



Town of Shelburne
Regular Council Meeting - Agenda

September 8, 2025

6:30 pm

Electronic Participation

This document can be made available in other accessible formats and with communication supports as soon as practicable and upon request.

Information is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*. The agenda is a public document and forms part of the permanent public record. Questions about the collection of personal information should be directed to the Clerk at 519-925-2600.

Pages

1. Call to Order

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.

3. Adoption of Minutes

1. Minutes from the August 25, 2025 Council meeting

6

Recommendation:

BE IT RESOLVED THAT the minutes from the Regular Council meeting held August 25, 2025 be approved as presented and

circulated.

4. Public Participation

1. Public Question Period

Questions relating to agenda business can be submitted to the Legislative services Department at clerk@shelburne.ca or 519-925-2600 by 12:00 pm September 8, 2025.

2. Presentations

To register as a presenter please contact the Legislative Services Department directly at clerk@shelburne.ca or 519-925-2600.

1. Proclamation Request - Shelburne Soccer Club

13

Whereas, the health and safety of our players and community is a top priority for Shelburne Soccer Club; and

Whereas, concussions are a serious type of brain injury that can occur during sports and recreational activities, including soccer and all other sports; and

Whereas, concussions can affect athletes of all ages and skill levels, with symptoms ranging from headaches and dizziness to memory loss and mood changes; and

Whereas, early recognition, proper treatment, and adequate recovery time are essential to ensuring the wellbeing of all players; and

Whereas, we are committed to creating a culture where safety comes first, injuries are taken seriously, and all players, coaches, parents, and volunteers are educated about concussion prevention and response; and

Whereas, promoting concussion awareness helps protect our athletes, empowers our community, and supports long-term player development;

Now Therefore I, Mayor Wade Mills, on behalf of Council do hereby proclaim September 19th 2025 as Concussion Awareness Day and encourages all members of our soccer community, all other sports and

our town to be informed, alert, and supportive when it comes to recognizing and managing head injuries. Let us work together to keep our players safe, our games fun, and our minds strong.

3. Deputations on Agenda Items

5. Council Inquiries

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 ED 2025-01 from the Economic Development Officer regarding Dufferin county community Harvest Initiative Grant | 17 |
|----|--|----|

Recommendation:

BE IT RESOLVED that Council receives report EcDev 2025-01 for information;

AND THAT the Town of Shelburne's funding contribution of \$52,484 for the project be approved and funded from the Economic Development Reserve (\$45,500) and Marketing and Communications accounts (\$6,984);

AND THAT Council authorizes the Mayor and Clerk to enter into an agreement with the Ministry of Infrastructure for the Dufferin County Community Harvest Initiative with the passing of Bylaw #34-2025.

- | | | |
|----|--|----|
| 2. | Report DO2025-02 from the Director, Development and Operations regarding Drainage Superintendent | 25 |
|----|--|----|

Recommendation:

BE IT RESOLVED THAT Council of the Town of Shelburne receive report DO 2025-02 as information;

AND THAT leave be given for the reading and enacting of By-law 32-2025 being a By-law to appoint Terrance Gole as the Drainage Superintendent for the Town of Shelburne.

- | | | |
|----|--|----|
| 3. | Report LS2025-07 from the Director of Development & Operations and the Director of Legislative Services/Clerk regarding Winter Parking Hours and | 30 |
|----|--|----|

Duration of Winter Season 2025/2026 - Alignment with Ontario Winter Maintenance Standards

Recommendation:

BE IT RESOLVED THAT Council receives report LS2025-07 for information;

AND THAT Option 3 – Status Quo with Holiday Exemptions, that may be suspended during significant weather events, be approved.

4. By-law 31-2025 is ready for Council's Consideration Being a By-law to delegate administrative and hearing powers to Screening and Hearing Officers, for adjudication of reviews and appeals for Administrative Penalties 35

Recommendation:

BE IT RESOLVED THAT leave be given for the reading and enacting of By-law 31-2025 being a Being a By-law to delegate administrative and hearing powers to Screening and Hearing Officers, for adjudication of reviews and appeals for Administrative Penalties.

5. By-law 33-2025 is ready for Council's Consideration being a By-law to appoint Hearing Officers for the adjudication of Reviews and Appeals of Administrative Penalties for Automated Speed Enforcement Contraventions 39

Recommendation:

BE IT RESOLVED THAT leave be given for the reading and enacting of By-law 33-2025 being a By-law to appoint Hearing Officers for the adjudication of Reviews and Appeals of Administrative Penalties for Automated Speed Enforcement Contraventions.

7. Councillor Motions (Notice of Motion)

8. Communications

1. Correspondence from the Rotary Club of Shelburne regarding the Backpack Project 41
2. Notice of Statutory Public Meeting regarding Development Charges 42

- | | | |
|----|--|----|
| 3. | Proposed 2026 Council Meeting Dates | 43 |
| 4. | Correspondence from the Town of Mono regarding the Shelburne & District Fire Board | 44 |
| 5. | Correspondence from the Township of Amaranth regarding the Shelburne & District Fire Board | 46 |
| 6. | Correspondence from the Township of Amaranth regarding Opposition to Strong Mayor Powers | 47 |

Recommendation:

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

9. Closed Session

Recommendation:

BE IT RESOLVED THAT according to section 239(2) (k) of the Municipal Act Council enters closed session for the propose of 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. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

1. Minutes from August 25, 2025
2. Verbal Update from the CAO

10. Confirming By-law

- | | | |
|----|---|----|
| 1. | Confirming By-law # 35-2025 - September 8, 2025 | 48 |
|----|---|----|

Recommendation:

BE IT RESOLVED THAT leave be given for the reading and enacting of By-law 35-2025 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 September 8, 2025.

11. Adjourn

Recommendation:

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



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

Proclamation & Flag Request Form

The Town of Shelburne issues proclamations and offers flag raisings to recognize your special day or event.

Proclamations and flag raising requests are to be submitted at least four (4) weeks prior to the date for which the proclamation and/or flag raising is requested.

