

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Council of the Corporation of the Township of Melancthon held a hybrid meeting on the 19th day of February, 2026 at 5:00 p.m. Mayor Darren White, Deputy Mayor James McLean (virtual), Councillor Bill Neilson, Councillor Ralph Moore, 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

Councillor Plowright thanked everyone that came out to Pancake Tuesday at the Horning's Mills Hall this past Tuesday. She advised that the next event at the Hall is the St. Patrick's Day Event on March 21st and it is a family friendly magic show.

Additions

Addendum: Report to Council – Council Remuneration Realignment – Deputy Mayor McLean

Addendum: Closed Session: Section 239(2)(k) - a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Draft Township of Melancthon and Melancthon Wolfe Wind LP Community Contribution Agreement

Deletions

None.

Approval of the Agenda

Moved by Neilson, Seconded by Moore, 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 Plowright, Seconded by Moore, that Council approve the minutes of the February 5th, 2026 Council Meeting as circulated. Carried.

Business Arising from Minutes

None.

Point of Privilege or Personal Privilege

None.

Public Question Period

No questions from the public.

2026 Draft Operating and Capital Budget Discussion

Report from Sarah Culshaw, Treasurer – 2026 Draft Budget Summary

Sarah Culshaw, Treasurer provided Council with an overview of her current draft budget summary. Council discussed items that could be removed from the budget or lowered. Staff were directed to make the changes to the budget as discussed and to bring it back for the Public Budget Meeting to be held on March 5th, 2026 during Council.

Addition: Report to Council – Council Remuneration Realignment – Deputy Mayor McLean

Deputy Mayor McLean spoke to his report. Council would like to have a public meeting to allow members of the public to be able to weigh in on this matter.

Public Works

Recommendation from Infrastructure & Emergency Management Meeting February 2nd, 2026 – Road Conversion Policy

Moved by Neilson, Seconded by McLean, that Council accept the recommendation from the Infrastructure and Emergency Management Committee and approve the implementation of the Road Conversion Policy. Carried.

Other

None.

Planning

Applications to Permit

There were no questions on the one application on the spreadsheet.

Other

Nothing for this matter.

Climate Change Initiatives

None.

Dufferin OPP Detachment Board – Melancthon, Mono, Mulmur

2025 Traffic Paid Duty Summary – Melancthon Township

This item was discussed during the budget discussions.

County Council Update

Mayor White advised that the County of Dufferin passed the 2026 budget with a 3.88%.

Deputy Mayor McLean advised that the County are looking at creating a Building and Planning Task Force. County Staff were asked to bring a report back to Council regarding this and Deputy Mayor McLean advised that he would keep Council updated on this.

Councillor Plowright advised that the County of Dufferin is cancelling the Early Learning Program currently hosted on Thursdays at the Horning's Mills Hall and the County has not committed to delivering Compost this year for the Halls Earth Day Event.

Board, Committee & Working Group Minutes

1. Infrastructure & Emergency Management – January 12, 2026
2. Shelburne & District Fire Department – December 2, 2025

Moved by Neilson, Seconded by Plowright, that Council receive the Board, Committee & Working Group Minutes Items 1 & 2 as information. Carried.

Items for Information Purposes

1. Township of Mulmur – Resolution regarding the Shelburne & District Fire Board
2. Township of Melancthon 2025 Council & Committee Remuneration Report
3. Town of Mono – Resolution Supporting the County of Dufferin's Call for the Province to Sell its Stock of U.S. Alcohol
4. Town of Mono – Resolution Regarding the Ontario Consumer Price Index (OCIF)

Moved by Moore, Seconded by McLean, that correspondence items 1-4, for information purposes, be received as information. Carried.

General Business

Notice of Intent to Pass By-law

Nothing for this matter.

