



Council Minutes
Tuesday, March 6, 2018
3:00 p.m. Council Chambers

Council Present:

Deputy Mayor Ron Faulkner
Councillor Mary-Lou Colwell
Councillor Judy Dirksen
Councillor Jean Anderson
Councillor Ron Elliott

Council Regrets:

Mayor George A. Bridge
Councillor Dave Turton

Staff Present:

Bill White, C.A.O. Clerk
Terry Kuipers, Chief Building Official
Gordon Duff, Treasurer
Wayne Metzger, Water Foreman
Todd Rogers, Compliance Coordinator/DWQMS Representative
Quinn Foerter, Clerical Financial Assistant, Recording Secretary
Michelle Brown, Building Assistant

1. **Call to Order 3:01 PM**
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act- None**
3. **Minutes of Previous Meeting**
 - a. Regular Council Minutes of February 20, 2018

RESOLUTION: 2018-33

Moved By: Councillor Colwell; Seconded By: Councillor Elliott

THAT the minutes of the February 20, 2018 Council Meeting be approved.

Carried

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

Councillors Elliott & Dirksen, Deputy Mayor Faulkner and C.A.O. White disclosed items.

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: 2018-34

Moved By: Councillor Dirksen; Seconded By: Councillor Anderson

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

Carried

6. Public Meeting at 5:00 pm

a. ZBA-2018-01, Michlowski, 6426 5th Line, Palmerston

Chair Faulkner called the Public Meeting to rezone the subject lands to order at 5:02 PM requesting members of the public to please sign the attendance record. He 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.

Chair Faulkner called upon C.A.O. Clerk White who described the location and legal description of the property. The proposed amendment would rezone the subject lands to prohibit any future residential development on the agricultural (retained) portion of property. This rezoning is a condition of severance application B124/17, that was granted provisional consent by the Wellington County Land Division Committee. The consent will sever a 7.3 ha (18 ac) parcel with the existing dwelling, barns and sheds from the retained 32.8 ha (81 ac) vacant agricultural parcel. The C.A.O. Clerk described the method of notice which included mail and posting of a sign, and noted Town staff advised of no concerns, and Curtis Marshall, County Senior Planner was present in support of his report.

Chair Faulkner called on the applicant or his agent to provide comments and no one came forward. Council asked for clarification of the reason a home would not be allowed on the retained lot. Chair Faulkner called on anyone who wishes to comment in favour or in opposition of the proposed Amendment and no one came forward.

Chair Faulkner 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 no further comments, Chair Faulkner adjourned this Public Meeting at 5:08 PM.

7. Delegations

a. Wellington Source Water Protection, Minto 2017 Clean Water Act Annual Report Risk Management Official Kyle Davis presented the 2017 Annual Report noting 70 development review notices issued in Minto, two risk management plans executed, and 15 in negotiation. Ten source water road signs were installed, and source protection education and outreach is ongoing. 2018 the focus shifts to negotiating risk management plans.

MOTION: COW 2018-46

Moved By: Councillor Colwell; Seconded By Councillor Dirksen

THAT Council receives the Risk Management Official's 2017 Clean Water Act Annual Report.

Carried

b. Helen Edwards & Fran Dawson, Seniors Active Living Grant

Helen Edwards thanked Council for their support, outlined current Minto programs, stated Seniors Centre goals and noted clients helped in 2017. The Seniors Centre wants to apply for a Seniors Active Living Centres Program Expansion grant to increase programs. To match the \$42,500 grant, a contribution is needed from Minto, Mapleton and Wellington North. Minto's support would be \$5,530 cash and \$10,720 in-kind. Fran Dawson spoke about how the centre benefitted her. Council discussed funding. The Treasurer stated it could be added to the 2018 budget. The Deputy Mayor thanked the Centre for the presentation.

MOTION: COW 2018-47

Moved By: Councillor Anderson; Seconded By: Councillor Elliott

THAT Council accepts the report from The Seniors Centre for Excellence, and approves an in-kind contribution to the Seniors Active Living Centres Program Expansion Grant, as well as a cash contribution of \$5,530 to be added to the 2018 budget.

Carried

c. Mark MacKenzie, Harriston Historical Society 2017 Review

Mark Mackenzie thanked Council for a rent reduction for their sublease at Harriston Library and highlighted upcoming activities like participation in the Canada Packers Reunion, and a Public Forum on "Home Children in Canada." Council thanked the society for their work.

d. Vic Palmer, Clifford Horticultural Society Request for Signage

Vic Palmer asked if Council would support modest signage on three entrances into Clifford which the Society would landscape and maintain. It was noted the signs would be on County roads and required their approval. C.A.O. White stated staff could approach the County for permission on behalf of the Society.

