



**Council Minutes  
Tuesday March 7, 2017  
2:30 p.m. Council Chambers**

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**Council Present:**

Mayor George A. Bridge

Deputy Mayor Ron Faulkner

Councillor Dave Turton

Councillor Jean Anderson

Councillor Mary-Lou Colwell

Councillor Judy Dirksen

Councillor Ron Elliott

**Staff Present for all or part of the meeting:**

Bill White, C.A.O. Clerk

Annilene McRobb, Deputy Clerk, Recording Secretary

Belinda Wick-Graham, Business & Economic Manager

Chris Harrow, Fire Chief

Gordon Duff, Treasurer

Allan Carr, Facilities Manager

Stacey Pennington, Building Inspector

Terry Kuipers, Chief Building Official

Brian Hansen, Public Works Director

Matt Lubbers, Recreation Services Manager

Mark Robertson, Wastewater Foreman

1. Call to Order – 2:25 p.m.
2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act –None
3. Motion to Convene into Closed Session

**RESOLUTION: 2017-041**

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

**THAT The Council of the Town of Minto conduct a meeting Closed to the Public to discuss the following:**

- Previous Minutes of the December 6, 2016 Closed Session Meeting
- Closed Minutes Economic Development and Planning February 16, 2017
- Proposed or pending acquisition or disposition of land - Palmerston Industrial Park

**Carried**

4. Motion to Convene into Open Session

**RESOLUTION: 2017-042**

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

**THAT The Council of the Town of Minto resume into open Council.**

**5. Minutes of Previous Meeting**

- a. Regular Council Minutes of February 21, 2017

**RESOLUTION: 2017-043**

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

**THAT the minutes of the February 21, 2017 Council Meeting be approved.**

Carried

**6. Additional Items Disclosed as Other Business -None**

- 7. 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: 2017-044**

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

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

Carried

**8. Public Meeting 5 p.m.**

- a. ZBA-2017-01 Metzger Lot 8 & Part Lot 7, 160 Webb Street Harriston

Mayor Bridge, Chair called the meeting to order at 5:33 p.m., asked members of the public to sign the attendance record, and stated if a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Minto before the By-law is passed, the person or public body is not entitled to appeal the decision of the Town of Minto to the Ontario Municipal Board and the person or public body may not be added as a party to the hearing of the appeal before the Board unless, in the opinion of the Board, there are reasonable grounds to do so.

C.A.O. Clerk White noted the address, legal description and that the proposed amendment rezones the lands from Single Family Residential (R1B) to Medium Density Residential R2 to allow for higher density residential development. Other zoning relief may be considered for the proposal if required. Notice was mailed to landowners within 120 meters of lands and applicable agencies, and posted on-site February 13. Comments were received from Maitland Valley Conservation Authority with no concerns, while comments in the Town staff report and County of Wellington report will be summarized by staff present.

Building Inspector Stacey Pennington reviewed the Town staff report noting the existing duplex would be separate from the adjacent lot. County Senior Planner Linda Redmond summarized her report noting the severance application will be heard in April. Council asked questions of the Building Inspector and Senior Planner about land use compatibility and severance timing.

C.A.O. White read a letter from Alan Williamson received that morning with concerns about grading and land use compatibility for some uses in the R2 zone

Chair Bridge called on the applicant or agent to comments on the proposed amendment. Jeff and Jeremy Metzger were present, advised they would answer questions but did not speak.

Chair Bridge called on anyone who wished to comment in favour or opposition of the proposed Amendment, no one came forward.

Chair Bridge stated that if you wish to be notified of the decision of the Council of the Town of Minto in respect to the proposed Zoning By-law Amendment application, you must make a written request to the Clerk of the Town of Minto at 5941 Highway 89, Harriston, NOG 1Z0 or by email at Bwhite@town.minto.on.ca. Chair Bridge adjourned this Public Meeting at 5:49 p.m.

- b. ZBA-2017-02 Metzger Con D Pt Lot 88 RP 60R2916 Part 2 and Part 3, 218-222 Elora St S Harriston

Mayor Bridge, Chair called the meeting to order at 5:50 p.m., asked members of the public to sign the attendance record, and stated if a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Minto before the By-law is passed, the person or public body is not entitled to appeal the decision of the Town of Minto to the Ontario Municipal Board and the person or public body may not be added as a party to the hearing of the appeal before the Board unless, in the opinion of the Board, there are reasonable grounds to do so.

C.A.O. Clerk White noted the address, legal description and that the proposed amendment rezones the lands from Single Family Residential (R1B) to Medium Density Residential R2 to allow for higher density residential development. Other zoning relief may be considered for the proposal if required. Notice was mailed to landowners within 120 meters of lands and applicable agencies, and posted on-site February 13. Comments in the Town staff report and County of Wellington report will be summarized by staff present.

