



Corporation of the Town of Shelburne
Committee of Adjustment - Minutes

June 14, 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

1. Call to Order

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>

Committee of Adjustment called to order at 6:56 pm.

- a. Report P2021-22 from the Town Planner regarding application for minor variance A21/03 - Erica Osborne, 741 Halbert Drive.

The Town Planner reviewed his report with Committee members.

A discussion ensued regarding allocation and reserve capacity.

Moved By Councillor Benotto

Seconded By Councillor Wegener

After considering the application the Committee is satisfied that the request is desirable for the appropriate and continued use of the subject property, maintains the general intent and purpose of the Zoning By-law and Official Plan, and is minor in nature.

Accordingly, the Committee resolves to grant the request, subject to conditions. The minor variance is granted in accordance with the sketch plan provided to the Committee and attached hereto, only to allow the existing single detached dwelling on the property municipally known as 741 Halbert Drive and legally described as Lot 20 on Plan 7M-55 to be used as a converted dwelling with a maximum of two (2) dwelling units no more than one (1) of which may be located within the lowest floor level of the existing dwelling in an appropriately designed and finished, habitable space that meets building, fire and electrical safety code requirements, and subject to the following two (2) conditions:

- That the owner shall obtain confirmation of sufficient reserve servicing capacity by the Town Engineer for the Stage 1 area and allocation of servicing for the additional residential unit prior to Municipal Approval of a building permit; and,
- That the owner shall obtain a building permit for the additional residential unit within one (1) year of satisfying condition 1, failing which the servicing allocation shall be

revoked and this Minor Variance shall lapse unless the Committee grants an extension prior to expiry.

Application approved on conditions as stated.

CARRIED, W. Mills

2. Motion to Adjourn

Motion #

Moved By Councillor Hall

Seconded By Councillor Benotto

THAT the Committee of Adjustment now adjourns.

Committee of adjustment adjourned at 7:14 pm.

CARRIED, W. Mills

Mayor

Clerk



Corporation of the Town of Shelburne

Council Minutes

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1. Call to Order

Council meeting called to order at 7:14 pm 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.

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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. Adoption of Minutes

1. Minutes from the May 31, 2021, Committee of Adjustment and Council meeting

Motion # 1

Moved By Councillor Hall

Seconded By Councillor Fegan

BE IT RESOLVED THAT the minutes from the regular Council meeting held May 31, 2021, be approved as presented and circulated.

CARRIED, W. Mills

Motion # 2

Moved By Councillor Benotto

Seconded By Councillor Hall

BE IT RESOLVED THAT the minutes from the Committee of Adjustment meeting held May 31, 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 or 519-925-2600 Ext. 223 by 12:00 pm Monday June 14, 2021.

No Questions.

2. Presentations

To register as a presenter please contact the Clerk directly at jwilloughby@shelburne.ca or 519-925-2600 Ext. 223.

1. Proclamation - National Indigenous Peoples Day

WHEREAS on June 21, Canada will celebrate Indigenous Peoples Day. This is a day for all Canadians to acknowledge the unique heritage, diverse cultures, and outstanding contributions of First Nations, Inuit, and Métis peoples;

AND WHEREAS in cooperation with Indigenous organizations, the Government of Canada chose June 21, the summer solstice, for National Aboriginal Day now known as National Indigenous Peoples Day;

AND WHEREAS for generations, many Indigenous Peoples and Communities have celebrated their culture and heritage on or near this day due to the significance of the summer solstice as the longest day of the year;

AND WHEREAS Shelburne is home to a strong Indigenous community and would like to acknowledge their continued contributions;

NOW THEREFORE, I, Mayor Wade Mills on behalf of the Council of the Town of Shelburne do hereby proclaim June 21, 2021, as Indigenous Peoples Day in the Town of Shelburne.

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 P2021-23 from the Town Planner regarding site plan application SPA 21/01 – 121 Adeline Street.

The Town Planner reviewed his report with Council.

A discussion ensued regarding the style of apartments, parking spaces and requirements, setback requirements provided within the zoning by-law and site lines.

Motion # 3

Moved By Councillor Buffett

Seconded By Councillor Benotto

BE IT RESOLVED THAT Council receives report P2021-23 for information;

AND THAT a copy of the site plan application SPA 21/02 be forwarded to the Heritage Committee to provide further comments;

AND THAT a decision be deferred until comments have been received by the Heritage Committee.

CARRIED, W. Mills

2. Report P2021-24 from the Town Planner regarding site plan application SPA 20/02 – Shelburne Commercial Developments Ltd - 900 Main Street East.

