



Corporation of the Town of Shelburne

Council Minutes

July 12, 2021
6:30 pm
Council Chambers
203 Main St. E, Shelburne

Members in attendance: Mayor Wade Mills
Deputy Mayor Steve Anderson - Absent
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

1. Call to Order

Council meeting called to order at 6:31 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.

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

Mayor Mills noted a pecuniary interest with item 6.1.1 report P2021-28, he will leave the room at the appropriate time.

3. Adoption of Minutes

1. Minutes from the Committee of Adjustment and Regular Council meeting held June 28, 2021

Motion # 1

Moved By Councillor Buffett

Seconded By Councillor Fegan

BE IT RESOLVED THAT the minutes from the Committee of Adjustment and Regular Council meeting held June 28, 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 July 12, 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. Shelburne Splash Pad Committee - Update to Council

Committee members reviewed the presentation with members of Council.

A discussion ensued regarding the Town's procurement policy, obtaining 3 quotes versus sole sourcing, the contract being with the Rotary - Splash Pad Committee as opposed to the Town and how the procurement policy applies, the Town will be accepting donated equipment from the Rotary, anticipation of increase in fees/pricing for the structures and how it affects their budget, there is a need to place deposits and purchase equipment soon, the funds budgeted by the Town and the total cost of the project.

Motion # 2

Moved By Councillor Buffett

Seconded By Councillor Hall

THAT Council receives the updated information regarding the Splash Pad as presented.

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

Mayor Mills left the meeting.

Councillor Benotto assumed the chair.

1. Report P2021-28 from the Town Planner regarding Application for Site Plan Approval - 649 Victoria Street.

The Town Planner reviewed his report with Council.

Motion # 3

Moved By Councillor Fegan

Seconded By Councillor Buffett

BE IT RESOLVED THAT Council receives report P2021-28 for information;

AND THAT site plan application SPA 20/03 be approved, subject to the following conditions:

1. That the Owner enter into a Site Plan (Amending) Agreement with the Town of Shelburne;
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 THAT leave be given for the reading and enacting of By-law #40-2021, being a by-law to enter into a site plan amending agreement with Turnstone Contracting Company Limited and Joe Alexander Bojin, substantially in the form attached to the by-law, for the industrial development of the property at 649 Victoria Street, Shelburne.

CARRIED, W. Benotto

Mayor Mills returned to the meeting and assumed the chair.

2. Report P2021-29 from the Town Planner regarding application for site plan approval SPA 21/03 Barlow Trail Investments - 108 Prentice Drive.

The Town Planner reviewed his report with Council members.

Motion # 4

Moved By Councillor Benotto

Seconded By Councillor Hall

BE IT RESOLVED THAT Council receives report P2021-29 for information;

AND THAT site plan application SPA 21/03 be approved, subject to the following conditions:

1. That the Owner enter into a Site Plan (Amending) Agreement with the Town of Shelburne;
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 THAT leave be given for the reading and enacting of By-law #41-2021, being a by-law to enter into a site plan amending agreement with Barlow Trail Investments Inc., substantially in the form attached to the by-law, for the industrial development of the property at 108 Prentice Drive, Shelburne.

CARRIED, W. Mills

3. Report P2021-30 from the Town Planner regarding Site Plan Approval SPA 21/02 Hyland Heights Elementary School - 200 Fourth Avenue.

The Town Planner reviewed his report with Council.

A discussion ensued regarding the proposed portables for future use which will not require approvals by Council in the future.

Motion # 5

Moved By Councillor Benotto

Seconded By Councillor Wegener

BE IT RESOLVED THAT Council receives report P2021-30 for information;

AND THAT site plan application SPA 21/02 be approved, subject to the following conditions:

1. That the Owner enter into a Site Plan Agreement with the Town of Shelburne;

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 THAT leave be given for the reading and enacting of By-law #42-2021, being a by-law to enter into a site plan agreement with the Upper Grand District School Board, substantially in the form attached to this by-law, for a proposed building addition to the existing Hyland Heights Elementary School.

CARRIED, W. Mills

4. Report P2021-31 from the Town Planner regarding Development Charges Funding Agreement for Intersection Improvements HWY 10/301 Col. Phillips Drive/Third Line.

