



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

Meeting Date:	Monday, June 13, 2022
To:	Members of Council
From:	Denyse Morrissey, CAO
Report:	CAO2022-10
Subject:	Council Directions 2018-2022 and 2022 Council Inquiries: Summary

Recommendation

BE IT RESOLVED THAT Council receives report CAO2022-10 Council Directions 2018-2022 and 2022 Council Inquires: Summary for information.

Background

Council directions to staff arising from staff reports each year and during their term is significant.

Members of Council may ask for staff for updates at Council meetings, and also be asked for information from constituents regarding staff reports and directions but would not be aware of the status.

Staff generally had internally tracked the status of items applicable to their own department (and based on the scope of work, review, analysis which includes budget review) to create estimated timelines for subsequent Council reports. However, this summary was not formally summarized or consolidated for Council resulting in a gap with respect to information for Council.

Analysis

To improve the ability for members of Council to be aware of the status of the directions and Council inquiries, a detailed and standardized summary of directions for the term 2018 to 2022 to date has been created and consolidated. Starting with 2022, a summary of Council inquiries has also been created.

The summary chart includes the following information:

- Meeting date
- Subject for action
- Assigned department
- Requested/Anticipated
- Comments
- Status

The 2018 to 2022 summary (to date) of Council directions is provided in Appendix 1.

Council inquiries for 2022 to date is provided in Appendix 2.

Any items that are not complete at the end of the current term of Council would carry forward to the next term of Council and be summarized. A new summary will be developed for the 2022 to 2026 term.

The summary lists will also be included quarterly on the Council agenda under communications based on:

Q1 – end of March

Q2 – end of June

Q3 – end of September

Q 4 – end of December

Financial Impact

Not applicable

Policies & Implications

Not applicable

Consultation and Communications

Not applicable

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 targets:

Target T2 Municipal Services Review and Evaluation

Target T6 – Promote more open communication

Supporting Documentation

Appendix 1: 2018 to 2022 summary (to date) of Council directions

Appendix 2: Council inquiries for 2022 to date

Respectfully Submitted:

Denyse Morrissey, Chief Administrative Officer



Council Direction 2018-2022

Revised Date 2-Jun-22

Meeting	Subject for action	Assigned Department	Requested / Anticipated	Comments	Status
9-Apr-18	Notice of Motion - Councillor Benotto BE IT RESOLVED THAT Council directs staff to bring back to Council a report on how we can better deliver recreational services to the residents of Shelburne.	Development and Operations / CAO		Completing a parks master plan in 2021. Delayed to 2022	In Progress
13-Aug-18	Apply for grant funding from Employment and Social Development Canada to purchase mobility mats to provide accessible access to Town facilities	Financial Services		Grant Funding no longer available.	Completed - No longer available
10-Sep-18	Notice of Motion - BE IT RESOLVED THAT Council directs staff to investigate the cost of implementing bike lanes in the Town of Shelburne and report back to	Development and Operations			Completed - Share the Road Program
10-Sep-18	Notice of Motion - BE IT RESOLVED THAT Council directs staff to investigate the cost of implementing a cycling plan and report back to council in January.	Development and Operations		A discussion ensued regarding the timeline being extended to March 2019.	Completed - Share the Road Program
24-Sep-18	BE IT RESOLVED THAT Council receives the presentation regarding Climate Change Action as presented; AND FURTHER THAT Council directs staff to investigate options for implementing a by-law to ban single use plastic consumer bags and to report back to Council	Legislative Services		Delegation - Climate Change Action Dufferin/Caledon. Points to note 1) There is an ongoing Environmental Assessment (EA) for expansion of the sewage treatment plant - see SBA presentation dated April 23, 2018. 2) Arsenic treatment required for Well #3 - have applied for OCIF grant in the amount of \$1,516,484.00 which represents 90% funding. 10% to be funded by the Town if the grant application is successful.	On Hold, actions of other municipalities are being researched, updated March 2022.
19-Jan-19	staff be directed to develop a report outlining a process to review the OPP's proposal which shall include the hiring of an independent consultant to analyze policing costs and services, as well as a strategy for public input and engagement;	CAO			Completed
28-Jan-19	Notice of Motion - Council directs staff to prepare and return draft terms of reference for Council's consideration for the establishment of a new "Parks and Recreation Task Force" to be comprised of members of Council, members of the community at large, and stakeholders from each of the service clubs, the Royal Canadian Legion Branch 220, the Shelburne & District Agricultural Society, the Pickin' in the Park event, and the Youth Advisory Committee.	Legislative Services			Completed
28-Jan-19	Notice of Motion - Council directs staff to prepare and return draft terms of reference for Council's consideration for the establishment of a new broadly-mandated "Arts & Culture Committee"	Legislative Services			Completed
28-Jan-19	Notice of Motion - Council directs staff to work with the appointee to the "Youth Advisory Committee" to prepare and return for Council's consideration, draft revised terms of reference for that committee which are more aligned with its current working structure and composition.	Legislative Services			Completed

