



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

### **Council Minutes**

December 13, 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

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#### **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**

Members of Council are required to state any pecuniary interest in accordance with the Municipal Conflict of Interest Act.

No Disclosures.

## **3. Adoption of Minutes**

1. Minutes from the November 22, 2021, Committee of Adjustment and Regular Council meeting and minutes from the November 29, 2021, Special Council meeting

### **Motion # 1**

**Moved By** Councillor Benotto

**Seconded By** Councillor Hall

BE IT RESOLVED THAT the minutes from the Committee of Adjustment and Regular Council meeting held November 22, 2021, be approved as presented and circulated;

AND THAT the minutes from the Special Council meeting held November 29, 2021, be approved as presented and circulated.

**CARRIED, W. Mills**

## **4. Council Inquiries**

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

## **5. 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 December 13, 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. Draft 2022 Budget Presentation from the Director of Financial Services/Treasurer.**

The Director of Financial Services/Treasurer reviewed the draft 2022 budget with Council members.

#### **Motion # 2**

**Moved By** Councillor Buffett

**Seconded By** Councillor Wegener

THAT Council receives the draft 2022 budget presentation.

**CARRIED, W. Mills**

## **6. Closed Session**

### **Motion # 3**

**Moved By** Mayor Mills

**Seconded By** Councillor Hall

THAT as per Section 239(2)(b)(h) of the *Municipal Act*, Council enters closed session to discuss personal matters about an identifiable individual, including municipal or local board employees and information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them.

**CARRIED, W. Mills**

Entered closed session at 7:26 pm.

**Motion # 4**

**Moved By** Councillor Hall

**Seconded By** Councillor Fegan

THAT Council rises from closed session to resume regular business.

**CARRIED, W. Mills**

Rose from closed session at 8:12 pm.

**Motion # 5**

**Moved By** Councillor Benotto

**Seconded By** Councillor Fegan

THAT Council receives the verbal report as provided by the Mayor and CAO.

**CARRIED, W. Mills**

Mayor Mills called for a short a recess at 8:13 pm.

Council reconvened at 8:20 pm.

**7. 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 FS 2021-13 from the Director of Financial Services/Treasurer regarding the 5 Year Capital Plan 2022-2026.

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

**Motion # 6**

**Moved By** Councillor Benotto

**Seconded By** Deputy Mayor Anderson

BE IT RESOLVED THAT Council receives staff report FS 2021-13 with respect to the 5 Year Capital Plan 2022-2026;

AND THAT Council authorizes the Treasurer to transfer to and from reserves, as necessary at year end, in order to close finished projects and to set aside unspent funds to complete unfinished 2021 projects in 2022.

**CARRIED, W. Mills**

2. 2022 Draft Budget Discussions.

Council reviewed and discussed the following:

- residential tax write-offs,
- assessment values for 2023,
- the amount to be drawn from the tax stabilization reserve to reduce the tax rate,
- room rental and software requirements to accommodate in-person Council meetings,
- Council conference expenses,
- administration conference expenses,
- IT services and costs associated,
- distribution of the year end surplus to a capital reserve and the tax stabilization reserve,
- the proposed new Deputy Clerk, Municipal Law Enforcement Officer and Human Resources (HR) Coordinator position,
- phasing in the HR position in 2023,
- Town Hall upgrades wants versus needs,
- the newly created Communications budget,
- Diversity, Equity and Inclusion (DEI) Committee budget and perhaps reducing the requested amount to \$15,000,
- planning and development revenues & expenses which includes the new Planning Coordinator position,

- Economic Development revenues and expenses,
- Shelburne & District Fire Board budget, no capital budget provided as of yet,

Further discussions to continue at the Special Council meeting scheduled for Monday December 20, 2021.

3. Report P2021-49 from the Town Planner regarding Scone Developments - application for zoning bylaw amendment - holding provision.

The Town Planner reviewed his report with Council.

A discussion ensued regarding snow removal on site that may affect residents within the area.

