



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

April 26, 2021  
6:30 pm  
Electronic Participation  
203 Main St. E, Shelburne

**Members in  
attendance:**

Mayor Wade Mills

Deputy Mayor Steve Anderson  
Councillor Walter Benotto  
Councillor Lynda Buffett  
Councillor Kyle Fegan  
Councillor Shane Hall  
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  
Steve Wever, Town Planner

**Others Present:**

Steve Burnett, Town Engineer

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**1. Call to Order**

Council meeting called to order at 6:30pm by Mayor Mills.

This meeting will be held electronically in accordance with Section 238(3.1) of the Municipal Act which provides that a member of Council, of a local board or of a committee of either of them, can participate electronically.

In-person attendance at this meeting will not be permitted.

Members of the public may observe the proceedings by accessing the live webcast on the Town of Shelburne YouTube page:  
<https://www.youtube.com/channel/UCsar-MwF8CXrgPbe2EVxh-w>

Canadian National Anthem

Land Acknowledgement:

We would like to acknowledge the traditional territory of the Anishinaabe including the Ojibway, Potawatomi and Chippewa and the People of the Three Fires Confederacy.

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

No Disclosures.

**3. Adoption of Minutes**

1. Minutes from the April 12, 2021 Committee of Adjustment and Regular Council meeting.

**Motion # 1**

**Moved By** Councillor Benotto

**Seconded By** Deputy Mayor Anderson

BE IT RESOLVED THAT the minutes from the Committee of Adjustment and Regular Council meeting held April 12, 2021 be approved as presented and circulated.

**CARRIED, W. Mills**

**4. Public Participation**

1. Public Question Period

Questions relating to agenda business can be submitted to the Clerk at [jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca) or 519-925-2600 Ext. 223 by 12:00 pm Monday April 26, 2021.

No Questions.

2. Presentations

To register as a presenter please contact the Clerk directly at [jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca) or 519-925-2600 Ext. 223.

1. National Day of Mourning Proclamation.

WHEREAS April 28th is a day set aside to honour those workers across the country whose lives have been lost, those who have been injured or disabled on the job, or who suffer from occupational diseases; and

WHEREAS The Town of Shelburne is committed to establishing and maintaining safe workplace conditions for our workers; and

WHEREAS The National Day of Mourning was officially recognized by the federal government in 1991, and originally launched by the Canadian Labour Congress in 1984. Together on this day we strive, along with employers and unions across Canada, to prevent workplace deaths, illnesses and injuries; and

WHEREAS By recognizing the Day of Mourning, we acknowledge the continuing need to work collectively with our Unions and Associations to eliminate workplace injury, illness and death in the workplace.

THEREFORE, I, Mayor Wade Mills, do hereby proclaim April 28, 2021 as the National Day of Mourning in the Town of Shelburne.

2. Community Excellence Award Presentations.

Shaila Carter, Tyrell Harris, Yehya Soliman, Mike Mackley, Richard and Alexandra Magder, Patricia Crowley

Mayor Mills addressed each recipient, thanked them for their efforts and acknowledged their dedication to the community.

3. Mairi MacRae - Stop sign installation at Gordon Street and First Avenue West.

Ms. MacRae addressed Council with safety concerns relating to the intersection of Gordon Street and First Avenue West and requested a stop sign be installed for the north/south traffic utilizing the intersection.

A discussion ensued regarding increasing pedestrian traffic, walkability for school children, the need to monitor traffic volume turning right onto Gordon from Main Street, the developer of Shelburne Towns is required to install traffic calming measures as part of their agreement, reduction of speed limit to 40 km/h.

**Motion # 2**

**Moved By** Councillor Benotto

**Seconded By** Councillor Fegan

THAT stops signs be installed at Gordon Street and First Avenue West;

AND THAT the speed limit be lowered to 40 km per hour on Gordon Street.

**CARRIED, W. Mills**

3. Deputations on Agenda Items

**5. Council Inquiries**

Members of Council addressed inquiries to Town staff and received responses.

**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 SBA 2021-02 from S. Burnett and Associates regarding Water & Sewage Projects Update.

Mr. Burnett reviewed his report with Council.