Building Inspector Pennington reviewed the Town staff report recommending re-zoning be deferred as the one 4 inch diameter sanitary sewer lateral to the lot line can only support up to one four unit building on one lot; a second sewer connection for the second lot would require cutting into new pavement on Elora Street. County Senior Planner Redmond noted her recommendation is Council ensure re-zoning not presuppose future development or servicing.

Chair Bridge called on the applicant or agent to provide comments. Jeff Metzger asked if the zoning could be approved and he would work with the Town and County on servicing. Council asked questions about servicing and development. The Public Works Director Hansen stated that if each lot is developed independently a separate sanitary connection is needed. There is

concern the County may not allow a road cut. The C.A.O. Clerk noted the R2 zone suites the location and rezoning could proceed as the Town controls servicing through site plan approval.

Chair Bridge called on anyone wishing to comment in favour or in opposition to the proposed amendment, and seeing no further persons came forward stated if you wish to be notified of the decision of the Council of the Town of Minto in respect to the proposed Zoning By-law Amendment application, you must make a written request to the Clerk of the Town of Minto at 5941 Highway 89, Harriston, NOG 1Z0 or by email at Bwhite@town.minto.on.ca. Chair Bridge adjourned the Public Meeting at 5:59 p.m.

## **9. Delegations**

### **a. Elliott Family, Donation to the Palmerston Arena Lobby**

Mayor Bridge and Chair of Recreation Ron Elliott presented a plaque to the Elliott family recognizing their donation, in memory of their parents Verna and Lloyd, toward lobby upgrades in the Palmerston Arena. Rick Elliott thanked Council and staff for their support. Greg Mallet Lead Hand described the renovations and Al Carr Facilities Manager offered thanks.

### **b. Recognition of staff**

Mayor Bridge and Deputy Mayor Faulkner presented Deputy Clerk Annilene McRobb and Recreation Services Manager Matt Lubbers with a certificate acknowledging their completing the Executive Diploma in Municipal Management through AMCTO.

### **c. Andrea Bartels Account Manager JLT Canada, Stephen Wylie, Wylie Insurance, 2017 Insurance Renewal**

Andrea Bartels presented the renewal noting new coverages in the plan and the small premium increase covers added asset value. The three year freeze on liability premiums remains in place. Shannon Devane summarized risk management issues for events during Canada 150 which she wrote about in a recent publication. Stephen Wylie noted a policy on staff background checks is recommended risk management for some of the new coverage. The C.A.O. Clerk stated current JLT premiums are lower than 8 years ago under the previous carrier, service is good and \$110,000 of premium increases were avoided by the 2014 tender.

## **MOTION: COW 2017-047**

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

**That Council receives the report dated February 23, 2017 from the C.A.O. Clerk regarding the 2017 Municipal Insurance Program and approves the renewal.**

**Carried**

## **10. Public Question Period**

There were no questions. Mayor Bridge stated Dwyer's Road issues raised last meeting are being addressed.

## **11. Correspondence Received for Information or Requiring Direction of Council**

### **a. Municipality of Brockton, Request That Westario Review and Amend Disconnect Policy**

- b. Frank Lambier Legion Branch 409, request for addition of name to the Palmerston Cenotaph
- c. Randy Pettapiece, MPP Perth-Wellington, Accommodation Review Process (Town of Minto Motion)
- d. Westario Power, Special Shareholder Resolution - requires action
- e. Murray Noble, letter of concern
- f. Wellington Dufferin Guelph Public Health, Regulation and Restriction of Local Hookah Establishments
- g. Thames Centre, Resolution Re: Automated External Defibrillators
- h. Mapleton Seniors Centre for Excellence, March Newsletter and Schedule

Council asked about Item 11 b). The C.A.O. Clerk stated Palmerston Legion approved adding a veteran's name and were working on changing the cenotaph. Council pulled Item 11 d) Mayor Bridge noted that a resolution is required with the change to the board of Directors.

**MOTION: COW 2017-048**

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

**THAT Deputy Mayor Faulkner and C.A.O. Clerk White sign the Westario Power Special Shareholder Resolution confirming the directors on the Westario Power Board.**

**Carried**

Council pulled item 11 g) and discussed the use of AED's in schools.

**MOTION: COW 2017-049**

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

**THAT staff report back on AED's in schools in Minto.**

**Carried**

C.O.A. Clerk White and the Public Works Director provided a response regarding item 11 e).

