

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Council of the Corporation of the Township of Melancthon held a hybrid meeting on the 4th day of September, 2025 at 5:00 p.m. Mayor Darren White, Deputy Mayor James McLean, Councillor Ralph Moore, Councillor Bill Neilson and Councillor Ruth Plowright were present. Denise Holmes, CAO/Clerk, Kaitlin Dinnick, Deputy Clerk/Planning Coordinator, and Sarah Culshaw, Treasurer were also present. Mayor White presided and called the meeting to order.

Mayor White advised that the meeting was being recorded and would be posted to the Township's website under Council Agendas and Minutes.

Land Acknowledgement Statement

Mayor White shared the Land Acknowledgement Statement.

Announcements

Councillor Plowright reminded everyone about the Harvest Dinner at the Horning's Mills Hall on September 20th, 2025, it is a Trivia Night and tickets are \$30 each.

Additions

Deputy Mayor McLean – Letter from The North of 89 Alliance – Request for a Donation

CAO – Resolutions from the Town of Mono and the Township of Amaranth regarding Shelburne District Fire Board

Councillor Plowright – Strawberry Supper

Deletions

None.

Approval of the Agenda

Moved by Neilson, Seconded by Moore, that Council approve 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 Plowright, that Council approve the minutes of the July 7, 2025 Special Council Meeting and the July 17, 2025 Council Meeting as circulated. Carried.

Business Arising from Minutes

Information Item # 5 – Bill 17 and the Township's Property Standards By-law - clarification on the impact this new legislation regarding demolition standards may have on our By-law. The Township Solicitor advises that the Property Standards By-law is not contrary to Bill 17, as the By-law is clearly in compliance with the provisions of the Building Code Act, so long as there is an Official Plan that includes provisions relating to property standards (which Melancthon's OP does).

The CAO/Clerk advised that Grant Horan at Strada Aggregates reached out and advised that silt fence was repaired and replaced on August 15th, 2025.

Point of Privilege or Personal Privilege

None.

Public Question Period

None.

Public Works

Accounts

Moved by Moore, Seconded by McLean, that Council receive the July & August Public Works accounts as presented. Carried.

Release 2025 Gravel Tender Deposit Cheque to Flesherton Concrete

Moved by Neilson, Seconded by Plowright, that Council approves the release of the tender security deposit cheque in the amount of \$49,060.00 received from Flesherton Concrete Products Inc. regarding the 2025 Gravel Tender. Carried.

Staff Recommendation for 2025 Winter Sand Tender – Closing September 2nd, 2025

Moved by Moore, Seconded by Neilson, that the Council of the Township of Melancthon accepts the quote from Flesherton Concrete for the supply and delivery of approximately 2,500 tonnes of screened winter sand for the quoted price of \$57,912.50, taxes included. Quoted price includes the rental of the stacker. The screened winter sand is to meet OPSS Specifications, and the test is to be paid by the contractor with the sample supplied by the Township. Completion date is October 17, 2025. This quote complies with the Township's Procurement By-law. Carried.

Email from Taylor Scherer Regarding the Intersection of 260 Sideroad and 2nd Line SW

Councillor Moore advised of a personal experience at this same intersection. Council discussed options such as bigger stop signs, flashing lights on stop signs and rumble strips. Council has referred this item to the Infrastructure and Emergency Management Committee for further discussions.

Three Quotes for Engineering for Proposed Paved Shoulders in Horning's Mills

Deputy Mayor McLean spoke to the road safety issues in Horning's Mills. Sarah Culshaw, Treasurer advised that we can swap out projects from the Development Charge Study however we don't have a lot of projects to swap out. Staff were directed to bring a recommendation back to next Council meeting with how the project will be funded.

Bretton Estates – Assumption of Streets in the Subdivision

Discussion ensued about when this project would take place and clarification was provided that it would be funded from the securities left over from the developer. Denise Holmes, CAO/Clerk advised that two registered letters were sent to the developer and both were returned.

