



## **Township of Southgate**

### **Minutes of Council Meeting**

November 17, 2021  
7:00 PM  
Electronic Participation

Members Present: Mayor John Woodbury  
Deputy Mayor Brian Milne (arrived at 7:42 PM)  
Councillor Barbara Dobreen  
Councillor Michael Sherson  
Councillor Jason Rice  
Councillor Jim Frew  
Councillor Martin Shipston

Staff Present: Dave Milliner, Chief Administrative Officer  
Lindsey Green, Clerk  
Jim Ellis, Public Works Manager  
William Gott, Treasurer  
Bev Fisher, Chief Building Official  
Kevin Green, Facilities Manager  
Terri Murphy, Economic Development Officer  
Clinton Stredwick, Planner  
Kayla Best, HR Coordinator  
Elisha Milne, Legislative Assistant  
Holly Malynyk, Customer Service and Support

#### **1. Electronic Access Information**

Council recordings will be available on the Township of Southgate [YouTube Channel](#) following the meeting.

#### **2. Call to Order**

Mayor Woodbury called the meeting to order at 7:00 PM.

### **3. Land Acknowledgement**

As we gather, we recognize and acknowledge the traditional keepers of this land with whom we share today. The Township of Southgate is a part of the traditional territories of the Anishinaabek, Six Nations of the Grand River, Saugeen Ojibway Nation, Haudenosaunee, and Saugeen Métis. The land that surrounds us is part of who we are as it reflects our histories; may we live in peace and friendship with all its diverse people.

### **4. Open Forum - Register in Advance**

Jaykob Thompson, Chair of the Youth Action Committee spoke to Council regarding the 2022 budget for the Youth Action Committee. He added that members of the Committee will be delegating to Council at the December 15, 2021, Council meeting.

### **5. Confirmation of Agenda**

No. 2021-653

**Moved By** Councillor Dobreen

**Seconded By** Councillor Rice

**Be it resolved that** Council confirm the agenda as amended and further amend the agenda to move Planner Clinton Stredwick's staff reports forward in the agenda order to follow the CAO's staff reports.

**Carried**

### **6. Declaration of Pecuniary Interest**

No one declared a pecuniary interest related to any item on the agenda.

### **7. Delegations & Presentations**

#### **7.1 Team Town Hall Presentation - Samantha Parent and Jessica Walker**

No. 2021-654

**Moved By** Councillor Shipston

**Seconded By** Councillor Sherson

**Be it resolved that** Council receive Team Town Hall's presentation as information.

**Carried**

Deputy Mayor Milne arrived at the meeting at 7:42 PM.

**8. Adoption of Minutes**

No. 2021-655

**Moved By** Councillor Frew

**Seconded By** Councillor Dobreen

**Be it resolved that** Council approve the minutes from the November 3, 2021, Council and Closed Session meetings as presented; and

**That** Council approve the minutes from the November 10, 2021 Special Council and Closed Session meetings as presented.

**Carried**

**9. Reports of Municipal Officers**

**9.1 Chief Administrative Officer Dave Milliner**

**9.1.1 CAO2021-078 Dundalk Olde Town Hall - Team Town Hall Information Report**

No. 2021-656

**Moved By** Councillor Dobreen

**Seconded By** Councillor Sherson

**Be it resolved that** Council receive Staff Report CAO2021-078 as information; and

**That** pursuant to Section 20.1 of the Procedural By-law, Council allows for presentations, discussions and questions with Team Town Hall and Wellington Capital Corporation representatives as part of this staff report; and

**That** Council provide direction to staff on Team Town Hall and Wellington Capitol discussions related to the Olde Town Hall property sale and building at the November 17<sup>th</sup>, 2021 meeting to support the development of draft agreements with the parties.

**Carried**

**9.1.2 CAO2021-076 Melancthon Boundary Adjustments  
Discussions Report**

No. 2021-657

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Frew

**Be it resolved that** Council receive Staff Report CAO2021-076 as information; and

**That** Council direct the Mayor and the CAO to continue to work with and meet with Township of Melancthon Mayor and CAO to deal with the Flato Developments request for annexation of lands; and

**That** Council direct staff to develop a draft Boundary Adjustment Agreement for consideration by the County of Dufferin, the County of Grey, the Township of Melancthon and the Township of Southgate.