A discussion ensued regarding the stewardship cost with the NVCA, costs associated with the project being eligible for partial funding through development charges, the cost for the design portion of the project to be funded through reserves, the time frame required to approve the design.

**Motion # 3**

**Moved By** Councillor Hall

**Seconded By** Councillor Buffett

BE IT RESOLVED THAT Council receives report SBA 2021-02 regarding Water & Sewage Projects Update;

AND THAT up to \$2 million be approved to be funded from the wastewater reserve for the design portion of the Water Pollution Control Plant (WPCP) upgrades;

AND THAT the design work be commenced by the Municipal Engineer upon completion of the WPCP EA Study.

**CARRIED, W. Mills**

2. Report P2021-12 from the Town Planner - Pre-servicing Agreement for Draft Plan of Subdivision DPS 17/02 and Draft Plan of Condominium DPC 17/02 – Sconce Developments Inc. (Maramel Homes)

The Town Planner reviewed his report with Council.

A discussion ensued regarding the road proposed for construction access, hall routes are subject to Town approval, the developer would like to have pre-servicing construction completed before the start of the school year in September, proper signage identifying the construction zone.

**Motion # 4**

**Moved By** Councillor Buffett

**Seconded By** Councillor Benotto

BE IT RESOLVED THAT Council receives report P2021-12 for information;

AND THAT leave be given for the reading and enacting of By-law #19-2021 being a by-law to enter into a Subdivision (Pre- Servicing) Agreement with Sconce Developments Inc.

**CARRIED, W. Mills**

3. Report CAO 2021-05 from the Chief Administrative Officer regarding Weekend Expansion Pilot Project Update: Grey County Transit.

The CAO reviewed her report with Council.

**Motion # 5**

**Moved By** Councillor Hall

**Seconded By** Councillor Fegan

BE IT RESOLVED THAT Council receives report CAO 2021-05 regarding Weekend Expansion Pilot Project Update: Grey County Transit for information.

**CARRIED, W. Mills**

4. Report FS 2021-06 from the Director of Financial Services/Treasurer regarding the March 31, 2021 Financial Update.

The Treasurer reviewed her report with Council.

A discussion ensued regarding property tax arrears, payment arrangement options and support packages available through the province, residents being aware of the support packages that are available, the Town's COVID relief plan includes information on how to access the support mechanisms and have been sent out to residents.

**Motion # 6**

**Moved By** Councillor Fegan

**Seconded By** Councillor Hall

BE IT RESOLVED THAT Council receives staff report FS 2021-06 with respect to the March 31, 2021 Financial Update;

AND THAT \$61,100 of the 2020 Covid Safe Restart Funding be applied to the Town's share of the 2021 CDRC budget to offset the budget shortfall related to Covid-19.

**CARRIED, W. Mills**

Mayor Mills called a short recess at 8:21pm.

Council reconvened at 8:28pm.

5. Report FS 2021-07 from the Director of Financial Services/Treasurer regarding 250 Robert Street – Water & Sewer Billing.

The Treasurer reviewed her report with Council.

A discussion ensued regarding the selection of option 1, installation of separate meters for each unit and increased usage based on COVID-19.

**Motion # 7**

**Moved By** Councillor Hall

**Seconded By** Councillor Benotto

BE IT RESOLVED THAT Council receives staff report FS 2021-07 with respect to the water and sewer billing for 250 Robert Street;

AND THAT, Council directs staff to remove the additional unit of a common room from the base rate billing for 250 Robert Street effective January 1, 2021 for a savings of \$686.16 annually (as per 2021 Base Rates);

AND FURTHER THAT, Council approves option 1 with respect to tiered consumption charges for this property;

AND FURTHER THAT, Council authorizes an amendment to wording within the Water Meter Policy, Section 4: Back Flow Preventers from "Multi residential properties with 4 or more stories" to "Multi residential properties with 4 or more units."

**CARRIED, W. Mills**

6. Report LS 2021-06 from the Director of Legislative Services/Clerk regarding Committee Member appointments to the Arts & Culture Committee.