Moved by Moore, Seconded by Neilson, that Council receive the report of Denise B. Holmes, CAO/Clerk, dated September 4, 2025, regarding the Bretton Estates Assumption of Streets in the Subdivision; And That Council suspend the Township's Procurement By-law for the purpose of retaining Cox Construction to complete the

required work in Bretton Estates; And further that Council approve proceeding with Option 2 at a cost of \$228,549.75 (including HST), subject to AC Index adjustments. Carried.

Other

Nothing for this matter.

Planning

Applications to Permit

Councillor Neilson asked about the dollar value of one of the buildings permits and Staff provided clarification.

Other

Nothing for this matter.

Strategic Plan

Nothing for this matter.

Climate Change Initiatives

Nothing for this matter.

Dufferin OPP Detachment Board – Melancthon, Mono, Mulmur

January to March 2025 OPP Detachment Revenues

Moved by Plowright, Seconded by McLean, that Council receive the correspondence from MPU Financial Services Unit regarding the January to March 2025 OPP Detachment Revenues as information. Carried.

Committee/Board Reports & Recommendations

Nothing for this matter.

Correspondence

Board, Committee & Working Group Minutes

1. Infrastructure & Emergency Management Committee – June 2nd, 2025

Moved by Plowright, Seconded by Moore, that Council receive the Infrastructure & Emergency Management Committee Minutes of June 2, 2025 as information. Carried.

Items for Information Purposes

1. Letter from Chief Sherri-Lyn Hill, Six Nations of the Grand River
2. Email from Watson & Associates Economists Ltd Regarding Affordable Residential Units for the Purposes of the Development Charges Act, 1997
3. Ministry of the Environment and Climate Change Notification – Permit to take Water – 625292 15 Sideroad
4. Shelburne & District Fire Department – Joint Fire Services Meeting Summary Notes – July 17, 2025
5. RJ Burnside & Associates – Drainage Superintendent Services – March-June 2025

6. Letter from Conservation Ontario – Conservation Ontario’s comments on “Proposed Changes to Provide Flexibility for Water Taking Activities” (ERO#025-0730)
7. Ministry of Natural Resources – Proposed Updates to Certain Operational Policies under the Aggregates Resource Act
8. Royal Canadian Legion Ontario Command – 13th Annual Military Service Recognition Book
9. Grand River Conservation Authority News Release: Grand River Source Protection Plan Updated
10. County of Dufferin – Notice of No Appeal for OPA 5 relating to 078106 7th Line SW
11. Ministry of Natural Resources – Proposed Regulations to Support the Implementation of the Proposed Geologic Storage Act, 2025, if passed by the Legislature
12. Township of Mulmur – Statutory Public Meeting for Proposed Official Plan Amendments
13. Township of Amaranth Resolution in Opposition to Strong Mayor Powers
14. Ministry of the Environment, Conservation and Parks – Updated Compliance Policy

Moved by Moore, Seconded by Plowright, that correspondence items 1-14, for information purposes, be received as information, except for items 1 & 8, pulled for further discussion. Carried.

Councillor Neilson spoke to items 1 & 8. He would like to support the Royal Canadian Legion Ontario Command by purchasing a spot in the 2025 booklet the same as last year. Staff were directed to purchase an advertisement for the 13th Annual Military Service Recognition Book.

General Business

Accounts

Moved by McLean, Seconded by Moore, that Council receive the July & August General Accounts as presented. Carried.

Notice of Intent to Pass By-law

Nothing for this matter.

New/Other Business/Additions

Email From Jackie Cameron – Recognition of Lauren Smith, Melancthon Resident

Council agreed that we should be highlighting this as this is a big achievement. The suggestion of maybe highlighting it on National Sports Day with a Plaque was suggested. Staff was directed to bring ideas back to the next meeting for discussion.

Notice of Motion Regarding Development Charges (Deputy Mayor McLean)

Moved by McLean, Seconded by Neilson, that Whereas the Township of Melancthon is an agricultural and rural community that is experiencing growth differently than other parts of Ontario; And whereas the Township's roads, parks and infrastructure are being impacted by increased population growth both within the community and from our neighbouring municipalities; And whereas the Township needs to enhance and expand local infrastructure and parks to meet the needs of current residents and the growing population; And whereas residents identified road safety and community-building as key priorities during the 2022 municipal election; Be it therefore resolved that the Township of Melancthon utilize the Development Charges reserve to

fund the proposed sidewalk in Horning's Mills as well as the proposed slide in Corbetton Park. Carried.

