



## **Corporation of the Town of Shelburne**

### **Council Minutes**

December 12, 2022  
6:30 pm  
Electronic Participation

Members in attendance: Mayor Wade Mills  
Deputy Mayor Shane Hall  
Councillor Lindsay Wegener  
Councillor Len Guchardi  
Councillor Dan Sample  
Councillor Walter Benotto  
Councillor Kyle Fegan

Staff attending: Denyse Morrissey, CAO  
Carey Holmes, Director of Financial  
Services/Treasurer  
Jennifer Willoughby, Director of Legislative  
Services/Clerk  
Jim Moss, Director of Development and Operations  
Alice Byl, Deputy Clerk/Committee Coordinator

Others Present: Ryan Post - Nottawasaga Valley Conservation  
Authority

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#### **1. Call to Order**

Meeting called to order at 6:31 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.

We encourage residents to review the call-to-action information by visiting the following website to further research and educate oneself:

<https://www.dccrc.ca/educational-links/>

## **2. Disclosure of Pecuniary Interest and General Nature Thereof**

No disclosures.

## **3. Adoption of Minutes**

1. Minutes from the October 3, 2022, Regular Council and Committee of Adjustment Meetings and the November 7, 2022, Special Council meeting

### **Motion # 1**

**Moved By** Councillor Benotto

**Seconded By** Deputy Mayor Hall

BE IT RESOLVED THAT the minutes from the Regular Council meeting and Committee of Adjustment meeting held October 3, 2022, and the Special Council meeting held November 7, 2022, be approved as presented and circulated.

**CARRIED, W. Mills**

## **4. Public Participation**

1. Public Question Period

No questions.

2. Presentations

To register as a presenter please contact the Legislative Services Department directly at [clerk@shelburne.ca](mailto:clerk@shelburne.ca) or 519-925-2600.

1. Municipal Grant Funding Applications

The Director of Financial Services/Treasurer reviewed her Municipal Grant Funding Application Presentation with Council.

Michael Conte of the Shelburne Rotary spoke to the Backpack Project and answered questions from Council.

Kit Stewart of the Food & Friends Program - Children's Foundation of Guelph & Wellington spoke to the School's Breakfast Club program and answered questions from Council.

Alethia O'Hara-Stephenson presented on behalf of the Dufferin County Canadian Black Association and answered questions from Council.

Althea Ali presented on behalf of the Dufferin County Multicultural Foundation and answered questions from Council.

Simone Thomas presented on behalf of G.E.T. Outreachworks and answered questions from Council.

Carola Little presented on behalf of the Little Family for Haunt in the Park and answered questions from Council.

Michael Conte presented on behalf of the Shelburne Rotary Club for the Heritage Music Festival - Bands & Brews and answered questions from Council.

Greg & Heather Holmes presented on behalf of Pickin' in the Park and answered questions from Council.

Michael Conte presented on behalf of the Shelburne Rotary Club for the Shelburne Christmas Hampers program and answered questions from Council.

Shaila (Bella) Carter presented on behalf of Shelburne Community Welcome and answered questions from Council.

Ardith Dunlop presented on behalf of the Shepherd's Cupboard Food Bank and answered questions from Council.

Chris Wallace presented on behalf of the Shelburne and District Agricultural Society for the Annual Fair and answered questions from Council.

Beverley Farmer presented on behalf of the Shelburne & District Horticultural Society and answered questions from Council.

Andrew James presented on behalf of Streams Community Hub and answered questions from Council.

## **Motion # 2**

**Moved By** Mayor Mills

**Seconded By** Deputy Mayor Hall

THAT Council strikes a Municipal Grant Funding Review Committee;

AND FURTHER appoints Deputy Mayor Hall, Councillor Fegan & Councillor Benotto to the committee;

AND THAT the committee will bring forward funding recommendations for Council's consideration in January 2023.

**CARRIED, W. Mills**

Mayor Mills called a short recess at 8:50 pm

Council meeting reconvened at 8:55 pm

3. Deputations on Agenda Items

## **5. Council Inquiries**

Council directed inquiries to and received responses from Staff.

## **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 DO#2022-06 from the Director, Development and Operations regarding Revised Source Water Protection Plan

The Director of Development and Operations presented his report to Council. Ryan Post from the Nottawasaga Valley Conservation Authority was present to answer questions of Council.