**Motion # 8**

**Moved By** Councillor Fegan

**Seconded By** Councillor Wegener

BE IT RESOLVED THAT Council receives report #LS2021-06 from the Clerk for information;

AND THAT the following members be appointed to the Arts & Culture Committee for the remaining term of Council:

Angela Tracogna

Tracy Smith

Wendy Reid

Andrew James

Althea Alli

Tristan Barrocks

Trisha Linton

AND THAT the following Council member(s) be appointed to the Arts & Culture Committee for the remaining term of Council:

Councillor Fegan

Councillor Buffett

Councillor Benotto.

**CARRIED, W. Mills**

7. Report LS 2021-07 from the Director of Legislative Services/Clerk regarding the 2022 Municipal Election Alternative Voting Methods.

The Clerk reviewed her report with Council.

A discussion ensued regarding the provision of assisting residents with sufficient personal protective equipment, establishing in person voting locations, incorporating public health protocols.



**Motion # 9**

**Moved By** Councillor Wegener

**Seconded By** Councillor Hall

BE IT RESOLVED THAT Council receives report LS 2021-07 for information;

AND THAT Council authorizes the use of an alternative voting method being telephone and internet voting for the 2022 election;

AND THAT staff be directed to bring forward a by-law to authorize the use of an alternative voting method;

AND THAT the Clerk be authorized to enter into an agreement with Intelivote Systems Inc. for the provision of internet/telephone voting methods for the 2022 Municipal Election.

**CARRIED, W. Mills**

8. By-law #20-2021 is ready for Council's consideration being a by-law to enter into an agreement with Her Majesty the Queen to receive funding for Court Security Prisoner Transportation.

**Motion # 10**

**Moved By** Councillor Fegan

**Seconded By** Councillor Hall

BE IT RESOLVED THAT leave be given for the reading and enacting of By-law #20-2021 being a by-law to enter into an agreement with Her Majesty the Queen to receive funding for Court Security Prisoner Transportation.

**CARRIED, W. Mills**

9. Consideration of a Short-Term Business License application.

**Motion # 11**

**Moved By** Councillor Fegan

**Seconded By** Councillor Wegener

BE IT RESOLVED THAT Council approves the Short-Term Business License to be issued to Dan the Man Driveway Sealing.

**CARRIED, W. Mills**

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

Moved By Deputy Mayor Anderson

Seconded By Councillor Benotto

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.

For consideration at the May 10, 2021 Council meeting.

Moved By Mayor Mills

Seconded By Councillor Benotto

WHEREAS the Province of Ontario declared a third provincial emergency on April 7, 2021 in response to the third wave of COVID-19;

AND WHEREAS public health officials recognize that workplaces are a significant source of COVID-19 transmission throughout the province;

AND WHEREAS access to paid sick days is not available to a number of workers throughout the province including essential workers, those who cannot work remotely, and surprisingly, many health-care workers;

AND WHEREAS too many of these workers simply cannot afford to take time off even when they are sick and may be exhibiting symptoms of COVID-19;

AND WHEREAS this fear of income loss and financial hardship are known barriers to compliance with COVID-19 control measures including testing and self-isolation;

AND WHEREAS the current federal programs are inadequate and too time-consuming to meet the needs of workers who require sick leave;

AND WHEREAS although in recent days, the province has suggested that a paid sick day policy announcement was “imminent”, to date, no such announcement has been made;

NOW THEREFORE BE IT RESOLVED THAT The Mayor, on behalf of Council, write to the Premier of Ontario to request that the provincial government immediately implement and fund the necessary policies to provide adequate paid sick day benefits to ensure accessible and timely supports to allow workers to get tested, self-isolate and follow all necessary COVID-19 control measures without fear of income-loss and financial hardship;

AND FURTHER THAT A copy of this resolution be sent to MPP Sylvia Jones, MP Kyle Seebach, and all other Ontario municipalities for their awareness and support.

Mayor Mills requested Council's support in passing the resolution this evening.

**CARRIED, W. Mills**

## **8. Communications**

1. Minutes from the Shelburne & District Fire Board meeting held February 2, 2021.
2. Public Message from Headwaters Health Care Center - Ramp down of elective surgeries and non-emergency care activities.
3. Letter from the Ministry of Transportation regarding the 2021-2022 Connecting Links Grant Application.
4. Dufferin County Canadian Black Association E-Newsletter Volume 2.
5. Letter from the Township of Amaranth regarding the Shelburne resolution concerning the Service Delivery Review.