Meeting	Subject for action	Assigned Department	Requested / Anticipated	Comments	Status
28-Jan-19	BE IT RESOLVED THAT Council receives report #2019-02 from the CAO regarding the study and analysis of policing services dated January 28, 2019 as presented and circulated; AND THAT staff be directed to issue an RFP to hire a consultant to study, analyze and compare policing services and costs between the Shelburne Police Service (SPS) and the Ontario Provincial Police (OPP); AND THAT the costing comparison shall incorporate all operating and capital related costs for the delivery of policing services for the Town of Shelburne; AND THAT the consultant's report be presented to Council by early June 2019; AND THAT the cost of the consultant services, not to exceed \$50,000 plus HST be funded from the Police Accommodation reserve which was wholly funded and established from the 2017 Town of Shelburne operating surplus.	CAO			Completed
4-Feb-19	Notice of Motion - Staff look at special events review and report back	CAO	Apr-22	This item included 2019 budget. CAO noted that an overall organizational review is needed and special events impact of staffing resources and budgets.	Special Events Procedure Review - Completed and Ongoing - will be uploaded to website, anticipated by end of July 2022.
4-Feb-19	Notice of Motion - Complete costing analysis of parking banks (meters) for parking lots in town.	Development and Operations		This item was brought forth in the budget discussions for the 2019 budget. Staff did complete new parking permit system for municipal lots at William and Wellington.	Completed
4-Feb-19	Notice of Motion - Investigate the provision of plow gates for snow redirection during snow removal	Development and Operations		This item was verbally discussed at the council meeting.	Completed
4-Feb-19	Notice of Motion - Investigate cost of Pickle Ball court	Development and Operations	Summer of 2022		Capital project Pickle Ball/Tennis Court was included in the 2021 budget, deferred to 2022, The project will be completed Summer of 2022.
4-Feb-19	Notice of Motion - Investigate cost of Tennis court	Development and Operations	Summer of 2022		Capital project Pickle Ball/Tennis Court was included in the 2021 budget, deferred to 2022, The project is expected to be completed Summer of 2022.
4-Feb-19	Notice of Motion - Investigate cost of providing additional bicycle racks and new garbage receptacles which include recycling	Development and Operations	Late spring 2022		Completed - Grant was applied for and received, installation will be late spring 2022.
4-Feb-19	Notice of Motion - The exploration of possible partnership on transit with interested municipalities that can provide transit from Shelburne to GO in Orangeville	CAO		A meeting was held by go transit and staff attended. Other alternatives explored, implemented the GTR.	Completed
4-Feb-19	Notice of Motion - Investigate how to acquire gas tax for both external and internal transit for the Town	Financial Services		Including adding weekend service	Not eligible
4-Mar-19	Notice of Motion - Review of parks, recreation and facilities user charges in preparation for the 2020 budget	Development and Operations		Delayed and not done in 2022; New recommended fees will be included in 2023 draft budget.	In progress - reviewing surrounding municipalities within 50km.
4-Apr-19	Notice of Motion - Review all former space planning considerations developed by the Police Accommodation Sub-Committee and staff provide a summary of this information	CAO		Addressed in a number of reports.	Completed - The Town of Shelburne now contracts the OPP.
4-Apr-19	BE IT RESOLVED THAT the February 4, 2019 resolution regarding fundraising be rescinded; AND THAT Council directs staff to develop a naming rights, donations and sponsorship policy.	Legislative Services		New policy was passed September 23, 2019.	Completed
4-Apr-19	Notice of Motion - investigate with LAS the opportunity to offer residents of Shelburne the service line warranty and in-home plumbing repair program.	Development and Operations		Service Line warranty program was approved at the June 24, 2019 council meeting.	Completed

