



**Township of Southgate**  
**Minutes of Council Meeting**

December 1, 2021  
9:00 AM  
Electronic Participation

Members Present: Deputy Mayor Brian Milne  
Councillor Barbara Dobreen  
Councillor Michael Sherson  
Councillor Jason Rice  
Councillor Jim Frew  
Councillor Martin Shipston

Members Absent: Mayor John Woodbury

Staff Present: Dave Milliner, Chief Administrative Officer  
Lindsey Green, Clerk  
William Gott, Treasurer  
Bev Fisher, Chief Building Official  
Kevin Green, Facilities Manager  
Lacy Russell, Librarian CEO  
Derek Malynyk, Fire Chief  
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**

Deputy Mayor Milne called the meeting to order at 9:00 AM.

**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**

No members of the public spoke at open forum.

**5. Confirmation of Agenda**

No. 2021-702

**Moved By** Councillor Frew

**Seconded By** Councillor Sherson

**Be it resolved that** Council confirm the agenda as amended to include Staff Report FIN2021-039C in Closed Session rather than a verbal report as indicated under section 15.2.

**Carried**

**6. Declaration of Pecuniary Interest**

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

**7. Delegations & Presentations**

**7.1 Grey County Climate Change Presentation - Linda Swanston**

Council agreed to change the order of the Presentations to have Grey County present first.

No. 2021-703

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

**Be it resolved that** Council receive the Grey County Climate Change presentation as information.

**Carried**

**7.2 Saugeen Valley Conservation Authority 2022 Budget Presentation – Laura Molson**

No. 2021-704

**Moved By** Councillor Rice  
**Seconded By** Councillor Shipston

**Be it resolved that** Council receive the Saugeen Valley Conservation Authority 2022 Budget presentation as information.

**Carried**

**8. Adoption of Minutes**

No. 2021-705

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

**Be it resolved that** Council approve the minutes from the November 17, 2021 Council meeting as presented; and

**That** Council approve the minutes from the November 23, 2021 Special Council and Closed Session meetings as presented.

**Carried**

**9. Reports of Municipal Officers**

**9.1 Fire Chief Derek Malynyk**

**9.1.1 FIRE2021-012- Volunteer Fire Fighter Appointment**

No. 2021-706

**Moved By** Councillor Rice  
**Seconded By** Councillor Sherson

**Be it resolved that** Council receive Staff Report FIRE2021-012 for information; and  
**That** Council approve the hiring of Georgia-Anne Reidl, Trevor Hald, Kyle Babcock, Stephen Zezelic, William Conley, Zachary Hull and Justin Pate as members with the Dundalk Fire Department.

**Carried**

## **9.2 Chief Building Official Bev Fisher**

### **9.2.1 CBO2021-007 Soils Permit Request – By-law 2017-049**

**Moved By** Councillor Dobreen  
**Seconded By** Councillor Frew

**Be it resolved that** Council receive Staff Report CBO2021-007 for information; and  
**That** Council approve the proposed Soils Permit as per By-law 2017-049 request received from 2570970 Ontario Inc.

Councillor Dobreen moved the following amendment to the main motion.

Deputy Mayor Milne requested a recorded vote on the amendment to the main motion.

**Amendment:**  
No. 2021-707

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

**Be it resolved that** Council amend the motion and defer the approval of the permit and include that Council direct staff to carry out further consultations with the Grand River Conservation Authority and the Township/County roads departments to gather further information and to satisfy concerns of this request.

Yay (5): Deputy Mayor Milne, Councillor Dobreen, Councillor Sherson, Councillor Rice, and Councillor Shipston

Nay (1): Councillor Frew

Absent (1): Mayor Woodbury

**Carried (5 to 1)**

**Motion as Amended:**

No. 2021-708

**Moved By** Councillor Dobreen

**Seconded By** Councillor Frew

**Be it resolved that** Council defer the approval of the fill permit as presented; and

**That** Council direct staff to carry out further consultations with the Grand River Conservation Authority and the Township/County Transportation Departments to gather further information and to satisfy concerns of this request.

**Carried**

**9.3 Clerk Lindsey Green**

**9.3.1 CL2021-034- Source Protection Committee Municipal Member Appointment**

No. 2021-709

**Moved By** Councillor Shipston

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive Staff Report CL2021-034 as information; and

**That** the Council of the Township of Southgate support the nomination of Councillor John Sepulis as the Wellington, Halton, Dufferin and Grey Municipal Representative on the Lake Erie Source Protection Committee.