A discussion ensued regarding the letter provided from Amaranth, a letter was also sent to the Fire Board indicating they would not be paying any capital costs associated with the Fire Department, they are contractually obligated to provide their funding by way of the current agreement.

6. Letter from the Township of Amaranth regarding the County of Dufferin rescue calls policy.  
  
A discussion ensued regarding provisions of the rescue calls policy and the letter being premised on a misunderstanding.
7. Letter from the Town of Mono regarding Health Canada Cannabis Licensing and Enforcement.
8. Letter from the Township of Springwater regarding Clean Fuel Standards.
9. Letter from the Town of Amherstburg regarding Support for Universal Paid Sick Days in Ontario.
10. Letter from the Township of Archipelago regarding Road Management on Invasive Phragmites.
11. Letter from the Township of Zorra regarding joint and several liability municipal insurance rates.
12. AMO Communications.

**Motion # 11**

**Moved By** Councillor Benotto

**Seconded By** Councillor Wegener

THAT Council receives the items listed under Communications for information.

**CARRIED, W. Mills**

**9. Closed Session – not required**

**10. Confirming By-law**

1. Confirming By-law #21-2021 - April 26, 2021.

**Motion # 12**

**Moved By** Deputy Mayor Anderson

**Seconded By** Councillor Hall

BE IT RESOLVED THAT leave be given for the reading and enacting of By-law #21-2021 being a By-law to confirm certain

proceedings of the Council of the Corporation of the Town of Shelburne for its regular council meeting held April 26, 2021.

**CARRIED, W. Mills**

**11. Adjourn**

**Motion # 13**

**Moved By** Councillor Benotto

**Seconded By** Councillor Hall

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

**CARRIED, W. Mills**

Council meeting adjourned at 9:18 pm.

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Mayor

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Clerk



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

### **Council Minutes**

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5:00 pm  
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attendance:**

Mayor Wade Mills

Deputy Mayor Steve Anderson  
Councillor Walter Benotto  
Councillor Lynda Buffett  
Councillor Kyle Fegan  
Councillor Shane Hall  
Councillor Lindsay Wegener

**Staff attending:**

Denyse Morrissey, CAO  
Carey Holmes, Director of Financial Services/Treasurer  
Jennifer Willoughby, Director of Legislative  
Services/Clerk  
Steve Wever, Town Planner

**Others Present:**

Steve Burnett, Town Engineer  
David Germain, Town Solicitor, Thomson Rogers  
Terence Gole, S. Burnett & Associates

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

Council meeting called to order at 5:02pm by Mayor Mills.

This meeting will be held electronically in accordance with Section 238(3.1) of the Municipal Act which provides that a member of Council, of a local board or of a committee of either of them, can participate electronically.

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Canadian National Anthem

Land Acknowledgement:

We would like to acknowledge the traditional territory of the Anishinaabe including the Ojibway, Potawatomi and Chippewa and the People of the Three Fires Confederacy.

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

No Disclosures.

## **3. Presentations from the Town Planner and Town Engineer**

1. Town Planner Review of the Shelburne Development Community Stakeholder Letter

The Town Planner reviewed his presentation with Council.

2. Presentation from S. Burnett and Associates.

Mr. Burnett reviewed his presentation with Council.

## **4. Developer Participation**

1. Presentations

1. Shelburne 89 Developments

Representatives from Shelburne 89 Developments reviewed their development, stages of construction, their requirements for servicing and allocation.

A discussion ensued regarding possible tenants; timelines associated for their commercial development.

**Motion # 1**

**Moved By** Councillor Benotto

**Seconded By** Councillor Hall

THAT Council receives the presentation from Shelburne 89 Developments for information.

**CARRIED, W. Mills**

2. Centreville (Shelburne) Inc.

Representatives from Centerville Shelburne Inc. reviewed their proposed development, their requirements for servicing and allocation.

**Motion # 2**

**Moved By** Councillor Fegan

**Seconded By** Deputy Mayor Anderson

THAT Council receives the presentation from Centreville Shelburne Inc. for information.

**CARRIED, W. Mills**

3. Scone Developments - Stone Ridge Phase 1

Representatives for Scone Developments reviewed their proposed development, their requirements for servicing and allocation.

