Council Minutes
Tuesday, December 5, 2017 3:00 p.m.
Council Chambers

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

Council Regrets:
Mayor George A. Bridge

Staff Present:
Bill White, C.A.O. Clerk
Annilene McRobb, Deputy Clerk, Recording Secretary
Terry Kuipers, Chief Building Official
Somer Gerber, LaunchIt Coordinator
Belinda Wick-Graham, Business & Economic Manager
Gordon Duff, Treasurer

1. Call to Order 3:02 p.m.

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

3. Minutes of Previous Meeting

a. Regular Council Minutes of November 21, 2017

RESOLUTION 2017-238
Moved By: Councillor Dirksen; Seconded By: Councillor Colwell

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

Carried

4. Additional Items Disclosed as Other Business

All members of Council disclosed items as other business

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 2017-239
Moved By: Councillor Elliott; Seconded By: Councillor Anderson

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

Carried

6. Public Meeting - None

7. Delegations

a. County of Wellington Emergency Manager Linda Dickson, Amendments to Emergency Response Plan and EM Program Review

Emergency Manager Linda Dickson provided Council with the amendments to the Emergency Response Plan highlighting that municipalities must have a Municipal Emergency Control Group (MECG) that is responsible for directing a municipality's response during an emergency and implementation of the Emergency Response Plan. For the purposes of the legislation, members of the MECG must be appointed by Council and must be members of Council or employees of the municipality.

Dickson noted that the Sections of the Plan addressing the role of Emergency Information Officers (EIO) will be updated. Changes to these sections reflect suggestions made at the Emergency Information Meeting held in January 2017, and work completed by County Communications Staff and Member Municipal staff in preparing a Communications Protocol. The Communications Protocol includes the EIO contacts for the County and Member municipalities in the event of a municipal emergency.

MOTION COW: 2017-287
Moved By: Councillor Anderson; Seconded By: Councillor Elliott

That the Council of the Town of Minto supports the changes to the Emergency Response

Plan for the County of Wellington and Member Municipalities and authorizes the passing of a By-law adopting Amendment Number Four to the Emergency Response Plan in open session.

Carried

Province emailed on Friday the review has been completed and a new action plan may come forward from the province to be considered.

MOTION COW: 2017-288
Moved By: Councillor Colwell; Seconded By: Councillor Turton

THAT the Council of the Town of Minto accepts the annual status report on the Town's Emergency Management Program for 2017.

Dickson noted that an exemption request was forward to the province and she has not yet received a final approval for the Town of Minto.

Councillor Turton assumed the Chair

b. Phil Beard General Manager/Secretary Treasurer, Stephen Jackson Flood & Erosion Safety Service Coordinator, Maitland Valley Conservation Authority.

Vice Chair of MVCA Councillor Dave Turton introduced Phil Beard and Stephen Jackson

Phil Beard presented the Work Plan 2018 – 2020, highlighting the key priorities of strengthening flood and erosion safety, strengthening watershed stewardship and stabilizing their financial base. Levy to be keep to %55,000 to $58,000 per year for the next three years.

Stephen Jackson spoke on the Harriston watershed noting that a really good model during a flood event is needed to be able to give accurate information required for emergencies such as evacuations and being able to pin point with good accuracy flooding models. We have had a 100 year flood and got the data required with the measurements in place so we will be able to have models with higher accuracy. The Town of Minto has committed to the 2018 flood mapping process.

Jackson spoke on Federal Provincial Flood Damage Reduction Program noting the current funding model is for flood mapping and smaller mitigations and reviewed the funding model from the 1970's that allowed Listowel to install conduit underground that can handle over the 100 year flood and presented the elements that should be offered in the Federal Provincial Flood Damage Reduction Program.

CAO Clerk White questioned whether a more naturalized approach would work for Minto. Jackson stated that the Town should look at mitigation work in the downtown area.

Turton thanks Beard and Jackson for their information to Council and wok for the Town of Minto during the June 23rd flooding and presented them with Minto Pins.

Deputy Mayor Faulkner resumed the Chair

MOTION COW: 2017-289
Moved By: Councillor Turton; Seconded By: Councillor Dirksen
THAT the Council of the Town of Minto receives the Maitland Valley Conservation Authority Work Plan as presented.