**Carried**

**9.3.2 CL2021-035-Affordable/Attainable Housing  
Committee Recommendation**

No. 2021-710

**Moved By** Councillor Frew

**Seconded By** Councillor Rice

**Be it resolved that** Council receive Staff Report CL2021-035 for information; and

**That** Council receive the recommendation from the Affordable/Attainable Housing Committee from their November 23, 2021, Committee meeting as information; and

**That** Council direct staff to research a method that would encourage a certain percentage of new development approved contain affordable and/or attainable housing and bring back further information for Council's consideration at a future meeting.

**Carried**

**9.3.3 CL2021-036- Election Sign By-law No. 2017-129  
Amendment**

No. 2021-711

**Moved By** Councillor Rice

**Seconded By** Councillor Sherson

**Be it resolved that** Council receive Staff Report CL2021-036 for information; and

**That** Council receive the Election Sign By-law draft amendments as information and provide comments to staff on the draft amendments; and

**That** Council direct staff to bring back a formal amendment to the Election Sign By-law for approval at the December 15, 2021 Council meeting.

Carried

### 9.3.4 CL2021-037-2022 Council Calendar Options Report

**Moved By** Councillor Shipston

**Seconded By** Councillor Frew

**Be it resolved that** Council receive Staff Report CL2021-037 for information; and

**That** Council approve staff's recommendation to start night Council meetings at 6:00 PM beginning in 2022;

**OR**

**That** Council provide feedback to staff and discuss options for Council meeting start times for 2022; and

**That** Council consider approval of the 2022 Council/Committee calendar at the December 15, 2021, Council meeting.

Councillor Dobreen moved the following amendment to the main motion.

**Amendment:**

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

**Be it resolved that** Council amend the motion to add a third clause that states: "**That** Council approve evening meeting be held virtually only going forward."

Councillor Dobreen withdrew her amendment with consent of the seconder and the rest of Council.

No. 2021-712

**Moved By** Councillor Shipston

**Seconded By** Councillor Frew

**Be it resolved that** Council receive Staff Report CL2021-037 for information; and

**That** Council approve staff's recommendation to start night Council meetings at 6:00 PM beginning in 2022;

**That** Council consider approval of the 2022 Council/Committee calendar at the December 15, 2021, Council meeting.

**Carried**

Council recessed at 10:52 AM and returned at 11:05 AM.

#### **9.4 Public Works Manager Jim Ellis**

##### **9.4.1 PW2021-057 2021 - 2022 Winter Operations Plan**

No. 2021-713

**Moved By** Councillor Sherson

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive Staff Report PW2021-057 for information; and

**That** Council approves and endorses the 2021/2022 Southgate Winter Operations Planning Document.

**Carried**

#### **9.5 Chief Administrative Officer Dave Milliner**

##### **9.5.1 CA02021-079 Southgate TTH Dundalk Olde Town Hall Financial Partnership Use Agreement**

No. 2021-714

**Moved By** Councillor Shipston

**Seconded By** Councillor Sherson

**Be it resolved that** Council receive Staff Report CA02021-079 as information; and

**That** Council review and provide staff feedback on the Draft Southgate-Team Town Hall Dundalk Olde Town Hall Cultural Space Financial Commitment and Use Partnership Agreement as presented; and

**That** Council direct staff to forward the Draft Southgate-Team Town Hall Dundalk Olde Town Hall Cultural Space Financial Commitment and Use Partnership Agreement to Team Town Hall and Wellington Capital Corporation for



their input; and

**That** Council direct staff to bring back the final version of the Southgate-Team Town Hall Dundalk Olde Town Hall Cultural Space Financial Commitment and Use Partnership Agreement for Council approval and consider approval by Municipal By-law at the December 15, 2021 meeting

**Carried**

### **9.5.2 CAO2021-080 Dundalk Olde Town Hall Purchase and Sale Agreement to Wellington Capital Corporation**

No. 2021-715

**Moved By** Councillor Frew

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive Staff Report CAO2021-080 as information; and

**That** Council review the Draft Dundalk Olde Town Hall Building Property Purchase and Sale Agreement to Wellington Capital Corporation, which includes the property sale conditions, a listing of the building's capital projects to be completed for public occupancy and a facility lease of the cultural space to the Township of Southgate from Wellington Capital Corporation as the landlord; and