**Carried**

**9.1.3 CAO2021-077 By-law Enforcement Budget  
Recommendation Report**

No. 2021-658

**Moved By** Councillor Shipston

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive staff report CAO2021-077 as information; and

**That** Council approve the recommendations in this report to consider in the 2022 operating budget to increase the staffing with a dedicated staff member to enforce Southgate's By-law, to deal with the increased complaints we are receiving, the public demand for resolution and sustained compliance; and

**That** Council direct staff to create a By-Law Enforcement job description to review at Job Evaluation Committee and

provide a recommendation on the Southgate employee pay grid.

**Carried**

## **9.2 Planner Clinton Stredwick**

### **9.2.1 PL2021-094 - ZBA C17-21 Southgrey Enterprises Inc.**

No. 2021-659

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

**Be it resolved that** Council receive Staff Report PL2021-094 for information; and

**That** Council consider approval of By-law 2021-166.

**Carried**

### **9.2.2 By-law 2021-166 - ZBA C17-21 Southgrey Enterprises Inc.**

Councillor Shipston left the meeting at 8:36 PM.

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-660

**Moved By** Councillor Sherson

**Seconded By** Councillor Frew

**Be it resolved that** by-law number 2021-166 being a by-law to amend Zoning By-law No. 19-2002, entitled the "Township of Southgate Zoning By-law" be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Yay (6): Mayor Woodbury, Deputy Mayor Milne, Councillor Dobreen, Councillor Sherson, Councillor Rice, and Councillor Frew

Absent (1): Councillor Shipston

**Carried (6 to 0)**

Councillor Shipston arrived at 8:37 PM.

#### **9.2.3 PL2021-092 - SP19-21 Southgrey Enterprises Inc.**

No. 2021-661

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

**Be it resolved that** Council receive Staff Report PL2021-092 for information; and

**That** Council consider approval of By-law 2021-164 authorizing the entering into a Site Plan Agreement.

**Carried**

#### **9.2.4 By-law 2021-164 - SP19-21 Southgrey Enterprises Inc.**

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-662

**Moved By** Councillor Frew

**Seconded By** Deputy Mayor Milne

**Be it resolved that** by-law number 2021-164 being a by-law to authorize the execution of a Site Plan Control Agreement be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Yay (7): Mayor Woodbury, Deputy Mayor Milne, Councillor Dobreen, Councillor Sherson, Councillor Rice, Councillor Frew, and Councillor Shipston

**Carried (7 to 0)**

**9.2.5 PL2021-096 - ZBA C25-21 Pennings**

No. 2021-663

**Moved By** Councillor Sherson

**Seconded By** Councillor Shipston

**Be it resolved that** Council receive Staff Report PL2021-096 for information; and

**That** Council consider approval of By-law 2021-168 permitting the erection of a garden suite on the subject lands.

**Carried**

**9.2.6 By-law 2021-168 - ZBA C25-21 Pennings**

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-664

**Moved By** Councillor Rice

**Seconded By** Councillor Frew

**Be it resolved that** by-law number 2021-168 being a by-law to amend Zoning By-law No. 19-2002, entitled the "Township of Southgate Zoning By-law" be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Yay (7): Mayor Woodbury, Deputy Mayor Milne, Councillor Dobreen, Councillor Sherson, Councillor Rice, Councillor Frew, and Councillor Shipston

**Carried (7 to 0)**

**9.2.7 PL2021-097- OPA#31 Flato Glenelg Phase 2**

No. 2021-665

**Moved By** Councillor Sherson  
**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive Staff Report PL2021-097 for information; and

**That** Council consider approval of By-law 2021-169.

**Carried**

**9.2.8 By-law 2021-169 - Flato Glenelg Phase 2 - OPA No 31**

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-666

**Moved By** Councillor Frew  
**Seconded By** Councillor Shipston

**Be it resolved that** by-law number 2021-169 being a by-law to adopt Amendment No. 31 to the Township of Southgate Official Plan affecting the all the lands described as Part of Lots 225 and 226, Concession 2 SWTSR, (geographic Township of Proton) in the Township of Southgate be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Yay (7): Mayor Woodbury, Deputy Mayor Milne, Councillor Dobreen, Councillor Sherson, Councillor Rice, Councillor Frew, and Councillor Shipston

**Carried (7 to 0)**

Councillor Dobreen moved the following motion.