MOTION: COW 2018-48

Moved By: Councillor Dirksen; Seconded By: Councillor Colwell

THAT Council direct staff to approach Wellington County, in consultation with the Clifford Horticultural Society, for permission to place a modest community identification sign on each of three County Roads entering Clifford.

Carried

8. Public Question Period

Mr. MacDonald resident of 96 George Street displayed a sample of discoloured water. He asked Council what would be done about this problem. Council asked staff to report back at the next Council meeting.

9. Correspondence Received for Information or Requiring Direction of Council

a. AMO, Bill 175 Safer Ontario Act

b. Saugeen Valley Conservation Authority, Newsletter Winter 2018

- c. City of Cornwall, Ask Ontario to Better Promote and Support Remediation of Contaminated Properties in Urban Centres
- d. Clifford Recreation Association, March 2018 Newsletter
- e. Mapleton Seniors Centre for Excellence, March 2018 Calendar & Newsletter
- f. Mapleton Seniors Centre for Excellence, Invitation to International Women's Day Lunch
- g. Mac Pierce, Letter of Concern re George Street Surplus Land
- h. Rolf & Kerri Schuttel, Letter to the Editor re George Street Surplus Land

MOTION: COW 2018-49

Moved By: Councillor Colwell; Seconded By: Councillor Anderson

THAT Council receive all correspondence as 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. Building Assistant, Part Lot Control Exemption- 30-32 George Street Metzger
Chief Building Official Terry Kuipers presented the request. Wellington County will agree to authorise part lot control removal, but Minto Council must first pass the bylaw.

MOTION: COW 2018-50

Moved By: Councillor Anderson; Seconded By: Councillor Dirksen

THAT Council receives the report from the Building Assistant dated February 28, 2018 regarding the Part Lot Control Exemption Application Metzger George Street N. Part Park Lot 5, Parts 1 & 2 Plan 61R-21255, Harriston and considers passing a By-law in open session.

Carried

- 2. Chief Building Official, Model Home Agreement- Wrighthaven Homes
The Chief Building Official reviewed the request for another model home by Wrighthaven Homes. Staff is satisfied the agreement protects the Town's interest and allows for up to two more model homes.

MOTION: COW 2018-51

Moved By: Councillor Colwell; Seconded By: Councillor Elliott

THAT Council receives the Chief Building Official's report dated March 01, 2018 report Wrighthaven Homes Request For Model Unit – Lot 22 and approves up to 3 additional model homes on the subdivision subject to the Builder signing a model home agreement in the form attached to this report and providing security in the amount of \$5,000 per unit prior to a conditional building permit being issued by the Chief Building Official for the Town.

Carried

3. Chief Building Official, MTO Request for Noise By-law Exemption
CBO Kuipers reviewed the Ministry of Transportation noise by-law exemption request. He recommends modifying the request to require written permission for work within 50 metres of homes. Council discussed the need to complete the work while providing protection to residents. The option of reviewing the exemption monthly was discussed and Deputy Mayor Faulkner requested a motion on the monthly review

MOTION: COW 2018-52

Moved By: Councillor Colwell; Seconded By: Councillor Elliott

THAT Council request staff reviews the Ministry of Transportation request every 30 days depending on feedback from the community.

Carried

A vote was held on the staff recommendation.

MOTION: COW 2018-53

Moved By: Councillor Colwell; Seconded By: Councillor Anderson

THAT Council receives the Chief Building Official's report dated March 01, 2018 report titled MTO Noise By-law Exemption Request, and grant the contractors working on behalf of the Ministry of Transportation a conditional exemption between May 01, 2018 to October 31, 2018, with the following condition:

No construction activities are to take place between the hours of 9:00pm on one day to 7:00am on the next (9:00 on Sundays) within 50m of a dwelling unit unless specific written permission is granted by the occupier of the dwelling unit agreeing to the after hour construction activity to take place on specific calendar days, and such written permission obtained is to be submitted to the Town of Minto.

Carried

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

C.A.O. Clerk White summarized proposed fee increases for which notice was given. Council asked for clarification of some fees. Treasurer Duff explained tax registration fees.

MOTION: COW 2018-54

Moved By: Councillor Elliott; Seconded By: Councillor Anderson

THAT Council receives the Deputy Clerk's February 15, 2018 report regarding the Fees and Charges By-law Amendments 2018, and that Council considers adopting a By-law in regular session.

Carried

5. C.A.O. Clerk, Quality Homes Land Conveyance

The C.A.O. Clerk noted the report follows a motion from Closed Session regarding a land conveyance to Quality Homes on George Street North set out in a December 2017 Council resolution and Minutes of Settlement signed in 2016. Council must determine the land is surplus to the Town's needs before it can be sold. There was some public concern the Town should not convey the lands due to flooding February 20. Paul Ziegler of Triton Engineering

was present to address the engineering report confirming the stormwater design for the lands is suitable. He explained why this section of North Ward Drain floods. Council asked questions about the proposed conveyance, impact on the area and flooding.

