



Council Minutes
Tuesday, April 2, 2024 2:30 p.m.
Council Chambers

Council Present:

Mayor Dave Turton
Councillor Judy Dirksen
Deputy Mayor Jean Anderson
Councillor Ron Elliott
Councillor Geoff Gunson
Councillor Ed Podniewicz
Councillor Paul Zimmerman

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
Matt Lubbers, Director of Community Services
Mike McIsaac, Roads & Drainage Manager
Mark Robertson, Wastewater Services Manager
Sama Haghighi, Planning Coordinator
Quinn Foerter, Deputy Clerk/Coordinator, Legislative & Human Resource Services

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

RESOLUTION: 2024-057

Moved By: Councillor Zimmerman; Seconded By: Councillor Elliott

THAT the Council of the Town of Minto conduct a meeting Closed to the public to consider the following:

- a. **Closed Session Minutes of February 20, 2024**
- b. **Closed Session Minutes of March 8, 2024**

- c. Personal Matters About an Identifiable Individual Including Employees
- d. Personal Matters About an Identifiable Individual Including Employees

Carried

4. Motion to Convene into Open Session

RESOLUTION: 2024-058

Moved By: Deputy Mayor Anderson; Seconded By: Councillor Podniewicz

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

Carried

5. Reporting Out of Closed

RESOLUTION: 2024-059

Moved By: Councillor Elliott; Seconded By: Councillor Dirksen

THAT Council of the Town of Minto continues Closed Session following Item 15, Notice of Motion.

Carried

6. Minutes of Previous Meeting

- a. Closed Session Minutes of February 20, 2024
- b. Closed Session Minutes of March 8, 2024
- c. Regular Minutes of March 19, 2024

RESOLUTION: 2024-060

Moved By: Councillor Podniewicz; Seconded By: Councillor Zimmerman

THAT minutes of the Town of Minto February 20, 2024 and March 8, 2024 Closed Session meetings and March 19, 2024 Regular Council meeting be approved.

Carried

7. Resolution Moving Council into Committee of Adjustment

RESOLUTION: 2024-061

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

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

Carried

- a. MV 2024-02, Gimblet - 415 Cavan Street, Palmerston

See Schedule “A” for Minutes

b. MV 2024-03, Martin - 6119 Wellington Rd 109

See Schedule “B” 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: 2024-062

Moved By: Councillor Gunson; Seconded By: Councillor Zimmerman

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

Carried

9. Public Meeting

a. ZBA 2024-002, Luke & Ruth Martin, 5982 14 Line CON 15 PT LOT 22 PTLOT 23

Mayor Turton acted as the Chair of the Public Meeting and called the meeting to order at 3:20 p.m. ensuring that any member of the public present is recorded on the attendance record. Chair Turton stated 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 Land 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.

Clerk McRobb stated the property subject to the proposed amendment is located at CON 15 PT LOT 22 PT LOT 23 and municipally known as 5982 14th Line in the Town of Minto. The subject property is approximately 2.15 ha (5.31 ac) in size. The purpose and effect of the proposed amendment is to rezone a portion of the subject lands from Agricultural (A) to Agricultural Commercial (AC) zone to facilitate the construction of a farm equipment repair shop with a reduced setback to a residence on an adjacent lot. Additional relief may be considered at this meeting.

The notices were mailed to the property owners within 400 feet or 120 meters of the subject property as well as the applicable agencies and posted on the subject property on March 1st, 2024. Reports/comments were received from Curtis Marshall, Manager of Development Planning; Wellington County and Sama Haghighi, Planning Coordinator; Town of Minto.

Chair Turton called on the County Planner to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86. Jessica Rahim reviewed her report noting that the County had no concerns with the application.

Chair Turton called on the Town of Minto's Planning Coordinator Sama Haghighi, to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86. Sama Haghighi reviewed her report noting the Town has no concerns with this application.

Chair Turton called on the owner/applicant to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86. Luke Martin, Owner was in attendance and thanked staff for their assistance and is looking forward to serving the community.

Chair Turton to request any persons wishing to speak to the application to come forward. No one came forward.

Chair Turton gave members of Council an opportunity to ask questions. A question was asked if there is an exemption from site plan approval. Terry Kuipers noted the property is exempt as it is not within an urban centre.