Information is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. Questions about the collection of personal information should be directed to the Clerk at 519-925-2600.

Today's date *

7/29/2025



Organization or Business Name *

Shelburne Soccer Club

Contact Name *

Courtney Hay

Organization or Business Website

Www.shelburnesoccer.ca

Please provide your e-mail address. *

Healthandsafety@shelburnesoccer.ca

What is your request for? *

- ☒ Proclamation
- ☐ Flag raising
- ☐ Both proclamation and flag raising

Proclamation - details

Purpose of the proclamation and background information *

This proclamation is intended to spread awareness of concussions into not only sports but the community! Public Health Ontario shared in 2023 that children ages 5-14 had the highest incidents of a concussion. This age is an important and significant age for brain growth and Developmental in children and concussions can have long term and serious effects if a child received one. Being an organization that fosters development in soccer for over 400 children within these ages, it is imperative to spread the knowledge of concussion prevention, symptoms and treatment to all in our community. Our club alone this year has removed children from play due to risk of concussion (being hit shoulders up or impact shoulders up). Many have been cleared and others had to sit for weeks to recover fully. With a town full of contact sport this number may be increased between other sports such as hockey or lacrosse!

Prevention of concussion is the number one step to preventing an occurrence! Help us spread awareness of this important day to protect the brains of our future!

Length of proclamation*

- ☒ Day
☐ Week
☐ Month

*Requests do not have exclusive rights to day, week or month being proclaimed.

Enter the date, or the start date of the week or month of your proclamation (Month, Day, Year) *

9/19/2025



Type the text of your proclamation in the field below. *

Proclamation
Concussion Awareness Day
Shelburne Soccer Club

Whereas, the health and safety of our players and community is a top priority for Shelburne Soccer Club; and

Whereas, concussions are a serious type of brain injury that can occur during sports and recreational activities, including soccer and all other sports; and

Whereas, concussions can affect athletes of all ages and skill levels, with symptoms ranging from headaches and dizziness to memory loss and mood changes; and

Whereas, early recognition, proper treatment, and adequate recovery time are essential to ensuring the well-being of all players; and

Whereas, we are committed to creating a culture where safety comes first, injuries are taken seriously, and all players, coaches, parents, and volunteers are educated about concussion prevention and response; and

Whereas, promoting concussion awareness helps protect our athletes, empowers our community, and supports long-term player development;

Now, Therefore, the Town of Shelburne proudly proclaims
September 19th 2025 as Concussion Awareness Day
and encourages all members of our soccer community, all other sports and our town to be informed, alert, and supportive when it comes to recognizing and managing head injuries.

Let us work together to keep our players safe, our games fun, and our minds strong.

Guidelines for Proclamation Requests*:

- Requests are to be submitted at least four (4) weeks prior to the date for which the proclamation is requested.
- Requests must provide background information about the organization, cause or event being proclaimed
- Requests must relate to an organization, cause or event that contributes to the economic, social, and cultural fabric of the Town of Shelburne
- Proclamations are issued at the discretion of the Mayor and Council
- An organization (i.e. requestor/recipient) may request one proclamation per year
- Proclamations are issued only to recognized local and regional organizations and not to individuals
- Organizations do not have exclusive rights to the day, week or month being proclaimed
- Proclamations of a similar topic will be issued on a first-come, first-served basis
- All proclamation text is subject to approval and modification by the Town of Shelburne
- The Town of Shelburne will not pay for advertising costs involved in the issuance of proclamations

*The guidelines for proclamation requests are under review.

**I confirm I have read the guidelines for
proclamation requests ***

☒ Yes

Are there any other details you would like us to know about your request?

This is my first time writing a formal proclamation. I am very flexible in the wording and can edit, change and add as requested to suit the way the town reads it. We thank you for your consideration!!

Received

Thank you Courtney Hay for completing the Proclamation and Flag Raising Request Form.

We will review the information you've provided.

Any questions should be directed to the Director of Legislative Services/Clerk at clerk@shelburne.ca.



Meeting Date: Monday, September 08, 2025

To: Mayor and Members of Council

From: Carol Maitland, Economic Development Officer

Report: Economic Development 2025-01

Subject: Dufferin County Community Harvest Initiative Grant

Recommendation

BE IT RESOLVED that Council receives report EcDev 2025-01 for information;

AND THAT the Town of Shelburne's funding contribution of \$52,484 for the project be approved and funded from the Economic Development Reserve (\$45,500) and Marketing and Communications accounts (\$6,984);

AND THAT Council authorizes the Mayor and Clerk to enter into an agreement with the Ministry of Infrastructure for the Dufferin County Community Harvest Initiative with the passing of Bylaw#34-2025.

Background

The Town of Shelburne has been committed to supporting food security through the Municipal Grant program. The Town currently supports various food security initiatives including the Shelburne Community Garden, food forest development, financial support for the Shelburne Food Bank's food rescue van, and support for the Orangeville Food Bank's Neighbours Community Market.

The Town also participates in the Dufferin Food Access Sub-Committee, whose active members include Wellington Dufferin Guelph Public Health, Headwaters Communities in Action (HCIA), Headwaters Food and Farming

Alliance (HFFA), Children's Foundation, Georgian College, Orangeville Food Bank and community members. This collaborative group builds local food security in Dufferin County by uniting community members to develop evidence-based programs that address food insecurity. It was through this collaborative group that making an application for a food security project grant was discussed and recommended by Town staff.

The federal government administers programs through Agriculture and Agri-Food Canada (AAFC) that support projects addressing food security-related issues for equity-deserving groups. Grant funding has been made available for infrastructure and equipment initiatives designed to increase access and availability of food to vulnerable populations.

The Town of Shelburne applied under this federal program to address food security challenges and has been approved for funding support.

The "Dufferin County Community Harvest Initiative" addresses food security throughout Dufferin County. The initiative increases access to nutritious, culturally appropriate food for equity-deserving groups including low-income families and newcomers, while addressing critical gaps in food production, processing, and preservation capacity at Fiddle Park's concession building. The program will operate alongside the commissary kitchen at Fiddle Park's concession building, providing professional kitchen facilities to support local food entrepreneurs with production, processing, and preservation needs. Revenue from commissary kitchen rentals will fund ongoing programming and equipment maintenance to ensure the program's sustainability.

