



**Corporation of the Town of Shelburne**  
**Committee of Adjustment - Minutes**

January 24, 2022  
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: Public members in attendance:  
Jeff Hamilton, Beverly Ford-Arnold and Harold  
Arnold, Michael Williams, Jane and Dean Belrose.

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**1. Call to Order**

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

Mayor Mills declared a Pecuniary Interest with the applications being considered, passed the chair to Deputy Mayor Anderson and signed out of the meeting.

Tonight, we have a public meeting being held under Section 53 of the Planning Act to consider 2 consent applications.

Consent application B21/05 and B21/06 is for property located at 220 Owen Sound Street in the Town of Shelburne.

The purpose and effect of application B21/05 is to sever a portion of the property to have a land area of 301 square metres and 19.81 metres of frontage on Second Avenue West to create a new residential lot for a future semi-detached dwelling.

The applicant has submitted a related application – B21/06 - to further sever the proposed lot (B21/05) so that each unit of the proposed semi-detached dwelling will be on a separate lot. The proposed severed land and retained land would be equal in size, each having an area of 150.5 square metres and 9.9 metres of frontage on Second Avenue West, and each is proposed to be used for one of the semi-detached units

I will ask the Clerk for the method of notice for tonight's public meeting.

The Clerk indicated that notice of tonight's public meeting was advertised in local media sources, notice is posted on the Town of Shelburne website and property owners with a 60-metre radius have received notification.

We will have a presentation by the Town Planner with a summary of written comments received, following which there will be an opportunity for Committee members and members of the public to ask questions or provide comments.

- a. Report P2022-01 from the Town Planner regarding consent applications B21/05 and B21/06 - 220 Owen Sound Street, Shelburne.

The Town Planner reviewed his report with Committee of Adjustment members and also reviewed public comments that have been submitted by way of letter or email to the Town.

Committee members discussed the need for further information through the zoning process relating to comments and concerns that have been raised by members of the public, tonight's

applications are seeking conditional approval to create 2 lots, the sighting of houses on the lots, the zoning standards that apply setbacks, sufficient parking and snow storage, areas for waste, yard areas and amenities for the residents, fencing, privacy screening are all details that can be addressed through zoning which is the next step in the process.

Further discussion continued regarding the required minimum lot area for a semi-detached versus the proposed minimum lot area brought forward by the applicant, Provincial legislation requiring municipalities to provide for affordable housing, multi-unit or secondary dwelling units, possible deferral of the decision until additional information has been received, concerns were noted regarding future purchasers of the subject property potentially installing basement apartments thus creating 4 residential units as opposed to 2, the Town Planner noted this can be addressed through the zoning amendment as conversion into 4 units would not meet the zoning or parking requirements.

Members of the Public:

Beverly Ford Arnold & Harold Arnold - 125 Second Avenue West  
- noted concerns relating to:

- flooding and drainage
- snow storage and removal
- safety for children playing in the area
- having the units converted to 4 units
- parking
- garbage pickup

Jane and Dean Belrose - 129 Second Avenue West - noted that their concerns are similar to those discussed by Committee Members and Mr. & Mrs. Arnold.

Jeff Hamilton - owner/applicant of 220 Owen Sound Street  
noted:

- long-time resident of the Town
- significant renovations completed to the original house; it was originally 6 residential units but now reduced to 3 residential units with 2 units proposed within the consent application
- by-law enforcement to patrol parking concerns and issues
- available designs to address privacy concerns
- retired couples wanting the least amount of maintenance
- paying cash in lieu of parkland for kids to go and play at local parks
- most driveways and access to residences on Owen Sound Street and Second Avenue are from the back lanes

Committee members further discussed approval, deferral or refusal of the applications and appeal mechanisms related to Provincial legislation.

Application B21/05:

**Moved By** Councillor Benotto

**Seconded By** Deputy Mayor Anderson

After considering the application and having regard to those matters under subsection 51(24) of the Planning Act R.S.O. 1990, c.P.13., as amended, the Committee resolves to defer provisional consent.