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29-Apr-19	Notice of Motion - staff investigate the cost of another flag pole for the Town of Shelburne and report back to Council.	Development and Operations		Third flag pole was installed at town hall and Jack Downing Park.	Completed
29-Apr-19	Notice of Motion - Investigate where additional funding for soccer nets and c-can can be sourced and bring back a report	Development and Operations			Completed
29-Apr-19	THAT Council receives the presentation from the County of Dufferin; AND THAT staff be directed to review gateway signage options including the County strategy and report back to Council for consideration.	Economic Development	2023	In the 2023 capital budget.	On hold
13-May-19	BE IT RESOLVED THAT Council receives the letters from the Township of Melancthon and Township of Mulmur to establish a Joint Advisory Board to complete the mandated Community Safety and Well Being Plan; AND THAT Staff will review and report back to Council.	Legislative Services		Completed in July 2021.	Completed by Dufferin County
27-May-19	BE IT RESOVED THAT Council directs staff to bring back a report on a dedicated cricket field.	CAO		A preliminary report was completed with estimated costs. Cricket is currently using the outfield at KTH park, It is being reviewed in the parks and rec master plan, included \$230,000 in the long term capital plan for 2024.	In progress
24-Jun-19	Notice of Motion - BE IT RESOLVED THAT staff prepare a report to Council on what the change in by-law enforcement from complaint to proactive would entail.	Legislative Services		Two reports were completed December 16, 2019 and was finalized on Nov 8, 2021	Completed.
8-Jul-19	Notice of Motion - BE IT RESOLVED THAT Council directs staff to investigate the cost of providing a 4-way stop signs at Gordon and First Avenue and install the 4 way stops to eliminate the issue of sight lines.	Development and Operations		21-May-21	Completed
8-Jul-19	Notice of Motion - BE IT RESOLVED THAT Council authorizes the costing to pave the northernmost land of Fiddle Park from the entrance to no less than 600 feet in or to the second laneway adjacent to said laneway, to aid in extra uses of the park, with a report back to Council to be carried out by staff by August on said costing.	Planning/CAO	Jun-22	Assigned to the Fiddle Park Plan on the Parks and Rec Master Plan.	In progress
9-Sep-19	Notice of Motion - BE IT RESOLVED THAT Council directs staff to create a reserve fund for a dog park; AND FURTHERMORE, receives funding for said reserve from the Town's dog licensing fees to produce and them maintain the park from there forth; AND FURTHERMORE, report back to Council with a suitable location for the dog park and all costs related to the production and maintenance of.	Financial Services		Capital project in 2022 going to Fiddle Park - Went to Council Sept 13, 2021. In 2022 budget. Will be open Summer 2022.	In progress
9-Sep-19	Notice of Motion - BE IT RESOLVED THAT Council directs staff to prepare a by-law prohibiting the propagation and distribution of cats and dogs for profit via a retail store front location.	Legislative Services		Animal control by-law prohibits propagation and distribution of cats and dogs for profit via a retail store front location.	Withdrawn
23-Sep-19	Notice of Motion - BE IT RESOLVED THAT improvements to the Jack Downing Park and a Shelburne sign similar to the Toronto sign be a part of the 2020 budget considerations.	CAO		Jack Downing Park improvements in progress for 2021. Completed June 14, 2021.	Completed
23-Sep-19	BE IT RESOLVED THAT Council receives the sport memorial presentation as presented and circulated; AND FURTHER THAT Council defers the matter to staff to bring back a report with recommendations including budget considerations to be discussed during 2020 budget discussions.	Development and Operations	May-22	Gary Galbraith - Unveiling is scheduled for May 2022.	Completed
23-Sep-19	BE IT RESOLVED THAT Council receives the street naming request from Lois Allen as presented and circulated; AND FURTHER THAT Council directs staff to add Mr. Samuel Russell Allen's name to the list of future street names for consideration within the next development.	Legislative Services		Added to the list Street Naming list, the list is given to the developers to review.	Completed

