



## **Council Minutes**

**Tuesday, May 22, 2018**

**6:30 p.m.**

**Council Chambers**

### **Council Present:**

Mayor George A. Bridge  
Deputy Mayor Ron Faulkner  
Councillor Mary-Lou Colwell  
Councillor Judy Dirksen  
Councillor Jean Anderson  
Councillor Ron Elliott

### **Council Regrets**

Councillor Dave Turton

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

Gordon Duff, Treasurer, Deputy CAO Clerk	Terry Kuipers, Chief Building Official
Matt Lubbers, Recreation Services Manager	Mike McIsaac, Road Foreman
Wayne Metzger, Water Foreman	Mark Robertson, Wastewater Foreman
Belinda Wick-Graham, Business & Economic Manager	
Annilene McRobb, Deputy Clerk, Recording Secretary	

1. **Call to Order 6:30 p.m.**
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act**
3. **Motion to Convene into Closed Session**

### **RESOLUTION: 2018-92**

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

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

- **Previous Minutes of the April 10, 2018 Closed Session**
- **Personal Matters about an Identifiable Individual- Department Heads**

**Carried**

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

**RESOLUTION: 2018-93**

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

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

**Carried**

**5. Minutes of Previous Meeting**

**a. Regular Council Minutes of May 8, 2018**

**RESOLUTION: 2018-94**

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

**THAT the minutes of the May 8, 2018 Council Meeting be approved.**

**Carried**

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

Councillor Dirksen, Deputy Mayor Faulkner 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: 2018-95**

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

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

**Carried**

**8. Public Meeting None**

**9. Delegations**

**a. Chayse Herrfort, Cherrey Cup and Sutherland Cup Champion Listowel Cyclones**  
Mayor recognized Chayse's accomplishments this year playing for the Listowel Cyclones and along with Councillor Elliott presented a certificate to Chayse.

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

**11. Correspondence Received for Information or Requiring Direction of Council** No correspondence was received.

**12. 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
    - 1. Trees for Minto Minutes of May 11, 2018
- Deputy Clerk McRobb reviewed the minutes.

**MOTION: COW 2018-119**

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

**THAT Council receives the Trees for Minto Minutes of May 10, 2018 and approves any recommendations contained therein.**

**Carried**

- 2. Parks and Recreation Association Committee Minutes of May 7, 2018
- Recreation Services Manager Lubbers reviewed the minutes providing information on the programs being offered. Lubbers noted that the strategic plan was discussed with minor changes to the plan to come forward in June. A policy is being developed for Facilities naming Rights Policy.

**MOTION: COW 2018-120**

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

**THAT Council receives the Parks and Recreation Advisory Committee Minutes of May 7, 2018 and approves any recommendations contained therein.**

**Carried**

- c. Staff Reports

- 1. Recreation Services Manager, After School Program Agreement
- Recreation Services Manager Lubbers stated the After School Program at Palmerston Public School is anticipated to begin in September of this year. An RFP for the Minto-Clifford Public School to provide this service should be seen in January of 2019 for the 2019-2020 School Year. Information regarding this new program in Palmerston will be distributed through the school, the Summer Day Camp and social media to gauge the need.

**MOTION: COW 2018-121**

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

**THAT Council receives the May 17<sup>th</sup>, 2018 report from the Recreation Services Manager entitled After School Program Agreement, and authorizes the Mayor and Deputy CAO to sign the said agreement in open session.**

**Carried**

**2. Business and Economic Development Manager, Memorandum of Understanding - Youth Resiliency Worker**

Business and Economic Development Manager reviewed her report and noted that all Councils (Wellington North, Mapleton and Minto) see the value in this position. The Memorandum of Understanding is a formality as the funds were already accounted for in the Budget. Gabby will be working out of Minto at the LaunchIt building once a week. We have one of the largest Youth Action Councils in the province with almost 20 members.

