Council Minutes  
Tuesday, February 18, 2020 7:00 p.m.  
Council Chambers

Council Present:  
Mayor George A. Bridge  
Deputy Mayor Dave Turton  
Councillor Judy Dirksen  
Councillor Jean Anderson  
Councillor Ron Elliott  
Councillor Geoff Gunson  
Councillor Mark MacKenzie

Staff Present for all or part of the meeting:  
Annilene McRobb, Acting Clerk  
Derrick Thomson, Chief Administrative Officer  
Gordon Duff, Treasurer  
Terry Kuipers, Chief Building Official  
Michelle Brown, Building Assistant  
Mike McIsaac, Roads and Drainage Foreman  
Tawnya Robertson, Revenue Coordinator  
Quinn Foerter, Clerk’s Assistant/Human Resources Coordinator

1. Call to Order 7:00 p.m.

2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act

Councillor Judy Dirksen declared a conflict of interest for the following item:  
• 10. e) Delegations Joan Burnett, Concern Regarding Snow Removal  
The reason for the declaration is that Councillor Dirksen’s husband and son are employed by the Town, helping with winter control.

3. Motion to Convene into Closed Session

a. Closed Session Minutes of January 21, 2020  
b. Personal matters about an identifiable individual, including employees-Organizational Structure

RESOLUTION: 2020-036
Moved By: Deputy Mayor Turton; Seconded By: Councillor Gunson
THAT the Council of the Town of Minto conduct a meeting Closed to the Public to discuss the following:
- Closed Session Minutes of January 21, 2020
- Personal matters about an identifiable individual, including employees Organizational Structure

Moved By: Councillor Dirksen; Seconded By: Councillor MacKenzie
THAT the Council of the Town of Minto resume into open Council.

RESOLUTION: 2020-037

Moved By: Councillor Elliott; Seconded By: Councillor Anderson
THAT the previous minutes of the February 4, 2020 Regular Council Meeting and January 21, 2020 Closed Session are approved.

5. Minutes of Previous Meeting
   a. Regular Council Minutes of February 4, 2020
   b. Closed Session Minutes of January 21, 2020

RESOLUTION: 2020-038

Moved By: Councillor Gunson; Seconded By: Councillor Dirksen
THAT the Town of Minto Council convenes into Committee of Adjustment.

Carried

6. Additional Items Disclosed as Other Business

Councillor MacKenzie, Deputy Mayor Turton and Mayor Bridge disclosed additional items.

7. Resolution Moving Council into Committee of Adjustment to Consider Public Meeting
RESOLUTION: 2020-039

Moved By: Councillor Gunson; Seconded By: Councillor Dirksen
THAT the Town of Minto Council convenes into Committee of Adjustment.

Carried

a. Minor Variance MV 2020-01, Metzger, 548 Derby Street, Palmerston

See Schedule “A” for Minutes

8. Resolution Moving Committee of Adjustment 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: 2020-040
Moved By: Councillor MacKenzie; Seconded By: Deputy Mayor Turton
THAT the Town of Minto Committee of Adjustment convenes into Committee of the Whole.
Carried

9. Public Meeting
   a. ZBA 2020-01, B. Harris, 73 Lorne Street West, Harriston

Mayor Bridge acted as the Chair of the Public Meeting calling the meeting to order at 7:08 p.m. and requested any member of the public present to please sign the attendance record. Chair Bridge 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 Local Planning Appeal Tribunal and the person or public body may not be added as a party to the hearing of the appeal before the Tribunal unless, in the opinion of the Board, there are reasonable grounds to do so.

Acting Clerk McRobb stated the property subject to the proposed amendment is located on Prestons Survey 88-D Minto; Part Park Lot E RP61R11808; Part 1, with a municipal address of 73 Lorne Street West, Town of Minto. The purpose and effect of the proposed amendment is to rezone the subject lands from R1C (FF2) Low Density Residential Zone to R2 (FF2) Medium Density Residential Zone in order to permit the construction of a semi-detached residential dwelling. Other zoning relief may be considered for the proposal where appropriate. The notices were mailed to the property owners within 400 feet or 120 meters of the subject property as well as the applicable agencies January 30, 2020 and posted on the subject property. Comments were received from Michelle Brown, Town of Minto Building & Planning Assistant, Jessica Rahim, Planner, County of Wellington, Patrick Huber-Kidby, Environmental Planner/Regulations Officer, Maitland Valley Conservation Authority and Naomi McCulloch, letter of concern and petition. A late report was received from the Upper Grand District School Board and paper copies were provided to Council.

Chair Bridge called on the County Planner to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86. Linda Redmond, County of Wellington Senior Planner noted that the current zoning only allows for single family homes but noted no concerns from the County as new housing types are needed to provide a greater variety of residential accommodation.

