Plowright, David Thwaites, Lynn Hodgson and Bill Neilson, also present was Becky Cunnington, Parks and Recreation Board Secretary. Absent was Member Darren White with prior notice given. The meeting was called to order at 6:59 p.m.

### **Land Acknowledgement**

Chair Plowright shared the Land Acknowledgement Statement.

### **Additions/Deletions/Approval of Amended Agenda**

#### **Additions**

None

#### **Deletions**

None

#### **Approval of Agenda**

Moved by Neilson, Seconded by J. Plowright that the agenda be approved as circulated. Carried.

#### **Approval of Minutes**

Moved by Read, Seconded by Hodgson that the minutes of the Parks and Recreation Board Meeting held on April 28, 2025, be approved as circulated. Carried.

#### **Business Arising from Minutes**

None

#### **Declaration of Pecuniary Interest or Conflict of Interest**

No declaration declared at this time.

#### **General Business**

##### **1) New/Other/Addition**

- 1. Report From Kaitlin Dinnick, Deputy Clerk and Planning Coordinator – Municipal Alcohol Policy – Horning's Mills Community Park**

The Board discussed the Report and the following motions were passed:

Moved by Read, Seconded by Neilson that the Board receive the Report as information. Carried.

Moved by Thwaites, Seconded by Read that the Board make a recommendation to Council. Carried

### **Recommendation**

THAT the Parks and Recreation Board recommends to Council that Staff be directed to draft a Municipal Alcohol Policy for the Township of Melancthon for Council's consideration;

AND THAT the policy be designed to address alcohol use at both Municipal and Non-Municipal Events held on Township property;

AND THAT Staff consider community consultation, particularly with residents adjacent to affected parklands, as part of the policy development process.

## **2) Unfinished Business**

### **1. Terms of Reference**

The Board reviewed and discussed the draft Terms of Reference Member Neilson had prepared. Some revisions were suggested and Township Staff was directed to make the changes and re-circulate to the group.

### **2. Melancthon Day**

The following updates were discussed:

Corbetton BBQ Friday – Chair Plowright discussed increasing the number of hamburgers and hot dogs to purchase and suggested increasing each by a dozen, all were in agreement that 60 hamburgers and 60 hot hogs would be purchased for the event. Chair Plowright has requested to have Public Works drop off two of the long tables from the Horning's Mills Hall along with the BBQ and additional garbage cans to the Corbetton Park the Friday morning or early afternoon.

We The Bounce – Bouncy Castle – Will be set up for 3:00 p.m.

Fireworks – Scheduled to begin at 10:00 p.m.

Music Entertainment – Jack Polonsky has three bands booked with a possibility of a fourth , offering a variety of music throughout the day.

Fireman/First Responders Challenge – Had to be cancelled as there are other events going on in the area and there are not enough personnel available to run the event.

Baseball Game – The Board discussed reaching out to Mansfield Minor Ball to see if there would be an interest in having an exhibition game in the afternoon. Chair Plowright will reach out to James McLean to look into this.

Food Vendors – Blitzful Treats will be offering ice and the Butter Tart vendor has confirmed they will be attending.

Saturday BBQ – Mulmur Melancthon Fire Department – Have not been confirmed yet. Several Board Members will reach out to their contacts at the Fire Department to inquire if they would be interested in running the BBQ.

Bar – Chair Plowright advised that the Horning’s Mills Hall Bartenders will be running the full bar offering Beer, Coolers and Wine. Chair Plowright is also working on getting the Liquor License for the event and has looked into licensing the whole park instead of one area. The bar will run from 5:00 p.m. – 10:00 p.m.

Seating – Member White was not in attendance to provide an update on the picnic tables from the Town of Shelburne for seating.

Kid Gift Basket Draw – Member Hodgson will be making the baskets and Member Neilson will print the tickets, each child will be offered one ticket upon entry for a chance to win the basket.

Melancthon Swag – Chair Plowright is getting quotes for t-shirts and hats. A discussion was had regarding the phrases Chair Plowright had suggested which named the three Hamlet areas, a suggestion was made to also include Melancthon for those that didn’t live in the Hamlet areas. The Board agreed to also include a Melancthon option. Shirts will also be made for the Volunteers working the event, they will have one of the slogans on the front with either Staff or Volunteer Printed on the back so they may be easily identified during the event.

Vendor/Information Booths – Vice-Chair Read will be the contact person for any vendors or groups that wish to have a booth. He will reach out to the local organizations that have previously attended, and

Township Staff will forward his contact information onto those who have reached out already.

Signage – Member Hodgson will make donation signs as well as signage for alcohol age of majority and no alcohol beyond this point.

Advertising – Chair Plowright drafted two poster options to advertise the events. Feedback was given and Chair Plowright will make some changes and re-circulate to the Board.

Popcorn – The Horning’s Mills Hall popcorn machine will be brought over to the Park and Chair Plowright has arranged for high school students to look after it.

Volunteers and Schedule – Chair Plowright will work on a schedule for coverage and to determine how many volunteers will be needed to assist for any stations that need coverage. If the entire park is licensed for alcohol, volunteers will need to be stationed at the exits to monitored for the duration of the event.

Riverview Sunday Breakfast – Start time will be 9:00 a.m. and peameal on a bun will be offered along with coffee and drinking boxes. Chair Plowright will look after getting enough for approximately 40 people as well she will provide a tent/canopy to set up in case of rain.

It was also discussed that in the event of inclement weather the Saturday event will move to the Horning’s Mills Hall.

### **3. Riverview Park**

Chair Plowright advised that Louie Kay will be working on a site plan for the proposed park which will be shared once it is complete. Next steps would be to obtain a survey for the property which would be dealt with through the Infrastructure and Emergency Management Committee.

### **4. Netting/Plexiglass for Backstop at Horning’s Mills Park**

Chair Plowright has not had an opportunity to price any options out so this will be deferred to a later date.

### **5. Corbetton Park Slide & Basketball Nets**

Member Plowright advised that she had reached out to three companies to get quotes and had heard back from two. The quotes were provided to the Board and were reviewed. The costing for all options was significantly more than was budgeted for and the board

will wait to see if additional quotes are received and explore other funding options to help cover the cost.

Member White was absent so there was no update available on the basketball nets.

### **6. Instagram & Facebook Accounts & Logo**

Township Staff informed the Board that a Facebook page for the Parks and Recreation Board would be created under the Township's existing Facebook account. Two Board Members will be designated as Administrators to manage the page.

Township Staff also advised that the Board would be responsible for setting up its own Instagram account. Once the account is established, the Board is to provide the login and password information to Township Staff for record-keeping purposes and to ensure access for future administrative updates if needed.

Member Plowright shared with the Board two Parks and Recreation logo options that she had created.

### **3) Brainstorming**

The Board discussed the possibility of reaching out to the Community for donations or gifts to support initiatives of the Parks and Recreation Board. Chair Plowright volunteered to draft a letter that could be used as part of this outreach effort. The draft letter will be brought back to the Board for review prior to being presented to Council for approval.

### **Recommendations to Council**

As outlined above

### **Public Question Period**

None.

### **Confirmation Motion**

Moved by Neilson, Seconded by Read that all actions of the Members and Officers of the Parks and Recreation Board with respect to every matter addressed and/or adopted by the Board on the above date are hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken by the Board Members at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

**Adjournment**

8:38 p.m. - Moved by Thwaites, Seconded by J. Plowright that we adjourn this Parks and Recreation Board meeting to meet again on Monday, June 9, 2025, at 7:00 p.m. or at the call of the Chair. Carried.

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CHAIR

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SECRETARY