Application DEFERRED.

REASONS:

The Committee requires additional information as outlined in Report P2022-01, including:

- Justification for the proposed reduced lot area for a semi-detached dwelling;
- Details of the proposed yards and setbacks and justification for any yards and setbacks that will be less than the minimum required by the Zoning By-law;

- Details of the proposed dimensions, floor area and height of the proposed building on the severed lot;
- Planning Justification and Heritage Impact Assessment to address the heritage and design policies of the Town's Official Plan, and comments from the Heritage Committee on the proposal.

**CARRIED, S. Anderson**

Application B21/06:

**Moved By** Councillor Benotto

**Seconded By** Deputy Mayor Anderson

After considering the application and having regard to those matters under subsection 51(24) of the Planning Act R.S.O. 1990, c.P.13., as amended, the Committee resolves to defer provisional consent.

Application DEFERRED.

REASONS:

The Committee requires additional information as outlined in Report P2022-01, including:

- Justification for the proposed reduced lot area for a semi-detached dwelling;
- Details of the proposed yards and setbacks and justification for any yards and setbacks that will be less than the minimum required by the Zoning By-law;
- Details of the proposed dimensions, floor area and height of the proposed building on the severed lot;
- Planning Justification and Heritage Impact Assessment to address the heritage and design policies of the Town's Official Plan, and comments from the Heritage Committee on the proposal.

**CARRIED, S. Anderson**

**2. Motion to Adjourn**

**Moved By** Councillor Benotto

**Seconded By** Councillor Buffett

THAT the Committee of Adjustment now adjourns.

**CARRIED, S. Anderson**

Committee of Adjustment adjourned at 8:01 pm.

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Mayor

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Clerk



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

### **Council Minutes**

January 24, 2022  
6:30 pm  
Council Chambers  
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 8:02 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 Council meeting held January 10, 2022.

### **Motion # 1**

**Moved By** Councillor Hall

**Seconded By** Councillor Benotto

BE IT RESOLVED THAT the minutes from the Regular Council meeting held January 10, 2022, 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 January 24, 2022.

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. Black History Month Proclamation:

WHEREAS, Black History Month is an opportunity to acknowledge and honour the historical and present contributions of Black Canadians, and recognizes their significant contributions made to Canada; and

WHEREAS, during Black History Month, we celebrate the many achievements and contributions made by Black Canadians to our collective economic, cultural, spiritual, social and political development; and

WHEREAS, the Town of Shelburne recognizes and values the significant contributions and advances that Black Canadians have made, and continue to make to Canadian society, and recognize the quest of Black Canadians for equal opportunity and freedom from discrimination in Canada; and

WHEREAS the Town of Shelburne's establishment of a Diversity, Equity and Inclusion Committee will identify ways to eliminate barriers and ensure systemic changes are made to promote equity and inclusion in our community;

NOW, THEREFORE, I, Mayor Wade Mills, do hereby proclaim February 2022 as Black History Month in the Town of Shelburne and encourage all residents to celebrate our diverse heritage and culture and continue our efforts to make Shelburne an inclusive community for all.

### 2. Alethia O'Hara-Stephenson - Dufferin County Canadian Black Association - Black History Month Presentation.

Ms. O'Hara-Stephenson reviewed her presentation with Council.

A brief discussion ensued regarding the flag raising ceremony, covid protocols and partnering with the Town of Shelburne Diversity, Equity and Inclusion Committee for the event.

**Motion # 2**

**Moved By** Councillor Buffett

**Seconded By** Councillor Fegan

THAT Council receives the information regarding Black History month 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

1. Report P2022-02 from the Town Planner regarding County Road 124 Sidewalk Cost Estimates.

The Town Planner reviewed his report with Council.

A discussion ensued regarding County participation, their preference would be to not have sidewalks or trails within their right of way, County Road 124 is a rural profile road and not designed to have sidewalks, the Fieldgate development will be installing some sidewalks along the right of way related to their project, AODA compliance, proper illumination, trail development and connectivity is being considered through the Parks and Recreation Master Plan, time sensitive issue to be addressed sooner rather than later, there is a need to act quickly.

