Council Minutes
Tuesday, November 7, 2017 2:00 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 for all or part of the meeting:

Bill White, C.A.O. Clerk	Mark Robertson, Wastewater Foreman
Chris Harrow, Fire Chief	Gordon Duff, Treasurer
Michelle Brown, Building Assistant	Matthew Lubbers, Recreation Services Manager

Belinda Wick-Graham, Business & Economic Manager
Quinn Foerter, Administrative Assistant, Recording Secretary

1. Call to Order - 3:09 p.m.

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

3. Motion to Convene into Closed Session

RESOLUTION 2017-214
Moved By: Councillor Colwell; 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 October 17, 2017 Closed Session
- Labour Relations or Employee Negotiations

Carried

4. Motion to Convene into Open Session

RESOLUTION 2017-215
Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Dirksen
THAT The Council of the Town of Minto resume into open Council.

Carried

5. Minutes of Previous Meeting

a. Regular Council Minutes of October 17, 2017

RESOLUTION 2017-216
Moved By: Councillor Turton; Seconded By: Councillor Elliott
THAT the minutes of the October 17, 2017 Council Meeting be approved.

Carried

6. Additional Items Disclosed as Other Business

Deputy Mayor Faulkner and the C.A.O. Clerk 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 2017-217
Moved By: Councillor Anderson; Seconded By: Deputy Mayor Faulkner
THAT The Town of Minto Council convenes into Committee of the Whole.

Carried

8. Public Meeting -None

9. Delegations

a. Aldo Salis Wellington County, Director of Planning and Development; Mark Paoli, Manager of Policy Planning, Provincial Growth Plan Review and Update

Mr. Salis and Mr. Paoli outlined concerns with Provincial maps of prime agricultural land that include large areas of secondary agricultural. They showed the difference between County Official Plan maps and Provincial EBR mapping. The County asked for the maps to be corrected as it will prevent future severances and reduce small business opportunity.

Council indicated concern with lack of accuracy noting much of the land shown as prime is known not to be of that quality. The County has been pursuing concerns through Warden Lever and MPP Ted Arnott. Council discussed sending correspondence supporting the County so that the mapping system is corrected and accurate.

MOTION: COW 2017-259
Moved By: Councillor Colwell; Seconded By: Councillor Turton
THAT Council supports Wellington County's efforts to ensure Provincial EBR mapping accurately reflects prime and secondary agricultural lands in Minto and that correspondence be sent to the Province and copied to M.P.P. Randy Pettapience.

Carried

10. Public Question Period - None

11. Correspondence Received for Information or Requiring Direction of Council

a. Guelph-Wellington Crime Stoppers, It takes a Village Workshop
b. Municipality of Killarney, Zero Tolerance Against Racism Resolution
c. Ministry of Natural Resources, Proposed regulation change under the Oil, Gas and Salt Resources Act
d. Union Gas Limited, 2018 Rates - Notice of Application
e. Municipality of Neebing, Proposed Changes to Process of Approval of Land under the Conservation Land Tax Incentive Program
f. Association of Municipalities of Ontario (AMO), 2016 Federal Gas Tax Fund Report
g. Town of Amherstburg, Resolution Concrete Barriers on Highway 401
h. Clifford Recreation Association, November Newsletter
i. Drinking Water Source Protection, Firefighters Guide to Drinking Water Protection
j. Mapleton Seniors Centre for Excellence, November 2017 Newsletter
k. Ministry of Finance, Minister Sousa to Municipalities Letter, Cannabis Legalization
l. Associations of Municipalities of Ontario (AMO), Call to Action - Talk to Your MPPs about Estimated Fiscal Impacts of Bill 148
m. Associations of Municipalities of Ontario, Introduction of Ontario's Cannabis Act
n. Town of Mono, Support of Township of Montague Resolution re: Bill 148

MOTION: COW 2017-260
Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Elliott
THAT Council receives the correspondence for information.

Carried

MOTION: COW 2017-261
Moved By: Councillor Dirksen; Seconded By: Councillor Elliott
THAT Council discuss Item 12) c) 2&3 before Item 12) a) 1).

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. Maitland Valley Conservation Authority Board of Directors Meeting Minutes of September 27, 2017

Councillor Turton highlighted the minutes noting issues with damage to the Gorrie Dam.

MOTION: COW 2017-262
Moved By: Councillor Turton; Seconded By: Councillor Anderson
THAT the Maitland Valley Conservation Authority Meeting Minutes of September 27, 2017 be received for information.