Carried

8. Public Question Period - No one came forward.

9. Correspondence Received for Information or Requiring Direction of Council

a. Ontario Provincial Police, Municipal Policing Bureau Update

b. Township of Ignace, Resolution in Support of Provincial Flood Insurance program

c. Town of Ingersoll, Oxford People Against the Landfill Resolution

d. AMO, Federal Government Releases National Housing Strategy

e. Ministry of Municipal Affairs, Municipal Transient Accommodation Tax

f. Seniors' Centre for Excellence, December Newsletter and Calendar

g. Wellington Dufferin Guelph Public Health, Extreme Cold Protocol

h. Minister of Food, Agriculture and Rural Affairs, Accuracy in EBR Mapping (Town of Minto Motion)

i. Waterloo Wellington LHIN Community Report 2016-17

j. Ontario Ombudsman, The Watchdog Newsletter for November

Dirksen asked for clarification on the letter from the Town of Minto to the Minister of Food, Agriculture and Rural Affairs, Accuracy in EBR Mapping.

MOTION COW: 2017-290
Moved By: Councillor Dirksen; Seconded By: Councillor Colwell

THAT Council receives the correspondence 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

Councillor Turton noted that the minutes include information on the work plan discussed during the delegation

1. Maitland Valley Conservation Authority Board of Director Meeting Minutes of October 18, 2017

2. Maitland Source Protection Authority Meeting Minutes of May 17, 2017

MOTION COW: 2017-291
Moved By: Councillor Turton; Seconded By: Councillor Anderson

THAT the Maitland Source Protection Authority Meeting Minutes of October 18, 2017 and May 17, 2017 be received for information.

Carried

b. Committee Minutes for Approval

1. Cultural Roundtable Committee Minutes of October 23, 2017

2. Cultural Roundtable Committee Minutes of November 27, 2017

Wick-Graham highlighted the minutes for Council. Deputy Mayor thanked the committee for all of the events that they create and organize all across Minto.

MOTION COW: 2017-292
Moved By: Councillor Anderson; Seconded By: Councillor Turton

THAT Council receives the Cultural Roundtable Committee Minutes of October 23, 2017 and November 27, 2017 and approves any recommendations contained therein.

Carried

3. Economic Development and Planning Committee Minutes of November 9, 2017

Wick-Graham reviewed the Strategic plan and the projects and actions that Economic Development have done and provided suggested updates to Strategic Plans and Considerations. Wick-Graham noted that there are currently 13-14 groups that Economic Development (ED) works with and is looking at ways to streamline the committees. ED identified key projects for 2018 and the Committee reviewed and provided the top five 2018 Project Priorities. Many priorities were set around Youth, the Youth Action Council was originally only to take 5 hours a week, but in reality is taking two days a week. C.A.O. Clerk White noted that there will be initiatives in the budget in regards to this work. Wick-Graham noted that with the workload on her department, key projects can get lost in the shuffle.

Wick-Graham reported that funding for Gabriella Ieropoli, Community Youth Resiliency Worker will run out the end of December. With funding from BR&E and Wellington North, her position is funded until March 31, 2018. It is hoped that Trillium funding can be obtained, but would not know until March 31.

MOTION COW: 2017-293
Moved By: Councillor Dirksen; Seconded By: Councillor Elliott
THAT Council receives the Economic Development and Planning Committee Minutes of November 9, 2017 and approves any recommendations contained therein.

Carried

4. Trees for Minto Committee Meeting Minutes of November 23, 2017

Councillor Dirksen reviewed the minutes noting that over 9,700 trees were distributed in 2017.

MOTION COW: 2017-294
Moved By: Councillor Elliott; Seconded By: Councillor Turton
THAT Council receives the Trees for Minto Committee Minutes of November 23, 2017 and approves any recommendations contained therein.

Carried

5. Minto Trails Committee Meeting Minutes of November 15, 2017

Deputy Mayor Faulkner highlighted the minutes noting they are preparing a budget as the funding from the County runs out in 2018.

MOTION COW: 2017-295
Moved By: Councillor Colwell; Seconded By: Councillor Turton
THAT Council receives the Minto Trails Committee Minutes of November 15, 2017 and approves any recommendations contained therein.