**That** Council provide staff with comments and feedback in order to finalize the Purchase and Sale Agreement for approval and execution by the Township of Southgate and Wellington Capital Corporation; and

**That** Council direct staff to forward the Draft Dundalk Olde Town Hall Property to Wellington Capital Corporation and Building Cultural Space Lease Agreement to Team Town Hall and Wellington Capital Corporation for their input; and

**That** Council direct staff to bring back the final version of the Dundalk Olde Town Hall Property to Wellington Capital Corporation and Building Cultural Space Lease Agreement for Council approval and consider approval by Municipal By-law at the December 15, 2021 meeting.

**Carried**

**9.5.3 CA02021-081 Holstein Dam Review of 2004 BM Ross Engineering Report**

**Moved By** Councillor Sherson

**Seconded By** Councillor Rice

**Be is resolved that** Council receive Staff Report CA02021-081 as information; and

**That** Council provide direction to Southgate staff (*Option 1 - to proceed or Option 2 - to not proceed*) with this report actions in relation to the time that has past and the historical performance of the dam structure over time since the 2004 report.

Councillor Sherson moved the following amendment

**Amendment:**

No. 2021-716

**Moved By** Councillor Sherson

**Seconded By** Councillor Rice

**Be it resolved that** Council amend the motion to add a third clause that states: "**That** Council direct staff to take the action to refresh quotes and report back to Council."

**Carried**

**Motion as Amended:**

No. 2021-717

**Moved By** Councillor Sherson

**Seconded By** Councillor Rice

**Be is resolved that** Council receive Staff Report CA02021-081 as information; and

**That** Council proceed with this report actions in relation to the time that has past and the historical performance of the dam structure over time since the 2004 report; and

**That** Council direct staff to take the action to refresh quotes and report back to Council.

**Carried**

Councillor Dobreen moved the following motion.

No. 2021-718

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

**Be it resolved that** Council proceed past noon.

**Carried**

#### **9.5.4 CAO2021-082 Draft Melancthon-Southgate Land Annexation & Boundary Adjustment Agreement**

No. 2021-719

**Moved By** Councillor Frew

**Seconded By** Councillor Sherson

**Be it resolved that** Council receive Staff Report CAO2021-082 as information; and

**That** Council consider approval of the draft Annexation and Boundary Agreement with the County of Dufferin, the Township of Melancthon, the County of Grey and the Township of Southgate; and

**That** Council direct staff to present the draft Annexation and Boundary Adjustment Agreement to and work with the County of Dufferin, Township of Melancthon and the County of Grey to finalize the agreement for Council to consider, approve and forward to Ministry of Municipal Affairs and Housing for final Provincial approval.

**Carried**

#### **9.5.5 CAO2021-083 Kids-N-Us Early ON Lease Agreement for Space in the Dundalk Arena Auditorium**

No. 2021-720

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

**Be it resolved that** Council receive staff report CAO2021-083 as information; and

**That** Council approve the Draft Kids-N-Us EarlyON Southgate Lease Agreement for the leasing of space in Dundalk Arena Auditorium space on the second floor as a Community Services partner providing space for their program; and

**That** Council consider approving the final version of the Kids-N-Us EarlyON-Southgate Lease Agreement for the leasing of space in Dundalk Arena Auditorium space on the second floor by Southgate By-law at the December 15, 2021 meeting to authorize the Mayor and the Clerk to sign the agreement.

**Carried**

## **9.6 HR Coordinator Kayla Best**

### **9.6.1 HR2021-032 – Deputy Fire Chief Job Description Updates**

No. 2021-721

**Moved By** Councillor Frew

**Seconded By** Councillor Sherson

**Be it resolved that** Council receive Staff Report HR2021-032 for information; and

**That** Council approve job description updates presented for the Deputy Fire Chief.

**Carried**

### **9.6.2 HR2021-031– Administrative, Finance & By-Law Assistant Approval for 2022**

No. 2021-722

**Moved By** Councillor Sherson  
**Seconded By** Councillor Shipston

**Be it resolved that** Council receive Staff Report HR2021-031 for information; and

**That** Council receive the presentation as included in the report from the HR Coordinator; and

**That** Council approve adding the Administrative, Finance & By-Law Assistant in the 2022 budget; and

**That** Council approve changes to the Finance Assistant – Revenues job description; and

**That** Council approve the changes to the Building & By-Law Administrative Assistant job description.

**Carried**

Council recessed for lunch at 12:46 PM and returned at 1:15 PM.

