



## **Corporation of the Town of Shelburne**

### **Council Minutes**

March 10, 2025  
6:30 pm  
Council Chambers  
203 Main St. E, Shelburne

**Members in  
attendance:**

Mayor Wade Mills

Councillor Walter Benotto  
Councillor Kyle Fegan  
Councillor Len Guchardi  
Councillor Dan Sample  
Councillor Lindsay Wegener

**Members Absent**

Deputy Mayor Shane Hall

**Staff attending:**

Denyse Morrissey, CAO  
Carey Holmes, Director of Financial Services/Treasurer  
Jennifer Willoughby, Director of Legislative  
Services/Clerk  
Jim Moss, Director of Development and Operations  
Alice Byl, Deputy Clerk/Committee Coordinator  
Steve Wever, Town Planner

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#### **1. Call to Order**

Council meeting called to order at 6:30 pm by Mayor Mills.

Canadian National Anthem

Land Acknowledgement:

We would like to begin by respectfully acknowledging that the Town of Shelburne resides within the traditional territory and ancestral lands of the Anishinaabe, including the Ojibway, Potawatomi, Chippewa and the People of the Three Fires Confederacy.

These traditional territories upon which we live, work, play and learn are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.

**2. Disclosure of Pecuniary Interest and General Nature Thereof**

Members of Council are required to state any pecuniary interest in accordance with the Municipal Conflict of Interest Act.

No disclosures.

**3. Adoption of Minutes**

1. Minutes from the February 24, 2025 Council meeting

**Motion # 2025-34**

**Moved By** Councillor Sample

**Seconded By** Councillor Fegan

BE IT RESOLVED THAT the minutes from the Regular Council meeting held February 24, 2025 be approved as presented and circulated.

**CARRIED, W. Mills**

**4. Public Participation**

1. Public Question Period
2. Presentations
3. Deputations on Agenda Items

**5. Council Inquiries**

Council directed inquiries to and received responses from Staff.

**6. Motions and By-law for Decision**

1. Consideration of Items – all reports and By-laws in this section will be voted on separately

1. Report P2025-03 from the Town Planner regarding DPS 17/01 and DPC 17/01 - 600 Main Street East - Centreville (Shelburne) Inc. "Ravines Edge" Final Approval

The Town Planner presented the report to Council and answered questions of Council.

**Motion # 2025-35**

**Moved By** Councillor Sample

**Seconded By** Councillor Wegener

BE IT RESOLVED THAT Council of the Town of Shelburne receives Report P2025- 03 regarding final approval of the Centreville (Shelburne) Inc. (Ravines Edge) Plan of Subdivision (DPS 17/01) and Plan of Common Elements Condominium (DPC 17/01);

AND THAT Council authorizes final approval of the Centreville (Shelburne) Inc. Plan of Subdivision, File Number DPS 17/01, under Section 51 of the Planning Act and directs the Clerk to sign the Municipal Approval on the Plan of Subdivision M-Plan prepared by Rudy Mak Surveying Ltd., dated November 1, 2023, and certified by the owner and surveyor, entitled "PLAN OF SUBDIVISION OF PART OF LOT 1 CONCESSION 2 O.S. (GEOGRAPHIC TOWNSHIP OF MELANCTHON) TOWN OF SHEBLURNE COUNTY OF DUFFERIN", and to have copies of the approved Plan of Subdivision forwarded to the Land Registry Office for registration, upon the Clerk's receipt of the following no later than May 30, 2025:

- NVCA clearance letter (required prior to final approval and registration of the M-Plan);
- The Performance Guarantee and municipal fees/deposits required under the Subdivision Agreement;

AND THAT Council authorizes final approval of the Centreville (Shelburne) Inc. Plan of Common Elements Condominium, File Number DPC 17/01, and directs the Clerk to sign the Municipal Approval on the Common Elements Condominium Plan prepared by Rudy Mak Surveying Ltd., dated November 1, 2023, and certified by the owner/declarant and surveyor, entitled "DUFFERIN COMMON ELEMENTS CONDOMINIUM NO. \_\_\_\_ Plan of Survey of Part of Blocks 13, 14, 16, 17 and 18 Registered Plan 7M-XX, and to have copies of the approved Plan of Condominium forwarded to the Land Registry Office for registration, upon the Clerk's receipt of the following no later than May 30, 2025:

- The Owner's solicitor's written memorandum setting out the order in which the Owner proposes to carry out the registration, postponements, transfer, dedications, and consolidations required to complete the registration of the Condominium; and,
- The Owner's solicitor's certification to the Town stating that all easements necessary to ensure the independent operation of the condominium corporation will be placed upon registration of the condominium.

**CARRIED, W. Mills**

2. Report LS2025-01 from the Director of Legislative Services/Clerk regarding Administrative Monetary Penalty System (AMPS)

The Director of Legislative Services/Clerk presented the report to Council.

**Motion # 2025-36**

**Moved By** Councillor Benotto

**Seconded By** Councillor Fegan

BE IT RESOLVED THAT Council receives report LS2025-01 for information;

AND THAT leave be given for the reading and enacting of By-law #09-2025 being a by-law to establish a comprehensive system of administrative monetary penalties for the Town of Shelburne.

**CARRIED, W. Mills**

3. Report LS2025-02 from the Director of Legislative Services/Clerk regarding Automated Speed Enforcement Update

The Director of Legislative Services/Clerk presented the report to Council and answered questions of Council.

