Council Minutes
Tuesday, September 6, 2016
2:30 p.m. Council Chambers

Council Present:
Mayor George A. Bridge
Deputy Mayor Ron Faulkner
Councillor Mary-Lou Colwell
Councillor Dave Turton
Councillor Judy Dirksen
Councillor Jean Anderson
Councillor Ron Elliott

Staff Present:
Bill White, C.A.O. Clerk
Annilene McRobb, Deputy Clerk, Recording Secretary
Terry Kuipers, Chief Building Official
Belinda Wick-Graham, Business & Economic Manager
Gordon Duff, Treasurer
Brian Hansen, Public Works Director
Mike McIsaac, Road Foreman and Drainage Superintendent
Chris Harrow, Fire Chief

1. **Call to Order** - 2:40 p.m.

2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act** - None.

3. **Motion to Convene into Closed Session**

RESOLUTION: 2016-166
Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Dirksen
THAT The Council of the Town of Minto conduct a meeting Closed to the Public to discuss the following:

- **Previous Minutes of the July 19,2016 Closed Session Meeting**
- **Personal matters about an identifiable individual, including employees; Clerks Department**
- **A proposed or pending acquisition or disposition of land - James Street, Palmerston**
- **Litigation or potential litigation.**

Carried

4. **Motion to Convene into Open Session**

RESOLUTION: 2016-167
Moved By: Councillor Colwell; Seconded By: Councillor Turton
THAT The Council of the Town of Minto resume into open Council.

Carried

5. Minutes of Previous Meeting

a. Regular Council Minutes of August 2, 2016

RESOLUTION: 2016-168
Moved By: Councillor Dirksen; Seconded By: Councillor Elliott
THAT the minutes of the August 2, 2016 Council Meeting be approved.

Carried

6. Additional Items Disclosed as Other Business

Councillors Anderson and Dirksen, Deputy Mayor Faulkner and Mayor Bridge had items.

7. Motion to Convene into Committee of Adjustment 5:00 p.m.

Minor Variance, A4/16 Dan Sinclair, 310 Main Street East, Palmerston
See Schedule "A" for the Minutes.

8. Resolution Moving Council into Committee of the Whole to Consider Public Meetings, Delegations, Public Question Period, Correspondence, Reports, Motions for Which Notice Has Been Previously Given and Other Business

RESOLUTION: 2016-169
Moved By: Councillor Turton; Seconded By: Deputy Mayor Faulkner
THAT The Town of Minto Council convenes into Committee of the Whole.

Carried

9. Public Meeting - 3:18 p.m.

a) Notice of Engineer's Report Section 4 Drainage Act, Municipal Drain 116, 116 Part Lots 36 Concession 18, Town of Minto, Part Lots 6,7 Concession 4, Municipality of West Grey

Mayor Bridge Chair called the meeting to order. CAO Clerk White stated the purpose of the meeting is to consider the engineering report prepared by Dietrich Engineering Limited dated July 25, 2016 for Drain 116-2016. Notice and copies of the report was sent to four landowners, Town Staff, Ministry of Agriculture, Food and Rural Affairs, Saugeen Valley Conservation Authority and Chair Drainage Superintendent of the Municipality of West Grey.

Chair Bridge called upon Greg Nancekivell of Dietrich Engineering Limited to provide a summary of the report. He noted the total estimated cost of the project is $56,900.

Chair Bridge called on persons in attendance wishing to provide information that might influence Council's decision on the matter, and whether any person wished to add or remove their name from the assessment. No one came forward.

Chair Bridge noted "Council must decide whether or not to proceed with the project by provisionally adopting the engineer's report by by-law, or referring the report back to the engineer for modifications. There is no right to appeal assessments or other aspects of the engineer's report at this meeting; these appeal rights will be made available later in the procedure". A by-law, will be presented at a subsequent meeting.

Chair Bridge adjourned the meeting at 3:25 p.m.

