



Council Minutes
Tuesday, December 19, 2017
4:00 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 (all or part of meeting):

Bill White, C.A.O. Clerk
Annilene McRobb, Deputy Clerk, Recording Secretary
Gordon Duff, Treasurer Matt Lubbers, Recreation Services Manager
Terry Kuipers, Chief Building Official Belinda Wick-Graham, Business & Economic Manager
Todd Rogers, DWQMS Coordinator Mike McIsaac, Roads and Drainage Foreman

1. **Call to Order**
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act –None.**
3. **Minutes of Previous Meeting**
 - a. Regular Council Minutes of December 5, 2017

RESOLUTION 2017-248

Moved By: Councillor Colwell; Seconded By: Councillor Dirksen

THAT the minutes of the December 5, 2017 Council Meeting be approved.

Carried

4. Additional Items Disclosed as Other Business

Mayor Bridge, Deputy Mayor Faulkner and Councillor Anderson declared items. CAO Clerk White had provided copies of a letter from Rolf and Kerri Schuttel of 50 George Street North regarding Item 7. b Harriston and would bring it forward at that time.

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 2017-249

Moved By: Councillor Turton; Seconded By: Councillor Anderson

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

Carried

6. Public Meeting

Considered after 5:00 pm following Item 10 c) 6) a).

7. Delegations

a. Luke Hartung, 2017 Minto Farmers' Market Recap

Mr. Hartung provided an overview of 2017 noting they had a good year financially where they donated \$1000 to the Palmerston Food Bank. He previewed the upcoming 2018 season noting the events being planned, thanking Taylor Keunen for her work. Council thanked Mr. Hartung and the vendors for making the Farmers Market a success.

b. Howard Sher, Quality Homes, Site Plan Approval, 24 George St N Harriston

Mr. Sher noted Quality Homes have been in the community for 30 years and is entering real estate development to enhance business providing quality housing for adults and families. He advised Quality plans on a three year completion and outlined plans for 23 bungalow and "bungalow" units. He confirmed Quality Homes will abide by the Minutes of Settlement.

C.A.O. Clerk White noted a letter was received by email this afternoon from Rolf and Keri Schuttel with concerns the site plan does not comply with zoning and Minutes of Settlement approved by the Ontario Municipal Board.

MOTION: COW 2017-305

Moved by: Councillor Turton; Seconded by: Deputy Mayor Faulkner

THAT Council receives the C.A.O. Clerk's report dated December 13, 2017 and approves the Proposed Servicing and Grading prepared by Triton Engineering project A6834 last revised October 2017 as presented by Quality Homes subject to execution of a site plan agreement with the Town requiring, among other matters, the following:

- 1. Completion of the project within three years and retention of existing \$20,000 security through to completion, and execution of a condominium agreement if applicable.**
- 2. Final tree planting and landscaping details including details on the "hammerhead turnaround" and "P" gate or other method to restrict access to the turnaround to the satisfaction of the Fire Chief and Town staff.**
- 3. Servicing, grading and drainage, street paving and curbing details being provided to the satisfaction of the Town prior to execution of the site plan agreement including but not limited paving and rolled curbs for the interior private road with no parking on either side,**

energy efficient lighting that prevents glare on adjoining lands, prohibiting parking on the private roadway, and access to the fire hydrant on the lands for occasional Town servicing and emergency purposes.

4. That Quality Homes be advised that subject to the Town's Disposition of Lands Bylaw a purchase price of \$6,000 be accepted for no more than 0.29 acres of the park and pond with the purchaser providing the necessary survey, and that funds received be retained for future use on this park and pond.
5. That Council accepts that Section 3.14 of the development charges bylaw apply such that the development charge applicable to the square footage of the former senior school be deducted from the charge applicable to the proposed townhouse units.
6. That any applicable approvals from the Maitland Valley Conservation Authority be obtained including the emergency access outlined in the plan.
7. That the site plan agreement provide for the requirements outlined in the staff report, and confirmation that all terms of the minutes of settlement, applicable zoning and all other requirements and standards are met including approval of stormwater works by the Ministry of the Environment.