Meeting	Subject for action	Assigned Department	Requested / Anticipated	Comments	Status
7-Oct-19	Notice of Motion - BE IT RESOLVED THAT Council directs staff to prepare and/or amend the Community Grant Application process to explicitly express that all community organizations receiving funding or staff resources agree to adhere and uphold the Town's standard of respect, dignity, inclusion and refrain from conducting events that are perceived to be harmful and offensive to the community; If funding or staff resources is provided to a community organization, the Town reserves the right to participate in the planning of the anticipated event and/or review the final plans and provide comments before the commencement of the scheduled event; If the Community Organization receiving funding or staff resources fails to comply with the Town's standard of conduct, it will not be eligible to receive funding and/or staff resources for future events; Once the proposed policy/amendment to existing policy is approved by Council that it be made clearly visible on the Town's website and also made clear during the application process (e.g. attaching document to the application form). Further that the Town/Council make attempts to engage with all community service clubs regarding the new/amended policy to provide notice of the changes.	Financial Services		Added as an addendum to the Grant Application - in place effective 2021.	Completed
28-Oct-19	BE IT RESOLVED THAT Council receives report EDC 2019-03 regarding the Shelburne Community Improvement Plan - Project as information; AND THAT Council directs staff to bring forward a by-law to designate Community Improvement Project areas and a final recommendation for Council's consideration of adoption of the Shelburne Community Improvement Plan	Planning/EDC	Summer 2022	CIP will be held late Summer 2022.	Postponed and delayed due to COVID-19 and other development priorities of council.
18-Nov-19	Notice of Motion - BE IT RESOLVED THAT staff investigate the increase of parking fines from \$10.00 to \$40.00 and to initiate that process.	Legislative Services	May-22	Report went to council March 2022.	In progress
2-Dec-19	Notice of Motion - BE IT RESOLVED THAT Council requests staff to prepare a draft by-law prohibiting the slaughtering of animals for food anywhere in town except as where otherwise may be permitted by by-law in a licensed slaughterhouse; AND THAT the draft by-law be returned at the January 13, 2020 meeting of Council for Council's consideration.	Legislative Services	13-Jan-20	Brought forward a public nuisance bylaw January 13, 2020.	Completed
24-Feb-20	BE IT RESOLVED THAT Council receives the presentation from the Shelburne Farmers Market for information; AND FURTHER refers the matter to staff to prepare and bring forward a report regarding possible alternative locations for further consideration and discussion.	CAO		A number of meetings held with the farmers market and the existing location was maintained.	Completed
25-May-20	BE IT RESOLVED THAT Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Asset Management Systems Implementation in Shelburne; AND THAT the Town of Shelburne commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program: • Citywide Maintenance Manager License • Citywide Maintenance Manager Implementation and Data Analysis • Systems Training AND BE IT FURTHER RESOLVED THAT the Town of Shelburne commits \$9,480.00 from its budget toward the costs of this initiative.	Financial Services		Grant was received in 2021 and project implemented August 2021.	Completed
8-Jun-20	BE IT RESOLVED THAT Council receives report CAO 2020-06 regarding Ontario Provincial Police (OPP) – Update on the Costing Proposal and Timing for information; AND THAT the OPP's costing proposal presentation is confirmed for June 22, 2020; AND THAT Council directs staff to provide a report at the July 13th, 2020 Council meeting in follow up to the OPP's costing proposal of June 22, 2020.	CAO			Completed

Meeting	Subject for action	Assigned Department	Requested / Anticipated	Comments	Status
22-Jun-20	Notice of Motion - BE IT RESOLVED THAT Council directs staff to bring back a report on what is required to bring the lands on the west end of town from HWY 89 to the Fourth line into the town's-built boundary; AND FURTHERMORE, what up-front costs the developer can front end any requirements to bring those said lands to a developmental stage, AND FURTHERMORE, THAT the report from staff come back to council no later than the July 20th meeting.	Planning			Withdrawn
13-Jul-20	Notice of Motion - BE IT RESOLVED THAT staff bring to Council costs and locations for a tennis court in any of the Town's recreation parks by the first meeting in August.	Development and Operations	Early Summer	This capital project was included in the 2021 budget, at KTH budget, budget is 200K. Delayed due to COVID impacts. Expected to be complete late summer 2022.	In Process
13-Jul-20	BE IT RESOLVED THAT staff bring back to Council any staffing requirements needed to carry out Town completed through reporting and duties to Council as part of the 2021 budget discussions.	CAO		Assigned to the service delivery review which was presented in November 2021 to council, a number of new full time positions were recommended for the 2022 operating budget.	Completed
13-Jul-20	BE IT RESOLVED THAT a budget of up to \$12,000 from the Council education and conference budget be completed used to set up a budget for the racial task force.	Financial Services		Task force was created; DEI committee has a \$15,000 budget in 2022.	Completed
28-Sep-20	Notice of Motion - Be it resolved that Council instruct staff to investigate creating a no stopping zone on the north side of Jane Street from Owen Sound to Willow	Development and Operations	5-Oct-20	There were a number of reports completed.	Completed
28-Sep-20	Notice of Motion - Be it resolved that Council directs staff to remove the parking spot ahead of the north bound bus stop to illuminate safety or liability exposure to the Town.	Development and Operations			Completed
28-Sep-20	Notice of Motion - Be it resolved that Council directs staff to insert the chevron sketch lines to highlight the stop locations within the Town; And to provide lighting at each stop to illuminate the stop for ease of convenience and safety for riders.	Development and Operations		Rectified by relocation of the bus stop and not having them on busy streets like HWY 10.	Completed
28-Sep-20	Notice of Motion - Be it resolved that Council directs staff to report back on the cost options of a bus shelter for the various bus stop locations in Town.	CAO		Cost estimate was completed verbally and included in the 2021 budget for \$25,000.for two shelters, the money was reassigned for weekend transit.	Completed
28-Sep-20	Notice of Motion - WHEREAS due to the many requests by seniors for more seniors housing over many years and in light of in progress the Provincial Government's recent amendment to the Growth Plan in 2019 related to urban boundary expansions; NOW THEREFORE BE IT RESOLVED THAT Council directs staff to receive any applications submitted by Flato Developments and work through the process as outlined in the Planning Act; AND FURTHER THAT staff will report back to Council on any progress for such application on a quarterly basis.	Planning			Withdrawn
5-Oct-20	Notice of Motion - THAT Council directs staff to compliment the Grey County marketing initiatives relating to the transit project, including signage, bus stops and scheduling times; AND THAT Shelburne supplements Grey County's marketing initiatives to ensure that residents are fully aware of the transit system utilizing social media, Country 105, newspaper ads and direct mail outs.	CAO		Plan was developed in 2020 and the money was spent in 2021.	Completed
26-Oct-20	Notice of Motion - THAT Council requests staff to review the cost of installing security cameras at the public works yard located at 124 Luxton Way and report back to Council.	Development and Operations			Completed
26-Oct-20	BE IT RESOLVED THAT Council supports the recommendations provided by the Anti-Black Racism, Racism and Discrimination Task Force as presented to Council October 5, 2020; AND THAT Council and Staff will utilize the recommendations to develop a costed work plan with timelines for consideration for adoption by Council in January 2021	CAO		Staff report presented Feb. 2021. DEI Committee assigned some task force report for implementation. DEI has created sub working groups and goals. DEI 2022 budget is \$15,000	Completed with work also ongoing