10. Delegations

a. Glen Hall, LaunchIt Chair, Live2Lead

LaunchIt Chair Glen Hall presented information on the Live2Lead Simulcast at the Norgan Theatre Friday October 7, 8am – 12:30pm. Live2Lead is a half-day, leader development experience to equip attendees with new perspectives, practical tools and key takeaways.

b. Linda Campbell, Harriston-Minto Fall Fair

Belinda Wick-Graham spoke for Linda Campbell about the upcoming Harriston-Minto Fall Fair September 16 – 18 at the Harriston Arena. The theme "Keep Calm and Plow on"!

c. Linda Dickson, Bridgette Francis County Emergency Plan Annual Reporting

Linda Dickson, Emergency Manager and Bridgette Francis Emergency Management Programme Coordinator presented reports for Councils consideration.

MOTION: COW 2016-199
Moved By: Councillor Elliott; Seconded By: Councillor Anderson
THAT Council for the Town of Minto accepts the annual emergency management report, and further THAT this report serves as the annual review of the Town's Emergency Management Program for 2016.

Carried

MOTION: COW 2016-200
Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Turton
That a report and recommendation be brought forward to Council regarding the new composition of the Town of Minto's Emergency Management Programme Committee.
BE it resolved that Council hereby appoints to the Town of Minto's Emergency Management Program Committee individuals from the following Town's Departments and/or Emergency Management support agencies:
Member of Council such as the Mayor or alternate
CAO/Clerk and/or designate
Public Works (Public Works Director and/or designate)
Finance (Treasurer and/or designate)
Parks and Recreation (Manager of Recreation Services and/or designate)
Chief Building Official and/or designate
Economic Development (Business and Economic Manager and/or designate)
Local Municipal Fire Department (Fire Chief and/or Deputy Fire Chief)
Wellington OPP (Inspector or Staff Sergeants, Sergeants)
Guelph Wellington EMS (Chief, Acting Chief, Supervisors)
Wellington Dufferin Guelph Public Health (Health and Safety Coordinator/Inspectors)
Emergency Management (CEMC and/or designate), and
Any other persons or agency representatives that may be appointed by Council from time to time.
And further that Council designates authority to the committee to appoint a Chair from their members;
And further that the Committee is responsible for overseeing the development of the Town of Minto's Emergency Management Program ensuring that appropriate public education

activities, training for emergency management officials and staff, and emergency management exercises are undertaken on an annual basis.
And further that the CEMC shall provide Council with an annual report on the status of the Town of Minto's Emergency Management Program for their review, consideration and approval.

Carried

MOTION: COW 2016-201
Moved By: Councillor Anderson; Seconded By: Councillor Dirksen
That Council supports the adoption of the Amendment Number 3 to the Emergency Response Plan for the County of Wellington and the Member Municipalities, and further that Council authorizes the passing of a by-law adopting the amendment to the Emergency Response Plan.

Carried

MOTION: COW 2016-202
Moved By: Councillor Colwell; Seconded By: Councillor Turton
That Council receives the report on the Strategic Direction for Emergency Management Programs and supports the recommendations and identified implementation of the recommendations and further that Council endorses the efforts of the Town's Emergency Management Program Committee with the assistance of the Emergency Management staff to undertaken the completion of the recommendations in a timely manner.

Carried

d. David Richenback, Chartered Accountant, 2015 Town of Minto Audit
David Richenback Chartered Accountant, Kyle Mallet CPA and Treasurer Duff presented the Audit of the Town's 2015 Consolidated Financial Statements.

MOTION: COW 2016-203
Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Colwell
THAT the report dated August 30, 2016 regarding the 2015 Financial Statements and Financial Information Return be received:
AND FURTHER THAT the 2015 audited Financial Statements and Financial Information Return be approved as presented.