Carried

MOTION: COW 2017-306

Moved by: Councillor Dirksen; Seconded by: Councillor Elliott

THAT the December 19, 2017 letter from Rolf and Kerri Schuttel be received.

Carried

8. Public Question Period - None

MOTION: COW 2017-307

Moved by: Councillor Turton; Seconded by: Councillor Elliott

THAT Item 10 c) 7) be moved forward on the agenda.

Carried

10. c) 7. Roads and Drainage Foreman and C.A.O Clerk, Municipal Drain Update
Greg Nancekivell of Dietrich Engineering and Roads & Drainage Foreman Mike McIsaac updated Council on municipal drain projects being considered under the Drainage Act. Mr. Nancekivell spoke of the growing workload and expanding authorizations needed from the different Federal and Provincial Agencies to get approval to complete work on Municipal Drains. Council asked questions of Mr. Nancekivell about timing of meetings and engineer's reports. Some delays are due to the volume of work, and some drains will proceed in 2018.

MOTION: COW 2017-308

Moved by: Councillor Colwell; Seconded by: Deputy Mayor Faulkner

That Council receive the Road and Drainage Foreman and C.A.O. Clerk's December 13, 2017 report Municipal Drain Update as information, that the Town pursue Federal and Provincial authorities to ensure approvals from Department of Fisheries and other agencies are expedited for municipal drains and request delegations at future conferences on this topic, that Council request Dietrich Engineering and staff to move forward in 2018 with any drain work that can be accommodated and report back to Council every six (6) months on drain status.

Carried

9. Correspondence Received for Information or Requiring Direction of Council

- a. Ontario Energy Board, Enbridge Gas Distribution Inc. and Union Gas Limited - Application for Amalgamation
- b. County of Wellington, Study Area for Potential Future Greenbelt Expansion
- c. United Way, Winter Hydro Disconnection Update
- d. Minister of Government and Consumer Affairs, Bill 59
- e. Ministry of Municipal Affairs, Passing of Bill 139

MOTION: COW 2107-209

Moved by: Councillor Elliott; Seconded by: Councillor Anderson

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 – None
- b. Committee Minutes for Approval – None
- c. Staff Reports
- 1. Recreation Services Manager, CELP Agreement

Recreation Services Manager Lubbers noted that PRACC and Trails Committee support relocating the CELP program to Town land near the Harriston Minto Community Complex.

MOTION: COW 2017-310

Moved by: Councillor Dirksen; Seconded by: Councillor Anderson

THAT Council of the Town of Minto receives the December 1st, 2017 report from the Recreation Services Manager entitled CELP Agreement and that a By-law be considered in open session authorizing the Mayor and C.A.O. Clerk to sign the agreement.

Carried

- 2. Recreation Services Manager, Accessibility Annual Update

The Recreation Services Manager highlighted work and training in the area of accessibility. Minto is part of the Wellington County Accessibility committee. Contrasting stair “nosings” in downtown areas, new doors in Harriston Arena and the Town office and proper sidewalk crossings according to County design are among accomplishments.

MOTION: COW 2017-311

Moved by: Deputy Mayor Faulkner; Seconded by: Councillor Turton

That Council receives the December 1st, 2017 report from the Recreation Services Manager entitled Accessibility Annual Update.

Carried

3. Deputy Clerk, Records Management

The C.A.O. Clerk White noted the Deputy Clerk has been implementing the provincially accepted TOMRMS records management system with Town Departments. By 2019 most all Departments will be using TOMRMS’ consistent filing and retrieval systems.

MOTION: COW 2017-312

Moved by: Councillor Dirksen; Seconded by: Councillor Turton

That Council receives the December 6, 2017 Records Management report from the Deputy Clerk, that the draft Records Management Policy be accepted, and that Records Retention By-law 2017-103 be considered in open session.

Carried

4. C.A.O. Clerk and Deputy Clerk 2018 Municipal Election Procedures, Accessibility Plan
The C.A.O. Clerk White reviewed procedures set for the 2018 Election. It is proposed to continue using community centres and the Nursing Homes for ballot drop off.

