



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

April 13, 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

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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 March 23, 2026 Council meeting

### **Motion # 2026-64**

**Moved By** Councillor Sample

**Seconded By** Councillor Guchardi

BE IT RESOLVED THAT the minutes from the Regular Council meeting held March 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. Proclamations

1. Rotary Club Proclamation

- Flag Raising - Wednesday, April 22, 2026 at 10:00 am at Jack Downing Park

WHEREAS, the Rotary Club of Shelburne was established on April 22nd, 1938; and

WHEREAS, the club members work for the benefit of our community and the world; and

WHEREAS, the motto of Rotary is "Service Above Self"; and

WHEREAS, the club donates to many organizations and projects every year; and

WHEREAS, the club performs many community service projects and hosts many events through the year; and

WHEREAS, the club was a leader in the Shelburne Community Kitchen, Shelburne Food Bank including the Cargo van and the Shelburne Rotary Splash Pad fundraising; and

WHEREAS, the club has shown by its actions and good works for the past 88 years that it is a significant asset to the community, providing leadership and funding projects and organizations that have greatly benefited the greater community and its citizens, as well as people around the world.

NOW, THEREFORE, I, Wade Mills, Mayor of the Town of Shelburne, do hereby proclaim Wednesday, April 22nd, as: "Shelburne Rotary Day", in the Town of Shelburne, and I urge all citizens to recognize the many contributions Shelburne Rotary has made to our community and commend the club for a wonderful heritage and a bright future.

## **5. Council Inquiries**

Council directed inquiries to and received responses from Staff.

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

1. Announcement from Honourable Sylvia Jones, MPP of Dufferin-Caledon regarding Ontario Investing \$35 Million in the Town of Shelburne to Support Growth and Build More Homes

**Motion # 2026-65**

**Moved By** Councillor Fegan

**Seconded By** Councillor Benotto

BE IT RESOLVED THAT the Announcement from Honourable Sylvia Jones, MPP of Dufferin-Caledon regarding Ontario investing \$35 million in the Town of Shelburne to support growth and build more homes be received as information.

**CARRIED, W. Mills**

2. Memo from S. Burnett & Associates Limited regarding WPCP Schedule and Timeline Update

The Chief Administrative Officer presented the information from the memo to Council.

**Motion # 2026-66**

**Moved By** Councillor Guchardi

**Seconded By** Councillor Fegan

BE IT RESOLVED THAT the Memo from S. Burnett & Associates Limited Regarding WPCP Schedule and Timeline Update be received as information.

**CARRIED, W. Mills**

3. Report FS2026-04 from the Director of Financial Services/Treasurer regarding March 31, 2026 - Financial Report

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

**Motion # 2026-67**

**Moved By** Councillor Sample

**Seconded By** Councillor Benotto

BE IT RESOLVED THAT Council of the Town of Shelburne receives staff report FS 2026-04 with respect to the March 31, 2026 Financial Report for information;

AND THAT, Council of the Town of Shelburne requests that all Boards of Management implement measures that enhance transparency and accountability of Boards by conducting full annual audits instead of Review Engagements commencing with the year 2027 so that budgets can reflect the additional costs.

**CARRIED, W. Mills**

4. Report CAO 2026-02 from the Chief Administrative Officer regarding Library Board Structure and Governance

The Chief Administrative Officer presented the report to Council.

**Motion # 2026-68**

**Moved By** Councillor Benotto

**Seconded By** Councillor Wegener

BE IT RESOLVED THAT Council receives Report CAO2026-02 for information;

AND THAT based on the review completed by staff in 2025 and 2026 the Town is not able to locate or confirm the existence of a formal establishing Town of Shelburne by-law or governance agreement constituting the current Library Board structure in accordance with the Public Libraries Act;

AND THAT Staff be directed to provide recommendations to Council, by the end of June 2026, regarding and not limited to a Library Board Establishing By-law by the Town of Shelburne to formally constitute the Shelburne Public Library as a Public Library Board, board representation and structure, and the appointing authority of the Town of Shelburne Council for all representatives on the Board.