MOTION: COW 2018-55

Moved By: Councillor Elliott; Seconded By: Councillor Anderson

THAT Council receives the C.A.O Clerk's report dated February 28, 2018 Proposed Land Trade Metzger Construction, Quality Homes and Town of Minto, that Metzger Construction and Quality Homes be advised the Town is prepared to accept the triangular shaped lands from Metzger Construction at a nominal fee to increase the size of the Town Park and Pond and to include with the lands to be conveyed to Quality Homes, and that Council declares the less than 0.29 acres of lands to be conveyed to Quality Homes as outlined in the February 28 report surplus to the needs of the Town.

Carried

MOTION: COW 2018-56

Councillor Dirksen; Councillor Anderson

THAT Council receives as information the February 28 report from Triton Engineering Services Limited regarding the February 20, 2018 Flood Event and Impact of Developments, Harriston.

Carried

Councillor Colwell assumed the Chair.

6. Treasurer, Approval of Accounts

Treasurer Duff noted payments for repairs to Drain 16, as well as payroll remittances.

MOTION: COW 2018-57

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

THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for February 28, 2018 as follows: Administration \$145,449.83, Building \$2,998.15, Economic Development \$1,236.17, Incubator \$1,634.76, Fire \$4,322.57, Drains \$50,730.24, Roads \$70,129.66, Waste Water \$29,846.80, Streetlights \$1,782.62, Water \$12,528.61, Town Landscaping Care \$332.22, Recreation \$9,418.07, Clifford \$5,115.22, Harriston \$2,188.43, Palmerston \$13,850.32, Norgan \$2,944.69 for a total of \$354,508.69.

Carried

Deputy Mayor Faulkner resumed the Chair.

7. Water Foreman, Backflow Prevention Program

Water Foreman Wayne Metzger explained the new backflow prevention program for industrial, commercial, institutional and large residential properties. Staff will work with users to make sure devices to prevent siphoning back into the water system are installed, monitored and documented with the Town.

MOTION: COW 2018-58

Moved By: Councillor Anderson; Seconded By: Councillor Colwell

THAT Council receives the Water Foreman's February 15, 2018 report Backflow Prevention Program, and the information on the program attached and supports staff working with water users to ensure compliance with applicable requirements in Bylaw 2017-06.

Carried

8. Compliance Coordinator / DWQMS Representative, 2017 Drinking Water System Annual and Summary Reports

Compliance Coordinator Todd Rogers spoke on the 2017 Drinking Water System Annual and Summary Reports for each of four water systems. He note there were no non-compliance orders, all adverse water incidents were addressed, and the only boil water advisories were during the flood and work at Minto Pines. Council questioned the Compliance Coordinator exercising its oversight role for the systems.

MOTION: COW 2018-59

Moved By: Councillor Colwell; Seconded By: Councillor Dirksen

THAT Council approves the 2017 Annual & Summary Reports for the Town of Minto Drinking Water Systems, including Clifford Drinking Water System, Harriston Drinking Water System, Palmerston Drinking Water System and Minto Pines Subdivision Drinking Water System, and that individual members of Council and the C.A.O. Clerk sign the respective reports as stewards of the water infrastructure.

Carried

9. Roads & Drainage Foreman, 2018 Green Legacy Day

CAO Clerk White reported that Green Legacy Day is May 5th from 8-10am and volunteers willing to help out are needed.

MOTION: COW 2018-60

Moved By: Councillor Anderson; Seconded By: Councillor Elliott

THAT Council receives the Public Works February 2, 2018 report regarding Minto Green Legacy Days to be held May 5th, 2018 from 8-10 am.

Carried

d. Other Business Disclosed as Additional Items

Councillor Elliott is asking for support to run for OSUM Board again in 2018 which requires a nomination from Council.

MOTION: COW 2018-61

Moved By: Councillor Dirksen; Seconded By: Councillor Colwell

THAT The Council of the Town of Minto nominate Councillor Ron Elliott for OSUM director in 2018.

Carried

Councillor Dirksen reported the Wellington Farm and House Safety Association breakfast on Saturday had about 250 people. An ATV night will soon be held in Minto.

C.A.O. Clerk White spoke about the February 20th flood and thanked Town staff for their effective response. The Town had received a notice today from the Ministry of Transportation that Highway 89 would be closed due to repairs to the bridge toward Mount Forest. It was learned later in the meeting Highway 89 was closed before the Council meeting ended.

Deputy Mayor Faulkner noted on his trip to Texas, he saw mass devastation caused by Hurricane Harvey and is very proud of how Town staff handles emergency situations.

11. Resolution Moving Committee of the Whole into Committee of Adjustment (after 5pm)

RESOLUTION: 2018-35

Moved By: Councillor Elliott; Seconded By: Councillor Dirksen

THAT The Committee of the Whole convenes into Committee of Adjustment.