**MOTION: COW 2017-050**

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

**THAT staff respond to the letter of concern from Murray Noble and further that the balance of the correspondence be received for information.**

**Carried**

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

- a. Committee Minutes for Receipt – None
- b. Committee Minutes for Approval
- 1. LaunchIt Committee Minutes of February 14, 2017

Somer Gerber provided highlights noting work by a new sponsorship subcommittee and progress on the agriculture incubator. In 2016 LaunchIt had a small surplus and attendance at events is growing steadily.

**MOTION: COW 2017-051**

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

**THAT the LaunchIt Committee Minutes of February 14, 2017 be received and any recommendations contain therein be approved.**

**Carried**

**2. Economic Development and Planning Committee Minutes of February 16, 2017**

Economic Development Manager Wick-Graham reviewed Committee recommendations on the Live and Work portal and the type B crosswalk at Main and William in Palmerston. Councillor Elliott noted Wick-Graham will present at the OSUM conference in conjunction with OMAFRA.

**MOTION: COW 2017-052**

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

**THAT the Economic Development and Planning Committee Minutes of February 16, 2017 be received and any recommendations contained therein be approved.**

**Carried**

**3. Parks and Recreation Advisory Committee Minutes of February 27, 2017**

Recreation Services Manager Lubbers spoke on grassroots programs, mass registration and spring preparations. He explained the recommendation that \$5000 seed money be provided to the Imperials as hosts of 2017 U14 Canadian Fast Pitch tournament. Winter sport recognition night is April 18. Facilities Manager Allan Carr noted beer is now served in cans only at licensed events and scheduling for summer park and field maintenance is being improved. He reviewed changes to the alcohol policy and noted the new sportsfield allocation policy.

**MOTION: COW 2017-053**

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

**THAT the Parks and Recreation Advisory Committee Minutes of February 27, 2017 be received and any recommendations contain therein be approved.**

**Carried**

**c. Staff Reports**

**1. Building Inspector, Promoting Affordable Housing Act**

The Building Inspector summarized changes to the Act that might impact Minto including inclusionary zoning and secondary suites. Many of the issues will require County direction.

**MOTION: COW 2017-054**

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

**THAT Council receives the Building Inspectors report on the Promoting Affordable Housing Act, 2016 for information.**

**Carried**

**2. Building Inspector, Site Plan Approval, Wellington County Housing, 250 Daly Street, Palmerston**

Building Inspector Pennington reviewed the site plan for the \$2.5 million 11 unit housing building. There is opportunity to cost shared on infrastructure around the site.

**MOTION: COW 2017-055**

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

**In consideration of the report from the Building Inspector dated March 1, 2017, Council approves the following documents for the County of Wellington Housing, 250 Daly Street, Palmerston:**

- 1. General Site Plan, Grinham Architects dated Feb 10 2017**
- 2. Landscape Plan, Aboud & Associates Inc. dated Feb 8 2017**
- 3. Site Plan, Van Harten Surveying, dated Feb 8 2017**
- 4. Site Lighting Plan, Dorey Designs, dated Feb 8 2017**
- 5. Elevations, Grinham Architects dated Feb 8 2017**

**Subject to the execution of a site plan agreement with the Town requiring, among other matters, confirmation of the use of the proposed garbage storage, and the width of the proposed sidewalk,**

**AND further, that Council considers a by-law in regular session authorizing the Mayor and Clerk to sign the site plan agreement once the landowner has signed.**

**Carried**

Deputy Mayor Faulkner assumed the Chair

**3. Fire Chief, Updating the Master Fire Plan**

Chief Harrow and Fire Administrative Coordinator Foerter presented information on the Master Fire Plan update to be completed in house. Results of a survey of firefighters and spouses were reviewed. The updated plan will address health and wellness.

**MOTION: COW 2017-056**

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

**THAT Council of the Town of Minto accept the Fire Chief's report and presentation and approve the process for completing the update of the Master Fire Plan with Council representation from Chair of Emergency Services Deputy Mayor Faulkner.**

**Carried**

Mayor Bridge returned to the Chair.

**4. Deputy Clerk, Fees and Charges By-law**

Deputy Clerk McRobb reviewed the proposed updates to the Fees and charges by-law.

**MOTION: COW 2017-057**

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

**THAT Council receives the Deputy Clerk's February 27, 2017 report regarding the Fees and Charges By-law Amendments 2017, and that Council considers adopting a By-law in regular session.**

Carried

5. C.A.O. Clerk, Presentation on Proposed Draft Sewage Use By-law

C.A.O. Clerk reviewed sewage capacity in each of the system and provided summary comments on various sections of the proposed sewage use by-law which includes sewer connection rules.

**MOTION: COW 2017-058**

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

**THAT Council receives the C.A.O. Clerk's Sewer Use and Connection By-law report and that the By-law be considered at a future meeting.**

Carried

6. C.A.O. Clerk, Ann Street Clifford Lots

C.A.O. Clerk White summarized four offers received for Part Lot 315 noting three options. Council asked for sealed bids under Option 1 with a minimum bid of \$28,000.