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-667



**Moved By** Councillor Dobreen  
**Seconded By** Councillor Shipston

**Be it resolved that** pursuant to section 24.12 of the Procedural By-law Council amend something previously adopted and amend By-law 2021-166 – ZBA C17-21 – Southgrey Enterprises Inc. to change the legal description in the by-law text to reference Lot 37 only.

Yay (7): Mayor Woodbury, Deputy Mayor Milne, Councillor Dobreen, Councillor Sherson, Councillor Rice, Councillor Frew, and Councillor Shipston

**Carried (7 to 0)**

Council recessed at 9:09 PM and returned at 9:15 PM.

### **9.3 Facilities Manager Kevin Green**

#### **9.3.1 HS2021-001-Policy 33A Annual Review and Policy Statement**

No. 2021-668

**Moved By** Councillor Frew  
**Seconded By** Councillor Rice

**Be it resolved that** Council receive Staff Report HS2021-001 for information; and

**That** Council approve the Occupation Health and Safety Policy 33 as reviewed and support the Mayor's signing of the policy statement.

**Carried**

### **9.4 Treasurer William Gott**

#### **9.4.1 FIN2021-035 Annual Indexing of Development Charges**

No. 2021-669

**Moved By** Councillor Shipston  
**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive Staff Report FIN2021-035 Annual Indexing of Development Charges as information; and

**That** Council approve the indexing of the Township of Southgate Development Charges by 11.6% to establish the new 2022 commercial, industrial and residential construction DC rates to revise Schedule B to By-law 2017-138 effective January 1, 2022.

**Carried**

## **9.5 Clerk Lindsey Green**

### **9.5.1 CL2021-031-2022 Committee of Adjustment Appointments**

No. 2021-670

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

**Be it resolved that** Council receive Staff Report CL2021-031 for information; and

**That** Council consider approval of By-law 2021-159 being a by-law to constitute and appoint members to the Committee of Adjustment for 2022.

**Carried**

### **9.5.2 By-law 2021-159 - Committee of Adjustment Member Appointments 2022**

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-671

**Moved By** Councillor Sherson

**Seconded By** Councillor Dobreen

**Be it resolved that** by-law number 2021-159 being a By-law to Constitute and Appoint Members to the Committee of Adjustment be read a first, second and third time, finally

passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Yay (7): Mayor Woodbury, Deputy Mayor Milne, Councillor Dobreen, Councillor Sherson, Councillor Rice, Councillor Frew, and Councillor Shipston

**Carried (7 to 0)**

### **9.5.3 CL2021-032 – 2022 Council Conference Attendance Approval**

No. 2021-672

**Moved By** Councillor Shipston

**Seconded By** Councillor Rice

**Be it resolved that** Council receive Staff Report CL2021-032 as information; and

**That** the below conferences be approved to attend by the following members of Council in 2022:

1. Rural Ontario Municipalities Conference (ROMA - virtual) (January 24<sup>th</sup> and 25<sup>th</sup>) (Members: Councillor Shipston);
2. Ontario Good Roads Conference (OGRA) (February 27<sup>th</sup> – Mar 2<sup>nd</sup>) (Members: Councillor Sherson);
3. Police Services Board Annual Conference (OAPSB) (Date Unknown) (Members: Councillor Frew, Mayor Woodbury)
4. Ontario Association of Committees of Adjustment (OACA) (June 5<sup>th</sup> – 8<sup>th</sup>) (Members: Councillor Shipston, Councillor Dobreen, Councillor Frew);
5. Federation of Canadian Municipalities Annual Conference (FCM) (June 2<sup>nd</sup> – 5<sup>th</sup>) (Members: Deputy Mayor Milne);
6. Association of Municipalities of Ontario Annual Conference (AMO) (August 14<sup>th</sup> – 17<sup>th</sup>) (Members: None);