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9-Nov-20	BE IT RESOLVED THAT with the recent recommendations provided from the anti-black racism, anti-racism and discrimination task force and the guidelines associated with regards to timeline implementation and the current planning stage of the east end Fieldgate development; council directs town staff to work within the street naming policy and Fieldgate to create inclusive street names including but not limited to Dufferin County's black and indigenous community history; AND FURTHERMORE Council directs town staff to review the current street naming policy and report back to council any recommendations required to ensure the policy meets the inclusive vision of both the anti-black racism, anti-racism and discrimination task force and Councils strategic plan.	Planning		Report with street names was presented - Jan. 11, 2021, Review of Street Naming Policy - ongoing	In Progress
9-Nov-20	Notice of Motion - In the spirit of the Anti-Racism Task Force recommendations, BE IT RESOLVED THAT Council considers naming the designated park area within the Fieldgate development after William and Mary Ghant	Planning		Notice of Motion - Report completed, street names were approved and used, completed January 11, 2021.	Completed
9-Nov-20	Notice of Motion - In the spirit of the Anti-Racism Task Force recommendations and as the Town of Shelburne having a long-standing history of recognizing and honoring military service, BE IT RESOLVED THAT Council approves the naming of the relaxation garden, designated for the community garden at Fiddle Park, after the No. 2 Construction Battalion Members who were the first Black Military Unit in Canadian History; AND THAT a standing plaque be installed onsite to highlight their contributions.	EDC & Op		Notice of Motion Approved in December 2022. Named after William and Mary Ghant, completed December 14, 2020, Plaque was installed late fall 2021.	Completed
25-Jan-21	Notice of Motion - BE IT RESOLVED THAT Council receives report #LS2021-01 from the Clerk for information; AND FURTHER THAT Council approves the recommendations being provided, as amended; AND directs staff to bring forward an amendment to the traffic by-law that incorporates the parking recommendations as noted on page 2 of the report as well as increasing the permit fees to \$35.00 per month.	Legislative Services		8-Feb-21	Completed
15-Mar-21	BE IT RESOLVED THAT Council supports in principle, the recommendations specific to indoor recreation and fire services from the County of Dufferin Service Delivery Review Part A and the dissolution of the boards of management whereby each service area would be directly delivered by the Town of Shelburne; AND THAT Staff is directed to review and outline the processes to move forward with the dissolution of the two boards and outline the estimated timelines and estimated costs in a follow up report; AND THAT Council directs Staff to incorporate this general direction in the scope of work that would be required within the Town's Service Delivery Review, as well as Parks and Recreation Master Plan as both projects will be completed in the 2021 calendar year.	CAO		A series of meetings were held with all municipalities representatives of the boards in August and September 2021, additional meetings were to be scheduled in 2022 and are delayed. Staff are reviewing estimated operating and capital costs. Some review will be completed in Operations Review, and Parks and Recreation Master Plan.	In Progress
22-Mar-21	Notice of Motion - THAT Council directs staff to undertake a review of policies of other municipalities regarding a more effective management for servicing projects that ensure capacity allocations, once approved, follow the principle of "use it or lose it" regarding allocation.	Planning	12-Apr-21		Completed
26-Apr-21	Notice of Motion - Be It Resolved that Council directs staff to proceed with sourcing a custom display case to have items from SPS inclusive of uniforms, pictures and written history to be affixed at Shelburne Town Hall. Also, that staff provide to Council the custom display options for final approval	Development and Operations	1-Jun-22	Delayed due to Covid-19 pandemic; Town not able to find firm for custom cabinet work. Revised to summer 2022 completion and cabinet purchased.	In progress
28-Apr-21	BE IT RESOLVED THAT Council requests staff to return with a report on the remaining wastewater capacity based upon the information received at the special meeting of Council held April 28, 2021 focusing on the high priority needs of the community; AND FURTHER THAT such report be returned for the May 31st regular Council meeting.	Planning, Engineering and CAO		May 31, 2021 - D)2021-03 Sewage Allocation Policy Report brought to Council	Completed