### **Motion # 7**

**Moved By** Councillor Hall

**Seconded By** Councillor Benotto

BE IT RESOLVED THAT Council receives report P2021-49 for information;

AND THAT leave be given for the reading and enacting of By-law #71-2021, being a by-law to amend Zoning By-law #38-2007, as amended, by removing the Holding (H) provision from the lands described legally as Part of Lot 1, Concession 3 Old Survey, in the Town of Shelburne, County of Dufferin, and shown as Blocks 1 to 6 and 9 on Draft Plan of Subdivision (File No. DPS 17/02), as shown on Schedule "A1" to the by-law.

**CARRIED, W. Mills**

4. Report P2021-50 from the Town Planner regarding a sign variance for 900 Main Street East - Fieldgate Commercial.

The Town Planner reviewed his report with Council.

## **Motion # 8**

**Moved By** Councillor Hall

**Seconded By** Councillor Fegan

BE IT RESOLVED THAT Council approves the request for a variance from Sign By-law #30-1999 to grant relief from paragraphs (2)(a) & (c) of section 4.04 to permit one (1) ground sign no larger than 18 square metres in a single sign face and 36 square metres for all faces combined, and to permit a maximum sign height of 8.31 metres and relief from paragraph (2) of Section 3.01 to permit animated signage not exceeding a total area of 3.52 square metres for all faces combined for the commercial plaza development located at 900 Main Street East, subject to the following:

1. That a maximum of one (1) ground sign shall be permitted for the subject property and the proposed ground sign shall comply with all other requirements of the Sign By-law and a sign permit shall be obtained from the Town of Shelburne;
2. That, consistent with the MTO Sign Permit, the municipal sign permit shall require that digital components of the sign shall not be used with transition effects such as wipe, slide, fade or pixelate;
3. That the owner shall obtain a building permit and satisfy the requirements of the County of Dufferin for the proposed sign.

**CARRIED, W. Mills**

5. Report LS 2021-14 from the Director of Legislative Services/Clerk regarding the Emergency Response Plan and associated bylaw.

The Clerk reviewed her report with Council.

**Motion # 9**

**Moved By** Councillor Fegan

**Seconded By** Councillor Buffett

BE IT RESOLVED THAT Council receives report LS2021-14 from the Director of Legislative Services/Clerk as presented and circulated;

AND THAT leave be given for the reading and enacting of By-law# 70-2021, being a by-law to adopt an Emergency Management Program and Emergency Response Plan for the Town of Shelburne.

**CARRIED, W. Mills**

6. Report LS 2021-16 from the Director of Legislative Services/Clerk regarding the Clean Yards Bylaw.

The Clerk reviewed her report with Council.

**Motion # 10**

**Moved By** Councillor Wegener

**Seconded By** Councillor Benotto

BE IT RESOLVED THAT Council receives report LS2021-16 from the Director of Legislative Services/Clerk as presented and circulated;

AND THAT leave be given for the reading and enacting of By-law #72-2021 being a bylaw to provide for the maintenance of private property in a clean and clear condition within the Town of Shelburne.

**CARRIED, W. Mills**



**Motion # 11**

**Moved By** Councillor Benotto

**Seconded By** Councillor Fegan

THAT we sit past 10:00 pm.

**CARRIED, W. Mills**

7. Letter from the Fiddle Parade Committee regarding discontinuing the annual parade and funds received through the Municipal Grant Funding program.

A discussion ensued regarding allocation of the funds received by the Committee through the municipal grant funding process and having the funds placed into a grant funding reserve.

**Motion # 12**

**Moved By** Councillor Benotto

**Seconded By** Deputy Mayor Anderson

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.

**CARRIED, W. Mills**

8. By-law #68-2021 is ready for Council's consideration 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 2022.

**Motion # 13**

**Moved By** Councillor Benotto

**Seconded By** Councillor Buffett

BE IT RESOLVED THAT leave be given for the reading and enacting of By-law #68-2021 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 2022 and to provide for the mailing of notices demanding payment of taxes for the interim levy for the year 2022 on all classes of property.

**CARRIED, W. Mills**

9. Consideration of a Community Excellence Award.

**Motion # 14**

**Moved By** Deputy Mayor Anderson

**Seconded By** Councillor Benotto

THAT the recipient be invited to a future Council meeting to receive their award.