MOTION: COW 2017-313

Moved by: Councillor Anderson; Seconded by: Deputy Mayor Faulkner

That Council receives the report dated December 11, 2018 regarding 2018 Municipal Election Procedures and Accessibility Plan, and accepts them as presented.

Carried

Councillor Turton assumed the Chair

5. Treasurer, Approval of Accounts

Treasurer Duff highlighted payments such as Quarterly County and School Board amounts, road maintenance gravel, minor hockey rink dividers, arena window work and Bunker Gear.

MOTION: COW 2017-314

Moved by: Mayor Bridge; Seconded by: Councillor Elliott

That Council receives the Treasurer’s report regarding Approval of Accounts, and approves accounts by Department for November 21, 2017 as follows: Administration \$2,055,564.93,

Building \$2,392.17, Economic Development \$1,911.37, Incubator \$4,698.85, Tourism \$708.96, Fire \$30,372.23, Roads \$96,650.91, Waste Water \$26,501.71, Streetlights \$7,457.13, Water \$16,552.67, Recreation \$1,832.32, Clifford \$17,349.68, Harriston \$16,990.27, Palmerston \$29,117.32, Norgan \$3,910.15 for a total of \$2,312,010.67.

Carried

Councillor Turton assumed the Chair

6. DWQMS Compliance Coordinator, 2017 DWQMS Management Review

Todd Rogers DWQMS Compliance Coordinator provided an overview of the Management Review. Systems are functioning at 100%. The Town recently passed its audit so the municipal license is good until December 31, 2019. Council must exercise due diligence in oversight of the Town's systems.

MOTION: COW 2017-315

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

That Council receives the Compliance Coordinators November 30, 2017 report DWQMS Management Review and that all Council members reviewed, approve and endorse the report as well as their commitment to the Drinking Water Quality Management Standard.

Carried

7. Roads and Drainage Foreman and C.A.O Clerk, Municipal Drain Update (considered earlier in the meeting as per MOTION: COW 2017-307)

Mayor Bridge reassumed the Chair

6. Public Meeting

a. ZBA-2017-10, Evergreen Apartment Company Inc. 260 Mary Street, Palmerston
A Public Meeting to consider an amendment to the Town of Minto Zoning By-law No. 01-86 for property located on Lots 35 & 36, Survey Caswell and Clements's Part Park Lot 3, Pt Lane, Survey Borthwick's, municipally known as 260 Mary Street, Palmerston.

Mayor Bridge acted as the Chair, called the meeting to order at 5:06 p.m. requesting any member of the public present to please sign the attendance record, and stated that 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 described the location of the property, and the purpose and effect of the amendment to alter site and building regulations in the current R3 zoning of the subject lands to permit a reduced minimum lot area and side yard setback for the existing 12 unit apartment building. Relief is required as the vacant land adjacent to the apartment was severed off to create a new building lot for a multi residential development. In addition to

the proposed changes to site and building regulations for the existing apartment building, the proposed rezoning may also consider reduced setbacks, including relief to certain site and building regulations, to permit a 5 unit multiple residential dwelling on the recently created vacant parcel. This rezoning is a condition of severance application B129/16 granted provisional approval by County Land Division. He stated notice was mailed to property owners within 400 feet or 120 meters of the subject property as well as the applicable agencies November 28th, 2017. Notice was posted on the subject property.

Comments were received from Town of Minto staff with no concerns, report from Curtis Marshall, Senior Planner, County of Wellington and Chris Clark, Triton Engineering Services Limited provided a conceptual site plan.

Chair Bridge called on the applicant or his agent to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86. Applicant David Meyer was in attendance noting that the severance was a benefit to the Town to allow for higher density buildings.

CAO Clerk White noted the difference in the rezoning as far as applying to the severed and retained lot. County Senior Planner Curtis Marshall supports the rezoning, but noted a side yard setback of 5.0 metres (16.4 ft) for the townhouses was in the bylaw. If Council wanted 3.0 metres they needed to provide direction. Council discussed the application.