New/Other Business/Additions

Proclamation for 2026 Anti-Human Trafficking Awareness Day

Whereas, the Rotary Club of Orangeville and Compass Community Church formed a volunteer-driven group called CRYNoT (Compass Rotary Youth No Trafficking) to raise awareness and promote education about the threat of human trafficking in our area; and **Whereas**, the mission of CRYNoT is to reduce and eliminate human trafficking by raising awareness, fostering collaboration among like groups and organizations, education, and equipping responsible adults with connections and resources available to defeat the Human Trafficking threat; **Now Therefore**, I, Mayor Darren White, on behalf of Council, do hereby proclaim February 22, 2026, as "Human Trafficking Prevention Awareness Day" in the Township of Melancthon.

County of Dufferin Building Department Services (carried over from the January 15, 2026 Council meeting)

Staff advised Council that a new Building Services Draft Agreement has been sent out to the Township and Council asked for the Draft to be put on the Council Agenda for discussion. Staff were directed to bring back a report on usage of the Building Department.

Notice of Motion, Moved by Mayor White regarding the Shelburne and District Fire Board

Moved by White, Seconded by Neilson, that WHEREAS the Township of Melancthon (the "Township") is a participating municipality in the Shelburne and District Fire Board, which provides fire protection services pursuant to joint arrangements among participating municipalities;

AND WHEREAS the Township maintains that the Fire Board and participating municipalities are governed by the Fire Protection Agreement executed in 2019 (the "2019 Fire Protection Agreement"), which was fully executed by all participating municipalities upon the Town of Shelburne's execution in 2025;

AND WHEREAS Section 18(a) of the 2019 Fire Protection Agreement permits a participating municipality to terminate its participation in the Fire Board by providing notice within the first sixty (60) days of a new fiscal year, such termination to be effective for the following fiscal year;

AND WHEREAS the Township intends to withdraw from participation in the Fire Board in accordance with Section 18 of the 2019 Fire Protection Agreement and to re-establish fire protection services as a direct municipal service of the Township;

AND WHEREAS the Township acknowledges that Sections 18(b) - (e) of the 2019 Fire Protection Agreement govern the financial, asset-related, and service-delivery consequences of withdrawal, including responsibility for debt, capital asset valuation and redistribution, and the option to receive fire services on a fee-for-service basis;

NOW THEREFORE BE IT RESOLVED THAT:

1. Pursuant to Section 18(a) of the 2019 Fire Protection Agreement, the Township hereby gives written notice, effective as of the date of this resolution, of its intention to terminate its participation in the Shelburne and District Fire Board.
2. The Township's termination of participation under the 2019 Fire Protection Agreement shall take effect at the start of the following fiscal year, in accordance with Section 18(a) of the Agreement.
3. The Township acknowledges that, upon termination, financial obligations, asset valuation, redistribution, and any applicable payment arrangements shall be addressed in accordance with Sections 18(b), (c), and (d) of the 2019 Fire Protection Agreement.
4. The Township confirms its willingness to negotiate arrangements for the continued provision of fire protection, fire prevention, and fire inspection services on a fee-for-service basis, in accordance with Section 18(e) of the 2019 Fire Protection Agreement.
5. This resolution is intended to implement and give effect to the Township's previously stated intent to withdraw from the Fire Board in reliance on the 2019 Fire Protection Agreement and shall be read consistently with the resolution adopted by Council on December 19, 2025.
6. Staff are authorized and directed to deliver this notice to all participating municipalities on the Shelburne and District Fire Board and to take all necessary administrative steps to give effect to this resolution. Carried.

Notice Motion, Moved by Councillor Plowright to invite Sylvia Jones, MPP to a future Council meeting

Moved by Plowright, Seconded by Moore, that Council of the Township of Melancthon invite Sylvia Jones, MPP for Dufferin–Caledon, to attend a future Council meeting to continue discussions on the various issues and matters impacting the Township of Melancthon;

And that the CAO/Clerk be directed to extend the invitation. Carried.

Addition(s)

None.