Carried

- a. Minor Variance Application MV-2018-02, as 22 Ann Street S Clifford, Town of Minto, Ben Bray & Jordan Taylor (See "Schedule A" for minutes).

12. Motion to Return To Regular Council

RESOLUTION: 2018-36

Moved By: Councillor Anderson; Seconded By: Councillor Colwell

THAT the Committee of Adjustment convenes into Regular Council meeting.

Carried

13. Notices of Motion

14. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION: 2018-37

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

15. By-laws

- a. 2018-09, ZBA, Michlowski, 6426 5th Line Palmerston

RESOLUTION: 2018-38

Moved By: Councillor Elliott; Seconded By: Councillor Anderson

THAT By-law 2018-09; To Amend Zoning By-law Number 01-86 For 6426 5th Line Palmerston in the Town of Minto from "Agricultural" to "Agricultural Exception"; be

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

Carried

b. 2018-10, Fees & Charges Bylaw

RESOLUTION: 2018-39

Moved By: Councillor Dirksen; Seconded By: Councillor Elliott

THAT By-law 2018-10; Bylaw 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. 2018-11, Part Lot Control for 30-32 George St N, Metzgers

RESOLUTION: 2018-40

Moved By: Councillor Anderson; Seconded By: Councillor Colwell

THAT By-law 2018-11; By-law to Exempt Part Lot Control for lands being Part of Park Lot 5, North East of George Street, being Parts 1 & 2 Plan 61R-21255, Former Town of Harriston, in Town of Minto, under Section 50 (7.1) of the Planning Act, R.S.O. 1990, as amended.; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

d. 2018-12, Confirming Proceedings of March 6, 2018 Committee of the Whole/Council Meeting

RESOLUTION: 2018-41

Moved By: Councillor Elliott; Seconded By: Councillor Dirksen

THAT By-law 2018-12; To confirm actions of the Council of the Corporation of the Town of Minto Respecting a meeting held March 6, 2018; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

16. Adjournment 4:51 PM

RESOLUTION: 2018-42

Moved By: Councillor Colwell; Seconded By: Councillor Anderson

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

Carried

Deputy Mayor Ronald Faulkner

C.A.O. Clerk Bill White

Schedule "A"
Minutes of the Committee of Adjustment Hearing
Tuesday March 6, 2018 5:00 pm Council Chambers
Minor Variance Application File No. MV-2018-02, Bray & Taylor

Chair Faulkner called the Public Hearing to order at 5:10 PM and stated 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 Minor Variance Application File No. MV-2018-02, Bray/Taylor.

Secretary -Treasurer White stated the location of the property at 22 Ann Street S, Clifford, and the purpose of the variance is to permit the construction of a Semi-Detached Residential Dwelling Unit on the existing lot with an exterior side yard setback of 1.97m (6.5"), whereas Section 12.2.2.7 of the Zoning By-law 01-86, as amended, requires a minimum exterior side yard setback of 6.0m (19.7').

The Secretary-Treasurer stated notice was mailed to the property owners within 60 metres of the lands and applicable agencies February 22, posted on the property, and circulated to staff on the same date. No concerns were expressed by Minto staff, Wellington County Planning and Saugeen Valley Conservation Authority.

Chair Faulkner called upon the applicant or agent to speak. The applicants were present and had no comments. Chair Faulkner then requested any persons wishing to speak to the application to come forward and address the Committee of Adjustment through the Chair, and no one came forward.

Chair Faulkner asked if there were any questions from the Committee who asked about the impact of the variance on future road extension. Staff noted the road is not likely to be extended and the setback could work with a proper boulevard if the road were needed.

The Secretary -Treasurer provided the resolution(s) for the Committee to consider. Upon the resolution being carried, the Notice of Decision of the Committee of Adjustment was signed by all members of the Committee of Adjustment in favour of the decision.

MOTION: COA 2018-02

Moved By: Councillor Dirksen; Seconded By: Councillor Colwell

THAT The Town of Minto Committee of Adjustment approves the application by Ben Bray and Jordan Taylor, for property legally described as PLAN CLIFFORD PT LOT 304 RP, 61R21110 PART 1, municipally known as 22 Ann Street S, Clifford, Town of Minto. To permit the

construction of a Semi-Detached Residential Dwelling Unit on the existing lot with an exterior side yard setback of 1.97m (6.5”), whereas Section 12.2.2.7 of the Town of Minto’s Comprehensive Zoning By-law 01-86, requires a minimum exterior side yard setback of 6.0m (19.7’).

Carried

Chair Faulkner stated that 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 and officially adjourned the Public Hearing at 5:16 PM.

Ronald Faulkner, Chair

Bill White, Secretary-Treasurer