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

MOTION: COW 2017-316

Moved by: Councillor Turton; Seconded by: Councillor Dirksen

THAT Zoning By-law 2017-105 be amended to show “Notwithstanding the provisions of section 13.2.2.5 a minimum interior side yard setback of 3.0 m (9.84 ft) is permitted for a 5-unit cluster townhouse” prior to passing.

Carried

Chair Bridge 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. With are no further comments, Chair Bridge adjourned the Public Meeting at 5:15 p.m.

d. Other Business Disclosed as Additional Items

Councillor Anderson reminded Council of the Christmas dinner and extended the invitation to anyone working on Christmas day are welcome to join them.

Deputy Mayor Faulkner noted that the Shriners Breakfast with Santa was successful and they were able to make donations to the Montreal Burn Hospital Palmerston Hospital, Listowel Hospital and Mount Forest Hospital.

Mayor Bridge reminded everyone of the Fire and Ice event on December 31st being held at the Palmerston Arena.

11. Motion to Return To Regular Council

RESOLUTION 2017-250

Moved By: Deputy Mayor Faulkner; 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 2017-251

Moved By: Councillor Turton; 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

a. 2017-101, Harriston Historical Society sublease of space at the Harriston Carnegie Library Agreement

RESOLUTION 2017-252

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

THAT By-law 2017-101; to Authorize the Mayor and Clerk to execute an Agreement between the Corporation of the Town of Minto and the Harriston Historical Society; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

b. 2017-102, Minto Arts Council sublease of space at the Harriston Carnegie Library Agreement

RESOLUTION 2017-253

Moved By: Councillor Elliott; Seconded By: Councillor Colwell

THAT By-law 2017-102; to Authorize the Mayor and Clerk to execute an Agreement between the Corporation of the Town of Minto and the Minto Arts Council; be introduced and read a

first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- c. 2017-103, to provide for the classification, retention and destruction of the records

RESOLUTION 2017-254

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

THAT By-law 2017-103; to provide for the classification, retention and destruction of the records of The Corporation of 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

- d. 2017-104, to authorize the transfer and/or correction of ownership of certain roads within the Town of Minto to confirm ownership by the County of Wellington

The C.A.O. Clerk noted this item referred to the previous term of Council. Town legal counsel had conducted a title search.

RESOLUTION 2017-255

Moved By: Councillor Colwell; Seconded By: Councillor Turton

THAT By-law 2017-104; to authorize the transfer of ownership of certain roads with the County of Wellington; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- e. 2017-105, to Rezone 260 Mary St., Palmerston

RESOLUTION 2017-256

Moved By: Councillor Elliott; Seconded By: Councillor Anderson

THAT By-law 2017-105 To Amend Zoning By-law Number 01-86 for 260 Mary Street in Palmerston in the Town of Minto from Residential to Residential Exception; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- f. 2017-106, Public Facilities Limited Use Agreement Norwell District Secondary School

RESOLUTION 2017-257

Moved By: Councillor Dirksen; Seconded By: Councillor Anderson

THAT By-law 2017-106; to Execute a Public Facilities Limited Use Agreement with Norwell District Secondary School for the Community Environmental Leadership Program; be

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

Carried

g. 2017-107, Amend CIP Agreement Hendrick

RESOLUTION 2017-258

Moved By: Councillor Elliott; Seconded By: Councillor Turton

THAT By-law 2017-107; to execute an Amended 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

h. 2017-108, Confirming Proceedings of December 19, 2017 Committee of the Whole/Council Meeting

RESOLUTION 2017-259

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

THAT By-law 2017-108; To confirm actions of the Council of the Corporation of the Town of Minto Respecting a meeting held December 19, 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 5:21 p.m.

RESOLUTION 2017-260

Moved By: Councillor Anderson; Seconded By: Councillor Turton

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

Carried

Mayor George A. Bridge

Deputy C.A.O. Clerk Gordon Duff