**MOTION: COW 2017-059**

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

**THAT Council receives the C.A.O. Clerk's March 3, 2017 report regarding Sale of Part Lot 315 Ann Street, Clifford and that Council select Option 1 regarding the four offers received with a minimum bid of \$28,000, that the tender for Ann Street Block C servicing proceed immediately and that the Lots within Block C be sold according to the added covenants as set out in the March 3 report.**

Carried

Councillor Colwell assumed the Chair

7. Treasurer, Council Remuneration

**MOTION: COW 2017-060**

**Moved By: Mayor Bridge; Seconded By: Councillor Dirksen**

**THAT Council receives the February 28<sup>th</sup> report from the Treasurer regarding 2016 Council Remuneration for information.**

Carried

8. Treasurer, Approval of Accounts

Treasurer Duff highlighted payment of the final holdback on the Elora Street project, annual donation to Horticultural Societies, Live2Lead event and payroll deductions.

**MOTION: 2017-061**

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

**THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for February 28, 2017 as follows: Administration \$167,158.92, People & Property \$467.53, Building \$810.17, Economic Development \$7,509.35, Incubator**



**\$1,404.61, Fire \$14,640.43, Roads \$112,983.67, Waste Water \$14,335.04, Streetlights \$910.13, Water \$17,893.93, Recreation, \$10,269.63, Clifford \$4,496.85, Harriston \$6,192.53, Palmerston \$23,714.30, Norgan \$2,936.37.**

**Carried**

Mayor Bridge returned to the Chair

**9. Public Works Director, George Street 2017 Construction Project Update**

The Public Works Director noted with Maitland Street out of the project cost is \$1.43 million. Treasurer Duff presented financing options. Council discussed borrowing versus reserves.

**MOTION: 2017-062**

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

**THAT Council receives the Public Works Director and Treasurer's March 1 report George Street 2017 Construction Project Update, and supports reducing the project cost to \$1.43 million with the Town's \$680,000 share funded by \$250,000 borrowing, \$88,000 from Federal Gas Tax, \$75,000 from OCIF-Formula, \$12,000 from taxes and user fees and \$255,000 from reserves, and this be included in proposed budget for the March 21 open house.**

**Carried**

**d. Other Business Disclosed as Additional Item – None.**

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

**RESOLUTION: 2017-045**

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

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

**Carried**

**14. Notices of Motion – None.**

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

**RESOLUTION: 2017-046**

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

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

**Carried**

**16. By-laws**

**a. By-law 2017-18, Equipment Lease Agreement, SunSaver 2 FIT 4.0 Installations**

**RESOLUTION: 2017-047**

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

**THAT By-law 2017-18; to authorize the Mayor and CAO Clerk to execute an equipment agreement with SunSaver2 GP Inc; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

**b. By-law 2017-19, Fees and Charges By-law**

**RESOLUTION: 2017-048**

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

**THAT By-law 2017-19; to establish Fees and Charges for various services provided by the municipality; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

**c. By-law 2017-20, To Amend Zoning By-law Number 01-86 for 160 Webb Street - Metzger**

**RESOLUTION: 2017-049**

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

**THAT By-law 2017-20; To Amend Zoning By-law Number 01-86 for The Town of Minto, 160 Webb Street; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

**d. By-law 2017-21, To Amend Zoning By-law Number 01-86 for 222 Elora Street South – Metzger**

**The C.A.O. Clerk noted a motion from the floor is required to table the by-law.**

**RESOLUTION: 2017-050**

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

**THAT By-law 2017-21; To Amend Zoning By-law Number 01-86 for The Town of Minto, 218 and 222 Elora Street; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

**e. By-law 2017-22, to Authorize the Execution of a Site Plan Agreement with The County of Wellington to permit a housing facility at 250 Daly Street, Palmerston**

**RESOLUTION: 2017-051**

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

**THAT By-law 2017-22; to Authorize the Execution of a Site Plan Agreement with The County of Wellington to permit a housing facility at 250 Daly Street, Palmerston; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

f. By-law 2017-23, to amend Parking By-law 5000-05

**RESOLUTION: 2017-052**

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

**THAT By-law 2017-23; to amend By-law 5000-05 to regulate the parking or stopping of vehicles on highways, public parking lots and in some instances, private property within 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**

g. 2017-24, Confirming Proceedings of the March 7, 2017 Committee/Council meeting

**RESOLUTION: 2017-053**

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

**THAT By-law 2017-24; to Confirm the Proceedings of the March 7, 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**

**17. Adjournment – 6:06 p.m.**

**RESOLUTION: 2017-054**

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

**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