



Council Minutes
Tuesday, February 15, 2022 7:00 p.m.
Via Electronic Participation

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:

Annilene McRobb, Clerk
Derrick Thomson, Chief Administrative Officer
Terry Kuipers, Director of Building and Planning Services
Belinda Wick-Graham, Director of Economic and Community Development
Gordon Duff, Treasurer
Chris Harrow, Director of Fire Services
Quinn Foerter, Coordinator, Legislative & Human Resource Services

1. Call to Order

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

Councillor Geoff Gunson declared a pecuniary interest for Item 5 b) MV 2022-03 - 27 Elora Street N Harriston, Gunson

3. Minutes of Previous Meeting

a. Regular Council Minutes of February 1, 2022

RESOLUTION: 2022-032

Moved By: Councillor Dirksen; Seconded By: Councillor MacKenzie

THAT minutes of the Town of Minto February 1, 2022 Regular Council meeting be approved.
Carried

4. Additional Items Disclosed as Other Business

Mayor Bridge noted an additional item.

5. Resolution Moving Council into Committee of Adjustment

RESOLUTION: 2022-033

Moved By: Councillor Anderson; Seconded By: Councillor Elliott

THAT The Town of Minto Council convenes into Committee of Adjustment.

Carried

a. MV 2022-02 - 5965 Minto-Normanby Townline, Brubacher

See Schedule "A" for Minutes

b. MV 2022-03 - 27 Elora Street N Harriston, Gunson

See Schedule "B" for Minutes

c. MV 2022-04 - 16 John Street N, Lions Medical Centre

See Schedule "C" for Minutes

6. 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: 2022-034

Moved By: Councillor Gunson; Seconded By: Deputy Mayor Turton

THAT the Town of Minto Committee of Adjustment convenes into Committee of the Whole.

Carried

7. Public Meeting- None

8. Delegations- None

9. Correspondence Received for Information or Requiring Direction of Council- None

10. Reports of Committees and Town Staff, Matters Tabled and Motions for Which Notice Has Been Previously Given

a. Committee Minutes for Approval- None

b. Staff Reports

1. PLN 2022-013, B1-22 & B2-22: Robinson Consent (Severance) 401 Jane St

MOTION: COW 2022-024

Moved By: Councillor Anderson; Seconded By: Councillor Gunson

THAT the Council of the Town of Minto recommends the County of Wellington Land Division Committee approve Consent Applications B1/22 & B2/22 – Robinson, for land legally described as Concession1, Lot 76 and Part Lot 77, with a municipal address of 401 Jane St, Palmerston, in the Town of Minto, and that the following conditions be considered:

1. THAT the owner/applicant satisfies all the requirements of the Town of Minto, financial and otherwise, which the Town of Minto may deem to be necessary for the proper and orderly development of the subject lands, including but not limited to, the payment of any monies owed to the Town of Minto, and that all accounts are in good standing; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
2. THAT the owner/applicant satisfy the requirements of the Town of Minto in reference to parkland dedication as provided for in the Planning Act, R.S.O, 1990, 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; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
3. THAT the owner/applicant obtains written confirmation from the Town of Minto that frontage fees, where applicable and as required, have been paid to the satisfaction of the Town of Minto, and that the owner/applicant is advised that this does not include paying the cost of lateral connections to any service which shall be payable to the Town of Minto at the time of connection; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
4. THAT the owner/applicant obtains written confirmation from the Town of Minto that servicing on the severed parcel can currently be accommodated to the satisfaction of the Town of Minto; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
5. THAT the owner/applicant is advised that the current servicing to the severed lots is for a single-detached dwelling on each lot, and that should the development type change to require more servicing infrastructure, the cost is required to be paid solely by the developer; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
6. THAT the owner/applicant is aware that servicing required for any future development of the retained and severed parcel must be completed by a Town of Minto pre-qualified contractor, to the satisfaction of the Town of Minto; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
7. THAT the owner/applicant receive Council and Town of Minto approval, through the passing of a by-law, that the Holding (H) provision of the subject property can be satisfactorily removed in accordance with the current site-specific zoning; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

8. THAT the owner/applicant confirms there is satisfactory access for the severed parcels from the road authority with jurisdiction and to the satisfaction of the Town of Minto; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

9. THAT the owner/applicant enters into an agreement with the Town to extend the road along Elgin Street and municipal services at the sole cost of the owner and to the satisfaction of the Town of Minto; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