Carried

11. Public Question Period - None.

12. Correspondence Received for Information or Requiring Direction of Council
a. Ministry of Natural Resources and Forestry, Annual Oral Rabies Vaccine Program
b. Town of Lakeshore, Resolution re: Debt incurred 2015 Pan Am and Parapan Am Games
c. MPP Randy Pettapiece, Spearheading New Fire Safety Initiative News Release
d. Township of Carlow/Mayo, requesting support regarding Bill 171, Highway Traffic Amendment Act (Waste Collection Vehicles and Snow Plows), 2016
e. Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region Drinking Water Source Protection Newsletter

MOTION: COW 2016-204
Moved By: Councillor Elliott; Seconded By: Councillor Anderson

THAT the correspondence be received for information.

Carried

13. Reports of Committees and Town Staff, Matters Tabled and Motions for Which Notice Has Been Previously Given

a. Committee Minutes for Receipt

1. Maitland Valley Conservation Authority Board of Director Minutes of June 15, 2016

MOTION: COW 2016-205
Moved By: Councillor Colwell; Seconded By: Councillor Turton
THAT the Maitland Valley Conservation Authority Board of Director Minutes of June 15, 2016 be received for information.

Carried

b. Committee Minutes for Approval - None

c. Staff Reports

1. Mark Van Patter, Wellington County Planning, Clark Heinmiller Draft Plan Approval

MOTION: COW 2016-206
Moved By: Councillor Elliott; Seconded By: Deputy Mayor Faulkner
THAT Council of the Town of Minto supports the application by Ann Clark and Barry Heinmiller for a residential Draft Plan of Subdivision.

Carried

2. Chief Building Official Verbal Report, Palmerston Library Signage

The Chief Building Official noted the Library sign was placed too close to the sidewalk in error. The County will amend the Town's encroachment agreement to include the sign.

MOTION: COW 2016-207
Moved By: Councillor Turton; Seconded By: Councillor Anderson
THAT Council amend agreements in place with the County of Wellington in order to allow for the encroachment of the Palmerston Library sign.

Carried

3. Recreation Services Manager, Sexual Harassment Policy

The Recreation Services Manager noted the Joint Health and Safety Committee reviewed the policy and support the changes. On-line training is assigned to staff on this policy.

MOTION: COW 2016-208
Moved By: Councillor Elliott; Seconded By: Councillor Turton
THAT Council receives the Recreation Services Manager's August 31st, 2016 report regarding Workplace Anti-Violence, Harassment and Sexual Harassment Policy Update and approves the new policy.

Carried

4. Economic Development Manager, Town of Minto IPM Showcase

Economic Manager Wick-Graham presented an outline of the IPM County Showcase noting many of the items will be repurposed at the Palmerston Railway Museum.

5. Economic Development Manager, Façade Grant – Harry Stone's Pizza Burger
6. Economic Development Manager, Façade Grant –Sind Investments 237, 243 Main St W
7. Economic Development Manager, Signage Grant - Gramma Jo's 3 Elora St. Clifford
8. Economic Development Manager, Signage Grant – Family Home Health Care Centre 237 Main Street West, Palmerston

Economic Development Manger Wick-Graham presented information on Façade and Signage Grant applications received.

MOTION: COW 2016-208
Moved By: Councillor Colwell; Seconded By: Councillor Turton
THAT Council receives the August 18, 2016 report from the Business & Economic Manager regarding Facade Improvement Grant Application #H15 for the amount of $1,500 for the property located at 286 Main St. N. Harriston (Harry Stone's Pizza Burger) and approves this grant.
THAT Council receives the August 18, 2016 report from the Business & Economic Manager regarding Facade Improvement Grant Applications #P10 & #P11 for the amount of $3,000 and $2,335.75 for the properties located at 237 & 247 Main St. W. Palmerston (Family Home Health Care Centre and Kempston & Werth Realty Inc.) and approves these grants.
THAT Council receives the August 23, 2016 report from the Business & Economic Manager regarding Signage Improvement Grant Application #C04 for the amount of $1,000 for the property located at 3 Elora St. Clifford (Gramma Jo's) and approves this grant.
And Further that Council receives the August 23, 2016 report from the Business & Economic Manager regarding Signage Improvement Grant Application #P11 for the amount of $814.25 and for the property located at 237 Main St. W. Palmerston (Family Home Health Care Centre and approves this grant.