7. Ontario Small Urban Municipalities Conference (OSUM)  
(May 4th - 6th) (Members: Mayor Woodbury, Deputy  
Mayor Milne); and

**That** the Clerk's Office book associated conference  
registrations.

**Carried**

#### **9.5.4 CL2021-033 - Voter List Management Services Agreement**

No. 2021-673

**Moved By** Councillor Dobreen

**Seconded By** Councillor Frew

**Be it resolved that** Council receive Staff Report CL2021-  
033 as information; and

**That** Council consider approval of By-law 2021-171 to  
authorize an agreement with Datafix for voter list  
management services.

**Carried**

#### **9.5.5 By-law 2021-171 - Voters List Management Services (Datafix) Agreement Approval**

Mayor Woodbury requested a recorded vote on the main  
motion.

No. 2021-674

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Rice

**Be it resolved that** by-law number 2021-171 being a by-  
law to authorize an agreement between Comprint Systems  
Incorporated (DataFix) and the Corporation of the  
Township of Southgate be read a first, second and third  
time, finally passed, signed by the Mayor and the Clerk,  
sealed with the seal of the Corporation and entered into  
the by-law book

Yay (7): Mayor Woodbury, Deputy Mayor Milne, Councillor Dobreen, Councillor Sherson, Councillor Rice, Councillor Frew, and Councillor Shipston

**Carried (7 to 0)**

Councillor Shipston moved the following motion.

No. 2021-675

**Moved By** Councillor Shipston

**Seconded By** Councillor Rice

**Be it resolved that** Council proceed past 10:00 PM.

**Carried**

## **9.6 HR Coordinator Kayla Best**

### **9.6.1 HR2021-030– Administrative, Finance & By-Law Assistant**

No. 2021-676

**Moved By** Councillor Frew

**Seconded By** Councillor Sherson

**Be it resolved that** Council receive Staff Report HR2021-030 for information; and

**That** Council approve the job description for Administrative, Finance & By-Law Assistant with updates from staff and the Job Evaluation Committee; and

**That** Council approve the recommendations from Job Evaluation Committee to place the Administrative, Finance and By-Law Assistant position in pay band 12 of the Southgate Employee Pay Grid; and

**That** Council consider this new position in the 2022 operating budget discussions.

**Carried**

## **10. By-laws and Motions**

### **10.1 By-law 2021-172 - Road Widening - B5-21 - Gordon Trask**

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-677

**Moved By** Councillor Dobreen

**Seconded By** Deputy Mayor Milne

**Be it resolved that** by-law number 2021-1172 being a by-law to establish a highway in the former Township of Proton (Consent file B5-21) be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Yay (7): Mayor Woodbury, Deputy Mayor Milne, Councillor Dobreen, Councillor Sherson, Councillor Rice, Councillor Frew, and Councillor Shipston

**Carried (7 to 0)**

## **11. Notice of Motion**

None.

## **12. Consent Items**

### **12.1 Regular Business (for information)**

No. 2021-678

**Moved By** Councillor Sherson

**Seconded By** Councillor Shipston

**Be it resolved that** Council approve the items on the Regular Business consent agenda dated November 17, 2021, and direct staff to proceed with all necessary administrative actions.

**Carried**

**12.1.1 FIN2021-036 Financial Report – October 2021**

**12.1.2 PW2021-055 Department Report**

**12.1.3 Librarian CEO Report 2021-10-28**

**12.1.4 Building, By-law and Canine Reports October 2021**

**12.1.5 October 2021 Cheque Register**

**12.2 Correspondence (for information)**

No. 2021-679

**Moved By** Councillor Rice

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive the items on the Correspondence consent agenda dated November 17, 2021, as information.