Carried

b. Committee Minutes for Approval

1. Economic Development and Planning Committee Minutes of October 12, 2017

Economic Development Manager Wick-Graham noted Paul Frayne's presentation on Norwell's LEAF program. This evening 6-8 is the Clifford Downtown Digging It project public meeting, where citizens of Clifford can learn about 2018 Elora Street reconstruction.

MOTION: COW 2017-263
Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Turton
THAT Council receives the Economic Development and Planning Committee Minutes of October 12, 2017 and approves any recommendations contained therein.

Carried

2. Minto Trails Committee Minutes of October 19, 2017

Deputy Mayor Faulkner summarized the minutes and plans to update private land agreements currently in place. Committee members recently toured the trail system noting tremendous potential for local and tourism use.

MOTION: COW 2017-264
Moved By: Deputy Mayor Faulkner ; Seconded By: Councillor Anderson
THAT Council receives the Minto Trails Committee Minutes of October 19, 2017 and approves any recommendations contained therein.

Carried

3. Parks and Recreation Advisory Committee Minutes of October 30, 2017

Recreation Services Manager Lubbers highlighted the Black Donnelly's show at the Norgan, relocation of Norwell CELP Program to Harriston Arena - Greenway Trail, and Clifford Recreation Association names for the Soccer Pitch and Ball Diamond. A Town naming policy should be in place before any names are formally approved. Stories of the "SwingSkirts", "Aces", and Teviotdale contribution to the new field should be recognized

MOTION: COW 2017-265
Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Elliott
THAT Council receives the Parks and Recreation Advisory Committee Minutes of October 30, 2017, and the Committee investigate recognition of the "SwingSkirts", "Aces", and Teviotdale contribution to the new field and develop a Naming Policy before any facilities are formally named.

Carried

Deputy Mayor Faulkner assumed the Chair.

c. Staff Reports

1. Fire Chief, Establishing and Regulating Bylaw Update

Chief Harrow outlined details of the establishing and regulating bylaw including Department roles and responsibilities, which have changed significantly since the 2009 update such as new water rescue and confined space rescue teams. The bylaw will be re-visited annually.

MOTION: COW 2017-266
Moved By: Councillor Dirksen; Seconded By: Councillor Anderson
THAT the Council accept the Fire Chief's October 26, 2017 report and consider the corresponding Establishing and Regulating By-Law in open Council.

Carried

Mayor Bridge returned to the Chair

2. Building Assistant, B124/17 - Michlowski Severance - Part Lot 100 Concession D, 6426 5th Line Town of Minto

Building Assistant Brown reported no serious concerns with application provided the 5th Line is shown within a proper road allowance and the municipal drain schedule is updated.

MOTION: COW 2017-267
Moved By: Councillor Turton; Seconded By: Councillor Dirksen
THAT the Council recommends County of Wellington Land Division Committee approve Severance Application B142/17 Michlowski, Part Lot 100 Concession D, 6426 5th Line, 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 provides written confirmation from the Town of Minto Public Works Department that satisfactory access arrangements to the subject lands, including dedication of any lands needed to accurately locate the existing road in a municipal right of way to the satisfaction of the Town, including payment of any applicable fees.
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(s) 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

3. Building Assistant, B131/17 – Clair Ridge Estates Severance - Part of Park Parts Lot 16, 17 & 18, Palmerston

Building Assistant Brown noted that the Town Staff have no concerns regarding this application, so long as the subdivision agreement is registered against the lands.

MOTION: COW 2017-268
Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Elliott
THAT the Council recommends County of Wellington Land Division Committee approve Severance Application B131/17 Clair Ridge Estates, Part of Park Lots 16, 17, & 18, (Palmerston) 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 provides proof that the Subdivision Agreement signed between the parties is registered on title and all required securities and deposits are satisfied as per Schedule E of the Subdivision Agreement have been provided to the satisfaction of the Town.

Carried

4. C.A.O. Clerk, Animal Control Services

C.A.O. Clerk White reported reviewed the quote process supporting negotiating a contract with R & R Pet Paradise. Council discussed wildlife control which is not part of this contract.

MOTION: COW 2017-269
Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Colwell
THAT Council receives the C.A.O. Clerk's November 2, 2017 report Animal Control Services and directs staff to pursue an agreement with R & R Pet Paradise based on the quotations received.

Carried

5. C.A.O. Clerk, Draft North West Clifford Secondary Plan

The C.A.O. Clerk noted key objectives of the Draft Secondary Plan such as updating land use designations, servicing and roadway options. The Draft Secondary Plan is available to the public at this evening's open house as it ties in with 2018 Elora Street reconstruction.