A separate report will be provided to Council, expected at the September 22, 2025, detailing the commissary kitchen's operations, and impact on local food entrepreneurs.

The Town has been approved for federal grant funding with the federal government, however information on our funding is not being released at this time. That grant covers about 75% of the project costs with the balance funded through municipal contribution and partner support. Specific funding amounts will be disclosed following the official media announcement by the funding partners. The project has received strong partnership commitments from multiple organizations contributing both financial and in-kind support to ensure successful implementation.

Primary Partners:

- Headwaters Food and Farming Alliance (HFFA): Community support programming coordination, Community connections, expertise, and local food system knowledge
- County of Dufferin: Financial (\$10,000) and Organizational Support
- Orangeville Foodbank and Dufferin Food Share: Research and Data. Direct service provision and distribution

Analysis

Project Overview

The Dufferin County Community Harvest Initiative will serve as a comprehensive hub for local innovation in agriculture, and food production. The project addresses four key food security challenges while simultaneously supporting economic development through local food business incubation:

1. **Limited Access to Nutritious Food:** Rural residents face challenges accessing fresh, nutritious food due to limited grocery stores and transportation options
2. **Food Insecurity Among Vulnerable Populations:** Equity-deserving groups including low-income families, seniors, and individuals experiencing homelessness struggle to obtain sufficient food
3. **Lack of Awareness and Education:** Need for increased awareness about healthy eating habits and local food resources
4. **Insufficient Community Food Programs:** Existing programs require enhanced funding and equipment to meet growing demand

Project Components

Component 1: Food Production and Security Activities

- Partnerships with local farmers to grow diverse produce supporting food banks
- Provision of high-quality seeds to community gardens and food banks
- Management of small plots (600 square feet) at Fiddle Park for culturally appropriate vegetables and legumes

Infrastructure and Equipment:

- Commercial dehydrators for food preservation
- Interior and exterior refrigeration and freezer units
- Electric salad spinner and canning supplies
- Food processing equipment for community and commercial use

Community Engagement and Education:

- Cooking demonstrations and food preservation workshops
- Canning classes using harvested produce
- Business skills training for food entrepreneurs
- Educational programs on sustainable farming and nutrition

Project Objectives**1. Food Security Objectives:**

- Increase access to fresh, nutritious, and culturally appropriate food for equity-deserving groups, reduced dependence on processed foods
- Enhance local food production capacity and community self-sufficiency
- Reduce food waste through preservation and processing capabilities
- Build community connections through collective growing, harvesting, and food preparation

2. Economic Development Objectives:

- Foster community growth through collaborative workspace and knowledge sharing
- Enhance skills and education through workshops on cooking, food preservation, and business management
- Build community connections by linking food entrepreneurs with local resources

Council Priorities

Council's Priorities have three Pillars - Sustainable, Engaged and Livable.

There is a total of 14 Priorities within the three Pillars. This report aligns with the Sustainable, Engaged and Livable Priorities:

Sustainable Priorities:

SP4 - Support Environmental Sustainability

Engaged Priorities

EP1 - Promote Effective Partnerships

EP3 - Consultation and Collaboration with Community

Livable Priorities:

L1 - Promote Diversity, Equity and Inclusion

L3 - Promote Strong Local Economy

Financial Impact

The project and remitting a grant funding application for consideration was not included in the approved 2025 budget.

Project Budget: \$249,937

Town of Shelburne Contribution:

- Total Contribution: \$52,484 (21%)
 - \$45,500 transfer from Economic Development reserve (depletes the reserve)
 - \$6984 from the Economic Development Marketing and Advertising 2025 budget account

Partner Funding Contributions:

- Dufferin County Contribution: \$10,000 (4%)

- Federal Contribution (Funding details will be released following the official announcement from our funding partner): \$187,453 (75%)

The operation of the kitchen is based on a break-even budget starting in 2026. If any revenue proceeds are generated from the rental of the commissary kitchen they could be reinvested back into the kitchen assets and programs that support the initiatives.

Policies & Implications (if any) Affecting Proposal

Consultation and Communications

The project development involved consultation with:

- Dufferin Food Access Subcommittee including Wellington Dufferin Guelph Public Health, Headwaters Food and Farming Alliance, and other community stakeholders
- Local area food banks and community agencies to identify specific cultural food needs
- Community members with lived experience through partner organizations

Stakeholder Support

Letters of support were provided from:

- Headwaters Food and Farming Alliance (confirmed partnership)
- County of Dufferin (confirmed collaboration and financial contribution)
- Orangeville Food Bank and Dufferin Food Share (confirmed collaboration)

Supporting Documentation

Appendix 1: Bylaw #34-2025

Appendix 2: [WDGPH Monitoring Food Affordability 2024 Report](#)

Respectfully Submitted and Prepared by:

Carol Maitland, Economic Development Officer

Reviewed by:

Denyse Morrissey, CAO

THE CORPORATION OF THE TOWN OF SHELBURNE

BY-LAW #34-2025

Being a by-law to authorize the Town of Shelburne to enter into an agreement with His Majesty the King in right of Ontario as represented by the Minister of the Agriculture and Agri-Food for the Dufferin County Community Harvest Initiative

WHEREAS pursuant to the provisions of the Municipal Act, 2001, S.O. 2001 as amended s. 11 (2) gives the municipality authorization to enact this by-law;

AND WHEREAS it is the intent of the Council to authorize an agreement to receive funding from the signing of this by-law;

NOW THEREFORE the Municipal Council of The Corporation of the Town of Shelburne hereby enacts as follows:

1. That the Corporation of the Town of Shelburne shall enter into an agreement, with the Ministry of Infrastructure for the Dufferin County Community Harvest Initiative;
2. That the Mayor or his designate and Clerk are hereby authorized to execute the agreement and all documents in connection with the matters authorized by this by-law.

Passed in Open Council this 8th day of September 2025.

