



**Council Minutes**  
**Tuesday, February 21, 2017**  
**7:00 p.m. Council Chambers**

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**Council Present:**

Mayor George A. Bridge  
Councillor Mary-Lou Colwell  
Councillor Dave Turton  
Councillor Judy Dirksen  
Councillor Jean Anderson  
Councillor Ron Elliott

**Council Regrets:**

Deputy Mayor Ron Faulkner

**Staff Present:**

Bill White, C.A.O. Clerk  
Annilene McRobb, Deputy Clerk, Recording Secretary  
Terry Kuipers, Chief Building Official  
Gordon Duff, Treasurer  
Brian Hansen, Public Works Director  
Matt Lubbers, Recreation Services Manger

**1. Call to Order - 7:02 p.m.**

**2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act**

Councillor Turton declared a pecuniary interest regarding the Public Meeting regarding Building Permit Fees, and By-law 2017-015.

**3. Minutes of Previous Meeting**

a. Regular Council Minutes of February 6, 2017

**RESOLUTION: 2017-033**

**Moved By: Councillor Turton; Seconded By: Councillor Dirksen**

**THAT the minutes of the February 6, 2017 Council Meeting be approved.**

Carried

**4. Additional Items Disclosed as Other Business**

Councillors Elliott, Dirksen and Turton declared additional items.

Mayor Bridge noted Councillor Anderson broke her leg last week and is able to participate from a seat at the back of the Council Chambers.

**5. 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: 2017-034**

**Moved By: Councillor Anderson; Seconded By: Councillor Colwell**

**THAT The Town of Minto Council convenes into Committee of the Whole.**

Carried

Councillor Turton having previously declaring a conflict on this item vacated his seat.

**6. Public Meeting**

**a. Proposed Building Permit Fee By-law**

Chief Building Official Kuipers noted the last review of the fees was 2010 and since then there have been two major amendments to the Building Code with over 2500 changes. He confirmed permit fees can only be collected to direct and indirect enforcement costs and equipment reserves. CBO Kuipers reviewed the current and proposed fee schedule and noted the proposed fees are not full cost recovery.

Mayor Bridge called upon members of the public. David Anderson County Councillor asked if the fees should be re-evaluated every two years to prevent major increases.

Mayor Bridge asked for any Council questions and comments. They discussed timing for fee implementation. Having called further on members of the public and with no further comment The Mayor adjourned the public meeting.

**MOTION: COW 2017-037**

**Moved By: Councillor Elliott; Seconded By: Councillor Anderson**

**THAT Council accepts the Chief Building Official's Building Permit Fee Amendment**

**Justification Report and approves by By-Law the proposed fee structural with no delay in implementation.**

Carried

Councillor Turton returned to his seat.

**7. Delegations - None**

**8. Public Question Period**

Minto resident Paul O'Dwyer asked if the shoulders on the 12<sup>th</sup> Line could be looked at as they are failing. Public Works Director Hansen will follow up.

Minto resident Matt O'Dwyer stated that he is still waiting on another meeting to be held in regards to a municipal drain. Roads Foreman and Drainage Superintendent Mike McIsaac will follow up.

**9. Correspondence Received for Information or Requiring Direction of Council**

- a. Municipality of Neebing, Carbon Tax Credits for Municipalities
- b. Ontario Municipal Board, Issue Decision, Schuettel vs Minto By-law 2016-48
- c. Township of Muskoka Lakes, Fire Protection and Prevention Act, 1997 Resolution
- d. Government of Ontario, Operator Certification Bulletin Drinking Water and Wastewater Operator Certification News

Councillor Colwell recommended Council support the resolution from Muskoka Lakes

**MOTION: COW 2017-038**

**Moved By: Councillor Turton; Seconded By: Councillor Colwell**

**THAT the Township of Muskoka Lakes, Fire Protection and Prevention Act resolution be support by the Council of the Town of Minto;**

**AND FURTHER that the balance of the correspondence be received for information.**

**Carried**

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

- a. Committee Minutes for Receipt
  - 1. Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee Minutes of September 23.2016

**MOTION: COW 2017-039**

**Moved By: Councillor Anderson; Seconded By: Councillor Elliott**

**THAT the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee Minutes of September 23, 2016 be received for information.**

**Carried**

- b. Committee Minutes for Approval - None.

- c. Staff Reports

- 1. Recreation Services Manager, Accessibility Annual Update

Recreation Services Manager Lubbers presented the Accessibility Annual Update noting there are two regulations to meet, and all Committees of Council are being trained.

**MOTION: COW 2017-040**

**Moved By: Councillor Elliott; Seconded By: Councillor Colwell**

**That Council of the Town of Minto receives the December 20th, 2016 report from the Recreation Services Manager entitled Accessibility Annual Update.**

**Carried**

**2. Recreation Services Manager, Multi-Year Accessibility Plan**

Recreation Services Manager Lubbers noted that the policy shows initiatives for the next five years, with the focus on training.

**MOTION: COW 2017-041**

**Moved By: Councillor Turton; Seconded By: Councillor Dirksen**

**THAT the Multi-Year Accessibility Plan as presented by the Recreation Services Manager be received as information.**

**Carried**

**3. Recreation Services Manager, Customer Service Policy**

Recreation Services Manager Lubbers reviewed amendments to the policy. Council thanked Lubbers for his work on accessibility on behalf of the Town.

