



**Corporation of the Town of Shelburne**  
**Council Minutes**

February 23, 2026  
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 9, 2026 Council meeting and Committee of Adjustment Meeting

**Motion # 2026-31**

**Moved By** Councillor Sample

**Seconded By** Councillor Fegan

BE IT RESOLVED THAT the minutes from the Regular Council meeting and the Committee of Adjustment meeting held February 9, 2026 be approved as presented and circulated.

**CARRIED, W. Mills**

**4. Planning Public Meeting**

1. Report P2026-03 from the Town Planner regarding Sign By-law Variance Request 801 Ojibway Road Fieldgate Commercial

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

Comments were received from Randa James of 132 First Ave. about the quantity of signs and the sizing of the signs.

**Motion # 2026-32**

**Moved By** Councillor Fegan

**Seconded By** Councillor Guchardi

Be it Resolved that Council receives Report P2026-03 for information;

AND THAT subject to comments and questions at the Council meeting, Council approves the request for a variance from the Sign By-law 30-1999 to grant relief from paragraph (3)(d) of section 4.04 to permit additional building fascia signs on the new commercial building at 801 Ojibway Road subject to all of the following requirements:

1. THAT notwithstanding the requirements of the Sign By-law restricting the number of fascia signs per business frontage, secondary fascia signs shall be permitted on the south façade of the building, the east façade (Unit 1 - Osmows) and the west façade of the building (Unit 16 – Scotiabank) provided that the total fascia sign area on these building facades shall not exceed the lesser of 10% of the area of the architectural elevation of the building or unit or part thereof occupied by the business or 10 square metres of total sign area of secondary fascia sign area per business;
2. THAT notwithstanding the requirements of the Sign By-law restricting the maximum size of fascia signs, the primary (north facing) fascia sign for each unit shall be permitted to a maximum size of 15% of the area of the architectural elevation of the unit or 20 square metres, whichever is less;
3. THAT the owner shall obtain a MTO sign permit for each applicable sign, where required, and a building permit from the County of Dufferin for the proposed sign(s); and,
4. THAT the proposed signs shall comply with all other requirements of the Sign By-law and a sign permit shall be obtained from the Town of Shelburne.

**CARRIED, W. Mills**

2. Report P2026-04 from the Town Planner regarding Sign Variance 407 Owen Sound Street Dialil Holdings Inc

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

The applicant also answered questions of Council.

**Motion # 2026-33**

**Moved By** Councillor Sample

**Seconded By** Councillor Guchardi

BE IT RESOLVED THAT Council approves the request for a variance from the Sign By-law 30-1999 to grant relief from paragraph (2)(f) of section 4.04 to permit one (1) ground sign with backlighting in LED form rather than the lighting permitted under Section 3.06, for the new ground sign to be located at 407 Owen Sound Street, subject to the following:

1. THAT a maximum of one (1) ground sign shall be permitted for the subject property and the proposed ground sign shall comply with all other requirements of the Sign By-law and a sign permit shall be obtained from the Town of Shelburne;
2. THAT the following conditions shall apply:
  - a. Hours of Operation: The digital display component of the sign shall be activated only during regular business hours of the establishment and shall not be illuminated outside the hours of regular operation;
  - b. Brightness Control: The maximum brightness of the digital display shall not exceed 80% of its full capacity. Furthermore, the brightness shall be subject to additional reduction, following consultation and mutual agreement with the property owner, should legitimate complaints arise from neighbouring residents.
  - c. Display Content: The digital display shall contain no motion, including but not limited to: scrolling, flashing, blinking, animated transitions, or any other moving elements.

3. THAT the owner shall obtain a building permit and satisfy the requirements of the County of Dufferin for the proposed sign.

**CARRIED, W. Mills**

## **5. Public Participation**

1. Public Question Period

No questions were received.

2. Presentations

1. Presentation - Shelburne Curling Club

Rob Scott of the Shelburne Curling Club presented the presentation to Council.

### **Motion # 2026-34**

**Moved By** Councillor Sample

**Seconded By** Councillor Benotto

BE IT RESOLVED THAT the presentation from the Shelburne Curling Club be received as information.

**CARRIED, W. Mills**

3. Deputations on Agenda Items

## **6. Council Inquiries**

Council directed inquiries to and received responses from Staff. Council discussed the vacancy on the Centre Dufferin Recreation Complex Board (CDRC).

### **Motion # 2026-35**

**Moved By** Mayor Mills

**Seconded By** Councillor Fegan

BE IT RESOLVED THAT Council appoints Councillor Guchardi to the CDRC board for the remainder of the 2022-2026 term of Council.

**CARRIED, W. Mills**

**7. 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 CAO 2026-01 from the Chief Administrative Officer regarding Shelburne Public Library Building & Property MOU with Town of Shelburne

The Chief Administrative Officer presented the report to Council.