Carried

Following a short break Council moved on to Item 7 Minor Variance, A4/16 Dan Sinclair, 310 Main Street East, Palmerston See Minutes attached as Schedule "A"

MOTION: COW 2016-209
Moved by: Councillor Anderson; Seconded by: Dirksen
That the Committee of the Whole moves into Committee of Adjustment

Carried

Hearing Minor Variance, A4/16 Dan Sinclair, 310 Main Street East, Palmerston

MOTION: COW 2016-210
Moved by: Councillor Anderson; Seconded by: Councillor Turton
THAT the Committee of Adjustment moves into Committee of the Whole

Carried

9. C.A.O. Clerk, AMO Summary Report

The C.A.O. Clerk White reviewed the report. Mayor Bridge stated the FCM conference in June of 2017 in Ottawa and encouraged Council to attend. The C.A.O. Clerk is to report back on conference options for Council in light of the ROMA and OGRA conference split.

MOTION: COW 2016-211
Moved By: Councillor Anderson; Seconded By: Councillor Dirksen
THAT Council receives the C.A.O. Clerk's August 24 report AMO 2016 Conference Summary.
Carried

10. C.A.O. Clerk, Feed in Tariff Agreements IESO Contract Offers

MOTION: COW 2016-212
Moved By: Councillor Turton; Seconded By: Deputy Mayor Faulkner
THAT Council receives the C.A.O. Clerk's August 31, 2016 report Feed in Tariff Agreements, IESO Contract Offers, and considers a by-law authorizing the Mayor and Clerk to sign IESO contract offers and related documentation to proceed with Fit 4.0 solar installations, and that an equipment lease agreement with Arntjen Solar (SunSaver) return to Council for final approval.
Carried

11. C.A.O. Clerk, Draft Plan Extension 23T-1003, Harj Gill, Main Street, Palmerston

MOTION: COW 2016-213
Moved By: Councillor Turton; Seconded By: Deputy Mayor Faulkner
THAT Council receives the C.A.O. Clerk's report dated September 1, 2016 regarding Draft Plan Extension 23T-1003, Harj Gill, Main Street, Palmerston and approves the extension.
Carried

Councillor Colwell assumed the Chair

12. Treasurer, Budget Amendment Borrowing Schedule

MOTION: COW 2016-214
Moved By: Mayor Bridge; Seconded By: Deputy Mayor Faulkner
THAT Council accepts the Treasurer and Deputy Treasurer's August 26th 2016 Revised Capital Budget & Long Term Borrowing Report dated, and considers the amendment to Schedule A of By-Law 2016-19 in an upcoming session.
Carried

13. Treasurer, Approval of Accounts July and August 2016

MOTION: COW 2016-215
Moved By: Councillor Anderson; Seconded By: Councillor Dirksen
THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for August 14, 2016 as follows:
Administration $145,311.73, People & Property $1,866.06, Economic Development $8,446.18, Incubator $1,299.09, Tourism $3,927.22, Fire $5,142.80, Roads $996,935.31, Streetlights $8,621.30, Waste Water $35,052.23, Water $5,877.35, Minto

in Bloom $236.70, Recreation $12,598.51, Clifford $11,542.97, Harriston $12,212.01, Palmerston $30,189.51, Norgan $2,807.50.
AND FURTHER that Council approves accounts by Department for August 29, 2016 as follows:
Administration $20,917.54, Economic Development $7,313.46, Incubator $328.17, Tourism $281.00, Fire $5,798.40, Roads $130,710.41, Streetlights $948.35, Waste Water $14,596.22, Water $15,381.58, Minto in Bloom $316.40, Recreation $4,280.39, Clifford $12,766.73, Harriston $7,330.44, Palmerston $48,737.13, Norgan $ 3,585.94.