MAYOR

CLERK

By signing this by-law on September 8, 2025, Mayor Wade Mills will not exercise the power to veto this by-law and this by-law is deemed passed as of this date.



A People Place, A Change of Pace
SHELBURNE
ONTARIO, CANADA

Meeting Date: Monday, September 08, 2025

To: Mayor Mills and Members of Council

From: **Jim Moss, Director, Development and Operations**

Report: DO 2025-02

Subject: **Drainage Superintendent**

Recommendation

BE IT RESOLVED THAT Council of the Town of Shelburne receive report DO 2025-02 as information;

AND THAT leave be given for the reading and enacting of By-law 32-2025 being a By-law to appoint Terrance Gole as the Drainage Superintendent for the Town of Shelburne.

Background

The Drainage Act of Ontario contains several mechanisms whereby landowners may make drainage improvements to their lands and the costs shared among the benefiting landowners. The drains are referred to as Municipal Drains because the municipality is required to administrate all works associated with the drains, from their initial petition to completion. The perpetual care for the drains remains the responsibility of the municipality, but the costs, including administration are charged back to the benefiting landowners.

The municipality does not own the drain or the land they are constructed upon unless they are built upon a road allowance or other City property. The drains tend to be named after the original petitioner such as the Besley Drainage Works or the Jordan Drainage Works.

The Town of Shelburne (Town) is responsible for Municipal Drains as defined by the Drainage Act. In order to fund, inspect, maintain, and receive grant monies from the Province, the Town is responsible for the appointment of a Drainage Superintendent by By-law. The primary responsibility of the Drainage Superintendent is to maintain, repair, and operate the municipality's drainage systems constructed under the Drainage Act. The Superintendent's responsibilities may also include other duties related to municipal drains.

The position of Drainage Superintendent was not required by the Town prior to the expansion of the Town limits in approximately 1983. Prior to this expansion there were no Municipal Drains within the Town Limits. With the expansion of the Towns border, two (2) Municipal Drains fell within the new area. These Drains are the Besley Drainage Works, which traverses through the center of Town and the Jordan Drainage Works, which cut through the southern portion of Fiddle Park.

An oversight at the time of the boundary expansion resulted in no By-law being enacted for a drainage superintendent to oversee these pieces of critical infrastructure.

Analysis

The individual dealing with the registered drains, must have OMAFA Drainage Superintendent Certification and act if appointed by Council, as the Drainage Superintendent for the Town. The Town currently does not have an appointed Drainage Superintendent. This appointment is intended to ensure compliance with the Municipal Drainage act and to open up streams of funding from OMAFRA that can only be accessed by a Drainage Superintendent.

Section 93 of the Drainage Act authorizes the council of a local municipality to appoint a Drainage Superintendent by By-law. Where so appointed, a Drainage Superintendent has the following duties and responsibilities specified in section 93(3) of the Drainage Act:

- (a) To inspect every drainage works for which the municipality is responsible and report periodically to council on the condition of those drainage works;
- (b) To initiate and supervise the maintenance and repair of the drainage works for which the municipality is responsible;
- (c) To assist in the construction or improvement of the drainage works for which the municipality is responsible; and,
- (d) To report to council on the Superintendent's activities mentioned in clauses (b) and (c).

Financial Impact

The requirements for maintenance of existing municipal drains varies from year to year. The appointment of an approved Drainage Superintendent will enable the Town to obtain as much as 33 1/3% of the assessment eligible for grants on maintenance and repair works carried out under the Drainage Act.

In addition, it is possible for the Town to apply for a grant from the Ministry for 50% of the costs incurred in the employment of a Drainage Superintendent, but only for the performance of duties and responsibilities of the Drainage Superintendent. Grant monies from the Ministry, are only available to those municipalities who have appointed, by By-law, a Drainage Superintendent who has also been approved by OMAFRA

Policies & Implications

Not Applicable

Consultation and Communications

CAO

Director of Financial Services/Treasurer

Council Strategic Priorities

Council's Strategic Priorities has three Goals - Sustainable, Engaged and Livable. There are a total of 12 targets with the three Goals.

This report aligns with the Sustainable Goals within the Targets:

SP1 - Responsible financial management through long term planning

SP2 - Invest in critical infrastructure and services for the future

EP1 - Promote effective partnerships

Supporting Documentation

Appendix A – By-Law Number 32-2025

Respectfully Submitted:

Jim Moss, Director, Development and Operations

Reviewed by:

Denyse Morrissey, CAO

THE CORPORATION OF THE TOWN OF SHELBURNE

BY-LAW #32-2025

Being A By-law to appoint a Drainage Superintendent pursuant to The Drainage Act

WHEREAS Section 93 of The Drainage Act, R.S.O. 1990, Chapter D.17, authorizes the Council of a Municipality to appoint a drainage superintendent;

AND WHEREAS Section 227 of the Municipal Act, 2001, S.O. 2001, c.25 provides for officers and employees of the municipality to implement and carry out council's decisions, to establish administrative practices and procedures, to provide advice to council on municipal policies and programs, and to carry out duties required by legislation;

AND WHEREAS Council of the Town of Shelburne deems it appropriate to appoint a Drainage Superintendent;

NOW THEREFORE the Council of the Town of Shelburne hereby enacts as follows:

1. That Terrance Gole is hereby appointed as Drainage Superintendent for the Town of Shelburne
2. That the Drainage Superintendent shall carry out the duties imposed pursuant to The Drainage Act, 1990.
3. Any previous By-law to Appoint a Drainage Superintendent is hereby rescinded.
4. That this By-law shall come into force and effect on the date of final passing thereof.

Passed in Open Council this 8th day of September 2025.

.

MAYOR

CLERK

By signing this by-law on September 8, 2025, Mayor Wade Mills will not exercise the power to veto this by-law and this by-law is deemed passed as of this date.