**MOTION: COW 2018-122**

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

**THAT the Council of the Town of Minto receives the May 15, 2018 report from the Business and Economic Manager regarding the Memorandum of Understanding for the Youth Resiliency Worker between the Mount Forest Family Health Team, Township of Wellington North, Town of Minto and the Township of Mapleton and authorizes staff to sign the Memorandum of Understanding.**

**Carried**

**3. Building Assistant, B32/18- Koersen Severance**

Chief Building Official Kuipers noted Planning and Land Division Committee deferred the application requesting the applicant and the Town of Minto address the Committees concerns with the size of the barn, its ability to house a significant amount of livestock and the size of the severed parcel. The conditions to be considered by Council cover off concerns by the County.

**MOTION: 2018-123**

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

**THAT the Council recommends County of Wellington Land Division Committee approve Severance Application B36/18 Koersen, Part Lot 37 Concession 6, 5411 7<sup>th</sup> 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 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.**
- 3. 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.**

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 all of the applicable requirements in the Town of Minto zoning by-law.

5. THAT the applicant decommissions the existing liquid manure tank to the satisfaction of the Town of Minto.

6. THAT the applicant obtains a change of use permit, converting the existing barn to a residential accessory structure, from the Town of Minto.

Carried

4. Linda Dickson, Emergency Manager, Wireless Public Alerting Report  
Emergency Manager Dickson provided her report noting that it was just for information. Testing was done on May 7<sup>th</sup> Canada Wide. Dickson stated that the Alerting system is a Federal program, but we may be able to use this system for emergencies such as flooding.

**MOTION: 2018-124**

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

**THAT Council receives the Emergency Manager CEMC's April 12, 2018 report on Wireless Public Alerting for Information.**

Carried

5. Linda Dickson, Emergency Manager, Provincial Emergency Management Review – Update  
Dickson stated that many of the 52 recommendations are provincial only.

**MOTION: 2018-125**

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

**THAT Council receives the Emergency Manager CEMC's April 12, 2018 update report on the Provincial Emergency Management Review for information.**

Carried

6. Deputy Clerk, Joint Compliance Audit Committee  
Deputy Clerk McRobb reviewed her report noting that all 7 Wellington County Municipalities are a part of the Joint Audit Committee.

**MOTION: 2018-126**

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

**THAT Council approves the Terms of Reference for a Joint Audit Committee with the Wellington County municipalities, attached as Schedule A, for the 2018-2022 Term of Council, and passes a by-law establishing a Joint Compliance Audit Committee for the 2018-2022 Term of Council.**

Carried

Councillor Colwell assumed the Chair

7. Treasurer, Approval of Accounts

Treasurer Duff noted payments for draw down of a security on John Street in Harriston, community garden work and uniforms for Fire Department.

**MOTION: 2018-127**

**Moved By: Mayor Bridge; Seconded By: Councillor Dirksen**

**THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for May 15, 2018 as follows: Administration \$401,677.43, Economic Development, \$13,965.00, Incubator \$3,558.84, Fire \$8,488.56, Drains \$4,980.35, Roads \$86,766.36, Waste Water \$20,249.22, Streetlights \$6,974.81, Water \$9,243.43, Town Landscaping Care \$326.53, Recreation \$5,597.24, Clifford \$3,448.62, Harriston \$13,355.05, Palmerston \$22,953.35 and Norgan \$3,598.10 for a total of \$605,182.89.**

Carried

Mayor Bridge resumed the Chair

8. Road Foreman, Temporary All Way Stop

Road Foreman McIsaac presented his report noting that Triton presented multiple designs and this is the design that the MTO has approved to be placed on the highway.

**MOTION: 2018-128**

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

**THAT Council receives the Road Foreman's May 17, 2018 report and considers the Proposed By-Law instating a temporary "All Way Stop" at the Elora St/Mill St E/ Park St W Intersection in Clifford as required for the duration of the Connecting Link Funding Project during open session.**

Carried

9. Road Foreman, Tender PW2018-06 Sidewalk Replacement

McIsaac stated that only one submission but still good value. There is \$125,000 in the budget, so more sidewalks may be able to be added after Public Works completes their sidewalk inspections.

**MOTION: 2018-129**

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

**THAT Council receives the report from the Roads Foreman dated May 17, 2018, regarding Tender #2018-06 for Remove, Dispose, Replace Sidewalk and approves the awarding to Reeves Construction Limited at the price of \$89.90 per meter squared plus HST.**

**Carried**

**10. Road Foreman, Tender Results for Trucks 2018-07 & 2018-08**

Mclsaac noted only one submission but with comparable pricing. These are replacement trucks, the 550 will be replacing three trucks which will be sold at auction.