Carried

6. LaunchIt Minto Board Minutes November 17, 2017

Business Development Coordinator Somer Gerber highlighted the minutes noting that the newly formed executive and the goals are to plan for 2018 and identified new training resources. Gerber also stated that she met with the Mount Forest Chamber of Commerce to partner and looked at business flight expansion into Hanover and Mount Forest. Live to Lead was very successful. Had 16 attendees at the last lunch and learn and looking at having a peer to peer group.

Use of space for LaunchIt. There will be an advisor on the third Thursday of each month Second Chance Employment Fourth Thursday of each Month . There is a new resident at LaunchIt, Kit Kat Photography.

MOTION COW: 2017-296
Moved By: Councillor Colwell; Seconded By: Councillor Turton
THAT Council receives the LaunchIt Board Meeting Minutes of November 17, 2017 and approves any recommendations contained therein.

Carried

c. Staff Reports

1. Risk Management Official, Amendments Maitland Valley Source Water Protection Plan

Kyle Davis Risk Management Official provided three proposed amendment.

MOTION COW: 2017-297
Moved By: Councillor Dirksen; Seconded By: Councillor Anderson

THATQ Council receives the Ausable Bayfield and Maitland Valley Source Protection Plans Amendments report from Kyle Davies dated November 30, 2017 and further:

THAT pursuant to Section 34(3) of the Clean Water Act, 2006, the Council of the Town of Minto endorse the proposed amendments to the Ausable Bayfield and Maitland Valley Source Protection Plans.
Provision of this resolution meets requirements of Section 34(3) of the Clean Water Act, 2006 prior to formal public consultation.

Carried

2. Business and Economic Manager, Structural Grant for The Old Post

Wick-Graham stated that this structural grant for improvements to windows, electrical, HVAC ductwork, reinforcement of main roof beam, 3rd floor furnace duct work, reconstruction of parking lot and reinforcing driveway to control water flow and shore up foundation of original drive noting that they have received grants prior.

MOTION COW: 2017-298
Moved By: Councillor Turton; Seconded By: Councillor Elliott
That Council receives the November 28, 2017 report from the Business & Economic Manager regarding Structural Improvement Grant Application #H05 and approves the amount of $5,916.08 for the property located at 39 Elora St. S. Harriston (The Old Post).

Carried

3. Building Assistant, B136/17- Andrade Severance Part Lot 34 Concession 7, 5550 7th Line, Harriston

Severe the official plan is prime agriculture, but a justification study shows that it will be a viable farm at 13.5 acres to grow hops and would also be building a home on this property.

MOTION COW: 2017-299
Moved By: Councillor Elliott; Seconded By: Councillor Dirksen

THAT the Council recommends County of Wellington Land Division Committee approve Severance Application B136/17, Andrade, Part Lot 34 Concession 7, 5550 7th Line Harriston, 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(s) be completed to the satisfaction of the Local Municipality.

4. That the applicant obtains written confirmation from the Town of Minto Public Works Department that satisfactory access arrangements to the subject lands have been made including payment of applicable fees.

5. That the applicant be advised the Town of Minto will require payment of any applicable development charges at the time of issuance of a building permit respecting the lot(s) subject of the application at the rate established by Council applicable at time of issuance of the building permit.

Carried

4. Chief Building Official, October and November 2017 Permit Stats Review

Chief Building Official Kuipers noted that October was lower than the previous year but November was higher than last year. As of the end of November 215 permits worth over $27 million had been issued.

MOTION: COW 2017-300
Moved By: Councillor Turton; Seconded By: Councillor Anderson
THAT Council receive the Chief Building Official's October and November Permit Review for information.

Carried

5. Deputy Clerk, Bill 68 Modernizing Municipal Legislation Act

Deputy Clerk McRobb presented her report noting the changes to the the Municipal Act, 2001, the Municipal Elections Act and the Municipal Conflict of Interest Act.

MOTION COW: 2017-301
Moved By: Councillor Elliot; Seconded By: Councillor Anderson

THAT Council receives the Deputy Clerk's November 30, 2017 Bill 68 Modernizing Municipal Legislation Act Report and that the following be approved:

THAT the Town of Minto enter into an agreement with John Maddox as Closed Meeting Investigator beginning in 2018 for a one year contract (ceasing to operate as JGM Consulting);

THAT the Town of Minto enter into an agreement with Guy Giorno of Fasken Martineau law firm as the Town of Minto Integrity Commissioner starting in 2019.

