



MINUTES

Council Meeting

9:00 AM - Wednesday, September 3, 2025

Hybrid (Council Chambers & Electronic)

The Council of the Township of Severn was called to order on Wednesday, September 3, 2025, at 9:00 AM, with the following members present:

PRESENT:

- Mayor, Mike Burkett
- Deputy Mayor, Judith Cox
- Councillor - Ward 1, Mark Taylor
- Councillor - Ward 2, Dan Janssen
- Councillor - Ward 3, Phil Brennan
- Councillor - Ward 4, Wanda Minnings
- Councillor - Ward 5, Jim McIntyre

- Chief Administrative Officer, Laurie Kennard
- Director of Corporate Services/Clerk, Alison Gray
- Director of Public Works, Derek Burke *
- Director of Finance/Treasurer, Andrew Plunkett
- Manager of Human Resources, Michelle Prophet Healy
- Director of Planning & Development, Andrea Woodrow
- Director of Recreation, Parks & Facilities, Craig Belfry
- Senior Planner, Katie Mandeville
- Planner, Brad Oster *

* did not attend Closed Session

A. Call to Order

The meeting was called to order by Mayor Burkett at 9:00 a.m.

B. Land Acknowledgement

Mayor Burkett read the Township's Land Acknowledgement, as noted on the agenda, as follows:

"We would like to begin by acknowledging that the land on which we gather, and which the Township of Severn operates, is part of the traditional territory of the Anishinaabeg. For thousands of years, Indigenous peoples have been inhabiting and caring for this land. In particular, we acknowledge the territory of the Ojibway (or Chippewas) peoples. This territory is covered by Lake Simcoe Treaty 16 and the J. Collins land purchase. We are grateful to have the opportunity to work on this land, and by doing so, give our respect to its first inhabitants."

C. O Canada

'O Canada' was played.

D. Moment of Reflection

Council held a moment of reflection.

E. Disclosure of Pecuniary Interest

None were presented.

F. Public Meetings / Hearings

None were held.

G. Presentations / Delegations

- G.1.** Kathleen Wynne, Simcoe County Greenbelt Coalition - Request for Support for Expansion and Strengthening of Ontario's Greenbelt ahead of 2025 Review

Motion C2025-078

Moved by Deputy Mayor Judith Cox

Seconded by Councillor - Ward 5 Jim McIntyre

THAT the delegation from Kathleen Wynne, Simcoe County Greenbelt Coalition - Request for Support for Expansion and Strengthening of Ontario's Greenbelt ahead of 2025 Review be received for information.

Carried

Staff were directed to bring the motion to the next available meeting.

[Simcoe County Greenbelt Coalition - Ontario's Greenbelt](#)

H. Consent Agenda

H.1. Adoption of Council & Committee Minutes

- H.1.1.** Council Meeting Minutes - August 13, 2025

[Council Minutes - August 13, 2025](#)

- H.1.2.** Corporate Services Committee Meeting Minutes - August 25, 2025

[Corporate Services Committee Minutes - August 27, 2025](#)

- H.1.3.** Coldwater BIA Board Meeting Minutes - July 15, 2025

[Coldwater BIA Board Minutes - July 15, 2025](#)

- H.1.4.** Coldwater BIA Board Meeting Minutes - August 18, 2025

[Coldwater BIA Board Minutes - August 18, 2025](#)

H.2. Correspondence

- H.2.1.** Royal Canadian Legion - Request for Commemorative Crosswalk

[Royal Canadian Legion - Request for Commemorative Crosswalk](#)

- H.2.2.** Kelly Erickson - Short-term Rentals (STR's) in Neighbourhood and Request for Regulation

[Kelly Erickson - STR in Neighbourhood and Request for Regulation](#)

H.3. Reports from Officials (for information)

I. Adoption of Regular Agenda

Motion C2025-079

Moved by Councillor - Ward 1 Mark Taylor
Seconded by Councillor - Ward 4 Wanda Minnings

THAT the agenda be adopted, including consent items, with the exception of Item No. H.2.1 and H.2.2.