The Town Planner reviewed his report with Council.

A discussion ensued regarding interconnectivity between the Shelburne Commercial Development site and the Wigglesworth plaza, grading challenges between both

sites, access points, possible extension of sidewalks to enhance pedestrian safety, traffic counts and concerns.

Motion # 4

Moved By Councillor Benotto

Seconded By Councillor Fegan

BE IT RESOLVED THAT Council receives report P2021-24 for information;

AND THAT site plan application SPA 20/02 be approved, subject to the following conditions:

1. That the owner enter into a site plan agreement with the Town of Shelburne; and
2. That the owner shall submit final site plan drawings and information addressing review comments to the satisfaction of the Town Engineer and the Town Planner and satisfying the requirements of the MTO and the County of Dufferin including provisions to be included in the site plan agreement to provide for implementation of the recommendations of a final Traffic Assessment and Functional Design Study for the development.

AND THAT leave be given for the reading and enacting of By-law #36-2021, being a by-law to enter into a site plan agreement with Shelburne Commercial Developments Ltd., substantially in the form attached to the by-law, for the commercial development of part of the property at 900 Main Street East (Block 216 of DPS 18/01).

CARRIED, W. Mills

3. By-law # 16-2021 is ready for Council's consideration being a by-law to amend zoning by-law #38-2007, as amended, to rezone lands known municipally as 105 Mill Street.

Motion # 5

Moved By Councillor Hall

Seconded By Councillor Benotto

BE IT RESOLVED THAT leave be given for the reading and enacting of By-law #16-2021 being a by-law to amend Zoning By-law #38-2007, as amended, by rezoning the lands known municipally as 105 Mill Street in the Town of Shelburne, from Residential Type Two (R2) Zone to Residential Type Two Exception Six (R2-6) as shown on Schedule "A1" to the By-law.

CARRIED, W. Mills

4. By-law #28-2021 is ready for Council's consideration being a by-law to amend zoning by-law #38-2007, as amended, to rezone lands municipally known as 242 Main Street East.

Motion # 6

Moved By Councillor Buffett

Seconded By Councillor Fegan

BE IT RESOLVED THAT leave be given for the reading and enacting of By-law #28-2021, being a by-law to amend Zoning By-law 38-2007, as amended, by rezoning the lands known municipally as 242 Main Street East in the Town of Shelburne, from Mixed Use Commercial (C2) Zone to Mixed Use Commercial Exception Seven (C2-7) as shown on Schedule "A1" to the By-law.

CARRIED, W. Mills

Mayor Mills called a recess at 8:48 pm.

Council reconvened at 9:08 pm.

Mayor Mills requested Council's indulgence to amend the agenda and move to closed session.

Verbal Motion

Moved By Councillor Benotto

Seconded By Councillor Fegan

THAT we sit past 9:30 pm.

CARRIED, W. Mills

5. Report CAO 2021-06 from the Chief Administrative Officer regarding Jack Downing Park Project Costs Follow Up - Inclusion of Shelburne Letters Signage.

The CAO reviewed her report with Council.

A discussion ensued regarding the proposed letters and notice of motion to be considered further on in the meeting, the options provided within the report, the costs associated with signage, tourism attraction, mural installation from the Heritage Committee, the possibility of fundraising.

Motion # 7

Moved By Councillor Benotto

Seconded By Councillor Wegener

BE IT RESOLVED THAT Council receives report CAO 2021-06 regarding Jack Downing Park Project Follow Up – Inclusion of Shelburne Letters Signage for information;

AND THAT the review of the addition of Shelburne letters signage be referred to the parks and recreation master plan to evaluate alternative locations and costs for the consideration of Council in the 2022 draft budget.

CARRIED, W. Mills

6. Report DO 2021-04 from the Director of Development and Operations regarding the Town Hall Dedicated Standby Generator.

The Director of Development and Operations reviewed his report with Council.

Motion # 8

Moved By Councillor Benotto

Seconded By Councillor Fegan

BE IT RESOLVED THAT Council receives report DO2021-04 Town Hall Dedicated Standby Generator dated June 14, 2021, for information;

AND THAT staff be authorized to move forward with the purchase and installation of the generator through Nezz Electric using funds from the Town Hall Reserve to bridge the difference in cost.

CARRIED, W. Mills

7. Notice of Motion - Councillor Fegan

BE IT RESOLVED THAT Council requests the proposed lettering for Jack Downing Park be removed from the project.

WITHDRAWN

8. Notice of Motion - Deputy Mayor Anderson

Motion # 9

Moved By Deputy Mayor Anderson

Seconded By Councillor Wegener

THAT the funds to conduct a diversity audit which will review the Town's policies and procedures, be funded by other means and not from the Diversity, Equity, and Inclusion committee budget.

