



**Council Minutes**  
**Tuesday, May 2, 2017 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 (for Closed Session only)

**Staff Present:**

Bill White, C.A.O. Clerk  
Annileene McRobb, Deputy Clerk, Recording Secretary  
Gordon Duff, Treasurer  
Mike McIsaac, Road Foreman/Drainage Superintendent  
Stacey Pennington, Building Inspector  
Taylor Pridham, Economic Development Assistant

1. **Call to Order - 2:30 p.m.**
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act**
  - a. Councillor Colwell - Minor Variance Application File No. MV-2017-04, McLaughlin
3. **Motion to Convene into Closed Session**

**RESOLUTION: 2017-092**

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

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

- **Previous Minutes of the April 4, 2017 Closed Session**
- **Labour Relations or Employee Negotiation; CAO Clerk Performance Evaluation**

**Carried**

4. **Motion to Convene into Open Session - 3 p.m.**

**RESOLUTION 2017-093**

**Moved By: Councillor Colwell; Seconded By: Councillor Elliott**  
**THAT the Council of the Town of Minto resume into Open Council.**

**Carried**

**5. Minutes of Previous Meeting**

- a. Regular Council Minutes of April 18th, 2017

**RESOLUTION: 2017-094**

**Moved By: Councillor Turton; Seconded By: Councillor Colwell**  
**THAT the minutes of the April 18 2017 Council Meeting be approved.**

**Carried**

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

Mayor Bridge, Deputy Mayor Faulkner, Councillors Colwell, Dirksen and Turton have items.

**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 2017-095**

**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.**

**RESOLUTION: 2017-096**

**Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Anderson**  
**THAT The Town of Minto Committee of the Whole convenes into Committee of Adjustment.**

**Carried**

- a. Minor Variance Application File No. MV-2017-03, Dunlop  
See Schedule "A" for minutes.

- b. Minor Variance Application File No. MV-2017-04, McLaughlin  
Having previously declared a pecuniary interest Councillor Colwell vacated her chair.  
See Schedule "B" for Minutes. Councillor Colwell returned to her chair following the decision on item 8 b.

**9. Delegations**

- a. Christine Veit, Heather Lawson and Gregg Davidson, Safe Communities Wellington County

Motor Vehicle PAG Chair Lawson Coordinator Veit, Heather Lawson and County Councillor Davidson gave an overview of Safe Communities and new standards for pedestrian crossings such as School Crossings, Crosswalks and Pedestrian Crossovers. The standards include consistent signage and line painting across the County, and require changing School Crossings to Pedestrian Crossovers. Safe Communities recommends all local municipalities

make the changes in 2017. An educational video was shown. The Committee will work with the OPP on enforcement and provide education through schools and Social Media.

Council and staff asked questions of the representatives. Town staff will ensure a proper process is followed for connecting link roadways. Mayor Bridge thanked the Committee for their presentation and supported proceeding with the new standards.

b. Teri White M.P. John Nater's Harriston Office, Presentation Canada 150 Flag and Pins (after 5 p.m.)

Teri White and Matthew Rae of M.P. John Nater's Harriston office presented members of Council with Canada 150<sup>th</sup> pins and the Town with a flag.

#### **10. Public Question Period - None**

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

- a. Municipality of Dutton Dunwich, Resolution Supporting Private Member's Bill
- b. YFC/Youth Unlimited of Minto, letter of thanks
- c. MPP Randy Pettapiece, Letter to Premier - Minto Motion re Municipal Fire Services
- d. Drinking Water Source Protection, April Newsletter
- e. Westario Power Inc., Notice of Chair and Vice Chair
- f. Township of Adjala-Tosorontio, Canada's 150th Birthday
- g. Township of Lake of Bays, - Accommodation Review Process
- h. Municipality of Kincardine, Building Code Changes
- i. Township of West Lincoln, Pupil Accommodation Review Guideline (PARG) & Place an Immediate & Retroactive Moratorium on School Closures
- j. Ontario Ombudsman, The Watchdog April Newsletter
- k. Lanark County, Request for Provincial Support: Opioid Strategy
- l. Waterloo Wellington Community Care Access Centre, 2016-17 Annual Report
- m. Town of Amherstberg, Support Postal Banking
- n. MPP Randy Pettapiece, Big-Spending Budget Fails in Perth-Wellington

Council congratulated Mayor Bridge for his appointment as the new Chair of Westario. Council discussed items 11 g. and i. regarding moratorium on school closings. Council had supported an earlier resolution, but asked that Bruce Schieck our Local School Board representative be asked to provide information on the process.