**MOTION: 2018-130**

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

**THAT Council receives the May 17, 2018 report Tender Results for Trucks 2018-07 & 2018-08 from the Road Foreman and approves the purchase of three new vehicles from Leslie Motors, Harriston at a total cost of \$150,827.00 plus HST.**

**Carried**

**11. Public Works Year End Review**

Road Foreman Mclsaac, Wastewater Foreman Robertson and Water Foreman Metzger presented their yearend report. Council recognized the great work they do. Council discussed cemetery complaints. Mclsaac stated the Spring was tough to get into the cemeteries early enough with the weather. Treasurer Duff noted that perpetual care is a challenge for the cemeteries as you only get the interest to use for operations. Mayor Bridge stated that we could use our Social Media more to advise the public on the condition of our parks and cemeteries.

**MOTION: COW 2018-131**

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

**THAT Council receives the Public Works Year End in Review for information.**

**Carried**

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

Councillor Dirksen spoke on the 100 Women Who Care Wellington Chapter noting this program has a simple concept, 100 women donate \$100 quarterly and is then donated to charities. Contact Councillor Dirksen for more information, there is currently 70 members and they are looking for more members and corporate sponsorship.

Deputy Mayor Faulkner noted on June 2<sup>nd</sup> there is a Scavenger Hunt organized by the Minto Youth Action Council and the official opening of the Trails. The Trails committee hope to add new angel stone to some of the trails this year.

Mayor Bridge stated that the Rural Romp will be held Saturday May 26<sup>th</sup>, as well as the Hospital Gala. There are two grand openings this Friday, Beyond the Rock, Harriston and Holloway Automotive Supplies Inc. in Palmerston.

Mayor Bridge reminded Council of the May 29<sup>th</sup> Flood meeting to be held at 6:30 p.m. at the Harriston Community Centre, presentations will be made and staff of Town, Fire, Triton Engineering, MVCA and County will be available to answer questions.

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

**RESOLUTION: 2018-96**

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

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

**Carried**

**14. Notices of Motion**

**15. Resolution Adopting Proceedings of Committee of the Whole**

**RESOLUTION: 2018-97**

**Moved By: Councillor Dirksen; 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. 2018-34, Transfer of Land between Town of Minto and Gibson 16th Line**

**RESOLUTION: 2018-98**

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

**THAT By-law 2018-34; to Authorize an agreement with James Albert Gibson regarding the Town acquiring land on the 16<sup>th</sup> Line of Minto for road widening and culvert maintenance; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

**b. 2018-35, to establish a Joint Election Compliance Audit Committee**

**RESOLUTION: 2018-99**

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

**THAT By-law 2018-35; to establish a Joint Municipal Election Compliance Audit Committee.; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**



- c. 2018-36, Municipal Disaster Recovery Assistance

**RESOLUTION: 2018-100**

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

**THAT By-law 2018-36; to execute a Grant Agreement with Her Majesty the Queen in Right of Ontario, Municipal Recovery Assistance Program for damage to the Municipality's infrastructure; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

- d. 2018-37, to erect temporary Stop Signs, Clifford

**RESOLUTION: 2018-101**

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

**THAT By-law 2018-37; to erect temporary Stop Signs at the Elora St/Mill St E/ Park St W Intersection in Clifford during Reconstruction of Elora Street; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

- e. 2018-38, After School Program Agreement Palmerston Public

**RESOLUTION: 2018-102**

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

**THAT By-law 2018-38; to authorize an agreement with the Upper Grand District School Board for an After School Program at Palmerston Public School.; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

- f. 2018-39, Confirming Proceedings of May 8, 2018 Committee of the Whole/Council Meeting

**RESOLUTION: 2018-103**

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

**THAT By-law 2018-38; to authorize an agreement with the Upper Grand District School Board for an After School Program at Palmerston Public School.; 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- 8:30 p.m.

RESOLUTION: 2018-104

Moved By: Councillor Dirksen; Seconded By: Councillor Colwell

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

Carried

---

Mayor George A. Bridge

---

C.A.O. Clerk Bill White