Carried

J. Reports from Officials (for direction)

J.1. Planning & Development

- J.1.1.** Planning Report No. P25-032 - Part Lot Control Exemption By-laws, Greenwood Landing Development, Blocks 78 and 88, Plan 51M-1227

Motion C2025-080

Moved by Councillor - Ward 2 Dan Janssen
Seconded by Councillor - Ward 1 Mark Taylor

THAT Planning Report No. P25-032 dated September 3, 2025, with respect to a Part Lot Control By-law Applications for the lands described as Blocks 78 and 88, Plan 51M-1227, be received;

AND THAT the Draft Part Lot Control Exemption By-law included as Attachments 5 and 6 to Planning Report P25-032 be brought forward immediately.

Carried

[P25-032 - Pdf](#)

J.2. Corporate Services

- J.2.1.** Administration Report No. A25-028 - Enbridge Washago Project Expansion Easement: 4620 Trent Trail

Motion C2025-081

Moved by Councillor - Ward 5 Jim McIntyre
Seconded by Deputy Mayor Judith Cox

THAT Administration Report No. A25-028, dated September 3, 2025 regarding Enbridge Washago Project Expansion Easement: 4620 Trent Trail be received;

AND THAT the Township enter into a temporary land use agreement and easement agreement with Enbridge Gas Inc. for the use of 4620 Trent Trail;

AND THAT the Mayor and Clerk be authorized to sign any required documents for either agreement.

Carried

[A25-028 - Pdf](#)

J.3. Recreation & Facilities

J.3.1. Recreation Report No. R25-11 - Coldwater Fairgrounds Tree Removal (deferred from August 27, 2025 meeting)

Motion C2025-082

Moved by Councillor - Ward 2 Dan Janssen

Seconded by Councillor - Ward 1 Mark Taylor

THAT Recreation Report No. R25-011, dated August 27, 2025, regarding tree removal at the

Coldwater Fairgrounds be received for information;

AND FURTHER THAT Council approves the allocation of \$48,000 from year end surplus, or Municipal Reserves for the removal of the hazard trees on the Coldwater Fairgrounds.

Carried

[R25-011 - Pdf](#)

K. New Business

K.1. Councillor Minnings - Municipal Licensing By-Law for Short Term Rental and Bed & Breakfast Establishments in Severn Township

Motion C2025-083

Moved by Councillor - Ward 4 Wanda Minnings

Seconded by Councillor - Ward 1 Mark Taylor

THAT staff be directed to prepare a Comprehensive Report for Council regarding what Severn has done since 2022 respecting Short-term Rentals and that the report includes what practices have been implemented throughout the County of Simcoe, and neighbouring municipalities including Gravenhurst and Huntsville.

Carried

[Councillor Minnings - Short-term Rentals](#)

- K.2.** H.2.2 - Kelly Erickson - Short-term Rentals (STR's) in Neighbourhood and Request for Regulation

Motion C2025-084

Moved by Councillor - Ward 1 Mark Taylor
Seconded by Councillor - Ward 4 Wanda Minnings

THAT the correspondence from Kelly Erickson regarding Short-term Rentals (STR's) in Neighbourhood and Request for Regulation be received;

AND THAT the request be included in the report on Short-term rentals.

Carried

- K.3.** H.2.1 Royal Canadian Legion - Request for Commemorative Crosswalk

Motion C2025-085

Moved by Deputy Mayor Judith Cox
Seconded by Councillor - Ward 2 Dan Janssen

THAT the correspondence from the Royal Canadian Legion regarding a request for a commemorative crosswalk be received;

AND THAT Council provides at \$1,000 donation towards the project;

AND FURTHER THAT the contractor be required to submit the required Road Occupancy Permit;

AND FURTHER THAT Pavement Markings shall be in accordance with Ontario Provincial Standards Specifications (OPSS) 710.