A People Place, A Change of Pace
SHELBURNE
ONTARIO, CANADA

Meeting Date:	Monday, September 08, 2025
To:	Members of Council
From:	Jim Moss, Director of Development & Operations and Jennifer Willoughby, Director of Legislative Services/Clerk
Report:	LS2025-07
Subject:	Winter Parking Hours and Duration of Winter Season 2025/2026 – Alignment with Ontario Winter Maintenance Standards

Recommendation

BE IT RESOLVED THAT Council receives report LS2025-07 for information;
AND THAT Option 3 – Status Quo with Holiday Exemptions, that may be suspended during significant weather events, be approved.

Background

At the November 4, 2024 Council meeting, Council requested staff to review winter parking hours and duration for the 2025/2026 season.

The purpose of this report is to review and recommend municipal winter parking hours and the effective number of days in the winter season, in alignment with Ontario's Minimum Maintenance Standards (MMS) for municipal highways under O. Reg. 239/02, to ensure efficient winter maintenance and public safety.

Each winter season, the municipality implements seasonal parking restrictions to facilitate snow plowing and ice control operations. These

restrictions are typically in place overnight when snow removal activities are most effective and when vehicular traffic is minimal.

Ontario Regulation 239/02 – Minimum Maintenance Standards (MMS) outlines the required response times and maintenance standards for municipalities, categorized by road class and traffic volume. Efficient winter maintenance requires unobstructed access to roads, shoulders and boulevards. Parked vehicles on municipal streets significantly impede snowplow operations, increase safety risks, and reduce compliance with MMS response timelines.

Analysis

Current Practice

- Winter Parking Restrictions: enforced from 12:00 a.m. to 7:00 a.m.
 - These hours align with standard practices across Ontario municipalities.
 - Overnight restrictions provide a clear window for efficient snow removal and de-icing operations without significant disruption to residents or local businesses.
 - Enforcement during these hours allows compliance with MMS standards for snow accumulation and treatment timelines.
- Winter Season Duration: enforced from November 15 to April 15 (approximately 152 days).
 - The current 5-month timeframe captures the majority of snowfall events based on Environment Canada climate data.
 - Early storms and significant snowfall that may take place in November and late events such as ice storms in April are increasingly common due to climate change and variability.
 - Maintaining the current duration ensures operational readiness and legal coverage under MMS for snow and ice response during this entire window.

Comparison with Other Municipalities

The approach of other local municipalities shows that many use similar seasonal periods and overnight parking bans as Shelburne.

County of Dufferin municipalities have the same overnight parking hours and winter season duration, save and except the Town of Orangeville. Their parking hours are 2am to 7am and their winter season duration is from December 1 to March 31.

Grey and Bruce County have the same winter season durations, including similar overnight parking hours - Grey Highlands, Southgate & West Grey – 12am to 7am, Chatsworth – 11pm to 7am.

There are some municipalities that do not allow any on street parking during with winter season and this includes Owen Sound, Hanover, Adjala-Tosorontio, Georgian Bluffs and Clearview.

Overall, the Town's existing practice is within the norm and provides appropriate flexibility for unseasonable conditions.

Options

Three options are listed based on a balance between operational readiness, resident flexibility, and consistency with surrounding municipalities.

Option 1 – Revised Season with Holiday Exemptions

December 1, ending April 15 (136 days)
12:00 a.m. – 7:00 a.m. restrictions.

Exemption hours:

December 24 from 12:01am to 11:59pm December 27

December 31 from 12:01am to 11:59pm January 1

While not recommended, this option balances operational efficiency with flexibility for residents.

Option 2 – Shortened Season & Adjusted Hours with Holiday Exemptions

December 1 – March 31 (121 days) and adjusts hours to 2:00 a.m. – 7:00 a.m.

Exemption hours:

December 24 from 12:01am to 11:59pm December 27

December 31 from 12:01am to 11:59pm January 1

This option allows for a longer on street parking option for residents and visitors but increases the risk of being unprepared for early November or mid-April weather events and is not recommended

Option 3 – Status Quo with Holiday Exemptions

Maintains the current model:

November 15 to April 15 (152 days), with restrictions from 12:00 a.m. – 7:00 a.m.

Exemption hours:

December 24 from 12:01am to 11:59pm December 27

December 31 from 12:01am to 11:59pm January 1

This report has recommended Option 3 as it maximizes the Town's readiness and ensures compliance with MMS standards. Option 3 also includes exemptions for Christmas Day, Boxing Day, and New Year's Eve, which may be suspended during snow events.

Next Steps

Following Council's direction, Town staff will update communications to resident to highlight:

- The start and end dates of restrictions;
- The overnight restriction hours;
- Any holiday exemptions and their conditions;
- The ability to suspend exemptions during major snowfalls or declared weather events.

Staff will monitor snowfall frequency and climate patterns to recommend future adjustments as needed.

Financial Impact

Continued enforcement of overnight parking bans during the designated winter season ensures operational efficiency, reduces overtime costs, and mitigates the need for repeat plowing.

Reducing or eliminating the restrictions could result in higher costs due to delayed plowing, increased equipment hours, and MMS non-compliance penalties or liability.

Policies & Implications (if any) Affecting Proposal

N/A

Consultation and Communications

Senior Management Team and Operations Staff

Council Priorities

Council's Priorities has three Pillars - Sustainable, Engaged and Livable. There are a total of 14 Priorities with the three Pillars.

This report aligns with the Engaged and Sustainable Pillars within the Priorities of:

SP2 Invest in critical infrastructure and services for the future.

L5 Expand people friendly transportation networks.