**Motion # 2025-37**

**Moved By** Councillor Benotto

**Seconded By** Councillor Fegan

BE IT RESOLVED THAT Council receives report LS2025-02 for information;

AND THAT leave be given for the reading and enacting of:

1. Bylaw 10-2025 being a bylaw to establish and implement an administrative penalty system for contraventions detected using automated speed enforcement cameras, within the Town of Shelburne;
2. Bylaw 11-2025 being a bylaw to authorize the Mayor and Clerk to execute an automated speed enforcement administrative penalty agreement between the Corporation of the Town of Shelburne and His Majesty the King in right of Ontario as represented by the Minister of Transportation;
3. Bylaw 12-2025 being a bylaw to authorize the Mayor and Clerk to execute an Agreement between the Corporation of the Town of Shelburne and His Majesty the King in right of Ontario, as represented

by the Attorney General, for a Camera System  
Administrative Penalty Enforcement Program.

**CARRIED, W. Mills**

4. Memo from the Arts, Culture and Heritage Committee  
regarding Naming of Municipal Laneways

Councillor Lindsay Wegener presented the proposed names  
to Council.

**Motion # 2025-38**

**Moved By** Councillor Wegener

**Seconded By** Councillor Sample

BE IT RESOLVED THAT the memo from the Arts, Culture  
and Heritage Committee regarding Naming of Municipal  
Laneways be received as information;

AND THAT Council approve the suggested names of  
Townsend Lane, Sawyers Feed Mill Lane, and Rose Lane as  
names for the Municipal Laneways as identified on  
Appendix A of the memo.

**CARRIED, W. Mills**

5. By-law 13-2025 being a by-law to authorize the Town of  
Shelburne to enter into an agreement with the Shelburne  
Public Library for the purpose of providing library services

**Motion # 2025-39**

**Moved By** Councillor Fegan

**Seconded By** Councillor Wegener

BE IT RESOLVED THAT leave be given for the reading and  
enacting of By-law 13-2025 being a by-law to authorize  
the Town of Shelburne to enter into an agreement with the  
Shelburne Public Library for the purpose of providing  
library services.

**7. Councillor Motions (Notice of Motion)**

**8. Communications**

1. Minutes from the Arts, Culture and Heritage Committee
  - January 15, 2025
2. Minutes from the Canada Day Festival Committee
  - January 23, 2025
3. 2024 Quarter 4 By-law Stats
4. Correspondence from the Township of Amaranth regarding Funding the Crime Stoppers Program
5. Correspondence from the Township of East Garafraxa regarding Passing of a Zoning By-law Amendment
6. Correspondence from Multiple Municipalities regarding Tariffs
  - Northumberland County
  - Township of the Archipelago
  - Township of Melancthon
  - City of Toronto
7. Correspondence from the Association of Municipalities of Ontario regarding Policy Update
  - Communities Brace for Tariff Impact
8. Correspondence from the Township of Coleman regarding Northern highway Safety Plan

**Motion # 2025-40**

**Moved By** Councillor Benotto

**Seconded By** Councillor Fegan

BE IT RESOLVED THAT Council receives the items listed under Communications for information.

**CARRIED, W. Mills**

**9. Closed Session**

Mayor Mills called a short recess at 7:31 pm.

Council meeting reconvened at 7:40 pm.

Councillor Guchardi joined the meeting at 7:40 pm.

**Motion # 2025-41**

**Moved By** Councillor Sample

**Seconded By** Councillor Guchardi

BE IT RESOLVED THAT according to section 239(2) (a) and (c) of the Municipal Act Council enters closed session for the security of the property of the municipality or local board and a proposed or pending acquisition or disposition of land by the municipality or local board.

**CARRIED, W. Mills**

Council entered closed session at 7:40 pm.

**1. Closed Session Minutes**

**Motion # C-2025-01**

**Moved By** Councillor Sample

**Seconded By** Councillor Fegan

BE IT RESOLVED THAT the minutes from the Closed Council Sessions held on May 27, 2024, July 8, 2024 and December 9, 2024 be adopted as presented and circulated.

**CARRIED, W. Mills**

**2. Update from the Chief Administrative Officer**

**Motion # C-2025-02**

**Moved By** Councillor Benotto

**Seconded By** Councillor Fegan

BE IT RESOLVED THAT we rise from closed session to resume regular business.



**CARRIED, W. Mills**

**Motion # C-2025-03**

**Moved By** Councillor Sample

**Seconded By** Councillor Wegener

BE IT RESOLVED THAT Council receives the update from the CAO;

AND THAT Staff follow the direction given by Council as noted during discussions.

**CARRIED, W. Mills**

Council resumed in open session at 8:50 pm.

**10. Confirming By-law**

1. Confirming By-law # 14-2025 - March 10, 2025

**Motion # 2025-42**

**Moved By** Councillor Guchardi

**Seconded By** Councillor Benotto

BE IT RESOLVED THAT leave be given for the reading and enacting of By-law 14-2025 being a By-law to confirm certain proceedings of the Council of the Corporation of the Town of Shelburne for its regular council meeting held March 10, 2025.

**CARRIED, W. Mills**

**11. Adjourn**

**Motion # 2025-43**

**Moved By** Councillor Guchardi

**Seconded By** Councillor Wegener

BE IT RESOLVED THAT we now adjourn to meet at the call of the Mayor.

**CARRIED, W. Mills**

Council meeting adjourned at 8:53 pm.

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Mayor

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Clerk