**Motion # 3**

**Moved By** Councillor Fegan

**Seconded By** Councillor Benotto

BE IT RESOLVED THAT Council of the Town of Shelburne:

1. Receives report DO2022-06 "Revised Source Water Protection Plan" from the Director of Development and Operations dated December 12, 2022, as presented, and circulated; and
2. THAT Council endorses the proposed amendments to both the Shelburne chapter of the Nottawasaga Valley Assessment Report, and the South Georgian Bay Lake Simcoe Source Protection Plan outlined in the "Amendments to South Georgian Bay Lake Simcoe Source Protection Plan, Notification of Consultation Pursuant to Section 34(2) and 34(3) of the Clean Water Act 2006 and Ontario Regulation 287/07" per the correspondence dated November 25, 2022.

**CARRIED, W. Mills**

2. Report FS#2022-14 from the Director of Financial Services/Treasurer regarding 2022 Year End Financial Position and Awarding of Insurance RFP

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

**Motion # 4**

**Moved By** Councillor Sample

**Seconded By** Deputy Mayor Hall

BE IT RESOLVED THAT Council of the Town of Shelburne receives report FS 2022-14 with respect to the 2022 Year End Financial Report and Awarding of Insurance RFP;

AND FURTHER THAT council awards RFP 06-2022 for General Municipal Insurance to Intact Public Entities in the amount of \$363,944.00 plus tax;

AND FURTHER THAT Council authorizes the Treasurer to transfer to and from reserves, as necessary at year end, to close finished projects and to set aside unspent funds collected from taxation to complete unfinished 2022 projects in 2023.

**CARRIED, W. Mills**

3. Report LS#2022-22 from the Director of Legislative Services/Clerk regarding Return to In-Person Meetings

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

**Motion # 5**

**Moved By** Councillor Benotto

**Seconded By** Councillor Guchardi

BE IT RESOLVED THAT Council receives report #LS2022-22 from the Director of Legislative Services/Clerk for information;

AND THAT committee meetings continue using a virtual format for the 2023 calendar year;

AND THAT Council place \$2500 in the 2023 budget for purchase of additional sound system and audio-visual equipment to accommodate in-person meetings;

AND THAT Council return to in-person meetings being held in the Grace Tipling Hall with a reversion to virtual meetings should the hall be booked for an event.

**CARRIED, W. Mills**

4. Report LS #2022-23 from the Director of Legislative Services/Clerk regarding Board and Committee Appointments

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

Council discussed the different boards and committees and appointments to the boards and committees:

CENTRE DUFFERIN RECREATION COMPLEX BOARD OF MANAGEMENT:

Deputy Mayor Hall

Councillor Sample

Councillor Wegener as an alternate

SHELBURNE PUBLIC LIBRARY BOARD:

Councillor Wegener

SHELBURNE AND DISTRICT FIRE BOARD OF MANAGEMENT:

Deputy Mayor Hall

Councillor Benotto

BUSINESS IMPROVEMENT AREA (BIA):

Councillor Guchardi

Councillor Sample

POLICE SERVICES BOARD:

Mayor Mills

Deputy Mayor Hall

ARTS AND CULTURE COMMITTEE:

Councillor Wegner

Councillor Fegan as an alternate

CANADA DAY COMMITTEE:

Councillor Fegan  
Councillor Guchardi

DIVERSITY EQUITY & INCLUSION:

Councillor Guchardi  
Councillor Benotto  
Councillor Hall

ECONOMIC DEVELOPMENT COMMITTEE:

Mayor Mills  
Councillor Benotto

HERITAGE COMMITTEE:

Councillor Fegan  
Councillor Wegener

PARKS & RECREATION TASK FORCE:

Councillor Sample  
Councillor Wegener

NOTTAWASAGA VALLEY CONSERVATION AUTHORITY

Councillor Fegan

**Motion # 6**

**Moved By** Councillor Sample

**Seconded By** Councillor Wegener

BE IT RESOLVED THAT Council receives report LS 2022-23 regarding appointments of Council members to Committee's and Local Boards as presented and circulated;

AND THAT the term for Council appointments is a four-year term concurrent with the term of Council with a maximum of two members of Council to be appointed to a committee;

AND THAT that the Diversity, Equity, Inclusion and Accessibility Committee (DEIA) be renamed to its previous title of Diversity, Equity, and Inclusion Committee (DEI);



AND THAT staff be directed to bring forward a By-law authorizing Council member appointments to the January 9, 2023, Council meeting.

**CARRIED, W. Mills**

5. By-law #57-2022 is ready for Council's consideration being a by-law to Provide for the Levy and Collection of Rates or Taxes for the Interim Levy for the year 2023 and to Provide for the Mailing of Notices Demanding Payment of Taxes for the Year 2023

**Motion # 7**

**Moved By** Councillor Benotto

**Seconded By** Councillor Sample

BE IT RESOLVED THAT leave be given for the reading and enacting of By-law #57-2022 being a By-law to provide for the levy and collection of rates or taxes required for the Town of Shelburne for the interim levy for the year 2023 and to provide for the mailing of notices demanding payment of taxes for the interim levy for the year 2023 on all classes of property.