Supporting Documentation

N/A

Respectfully Submitted and prepared by:

Jim Moss, Director of Development & Operations and

Jennifer Willoughby, Director of Legislative Services/Clerk

Reviewed by:

Denyse Morrissey, CAO

THE CORPORATION OF THE TOWN OF SHELBURNE

BY-LAW #31-2025

Being a By-law to delegate administrative and hearing powers to Screening and Hearing Officers, for adjudication of reviews and appeals for Administrative Penalties

WHEREAS Section 4 of O. Regulation 355/22 made under the *Highway Traffic Act*, R.S.O. 1990, c.H.9 as amended (the "HTA"), prescribes persons authorized to impose an administrative penalty for contraventions detected using camera systems, with such persons meeting the criteria as designated in this section; and

WHEREAS Section 21.1 of the HTA and O. Reg. 355/22, authorizes a municipality to establish an administrative penalty system to promote compliance with the HTA and its Regulations, and impose administrative penalties within a prescribed time period on a prescribed class of persons that have contravened or failed to comply with prescribed provisions of the HTA and its Regulations; and

WHEREAS Section 434.1 of the *Municipal Act*, S.O. 2001, c.25, permits the Town of Shelburne to require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a By-law of the municipality; and

WHEREAS sections 23.2, 23.3 and 23.5 of the *Municipal Act* authorizes the Town of Shelburne to delegate its administrative and hearing powers; and

WHEREAS the Province adopted the Administrative Penalties Regulation, O. Reg 355/22, pursuant to the HTA which applies to administrative penalties in respect of contraventions detected using camera systems; and

WHEREAS under the Administrative Penalties Regulation a person who receives a Penalty Notice shall have the right to request a review of the administrative penalty by a Screening Officer appointed by the municipality; and

WHEREAS under the Administrative Penalties Regulation a person who receives notice of a decision from a Screening Officer shall have the right to a review of the Screening Officer's decision by a Hearing Officer appointed by the municipality; and

WHEREAS the Town of Shelburne considers it desirable and necessary to establish the position of Screening Officer and Hearing Officer which are required for the operation of the Township's Administrative Penalty By-law;

NOW THEREFORE Council of The Corporation of the Town of Shelburne hereby enacts as follows:

1.0 TITLE

1.1 This By-law may be referred to as the “Screening and Hearing Officer By-law”.

2.0 DEFINITIONS

2.1 For the purposes of this By-law:

Administrative Penalty - means a monetary penalty as set out and calculated in accordance with Section 6 of O. Reg 355/22;

CAO - means the Chief Administrative Officer, or their delegate(s);

Council - means the elected Council of the Town of Shelburne;

Power of Decision - means a power or right, conferred by or under this By-law and the Administrative Penalty By-law, to make a decision deciding or prescribing, the legal rights, powers, privileges, immunities, duties or liabilities of any Person:

- a) in the case of a Screening Officer, in respect of a request to review an Administrative Penalty, and
- b) in the case of a Hearing Officer, in respect of an appeal from a Screening Decision.

Hearing Officer - means a person from time to time appointed by Council pursuant to this By-law;

Parent - means a person who has demonstrated a settled intention to treat a child as a member of her or his family whether or not that person is the natural parent of the child; and

Person - includes an individual and a corporation;

Regulation - means the Administrative Penalties Regulation for Contraventions Detected Using Camera Systems, O. Reg 355/22;

Relative includes any of the following persons:

- a) Spouse, common-law partner, or any person with whom the person is living as a spouse outside of marriage;
- b) Parent;
- c) Child, including a stepchild and grandchild;
- d) Siblings and children of siblings;
- e) Aunt, uncle, niece and nephew;
- f) In laws, including mother, father, sister, brother, daughter and son; or
- g) Any person who lives with the person on a permanent basis;
- h) “Screening Decision” means a notice which contains the decision of a Screening Officer;

Screening Officer - means a person from time to time appointed by Council pursuant to this By-law.

Spouse - means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage.

Town - means The Corporation of the Town of Shelburne.

3.0 SCREENING OFFICER

- 3.1 The position of Screening Officer is established for the purpose of exercising the Power of Decision in the review of an Administrative Penalty as set out in the Township's Administrative Penalty By-law.
- 3.2 The Screening Officer shall have all of the powers of review as set out in the Township's Administrative Penalty By-law and the Regulation.
- 3.3 A Screening Officer shall be appointed by Council in accordance with Ontario Regulation 355/22.

4.0 HEARING OFFICER

- 4.1 The position of Hearing Officer is established for the purpose of exercising the Power of Decision in the appeal of a Screening Decision as set out in the City's Administrative Penalty By-law.
- 4.2 The Hearing Officer shall have all of the powers of review as set out in the Township's Administrative Penalty By-law and the Regulation.
- 4.3 A Hearing Officer shall be appointed by Council in accordance with Ontario Regulation 355/22.

5.0 GENERAL PROVISIONS

- 5.1 The following persons are not eligible for appointments as a Screening Officer or a Hearing Officer:
 - 1. A member of Council;
 - 2. The Relative of a person referenced in subsection 5.1 (1); or
 - 3. A person indebted to the Township other than
 - a) in respect of current real property taxes; or
 - b) pursuant to an agreement with the municipality the terms with which the person is in compliance.
- 5.2 No Person shall attempt, directly or indirectly, to communicate with or influence a Screening Officer or a Hearing Officer respecting the determination of an issue respecting a Delegated Power of Decision in a proceeding that is or will be pending before the Screening Officer or Hearing Officer except a person who is entitled to be heard in the proceeding or the person's lawyer or licensed representative and only by that person or the person's lawyer or licensed representative during the hearing of the proceeding in which the issue arises.
- 5.3 Section 5.2 does not prevent a Screening Officer or a Hearing Officer from seeking and receiving legal advice.
- 5.4 Any Person who contravenes any provision of this By-law is guilty of an offence and is liable, upon conviction, to a maximum fine as established pursuant to the *Provincial Offences Act*, R.S.O. 1990, c.P.33, as amended.
- 5.5 A Screening Officer or a Hearing Officer shall have no authority to further delegate his/her powers or duties.
- 5.6 Neither a Screening Officer or a Hearing Officer has the jurisdiction to consider questions relating to the validity of a statute, regulation or By-law or the constitutional applicability or operability of any statute, regulation or By-law.

6.0 EFFECTIVE DATE AND VALIDITY

6.1 If a court of competent jurisdiction declares any provision, or any part of a provision, of this By-law to be invalid, or to be of no force and effect, it is the intention of the Council in enacting this By-law, that each and every other provision of this By-law authorized by law, be applied and enforced in accordance with its terms to the extent possible according to law.

6.2 That this bylaw shall come into force and take effect from the final passing thereof.

Passed in Open Council this 8th day of September 2025.