Building Assistant Michelle Brown noted that Town staff have no issues with this zoning request, correspondence received from Maitland Valley Conservation Authority and the Upper Grand District School Board contained no concerns.

Chair Bridge called on the applicant or their agent to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86. Chris Langridge
came forward on behalf of the owner and provided information on the semi proposed to be built.

Chair Bridge called on anyone who wishes to comment in favor or opposition of the proposed Amendment.

Naomi McCulloch spoke on behalf of some neighbouring property owners and brought forward concerns.

Christy Claus came forward noting she lives beside the lot and stated that the neighbourhood is all single-family homes and is concerned with the aesthetics of a semi.

Langridge provided a rebuttal and noted that the owner wishes to build right away and noted the exterior will be bricked and that the semis are to be sold, not rented.

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 Acting Clerk of the Town of Minto at 5941 Highway 89, Harriston, N0G 1Z0 or by email at annilene@town.minto.on.ca

With no further comments, Chair Bridge adjourned the Public Meeting at 7:30 pm.

10. Delegations
a. Harriston Kinsmen, 100 years of Kin Canada

Mike Lawless of the Harriston Kinsmen and Brenda Dineen of the Palmerston Kinettes were in attendance. Lawless provided a history of the Kinsmen and noted the work they have provided for the Town of Minto over the years thanking Council and staff for their cooperation. Dineen stated the Kinettes started 35 years ago noting the work done by their group in the Town of Minto and stated that Kin Kindness Day is February 22.

Mayor Bridge read the following Proclamation:

WHEREAS Kin Canada has been a vibrant, responsible, all Canadian association of service clubs devoted to the concept of serving its communities throughout Canada since its founding in Hamilton, Ontario, on February 20, 1920; and

WHEREAS Kin Canada has been dedicated to meeting the needs of our community and has diligently sought the development and completion of timely, relevant programs to meet the needs and challenges of our ever-evolving society; and

WHEREAS Kin Canada is celebrating its 100th anniversary on February 20, 2020; and
WHEREAS each citizen would welcome the opportunity to pause and reflect with pride on the rich heritage of accomplishment throughout the 100 years Kinsmen, Kinette and Kin clubs have been in existence in Canada.

NOW THEREFORE BE IT RESOLVED THAT the Council of The Corporation of the Town of Minto hereby proclaims February 20, 2020 as “Kin Canada Day” and February 16-22, 2020 as “Kin Canada” in the Town of Minto

b. 10th Annual Mayor’s Golf Tournament
Tawnya Robertson and Quinn Foerter provided a Media Release regarding the 10th Annual Mayors Golf Tournament noting they are now accepting non-profit organizations to apply. It was stated that over $100,000 has been raised over the last nine years and assisted 35 groups. The Golf Tournament will be held on August 6, 2020 at Pike Lake.

c. Mike Dobson, rezoning of 6142 Wellington Road 123
Mike Dobson presented his delegation as he is looking at rezoning a property outside of the urban boundary in Palmerston.

County of Wellington Senior Planner Linda Redmond noted that she has spoken to Dobson and would be willing to meet with Mr. Dobson to speak further regarding his plans regarding a site-specific plan.

d. Phil Beard, Maitland Valley Conservation Authority
Deputy Mayor Turton came forward as the Chair of the MVCA Board of Directors and introduced Phil Beard, General Manager of MVCA.

Beard presented information on the priorities for 2020 with flood and erosion being the top priority, completing the modeling for flooding in Minto, flood forecasting and warning systems and other works within their area. Total Budget for 2020 is $3.7 million spread between 15 municipalities. Minto’s’ share of the increase is $6,136.00.

Having previously declared a conflict of interest, Councillor Judy Dirksen removed herself from her seat.

e. Joan Burnett, Concern Regarding Snow Removal
Burnett, a resident on Daly Street in Palmerston brought forward concerns regarding sidewalk cleaning in Palmerston.

Road and Drainage Foreman Mike McIsaac noted that the machines plow a five-foot width, the new minimum standard for sidewalks. Mayor Bridge stated that the Town has spent $132,000 a year on sidewalks and with the Master Plan the Town completes 2.3 km of sidewalks a year.
McIsaac noted that Daly and Brunswick Street may be looked at in the future.

Councillor Dirksen returned to her seat.

11. Public Question Period
David Anderson came forward and noted that A & B Dobson Sales is a very efficient business in Minto.