#### **MOTION: COW 2017-109**

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

**THAT Upper Grand District School Board Trustee Bruce Schieck be invited to attend an upcoming Council meeting to discuss moratorium on school closures.**

**Carried**

#### **MOTION: COW 2017-110**

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

**THAT Council correspondence is 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

1. Minto Emergency Management Committee Minutes of March 23, 2017

**MOTION: COW 2017-111**

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

**THAT the Minto Emergency Management Committee Minutes of March 23, 2017 be received for information.**

**Carried**

2. Maitland Valley Conservation Authority Board of Directors Meeting Minutes of March 15, 2017

Councillor Turton noted his vote in favour of the budget in the minutes and that outreach to local municipalities by the Authority had begun.

**MOTION: COW 2017-112**

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

**THAT the Maitland Valley Conservation Authority Board of Directors Meeting Minutes of March 15, 2017 be received for information.**

**Carried**

b. Committee Minutes for Approval

1. Economic Development and Planning Committee Minutes of April 13, 2017

Economic Development Assistant Pridham highlighted information from the Workforce Planning Board, and noted new downtown promotional material to be unveiled at upcoming Mayor's Breakfast. She summarized recommendations structural improvement grants for the Old Mac's in Palmerston and Scoop It, Harriston, and noted contributions to Farm Start.

2. Cultural Roundtable Committee Minutes of April 24 2017

Economic Development Assistant Pridham noted activities of Minto Youth Action Council include the Northern Wellington Youth Connections meeting May 4 where +- 210 people are expected. A number of other events related to volunteers, event planning and Culture Days are coming. Progress at the Palmerston Railway Heritage Museum was summarized. Mayor Bridge suggested a Council team for handcar races. Deputy Mayor Faulkner thanked Taylor Pridham for her work with YAC. Councillor Dirksen noted MYAC and YFC partnership.

**MOTION: COW 2017-113**

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

**THAT Council receive the Economic Development and Planning Committee Minutes of April 13, 2017 and the Cultural Roundtable Committee Minutes of April 24, 2017 and approves any recommendations contained therein.**

**Carried**

c. Staff Reports

1. Deputy Clerk, Earth Day Clean-up Donation  
Deputy Clerk McRobb reviewed her report noting the \$100 Town donation. Councillor Turton will BBQ at the event May 6 at IODE Park. Mayor and Councillors plan to attend if possible.

**MOTION: COW 2017-114**

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

**THAT Council receives the report dated April 27, 2017 from the Deputy Clerk regarding the 2017 Earth Day Clean-up Donation and approve the donation of BBQ supplies and tipping fees to the Community Environmental Leadership Program up to \$100.**

**Carried**

2. C.A.O. Clerk Ann Street Lot Sale Process

C.A.O. Clerk White noted bid opportunities closing June 9 and September 8 so homes can start in 2017. Council will approve final agreements. 10 lots will be available.

**MOTION: COW 2017-115**

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

**THAT Council receives the C.A.O. Clerk's April 28, 2017 report regarding Ann Street Lot Sale Process and that Council supports the bid process for Blocks C and D as outlined with intake dates of June 9 and September 8, 2017, and construction started by November 1, 2017.**

**Carried**

3. C.A.O. Clerk Temporary Staffing

C.A.O. Clerk White explained options to staff three maternity leaves in 2017. A report in June will address resource needs for central booking. Council discussed the vacant Public Works Director position which will be looked at in context with the Succession plan.

**MOTION: COW 2017-116**

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

**THAT Council receive the C.A.O. Clerk's April 27, 2017 report Temporary Staffing, and supports methods outlined to address maternity leave and other changes with a report back on the impacts of central booking on administrative and facilities service levels to come to Council in June.**

**Carried**

4. Building Inspector, B40/17 - Winger Severance, Part Lot 21 Concession 5, 9035 Wellington Rd 5

The Building Inspector noted the report recommends approval with standard conditions.

**MOTION: COW 2017-117**

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

**THAT the Council recommends County of Wellington Land Division Committee approve Severance Application B40/17 Winger, Part Lot 21 Concession 5, 9035 Wellington Road 5, Town of Minto that the following conditions be considered:**

1. THAT the applicant satisfies all requirements of the Town of Minto, financial and otherwise which the Town may deem to be necessary for the proper and orderly development of the subject lands.
2. THAT the applicant satisfies the requirements of the Town of Minto in reference to Parkland Dedication as provided for in the Planning Act including where applicable paying cash-in-lieu of parkland in the amount of \$500 per lot or other specified in the applicable policy of the Town at the time of consent.
3. THAT the applicant supply to the Town of Minto proof that a new Drainage Assessment Schedule has been approved to ensure the reapportionment of the applicable municipal drain be completed to the satisfaction of the Local Municipality.
4. THAT the applicant obtain a written statement from the Town of Minto confirming the proposed lots and associated land uses, buildings and structures comply with the all applicable requirements in the Town of Minto zoning by-law.