**Motion # 3**

**Moved By** Councillor Benotto

**Seconded By** Councillor Buffett

BE IT RESOLVED THAT Council receives report P2022-02 for information;

AND THAT sidewalk needs and options along County Road 124 be further reviewed and considered as part of the Transportation Master Plan and related recommendations.

**CARRIED, W. Mills**

2. Report FS 2022-02 from the Director of Financial Services/Treasurer regarding the 2022 Budget Adoption By-law.

**Motion # 4**

**Moved By** Councillor Benotto

**Seconded By** Councillor Fegan

BE IT RESOLVED THAT Council receives staff report FS 2022-02 with respect to the 2022 Budget Adoption;

AND THAT leave be given for the reading and enacting of By-Law #03-2022, being a by-law to adopt the estimates for the sums required during the year 2022 for General & Water/Sewer purposes of the Corporation of the Town of Shelburne.

**CARRIED, W. Mills**

3. Notice of Motion - Councillor Wegener

**Motion # 5**

**Moved By** Councillor Wegener

**Seconded By** Councillor Benotto

WHEREAS with the rising numbers of covid positive cases across both the province and country and the increased

demand/requirement for antigen testing to safely return to the workforce regardless of vaccination status;

AND WHEREAS to provide to the citizens the understanding that their government is working for their health and not profits, by assisting citizens that do not have access to employment provided tests or the privilege of paid sick days while complying with recommendations to quarantine upon symptoms and or positive test results thus not receiving income for quarantine periods and paying for antigen testing to return to work would create further financial hardship;

BE IT RESOLVED THAT Shelburne Town Council calls on the Provincial and Federal Government to work together to implement a universal rapid antigen test cost for the retail sector both province and nationwide, and that this cost reflect the current economic state and be as cost efficient as possible so that profits are not made off the health of Canadian citizens, and that this be implemented immediately to lessen the financial burden of acquiring rapid antigen tests;

AND THAT the Federal and Provincial Governments provide medical grade KN95 face masks, free of charge, to all residents nationwide and within the Province of Ontario to safely return to the workplace;

AND THAT staff be directed to forward a copy of this resolution to all Ontario Municipalities, Wellington Dufferin Guelph Public Health, the Minister of Health Christine Elliott, Dufferin MPP Sylvia Jones, Dufferin MP Kyle Seebach, Premier Doug Ford, and Prime Minister Justin Trudeau.

**CARRIED, W. Mills**

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

## **8. Communications**

1. Statement from Mayor Wade Mills Regarding Recent Criminal Incidents within the Town of Shelburne.
2. Memo form the Arts and Culture Committee regarding a new logo.
3. Minutes from the Arts and Culture Committee meeting held October 20, 2021.
4. 2021 Dufferin County Building Permit Report for Shelburne.
5. Resolution from the Town of Grand Valley regarding postponement of the province-wide assessment update.
6. Invitation from the Township of Amaranth to their Pan African Flag raising ceremony.
7. Letter from Niagara On The Lake regarding the National Childcare Program.
8. Letter from Plympton-Wyoming regarding Fire Safety Measures.
9. Letter from the Ministry of Municipal Affairs and Housing regarding regulations for Bill 276 and Bill 13.

A discussion ensued regarding how the regulations will affect the Town's application and planning process.

10. Public Message from Headwaters Health Care Centre - Pausing non-emergency surgeries and procedures.

A discussion ensued regarding re-instating non-emergency surgeries, the pain and hardship caused as a result of.

### **Motion # 6**

**Moved By** Councillor Hall

**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 #04-2022 - January 24, 2022

**Motion # 7**

**Moved By** Councillor Benotto

**Seconded By** Councillor Buffett

BE IT RESOLVED THAT leave be given for the reading and enacting of By-law #04-2022 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 January 24, 2022.

**CARRIED, W. Mills**

**11. Adjourn**

**Motion # 8**

**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 9:05 pm.

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Mayor

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Clerk