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10-May-21	BE IT RESOLVED THAT Council receives report P2021-13 for information; AND THAT the matter be deferred to the June 28th meeting of Council; AND THAT Council directs staff to work with the proponent and to provide a report at the June 28th meeting outlining additional options for Council's consideration.	Planning		A number of reports were completed and was installed late 2021.	Completed
31-May-21	Notice of Motion - THAT the land acknowledgement be amended to include the Haudenosaunee group; AND THAT staff be directed to further consult and report back to Council.	CAO / Legislative Services		Expected Nov. 2022, Working with DEI, MOD and DCCRC	In Progress
14-Jun-21	Notice of Motion - That Staff investigate and report to Council in October 2021 the cost to implement a sidewalk along County Road 124 from the Fieldgate subdivision to the Lakeview sub-division and the potential options to cover the costs.	Planning			Completed
28-Jun-21	THAT Council directs staff to take immediate steps to implement a 40 km/hour speed limit throughout the Town of Shelburne with the exception of the connecting links	Development and Operations			Completed
26-Aug-21	BE IT RESOLVED THAT Council direct staffs to look into the feasibility of a mandatory vaccination policy for all current municipal staff and new hires and a separate policy for elected officials and report back to Council in November 2021.	CAO		Report brought back on October 4, 2021.	Completed
4-Oct-21	BE IT RESOLVED THAT Council receives report CAO 2021-10 COVID 19 Vaccination Policy; AND THAT staff be directed to use the COVID 19 Vaccination Policy of the County of Dufferin as the primary basis for the Town of Shelburne's COVID-19 Vaccination Policy; AND THAT staff be directed to develop and implement a COVID Vaccination Policy using the key policy issues:	CAO		Policies were implement in November 2021.	Completed
8-Nov-21	BE IT RESOLVED THAT Council receives report #LS2021-12 from the Director of Legislative Services/Clerk for information; AND THAT Bylaw Enforcement services continue to be based on a written complaint, reactive approach; AND THAT Council directs staff to include a Full Time Junior Municipal Law Enforcement Officer within the draft 2022 budget; AND BE IT FURTHER RESOLVED THAT communication from Council members relating to Bylaw Enforcement matters are directly through the Director of Legislative Services/Clerk.	Legislative Services		Completed Nov 8, 2021	Completed
13-Dec-21	THAT Council receives the letter from the Shelburne Fiddle Parade Committee; AND to provide direction that the funds received by that Committee through the 2020 municipal grant funding program be returned to the Town of Shelburne; AND THAT the funds be placed into a municipal grant funding reserve.	Financial Services		Approved at Dec. 13, 2021 - Funds placed in Reserve Dec. 31, 2021	
20-Dec-21	THAT Council instructs staff to return with a final draft of the 2022 budget for the public meeting to be held January 10, 2022, based on the changes made including the additional draw from the tax stabilization reserve, which effectively results in a tax rate increase of 5%.	Financial Services		Meeting held on Jan. 10 2022	Completed
10-Jan-22	BE IT RESOLVED THAT the Director of Financial Services/Treasurer be directed to bring forward a by-law to adopt the 2022 municipal budget as amended through presentations, discussions and deliberations held November 29, December 13, December 20, 2021, and January 10, 2022.	Financial Services		By-law adopted Jan. 24/22	Completed