Carried

Councillor Colwell assumed the Chair

5. Treasurer, Approval of Accounts

Treasurer Duff noted payments for fire radio replacement and repairs, software upgrade, investment guide design, waste water sampling, tree cutting and equipment repair.

**MOTION: COW 2017-118**

Moved By: Mayor Bridge; Seconded By: Councillor Dirksen

THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for April 28, 2017 as follows: Administration \$142,480.40, Building \$973.76, Economic Development \$3,608.64, Incubator \$716.48, Tourism \$3,575.74, Fire \$20,344.23, Drains \$21,466.16, Roads \$45,496.16, Waste Water \$9,507.42, Streetlights \$1,754.22, Water \$8,884.93, Recreation \$5,903.72, Clifford \$3,400.31, Harriston \$4,377.46, Palmerston \$18,670.55, Norgan \$3,156.46.

Carried

Councillor Turton assumed the Chair

6. C.A.O. Clerk, Treasurer, Triton Engineering Reconstruction Ann Street Tender  
CAO Clerk White noted Moorefield Excavating's bid for two blocks on Ann Street is \$100,000 less than the budget estimate. Cost to complete two blocks can be funded from land sales.

**MOTION: COW 2017-119**

Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Dirksen

THAT Council receives the C.A.O. Clerk and Treasurer's April 26, 2017 report Triton Engineering Reconstruction Ann Street Tender and that the quotation Moorefield Excavation of \$371,865 to service two blocks between Allan Street to Nelson Street (Blocks C and D) be approved with additional funds needed to cover the project cost coming from land sales.

Carried

7. Road Foreman, RFQ Results for a Backhoe

Road Foreman Mclsaac noted the purchase with trade in is \$50,000 below budget.

**MOTION: COW 2017-120**

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

**THAT Council receives this report from the Roads Foreman regarding RFQ #2017-02 for a backhoe loader with extendable dipperstick attachment and four wheel drive, and approves the purchase of the JCB 3CX-14 SUPER including options, less the trade in value plus HST, from Advance Construction Equipment Limited at a price of \$122,075.**

**Carried**

8. Drainage Superintendent, Municipal Drain #9 Improvement

Drainage Superintendent Mclsaac explained how outdated assessments must be revised in a new engineer's report to allow maintenance. Assessed owners support this approach.

**MOTION: COW 2017-121**

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

**THAT Council receives the Road Foreman's April 21, 2017 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**

**Mayor Bridge returned to the Chair**

d. Other Business Disclosed as Additional Item

Councillor Dirksen noted work started on Groves Memorial Community Hospital in Aboyne to open in 2019. Saturday Green Legacy Event 5,000 trees were given out in 2 hours.

Councillor Turton noted food bank donations were made to all three food banks from Green Legacy Day. Minto Chamber business awards winners last Thursday were well deserved.

Deputy Mayor Faulkner thanked the Minto Chamber for recognizing IPM volunteers, and noted that the Clifford Rotary hosted the duck race last Saturday.

Councillor Colwell stated the Volunteer dinner April 26 was a success feeding 175 people. She thanked Council, Annilene McRobb, Quinn Foerter and other staff for their work.

Mayor Bridge thanked Council for supporting Town events in his absence last month.

Following a short break until 5:00 p.m. Council considered item 9 b. before convening into Committee of Adjustment

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

**RESOLUTION: 2017-097**

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

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

Carried

14. Notices of Motion - None

15. Resolution Adopting Proceedings of Committee of the Whole

**RESOLUTION: 2017-098**

**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

16. By-laws

a. 2017-41, Confirming Proceedings of May 2, 2017 Committee of the Whole/Council Meeting

**RESOLUTION: 2017-099**

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

**THAT by-law 2017-41; A By-law to confirm actions of the Council of the Corporation of the Town of Minto Respecting a meeting held May 2 2017.**

Carried

17. Adjournment - 5:26 p.m.

**RESOLUTION: 2017-100**

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

**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



**Schedule "A"**  
**Minutes of the Committee of Adjustment Hearing**  
**Tuesday May 2, 2017 5:00 pm Council Chambers**  
**Minor Variance Application File No. MV-2017-03, Dunlop.**

Chair Bridge called the Public Hearing to order at 5:04 p.m. and stated any decision reached by the 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. The Public Hearing is to consider

The Secretary-Treasurer stated the subject lot is legally described as Part Lot 21 RP 60R2593 Part 1, Concession 10, with an address of 9354 Blind Line. The proposed variance is to permit construction of an attached garage with a rear yard setback of 5.3 metres (17.4 ft). Section 8.5.2.4 of the Zoning By-law as amended requires 7.6 metres (24.9 ft). Other zoning relief may be considered for the proposal where appropriate. Notice was mailed April 21<sup>st</sup> to property owners within 200 feet or 60 metres of the subject lands, applicable agencies, posted on-site, and circulated to staff.

