



**Council Minutes**  
**Tuesday, April 10, 2018 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 left at 5:00 p.m.

**Staff Present for all or part of the meeting:**

Bill White, C.A.O. Clerk                      Annilene McRobb, Deputy Clerk, Recording Secretary  
Gordon Duff, Treasurer                      Allan Carr, Facilities Manager  
Chris Harrow, Fire Chief                      Belinda Wick-Graham, Business & Economic Manager  
Michelle Brown, Building Assistant      Terry Kuipers, Chief Building Official  
Mike McIsaac, Road Foreman              Mark Robertson, Wastewater Foreman  
Matt Lubbers, Recreation Services Manager  
Greg Mallett, Recreation and Facilities Assistant

1.      **Call to Order 2:30 p.m.**
2.      **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act - None**
3.      **Motion to Convene into Closed Session**

**RESOLUTION 2018-55**

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

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

- **Previous Minutes of the March 20, 2018 Closed Session**
- **Personal Matters about an Identifiable Individual- Minto Fire Organizational Structure**
- **Personal Matters about an Identifiable Individual- Department Heads**

**Carried**

**4. Motion to Convene into Open Session**

**RESOLUTION 2018-56**

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

**THAT The Council of the Town of Minto resume into open Council.**

**Carried**

**5. Minutes of Previous Meeting**

a. Budget Minutes of December 12, 2017

**RESOLUTION 2018-57**

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

**THAT the minutes of the December 12, 2017 Budget Meeting be approved.**

**Carried**

b. Budget Minutes of January 11, 2018

**RESOLUTION 2018-58**

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

**THAT the minutes of the January 11, 2018 Budget Meeting be approved.**

**Carried**

c. Regular Council Minutes of March 20, 2018

**RESOLUTION 2018-59**

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

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

**Carried**

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

Councillors Turton and Dirksen and Mayor Bridge declared additional 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 2018-60**

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

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

**Carried**

**8. Public Meeting - 5 p.m.**

a. ZBA 2018-02- Frank Andrade 5892 Highway 9, Harriston, Town of Minto

Part Lot 79, Concession C,

Mayor Bridge called the meeting to order at 5:06 p.m., requested any member of the public present to 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 lands with legal description Part Lot 79, Concession C noting the proposed amendment rezones the severed agricultural portion of the property to prohibit future residential development, and the retained rural residential portion of the property to permit an increased ground floor area of 475 m<sup>2</sup> (5120 ft<sup>2</sup>) for an existing accessory building. Reports were received from Town staff and Curtis Marshall, Senior Planner, County of Wellington with no concerns.

No members of the Public or the applicants were in attendance, and members of Council had no questions.

Chair Bridge to state 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](mailto:Bwhite@town.minto.on.ca). The meeting was adjourned at 5:10 p.m.

## **9. Delegations**

### **a. Luisa Artuso Director of Children's Early Years Division, Changes to Early Years Systems**

Luisa Artuso advised as of January 1 the Province required the County plan and manage new EarlyON child and family services programs. EarlyON will offer free drop-in programs for caregivers and children from birth to 6 years old with some support for youth and families. Statistics for Minto show there is child care space for 3% of the population, but when 49 spaces are available at the new centre in Palmerston 11.5% of the need will be served. The minimum goal is 20% of the population served. There are currently no EarlyON services in Minto. As the program develops building space will be needed. The County requires a staff contact and Council representative for the advisory group developing programs.

Council discussed the presentation and implementation. Councillor Anderson is interested in becoming a member of the advisory group. Mayor Bridge thanked Luisa Artuso for the presentation and her hard work for new services in Minto.

**MOTION: COW 2018-81**

**Moved by: Councillor Elliott; Seconded by: Councillor Dirksen**

**THAT Councillor Anderson becomes a member of the EarlyON Advisory Group and a staff member to be named as a contact person to advise on engagement strategies.**

**Carried**

- b. Marlene Ottens, Wellington County Farm & Home Safety Association, Farm Safety Presentation

Marlene Ottens reviewed the Association's programs noting Councillor Dirksen is Minto's Rep. She advised farming is the 3rd most dangerous occupation and the only one where children live on the workplace. The Association participates in local events such as Minto Safe Kids Day May 4<sup>th</sup> at the Palmerston Arena and advocates for programs like ATV safety. The committee requests \$500 from each municipality for items for their displays and educational items.