**CARRIED, W. Mills**

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

**9. Communications**

1. Shelburne 2022 Budget Schedule.
2. Communications received from the Business Improvement Area (BIA) and subsequent response from Deputy Mayor Anderson.  
  
Deputy Mayor Anderson addressed the communication received from the BIA.
3. Minutes from the Arts and Culture committee meeting held October 21, 2021.
4. Minutes from the Heritage Committee meeting held November 3, 2021.
5. Minutes from the Shelburne and District Fire Board meetings held October 5 and November 5, 2021.

6. Minutes from the Shelburne Public Library Board meeting held October 19, 2021.
7. St. Catharines Letter to Premier Ford - National Childcare Program.
8. Media Release Headwaters Health Care Centre - All Clear Suspicious Email Activity.
9. Nottawasaga Valley Conservation Authority Board Meeting Highlights.
10. ROMA Communications.
11. AMO Communications.

**Motion # 15**

**Moved By** Councillor Buffett

**Seconded By** Councillor Benotto

THAT Council receives the items listed under Communications for information.

**CARRIED, W. Mills**

**10. Confirming By-law**

1. Confirming By-law # 73-2021 - December 13, 2021

**Motion # 16**

**Moved By** Councillor Benotto

**Seconded By** Councillor Hall

BE IT RESOLVED THAT leave be given for the reading and enacting of By-law #73-2021 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 December 13, 2021.

**CARRIED, W. Mills**

**11. Adjourn**

**Motion # 17**

**Moved By** Councillor Hall

**Seconded By** Deputy Mayor Anderson

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

**CARRIED, W. Mills**

Council meeting adjourned at 10:15 pm.

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Mayor

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Clerk



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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

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

Council meeting called to order at 6:32 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.

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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**

Members of Council are required to state any pecuniary interest in accordance with the Municipal Conflict of Interest Act.

No Disclosures.

## **3. Motions and By-law for Decision**

1. Consideration of Items – all reports and By-laws in this section will be voted on separately

1. Draft 2022 Budget - further discussion

Council members further discussed additional traffic cameras, which should come forward to Council by way of recommendation from the Police Services Board, speed control and enforcement, information captured by the traffic camera's, the Mayor and Deputy Mayor will follow up with the Detachment Commander and report back regarding speeding trends and enforcement mechanisms, parking fines associated with Bylaw Enforcement, the need to update the Town's traffic bylaw, capturing the associated revenue with parking fines is unknown, it is not recommended to depend on parking fines as revenue, dog tags and expected revenue.

Further discussion continued regarding operations, road and sidewalk repairs, current conditions, repairs are based on the roads needs study which identifies priority status within the study, onsite fuel storage at the public works property, which was identified as a need during the annual

emergency management exercise, snow removal costs associated with transit services, cemetery costs and associated fees.

Discussions continued regarding the Arts and Culture committee proposed budget and reduction thereof, parks and recreation and the need for a community gardener to provide maintenance and upkeep for town beautification and utilizing the tax rate stabilization reserve to achieve a reduction of the tax rate increase to 5%.

Council members discussed the capital budget, the HVAC unit, replacement of a mower, maintenance of fields (cricket and soccer), the clean-up of 420 Victoria Street, the dog park, costs associated and scope of the project.

Council reviewed the water and sewer budget and further discussed the presentation for the public budget meeting to take place January 10, 2022.

**Motion # 1**

**Moved By** Mayor Mills

**Seconded By** Deputy Mayor Anderson

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%.

**CARRIED, W. Mills**

**4. Closed Session (not required)**

**5. Confirming By-law**

1. Confirming By-law #74-2021 - December 20, 2021

**Motion # 2**

**Moved By** Councillor Buffett

**Seconded By** Councillor Fegan

BE IT RESOLVED THAT leave be given for the reading and enacting of By-law #74-2021 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 December 20, 2021.

**CARRIED, W. Mills**

**6. Adjourn**

**Motion # 3**

**Moved By** Councillor Hall

**Seconded By** Councillor Benotto

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.

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Mayor

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Clerk