CARRIED, W. Mills

9. Notice of Motion - Deputy Mayor Anderson

A discussion ensued regarding the need for further consultation to determine accuracy.

Motion # 10

Moved By Deputy Mayor Anderson

Seconded By Councillor Fegan

THAT the land acknowledgement be amended to include the Haudenosaunee group;

AND THAT staff be directed to further consult and report back to Council.

CARRIED, W. Mills

10. Consideration of a Short-Term Business License.

Motion # 11

Moved By Councillor Benotto

Seconded By Councillor Fegan

THAT Council authorizes staff to issue a short-term business license to "Spunky Spuds".

CARRIED, W. Mills

11. Dufferin County Council Motion - Residential Schools.

Motion # 12

Moved By Councillor Fegan

Seconded By Councillor Hall

THAT the Council of the Town of Shelburne supports the resolution from the County of Dufferin regarding Residential Schools;

AND THAT a copy of this resolution be forwarded to:

- Office of the Prime Minister of Canada, Rt Hon. Justin Trudeau

- Office of Cardinal Thomas Christopher Collins, Archdiocese of Toronto
- Dufferin Caledon MP Kyle Seebach
- Dufferin Caledon MPP Sylvia Jones
- All Dufferin County municipalities

CARRIED, W. Mills

7. Councillor Motions (Notice of Motion)

Councillor Wegener:

Be it resolved that due to recent speeding concerns within the community, the data collected from the speed signs to be reported to Council, and the knowledge of this street being widely utilized by the community especially the community's children and keeping with providing public safety council directs town staff to purchase and install temporary speed humps for an initial location of Greenwood Avenue in both the North and South travelling direction to be accompanied by required signage.

And furthermore, a speed sign to be reinstalled on Greenwood after installation of the temporary speed humps to gather information for a comparison of speeds pre and post installation to be reported to Council at a later date for review of any benefits in order to continue with installing speed humps elsewhere in town where identified as required from town staffs traffic/speeding enforcement options report.

And furthermore, in order to install immediately funding be taken from the capital reserve.

Deputy Mayor Anderson:

That Staff investigate and report to Council in October 2021 the cost to implement a sidewalk along County Road 124 from the Fieldgate sub-division to the Lakeview sub-division and the potential options to cover the costs.

8. Communications

1. Statement from Mayor Mills issued June 10, 2021 - Mayor Mills Extends Sympathy to the Muslim Community.
2. Minutes from the Diversity, Equity and Inclusion committee meeting held April 15, 2021.
3. Minutes from the Shelburne and District Fire Board meeting held May 4, 2021.
4. Minutes from the Heritage Committee meeting held May 5, 2021.
5. Letter from the Town of Orangeville regarding OPP Detachment Board Composition.
6. Letter from the Town of Grand Valley regarding the Roadmap to Reopen.
7. Nottawasaga Valley Conservation Authority Board Meeting Highlights May 2021.
8. AMO Communications.

Motion # 13

Moved By Councillor Buffett

Seconded By Councillor Hall

THAT Council receives the items listed under Communications for information.

CARRIED, W. Mills

9. Closed Session

Motion # 14

Moved By Councillor Benotto

Seconded By Councillor Buffett

THAT As per section 239(2)(b) and (k) Council enters closed session to discuss personal matters about an identifiable individual, including municipal or local board employees and a position, plan, procedure, criteria, or instruction to be applied to any negotiations carried on or

to be carried on by or on behalf of the municipality or local board.
2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

CARRIED, W. Mills

1. Report from the CAO
2. Verbal update from the CAO

Motion # 15

Moved By Councillor Fegan

Seconded By Councillor Wegener

THAT we rise from closed to session to resume regular business.

CARRIED, W. Mills

Motion # 16

Moved By Councillor Wegener

Seconded By Councillor Buffett

THAT the closed session report and verbal update provided from the CAO be received for information.

CARRIED, W. Mills

10. Confirming By-law

1. Confirming By-law # 37-2021 - June 14, 2021

Motion # 17

Moved By Councillor Hall

Seconded By Councillor Benotto

BE IT RESOLVED THAT leave be given for the reading and enacting of By-law #37-2021 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 June 14, 2021.

CARRIED, W. Mills

11. Adjourn

Motion # 18

Moved By Councillor Benotto

Seconded By Councillor Fegan

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

CARRIED, W. Mills

Council meeting adjourned at 11:04 pm.

Mayor

Clerk