## **9.7 Planner Clinton Stredwick**

### **9.7.1 PL2021-093 - ZBA C24-21 Flato East Redline**

No. 2021-723

**Moved By** Councillor Frew

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive Staff Report PL2021-093 for information; and

**That** Council consider approval of By-law 2021-176.

**Carried**

### **9.7.2 By-law 2021-176 Flato East Redline Revision**

Deputy Mayor Milne requested a recorded vote on the main motion.

No. 2021-724

**Moved By** Councillor Sherson

**Seconded By** Councillor Shipston

**Be it resolved that** by-law number 2021-176 being a by-law to amend Zoning By-law 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): Deputy Mayor Milne, Councillor Dobreen, Councillor Sherson, Councillor Rice, Councillor Frew, and Councillor Shipston

Absent (1): Mayor Woodbury

**Carried (6 to 0)**

#### **9.7.3 PL2021-102 - SP23-21 Elvin Martin**

No. 2021-725

**Moved By** Councillor Rice

**Seconded By** Councillor Frew

**Be it resolved that** Council receive Staff Report PL2021-1026 for information; and

**That** Council consider approval of By-law 2021-177 authorizing the entering into a Site Plan Agreement.

**Carried**

#### **9.7.4 By-law 2021-177 SP23-21 Elvin and Rhoda Martin**

Deputy Mayor Milne requested a recorded vote on the main motion.

No. 2021-726

**Moved By** Councillor Sherson

**Seconded By** Councillor Dobreen

**Be it resolved that** by-law number 2021-177 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 be entered into the by-law book.

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

Absent (1): Mayor Woodbury

**Carried (6 to 0)**

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

### **10.1 By-law 2021-174 Appoint Alternate Emergency Information Officer**

Deputy Mayor Milne requested a recorded vote on the main motion.

No. 2021-727

**Moved By** Councillor Dobreen

**Seconded By** Councillor Frew

**Be it resolved that** by-law number 2021-174 being a by-law to appoint an alternate Emergency Information Officer (EIO) 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): Deputy Mayor Milne, Councillor Dobreen, Councillor Sherson, Councillor Rice, Councillor Frew, and Councillor Shipston

Absent (1): Mayor Woodbury

**Carried (6 to 0)**

### **10.2 By-law 2021-179 - Road Widening - Pt Lot 28, Concession 10, Geographic Township of Proton**

Deputy Mayor Milne requested a recorded vote on the main motion.

No. 2021-728

**Moved By** Councillor Rice

**Seconded By** Councillor Shipston

**Be it resolved that** by-law number 2021-179 being a by-law to establish a highway in the former Township of Proton 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): Deputy Mayor Milne, Councillor Dobreen, Councillor Sherson, Councillor Rice, Councillor Frew, and Councillor Shipston

Absent (1): Mayor Woodbury

**Carried (6 to 0)**

**11. Notice of Motion**

None.

**12. Consent Items**

**12.1 Regular Business (for information)**

No. 2021-729

**Moved By** Councillor Dobreen

**Seconded By** Councillor Rice

**Be it resolved that** Council approve the items on the Regular Business consent agenda dated December 1, 2021 and direct staff to proceed with all necessary administrative actions.

**Carried**

**12.1.1 PW2021-056 Department Report**

**12.2 Correspondence (for information)**

No. 2021-730



**Moved By** Councillor Sherson  
**Seconded By** Councillor Frew

**Be it resolved that** Council receive the items on the Correspondence consent agenda dated December 1, 2021 (save and except items 12.2.2) as information.

**Carried**

**12.2.1 SVCA - October 21, 2021 Meeting Minutes - received Nov 18, 2021**

**12.2.2 SVCA - 2022 Draft Budget - received November 18, 2021**

Councillor Dobreen moved the following motion.

No. 2021-731

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

**Be it resolved that** Council receive correspondence consent item 12.2.2 as information; and  
**That** Council support the Saugeen Valley Conservation Authority's draft 2022 budget as received; and  
**That** staff are directed to forward this resolution to SVCA for inclusion as correspondence on its December 16th Board agenda.

**Carried**

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

No. 2021-732

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

**Be it resolved that** Council receive the items on the Resolutions of other Municipalities consent agenda dated December 1, 2021 as information.

