



Corporation of the Town of Shelburne
Council Minutes

August 25, 2025
6:30 pm
Council Chambers
203 Main St. E, Shelburne

Members in
attendance:

Mayor Wade Mills

Deputy Mayor Shane Hall
Councillor Walter Benotto
Councillor Kyle Fegan
Councillor Len Guchardi
Councillor Dan Sample
Councillor Lindsay Wegener

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

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 July 28, 2025 Council meeting

Motion # 2025-125

Moved By Councillor Wegener

Seconded By Councillor Sample

BE IT RESOLVED THAT the minutes from the Regular Council meeting held July 28, 2025 be approved as presented and circulated.

CARRIED, W. Mills

4. Public Participation

1. Public Question Period

No questions were received.

2. Presentations

1. Presentation - Hemson Consulting Ltd. - 2025
Development Charges Background Study Draft Rates

Craig Binning of Hemson Consulting presented the 2025 Development Charges Background Study Draft Rates Presentation to Council.

Motion # 2025-126

Moved By Councillor Fegan

Seconded By Councillor Guchardi

BE IT RESOLVED THAT the presentation from Hemson Consulting Ltd. regarding the 2025 Development Charges Background Study Draft Rates be received as information.

CARRIED, W. Mills

2. Presentation - Shelburne Cricket Club - Request for Upgrades to KTH Park

Representatives from the Shelburne Cricket Club presented their requests for upgrades to KTH park.

Motion # 2025-127

Moved By Councillor Benotto

Seconded By Councillor Guchardi

BE IT RESOLVED THAT the presentation from the Shelburne Cricket Club regarding request for upgrades to KTH Park be received as information.

CARRIED, W. Mills

3. Deputations on Agenda Items

5. Council Inquiries

Mayor Mills, Councillor Guchardi and Councillor Wegener provided Council with an update on their time at the Association of Municipalities of Ontario Conference in Ottawa, Ontario.

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 P2025-07 from the Town Planner regarding Applications for Draft Plan of Subdivision (DPS 20/02) and Zoning By-law Amendment (Z20/02)

- 416, 420 and 428 Main Street West - NMJ Developments Inc., Sahyog Investments Inc. & 2728476 Ontario Limited

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

Motion # 2025-128

Moved By Councillor Wegener

Seconded By Councillor Sample

BE IT RESOLVED THAT Council receive Report P2025-07 as information;

AND THAT Council directs Staff to report back to Council with recommended finalized conditions of draft plan of subdivision approval and a finalized Zoning By-law Amendment for Council consideration at a future meeting date.

CARRIED, W. Mills

2. Report CAO 2025-03 from the Chief Administrative Officer regarding Shelburne Public Library Building & Property MOU with the Town of Shelburne

The Chief Administrative Officer presented the report to Council.

Motion # 2025-129

Moved By Councillor Fegan

Seconded By Councillor Benotto

BE IT RESOLVED THAT Council receives report CAO2025-03 regarding Shelburne Public Library Building & Property MOU with the Town of Shelburne for information;

AND THAT Council approves the MOU as prepared by the Town of Shelburne;

AND THAT the MOU be provided to the Shelburne Public Library Board for their approval.

CARRIED, W. Mills

3. Report LS2025-09 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 # 2025-130

Moved By Councillor Sample

Seconded By Councillor Guchardi

BE IT RESOLVED THAT Council receives report LS2025-09 for information.

CARRIED, W. Mills

7. Councillor Motions (Notice of Motion)

8. Communications

1. Correspondence from the Ministry of Infrastructure regarding HEWFS Funding Not Approved
Mayor Mills provided an update regarding the funding.
2. Report LS2025-08 from the Director of Legislative Services/Clerk regarding Municipal Bylaw Enforcement Second Quarter Status Report - 2025
3. Correspondence from Watson & Associates Economists Ltd. - Updated Bulletin for August 1, 2025 - Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin
4. Correspondence from the Municipality of Strathroy-Caradoc regarding Blue Box Procedures
5. Correspondence from the Township of Armour regarding Support for Standardized Governance Models for Family Health Teams

Motion # 2025-131

Moved By Councillor Sample
Seconded By Councillor Fegan

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

CARRIED, W. Mills

9. Closed Session

Motion # 2025-132

Moved By Councillor Benotto
Seconded By Councillor Wegener

BE IT RESOLVED THAT according to section 239(2) (b) of the Municipal Act Council enters closed session for the purpose of discussing personal matters about an identifiable individual, including municipal or local board employees.

CARRIED, W. Mills

Entered closed session at 8:29 pm.

1. Minutes from May 12, 2025
2. Town of Shelburne Committees Overview

Rose from closed session to resume regular business at 9:00 pm.

Motion # 2025-133

Moved By Councillor Benotto
Seconded By Councillor Guchardi

BE IT RESOLVED THAT the information from the CAO be received;

AND THAT staff be directed to provide a report and recommendations regarding the Town's committee structure and committee administration to Council by the end of October 2025.

CARRIED, W. Mills

10. Confirming By-law

1. Confirming By-law # 30-2025 - August 25, 2025

Motion # 2025-134

Moved By Councillor Fegan

Seconded By Councillor Benotto

BE IT RESOLVED THAT leave be given for the reading and enacting of By-law 30-2025 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 August, 25, 2025

CARRIED, W. Mills

11. Adjourn

Motion # 2025-134

Moved By Councillor Sample

Seconded By Councillor Benotto

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

CARRIED, W. Mills

Council meeting adjourned at 9:00 pm.

Mayor

Clerk