Carried

Councillor Turton assumed the Chair

14. Road & Drainage Foreman, Structure Repairs and Safety Guiderail Installations
Council discussed proceeding without tender. The C.A.O. Clerk noted preference is to tender but in this case the price was very low so an exception was needed for the specialized work.

MOTION: COW 2016-216
Moved By: Councillor Elliott; Seconded By: Deputy Mayor Faulkner
THAT the Council receives the Road Foreman's report regarding Structure Repairs and Guiderail Installations and approves hiring Reeves Construction Limited to supply and install Guiderail to Structure E for $12,500.00 plus HST and complete concrete repairs and supply and install Guiderail to Structure L for $39,500.00 plus HST, with both projects to be funded out of the Seip Lane capital allocation in the 2016 budget.

Carried

15. Road & Drainage Foreman, Structure P Rail Trail Fire

MOTION: COW 2016-217
Moved By: Councillor Colwell; Seconded By: Councillor Dirksen
THAT Council receives the Road Foreman's August 15, 2016 report regarding Structure P Rail Trail Fire and provides directions that staff works with the insurance company and engineer and bring a report back to Council.

Carried

16. Road & Drainage Foreman, Municipal Drain #2 Improvement

MOTION: COW 2016-218
Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Anderson
THAT the Council of the Town of Minto receives the Road Foreman's report regarding the Municipal Drain Petition and Improvement under Section 78 of the *Drainage Act* and appoints Dietrich Engineering Limited to represent the Town's interest in this regard.

Carried

17. Road & Drainage Foreman, Winter Maintenance of Connecting Links Agreement

MOTION: COW 2016-219
Moved By: Councillor Anderson; Seconded By: Councillor Elliott

THAT Council receives the report from the Roads Foreman regarding the Winter Maintenance of Connecting Links agreement and considers approving two By-Laws in regular session authorizing the Mayor and C.A.O. Clerk of the Town of Minto to sign these Agreements.

Carried

Mayor Bridge reassumed the Chair

d. Other Business Disclosed as Additional Item

Councillor Anderson stated September 18th is the Terry Fox Run in Palmerston encouraged participation by either running or sponsoring a runner.

Councillor Dirksen reminded Council of the Harriston-Minto Fall Fair September 16-18 and the IPM Church Service at Norwell High School September 18, featuring a 120 voice choir.

Deputy Mayor Faulkner thanked the Town of Minto and County of Wellington Staff for all of their help getting ready for the IPM.

Mayor Bridge noted TG Minto has their afforestation tree planting Sunday September 11.

14. Motion to Return To Regular Council

RESOLUTION 2016-170
Moved By: Councillor Elliott; Seconded By: Councillor Dirksen
THAT the Committee of the Whole convenes into Regular Council meeting.

Carried

15. Notices of Motion - None

16. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION: 2016-171
Moved By: Councillor Colwell; Seconded By: Councillor Anderson
THAT The Council of the Town of Minto ratifies the motions made in the Committee of the Whole.

Carried

17. By-laws

a. 2016-65, amend the Emergency Response Plan for the County of Wellington and Member Municipalities

RESOLUTION: 2016-172
Moved By: Councillor Dirksen; Seconded By: Councillor Elliott
THAT By-law 2016-65; to amend the Emergency Response Plan for the County of Wellington and Member Municipalities; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation

Carried

b. 2016-66, Temporary Road Closures Specific Roads for International Plowing Match

RESOLUTION: 2016-173
Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Turton
THAT Bylaw 2016-66; to approve a Temporary Road Closure, No Parking or Stopping and Speed Reduction on Specific Roads during International Plowing Match (IPM) and Rural Expo, September 20-24, 2016; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation

Carried

c. 2016-67, Connecting Link Winter Maintenance Agreement Hwy 9

RESOLUTION: 2016-174
Moved By: Councillor Anderson; Seconded By: Councillor Dirksen
THAT By-law 2016-67; to authorize Execution of An Agreement regarding 2016-2017 Winter Maintenance of Highway 9 with Integrated Maintenance and Operations Services.; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

d. 2016-68, Connecting Link Winter Maintenance Agreement Hwys 9, 8 and 23

RESOLUTION: 2016-175
Moved By: Councillor Elliott; Seconded By: Councillor Colwell
THAT By-law 2016-68; to authorize Execution of An Agreement regarding 2016-2017 Winter Maintenance of Highways 9, 89, and 23 with Integrated Maintenance and Operations Services Inc.; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation

Carried

e. 2016-69, authorize the Mayor and CAO Clerk to execute Agreements with IESO
RESOLUTION: 2016-176
Moved By: Councillor Turton; Seconded By: Deputy Mayor Faulkner
THAT By-law 2016-69; to authorize the Mayor and CAO Clerk to execute Agreements with the Independent Electricity System Operator (IESO) to permit installation of Feed in Tarrifs (FIT) on Municipal Property; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation

Carried

f. 2016-70, Confirm the Proceeding of the September 6, 2016 Committee/Council meeting
RESOLUTION: 2016-177
Moved By: Councillor Dirksen; Seconded By: Councillor Anderson
THAT By-law 2016-70; to confirm actions of the Council of the Corporation of the Town of Minto; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

18. Adjournment 5:59 pm

RESOLUTION: 2016-178
Moved By: Councillor Elliott; Seconded By: Councillor Colwell
THAT The Council of the Town of Minto adjourn to meet again at the call of the Mayor

Carried

_____ _____

Mayor George A. Bridge C.A.O. Clerk Bill White

Schedule "A"
Minutes of the Committee of Adjustment Hearing
Tuesday September 6, 2016 5:00 pm Council Chambers

Minor Variance File A4-16, Dan Sinclair, Lot 1, Part Lot 19, 310 Main Street East, former Town of Palmerston

Chair Bridge called the hearing to order at 5:02 pm stating: "Any decision reached by this Committee today cannot be used to set a precedent. Each application considered by the Committee is dealt with on its own merits and no two applications are exactly the same".

Secretary Treasurer White described the location of the subject lands noting the application is to permit construction of a three unit street town house with rear yard setback of 3.04m (10'-0"), whereas Sections 13.2.1.6 of the of Minto's Comprehensive Zoning By-law 01-86, as amended, requires a minimum rear yard setback of 7.6m (24.9') on the subject property.

Secretary -Treasurer White advised notice was given to property owners within 200 feet or 60 metres of the subject property, applicable agencies and posted on the property August 23. Town Staff had no concerns with the variance. Wellington County Senior Planner, Linda Redmond's report supports the application. The development is able to meet all requirements of the by-law, except for the rear yard.

Chair Bridge called on those wishing to speak. Applicant Dan Sinclair was in attendance and noted he proposed two entrances off of Queen Street and the current driveway off Main.

Chair Bridge requests any persons wishing to speak to the application to come forward and address the Committee of Adjustment through the Chair. No one came forward.

The Secretary -Treasurer provided the resolutions for the Committee to consider. Upon a resolution being carried or defeated; the Notice of Decision of the Committee of Adjustment is to be signed by all members of the Committee of Adjustment in favour of the decision.

The Secretary –Treasurer confirmed that all submissions received were in favour of the application and this would be stated on the decision as required by the Planning Act.

MOTION: COA 2016-04
Moved by Councillor Elliott; Seconded by; Councillor Turton
That Committee of Adjustment approve the application by Dan Sinclair for property Lot 1 Part Lot 19 municipally known as 310 Main Street East, Former Town of Palmerston, Town of Minto; to permit the construction of a three unit street town house with rear yard setback of 3.04m (10'-0"), whereas Sections 13.2.1.6 of the Corporation of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, requires a minimum rear yard setback of 7.6m (24.9') on the subject property.

Carried

Chair Bridge stated anyone wishing to receive a copy of the Notice of Decision to please sign the Request for Notice of Decision prior to leaving the Council Chambers following the meeting. Chair Bridge adjourned the Public Hearing at 5:08 p.m.

Mayor George Bridge

Secretary Treasurer Bill White