Chair Turton 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 Clerk of the Town of Minto at 5941 Highway 89, Harriston, NOG 1Z0 or by email at annilene@town.minto.on.ca. With no further comments, Chair Turton adjourned the Public Meeting at 3:27 p.m.

b. ZBA 2024-004, Paul Martin, 69 Allan Street W CON D PARK LOT 18 PARK LOT 19 PARK LOT 20 PARK LOT 21 PT PARK LOT 17 PARK LOT 22

Mayor Turton acted as the Chair of the Public Meeting and called the meeting to order at 3:28 p.m. and ensured that any member of the public present is recorded on the attendance record. Chair Turton stated 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 Land 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.

Clerk McRobb stated the property subject to the proposed amendment is located at CON D PARK LOT 18 PARK LOT;19 PARK LOT 20 PARK LOT 21;PT PARK LOT 17 PT PARK LOT;22, and municipally known as 69 Allan Street W. in the Town of Minto. The subject property is approximately 12.26 ha (30.29 ac) in size. The purpose and effect of the proposed amendment is to rezone a portion of the subject lands from Future Development (FD) to

Residential (R2) Zone to facilitate the construction of two semi-detached residential dwellings and a 3-unit street townhouse development. This rezoning is a condition of severance applications B44/23 to B48/23, which has been granted provisional consent by the Wellington County Land Division Committee. Additional relief may be considered at this meeting.

The notices were mailed to the property owners within 400 feet or 120 meters of the subject property as well as the applicable agencies and posted on the subject property on March 6th, 2024. Reports/comments were received from Curtis Marshall, Manager of Development Planning; Wellington County and Sama Haghighi, Planning Coordinator; Town of Minto

Chair Turton called on the County Planner to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86. Jessica Rahim reviewed the County report noting no concerns.

Chair Turton to call on the Town of Minto's Director of Building & Planning Services, Terry Kuipers, to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86. Terry Kuipers reviewed the Town report noting no concerns with the application.

Chair Turton called on the owner/applicant to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86. Paul Martin, Owner was in attendance and had nothing further to add.

Chair Turton requested any persons wishing to speak to the application to come forward. No one came forward.

Chair Turton gave members of Council an opportunity to ask questions. There were no questions.

Chair Turton 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 Clerk of the Town of Minto at 5941 Highway 89, Harriston, NOG 1Z0 or by email at annilene@town.minto.on.ca. With no further comments, Chair Turton adjourned the Public Meeting at 3:35 p.m.

10. Delegations - None

11. Public Question Period – No one came forward.

12. Correspondence Received for Information or Requiring Direction of Council

- a. Crime Stoppers Guelph Wellington Spring 2024 Newsletter
- b. Harriston Historical Society, Request for Funding

c. County of Wellington, Residential Development Monitoring Report

Councillor Elliott pulled item 12 b) Harriston Historical Society, Request for Funding for discussion. Treasurer Duff noted that the letter was sent to the Cultural Roundtable Committee as well as the Town of Minto. Treasurer Duff does have the discretion to donate \$500 without coming forward to Council.

MOTION: COW 2024-050

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

THAT staff bring back a report on the Harriston Historical Society Request for Funding.

Carried

MOTION: COW 2024-051

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

THAT Council receives the correspondence as information.

Carried

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

Councillor Elliott assumed the Chair.

a. Committee Minutes for Approval

1. Community Services Advisory Committee Meeting Minutes of March 18, 2024

MOTION: COW 2024-052

Moved By: Councillor Gunson; Seconded By: Councillor Dirksen

THAT Council receives the Community Services Advisory Committee minutes of March 18, 2024 as information and approves any recommendation contained therein.

Carried

Mayor Turton resumed the Chair.

b. Staff Reports

1. PLN 2024-018, Part Lot Control: PLC 2024-02, Finoro Custom Homes Inc.

MOTION: COW 2024-053

Moved By: Councillor Elliott; Seconded By: Councillor Zimmerman

THAT Council of the Town of Minto receives report PLN 2024-017 regarding PLC 2024-02 – Finoro Custom Homes Inc, for lands being Plan 61M250, Blocks 48 and 52, and Lots 27, 28, 29, 30, 31, 32 and 45, with the municipal addresses of 30-40 Anne St W, 1-17 Anne St W, 116-118 Thackeray Way, 112-114 Thackeray Way, 108-110 Thackeray Way, 104-106

Thackeray Way, 100-102 Thackeray Way, 119-121 Thackeray Way and 156-158 Bean St (respectively); according to Reference Plan 61R-22699, Town of Minto, County of Wellington for information and considers passing a By-Law in open session.