**MOTION: COW 2018-82**

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

**THAT Council donate an additional \$200 to the Wellington County Farm & Home Safety Association.**

**Carried**

**10. Public Question Period - No one came forward.**

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

- a. Crime Stoppers Guelph Wellington, Spring Newsletter
- b. Municipality of Grey Highlands, Increase base funding to Ontario Conservation Authorities
- c. Seniors' Centre for Excellence, April Newsletter and Calendar
- d. Association of Municipalities of Ontario, One-Third Tax Free Exemption for Municipal Officials
- e. MPP Randy Pettapiece, Reintroduced Rea and Walter Act
- f. Clifford Recreation Association, April 2018 Newsletter
- g. Ontario Ombudsmen, The Watchdog March Newsletter
- h. Township of Madawaska Valley, Asset Management Resolution
- i. Wellington County Farm and Home Safety Association, ATV Awareness Night

Council pulled items b) Municipality of Grey Highlands, Increase base funding to Ontario Conservation Authorities and e) MPP Randy Pettapiece, Reintroduced Rea and Walter Act and wished to support both.

**MOTION: COW 2018-83**

**Moved by Councillor Colwell; Seconded by: Councillor Turton**

**THAT Council support the Municipality of Grey Highlands' resolution regarding funding for Ontario Conservation Authorities, and MPP Randy Pettapiece reintroduction of the Rae and Walter Act.**

**Carried**

**MOTION: COW 2018-84**

**Moved by: Deputy Mayor Faulkner; Seconded by: Councillor Elliott**

**THAT Council receive the correspondence 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. Saugeen Valley Conservation Authority Minutes of February 13, 2018

**MOTION: COW 2018-85**

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

**THAT the Saugeen Valley Conservation Authority Meeting Minutes of February 13, 2018 be received for information.**

**Carried**

b. Committee Minutes for Approval

1. Minto Trails Committee Minutes of March 21, 2018

Recreation & Facilities Coordinator Greg Mallett reviewed minutes noting committee 2018 goals.

**MOTION: COW 2018-86**

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

**THAT Council receives the Minto Trails Committee Minutes of March 21,2018 and approves any recommendations contained therein.**

**Carried**

2. Parks and Recreation Advisory Committee Minutes of March 22, 2018

Recreation Services Manager Matt Lubbers noted 60 children attended the March break program. Summer program registration will be streamlined with proposed changes to the pricing. Other fee changes include a rental fee for green spaces for outdoor fitness and advertising opportunities on the Olympia ice resurfacers.

**MOTION: COW 2018-87**

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

**THAT Council receives the Parks and Recreation Advisory Committee Minutes of March 22, 2018 and approves any recommendations contained therein.**

c. Staff Reports

1. Building Assistant, Consent Application B37/18 Metzger Lot 7, N of Prospect St. Park Lots 12-14 North of Prospect St, Palmerston

Michelle Brown noted standard conditions apply. Council asked about original lot fabric.

**MOTION: COW 2018-88**

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

THAT the Council recommends the County of Wellington Land Division Committee approve Severance Application B37/18 Metzger, Lot 7, N of Prospect St. Subdivision Plan of Park Lots 12-14 North of Prospect Street, 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 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 provide proof of payment from the Town of Minto that outstanding frontage charges for water, sanitary sewer, and or storm sewer where applicable and required by the Town for the severed lot(s) at the rate established by policy in place at the time of payment of the frontage charge (for reference only and subject to change, the rate applicable at the time of this decision is \$221.00 per metre lot frontage), and that the applicant is also advised this does not include paying the cost of lateral connections to any service which shall be payable to the Town at time of connection.
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.

Carried

2. By-Law Enforcement Officer, Exemption and Licensing of Backyard Hens  
By-law Officer Cam Forbes advised Norwell District Secondary School requested a licence to raise hens in the courtyard in the middle of the school as a part of the LEAF Program.

**MOTION: COW 2018-89**

Moved by: Councillor Elliott, Seconded by: Councillor Turton

THAT the Council of the Town of Minto receives the By-law Enforcement Officer's April 10, 2018 report regarding the exemption to By-law 02-80 for keeping backyard hens at 135 Cumberland St. Palmerston and approves the exemption.

Carried

3. Fire Chief, Minto Fire Wage Policy

Chief Harrow noted wages have not increased in 12 years and firefighters had not asked for changes which are needed due to the minimum wage increases. The proposal results in small increases. Council asked that a report come back looking at call-out rates.