The Town Planner reviewed his report with Council.

Motion # 6

Moved By Councillor Hall

Seconded By Councillor Fegan

BE IT RESOLVED THAT Council receives report P2021-31 for information;

AND THAT leave be given for the reading and enacting of By-law #43-2021, being a by-law to enter into a municipal works funding agreement with 2477838 Ontario Inc., substantially in the form attached to the by-law, for signalization and other improvements to the existing intersection of Highway 10, Col. Phillips Drive and Third Line of Melancthon.

CARRIED, W. Mills

5. Report P2021-32 from the Town Planner regarding Scone Developments Inc. Subdivision Agreement.

The Town Planner reviewed his report with Council members.

A discussion ensued regarding access for fire trucks, street parking being an issue for emergency services access, the condominium street will not having parking permitted on the road, common parking spaces will be provided at the north and south end of the development, the development has accommodated a turning radius for large emergency services vehicles.

Further discussion continued regarding illegal parking and enforcement thereof, enforcement of violations on a condominium road to be reviewed further with legal counsel and the developers, garbage collection is at the responsibility of the condominium corporation.

Motion # 7

Moved By Councillor Benotto

Seconded By Councillor Wegener

BE IT RESOLVED THAT Council receives report P2021-32 regarding the Subdivision Agreement for the Scone Developments Inc. (Shelburne Towns) subdivision;

AND THAT leave be given for the reading and enacting of By-law #44-2021 to enter into a Subdivision Agreement with Scone Developments Inc. for the Shelburne Towns subdivision development (File Nos. DPS 17/02 and DPC17/02).

CARRIED, W. Mills

6. Report P2021-33 from the Town Planner regarding application for site alteration - Hornby Holdings Inc. - 115 Luxton Way, Shelburne.

The Town Planner reviewed his report with Council.

Motion # 8

Moved By Councillor Benotto

Seconded By Councillor Buffett

BE IT RESOLVED THAT Council receives report P2021-33 for information;

AND THAT Council authorizes staff to finalize the review of the request for approval to permit site alteration submitted by Hornby Holdings Inc. for the vacant industrial property located at 115 Luxton Way, and to proceed with issuance of a Site Alteration Permit subject to the applicant satisfying Town Engineering review comments and with the conditions as outlined in Planning Report P2021-33 and such other conditions as may be required by the Town Engineer.

CARRIED, W. Mills

7. Report CAO 2021-08 from the Chief Administrative Officer regarding Service Delivery Review Town of Shelburne.

The CAO reviewed her report with Council members.

A discussion ensued regarding the consultation process moving forward with municipal partners.

Motion # 9

Moved By Councillor Buffett

Seconded By Councillor Benotto

BE IT RESOLVED THAT Council receives report CAO 2021-08 Service Delivery Review Town of Shelburne for information;

AND THAT Optimus SBR Inc. be assigned the project for a budget of up to \$70,000 and the funding provided for the project by the Province of Ontario through the Municipal Modernization Program second intake;

AND THAT as part of the SDR that consultation and discussions be commenced with applicable municipalities regarding potential directions and options that could be supported regarding Council's support in principle of 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.

CARRIED, W. Mills

8. Report FS 2021-09 from the Director of Financial Services/Treasurer regarding the June 2021 Financial Report.

The Director of Financial Services/Treasurer reviewed her report with Council.

A discussion ensued regarding water shutoff for lack of payment versus transferring arrears to tax accounts, encouraging residents to make payment arrangements, arrears notices and personalized letters being sent out, following the water/sewer collection policy.

Further discussion continued regarding loan rates being locked in at fixed rates for the entire term of the loan.

Motion # 10

Moved By Councillor Hall

Seconded By Councillor Fegan

BE IT RESOLVED THAT Council receives the staff report FS 2021-09 with respect to the June 30, 2021, financial update;

AND THAT Council directs staff to proceed with the Long-Term Borrowing Loan Application(s) and associated By-Laws with Infrastructure Ontario, to assist with funding the new Water Storage Tower and the upgrades to Well 3.

CARRIED, W. Mills

9. Report LS 2021-09 from the Director of Legislative Services/Clerk regarding 2022 Municipal Election Update.

The Director of Legislative Services/Clerk reviewed her report with Council.