10. THAT the owner/applicant obtains a written statement from the Town of Minto confirming the proposed lots and associated land uses, buildings and structures comply with all applicable requirements in the Town of Minto; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

Carried

Councillor Anderson assumed the Chair

2. FIRE 2022-001, Tanker Request for Proposal Award and Budget Amendment

MOTION: COW 2022-025

Moved By: Councillor Elliott; Seconded By: Councillor Dirksen

THAT Council of the Town of Minto receives report FIRE 2022-01 regarding the Tanker Request for Proposal Award and Budget Amendment;

THAT the Town's 2022 capital budget be amended by \$50,000 to include additional funding for the Tanker Request for Proposal Award with funding provided from Reserve Fund – Fire (Capital); and

THAT the Town of Minto award Request for Proposal FIRE 2022-01 to Safetek Emergency Vehicles to a maximum cost of \$390,000 excluding HST.

Carried

3. FIRE 2022-002, Fire Pick Up Award

MOTION: COW 2022-026

Moved By: Deputy Mayor Turton; Seconded By: Councillor MacKenzie

THAT Council of the Town of Minto receives report FIRE 2022-02 regarding the Fire Pick-Up Truck Award; and

THAT the Town of Minto award Request for Tender RFT #04-22 to Leslie Motors Limited for the total price of \$46,709 excluding HST.

Carried

Deputy Mayor Turton assumed the Chair

4. FIN 2022-004, Authorization to Sign Municipal Modernization Program Intake 3 Transfer Payment Agreements

MOTION: COW 2022-027

Moved By: Councillor MacKenzie; Seconded By: Councillor Gunson

THAT Council of the Town of Minto receives Report FIN 2022-004 regarding Municipal Modernization Intake 3 Transfer Payment Agreements and considers the related By-laws in regular session authorizing the Mayor and Clerk to sign the Transfer Payment Agreements.

Carried

Mayor Bridge resumed the Chair

5. CAO 2022-001, Wellington County Municipal Comprehensive (Official Plan) Review and Official Plan Amendment 119 Update Report 4

MOTION: COW 2022-028

Moved By: Councillor Anderson; Seconded By: Councillor MacKenzie

That Council of the Town of Minto receives the February 4, 2022 letter from Sarah Wilhelm of the Wellington County Planning and Development Department and the February 15, 2022 Update Report 4 from the CAO and Triton Engineering, and that Council encourage the County to retain Section 6.4.7 of the Official Plan with clarifying policy, that the status of official plan amendment 119 be monitored through the public meeting and decision-making stage, and that staff report back to Council on progress made in response to the Town's comments.

Carried

- b. Other Business Disclosed as Additional Items

Mayor Bridge noted that the Western Wardens Workplace Strategy is now available on their website.

Mayor Bridge thanked everyone for all their hard work during the pandemic thanking those getting their vaccines and reminded people to get their boosters.

11. Motion to Return To Regular Council

RESOLUTION: 2022-035

Moved By: Councillor Dirksen; Seconded By: Councillor Elliott

THAT the Committee of the Whole convenes into Regular Council.

Carried

12. Notices of Motion – None

13. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION: 2022-036

Moved By: Deputy Mayor Turton; Seconded By: Councillor Gunson

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

Carried

14. By-laws

a. 2022-16, MMP Implementation Stream Transfer Payment Agreement

RESOLUTION: 2022-037

Moved By: Councillor Elliott; Seconded By: Councillor Anderson

THAT By-law 2022-16; to authorize the execution of a Transfer Payment Agreement for the Municipal Modernization Program: Implementation Stream; be read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

b. 2022-17, MMP Third Party Review Stream Transfer Payment Agreement

RESOLUTION: 2022-038

Moved By: Councillor Gunson; Seconded By: Deputy Mayor Turton

THAT By-law 2022-17; to authorize the execution of a Transfer Payment Agreement for Municipal Modernization Program: Third Party Review Stream; be read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

c. 2022-18, Confirmatory

RESOLUTION: 2022-039

Moved By: Councillor MacKenzie; Seconded By: Councillor Dirksen

THAT By-law 2022-18; To confirm actions of the Council of the Corporation of the Town of Minto Respecting a meeting held February 15, 2022; be read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

15. Adjournment at 7:52 p.m.

RESOLUTION: 2022-040

Moved By: Councillor Anderson; Seconded By: Councillor Elliott

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

Carried

Mayor George A. Bridge

Clerk Annilene McRobb

Schedule "A" Minutes of the Committee of Adjustment
MV-2022-02 – Randy & Jeanette Brubacher, 5965 Minto-Normanby Townline

Chair Bridge called the Public Hearing to order at 7:02 p.m. 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. Chair Bridge stated the Public Hearing is to consider Minor Variance Application: MV-2022-02 – Randy & Jeanette Brubacher.