MOTION: COW 2017-270
Moved By: Councillor Turton; Seconded By: Councillor Colwell
THAT the draft North Clifford Secondary Plan is received and circulated for public and agency comments.

Carried

6. C.A.O. Clerk, Jane Street Lot Creation, Robinson, Palmerston

The C.A.O. Clerk White advised the agreement with a purchaser and three owners of the property spells out conditions to ensure six lots are created instead of the original four.

MOTION: COW 2017-271
Moved By: Councillor Elliott; Seconded By: Deputy Mayor Faulkner
THAT Council receives the C.A.O. Clerk's November 1, 2017 report regarding Jane Street Lot Creation, Robinson, Palmerston, and that Council authorize the Mayor and Clerk to sign the agreement with Jeffrey John Robinson, Cathryn Ann Robinson, Cole Jeffrey Robinson and Jeff Metzger regarding conditions around discharging a one foot reserve and easement to allow development of six lots on Jane Street Palmerston.

Carried

7. C.A.O. Clerk, John Hobelman Rotary Park Land Acquisition Clifford

C.A.O. Clerk White stated the offer to purchase was accepted by the current owner and buying the land will help expand John Hobelman Rotary Park.

MOTION: COW 2017-272
Moved By: Councillor Colwell; Seconded By: Councillor Dirksen
THAT Council receives the C.A.O. Clerk's November 1, 2017 report John Hobelman Rotary Park Land Acquisition Clifford, and that a by-law be considered in regular session authorizing the Mayor and C.A.O. Clerk to execute the agreement of purchase and sale with Gerald Buhrow for $25,000 and any other documents needed to conclude the purchase with funds to be identified in the 2018 budget.

Carried

Councillor Colwell assumed the Chair.

8. Treasurer & Tax Collector, Agency for Assessment Matters

Treasurer Duff explained new regulations regarding Assessment Review Board procedures. Municipalities must appoint an Appeal Representative and a Complaints Representative. Staff recommends the Town use Wellington Counties' Holly O'Drowsky and Ken DeHart respectively in these positions.

MOTION: COW 2017-273
Moved By: Mayor Bridge; Seconded By: Councillor Turton
THAT the Council of the Town of Minto receive the October 20th, 2017 report from the Treasurer and Tax Collector and consider passing the By-Law 2017-87 to Appoint the Corporation of the County of Wellington to be the Corporation's Agent for Certain Matters Related to Assessment in open session.

Carried

9. Treasurer, Approval of Accounts

Treasurer Duff noted expenditures for work at the Clifford Arena, as well as debt servicing.

MOTION: COW 2017-274
Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Dirksen
THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for September 28, 2017 as follows: Administration $314,473.99, Building $2,284.44, Economic Development $5,712.74, Incubator $259.36, Fire $18,211.29, Roads $45,774.26, Waste Water $274,994.22, Streetlights $663.09, Water $10,467.38, Town Landscaping Care $86.83, Recreation $5,663.92, Clifford $25,729.01, Harriston $7,150.30, Palmerston $21,770.14, Norgan $1,449.83.

Carried

10. Treasurer, Appointment of Auditors – 2017-2019

Treasurer Duff noted Town auditor, David Richenback sold his firm to Ward and Uptigrove in Listowel. They would like to continue to do the Town audit for three years proposing a fee schedule with Mr. Richenback remaining with the firm and retaining the Harriston Office. Council discussed the increases and the scope of the work.

MOTION: COW 2017-275
Moved By: Councillor Dirksen; Seconded By: Councillor Anderson
THAT The Council of the Town of Minto accepts the Treasurer's report dated October 31, 2017 and considers the passage of the related Audit Appointment By-law in Regular Session.

Carried

Councillor Turton assumes the Chair

11. Road Foreman, Winter Maintenance Contract, County Roads 2 & 3

C.A.O. Clerk White noted the County pays $8,000/km up $500 from 2016-17 for the Town to maintain 14.4km of County Roads. The County pays reasonable extra costs if applicable.

MOTION: COW 2017-276
Moved By: Mayor Bridge; Seconded By: Councillor Anderson
THAT Council receives the report from the Road Foreman regarding the Winter Maintenance Contract for County Roads 2 & 3 and that Council accepts the compensation of $8,000/km for the 2017/2018 winter season from the County of Wellington.