Motion # 11

Moved By Councillor Hall

Seconded By Councillor Wegener

BE IT RESOLVED THAT Council receives report LS 2021-09 for information.

CARRIED, W. Mills

10. Report LS 2021-10 from the Director of Legislative Services/Clerk regarding the extension of the Integrity Commissioner's agreement.

The Director of Legislative Services/Clerk reviewed her report with Council.

A discussion ensued regarding reviewing the contract with the firm providing services to the County and budgetary considerations.

Motion # 12

Moved By Councillor Wegener

Seconded By Councillor Buffett

THAT report LS 2021-10 from the Clerk dated July 12, 2021, regarding extension of the Integrity Commissioner agreement, be received;

AND THAT the agreement with Guy Giorno of Fasken Martineau Dumoulin as the Integrity Commissioner for the Town of Shelburne be extended for a further two years from July 1, 2021, to July 1, 2023.

CARRIED, W. Mills

11. By-law #39-2021 is ready for Council's consideration being a by-law to enter into an amending agreement with Grey County to establish additional bus stops.

Motion # 13

Moved By Councillor Fegan

Seconded By Councillor Wegener

BE IT RESOLVED THAT leave be given for the reading and enacting of By-law #39-2021 being a by-law to enter into an amending agreement with the Corporation of the County of Grey for the purpose of establishing bus stops within the Town of Shelburne.

CARRIED, W. Mills

12. Consideration of a Sharing of Information Protocol between the Shelburne Police Services Board and the Town of Shelburne.

Motion # 14

Moved By Councillor Benotto

Seconded By Councillor Hall

BE IT RESOLVED THAT Council adopts the Sharing of Information Protocol from the Shelburne Police Services Board as presented.

CARRIED, W. Mills

13. Consideration of a resolution from the Shelburne Police Services Board.

Motion # 15

Moved By Councillor Benotto

Seconded By Councillor Hall

THAT Council receives the Police Services Board resolution for information;

AND THAT staff coordinate inclusion of information on the Town's website.

CARRIED, W. Mills

14. Consideration of Community Excellence Awards.

Motion # 16

Moved By Mayor Mills

Seconded By Councillor Fegan

THAT Council receives the Community Excellence Award nominations;

AND FURTHER invites the recipients to a future meeting of Council to receive their awards.

CARRIED, W. Mills

7. Councillor Motions (Notice of Motion)

8. Communications

1. 2022 Draft Budget Schedule.
2. Minutes from the Centre Dufferin Recreation Complex Board of Management meetings held April 28 and May 26, 2021.
3. County of Dufferin Notice of Application Proposed Official Plan Amendment - Flato Developments.
4. Communication items from the Town of Mono.
5. Email from the Solicitor General's Office regarding an OPP Detachment Board Update.
6. Nottawasaga Valley Conservation Authority Board meeting highlights.
7. Letter from Enbridge to the Ontario Energy Board.
8. AMO Communications.

Motion # 17

Moved By Councillor Hall

Seconded By Councillor Wegener

THAT Council receives the items listed under Communications for information.

CARRIED, W. Mills

9. Closed Session

Motion # 18

Moved By Councillor Benotto

Seconded By Councillor Fegan

THAT as per section 239(2)(b) of the Municipal act, Council enters closed session to discuss personal matters about an identifiable individual, including municipal or local board employees.

CARRIED, W. Mills

Entered closed session at 8:18 pm.

1) Report from the CAO.

Motion # 19

Moved By Councillor Wegener

Seconded By Councillor Fegan

THAT Council rises from closed session to resume regular business.

CARRIED, W. Mills

Rose from closed session at 8:28 pm.

Motion # 20

Moved By Councillor Hall

Seconded By Councillor Buffett

THAT Council receives the report from the CAO for information.

CARRIED, W. Mills

10. Confirming By-law

1. Confirming By-law # 45-2021 - July 12, 2021

Motion # 21

Moved By Councillor Hall

Seconded By Councillor Fegan

BE IT RESOLVED THAT leave be given for the reading and enacting of By-law #45-2021 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 July 12, 2021.

CARRIED, W. Mills

11. Adjourn

Motion # 22

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 8:29 pm.

Mayor

Clerk