**MOTION: COW 2018-90**

**Moved by: Councillor Colwell; Seconded by: Councillor Turton**

**THAT Council approves the Wage Policy presented by the Fire Chief for all Minto Firefighters and implements it for the 2018 budget year, and that a report come forward to Council regarding call-out rates.**

Carried

4. Facilities Manager, Proposal Results for Harriston Pool Repairs and Upgrades

Allan Carr noted pool problems requiring work and Harriston Kinsmen's support. Council discussed cost difference between quotes; the liner in the highest bid exceeds spec.

**MOTION: COW 2018-91**

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

**THAT Council of receives the April 4, 2018 report from the Facilities Manager entitled Proposal Results for Harriston Pool Repairs and Upgrades and approves the proposal from Rintoul's Pools & Spas at a price of \$77,166.62 plus HST funded from the 2018 capital budget.**

Carried

5. C.A.O. Clerk, Facilities and Recreation Restructuring

C.A.O. Clerk White advised central booking works well and now includes central scheduling. Restructuring aligns duties by function rather than community.

**MOTION: COW 2018-92**

**Moved by: Councillor Colwell; Seconded by: Councillor Elliott**

**THAT Council receives the April 4, 2018 report from the C.A.O. Clerk entitled Facilities and Recreation Restructuring and approves the restructuring outlined in that report.**

Carried

6. C.A.O. Clerk, Greenbush Ground Mount Solar Panels

SunSaver's proposal for ground mount solar panels under FIT 4.0 was outlined. Trees cut will be replaced and the proposal includes picnic tables, a plaque recognizing the Fulton family and possibly an electric vehicle charging station. The CAO Clerk advised Bill Fulton had emailed about wording changes to the plaque.

**MOTION: COW 2018-93**

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

**That Council receives the CAO Clerk's April 5, 2018 report Site Plan Solar Installation Greenbush.**

**Carried**

7. C.A.O. Clerk, Removing Holding Provisions Bylaws 2018-022 & By-law 2018-023  
C.A.O. Clerk White outlined how bylaws to remove holding symbols work advising conditions were met on the Murray property (Clifford) and the First G Capital subdivision (Palmerston).

**MOTION: COW 2018-94**

**Moved by: Councillor Colwell**

**Seconded by: Councillor Turton**

**THAT Council receives the C.A.O. Clerk's April 5, 2018 report Removing Holding Provisions Bylaws 2018-022 and By-law 2018-023 and considers the by-laws in regular session.**

**Carried**

Councillor Colwell assumed the Chair

8. Treasurer, Main Street Revitalization Initiative - 2018 Municipal Funding Agreement.  
Treasurer Duff noted terms of the funding agreement allowed the Town to allocate funds to physical work such as the Clifford downtown.

**MOTION: COW 2018-95**

**Moved by: Mayor Bridge; Seconded by: Councillor Elliott**

**THAT Council receives the report from the Treasurer dated April 3, 2018 regarding the Municipal Funding Agreement for the Ontario's Main Street Revitalization Initiative Program and considers a by-law in open session authorizing the Mayor and C.A.O. Clerk to sign the agreement.**

**Carried**

9. Treasurer, Debenture Financing

Treasurer Duff noted financing through the County covers the Town's share of 2018 Clifford Elora Street reconstruction and 2017 Harriston George Street South reconstruction.

**MOTION: COW 2018-96**

**Moved by: Mayor Bridge; Seconded by: Councillor Turton**

**THAT Council accepts the Treasurer's report dated March 27<sup>th</sup>, 2018 regarding Debenture Financing and requests the County of Wellington to borrow \$2,100,000 on behalf of the Town of Minto with \$550,000 over ten years and \$1,550,000 over twenty years.**



Carried

10. Treasurer, Budget Adoption

Treasurer Duff reviewed his report on the proposed 2018 operating and capital budget.

**MOTION: COW 2018-97**

**Moved by: Mayor Bridge; Seconded by: Deputy Mayor Faulkner**

**THAT Council of the Town of Minto accepts the Treasurer's report dated March 29<sup>th</sup>, 2018 and considers the passage of the related Budget By-law in Regular Session.**

Carried

11. Treasurer, Approval of Accounts

Treasurer Duff noted payments for MVCA Levy, insurance, Norgan Theatre sign and Live to Lead Event deposit. It was noted the Norgan sign is from funds raised by theatre volunteers.

