

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Township of Melancthon Infrastructure and Emergency Management Committee held a meeting on January 15th, 2025, at 9:00 a.m. The following members were present: James McLean, Darren White and Ruth Plowright. Also present were: Denise Holmes, CAO/Clerk, Craig Micks, Public Works Superintendent, and Kaitlin Dinnick, Infrastructure and Emergency Management Committee Secretary.

Appointment of Chair and Vice-Chair (to be conducted by Secretary)

Moved by White Seconded by Plowright that James McLean be appointed as the Chair of the Infrastructure and Emergency Management Committee of the Township of Melancthon. Carried.

Moved by McLean Seconded by Plowright that Darren White be appointed as the Vice-Chair of the Infrastructure and Emergency Management Committee of the Township of Melancthon. Carried.

Call to Order

Chair McLean called the meeting to order at 9:02 a.m.

Land Acknowledgement

Chair McLean shared the Land Acknowledgement Statement.

Additions/Deletions/Approval of Agenda

Additions

Mennonite Guide for Roadways – Denise Holmes

Town of Shelburne ROMA Delegation – Shelburne Bypass – Chair McLean

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

Declaration of Pecuniary Interest or Conflict of Interest

None.

Approval of Draft Minutes

Moved by White, Seconded by McLean that the minutes of Roads Sub-Committee Meeting held on December 2nd, 2024, be accepted. Carried.

Business Arising from Minutes

None.

Correspondence Items

None.

General Business

1. Update from Public Works Superintendent

Craig Micks, Public Works Superintendent advised that they have been busy plowing snow and doing work around the shop. Member Plowright complimented the Public Works Department on the snow removal at the Horning's Mills Hall. Chair McLean asked Craig if all his equipment was working good and Craig advised that it was.

2. Terms of Reference

The current Terms of Reference was reviewed and Staff were directed to update the current Terms of Reference to include all Township owned buildings, parks and the responsibilities of capital projects, cemeteries and emergency management. This will be brought back at the next meeting.

3. Memorandum from Denise B. Holmes, CAO/Clerk regarding the Shelter Operations Manual

1. Shelter Operation Manual

The existing manual for all Dufferin County Emergency Shelters was reviewed by the Committee and it was discussed that they would like a manual that only pertains to the Horning's Mills Hall and gives step by step instructions. Staff were directed to create a manual that is specific to the Hall.

4. Barricading of the Unopened Road Allowance at 3rd Line OS (Map Attached)

Craig advised that trucks are still being parked on the unopened road allowance on the weekends. Craig was directed to barricade it off and put lots of signage up to indicate that it is barricaded and that the road bends. Reimplementing a Parking By-law was then discussed by the Committee and a draft is to be brought back at the next meeting.

5. Other/Additions

1. Mennonite Guide for Roadways – Denise Holmes

The Committee reviewed the draft Mennonite Guide for Roadways that Denise had sent out and Staff were directed to put it into a brochure format and to send to Eli Sherk once Council has had a chance to comment on it for his comments.

2. Town of Shelburne ROMA Delegation – Shelburne Bypass – Chair McLean

Chair McLean advised the Committee that the Mayors, Deputy Mayors and CAOs from the Town of Shelburne, Township of Amaranth and Township of Melancthon are meeting on January 16th, 2025 to discuss the Shelburne bypass prior to Shelburne's Delegation with the Minister of Transportation at ROMA next week. Discussion then took place on what the Township would be discussing next week at their ROMA Delegation. Melancthon would be discussing the County Road 17 and Highway 10 intersection, and Mennonite road safety.

Recommendations to Council

None.

Public Question Period

None.

Confirmation Motion

Moved by White Seconded by Plowright be it resolved 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.

Adjournment

9:52 a.m. - Moved by White, Seconded by Plowright that we adjourn this Infrastructure and Emergency Management Committee meeting to meet again at the call of the Chair. Carried.

CHAIR

SECRETARY