Report from Denise B. Holmes, CAO/Clerk – Request to Close Municipal Office on Tuesday, November 25th, 2025 for Annual Emergency Exercise Training

Moved by Moore, Seconded by Plowright, that Council approve the closure of the Municipal Office on Tuesday, November 25, 2025, to allow all Administration Staff to attend and participate in the Annual Emergency Exercise Training. Carried.

Report from Denise B. Holmes, CAO/Clerk – Official Plan and Zoning By-law Conformity Update – Advisory Group Establishment and First Meeting

Council discussed the Community Groups that they would like invited to be on the advisory group which are: Mennonite Community, North of 89 Alliance, Six Nations Groups, and Dufferin Federation of Agriculture.

Moved by Moore, Seconded by McLean, that Council confirms the Advisory Group membership for the Official Plan and Zoning By-law Conformity Update as outlined in this report; And that **Mayor White** and **Councillor Neilson** be appointed to serve on the Advisory Group, representing Council; And that Staff be directed, in consultation with Planscape, to issue formal invitations to the Advisory Group members; And that the date, to be determined, be established as the Advisory Group's first meeting to kick off the Official Plan and Zoning By-law Conformity Update. Carried.

Unfinished Business

Township of Melancthon – Student Volunteer Award (Councillor Plowright)

Councillor Plowright spoke to the draft Student Volunteer Award and hopes that when this is put in place that they will get more teenagers involved in Community Events. A minimum of 20 hours of volunteered time within the Township of Melancthon to be eligible for the Award was decided. The Award will be a plaque and gift certificate for \$200. Council would like to see this advertised to close shortly and presented at the Christmas in the Mills Event at the Hall at the end of November.

Fall Town Hall Meeting – Finalize Date, Topics, Invitees, etc.

Council would like this meeting to take place on either October 22nd or November 5th. They would like to discuss the following: Road Safety, ARA Application, ZBA & OPA Update, Strategic Plan Update, Expectations for 2026 Budget. Invitations will be sent out to Sylvia Jones, MPP, Chief Sherri Hill, Mayor Horner, Dufferin OPP and Kyle Seebach, MP.

Six Nations of the Grand River – Political Liaison Meetings – September 22nd, October 13th and 27th

Council discussed the dates provided and Staff was directed to check for November dates and times and bring back to the next meeting.

Reports/Updates from Members of Council & Administrative Staff

Councillor Plowright – Strawberry Supper

Councillor Plowright requested Council to match the \$725.11 that was raised from the Strawberry Supper held at the Horning's Mills Hall to donate a total of \$1450.22 to the North Dufferin Community Centre (NDCC). Council agreed with the request.

Councillor Neilson – Shrigley Church Grand Opening

Councillor Neilson advised Council that he will be attending the Shrigley Church Grand Reopening this weekend and wondered if anyone was planning on attending. Deputy Mayor McLean advised that he is going to try and attend.

Deputy Mayor McLean – County Council Update

Deputy Mayor McLean reported that County Council passed a motion this week to purchase land in Orangeville for the construction of a new Public Works Facility, which may impact service levels in the northern part of the County. He advised that he voted against the motion.

Mayor White – AMO Update

Mayor White provided an update from last week's AMO Conference. He noted that Chief Sherri Hill, First Nations of the Grand River, joined County of Dufferin representatives for dinner during the Conference, and that the meeting with the Ministry regarding development charges was informative.

Additions

Deputy Mayor McLean – Letter from The North of 89 Alliance – Request for a Donation

It was requested that this item be deferred to budget discussions. A clear process should be established for handling these requests, including evaluation criteria and a deadline. It was also suggested that such requests be presented as a delegation to Council, allowing applicants to explain their goals and provide an opportunity for questions.

CAO – Resolutions from the Town of Mono and the Township of Amaranth regarding Shelburne District Fire Board

Moved by Moore, Seconded by McLean, that we receive the motion from the Township of Amaranth and the Township of Mulmur regarding the Shelburne and District Fire Board as information. Carried.