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24-Jan-22	Noice of Motion - WHEREAS with the rising numbers of covid positive cases across both the province and country and the increased demand/requirement for antigen testing to safely return to the workforce regardless of vaccination status; AND WHEREAS to provide to the citizens the understanding that their government is working for their health and not profits, by assisting citizens that do not have access to employment provided tests or the privilege of paid sick days while complying with recommendations to quarantine upon symptoms and or positive test results thus not receiving income for quarantine periods and paying for antigen testing to return to work would create further financial hardship; BE IT RESOLVED THAT Shelburne Town Council calls on the Provincial and Federal Government to work together to implement a universal rapid antigen test cost for the retail sector both province and nationwide, and that this cost reflect the current economic state and be as cost efficient as possible so that profits are not made off the health of Canadian citizens, and that this be implemented immediately to lessen the financial burden of acquiring rapid antigen tests; AND THAT the Federal and Provincial Governments provide medical grade KN95 face masks, free of charge, to all residents nationwide and within the Province of Ontario to safely return to the workplace; AND THAT staff be directed to forward a copy of this resolution to all Ontario Municipalities, Wellington Dufferin Guelph Public Health, the Minister of Health Christine Elliott, Dufferin MPP Sylvia Jones, Dufferin MP Kyle Seebach, Premier Doug Ford, and Prime Minister Justin Trudeau.	CAO/Legislative Services		Motion sent to MP, MPP, and list, Premier, Prime minister on January 25, 2022	Completed
28-Feb-22	BE IT RESOLVED THAT the Council for the Town of Shelburne vehemently condemns the unjustified aggression being waged by Russian military forces against the people of Ukraine; AND THAT Council signals and affirms the support of our community for the Ukrainian people in defense of their freedom, independence and autonomy; AND THAT Council calls on the Prime Minister and the Government of Canada to continue its efforts in cooperation with the global community to actively and meaningfully oppose this aggression; AND THAT Council authorizes that the Ukrainian national flag be flown at Town Hall as a visual display of our community's support for, and solidarity with, the people of Ukraine.	Legislative Services/Operations and Maintenance		Flag Installed on March 1, 2022 at Town Hall	Completed
21-Mar-22	BE IT RESOLVED THAT Council receives report P2022-08 for information; AND THAT Council directs the Town Planner to provide a copy of Report P2022-08 to the County of Dufferin as a summary of the Town's comments regarding the County's Draft Land Needs Analysis Report prepared for the Dufferin County Municipal Comprehensive Review.	Planning		Planning Report sent to County on March 22, 2022	Completed
25-Apr-22	THAT Council receives the letter from Headwaters Food and Farming Alliance for information; AND THAT Headwaters Food and Farming Alliance be notified to apply through the Town's Municipal Grant Funding Program.	Financial Services		Info sent on April 26, 2022	Completed
25-Apr-22	THAT Council receives the verbal update as provided from the Town Engineer; AND directs staff to enter into an agreement with the recommended preferred contractor to proceed with the Shelburne Well 3 Treatment System Upgrades.	Development and Operations			Completed
9-May-22	THAT Council receives the information from the Dufferin County Cultural Resource Centre as presented; and further, THAT Council encourages members of the community to visit the website links associated with the Truth and Reconciliation Commission of Canada; and further, THAT these links be added to the Land Acknowledgment.	Legislative Services		Report presented to Council May 30, 2022 and links now added to Land Acknowledgment for Council, committees and recommended to boards	Completed
9-May-22	BE IT RESOLVED THAT Council receives the resolution from the Heritage Committee regarding the renaming of Simon Court Park; AND THAT Council requests a staff report be brought back to a future meeting with recommendations and next steps involved.	Legislative Services/Parks and Facilities	Aug. 29 2022		

Meeting	Subject for action	Assigned Department	Requested / Anticipated	Comments	Status
9-May-22	BE IT RESOLVED THAT Council receives the resolution from the Heritage Committee regarding a plaque installation at 104 Robert Street for information; AND THAT a copy of the resolution outlining the history of the subject property be forwarded to the property owner for their consideration.	Legislative Services		Completed May 11, 2022	completed
30-May-22	Notice of Motion - THAT the Diversity Equity Inclusion (DEI) committee be tasked to look into the purchasing of a Dufferin County Cultural Resource Centre flag and further, THAT the DEI Committee reviews the installation of an Every Child Matters crosswalk and Medicine wheel.	DEI Committee		DEI Committee started looking at these items at their meeting held on May 19, 2022, will be added to June meeting agenda	ongoing
30-May-22	That the DEI Committee be authorized to release the statement and that Staff be directed to use the issuance of the County's statement and Town of Shelburne Council supports this.	CAO		Completed May 31, 2022	Completed
30-May-22	BE IT RESOLVED THAT Council receive the Pickin in the Park Letter as information; and further, THAT the matter be referred back to Staff for further review.	legislative services/CAO		Event is coming up quickly. CAO/Clerk to do report	ongoing
30-May-22	BE IT RESOLVED THAT Council receives report LS 2022-10 for information; AND THAT the Accessibility Advisory Committee be dissolved as of October 2022, and be incorporated under the portfolio of the Diversity, Equity and Inclusion committee for the 2022 to 2026 term of Council; AND THAT the DEI Committee be renamed to the Diversity, Equity, Inclusion and Accessibility Committee (DEIA).	legislative Services		Anticipated completion next term of Council 22-26, Nov.1 2022 advertisements for new members to be released	ongoing
30-May-22	BE IT RESOLVED THAT Council receives report #LS2022-09 from the Director of Legislative Services/Clerk for information; AND THAT Council adopts the revised Land Acknowledgement; AND requests that the revised Land Acknowledgement be forwarded to local boards – Police, Fire and CDRC and the Library Board for their consideration.	Legislative Services		Notified boards and committees via email June 1 and June 2 2022	Completed
30-May-22	BE IT RESOLVED THAT Council receives report #LS2022-08 from the Director of Legislative Services/Clerk for information; AND THAT Council and committee meetings continue using a virtual format for the remainder of this term of Council; AND THAT the Staff continue to consider alternate locations for Council meetings to be held and to include any associated budget implications in the draft 2023 budget AND that Council review the Council Covid-19 Vaccination Policy at the same time the Staff policy is reconsidered.			July 25 2022 anticipated review	ongoing



