



**Council Minutes**  
**Tuesday, March 19, 2024 7:00 p.m.**  
**Council Chambers**

**Council Present:**

Councillor Judy Dirksen  
Deputy Mayor Jean Anderson  
Councillor Ron Elliott  
Councillor Geoff Gunson  
Councillor Paul Zimmerman

**Council Regrets:**

Mayor Dave Turton  
Councillor Ed Podniewicz

**Staff Present:**

Annilene McRobb, Clerk  
Chris Harrow, Interim CAO - Operations/Director of Fire Services  
Mark Potter, Interim CAO - Administration/Deputy Treasurer  
Terry Kuipers, Director of Building and Planning Services  
Belinda Wick-Graham, Director of Economic and Community Development  
Gordon Duff, Treasurer  
Mike McIsaac, Roads & Drainage Manager  
Todd Rogers, Water Services Manager

1. **Call to Order 7:00 p.m.**
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act**

Councillor Dirksen advised of a Pecuniary Interest for Item 9 b) 6) Municipal Drain 104 Improvement Request as the Landowner is a valued employee of her family farm.

3. **Minutes of Previous Meeting**
  - a. Regular Council Minutes of March 5, 2024
  - b. Special Council Minutes of March 8, 2024

**RESOLUTION 2024-050**

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

**THAT minutes of the Town of Minto March 5th, 2024 Regular Council meeting and March 8th, 2024 Special Council meeting be approved.**

Carried

**4. 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: 2024-051**

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

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

Carried

**5. Public Meeting – None.**

**6. Delegations – None.**

**7. Public Question Period – No one came forward**

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

a. County of Wellington, Approval of Bill 150 - Planning Statute Law Amendment Act, 2023 and County Official Plan Review - Urban Boundary Expansion Report

b. City of Clarence-Rockland, 9-8-8 National Suicide and Crisis Hotline

c. Town of Goderich, Return to Combined ROMA and OGRA Conferences

d. City of Quinte West, Housing Funding

e. Town of Aurora, Request for Amenity Sharing Memorandum of Understanding (MOU) with School Boards for Evening/Weekend Gymnasium Use

f. Town of Cobourg, Proposed Amendment to Subsection 27(16) of the Ontario Heritage Act with Respect to the Removal of Listed (Non-Designated) Properties from Municipal Heritage Registers

g. Township of Amaranth, Highway 413 Resolution

h. Township of Amaranth, Operational Budget Funding Resolution

i. Town of Bracebridge, New Provincial-Municipal Fiscal Framework

j. Family & Children's Services of Guelph and Wellington County, Volunteer recruitment for Drivers

Councillor Dirksen Pulled 8 c) Town of Goderich, Return to Combined ROMA and OGRA Conferences for discussion and support.

**MOTION COW 2024-036**

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

**That the Council of the Town of Minto supports the Town of Goderich, Return to Combined ROMA and OGRA Conferences resolution.**

**Carried**

Councillor Dirksen brought attention to item 8 j) Family & Children's Services of Guelph and Wellington County, Volunteer recruitment for Drivers.

Councillor Zimmerman pulled Item a) County of Wellington, Approval of Bill 150 - Planning Statute Law Amendment Act, 2023 and County Official Plan Review - Urban Boundary Expansion Report for clarification. County of Wellington Senior Planner Jessica Rahim and Interim CAO Chris Harrow spoke to this item.

Deputy Mayor Anderson commented that many of the items noted infrastructure demands are not being met with financial support from the Province.

**MOTION: COW 2024-037**

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

**THAT Council receives the correspondence as information.**

**Carried**

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

a. Committee Minutes for Approval

1. Economic Development and Planning Committee Minutes of March 7, 2024

**MOTION: COW 2024-038**

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

**THAT Council of the Town of Minto receives the Economic Development and Planning Committee Minutes of March 7, 2024 for information and approves any recommendations contained therein.**

**Carried**

b. Staff Reports

1. EC DEV 2024-005, 2023 Year in Review

**MOTION: COW 2024-039**

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

THAT Council of the Town of Minto receives EC DEV 2024-005, 2023 Year in Review report for information.

Carried

Councillor Gunson assumed the Chair.

2. PW 2024-004, 2023 Drinking Water System Annual and Summary Reports

**MOTION: COW 2024-040**

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

**THAT Council of the Town of Minto receives report PW 2024-004 regarding the 2023 Drinking Water System Annual and Summary Reports;**

**THAT Council approve the 2023 Drinking Water System Annual and Summary Reports 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, the Interim Chief Administrative Officers, and Clerk sign the respective reports as stewards of the water infrastructure.**

Carried

3. PW 2024-005, Bulk Water Taking Annual Summary

**MOTION: COW 2024-041**

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

**THAT Council of the Town of Minto receives report PW 2024-005 regarding the 2023 Bulk Water Taking Annual Summary for information.**

Carried

4. PW 2024-006, 2023 Source Protection Annual Report

**MOTION: COW 2024-042**

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

**THAT Council of the Town of Minto receive report PW 2024-006 regarding the 2023 Source Water Protection Annual Report as information.**

Carried

5. PW 2024-007, Various Tender Report - Dust Suppressant, Gravel

**MOTION: COW 2024-043**

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

THAT Council of the Town of Minto receives report PW 2024-007 regarding Various Tender Results – Dust Suppressant and Gravel;

THAT the Town of Minto awards Tender 2024-02; Supply and Apply Dust Suppressant to Da-Lee Dust Control for a unit price of \$509.36 per flake equivalent ton excluding HST; and

THAT the Town of Minto awards Tender 2024-03; Supply, Load, Haul and Spread Granular ‘A’ (Maintenance Gravel) to E. Dennison Contracting Ltd. for a unit price of \$13.95 per ton excluding HST.