Carried

Councillor Colwell assumed the Chair

6. Treasurer, Approval of Accounts

Treasurer Duff highlighted payments for shelving for records, roads work, structural grant on Elora Street and pre-paid fireworks for Fire and Ice New Years event.

MOTION COW: 2017-302
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 December 5, 2017 as follows: Administration $74,692.97, Building $1,462.92, Economic Development $18,233.44, Incubator $788.33, Tourism $12,200.50, Fire $5,722.71, Roads $784,180.88, Waste Water $5,473.14, Streetlights $1,067.59, Water $12,713.07, Town Landscape Care $124.84, Clifford $40,452.13, Harriston $6,877.94, Palmerston $8.407.45, Norgan $2,284.31 for a total of accounts of $992,248.07.

Carried

7. Treasurer and Tax Collector, Minutes of Settlement and Assessment Adjustments

Treasurer Duff stated that there are several post roll amended notices that were sent out by MPAC once they do a review of data, these are not retroactive to 2016, but from January 1, 2017.

MOTION COW: 2017-303
Moved By: Councillor Elliott; Seconded By: Councillor Turton
That Council receives the December 2017 report from the Treasurer and Tax Collector regarding Assessment Adjustments and that these adjustments be approved.

Carried

Deputy Mayor Ronald Faulkner resumed the Chair

8. C.A.O. Clerk, Applications for microFIT Sites Minto, SunSaver & Arntjen

C.A.O. Clerk White noted that it was announced that the microFIT programs would no longer be taking applications after the end of 2017. On Friday December 1st, while Arntjen was putting in applications for the Harriston Lions Medical Clinic and the Town of Minto office, IESO announced that the 2017 quota for microFit contracts had been reached. The applications may still be considered if any other applications are rejected or pulled out. At the end of the 20 year programs the Town will have received about $1 million in revenue from the hosting agreements.

MOTION COW: 2017-304
Moved By: Councillor Anderson; Seconded By: Councillor Dirksen
That Council receives the C.A.O. Clerk's December 1, 2017 report regarding Applications for microFIT Sites Minto, SunSaver & Arntjen, and Council approves applications being submitted for these sites subject to installation details being presented to Council if an IESO approval contract offer be received.

Carried

d. Other Business Disclosed as Additional Items

Councillor Dirksen thanked the Public Works and Paul Judge for the use of the truck for the parades, for decorating it and Bill and Teri White for driving last weekend.

Councillor Turton thanked the fire services for running the Santa Claus Parades for volunteering their time.

Councillor Elliott noted that there were complaints at the Palmerston Parade with Council throwing candy from the float. Elliott noted that the Council members purchase candy with their own money.

Councillor Anderson reminder every one of the Christmas dinner being hosted December 25th at the Harriston Community Centre by the Andersons and requested that Council spread the word noting they will deliver meals to those not physically able to attend.

Deputy Mayor Faulkner noted this Saturday is the Pal Mocha Shriners breakfast with Santa at Harry Stones in Harriston.

11. Motion to Return To Regular Council

RESOLUTION 2017-240
Moved By: Councillor Turton; Seconded By: Councillor Dirksen

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

Carried

12. Notices of Motion

13. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION 2017-241
Moved By: Councillor Colwell; Seconded By: Councillor Elliott

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

Carried

14. By-laws

a. 2017-99, to amend the Emergency Response Plan for the County of Wellington and Member Municipalities

RESOLUTION 2017-242
Moved By: Councillor Anderson; Seconded By: Councillor Turton
THAT By-law 2017-99; 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. 2017-98, Confirming Proceedings of December 5, 2017 Committee of the Whole/Council Meeting

RESOLUTION 2017-243
Moved By: Councillor Dirksen; Seconded By: Councillor Colwell

THAT By-law 2017-100; To confirm actions of the Council of the Corporation of the Town of Minto Respecting a meeting held December 5, 2017; 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

RESOLUTION 2017-244
Moved By: Councillor Elliott; Seconded By: Councillor Anderson

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 C.A.O. Clerk Bill White