Carried

- 12.3.1 City of Kitchener - Liquor License Sales and Patio Extensions - received November 15, 2021**
- 12.3.2 Municipality of Chatham Kent - Vaccine Passport Program - received November 15, 2021**
- 12.3.3 Municipality of Chatham Kent - Homelessness Task Force - received November 15, 2021**
- 12.3.4 Municipality of Chatham Kent - Renovictions - received November 15, 2021**
- 12.3.5 Township of Alnwick Haldimand- Endorse Teen Driver Safety Week - received November 15, 2021**
- 12.3.6 Township of Amaranth - Bridge and Culvert Replacements - received November 23, 2021**
- 12.3.7 Village of Thornloe - MPAC assessment - received November 23, 2021**
- 12.3.8 Township of Chatsworth - Grey Gables Long Term Care 128 Bed Redevelopment - received November 24, 2021**
- 12.3.9 Township of Wainfleet - Infrastructure Funding - received November 24, 2021**
- 12.3.10 Regional Municipality of Durham - Bus Stop Dead End Roads - received November 24, 2021**
- 12.3.11 Northumberland County - Federal and Provincial Funding of Rural Infrastructure Projects - received November 24, 2021**

**12.4 Closed Session (for information)**

None.

**13. County Report**

Deputy Mayor Milne reviewed the highlights from the most recent County Council meeting that can be viewed [here](#). He also noted that

the voting for the 2022 Grey County Warden is taking place on December 7th at 11:00 AM.

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

Councillor Sherson mentioned that the Dundalk Santa Claus Parade is on Saturday, December 4, 2021. Council will be in attendance at the Dundalk Santa Claus Parade. Councillor Dobreen noted that the Holstein Santa Claus Parade will be on December 11, 2021, and that Council will also be participating in the Holstein Santa Claus Parade. Councillor Frew mentioned that Flato Developments is wishing to contribute to the Dundalk Food Bank.

**15. Closed Meeting**

No. 2021-733

**Moved By** Councillor Shipston

**Seconded By** Councillor Frew

**Be it resolved that** Council proceed into closed session at 1:39 PM in order to address matters relating to Advice that is subject to Solicitor-Client Privilege (Subject: Legal update regarding Building without a Permit files - verbal update), Litigation or Potential Litigation (Subject: Update on Outstanding Insurance Legal Claims - Staff Report FIN2021-039C); and

**That** Chief Building Official Bev Fisher, Treasurer William Gott, Clerk Lindsey Green and CAO Dave Milliner remain in attendance.

**Carried**

Council recessed at 1:39 PM and returned at 1:43 PM.

Councillor Frew returned to the meeting at 1:48 PM.

Chief Building Official Bev Fisher left the meeting at 2:39 PM and did not return.

No. 2021-734

**Moved By** Councillor Dobreen

**Seconded By** Councillor Rice

**Be it resolved that** Council come out of Closed Session at 2:45 PM.

**Carried**

Council recessed at 2:45 PM and returned at 2:47 PM.

**15.1 Advice that is Subject to Solicitor-Client Privilege  
(Subject: Legal update regarding Building without a  
Permit files - verbal update)**

No. 2021-735

**Moved By** Councillor Sherson

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive the verbal update regarding Building without a Permit files as information; and  
**That** Council direct staff to proceed as discussed in Closed Session.

**Carried**

**15.2 Litigation or Potential Litigation (Subject: Update on  
Outstanding Insurance Legal Claims – Staff Report  
FIN2021-039C)**

No. 2021-736

**Moved By** Councillor Shipston

**Seconded By** Councillor Rice

**Be it resolved that** Council receive Staff Report FIN2021-039C Insurance Claim History as information.

**Carried**

**16. Confirming By-law**

Deputy Mayor Milne requested a recorded vote on the main motion.

No. 2021-737

**Moved By** Councillor Sherson

**Seconded By** Councillor Shipston

**Be it resolved that** by-law number 2021-178 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 December 1<sup>st</sup>,

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

Absent (1): Mayor Woodbury

**Carried (6 to 0)**

**17. Adjournment**

No. 2021-738

**Moved By** Councillor Dobreen

**Seconded By** Councillor Sherson

**Be it resolved that** Council adjourn the meeting at 2:49 PM.

**Carried**

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Deputy Mayor Brian Milne

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Clerk Lindsey Green