Carried

Having previously declaring a pecuniary interest, Councillor Dirksen removed herself from her seat for Item 9 b) 6) only.

6. PW 2024-008, Municipal Drain 104 Improvement Request

**MOTION: COW 2024-044**

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

THAT Council of the Town of Minto receives report PW 2024-008 regarding Municipal Drain 104 Minor Improvement Request and appoints R.J. Burnside & Associates Limited to represent the Town’s interest in this regard.

Carried

Deputy Mayor Anderson resumed the Chair.

7. PLN 2024-009, B105/23 and B106/23 Larry Stever 33 & 37 Nelson St. W.

**MOTION: COW 2024-045**

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

THAT the Council of the Town of Minto recommends that the County of Wellington Land Division Committee approve Consent Applications B105/23 and B106/23: Larry Stever, for land legally described as PLAN CLIFFORD PT PARK LOT 6 RP 61R10860 PART 5 with a municipal address of 37 Nelson St. W. and PLAN CLIFFORD PT PARK LOT 6 RP 61R10860 PART 6 with a municipal address of 33 Nelson St. W., 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 including Frontage Fees, 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 confirms they are aware that an Entrance Permit issued/authorized by the road authority with jurisdiction must be obtained for any new entrances created; 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 confirms they are aware that all newly created lots are required to connect to municipal water and sanitary services, including any associated Public Works Servicing Fees at the sole expense of the owner by an Pre-Qualified Contractor and that the existing and proposed services are shown on the Grading, Drainage and Servicing Plan, prior to the issuance of a Building Permit; 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 obtain approval or clearance from the Source Water Protection Department with the County of Wellington; 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 zoning compliance be achieved 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.

6. THAT the owner/applicant install the streetlights within the Nelson Street Road Allowance, as per the provisions within the Plan of Subdivision, 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.

Carried

8. PLN 2024-011, Zoning By-law Amendment (ZBA 2023-09) – Josh, David & Alfred Theissen

**MOTION: COW 2024-046**

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

**THAT the Council of the Town of Minto receives report PLN 2024-011 for the proposed Zoning By-law Amendment (ZBA 2023-09) – Theissen, for lands legally described as CON D PT PARK LOT 2 RP 61R7235 PART 1, with a municipal address of 24 Minto St N, Clifford, for information and considers passing a By-law in open session;**

**AND FURTHER THAT in accordance with Section 34(17) of the Planning Act, no further notice is determined to be necessary.**

Carried

9. PLN 2024-012, Harriston Super Storage SPA

**MOTION: COW 2024-047**

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

**THAT the Council of the Town of Minto receives report PLN 2024-012 regarding SPC 2023-05 – Ontario Super Storage Inc., 20 Hutchison Street for information.**

Carried

10. PLN 2024-013, Part Lot Control Sinclair 255-315 Henry St S., Palmerston

**MOTION COW 2024-048**

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

**THAT Council of the Town of Minto receives report PLN 2024-013 regarding PLC 2024-01 – Daniel Charles Sinclair, for lands being Part Lots 15 & 16 North Side of Victoria Street, Grain’s Survey Palmerston Part 3, Plan 61R21781; Town of Minto and Part Lot 16 North Side of Victoria Street, Grain’s Survey Palmerston Part 4, Plan 61R21781; Town of Minto, in the former Town of Palmerston, Town of Minto, County of Wellington, with a municipal address of 255 to 315 Henry Street South; and considers passing a By-law at a subsequent Council Meeting.**

Carried

11. CL 2024-003, Noise By-law

**MOTION: COW 2024-049**

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

**THAT the Council of the Town of Minto receives report CL 2024-003 regarding Noise By-law for Information;**

**AND FURTHER considers a By-law in Open Session authorizing the Deputy Mayor and Clerk to execute a By-law adopting a new Noise By-law and repealing By-law No. 5001-05.**

Carried

c. Announcements

Councillor Elliott noted the Minto 81’s are in the finals and the home game is Sunday at 6:30 pm in Palmerston. The Harriston Skating Carnival will be held on Sunday in Harriston.

Deputy Mayor Anderson noted that the first day of Spring is tomorrow. Tomorrow night is the Harriston Horticultural Society meeting and the last night for their Think Minto first program.

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

**RESOLUTION: 2024-052**

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

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

**Carried**

**11. Notices of Motion – None.**

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

**RESOLUTION: 2024-053**

**Moved By: Councillor Zimmerman; Seconded By: Councillor Gunson**

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

**Carried**

**13. By-laws**

a. 2024-015, Amend Zoning 24 Minto Road

b. 6001-24, Noise By-law

**RESOLUTION: 2024-054**

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

**THAT By-laws 2024-015 and 6001-24 be read a first, second, third time and passed in Open Council and sealed with the seal of the Corporation.**

**Carried**

c. 2024-016, Confirmatory

**RESOLUTION: 2024-055**

**Moved By: Councillor Gunson; Seconded By: Councillor Zimmerman**

**THAT By-law 2024-016, To confirm the actions of the Council of the Corporation of the Town of Minto respecting a meeting held March 19, 2024; be read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**



14. Adjournment at 8:20 p.m.

RESOLUTION: 2024-056

Moved By: Councillor Elliott; Seconded By: Councillor Dirksen

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

Carried

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Mayor Dave Turton

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Clerk Annilene McRobb