**Motion # 2026-36**

**Moved By** Councillor Fegan

**Seconded By** Councillor Guchardi

BE IT RESOLVED THAT Council receives report CAO2026-01 regarding Shelburne Public Library Building & Property Memorandum of Understanding (MOU) with the Town of Shelburne for information;

AND THAT Council authorizes the Mayor and the Director of Legislative Services/Clerk to execute the revised MOU dated January 26, 2026;

AND THAT the 1991 Memorandum of Agreement between the Town of Shelburne and Shelburne Public Library be rescinded upon execution of the MOU.

**CARRIED, W. Mills**

2. Report FS2026-01 from the Director of Financial Services/Treasurer regarding 2025 Council Statement of Remuneration

The Director of Financial Services/Treasurer presented the report to Council.

**Motion # 2026-37**

**Moved By** Councillor Benotto  
**Seconded By** Councillor Wegener

BE IT RESOLVED THAT Council of the Town of Shelburne receives report 2026-01 from the Treasurer with respect to the 2025 Council Statement of Remuneration.

**CARRIED, W. Mills**

3. Report FS 2026-02 from the Director of Financial Services/Treasurer regarding 2025 Development Charge Year End Report and Treasurer's Attestation

The Director of Financial Services/Treasurer presented the report to Council.

**Motion # 2026-38**

**Moved By** Councillor Sample  
**Seconded By** Councillor Guchardi

BE IT RESOLVED THAT Council receives report FS 2026-02;

AND THAT Council receives the 2025 Development Charge Schedule as presented and circulated.

**CARRIED, W. Mills**

4. Report FS 2026-03 - Water & Wastewater Collection Policy

The Director of Financial Services/Treasurer presented the report to Council.

**Motion # 2026-39**

**Moved By** Councillor Benotto  
**Seconded By** Councillor Sample

BE IT RESOLVED THAT Council of the Town of Shelburne receives staff report FS 2026-03 with respect to the Water and Wastewater (Sewer) Collection Policy Amendment;

AND THAT Council adopts the Water & Wastewater (Sewer) Collection Policy as amended.

**CARRIED, W. Mills**

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

**9. Communications**

1. Minutes from the Shelburne & District Fire Board
  - December 2, 2025
2. Minutes from the Shelburne Public Library Board
  - December 16, 2025
3. Correspondence from Dufferin County regarding Support for the Town of Orangeville's resolution regarding Bill 21 - Protect Our Food Act

**Motion # 2026-40**

**Moved By** Councillor Wegener

**Seconded By** Councillor Sample

BE IT RESOLVED THAT Council of the Town of Shelburne supports the resolution from the Town of Orangeville regarding Bill 21 - Protect our Food Act.

**CARRIED, W. Mills**

4. Correspondence from the Town of Mono regarding Stockpiled US Alcohol
5. Correspondence from the Township of Melancthon regarding Scrap Tire Disposal
6. Correspondence from the Town of Plympton-Wyoming regarding Enhance School Bus Safety

**Motion # 2026-41**

**Moved By** Councillor Benotto

**Seconded By** Councillor Fegan

BE IT RESOLVED THAT Council of the Town of Shelburne supports the resolution from the Town of Plympton-Wyoming regarding enhancing school bus safety.

**CARRIED, W. Mills**

**Motion # 2026-42**

**Moved By** Councillor Sample  
**Seconded By** Councillor Wegener

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

**CARRIED, W. Mills**

**10. Closed Session**

**Motion # 2026-43**

**Moved By** Councillor Benotto  
**Seconded By** Councillor Guchardi

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

**CARRIED, W. Mills**

Council entered closed session at 8:36 pm.

1. Minutes from the January 26, 2026 and February 9, 2026 Closed Sessions
2. Verbal update from the CAO

**Motion # 2026-44**

**Moved By** Councillor Guchardi  
**Seconded By** Councillor Benotto

BE IT RESOLVED THAT Council rises from closed session to resume regular business.

**CARRIED, W. Mills**

Council rose from closed session at 9:07 pm.

**Motion # 2026-45**

**Moved By** Councillor Sample

**Seconded By** Councillor Wegener

BE IT RESOLVED THAT the verbal update from the CAO be received as information.

**CARRIED, W. Mills**

**11. Confirming By-law**

1. Confirming By-law # 10-2026 - February 23, 2026

**Motion # 2026-46**

**Moved By** Councillor Guchardi

**Seconded By** Councillor Benotto

BE IT RESOLVED THAT By-law 10-2026 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 February 23, 2026 be approved.

**CARRIED, W. Mills**

**12. Adjourn**

**Motion # 2026-47**

**Moved By** Councillor Wegener

**Seconded By** Councillor Sample

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

**CARRIED, W. Mills**

Council meeting adjourned at 9:08 pm.

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Mayor

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Clerk