Town staff and Wellington Senior Planner, Linda Redmond identified no concerns. Building Inspector Pennington noted the variance is minor, desirable for appropriate development, and maintains the intent of the Official Plan and zoning by-law.

Chair Bridge called upon the applicant; Mr. Dunlop came forward and clarified information on the placement of the garage. Council had no questions

Chair Bridge requested that any persons wishing to speak to the application to come forward. There were no others present on the application.

The Secretary -Treasurer provided resolutions for the Committee to consider. 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.

**MOTION: COA 2017-003**

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

**THAT Town of Minto Committee of Adjustment approves the application by Ernest Dunlop Jr. for property Part Lot 21 RP 60R2593 Part 1, Concession 10, Town of Minto with a civic address of 9354 Blind Line; to permit the construction of an attached garage with a rear yard setback of 5.3 metres (17.4 ft), whereas as per Section 8.5.2.4 of the Town of Minto Zoning By-law 01-86 as amended 7.6 metres (24.9 ft) is required.**

**Carried**

Chair Bridge adjourned the Public Hearing at 5:15 p.m.

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**Mayor George A. Bridge**  
**(Chair)**

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**C.A.O. Clerk Bill White**  
**(Secretary Treasurer)**

**Schedule "B"**  
**Minutes of the Committee of Adjustment Hearing**  
**Tuesday May 2, 2017 5:00 pm Council Chambers**  
**Minor Variance Application File No. MV-2017-04, McLaughlin.**

Having declared a pecuniary interest Councillor Colwell vacated her seat.

Chair Bridge called the Public Hearing to order at 5:17 p.m. and stated that 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. The Public Hearing is to consider

The Secretary-Treasurer stated the subject lot is legally described as Part Lot 18 RP 61R6983 Part 1, Part 2 Together With Right of Way 7, Part 15, Concession 5, with an address of 6178 5<sup>th</sup> Line. The proposed variance is to permit construction of two detached residential accessory structures with a combined ground floor area of 556.2 square metres (5984 sf). Section 6.1.4 of the Zoning By-law as amended requires maximum ground floor area of 176.5 square metres (1900 sf); and to permit a 2-storey building height of 8.3 metres (27 ft), whereas as per Section 6.1.3 of the Zoning By-law requires a single storey accessory structure with a maximum height of 6.7m (22 ft). Other zoning relief may be considered for the proposal where appropriate. Notice was mailed April 21<sup>st</sup> to property owners within 200 feet or 60 metres of the subject lands, applicable agencies, posted on-site, and circulated to staff.

Comments from Town staff and Wellington Senior Planner, Linda Redmond had no serious concerns. The Building Inspector clarified notice was sent for a larger variance on floor area than technically required for the building given definitions in zoning. The County report and decisions reflect more accurate variances.

Chair Bridge called upon the applicant; Mr. McLaughlin was in attendance and noted that the larger building will be housing recreational vehicles.

Chair Bridge requested that any persons wishing to speak to the application to come forward. There were no others present on the application.

The Secretary -Treasurer provided resolutions for the Committee to consider. 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.

**MOTION: COA 2017-004**

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

**THAT the Town of Minto Committee of Adjustment approves the application by Jim McLaughlin for property Part Lot 18 RP 61R6983 Part 1, Part 2 Together With Right of Way 7, Part 15, Concession 5, Town of Minto with a civic address of 6178 5th Line; to permit the construction of two detached residential accessory structures with a combined ground floor area of 314.4 square metres (3384 sf) whereas as per Section 6.1.4 of the Town of Minto Zoning By-law 01-86, a maximum ground floor area of 176.5 square metres (1900 sf) is permitted; and to permit a 2-storey building height of 8.3 metres (27 ft), whereas as per Section 6.1.3 of the Town of Minto Zoning By-law 01-86, permits a single storey accessory structure with a maximum height of 6.7m (22 ft).**

**Carried**

Chair Bridge adjourned the Public Hearing at 5:24 p.m.

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**Mayor George A. Bridge**  
**(Chair)**

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**C.A.O. Clerk Bill White**  
**(Secretary Treasurer)**