



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

March 9, 2026  
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 Lindsay Wegener

Members Absent

Councillor Dan Sample

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

Others Present:

Connor Messner, SBA Engineering

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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 23, 2026 Council meeting

**Motion # 2026-48**

**Moved By** Councillor Fegan

**Seconded By** Councillor Wegener

BE IT RESOLVED THAT the minutes from the Regular Council meeting held February 23, 2026 be approved as presented and circulated.

**CARRIED, W. Mills**

**4. Public Participation**

1. Public Question Period  
No questions were received.
2. Presentations
3. Deputations on Agenda Items

**5. Council Inquiries**

Council directed inquires to and received responses from Staff.

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

1. Report SBA2026-01 from the Town Engineer regarding Shelburne Well No. 1 Upgrades

Connor Messner from SBA Engineering presented the report to Council and answered questions of Council.

**Motion # 2026-49**

**Moved By** Councillor Benotto

**Seconded By** Councillor Guchardi

BE IT RESOLVED THAT Council of the Town of Shelburne receives Report SBA 2026-01 Shelburne Well No.1 Upgrades from the Municipal Engineer dated March 9, 2026 as presented and circulated;

AND THAT Council approves that the project difference of \$79,786.50 be funded from the Water Reserve;

AND THAT Council approves award of the Shelburne Well No. 1 Upgrade project to the low bidder, Avertex Utility Solutions Inc. so that the project may proceed to construction.

**CARRIED, W. Mills**

2. Report LS2026-03 from the Director of Legislative Services/Clerk regarding Municipal Bylaw Enforcement - 2025 Year in Review

**Motion # 2026-50**

**Moved By** Councillor Fegan

**Seconded By** Deputy Mayor Hall

BE IT RESOLVED THAT Council receives Report LS2026-03 for information.

**CARRIED, W. Mills**

3. Report LS2026-04 from the Director of Legislative Services/Clerk regarding Proclamation and Flag Raising Policy

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

**Motion # 2026-51**

**Moved By** Councillor Guchardi  
**Seconded By** Councillor Fegan

BE IT RESOLVED THAT Council receives Report LS2026-04 for information;

AND THAT Council adopts the Proclamation and Flag Raising Policy as presented;

AND THAT Bylaw #11-2026 is passed being a bylaw to rescind Bylaw #52-2017.

**CARRIED, W. Mills**

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

**8. Communications**

1. Minutes from the Shelburne Public Library Board
  - January 20, 2026
2. Minutes from the Centre Dufferin Recreation Board
  - October 22, 2025
  - December 2, 2025
3. Correspondence from the Ontario Public Works Association (OPWA) - News Release
  - OPWA Announces 2026 Executive Committee and Board of Directors
4. Correspondence from the Association of Municipalities of Ontario - Policy Update
  - Submission on Municipal Environmental Assessments, Advocacy on municipal Case Law, New Funding for Postsecondary Education

**Motion # 2026-52**

**Moved By** Councillor Wegener  
**Seconded By** Deputy Mayor Hall

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

**CARRIED, W. Mills**

**9. Closed Session**

**Motion # 2026-53**

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

BE IT RESOLVED THAT as per section 239(2) of the Municipal Act, subsection (k) Council enters closed session to discuss 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.

**CARRIED, W. Mills**

Council entered closed session at 6:50 pm.

1. Minutes from the February 23, 2026 Closed Session
2. Report from the CAO

**Motion # 2026-54**

**Moved By** Councillor Fegan  
**Seconded By** Councillor Guchardi

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

**CARRIED, W. Mills**

Council rose from closed session at 7:33 pm.

**Motion # 2026-55**

**Moved By** Councillor Fegan  
**Seconded By** Councillor Benotto

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

AND THAT Council of the Town of Shelburne requests that all Boards of Management implement measures that enhance transparency and accessibility of Board meetings, including the preparation and publication of comprehensive meeting agendas that contain all relevant attachments associated with agenda items;

AND FURTHER THAT all Board of Management meetings be recorded and either livestreamed or made publicly available by offering the Town's website or official YouTube channel to ensure transparency and support compliance with applicable legislation, as well as with provisions outlined in their Board Agreement's and Procedural By-laws.

**CARRIED, W. Mills**

## **10. Confirming By-law**

1. Confirming By-law #12-2026 - March 9, 2026

**Motion # 2026-56**

**Moved By** Councillor Wegener  
**Seconded By** Councillor Guchardi

BE IT RESOLVED THAT By-law 12-2026 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 March 9, 2026 be approved.

**CARRIED, W. Mills**

## **11. Adjourn**

**Motion # 2026-57**

**Moved By** Councillor Benotto  
**Seconded By** Councillor Fegan

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

**CARRIED, W. Mills**

Council meeting adjourned at 7:37 pm.

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Mayor

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Clerk