

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Township of Melancthon Infrastructure and Emergency Management Committee held a meeting on November 18th, 2025, at 9:30 a.m. The following members were present: James McLean (virtual), Darren White (virtual) and Ruth Plowright (virtual). Also present were: Craig Micks, Public Works Superintendent, Denise Holmes, CAO/Clerk, Sarah Culshaw, Treasurer and Kaitlin Dinnick, Infrastructure and Emergency Management Committee Secretary.

Call to Order

Chair McLean called the meeting to order at 9:33 a.m.

Land Acknowledgement

Chair McLean shared the Land Acknowledgement Statement.

Additions/Deletions/Approval of Agenda

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

Declaration of Pecuniary Interest or Conflict of Interest

None.

Approval of Draft Minutes

Moved by McLean, Seconded by White, that the minutes of the Infrastructure and Emergency Management Committee Meeting held on October 6th, 2025, be approved as circulated. Carried.

Business Arising from Minutes

None.

Correspondence Items

None.

General Business

1. Update from Public Works Superintendent

Craig Micks, Public Works Superintendent, reported that the Department has been working on truck maintenance and installing the snowplows. Brushing work has been completed on 260 Sideroad, 30 Sideroad, and 280 Sideroad. He noted that gravel has been hauled to 260 Sideroad and Bretton Estates to support the two ongoing paving projects. Craig also advised that several deer stands were removed from the old Township dump property and "No Trespassing" signs have been installed. In addition, the pedzones in Horning's Mills have been taken down, and the flowerpots and benches have been stored for the winter. He reported that rumble strips have been installed on 2nd Line SW at 260 Sideroad, and the white line painting is still to be completed. Craig further advised that he has spoken with Jeremy Lacey regarding the installation of heat cables on the roof of the Horning's Mills Hall, as well as the installation of leaf protectors on the eaves, which is anticipated to occur next week.

2. Update on Capital Project (260 Sideroad)

Staff advised that the 260 Sideroad paving project is completed and the shouldering was completed last week. Craig advised that he spoke to Cox Construction about his concerns about the settling of gravel shoulders and needing to be fixed in the spring. Craig advised that Cox Construction will need to repair these at their cost if they need it in the Spring. Member Plowright asked Craig who is responsible for Maintaining Main Street/River Road in Horning's Mills as they keep peeling up the lawn of 161 Main Street. Craig advised that Mulmur Township does this road and he will speak to Bruce at Mulmur about it.

3. Report from Craig Micks & Kaitlin Dinnick – 2026 Public Works Capital Expenditures

The Committee discussed the options laid out in the Report. The Committee would like to defer this to Council and the next IEM Committee meeting for further discussions. Sarah Culshaw, Treasurer was directed to put option 1 in the draft budget.

4. Report from Craig Micks & Kaitlin Dinnick – 5 Year Capital Plan

Member McLean asked that going forward pedestrian infrastructure be added to the capital plan and all other infrastructure that the IEM Committee is responsible for making decisions on. The Committee would like to defer this to Council and the next IEM Committee meeting for further discussions.

5. Black Cat Radar Data for 8th Line NE and County Road 17

The Committee discussed the black cat data provided and staff were directed to put the additional data for County Road 17 in the next IEM Committee agenda package. Staff were directed to send the data to the Police Service Board.

6. Email from Kaitlin DeVore Requesting the Speed Limit to be Reduced on County Road 17 (Deferred from Council)

The Committee reviewed the email from Kaitlin DeVore requesting a speed limit reduction on County Road 17, which had been deferred from Council to the Committee for further discussion. It was noted that County Council has held numerous discussions on this matter over the past year, and the Committee expressed a desire to see some of these discussions progress into actionable steps.

Recommendation

The Infrastructure and Emergency Management Committee recommends that Council request the County of Dufferin to complete a comprehensive review and plan regarding the speed limits on County Road 17 and County Road 124, as well as the sidewalks along County Road 124 north of Shelburne.

7. RJ Burnside and Associates – Technical Memo – Bridge 7 Rehabilitation

Denise Holmes, CAO/Clerk spoke to this item and advised that RJ Burnsides is looking for directions to proceed. It is estimated to come in at around \$360,000, and staff were directed to put it into the budget for the first draft discussions.

8. Grey Highlands – Road Surface Conversion Policy

Chair McLean spoke to this item and would like to see the Township have an official Township Policy like Grey Highlands for Road Surface Conversion. Staff will look at this further in the new year.

9. Ontario Launches Pothole Prevention and Repair Program

Sarah Culshaw, Treasurer, spoke to this item and advised that she will look into this further and report back at the next IEM Committee meeting.

10. Update on Proposed Riverview Park

Councillor Plowright advised that she will make plans to meet up with Louie Kay to get the proposal done up and to bring back to the Committee a few different options. Once options have been received Staff will send to the Grand River Conservation Authority for comments and approval.

11. Discussion on Park Structures and Infrastructure Needs

It was discussed that recommendations for the 2026 budget regarding Park Structure and Infrastructure needs should be coming to the IEM Committee from the Park Board.

12. Discussion on Horning's Mills Hall Infrastructure Needs

Councillor Plowright would like to have the upstairs windows replaced at the Horning's Mills Hall in 2026. Staff were directed to obtain quotes (excluding the 2 kitchen windows) and bring them back to the next IEM Committee meeting.

13. Others/Additions

Nothing for this matter.

Recommendations to Council

Above.

Public Question Period

None.

Confirmation Motion

Moved by Plowright, Seconded by White, that all actions of the Members and Officers of the Infrastructure and Emergency Management Committee with respect to every matter addressed and/or adopted by the Board on the above date be hereby adopted, ratified, and confirmed; and each motion, resolution and other actions taken by the Board members and Officers at the meeting held on the above date are hereby adopted, ratified, and confirmed. Carried.

Adjournment

10:34 a.m. - **Moved by Plowright, Seconded by McLean,** that we adjourn this Infrastructure and Emergency Management Committee meeting to meet again on Monday December 8th, 2025, at 9:30 a.m. or at the call of the Chair. Carried.

CHAIR

SECRETARY