Carried

12. Wastewater Foreman, Sewage Lift Station, Harriston Industrial Park

Wastewater Foreman Robertson discussed repairs and upgrades required at the Sewage Lift Station in the Harriston Industrial Park. The project was designed and tendered by Triton

Engineering, and the lowest of the bids received was well above the budget. He noted the changes to the scope of work increased safety and reduced maintenance costs.

MOTION: COW 2017-277
Moved By: Councillor Colwell; Seconded By: Mayor Bridge
THAT Council receives the Wastewater Foreman's November 3, 2017 report Sewage Lift Station, Harriston Industrial Park and the Triton Engineering November 3, 2017 Quotation Summary and awards the worked referenced in the reports to XTerra Construction Inc. at an amount of $255,539.96 including hydro and contingency but not including HST and that the additional cost be funded in the 2018 wastewater capital budget.

Carried

Mayor Bridge resumed the Chair

d. Other Business Disclosed as Additional Items

Deputy Mayor Faulkner reminded Council about the upcoming Remembrance Day services.

C.A.O. Clerk White mentioned two Councillors are not available for the November 28 budget meeting and the capital meeting in January is not set. Council discussed options.

MOTION: COW 2107-278
Moved By: Councillor Elliott; Seconded By: Councillor Colwell
THAT The Council of the Town of Minto Budget Meetings be set for Tuesday December 12, 2017 at 1:30PM and Thursday January 11th, 2018 at 1:30PM.

Carried

13. Motion to Return To Regular Council

RESOLUTION 2017-218
Moved By: Councillor Dirksen; 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 2017-219
Moved By: Councillor Elliott; 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. 2017-87, to Appoint The Corporation of the County of Wellington to be the Corporation's Agent for Certain Matters Related to Assessment

RESOLUTION 2017-220
Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Turton
THAT By-law 2017-87; to Appoint The Corporation of the County of Wellington to be the Corporation's Agent for Certain Matters Related to Assessment; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

b. 2017-88, to Establish & Regulate the Fire Department, and to Repeal By-law # 09-31

RESOLUTION 2017-221
Moved By: Councillor Anderson; Seconded By: Councillor Colwell
THAT By-law 2017-88; to Establish and Regulate the Fire Department, and to Repeal By-law # 09-31; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

c. 2017-89 Authorizing Mayor and C.A.O. Clerk to Sign Agreement with Jeremy Ide 90 Elora Street South Harriston regarding Building Improvements under the Community Improvement Plan

RESOLUTION 2017-222
Moved By: Councillor Elliott; Seconded By: Deputy Mayor Faulkner
THAT By-law 2017-89; to authorize an Agreement to maintain certain approved work funded through the Town of Minto Community Improvement Plan (CIP); be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

d. 2017-90, to appoint a Municipal Auditor

RESOLUTION 2017-223
Moved By: Councillor Turton; Seconded By: Councillor Dirksen
THAT By-law 2017-90; to appoint a Municipal Auditor for the term of 2017-2019; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

e. 2017-91, to Authorize an agreement with Gerald Buhrow, regarding the Town purchasing land in Clifford

RESOLUTION 2017-224
Moved By: Councillor Anderson; Seconded By: Councillor Elliott
THAT By-law 2017-91; to Authorize an agreement with Gerald Buhrow, regarding the Town purchasing land in Clifford; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

f. 2017-92, to authorize a Sublet Commercial Lease Agreement with Kathleen Barry for office space at LaunchIt 1 Elora Street Unit 3, Harriston

RESOLUTION 2017-225
Moved By: Councillor Colwell; Seconded By: Councillor Dirksen
THAT By-law 2017-92; to authorize a Sublet Commercial Lease Agreement with Kathleen Barry for office space at LaunchIt 1 Elora Street Unit 3, Harriston; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

g. 2017-93, to authorize an agreement regarding easement and one foot reserve, Jane Street, Palmerston

RESOLUTION 2017-226
Moved By: Councillor Dirksen; Seconded By: Deputy Mayor Faulkner
THAT By-law 2017-93; To authorize an agreement related to the development Jane Street, Palmerston and conditions for access across a one foot reserve and discharge of a municipal easement; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

h. 2017-94, Confirming Proceedings of November 7, 2017 Committee of the Whole/Council Meeting

RESOLUTION 2017-227
Moved By: Councillor Colwell; Seconded By: Councillor Elliott
THAT By-law 2017-94; To confirm actions of the Council of the Corporation of the Town of Minto Respecting a meeting held November 7, 2017; 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- 4:53

RESOLUTION 2017-228
Moved By: Deputy Mayor Faulkner; 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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Deputy Mayor Ronald Faulkner C.A.O. Clerk Bill White