

**TOWNSHIP OF MELANCTHON
PROPERTY STANDARDS APPEAL COMMITTEE
SEPTEMBER 18, 2025 – 6:30 P.M.
MINUTES**

Members Present

Mayor Darren White
Deputy Mayor James McLean
Councillor Ralph Moore
Councillor Bill Neilson
Councillor Ruth Plowright

Staff Present

Denise B. Holmes, CAO/Clerk
Kaitlin Dinnick, Deputy Clerk/Planning Coordinator
Chris Johnston, By-law Enforcement and Property Standards Officer

Appellant Present

James Martin

Call to Order

The meeting was called to order by Chair McLean at 6:37 p.m. Chair McLean advised that the meeting was being recorded and would be posted on the Township website within five business days.

Land Acknowledgement Statement

Chair McLean shared the Land Acknowledgement Statement.

Declaration of Pecuniary Interest and the General Nature Thereof

Chair McLean 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. There were no declarations declared.

Approval of Draft Minutes – November 21, 2024

Moved by White, Seconded by Neilson, that the Property Standards Appeal Committee approve the minutes of the Hearing on November 21, 2024 as circulated. Carried.

Hearing Matter

Chair McLean advised that the purpose of the meeting today was to deal with the appeal of James Martin on the Order to Comply for Violation located at 582335 County Road 17, issued by the By-law Enforcement and Property Standards Officer, Chris Johnston on August 14, 2025.

Chair McLean called upon the Township's By-law Enforcement Officer, Chris Johnston to present his evidence. The Clerk administered the Oath. Mr. Chris Johnston identified himself as Chris Johnston and provided the background details relating to the Order to Comply issued on August 14, 2025. Mr. Johnston also provided a synopsis of events.

Mr. Johnston recommended that Council provide Mr. Martin with more time to comply, Mr. Martin had requested six months to comply, and Mr. Johnston is recommending 30 days. The Appellants were asked by Chair McLean if there were any questions regarding Mr. Johnston's evidence. Mr. Martin requested the package that Council was provided by the By-law Enforcement Officer. Council asked Mr. Johnston some questions for clarification. Mr. Martin asked for clarification on what would need to be done to gain compliance.

Chair McLean asked Mr. Martin if he had any evidence to present and if so he would have to be sworn in, and Mr. Martin advised he did not have any evidence to present. He just proceeded to discuss his ask of a six-month extension on the deadline for compliance. Mayor White asked Mr. Martin if he would be willing to go through the planning process to bring his property into compliance and Mr. Martin advised he would be willing to meeting with the Planning Department to discuss further.

The Property Standards Appeal Committee took a recess at 7:07 p.m. so they could deliberate the matter. At 7:28 p.m. the Committee reconvened.

Chair McLean advised that after Committee discussions the Committee has decided that they will pause the order for 3 months provided that Mr. Martin works with Township Staff on completing a Zoning By-law Amendment.

The decision of the Property Standards Appeal Committee is:

1. Uphold the Property Standards Order issued on August 14, 2025.
2. Amend the date to bring the property into a condition of compliance in accordance with the Order issued on August 14, 2025, per the prescribed standards as set out in the Property Standards By-law 27-2019 and to work with Township Planning Staff on completing a Zoning By-law Amendment Application on the property on or before December 18, 2025 (three (3) months).

Chair McLean advised that the Notice of Decision will be sent to the Appellant within five business days.

Adjournment

Moved by White, Seconded by Plowright, that the Property Standards Appeal Committee adjourn this meeting at 7:29p.m. Carried.