MAYOR

CLERK

Written approval of this by-law was given by Mayoral Decision _____ dated _____, 2025.

THE CORPORATION OF THE TOWN OF SHELBURNE

BY-LAW #33-2025

A By-law to appoint Hearing Officers for the adjudication of Reviews and Appeals of Administrative Penalties for Automated Speed Enforcement Contraventions.

WHEREAS Section 21.1 of the *Highway Traffic Act* (“HTA”) and O. Reg. 355/22, authorize the Town of Shelburne to establish an administrative monetary penalty system to promote compliance with the HTA and its Regulations, and impose an administrative penalty within a prescribed time period on a prescribed class of persons that have contravened or failed to comply with prescribed provisions of the HTA and its Regulations; and

WHEREAS Council of the Town of Shelburne (“Council”) passed Administrative Penalty System By-law 10-2025 for Contraventions Detected using Automated Speed Enforcement (ASE) Cameras; and

WHEREAS Council wishes to appoint certain persons as Hearing Officers pursuant to By-law 31-2025, a By-law of which delegates administrative and hearing powers to Screening and Hearing Officers for the adjudication of reviews and appeals under its Administrative Monetary Penalty System for Automated Speed Enforcement contraventions;

NOW THEREFORE the Council of the Corporation of the Town of Shelburne enacts as follows:

1. The person(s) listed in Schedule “A” are hereby appointed as a Hearing Officers pursuant By-law 31-2025 which delegates administrative and hearing powers for the adjudication of reviews and appeals under its Administrative Monetary Penalty System.
2. That Schedule “A” forms part of this By-law.
3. This By-law shall come into force and effect upon the date it is finally passed.

Passed in Open Council this 8th day of September 2025.

Mayor

Clerk

By signing this by-law on September 8, 2025, Mayor Wade Mills will not exercise the power to veto this by-law and this by-law is deemed passed as of this date.

SCHEDULE “A” TO BY-LAW 33-2025

HEARING OFFICERS

HEARING OFFICERS NAME	APPOINTMENT DATE
Kayla Stephenson	September 8, 2025
Ashifa Alibhai	September 8, 2025

August 15, 2025

Dear Friend,

Another successful **BackPack Project** is complete for another year. We are very pleased that 194 students will go back to school in style and with a backpack, lunch kit and a water bottle.

The Shelburne Food Bank registered the students and the Rotary Club of Shelburne purchased age appropriate items for each grade level with the generous donations received.

A sincere thank you goes out to **John and Meagan Lewdandowski**, **Tim Horton's Smile Cookie** campaign and a **Town of Shelburne** grant for funding a significant portion of the project. **Len Guchardi, Joan Wallace, Doreen Riffin, Jeannette French, Deb Thompson, Janet Shaw and Shelburne Soccer Club** as well as many **friends and family of Shelburne Rotary** for their generous donations.

Penny Normington is an avid sewer and once again was challenged with making enough pencil cases in fun fabrics for all the backpacks. This is a huge task and the students love them. Thank you, Penny!!!

On July 31st Rotary packed the backpacks and delivered them to the food bank so they can be distributed to the registered students in time for the first day of school in September.

It warms my heart to see how this project has grown, improved and become a program that the entire community, and beyond, has embraced. Together we have given our local students a helping hand with the necessities of back to school.

Sincerely,



Bobbi Ferguson
Director
Community Service

NOTICE OF STATUTORY PUBLIC MEETING REGARDING DEVELOPMENT CHARGES

Take notice that Town of Shelburne Council is holding a public meeting on September 22nd, 2025, at 6:30 PM to discuss proposed development charge rates as well as the policies that will be applied throughout the Town. Council will be considering the approval of updated development charges by-law(s) on a date following this public meeting.

Development charges are fees on new developments that fund growth-related costs to a municipality which are governed by the *Development Charges Act, 1997*. The Development Charges Background Study relates to the provision of eligible DC Services which includes Library Services, Parks and Recreation, Protection Services, Development-Related Studies, Services Related to a Highway (Public Works and Roads and Related), Water Services, and Wastewater Services.

The public meeting is an opportunity for the public to review and provide comments on the Development Charges Background Study and the proposed Development Charges By-law(s), as required under *The Development Charges Act, 1997*.

All interested parties are invited to attend in person:

Date: Monday, September 22nd, 2025

Time: 6:30 PM

Location: Council Chambers, 203 Main Street East, Shelburne, ON L9V 3K7

The proposed development charges by-law will not be considered by Council at this meeting. The by-law will be considered by Council at a future meeting, after considering comments received as part of the public meeting and the consultation process.

The Development Charges Background Study will be made available on the Town's website at www.shelburne.ca/ on September 8th, 2025. The proposed Development Charges By-law(s) will be made available on the Town's website at least two weeks before the public meeting.

Any person may attend the public meeting and make written or verbal representation either in support of or in opposition to the study and by-law. Registration to speak and written comments should be directed to the Clerk – clerk@shelburne.ca no later than 4:00pm, September 19, 2025, so that necessary arrangements can be made with respect to the agenda. Comments can be sent electronically to clerk@shelburne.ca or to the address below. Comments received before and at the public meeting will be considered by Council before making any changes to the development charges by-law.

Carey Holmes AMCT, Director of Financial Services / Treasurer

Phone: 519-925-2600 ext. 228 Fax: 519-925-6134 cholmes@shelburne.ca

Town of Shelburne, 203 Main Street East, Shelburne ON L9V 3K7

www.shelburne.ca

2026 Regular Council Meeting Dates

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Office Closed
2026 Holidays

In-Person Regular Council Meeting
Virtual Regular Council Meeting

2026 Municipal Election
Inaugural Council Meeting

From: Fred Simpson <fred.simpson@townofmono.com>

Sent: Thursday, September 4, 2025 10:31 AM

To: Denise Holmes <dholmes@melancthontownship.ca>; Jennifer E. Willoughby <jwilloughby@shelburne.ca>; Nicole Martin <nmartin@amaranth.ca>; Roseann Knechtel <rknechtel@mulmur.ca>; Nicole Hill <nhill@shelburne.ca>

Subject: Town of Mono Resolution - Shelburne & District Fire Board

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the contents to be safe.