Secretary-Treasurer McRobb stated the property subject to the proposed Minor Variance application is legally described as Concession 18, Part Lot 23, with a municipal address of 5965 Minto-Normanby Townline, in the Town of Minto. The subject property is approximately 51.43 ac (20.81 ha) in size. The purpose and effect of the application is to permit the construction of a calf and sheep barn addition with an MDS II setback of 66.1m (217') to the nearest neighbours dwelling and 9.1m (30') to the front property line, whereas Section 6.17.2 of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, requires a minimum MDS II setback of 137.4m (451') to the nearest neighbours dwelling and a front yard setback of 13.7m (45'). Additional relief may be considered at this meeting. The Notices were mailed to the property owners within 200 feet or 60 meters of the subject property as well as the applicable agencies on February 2nd, 2022 and posted on the subject property on February 4th, 2022. Reports/comments were received from Ashley Sawyer, Planning Technician- Town of Minto; Jessica Rahim, Senior Planner- Wellington County; and Michael Oberle, Environmental Planning Technician – Saugeen Valley Conservation Authority. Secretary-Treasurer McRobb advised the Committee that no speakers were registered to participate in the Public Hearing.

Chair Bridge called on the Town of Minto Planning Technician to provide comments. Ashley Sawyer stated that there were no concerns with this application. The Applicant was in attendance but did not speak to the application.

Secretary-Treasurer McRobb provided a resolution 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: COA 2022-001

Moved By: Deputy Mayor Turton; Seconded By: Councillor Gunson

THAT The Town of Minto Committee of Adjustment approves the application by Randy & Jeanette Brubacher, for property legally described as Concession 18, Part Lot 23, with a municipal address of 5965 Minto-Normanby Townline, in the Town of Minto, to provide relief

from Section 6.17.2 of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, to permit for a reduced MDS II setback of 66.1 m (217 ft) to the nearest neighbours dwelling and 9.1 m (30 ft) to the front property line.

Carried

Chair Bridge stated that anyone wishing to receive a copy of the Notice of Decision of the Committee of Adjustment in respect to the Minor Variance application, must make a written request to the Clerk of the Town of Minto at 5941 Highway 89, Harriston, N0G 1Z0 or by email at annilene@town.minto.on.ca Chair Bridge officially adjourned the Public Hearing at 7:07 p.m.

George A. Bridge, Chair

Annilene McRobb, Secretary Treasurer

Schedule “B” Minutes of the Committee of Adjustment
MV 2022-03 - 27 Elora Steet S Harriston, Gunson

Having previously declaring a pecuniary interest, Councillor Gunson removed himself from the meeting.

Chair Bridge called the Public Hearing to order at 7:07 p.m. 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. Chair Bridge stated the Public Hearing is to consider Minor Variance Application: MV-2022-03 – Geoff & Sarah Gunson.

Secretary-Treasurer McRobb stated the property subject to the proposed Minor Variance application is legally described as Part Lot 28, in the former Town of Harriston, Town of Minto, with a municipal address of 27 Elora Street North in the Town of Minto. The subject property is approximately 0.21 ac (0.85 ha) in size. The purpose and effect of the application is to provide relief from Section 31.1 d) of the Town of Minto’s Comprehensive Zoning By-law 01-86, as amended, to permit for the construction of a 62.7 m² (675 ft²) addition to the existing single-detached dwelling and for a 55.74 m² (600 ft²) detached garage. Section 31.1 d) states that existing residential buildings and structures are permitted but does not permit for the expansion of the use. Additional relief may be considered at this meeting. The Notices were mailed to the property owners within 200 feet or 60 meters of the subject property as well as the applicable agencies and posted on the subject property on February 3rd, 2022. Reports/comments were received from Ashley Sawyer, Planning Technician- Town of Minto, Jessica Rahim; Senior Planner – Wellington County; and Patrick Huber-Kidby, Supervisor of Planning and Regulations – Maitland Valley Conservation Authority. Secretary-Treasurer McRobb advised the Committee that no speakers were registered to participate in the Public Hearing.