Council Inquiries 2022

Date Requested	Subject for action	Council Member	Requested / Anticipated	Comments	Status	Completed Date
10-Jan-22	Old Village Lane - Snow removal on sidewalks with respect to utility boxes, snow piles on sidewalk due to utility boxes being there, can we get these boxes moved or get the sidewalks cleaned up better	Walter Benotto		Staff reviewed and was relayed at the next council meeting.	Completed	Jan 24 2022
10-Jan-22	Bales of straw at Green wood park - reasoning as to why they are there	Lindsay Wegener		Jim responded during council meeting. Not an official toboggan hill, there is a corrugated steel pipe at bottom of hill, it has fence around it but is a potential hazard. The bales will cushion anyone who does come into that area and to keep people away	Completed	
10-Jan-22	Outdoor rinks status - do they have their locations determined and have they been installed? Are they available?	Lindsay Wegener		Jim responded during council meeting. Weather conditions are allowing. KTH and Green Wood are starting and should be open shortly	Completed	
24-Jan-22	Request to remind members of public to not shovel snow onto sidewalks after they have been cleaned, remind snowmobile association that snowmobiles are not for sidewalks	Walter Benotto		Jim responded during council meeting, posted on website and social media.	Completed	
24-Jan-22	Snow removal in downtown core, for accessible parking spots, can staff go back to accessible spaces and make sure that they are cleared well	Kyle Fegan		Jim responded during council meeting providing clarification as to what is the issue and how staff are responding to it	Completed	
24-Jan-22	Display booth for Black History Month and add information to LED sign	Lindsay Wegener		Responded verbally during the council meeting. Staff are working with DEI committee, reaching out to library as well	Completed	
24-Jan-22	Reminding residents to stay off Storm Water Ponds -they are dangerous and there are risks to skate on them	Mayor Wade Mills		Staff responded during council meeting, posted on website and social media.	Completed	
14-Feb-22	Fire hydrants are covered in snow when is that going to be cleaned up?	Walter Benotto		Staff responded during council meeting. Water staff have been digging out fire hydrants for the last week and a half.	Completed	
14-Feb-22	Sidewalk ends and snow removal - piles of snow have been left at ends of sidewalk	Walter Benotto		Staff responded during council meeting.	Completed	
14-Feb-22	Revitalization for Jack Downing Park - gazebo and potential size, status of murals and potential of tree removal	Lynda Buffett		Responded verbally during the meeting and through email next day.	Completed	2/15/2022
28-Feb-22	420 Victoria St Cleanup - what's happening and where things are at	Deputy Mayor Steve Anderson		Report will be coming in June 2022 with status and next steps.	ongoing	
14-Mar-22	Should there be a reduction in fees for sports teams and rentals due to Covid?	Deputy Mayor Steve Anderson		Staff responded during council meeting -Fees were adjusted last year and by COLA, province is providing funding relief to sports organizations. Budget for parks rental fees is normally \$16,000 was reduced to \$8,000 in 2021 and left it at \$8,000 for 2022, fees were waved last year	Completed	3/14/2022
28-Mar-22	Update on RFP for the Tennis Court	Deputy Mayor Steve Anderson		Staff responded during council meeting that the RFP had no responses. Staff advised project is to small during COVID to schedule. Staff are now working independently with 2 different firms. Anticipated completion date is July/August 2022.	ongoing	
28-Mar-22	Replacement costs for telephone box on Park Avenue that was damaged by snow blower	Walter Benotto		Jim responded during Council meeting - not aware of any costs	Completed	3/28/2022
28-Mar-22	When will Zoom meetings end and Council return to in person meetings	Walter Benotto		Denyse responded that costs to rent the Town and Country Room at CDRC was removed from 2022 budget, alternative locations would need to be researched, if return to Council Chambers Staff would also need to be consulted. Staff will bring a report back to Council. Staff report was on May 30, 2022 Council agenda.	Completed	May 30,2022

