

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Council of the Corporation of the Township of Melancthon held a hybrid meeting on the 11th day of December, 2025 at 9:00 a.m. Mayor Darren White (virtual), Deputy Mayor James McLean (virtual), Councillor Neilson, Councillor Ralph Moore (virtual), and Councillor Ruth Plowright were present. Denise Holmes, CAO/Clerk, Sarah Culshaw, Treasurer and Kaitlin Dinnick, Deputy Clerk/Planning Coordinator, 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

None.

Additions

Deputy Mayor McLean – Notice of Motion

Deletions

None.

Approval of the Agenda

Moved by Neilson, Seconded by McLean, 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 Moore, Seconded by Plowright, that Council approve the minutes of the November 20, 2025 Council Meeting and the minutes of the November 24, 2025 Special Council Meeting as circulated. Carried.

Business Arising from Minutes

None.

Point of Privilege or Personal Privilege

None.

Public Question Period

Sherri Webster asked about the Public Meeting scheduled for January 15th, 2026 for the Duivenvoorden Pit Expansion and the process.

Public Works

Accounts

Moved by Neilson, Seconded by Moore, that Council receive the Public Works accounts as presented. Carried.

RJ Burnside & Associates Technical Memo Regarding the Horning's Mills Proposed Walkway Extension Alternatives Review

Denise Holmes CAO/Clerk advised that RJ Burnsides & Associates have put forth four options for walkways. Staff were directed to add this to the 2026 budget discussions.

Recommendations from Infrastructure and Emergency Management Committee Meeting held December 8th, 2025 if any

Councillor Plowright advised that she sent the quote for the slide to Sarah Culshaw, Treasurer.

Moved by McLean, Seconded by Plowright, that Council accept the recommendation from the Infrastructure and Emergency Management Committee and recommends that the monies allocated to the proposed Riverview Park be reallocated to the Corbetton Park to purchase a new slide and further that money be allocated in the 2026 budget for the beautification of the Hamlets of Corbetton and Riverview. Carried.

Other

Mayor White advised that the laneway to Argyle Street has not been done since the snow started this week.

Planning

Applications to Permit

No questions were asked regarding the applications on the spreadsheet.

Other

Nothing for this matter.

Strategic Plan

None.

Climate Change Initiatives

None.

Dufferin OPP Detachment Board – Melancthon, Mono, Mulmur

Nothing for this matter.

Committee/Board Reports & Recommendations

Nothing for this matter.

Correspondence

Board, Committee & Working Group Minutes

1. Centre Dufferin Recreation Complex – May 28th, 2025
2. Centre Dufferin Recreation Complex – June 25th, 2025

3. Centre Dufferin Recreation Complex – September 24th, 2025
4. Shelburne Public Library – September 2nd, 2025
5. Infrastructure & Emergency Management – October 6th, 2025
6. Heritage Advisory Committee – October 8th, 2025

Moved by Moore, Seconded by McLean, that Council receive the Board, Committee & Working Group Minutes Items 1-6 as information. Carried.

Items for Information Purposes

1. Town of Grand Valley – Notice of the Adoption of Official Plan Amendment No. 8
2. Ministry of Municipal Affairs and Housing – Fighting Delays, Building Faster Act, 2025 (Bill 60)
3. Ministry of Emergency Preparedness and Response – Federal-Provincial-Territorial (FPT) Meeting on Emergency Management
4. Enbridge Gas Inc. – Certificate of Public Convenience and Necessity – Township of Melancthon Ontario Energy Board File No. EB-2025-0246
5. Dufferin County – Advocacy for Accessible and Size-Appropriate Recycling Cart Options
6. Ministry of Natural Resources – Black Bear Harvest Management in Ontario
7. Ministry of Municipal Affairs and Housing – Building Faster and Smarter Act, 2025 (Bill 17)
8. Township of Mulmur – Resolution in Support of the Township of Melancthon’s Harmonized Fire By-law Resolution
9. RJ Burnside & Associates – Drainage Superintendent Services – July to September 2025
10. Grand River Conservation Authority – Bill 68: Plan to Protect Ontario Act (Budget Measures), 2025 (No. 2) and the Proposed Consolidating the 36 Conservation Authorities
11. Tatham Engineering – Strada Aggregates Inc. Annual Compliance Report 2023
12. Tatham Engineering – Strada Aggregates Inc. Annual Compliance Report 2024
13. Nottawasaga Valley Conservation Authority – NVCA Board Submission on the Proposed Regional Consolidation of Ontario’s Conservation Authorities