Delegations

5:30 p.m. – Heather Hill, Insurance Store and Colin Smith, Intact Public Entities – 2025/2026 Insurance Program Presentation

Heather Hill, Insurance Store & Colin Smith, Intact Public Entities presented the 2025/2026 Insurance Program to Council. Discussion regarding the cyber insurance policy minimum and Council would like Staff to reach out to the County of Dufferin and inquire about the cyber insurance coverage and safeguards they have in place for the Township's data, should they be compromised.

Moved by Moore, Seconded by McLean, that Council approve the 2025-2026 Insurance Program as presented. Carried.

6:00 p.m. – Statutory Public Meeting for a Zoning By-law Amendment on Part of Lot 299, Concession 2 SW – 116203 2nd Line SW – File No. Z25-02

A Public Meeting was called to consider a proposed Zoning By-law Amendment on Part of Lot 299, Con 2 SW – 116203 2nd Line SW. The purpose of the application is to seek a site-specific amendment to Zoning By-law 40-2021, as amended, to permit the establishment of an Accessory Dwelling Unit accessory to a Detached Garage, with a floor area and height that exceeds the maximums permitted by the By-law. Michael Hofman,

Hofman General Contracting (the agent) and Liam Morgan, Township Development Planner, were in attendance for the Public Meeting. Michael Hofman did not have any further information to add to the public meeting. Liam Morgan spoke to his Report which recommended approval of the Zoning By-law Amendment. There were no concerns from Council or members of the public.

Moved by Neilson, Seconded by Plowright, that leave be given to introduce a By-law to amend By-law No. 12-1979, as amended, the Zoning By-law for the Township of Melancthon, as it affects property known municipally as 116203 2nd Line SW and legally described as Part of Lot 299, Concession 2 SW and it be hereby read a first and second time and numbered 29-2025. Carried.

Closed Session

Moved by Neilson, Seconded by Moore, that Council move into a Closed Session Meeting at 7:20 p.m. pursuant to Section 239(2) of the Municipal Act, 2001, as amended for the following reasons: (f) advice that is subject to Solicitor/Client privilege, including communications necessary for that purpose – Strada Aggregates Applications. Carried.

Rise With or Without Report from Closed Session

Moved by McLean, Seconded by Neilson, that we rise from Closed Session at 8:36 p.m. with report. Carried.

Report:

Moved by Moore, Seconded by Plowright, that Council concur with the recommendation from David Germain, Township Solicitor and Denise Holmes, CAO/Clerk as outlined in the Memorandum to Council from Denise Holmes, CAO/Clerk, and further directs that the final two Peer Review Consultants for the Strada Aggregates Applications be retained. Carried.

Additions Continued

Resolutions from the Town of Mono and the Township of Amaranth regarding Shelburne District Fire Board

Discussion ensued regarding the Shelburne Fire Board, and the position that Council would like to take on Monday at the joint meeting. The following Motion was introduced and passed:

Moved by Moore, Seconded by Neilson, that the Township of Melancthon supports, in principle, the objective of the Town of Shelburne regarding the future of fires services, provided that the Town of Shelburne provides a clear step-by-step action plan that outlines the process for transition, coordination and consolidation of departments; And further that the Town of Shelburne work with the Township of Melancthon to develop the terms of a future Fire Services Agreement that is satisfactory to the Township.

Recorded Vote Requested by Councillor Plowright

Councillor Plowright – Yea

Councillor Moore – Yea

Councillor Neilson – Yea

Deputy Mayor McLean – Yea

Mayor White – Yea

Carried.

Third Reading of By-laws

Moved by McLean, Seconded by Moore, that By-law 29-2025 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.

Confirmation By-law

Moved by Neilson, Seconded by Plowright, 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 Council meeting held on September 4, 2025 and it be given the required number of readings and numbered 30-2025. Carried.

Adjournment and Date of Next Meeting

Moved by Plowright, Seconded by Moore, that Council adjourn this meeting at 8:42 p.m., to meet again on Thursday, September 18, 2025 at 5:00 p.m. or at the call of the Mayor. Carried.

MAYOR

CLERK