**CARRIED, W. Mills**

6. By-law #58-2022 is ready for Council's consideration being a by-law to authorize TAG Security Services to provide winter parking enforcement.

A brief discussion was held regarding the need to fill a staffing shortage temporarily with a third-party contract for winter parking enforcement.

**Motion # 8**

**Moved By** Councillor Guchardi

**Seconded By** Councillor Fegan

BE IT RESOLVED THAT leave be given for the reading and enacting of By-law #58-2022 being a By-law to Appoint Parking Enforcement Officers

**CARRIED, W. Mills**

**Motion # 9**

**Moved By** Deputy Mayor Hall

**Seconded By** Councillor Fegan

BE IT RESOLVED THAT Council sits past 10:00 pm

**CARRIED, W. Mills**

7. Resolution from the Diversity Equity Inclusion Committee

A discussion was held regarding contributions and the need to follow the requirements noted within the municipal grant funding policy.

**Motion # 10**

**Moved By** Mayor Mills

**Seconded By** Councillor Benotto

BE IT RESOLVED THAT Council receives the resolution from the Diversity Equity Inclusion Committee (DEI);

AND THAT the Dufferin County Canadian Black Association (DCCBA) be provided use of Grace Tipling Hall and the Town Hall Lobby free of charge for Black History Month 2022; and further,

THAT \$2500.00 from the DEI budget from 2022 be provided to the DCCBA for Black History Month 2023.

**CARRIED, W. Mills**

8. Resolution from the Diversity Equity Inclusion Committee

**Motion # 11**

**Moved By** Councillor Sample

**Seconded By** Councillor Fegan

BE IT RESOLVED THAT Council receives the 2022 budget request from the Diversity Equity and Inclusion Committee;

AND THAT the unused funds from the 2022 budget be placed in a general Diversity Equity and Inclusion Committee reserve account.

**CARRIED, W. Mills**

9. Resolution from the Diversity Equity Inclusion Committee

**Motion # 12**

**Moved By** Councillor Guchardi

**Seconded By** Councillor Benotto

BE IT RESOLVED THAT the resolution from the Diversity Equity and Inclusion Committee regarding letters for the Shelburne Community Welcome Baskets be received.

**CARRIED, W. Mills**

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

1. Councillor Walter Benotto - Notice of Motion

For staff to investigate how the Food Bank can fit into the towns Budget process as it is an essential service and bring a report back to council.

**8. Communications**

1. Draft 2023 Budget Schedule
2. Town of Shelburne 2023 Regular Council Meeting Dates
3. Shelburne 2022 Audit - Pre-Communication to Council

4. Shelburne Economic Development 2022 in Review
5. Minutes from the Shelburne Police Services Board meetings held January 18, 2022, February 15, 2022, and April 19, 2022
6. Ontario Provincial Police Billing Summary
7. Nottawasaga Valley Conservation Authority 2023 Draft Budget
8. Nottawasaga Valley Conservation Authority Current Fee Policy
9. Correspondence from the Nottawasaga Valley Conservation Authority - Op-ed
10. Correspondence Regarding Ontario Municipal Partnership Fund Funding (OMPF)
11. 2023 Roma Conference Registration Information
12. Correspondence from Enbridge Gas Regarding Rate Increase Application
13. Correspondence from the International Plowing Match and Rural Expo 2023
14. Correspondence from Various Agencies, Organizations and Municipalities regarding Bill 23, More Homes Built Faster Act

A brief discussion regarding the legislation was held. Staff indicated that a report will be brought forward in the new Year that notes the effects of Bill 23 for the Town of Shelburne.

**Motion # 13**

**Moved By** Councillor Benotto

**Seconded By** Councillor Wegener

BE IT RESOLVED THAT Council receives the items listed under communications for information.

**CARRIED, W. Mills**

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

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

1. Confirming By-law # 59-2022 – December 12, 2022

### **Motion # 14**

**Moved By** Deputy Mayor Hall

**Seconded By** Councillor Benotto

BE IT RESOLVED THAT leave be given for the reading and enacting of By-law #59-2022 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 December 12, 2022.

**CARRIED, W. Mills**

## **11. Adjourn**

### **Motion # 15**

**Moved By** Councillor Sample

**Seconded By** Councillor Guchardi

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

**CARRIED, W. Mills**

Council meeting adjourned at 10:37 pm

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Mayor

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Clerk