**MOTION: COW 2017-042**

**Moved By: Councillor Turton; Seconded By: Councillor Anderson**

**THAT the Accessibility Standards for Customer Service Policy be approved as presented by the Recreation Services Manager.**

**Carried**

**4. C.A.O. Clerk, Equipment Lease Agreement SunSaver2 FIT 4.0**

CAO Clerk White reviewed the draft agreement for eight Town owned sites to contain solar panels installed by SunSaver2. Town receives 5% of income over 20 years estimated at \$800,000 including seven microFIT panels installed by the company in 2014.

**MOTION: COW 2017-043**

**Moved By: Councillor Colwell; Seconded By: Councillor Elliott**

**THAT Council receives the CAO Clerk's report dated February 16, 2017 regarding the Equipment Lease Agreement, SunSaver 2 FIT 4.0 Installations and that a By-law in regular session authorizing the Mayor and Clerk to sign the agreement be brought forward at the next meeting.**

**Carried**

**Councillor Colwell assumed the Chair**

**5. Treasurer, Approval of Accounts for February 14, 2017**

Treasurer Duff noted expenses such as School Boards payments, supplemental tax payments to the County, fire bunker gear, equipment repairs roundabout project and trails.

**MOTION: COW-2017-044**

**Moved By: Councillor Dirksen; Seconded By: Councillor Anderson**

**THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for February 14, 2017 as follows: Administration \$ 332,419.48, People & Property \$3,540.96, Building \$1,148.95, Economic Development \$933.26, Incubator \$1,699.21, Fire \$23,906.14, Roads \$136,262.19, Waste Water \$25,495.54, Streetlights \$115.47, Water \$14,098.27, Clifford \$6,868.86, Harriston \$10,144.31, Palmerston \$14,604.54, Norgan \$4,220.09.**

**Carried**

**6. Treasurer and Public Works Director, Citywide Software Proposal**

Treasurer Duff advised Council that the Citywide software affects all departments with a focus on asset management, customer complaints and GIS mapping. Annual maintenance cost is about \$7,500. The software and training will be covered by a grant. Council asked that if complaint processes can be tracked, regular reports be provided.

**MOTION: COW 2017-045**

**Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Turton**

**THAT Council of the Town of Minto receives the Treasurer and Director of Public Service's report dated February 7, 2017 and direct staff to proceed with the purchase of Citywide Works, Service requests and GIS modules.**

**Carried**

**Mayor Bridge resumed the Chair**

**7. Public Works Director, Minto Green Legacy Days**

Public Works Director Hansen noted that were receiving 5000 trees from Wellington County Green Legacy and requested Council to assist with the handing out of the trees.

**MOTION: COW 2017-046**

**Moved By: Councillor Dirksen; Seconded By: Councillor Elliott**

**THAT Council receives the Public Works Directors' February 3, 2016 report regarding Minto Green Legacy Days to be held April 29th, 2017 from 8-10 am.**

**Carried**

d. Other Business Disclosed as Additional Item

Councillor Elliott congratulated Treasurer Duff on winning a trip to Las Vegas through the Palmerston Lion's Valentine draw. He invited Council and staff to attend the fundraising Roast Beef Dinner tomorrow for the Girls Palmerston Juvenile Broomball Terminators team that will head to Nationals in Estevan Saskatchewan the end of March.

Councillor Dirksen congratulated Councillor Turton on becoming Vice-Chair of the Maitland Valley Conservation Authority Board of Directors.

Councillor Turton asked that we support the Minto-Mapleton 81's as the final series opens Friday February 24th at the Palmerston arena at 8:30 p.m.

**11. Motion to Return To Regular Council**

**RESOLUTION: 2017-035**

**Moved By: Councillor Dirksen; Seconded By: Councillor Elliott**

**THAT the Committee of the Whole convenes into Regular Council meeting.**

**Carried**

**12. Notices of Motion - None**

**13. Resolution Adopting Proceedings of Committee of the Whole**

**RESOLUTION: 2017-036**

**Moved By: Councillor Colwell; Seconded By: Councillor Dirksen**

**THAT The Council of the Town of Minto ratifies the motions made in the Committee of the Whole.**

**Carried**

**14. By-laws**

Councillor Turton having declared a pecuniary interest did not vote on By-law 2017-015.

a. 2017-15, Building Permit Fees amendment

**RESOLUTION: 2017-037**

**Moved By: Councillor Anderson; Seconded By: Councillor Colwell**

**THAT By-law 2017-15; for the purpose amending By-Law 07-39; being a By-law to Regulate Construction, Demolition, Plumbing, Septic, Change of Use Permits , Inspections and Fees; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

Carried

- b. 2017-16, Amend Water By-law 2017-06

**RESOLUTION: 2017-038**

Moved By: Councillor Elliott; Seconded By: Councillor Turton

THAT By-law 2017-16; for the purpose of amending Schedule "A" of By-law 2107-06, a By-law to provide for the Regulation of Water Supply and Water and Sewer Billing in 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

- c. 2017-17, Confirming Proceedings of the February 21, 2017 Committee/Council meeting

**RESOLUTION: 2017-039**

Moved By: Councillor Dirksen; Seconded By: Councillor Elliott

THAT By-law 2017-17; to Confirm the Proceedings of the February 21, 2017

Committee/Council meeting; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

**15. Adjournment - 8:36 p.m.**

**RESOLUTION: 2017-040**

Moved By: Councillor Colwell; Seconded By: Councillor Elliott

THAT The Council of the Town of Minto adjourn to meet again at the call of the Mayor.

Carried

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Mayor George A. Bridge

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C.A.O. Clerk Bill White