Chair Bridge called on the Town of Minto Planning Technician to provide comments. Ashley Sawyer stated that the property is zoned as floodway, but updated mapping removes the property from this zoning. Sawyer noted that that there were no concerns with this application.

Secretary-Treasurer McRobb provided a resolution 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: COA 2022-002

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

THAT The Town of Minto Committee of Adjustment Approves the application by Geoff & Sarah Gunson, for property legally described as Part Lot 28, in the former Town of Harriston, with a municipal address of 27 Elora St N, Harriston, in the Town of Minto, to provide relief from Section 31.1 d) of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, to permit for the construction of an addition to the existing single-detached dwelling and a detached garage.

Carried

Chair Bridge stated anyone wishing to receive a copy of the Notice of Decision of the Committee of Adjustment in respect to the Minor Variance application, must make a written request to the Clerk of the Town of Minto at 5941 Highway 89, Harriston, N0G 1Z0 or by email at annilene@town.minto.on.ca Chair Bridge officially adjourned the Public Hearing at 7:14 p.m.

George A. Bridge, Chair

Annilene McRobb, Secretary Treasurer

Schedule "C" Minutes of the Committee of Adjustment
MV-2022-04 – The Minto Municipal Services Corporation, 16 John St N., Harriston

Chair Bridge called the Public Hearing to order at 7:14 p.m. 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. Chair Bridge stated the Public Hearing is to consider Minor Variance Application: MV-2022-04 – The Minto Municipal Services Corporation.

Secretary-Treasurer McRobb stated the property subject to the proposed Minor Variance application is legally described as Lot 7 to 29, NE/S John Street, in the former Town of Harriston, in the Town of Minto, with a municipal address of 16 John Street North, in the Town of Minto. The subject property is approximately 0.65 ac (0.26 ha). The purpose and effect of the application is to provide relief for the subject property to permit for an 1,864 ft² addition of the existing legal non-conforming Lions Medical Centre. This addition is proposed to be utilized by healthcare professionals to serve the local community. The addition requires relief under Subsection 45(1) and Subsection 45(2)(a)(i) of the Planning Act, R.S.O. 1990: Under Subsection 45(1) of the Planning Act, R.S.O. 1990., relief is being requested from Section 10.2.5 of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, to permit a reduced exterior side yard setback of 3.35 m (11.0 ft). Under Subsection 45(2)(a)(i) of the Planning Act, R.S.O. 1990., relief is being requested to permit an expansion of the legal non-conforming use to facilitate the addition in a Residential (R1B) zone. Additional relief may be considered at this meeting. The notices were mailed to the property owners within 200 feet or 60 meters of the subject property as well as the applicable agencies and posted on the subject property on February 4th, 2022. Reports/comments were received from Ashley Sawyer, Planning Technician – Town of Minto, Jessica Rahim; Senior Planner – Wellington County; Patrick Huber-Kidby, Supervisor of Planning and Regulations – Maitland Valley Conservation Authority. Secretary-Treasurer McRobb advised the Committee that no speakers were registered to participate in the Public Hearing.

Chair Bridge to call on the Town of Minto Planning Technician to provide comments. Ashley Sawyer stated that there were no concerns with this application.

Secretary-Treasurer McRobb provides a resolution 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: COW 2022-003

Moved By: Councillor Elliott; Seconded By: Deputy Mayor Turton

THAT The Town of Minto Committee of Adjustment approves the application by The Minto Municipal Services Corporation, for property legally described as Lot 27 to 29, NE/S John St, in the former Town of Harriston, with a municipal address of 16 John Street North, in the Town of Minto, to provide relief from Section 10.2. 5 of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, under Subsection 45(1) of the Planning Act to permit a reduced exterior side yard setback of 3.35 m (11.0 ft) and from Subsection 45(2)(a)(i) of the Planning Act to permit an expansion of the legal non-conforming use.

Carried

Chair Bridge stated that anyone wishing to receive a copy of the Notice of Decision of the Committee of Adjustment in respect to the Minor Variance application, must make a written request to the Clerk of the Town of Minto at 5941 Highway 89, Harriston, N0G 1Z0 or by email at annilene@town.minto.on.ca Chair Bridge officially adjourned the Public Hearing at 7:20 p.m.

George A. Bridge, Chair

Annilene McRobb, Secretary Treasurer