**MOTION: COW 2018-98**

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

**THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for March 30, 2018 as follows: Administration \$114,392.39, People & Property \$98,784.00, Building \$630.38, Economic Development \$12,840.21, Incubator \$1,738.00, Fire \$28,740.52, Roads \$78,333.07, Waste Water \$5,826.08, Streetlights \$603.51, Water \$8,186.74, Recreation \$8,300.63, Clifford \$5,685.00, Harriston \$7,029.95, Palmerston \$6,555.50, Norgan \$16,439.65 for a total of \$394,085.63.**

Carried

Councillor Turton assumed the Chair

12. Wastewater Foreman, Tender 6629-18 Sanitary Sewer CCTV Inspection, Harriston  
Wastewater Foreman Robertson described the video camera program for mains and laterals noting results will be compatible with CityWide software. Council asked for a follow up report on results.

**MOTION: COW 2018-99**

**Moved by: Councillor Elliott; Seconded by: Councillor Dirksen**

**THAT Council receives the April 10, 2018 report from the Wastewater Foreman regarding Tender 6629-18 Sanitary Sewer CCTV Inspection, Harriston and awards the tender to DM Robichaud Associates Ltd at a price not to exceed \$126,750.00 excluding HST funded from the 2018 capital budget, and that staff report back with results of the inspections.**

Carried

13. Roads & Drainage Foreman, Triton Engineering, Noble Family Road Construction

Road Foreman Mclsaac stated that four submissions were received and the recommended contractor has done previous work for the Town

**MOTION: COW 2018-100**

**Moved by: Councillor Colwell; Seconded by: Councillor Elliott**

**THAT Council receives the Road & Drainage Foreman's April 6, 2018 report Triton Engineering; Palmerston Noble Family Road Tender, and that the project be awarded to Hanna and Hamilton at a price of \$251,908.55 plus HST funded from the 2018 Capital Budget.**

**Carried**

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

Councillor Dirksen congratulated the Wellington Advertiser on their 50 year anniversary, and advised the Louise Marshall Hospital Project has finally made it to the Tender stage.

Councillor Colwell reminded Council of the Minto Chamber Achievement awards April 26<sup>th</sup> at the Harriston Legion. Tickets are available through Launch It and Belinda Wick-Graham.

Councillor Turton noted the MVCA Annual Dinner & Auction April 14 at the Brussels Morris & Grey Community Centre and asked that Minto provide a prize basket as it had in past years.

Mayor Bridge stated the Clifford Diggin it public meeting at the Community Hall Wednesday April 11 6:30. He is attending the PRO Conference with MYAC to receive the Youth Friendly Designation Award. Mayor's Breakfast is Friday April 13 at 7:30 a.m. Jemstones in Clifford.

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

**RESOLUTION 2018-61**

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

**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 2018-62**

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

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

**Carried**

**16. By-laws**

- a. 2018-18, to Approve Exemptions in Schedule "A" of By-law Number 02-80 Chickens in Residential Area

**RESOLUTION 2018-63**

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

**THAT By-law 2018-18; By-law to Approve Exemptions in Schedule "A" of By-law Number 02-80 Section 2 b) to permit chickens in a residential area; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

- b. 2018-19, Budget Bylaw

**RESOLUTION 2018-64**

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

**THAT By-law 2018-19; To adopt the estimates of all sums required during 2018 for purposes of 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. 2018-20, 2018 Municipal Funding Agreement Main Street Revitalization Initiative

**RESOLUTION 2018-65**

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

**THAT By-law 2018-20; to authorize execution of a Municipal Funding Agreement with The Association of the Municipalities of Ontario (AMO) for Ontario's Main Street Revitalization Initiative; be introduced and read a first, second, third time and passed in Open Council and sealed with the seal of the Corporation.**

**Carried**

- d. 2018-21, ZBA 5892 Highway 9 Andrade

**RESOLUTION 2018-66**

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

**THAT By-law 2018-21; By-law to amend Zoning By-law Number 01-86 For 5892 Highway 9 in 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**

- e. 2018-22, Holding Removal Rick Murray

**RESOLUTION 2018-67**

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

**THAT By-law 2018-22; to amend Zoning By-law Number 01-86 for Park Lot 8, West Side of Minto Street in 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**

f. 2018-23, Holding Removal Harj Gill - Dan Sinclair Palmerston

**RESOLUTION 2018-68**

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

**THAT By-law 2018-23; to amend Zoning By-law Number 01-86 for Part Lots 19 and 20, Concession 1 in 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**

g. 2018-24, Confirming Proceedings of April 10, 2018 Committee of the Whole/Council Meeting

**RESOLUTION 2018-69**

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

**THAT By-law 2018-24; To confirm actions of the Council of the Corporation of the Town of Minto Respecting a meeting held April 10, 2018; 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**

**RESOLUTION 2018-70**

**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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Mayor George A. Bridge

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C.A.O. Clerk Bill White