Unfinished Business

The Old Order Mennonite Church – Cemetery to be located on Part of Lot 241, Concession 1 NE – Municipal Approval for Care and Maintenance Fund – Staff to provide further information at the meeting

Staff advised that Eli Sherk, on behalf of the Old Order Mennonite Church reached out to the Township and requested approval from the Township for a lesser amount to be deposited into the care and maintenance trust fund that is required by the Funeral, Burial and Cremation Services Act, 2002. Staff then reached out to the Bereavement Authority of Ontario (BAO) for clarification as to what they were looking for from the Township and why the Township would need to give authorization. The BAO advised that the legislation requires that \$165,000 be placed in the Care and Maintenance Trust Fund for a cemetery to obtain their license however if they meet certain requirements, they can ask for a lower amount. One of the requirements for this is that the Township gives approval. They advised that this money is put into trust in the instance where the cemetery can be declared abandoned by the Superior Court of Ontario. Should this occur, the cemetery would become the responsibility of the Municipality by order of the Court. The amount that the Old Order Mennonite Church is proposing to deposit is \$290.00 per grave at 160 graves however they would like to do this within 60 days of the sale of each individual plot not up front as the legislation states. Staff feel like in order to protect the Township from the implications if the Township were to ever become responsible for the Cemetery but to also be fair to the Old Order Mennonite Church that we could meet in the middle of what they are proposing and what the legislation says and propose \$515 per grave at 160 graves for a total of \$82,400 which would need to be deposited prior to the BAO issuing the license. Council discussed Staffs recommendation and passed the following motion:

Moved by Moore, Seconded by Plowright, that WHEREAS the Funeral, Burial and Cremation Services Act, 2002 requires that an applicant for a Cemetery deposit the sum of \$165,000.00 into a Care & Maintenance Trust Fund for use in caring for the Cemetery in perpetuity;

AND WHEREAS the Old Order Mennonite Cemetery Organization is requesting a lesser amount of \$46,400.00 at a rate of \$290.00 per grave at 160 graves and the money would be deposited within 60 days of each sale;

AND WHEREAS the Municipality has to give written approval to the BAO prior to the acceptance of the lower amount being requested;

AND WHEREAS the Municipality needs to be aware that the legislation states that should a cemetery operator no longer be able to maintain the cemetery as required in the regulations, the cemetery can be declared abandoned by the Superior Court of Ontario. Should this occur, the cemetery would become the responsibility of the Municipality by order of the Court;

NOW THEREFORE BE IT RESOLVED THAT Council would accept a lower amount of \$82,400.00 which would be \$515.00 per grave at 160 graves which needs to be deposited prior to the licensing of the Cemetery being approved by the BAO. Carried.

Reports/Updates from Members of Council & Administrative Staff

Nothing for this item.

Delegations

None.

Closed Session

Moved by Neilson, Seconded by Plowright, that Council move into a Closed Session Meeting at 6:39 p.m. pursuant Section 239(2) of the Municipal Act, 2001, as amended for the following reasons: Section 239(2)(d) – Labour relations or employee negotiations – Report from Denise Holmes, CAO/Clerk – Four-day Workweek Pilot Project, Section 239(2)(d) – Labour relations or employee negotiations – Draft Township of Melancthon Human Resources Policy and Procedures Manual and Report from Sarah Culshaw, Treasurer regarding changes to the policy (Unfinished Business), Section 239(2)(f) – Advice that is subject to Solicitor/Client privilege – Memo from Sarah Culshaw, Treasurer regarding Friday Office Closure and Lunch Hour Office Closure (Unfinished Business) and 239(2)(k) - a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Draft Township of Melancthon and Melancthon Wolfe Wind LP Community Contribution Agreement. Carried.

Rise With or Without Report from Closed Session

Moved by Neilson, Seconded by Moore, that Council rise at 7:47 p.m. with Report. Carried.

Report being the directives given to Staff in closed session.

Staff were also directed to put the report regarding the Four-day workweek pilot project on the next agenda to get public comment.

Third Reading of By-laws

None.

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 February 19, 2026 and it be given the required number of readings and numbered 9-2026. Carried.

Adjournment and Date of Next Meeting

Moved by Neilson, Seconded by McLean, that Council adjourn this meeting at 7:48 p.m., to meet again on Thursday, March 5, 2026 at 5:00 p.m. or at the call of the Mayor. Carried.

MAYOR

CLERK