**CARRIED, W. Mills**

5. Report LS 2026-06 from the Director of Legislative Services/Clerk regarding Delegation of Authority during "Lame Duck" Period

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

**Motion # 2026-69**

**Moved By** Councillor Guchardi

**Seconded By** Councillor Sample

BE IT RESOLVED THAT Council receives report LS 2026-06 from the Director of Legislative Services/Clerk regarding delegation of authority during the potential "Lame Duck" period;

AND THAT leave be given for the passing of Bylaw #15-2026, being a bylaw to authorize the delegation of authority to the Chief Administrative Officer for certain acts during a lame duck period after August 21, 2026, nomination day to the swearing in of the newly appointed Council.

**CARRIED, W. Mills**

6. Report LS2026-07 from the Director of Legislative Services/Clerk regarding Review of Victoria St Municipal Lot - parking

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

**Motion # 2026-70**

**Moved By** Councillor Fegan

**Seconded By** Councillor Benotto

BE IT RESOLVED THAT Council receives report LS2026-07 – Review of Parking Challenges during Council meetings for information;

AND THAT Council approves Option 1;

AND FURTHER THAT staff be directed to amend Traffic Bylaw #8-1983 in accordance with Council's preferred option.

**CARRIED, W. Mills**

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

## 8. Communications

1. Correspondence from the Town of Shelburne Planning & Development Department - Application for Site Plan Approval Circulation
  - File No: SPA26/01 - Shelburne Home Hardware Project: Site Plan - 300 Dufferin County Road 124, Shelburne
2. Correspondence from the Town of Shelburne Planning & Development Department - Application for Zoning By-law Amendment
  - File No: Z26/01 Project : 305 Colonel Phillips Drive
3. Minutes from the Centre Dufferin Recreation Complex Board of Management
  - January 28, 2026
4. Minutes from the Shelburne Public Library Board
  - February 17, 2026
5. Correspondence from the Minister of Municipal Affairs and Housing regarding Building Homes and Improving Transportation Infrastructure Act, 2026 (Bill 98)
6. Correspondence from the Upper Grand District School Board - Planning Department - Notice of Increase of Education Development Changes
7. Correspondence from the Township of Amaranth regarding Centre Dufferin Recreation Complex Board

Council discussed the correspondence from the Township of Amaranth.

### **Motion # 2026-71**

**Moved By** Councillor Benotto

**Seconded By** Councillor Fegan

BE IT RESOLVED THAT the Correspondence from the Township of Amaranth regarding the Centre Dufferin Recreation Complex Board be received as information.

**CARRIED, W. Mills**

8. Correspondence from the Municipality of Chatham-Kent regarding Food Insecurity Emergency Declaration
9. Correspondence from the Association of Municipalities of Ontario - Policy Updates
  - Provincial Budget Spending Priorities and Build Canada Homes Operational Funding
  - Funding Development Charge Reductions under the Canada-Ontario Partnership to Build & Bill 98 Building Homes and Improving Transportation Infrastructure Act
  - Regional Governance Changes, Finalized Buy Ontario Directive, AMO Briefing on Canada-Ontario Partnership to Build, OEB Consultations on Natural Gas Franchise Agreements, Northlander Rideshare Pilot, Wildland Fire Management

**Motion # 2026-72**

**Moved By** Councillor Benotto

**Seconded By** Councillor Guchardi

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

**CARRIED, W. Mills**

**9. Closed Session (if required)**

**10. Confirming By-law**

1. Confirming By-law #16-2026 - April 13, 2026

**Motion # 2026-73**

**Moved By** Councillor Benotto

**Seconded By** Councillor Wegener

BE IT RESOLVED THAT By-law 16-2026 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 April 13, 2026 be approved.

**CARRIED, W. Mills**

**11. Adjourn**

**Motion # 2026-74**

**Moved By** Councillor Sample

**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 7:23 pm.

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Mayor

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Clerk