Moved by Neilson, Seconded by McLean, that correspondence items 1-13, for information purposes, be received as information, except for items 10,11,12 & 13, pulled for further discussion. Carried.

Councillor Neilson spoke to items 10 and would like to support the GRCA’s letter.

Moved by Neilson, Seconded by Plowright, that Council for the Township of Melancthon supports the letter from the Grand River Conservation Authority regarding Bill 68: Plan to Protect Ontario Act, in its entirety and this motion be forwarded to the Premier of Ontario, Minister of Environment, Conservation & Parks, Chief Conservation Executive and local Member of Provincial Parliament for their information and action, where appropriate. Carried.

Councillor Neilson spoke to item 11 and 12 and would like these reports forwarded to our Hydrogeologist for review and to forward the concerns to Strada for a response.

Councillor Neilson spoke to item 13 and would like to support the NVCA’s letter.

Moved by Neilson, Seconded by Plowright, that Council for the Township of Melancthon supports the letter from the Nottawasaga Valley Conservation Authority regarding the NVCA Board Submission on the Proposed Regional Consolidation of

Ontario's Conservation Authorities, in its entirety and this motion be forwarded to the Premier of Ontario, Minister of Environment, Conservation & Parks, Chief Conservation Executive and local Member of Provincial Parliament for their information and action, where appropriate. Carried.

Deputy Mayor McLean excused himself at 9:28 a.m.

General Business

Accounts

Moved by Moore, Seconded by Neilson, that Council receive the General Accounts as presented. Carried.

Notice of Intent to Pass By-law

Report from Kaitlin Dinnick, Deputy Clerk/Planning Coordinator – Record Retention Policy and By-law & By-law to Establish a Records Retention Policy and Retention Periods for the Keeping of Records for the Corporation of the Township of Melancthon

Moved by Moore, Seconded by Neilson, that leave be given to introduce a By-law to Establish a Records Retention Policy and Retention Periods for the keeping of records for the Corporation of the Township of Melancthon and it be hereby read a first and second time and numbered 43-2025. Carried.

By-law to Appoint Municipal Officials from January 1, 2026 to November 14, 2026

Council agreed that they would like all of the appointments to stay the same for 2026.

Moved by Neilson, Seconded by Moore, that leave be given to introduce a By-law to Appoint Municipal Officials from January 1, 2026 to November 14, 2026 and it be hereby read a first and second time and numbered 44-2025. Carried.

By-law to Constitute and Appoint a Committee of Adjustment

Moved by Plowright, Seconded by Moore, that leave be given to introduce a By-law to Constitute and Appoint a Committee of Adjustment and it be hereby read a first and second time and numbered 45-2025. Carried.

New/Other Business/Additions

Report from Denise Holmes, CAO/Clerk – Council Meeting Schedule 2026

Moved by Neilson, Seconded by Moore, that Council confirm the 2026 Council meeting dates as outlined in the Melancthon Council Meeting Schedule – 2026. And further, that Council may add additional Committee of the Whole, Special, Public and/or Emergency meetings throughout the year as required and may amend the 2026 schedule as necessary. Carried.

2026 Draft Spring/Summer Newsletter

No changes were requested to be made.

Report from Sarah Culshaw, Treasurer – COLA Salary Report

Moved by Neilson, Seconded by Moore, that the Report of Sarah Culshaw, Treasurer be received and that Council approve the Employee and Council COLA increase of 1.9% effective January 1, 2026. Carried.