12. Correspondence Received for Information or Requiring Direction of Council
a. County of Wellington, County Official Plan Review – Progress Report #1
b. Wellington Federation of Agriculture, request for letter of Support - Bill 156
c. The Honourable Steve Clark, Minister of Municipal Affairs and Housing, A Place to Grow Plan
d. Township of Wellington North, Letter of Support for Bill 156
e. Corporation of the County of Wellington, Accessibility Advisory Committee Minutes of February 6, 2020

Councillor Dirksen pulled item 12 b) Wellington Federation of Agriculture, request for letter of Support - Bill 156 and requested that a letter be sent in support of that Bill from the Town.

MOTION: COW 2020-023
Moved by: Councillor Dirksen; Seconded by: Deputy Mayor Turton
THAT the Council of the Town of Minto provide a letter of support of Bill 156 to be sent to the Minister of Agriculture, Food and Rural Affairs.

Carried

MOTION: COW 2020-024
Moved By: Councillor Gunson; Seconded By: Councillor Dirksen
THAT Council of the Town of Minto receives the correspondence for information.

Carried

13. 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

Councillor Elliott assumed the Chair

1. Parks and Recreation Advisory Committee Minutes of January 29, 2020
Councillor Elliott presented the minutes for Council's consideration.

MOTION: COW 2020-025
Moved By: Councillor Dirksen; Seconded By: Deputy Mayor Turton
THAT the Council of the Town of Minto receives the Parks and Recreation Advisory Committee Minutes of January 29, 2020 and approves all recommendations contained therein.

Carried

Mayor Bridge resumed the Chair

c. Staff Reports
1. Building Assistant, B95/19 – Cherie & Henri Nieuwenhoff Severance 101/111 Elora Street N, Clifford

MOTION: COW 2020-026
Moved By: Deputy Mayor Turton; Seconded By: Councillor Gunson
THAT Council of the Town of Minto recommends County of Wellington Land Division Committee approve Severance Application B95/19 Cherie & Henri Nieuwenhoff Severance 101/111 Elora Street N, Clifford, Part Park Lot E, Town of Minto, and 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 provides the as built design plans providing the exact location of the sanitary connection and septic bed on the subject lands to the satisfaction of the Building and Public Works Department.

Carried

2. Chief Building Official, January Building Permit Stats

MOTION: COW 2020-027
Moved By: Councillor Dirksen; Seconded By: Councillor Elliott
THAT Council of the Town of Minto receives the Chief Building Officials January Building Statistics for information.

Carried

Deputy Mayor Turton assumed the Chair

3. Treasurer, Approval of Accounts
MOTION: COW 2020-028
Moved By: Mayor Bridge; Seconded By: Councillor Elliott
THAT Council of the Town of Minto receives the Treasurer’s report regarding Approval of Accounts, and approves accounts by Department for February 10, 2020 as follows:
Administration $692,629.77, People & Property $18,641.50, Health Services $111.51
Building $6,874.53, Economic Development $9,087.29, Incubator $1,435.10, Fire
$5,893.53, Drains $6,305.42, Roads $233,290.12, Streetlights $6,171.21, Wastewater
$17,512.77, Water $10,111.96, Recreation $4,860.98, Facilities & Parks $35,486.37,
Norgan $3,965.83 for a total of $1,052,377.89.

Carried

4. Treasurer, Ontario Trillium Foundation Collaborative Agreement

MOTION: COW 2020-029
Moved By: Councillor Anderson; Seconded By: Councillor Dirksen
THAT Council of the Town of Minto authorizes the Mayor and Acting Clerk to sign the Ontario Trillium Foundation Collaborative Agreement.

Carried

Mayor Bridge resumed the Chair

d. Other Business Disclosed as Additional Items

Councillor MacKenzie asked how Minto promotes affordable housing within the County of Wellington and ensures a minimum of 25% of new housing units in the County will be affordable. Mayor Bridge noted that Councillor MacKenzie can speak to staff and County Planners regarding this question.

Deputy Mayor Turton noted that he attended the Wellington North ‘s 1st Mayors bonspiel noting it was well attended and organized.

Mayor Bridge noted that Darren’s Day was held for Family Day in Palmerston highlighting the Fire truck pull between the Minto Fire and OPP. The Minto Minor Hockey Pee Wees, Bantams and Juveniles are beginning their divisions semi finals. Bridge noted the Minto Pride Family Day program at the Palmerston Library was a great event.

Councillor Elliott noted that the Palmerston Terminators Girls Juvenile Broomball team are heading to the 2020 Juvenile National Broomball Championship in Cornwall March 24th.

