



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 17th, 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 24th and 25th) (Members: Councillor Shipston);
2. Ontario Good Roads Conference (OGRA) (February 27th – Mar 2nd) (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 5th – 8th) (Members: Councillor Shipston, Councillor Dobreen, Councillor Frew);
5. Federation of Canadian Municipalities Annual Conference (FCM) (June 2nd – 5th) (Members: Deputy Mayor Milne);
6. Association of Municipalities of Ontario Annual Conference (AMO) (August 14th – 17th) (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

Mayor John Woodbury

Clerk Lindsey Green