**Carried**

**12.2.1 CUPE Ontario - OMERS Investment - received October 29, 2021**

**12.2.2 Grey Bruce Health Unit - A Case of the Mondays Letter to the Editor - received November 2 2021**

**12.2.3 Grey Bruce Health Unit - Guidance for Seasonal Parades and Remembrance Day - received November 2, 2021**

**12.2.4 Grey Bruce Health Unit - Eligibility Expands for Third Dose - COVID-19 Vaccine - received November 3, 2021**

**12.2.5 GRCA - Conservation Authorities Act Updates Background - received November 3, 2021**

**12.2.6 Saugeen Conservation - Press Release Saugeen Conservation Website Launch and Logo - received November 9, 2021**

## **12.3 Resolutions of Other Municipalities (for information)**

No. 2021-680

**Moved By** Councillor Frew

**Seconded By** Councillor Shipston

**Be it resolved that** Council receive the items on the Resolutions of other Municipalities consent agenda dated November 17, 2021 (save and except items 12.3.4) as information.

**Carried**

**12.3.1 City of Kitchener - Renovictions - received November 1, 2021**

**12.3.2 City of Kitchener - Vaccine Passport Program - received November 1, 2021**

**12.3.3 Town of Bracebridge - Renovictions - received November 8, 2021**

**12.3.4 Municipality of Kincardine - SMART Holiday Hours - received November 9, 2021**

Councillor Dobreen moved the following motion.  
Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-681

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

**Be it resolved that** Council receive the Municipality of Kincardine's SMART Holiday Hours resolution as information; and

**That** the Township of Southgate request that the SMART board consider discussing Holiday hours over the Christmas Day and Boxing Day holidays at their next Board meeting.



Yay (4): Deputy Mayor Milne, Councillor Dobreen, Councillor Sherson, and Councillor Shipston

Nay (3): Mayor Woodbury, Councillor Rice, and Councillor Frew

**Carried (4 to 3)**

**12.3.5 Municipality of Mattice-Valcote - Property Assessment - received November 10, 2021**

**12.3.6 Lake of Bays - Request for Additional COVID-19 Funding - received November 10, 2021**

**12.4 Closed Session (for information)**

None.

**13. County Report**

Mayor Woodbury reviewed highlights from the most recent County Council meeting that can be viewed [here](#).

**14. Members Privilege - Good News & Celebrations**

CAO Milliner congratulated Southgate's Deputy Treasurer/Tax Collector John Kurian for becoming a member of the Ontario Municipal Tax Revenue Association's Board. He said that having a member of staff sitting on this Board will be a great opportunity to bring back knowledge and best practices to Southgate.

CAO Milliner added that there are multiple upcoming COVID-19 vaccination clinics being held in Dundalk at the Frank MacIntyre Building. Monday November 22 from 10-3 and Thursday December 2 from 12-6. Grey Bruce Public Health and Southgate's website will have full information on several future dates. Deputy Mayor Milne added that its now the time of the year for annual flu shots and that many local pharmacies are offering appointments/drop-ins for the flu shot.

Mayor Woodbury and Councillor Dobreen mentioned that sadly, two long standing members of the Southgate community passed away this week being Lyle Crockford of Dundalk and Royden Harrison of the Holstein area.

**15. Closed Meeting**

None.

**16. Confirming By-law**

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-682

**Moved By** Councillor Dobreen

**Seconded By** Councillor Rice

**Be it resolved that** by-law number 2021-170 being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Southgate at its regular meeting held on November 17, 2021 be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Yay (7): Mayor Woodbury, Deputy Mayor Milne, Councillor Dobreen, Councillor Sherson, Councillor Rice, Councillor Frew, and Councillor Shipston

**Carried (7 to 0)**

**17. Adjournment**

No. 2021-683

**Moved By** Deputy Mayor Milne

**Be it resolved that** Council adjourn the meeting at 10:16 PM.

**Carried**

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Mayor John Woodbury

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Clerk Lindsey Green