2026 Draft Capital and Operating Budget

RJ Burnside & Associates – Bridge 7 Rehabilitation Design Package

Report from Craig Micks, Public Work Superintendent & Kaitlin Dinnick, Deputy Clerk/Planning Coordinator – 2026 Public Works Capital Expenditure Recommendations (Deferred from the Infrastructure & Emergency Management Committee)

Report from Craig Micks, Public Work Superintendent & Kaitlin Dinnick, Deputy Clerk/Planning Coordinator – Five (5) Year Capital Plan Summary (Deferred from the Infrastructure & Emergency Management Committee)

Sarah Culshaw, Treasurer spoke to the draft 2026 budget. Council discussions ensued. Staff was directed to bring a preliminary budget forward to the January 2026 meeting to start working through it.

2025 Insurance Surplus to be transferred to the Insurance Reserve Fund

Sarah Culshaw, Treasurer advised that there is no insurance surplus to be transferred. Staff requested Councils permission to automatically transfer any surplus into the insurance reserve and Council agreed.

2025 Supplemental and Write-Off Summary

Moved by Moore, Seconded by Neilson, that Council receive the 2025 supplemental and write-off summary as information. Carried.

Amendments to Township Salvage Yard By-law 56-2019 (Mayor White)

Mayor White advised that he will be bringing more information to the January Council meeting with some specific amendments that he would like to discuss for the Salvage Yard By-law for Councils consideration.

Addition(s), if any

Unfinished Business

Denise Holmes, CAO/Clerk – Six Nations of the Grand Delegation

Denise Holmes, CAO/Clerk provided Council with the new dates being proposed for their delegation to the Six Nations of the Grand which are January 12th & 26th and February 9th & 23rd. This will be added to the next Council agenda for further discussion.

Reports/Updates from Members of Council & Administrative Staff

Councillor Neilson – Shelburne & District Fire Board

Councillor Neilson advised Council that the Shelburne & District Fire Board passed their 2026 budget at 9.3% increase at their last meeting.

Denise Holmes, CAO/Clerk Administration Update

Denise Holmes, CAO/Clerk advised that Sylvia Jones, MPP will be in attendance for the January 15th, 2026 Council Meeting and that the Duivenvoorden Haulage Ltd. OPA/ZBA Public Meeting will also be taking place that evening.

Council took a break and reconvened at 10:05 a.m.

Delegations

10:00 a.m. – Scott Burns, Director of Public Works & County Engineer, County of Dufferin – invited by Council to discuss the motion passed at the November 20th meeting for the County of Dufferin to Develop a Comprehensive Road Safety Plan

Scott Burns, Director of Public Works & County Engineer provided Council with clarification on the questions that Council had for him.

Deputy Mayor McLean rejoined at 10:15 a.m.

Closed Session

Moved by McLean, Seconded by Moore, that Council move into a Closed Session Meeting at 10:25 a.m. pursuant to Section 239(2) of the Municipal Act, 2001, as amended for the following reasons: (d) – Labour relations or employee negotiations – Draft Township of Melancthon Human Resources Policy and Procedures Manual and (e) Litigation or Potential Litigation, including matters before administrative tribunal, affecting the local board – Letter from Jeffrey Wilker, Thomson Rogers, LLP regarding the Shelburne & District Fire Board re – the Provision of Fire Services. Carried.

Rise With or Without Report from Closed Session

Moved by Moore, Seconded by Neilson, that Council rise at 11:24 a.m. with Report.

Report being the directives given to Staff in Closed Session.

Committee of the Whole

Moved by Moore, Seconded by Plowright, that we adjourn Council to move into Committee of the Whole and then reconvene as Council. Carried.

Third Reading of By-laws

Moved by McLean, Seconded by Neilson, that By-laws 43-2025, 44-2025 and 45-2025 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 Moore, 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 December 11, 2025 and it be given the required number of readings and numbered 46-2025. Carried.

Adjournment and Date of Next Meeting

Moved by Neilson, Seconded by Plowright, that Council adjourn this meeting at 11:44 a.m. to meet again on Thursday, January 15, 2026 at 5:00 p.m. or at the call of the Mayor. Carried.

MAYOR

CLERK