Carried

Motion C2025-086

Moved by Councillor - Ward 4 Wanda Minnings
Seconded by Councillor - Ward 3 Phil Brennan

THAT staff be directed to bring forward a report on commemorative sidewalk requests.

Carried

L. Announcements

Councillor Janssen advised that the Steampunk Festival will be held in Coldwater on September 13, 2025

Deputy Mayor Cox advised that the annual Coldwater Fall Fair will be held on the last weekend in September

M. Closed Session

Motion C2025-087

Moved by Deputy Mayor Judith Cox
Seconded by Councillor - Ward 5 Jim McIntyre

THAT Committee resolve into Closed Session, and that the meeting is hereby now closed to the public pursuant to the Municipal Act, S.O. 2001, Chapter 25, Section 239(2), for the purpose of considering:

(a) personal matters about an identifiable individual, including municipal or local board employees;

(b) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

Closed Session commenced at 10:10 a.m.

- M.1.** Personal matters about an identifiable individual, including municipal or local board employees and advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Administration Report No. A25-029 - 2323 Burnside Line)

Staff reviewed Administration Report No. A25-029 - 2323 Burnside Line with Council and was provided with direction.

Motion C2025-088

Moved by Councillor - Ward 2 Dan Janssen
Seconded by Councillor - Ward 4 Wanda Minnings

THAT the Closed Session adjourn at 10:24 and that the meeting is hereby now reopened to the public.

Carried

Motion C2025-089

Moved by Councillor - Ward 3 Phil Brennan
Seconded by Councillor - Ward 5 Jim McIntyre

THAT the confidential direction to staff on Administration Report No. A25-029 be confirmed and voted upon in accordance with Section 239 (6)(b) of the Municipal Act.

Carried

N. General By-laws

- N.1.** By-law No. 2025-52, Being a By-law to provide that Block 78 & Part of Block 79 on Registered Plan 51M-1227 (Greenwood Landings) is not subject to Part Lot Control under the Planning Act (54, 56, 58, 60 and 62 Brandon Avenue)

[2025-52](#)

- N.2.** By-law No. 2025-53, Being a By-law to provide that Block 88 & Part of Block 87 on Registered Plan 51M-1227 (Greenwood Landings) is not subject to Part Lot Control under the Planning Act (59, 61, 63, 65, and 67 Brandon Avenue)

[2025-53](#)

- N.3.** By-law No. 2025-54, Being a By-law to appoint members to the Township of Severn Public Library Board

[2025-54](#)

- N.4.** By-law No. 2025-55, Being a By-law to appoint Hearing Officers for the adjudication of reviews and appeals of administrative penalties for Automated Speed Enforcement contraventions.

[2025-55](#)

- N.5.** By-law No. 2025-56, Being a By-law to provide rules governing the proceedings of its Council, Council Committees, and its Members' Conduct and to repeal By-law 2022-77

[2025-56](#)

- N.6.** By-law No. 2025-57, Being a By-law to amend By-law No. 2017-28 (Regulate Traffic & Speed Limits on Highways)

[2025-57](#)

Motion C2025-090

Moved by Councillor - Ward 4 Wanda Minnings
Seconded by Councillor - Ward 3 Phil Brennan

THAT By-law Nos. 2025-52 through 2025-57 are hereby passed.

Carried

O. Confirmation By-law

O.1. By-law No. 2025-58, Being a By-law to Adopt the Proceedings of a Council Meeting held on the 3rd Day of September, 2025.

Motion C2025-091

Moved by Councillor - Ward 2 Dan Janssen
Seconded by Councillor - Ward 4 Wanda Minnings

THAT By-law No. 2025-58 is hereby passed.

Carried

[2025-58](#)

P. Adjournment

Motion C2025-092

Moved by Deputy Mayor Judith Cox
Seconded by Councillor - Ward 1 Mark Taylor

That this meeting be and it is hereby now adjourned at 10:25 a.m.

Carried

Mayor

Clerk