14. Motion to Return To Regular Council
RESOLUTION: 2020-041
Moved By: Councillor Anderson; Seconded By: Councillor Elliott
THAT the Committee of the Whole convenes into Regular Council meeting.
15. Notices of Motion - None

16. Resolution Adopting Proceedings of Committee of the Whole
RESOLUTION: 2020-042
Moved By: Councillor Dirksen; Seconded By: Councillor MacKenzie
THAT the Council of the Town of Minto ratifies the motions made in the Committee of the Whole.
Carried

17. By-laws

a. 2020-11, Development Charges
RESOLUTION: 2020-043
Moved By: Deputy Mayor Turton; Seconded By: Councillor Gunson
THAT By-law 2020-11; To establish Development Charges for 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

b. 2020-12, amend the assessment schedule base on actual costs incurred for constructing Municipal Drain 60
RESOLUTION: 2020-044
Moved By: Councillor Elliott; Seconded By: Councillor Dirksen
THAT By-law 2020-12; To amend the assessment schedule based on actual costs incurred for constructing Municipal Drain 60; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.
Carried

c. 2020-13, rezone 73 Lorne Street West, Harriston
RESOLUTION: 2020-045
Moved By: Councillor MacKenzie; Seconded By: Councillor Anderson
THAT By-law 2020-13; To Rezone 73 Lorne Street West, Harriston from R1C (FF2) Low Density Residential Zone to R2 (FF2) Medium Density Residential Zone; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.
Carried

d. 2020-14, Ontario Trillium Foundation Agreement
RESOLUTION: 2020-046
Moved By: Councillor Gunson; Seconded By: Deputy Mayor Turton
THAT By-law 2020-14; To authorize the Mayor and Clerk to execute a Collaborative Agreement between the Town of Minto, Grey Wellington Theatre Guild 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

2020-15, Confirming Proceedings of the February 18, 2020 Council Meeting

RESOLUTION: 2020-047

Moved By: Councillor Anderson; Seconded By: Councillor Elliott
THAT By-law 2020-15; To confirm actions of the Council of the Corporation of the Town of Minto Respecting a meeting held February 18, 2020; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

18. Adjournment 9:03 p.m.

RESOLUTION: 2020-048

Moved By: Deputy Mayor Turton; Seconded By: Councillor MacKenzie
THAT the Council of the Town of Minto adjourn to meet again at the call of the Mayor.

Carried

__________________________________  __________________________________
Deputy Mayor David Turton            Acting Clerk Annilene McRobb
Schedule “A” Minutes of the Committee of Adjustment Hearing

Chair Bridge called the Public Hearing to order at 7:02 p.m. and publicly stated that 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-2020-01 Jeremy Metzger.

Chair Bridge called on Secretary-Treasurer McRobb who stated that the subject property is legally described as Part of Lot 7 North of Prospect St. Subdivision Plan of Park Lots 12-14, municipally known as 548 Derby Street Palmerston, in the Town of Minto. The subject land is approximately 0.02 ha (0.05 ac) in size. The purpose and effect of the application is to provide zoning relief for the middle unit of a Three Unit Street Townhouse with a unit lot area of 220.53 m² (2374 ft²) and a lot frontage of 5.486 m (18 ft), whereas Section 12.2.6 of the Corporation of the Town of Minto’s Comprehensive Zoning By-law 01-86, as amended, requires a minimum lot area of 280.0 m² (3013.89 ft²) and a minimum lot frontage of 6.5 m (21.3 ft) for a Street Townhouse. Notices were mailed to the property owners within 200 feet or 60 metres of the subject property as well as the applicable agencies on February 6th, 2020, posted on the subject property, and circulated to staff on the same date and comments were received from Town of Minto staff and County of Wellington Planner.

Chair Bridge called upon the Town Staff; Building Assistant Brown noted that this is a condition of severance for this property.

Chair Bridge requested any persons wishing to speak to the application to come forward and address the Committee of Adjustment through the Chair. No one came forward

The Secretary-Treasurer provided resolutions for the Committee to consider. Upon a resolution being carried or defeated; the Notice of Decision of the Committee of Adjustment is to be signed by all members of the Committee of Adjustment in favour of the decision.

MOTION: CAO 2020-001
Moved by: Deputy Mayor Turton; Seconded by: Councillor Dirksen
THAT the Town of Minto Committee of Adjustment approves the application by Jeremy Metzger, for property legally described as, Part of Lot 7 North of Prospect St. Subdivision Plan of Park Lots 12-14, municipally known as 548 Derby Street Palmerston, in the Town of Minto, to provide zoning relief for the middle unit of a Three Unit Street Townhouse with a unit lot area of 220.53 m² (2374 ft²) and a lot frontage of 5.486 m (18 ft), whereas Section 12.2.6 of the Corporation of the Town of Minto’s Comprehensive Zoning By-law 01-86, as
amended, requires a minimum lot area of 280.0 m² (3013.89 ft²) and a minimum lot frontage of 6.5 m (21.3 ft) for a Street Townhouse.  

Carried

Chair Bridge stated if 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. 7:07 p.m.

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George Bridge, Chair                                          Annilene McRobb, Secretary Treasurer