**Motion # 3**

**Moved By** Councillor Benotto

**Seconded By** Councillor Hall

THAT Council receives the presentation from Design Plan Services regarding Stone Ridge Phase 1 for information.

**CARRIED, W. Mills**

4. Scone Developments - Stone Ridge Phase 2

Representatives for Scone Developments reviewed their proposed development, their requirements for servicing and allocation.



A discussion ensued regarding semi-detached and triplex units for the site.

**Motion # 4**

**Moved By** Deputy Mayor Anderson

**Seconded By** Councillor Hall

THAT Council receives the presentation from Design Plan Services regarding Stone Ridge Phase 2 for information.

**CARRIED, W. Mills**

5. NMJ Developments Inc., Sahyog Investments Inc. & 2728476 Ontario Limited

Representatives for NMJ Developments and Sahyog Investments reviewed their proposed development, their requirements for servicing and allocation.

A discussion ensued regarding phased development, a continuous development included with phase 1 and phase 2, expectations of development within the next 3 years.

**Motion # 5**

**Moved By** Councillor Benotto

**Seconded By** Councillor Buffett

THAT Council receives the presentation from Design Plan Services for information.

**CARRIED, W. Mills**

6. Groundswell Urban Planners

Representatives from Groundswell Urban Planners reviewed their proposed development, their requirements for servicing and allocation.

**Motion # 6**

**Moved By** Councillor Fegan

**Seconded By** Councillor Hall

THAT Council receives the presentation from Groundswell Urban Planners for information.

**CARRIED, W. Mills**

Mayor Mills called a short recess at 6:20 pm.

Council reconvened at 6:26pm.

7. Stella Jones Inc.

Representatives for Stella Jones reviewed their site, expansion of land purchased and site plan development, their requirements for servicing and allocation.

A discussion ensued regarding sanitary servicing and force main installation being essential to further development of west side lands.

**Motion # 7**

**Moved By** Councillor Wegener

**Seconded By** Councillor Hall

THAT Council receives the presentation from Stella Jones Inc. for information.

**CARRIED, W. Mills**

8. Bousfields Inc. - Flato Developments

Representatives for Flato Developments reviewed their requirements for servicing and allocation for their phase 1 development and applications that have been submitted for staff review.

A discussion ensued regarding processing their applications, staff review, and further process involved, further clarification has been requested from the Ministry of Municipal Affairs and Housing regarding deeming the applications complete in the absence of having reserve capacity for the development, the application conforming to the growth plan when approval is given, finalizing the highway access management plan with the Ministry of Transportation, following standard Planning Act procedures, public consultation and the required infrastructure improvements.

**Motion # 8**

**Moved By** Councillor Buffett

**Seconded By** Councillor Fegan

THAT Council receives the presentation from Bousfields Inc. for information.

**CARRIED, W. Mills**

**5. Closed Session**

**Motion # 9**

**Moved By** Councillor Benotto

**Seconded By** Councillor Hall

THAT as per section 239(2)(f) of the Municipal Act, Council enters closed session to discuss advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**CARRIED, W. Mills**

Council entered closed session at 6:50pm.

**Motion # 10**

**Moved By** Councillor Benotto

**Seconded By** Councillor Hall

THAT Council rises from closed session to resume regular business.

**CARRIED, W. Mills**

Council rose from closed session at 7:54 pm.

**Motion # 11**

**Moved By** Mayor Mills

**Seconded By** Councillor Benotto

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 31<sup>st</sup> regular Council meeting.

**CARRIED, W. Mills**

**6. Confirming By-law**

1. Confirming By-law #22-2021 - April 28, 2021.

**Motion # 12**

**Moved By** Councillor Fegan

**Seconded By** Councillor Buffett

BE IT RESOLVED THAT leave be given for the reading and enacting of By-law #22-2021 being a By-law to confirm certain proceedings of the Council of the Corporation of the Town of Shelburne for its special council meeting held April 28, 2021.

**CARRIED, W. Mills**

**7. Adjourn**

**Motion # 13**

**Moved By** Councillor Benotto

**Seconded By** Councillor Wegener

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

**CARRIED, W. Mills**

Council meeting adjourned at 7:57pm.

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Mayor

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Clerk