On August 26, 2025, Mono Council passed the following resolution regarding the proposed dissolution of the Shelburne & District Fire Board.

Resolution #4-14-2025

Moved by Fred Nix, Seconded by Melinda Davie

WHEREAS The Town of Shelburne has proposed to dissolve the Shelburne and District Fire Board by the 2nd quarter of 2026;

AND WHEREAS, the agreement establishing the Shelburne and District Fire Department includes a process should a participating municipality wish to cease participating in the Fire Board;

AND WHEREAS, the agreement stipulates that a municipality shall provide two years' written notice of its intention to cease participating in the Fire Board;

AND WHEREAS, the Town of Shelburne has indicated its intent to establish the Shelburne Fire Department that includes a model where municipalities, including Mono, may purchase contracted fire services under agreement with the Town of Shelburne;

AND WHEREAS, Council for the Town of Mono needs to ensure that fire protection services to its residents continue to be adequately provided;

AND WHEREAS, at Council session 3-2025 and 11-2025, Council's stated position on changes to Fire Services for the Town of Mono was to remain at "status quo".

THEREFORE BE IT RESOLVED that, notwithstanding our willingness to entertain discussions regarding amendments to the agreement, including potential solutions, Council for the Town of Mono requests the Town of Shelburne provide the Board with a detailed account of their concerns, complete with financial, administrative and operational impacts;

AND THAT the Shelburne District Fire Board be provided an opportunity to review and respond to the Town of Shelburne with solutions prior to 2025 year end.

"Carried"

Fred Simpson

Clerk

Town of Mono

519.941.3599, 234



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify fred.simpson@townofmono.com.

From: Nicole Martin <nmartin@amaranth.ca>

Sent: Thursday, September 4, 2025 12:24 PM

To: Fred Simpson <fred.simpson@townofmono.com>; Denise Holmes <dholmes@melanctontownship.ca>; Jennifer E. Willoughby <jwilloughby@shelburne.ca>; Roseann Knechtel <rknechtel@mulmur.ca>; Nicole Hill <nhill@shelburne.ca>

Cc: Denyse Morrissey <dmorrissey@shelburne.ca>; Chris Gerrits <cgerriits@amaranth.ca>; Gail Little <glittle@amaranth.ca>; Holly Boardman <hboardman@amaranth.ca>

Subject: Township of Amaranth Resolution - Shelburne & District Fire Board

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the contents to be safe.

Good morning all, at the regular meeting of Council September 3, 2025, Council discussed the proposed dissolution of the Shelburne and District Fire Board and is requesting a detailed account of the concerns, financial information, administrative information and operational impacts from the Town of Shelburne representatives on the Board. As a result of the discussion the following motion was passed:

Resolution #: 10

Moved by: G. Little

Seconded by: B. Metzger

BE IT RESOLVED THAT:

The Township of Amaranth remains committed to the Shelburne and District Fire Board structure and is willing to work to developing a new agreement among Board members.

CARRIED

Thank you, Nicole

Nicole Martin, Dipl. M.A. (she/her)

CAO/Clerk | Township of Amaranth

374028 6th Line | Amaranth | ON | L9W 0M6

Tel: 519-941-1007 ext. 227 | Fax: 519 - 941-1802



DISCLAIMER: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error please notify the sender. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the Township of Amaranth. Finally, the recipient should check this email and any attachments for the presence of viruses. The Township of Amaranth accepts no liability for any damage caused by any virus transmitted by this email.



374028 6TH LINE • AMARANTH ON • L9W 0M6

August 25, 2025

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Room 281
Queens Park
Toronto, Ontario M7A 1A1

Sent by email to premier@ontario.ca

Dear Premier Ford:

Re: Opposition to Strong Mayor Powers

At its regular meeting of Council held on August 6, 2025, the Township of Amaranth Council passed the following resolution:

Resolution #: 2

Moved by: G. Little

Seconded by: B. Metzger

BE IT RESOLVED THAT:

The Council of the Township of Amarnath is opposed to the designation of Strong Mayor Powers to any Mayor within the Province of Ontario.

For (5): C. Gerrits, G. Little, S. Graham, B. Metzger, and V. Paan

CARRIED (5 to 0)

Please do not hesitate to contact the office if you require any further information on this matter.

Yours truly,

Nicole Martin, Dipl. M.A.
CAO/Clerk

THE CORPORATION OF THE TOWN OF SHELburnE

BY-LAW #35-2025

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 September 8, 2025

WHEREAS Section 5 (1) of the Municipal Act, 2001, as amended, provides that the powers of a municipality shall be exercised by its Council;

AND WHEREAS Section 5 (3) of the Municipal Act, 2001, as amended, provides that municipal powers shall be exercised by by-law;

NOW THEREFORE the Council of the Corporation of the Town of Shelburne hereby enacts as follows:

1. All actions of the Council of the Corporation of the Town of Shelburne at its meeting held on September 8, 2025, in respect to every report, motion, by-law, or other action passed and taken by the Council, including the exercise of natural person powers, are hereby adopted, ratified and confirmed as if each report, motion, resolution or other action was adopted, ratified and confirmed by its separate bylaw.
2. The Mayor and the proper officers of the Corporation of the Town of Shelburne are hereby authorized and directed to do all things necessary to give effect to the said action, to obtain approvals where required and except where otherwise provided, to execute all documents necessary in that behalf.
3. The Mayor and Municipal Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of the Corporation of the Town of Shelburne.
4. For the purposes of the exercise of the authority of the Head of Council to veto a by-law in accordance with section 284.11 of the Municipal Act, 2001, as amended, this Confirming By-law shall be deemed to be separate Confirming By-laws for each item listed on the meeting agenda.

Passed in Open Council this 8th day of September 2025.

MAYOR

CLERK

By signing this by-law on September 8, 2025, Mayor Wade Mills will not exercise the power to veto this by-law and this by-law is deemed passed as of this date.