

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Township of Melancthon Infrastructure and Emergency Management Committee held a meeting on February 2nd, 2026, at 9:30 a.m. The following members were present: James McLean, Darren White and Ruth Plowright. 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 9:31 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 Plowright, Seconded by White, that the minutes of the Infrastructure and Emergency Management Committee Meeting held on January 12th, 2026, be approved as circulated. Carried.

Business Arising from Minutes

January 12th, 2026 – note that staff will have to obtain quotes to purchase a new road counter if Council would like them to be able to collect vehicle classification information as our old counter is dead.

Staff were directed to get quotes for new counter as well as price out renting one or having a company come in and collect this data.

Correspondence Items

None.

General Business

1. Update from Public Works Superintendent

Craig advised that this was their first weekend off from plowing snow since November. Snowblowers were brought in to push back the banks, and two graders were down (one has since been repaired). Staff trimmed trees that were hitting the trucks, with additional trimming still required. Chair McLean asked whether any of the grader repairs were covered under warranty, and Craig advised they were not.

2. Horning's Mills Sidewalk Technical Memo from RJ Burnsides & Associates

The Committee discussed the four options for the proposed sidewalk in Horning's Mills. The Committee identified the paved shoulder as the preferred option; however, it was noted that the use of concrete barriers may not be necessary. More cost-effective alternatives, such as bollards, were discussed, as the concrete barriers identified in the report are estimated at \$106,000. The use of an alternative barrier could significantly reduce the overall project cost.

Recommendation

The Infrastructure and Emergency Management Committee recommends that Council we proceed with Option 1, which is a paved shoulder with bollards instead of the concrete barriers being proposed.

3. Beautification of the Village & Hamlets

The Committee discussed the option of adding planters on the bridges in Riverview and Corbetton, or putting out baskets similar to those in Horning's Mills. It was noted that the Corbetton bridge is too narrow to accommodate planters. The proposal would include adding 10 planters in Corbetton and installing hangers on the Riverview bridge. Responsibility for watering the planters was discussed and will require further consideration. This task could potentially be incorporated into the Public Works role.

Staff were directed to obtain quotes for baskets and hangers for budget consideration.

4. Discussion on Park Structures and Infrastructure Needs

Member Plowright advised that they spoke about the snowboard jumps at the park board meeting. Craig advised that staff are unable to access the area to remove them at this time.

Sarah advised that \$26,000 is currently included in the budget for the slide at Corbetton park and advised that it would be discussed further at Council following the recommendation from the Park Board. highlighted for further discussion.

5. Discussion on Horning's Mills Hall Infrastructure Needs

This item will be changed to all Township Infrastructure needs going forward. It was discussed that the Public Works Department need to be checking for dark spots on the roof and walls at the Hall to ensure that there is no water damage. It was discussed that the heat cables were not installed before winter and need to be installed in the Spring.

6. Report from Kaitlin Dinnick, Deputy Clerk/Planning Coordinator - Debrief on Call for Volunteers to Open Warming Centre/Emergency Shelter at the Horning's Mills Hall on January 22nd-25th, 2026

Discussion took place regarding the report and the debrief. Chair McLean expressed interest in hosting a Town Hall to encourage additional volunteers and to facilitate a conversation about communication methods. It was noted that there is a preference to have individuals called upon when there are families needing shelter, rather than having volunteers waiting on site. The use of multiple communication methods was also discussed. This item will be added to the next Police Services Board meeting agenda.

7. Report from Kaitlin Dinnick, Deputy Clerk/Planning Coordinator – Road Conversion Policy

1. Draft Road Conversion Policy

The Committee discussed the report and policy regarding the Township of Melancthon Draft Road Conversion Policy. The Committee agreed that they would like the resident petition portion of the policy removed. Staff have amended the Draft Policy which is attached.

The Township of Melancthon maintains an extensive rural road network that is vital to the safety, mobility, and economic activity of the community. The Township's roads serve a wide range of users, including residents, agricultural operations, commercial traffic, emergency services, and school transportation. Road surface types within the Township currently include gravel, and asphalt roads, each requiring different maintenance approaches, service levels, and long-term funding commitments.

As a predominantly rural municipality, Melancthon has historically relied on gravel and asphalt roads due to their lower initial construction costs and suitability for lower traffic volumes. However, changes in traffic patterns, increased use of certain road segments, development pressures, and resident concerns related to dust, road condition, and maintenance frequency have resulted in periodic requests for road surface conversions, particularly from gravel to hard-surfaced roads.

To date, road surface conversion decisions within the Township of Melancthon have generally been considered on a case-by-case basis, often in response to resident requests or operational needs. In the absence of a formal policy, this approach can lead to inconsistent decision-making, uncertainty for residents, and challenges in prioritizing capital projects within the Township's limited financial resources.

The purpose of establishing a Road Surface Conversion Policy is to provide a clear, consistent, and transparent framework for evaluating road surface conversion requests. The policy will assist Council and staff in assessing technical feasibility, traffic volumes, safety considerations, lifecycle costs, funding impacts, and alignment with the Township's Asset Management Plan and long-term capital planning. Implementing a formal policy will support fair and equitable decision-making, ensure responsible stewardship of municipal infrastructure, and help balance service level expectations with the Township's fiscal sustainability.

Recommendation

The Infrastructure and Emergency Management Committee recommends that Council approve the Township of Melancthon Road Conversion Policy.

8. Living Snow Fence Discussion

1. County of Dufferin Report & Pamphlet

Chair McLean spoke to this item and advised that there are a number of trouble spots within the Township. It was suggested that this initiative could be combined with the tree program and that potential funding opportunities through the NVCA or GRCA be explored. Property owners of the identified trouble spots need to be approached to determine their interest in participating.

Staff were directed to map the most problematic areas in order to prioritize them and bring forward for further discussion.

9. Email from Steve Murphy, CEMC regarding attending an Infrastructure & Emergency Management Committee Meeting

Chair McLean spoke to this item and suggested that the Township hold its own Municipal Control Group (MCG) meetings following the County CEMC meetings. It was further suggested that the Township consider opting out of the County CEMC, while inviting County representatives to attend the Township's meetings.

Denise respectfully disagreed, noting that staff are not trained to take on this responsibility and are not currently in a position to assume it. She expressed concern about directing operations at the municipal level without the necessary expertise. It was

suggested that the CAO, Mayor, and Deputy Mayor would provide direction, with Steve acting in an advisory capacity.

10. Email from Scott Burns, Director of Public Works and County Engineer regarding the Township Placing the Black Cat Radar on County Roads

The Committee discussed the email from Scott Burns as well as the updated black cat schedule for 2026.

11. County of Dufferin Road Rationalization Study Update

1. Bridge 8-336 Assessment completed by RJ Burnside & Associates

The Committee discussed the report and Staff were directed to send this to the County of Dufferin Clerk to be added to the budget conversations scheduled for February 11th, 2026.

12. Other/Additions

None.

13. Unfinished Business

1. 2026 Black Cat Report & Updated Schedule

This item was discussed above.

2. Recycling Pickup on Narrow Township Roads

Staff advised that they are still waiting for a response from the County of Dufferin Waste Services.

Recommendations to Council

Recommendations are outlined above.

Public Question Period

None.

Confirmation Motion

Moved by White, Seconded by Plowright, 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

10:55 a.m. - **Moved by Plowright, Seconded by White**, that we adjourn this Infrastructure and Emergency Management Committee meeting to meet again on March 2nd, 2026, at 9:30 a.m. or at the call of the Chair. Carried.

CHAIR

SECRETARY