Carried

Councillor Gunson assumed the Chair.

2. PW 2024-009, Tender Results – Culvert Replacements

MOTION: COW 2024-054

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

THAT Council of the Town of Minto receives report PW 2024-009 regarding Tender Results – Culvert Replacements; and

THAT Council of the Town of Minto awards Tender PW 2024-04 - Culvert Replacements to Gerald D’Arcey Construction Ltd. for a total tender price of \$73,755.00 excluding HST.

Carried

3. PW 2024-010, Inflow & Infiltration Report for Harriston and Palmerston Wastewater Collection Systems

MOTION: COW 2024-055

Moved By: Councillor Podniewicz; Seconded By: Councillor Elliott

THAT Council of the Town of Minto receives report PW 2024-010 regarding the Inflow & Infiltration Report for Harriston & Palmerston Wastewater Collection Systems for information.

Carried

4. PW 2024-011, Harriston Fairgrounds Servicing Plan

MOTION: COW 2024-056

Moved By: Councillor Zimmerman; Seconded By: Mayor Turton

THAT Council of the Town of Minto receives report PW 2024-011 regarding the Harriston Fairgrounds Servicing Plan; and

THAT Council of the Town of Minto agrees with the RV waste disposal site decommissioning to comply with MECP regulations.

Carried

Mayor Turton resumed the Chair.

c. Announcements

Councillor Elliott noted that “Sandpipers” will be at the Norgan on April 11th put on by the Palmerston Lions.

Councillor Elliott noted that there are plastic Wellington County garbage bags on the sidewalk in Palmerston on days that there is no garbage pickup and asked what can be done. Terry Kuipers noted that monitoring can be done as well as an Education Campaign with information for the tenants and as well the landlords could be held responsible for costs of cleanup. Kuipers noted he will follow-up with the Bylaw Officer.

Councillor Podniewicz noted the cost for the Sandpipers on April 11th is \$20 per ticket. Podniewicz also stated that June 8th the walk for Guide Dogs will be taking place.

Councillor Gunson congratulated the Minto-Mapleton 81's on winning the Ontario Elite Hockey League Senior AA championship. Gunson stated Minto Mad Dogs U18 were at the All Ontario Tournament, losing in the in the semi-finals, congratulating them on how far they got.

Councillor Zimmerman noted that the first Saturday in June is the Harriston Firefighters Breakfast.

Deputy Mayor Anderson noted June 1 is the Garden Festival at the Harriston Community Centre.

Mayor Turton noted that Street Sweeping will start in the next three weeks and requested that vehicle stay off the streets during this time. Turton noted that the Volunteer Dinner to be held April 19, with 200 registered at the Palmerston Arena. Turton also stated that the Mayor's Breakfast will be held this Friday at 7:30 a.m.

14. Motion to Return To Regular Council

RESOLUTION: 2024-063

Moved By: Councillor Zimmerman; Seconded By: Deputy Mayor Anderson

THAT the Committee of the Whole convenes into Regular Council.

Carried

15. Notices of Motion – None

(See Resolution 2024-059)

RESOLUTION: 2024-064

Moved by: Councillor Zimmerman; Seconded by: Councillor Elliott

THAT the Council of the Town of Minto conduct a meeting Closed to the public to consider the following:

- a) Personal Matters About an Identifiable Individual Including Employees
- b) Personal Matters About an Identifiable Individual Including Employees

Carried

RESOLUTION: 2024-065

Moved By: Deputy Mayor Anderson; Seconded By: Councillor Podniewicz
THAT Council of the Town of Minto resume into open Council.

Carried

RESOLUTION: 2024-066

Moved By: Councillor Elliott; Seconded By: Councillor Dirksen
THAT Council receives the Closed Session reports regarding Personal Information About an Identifiable Individual Including Employees
AND FURTHER THAT Council approves the confidential direction to staff.

Carried

16. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION: 2024-067

Moved By: Councillor Gunson; Seconded By: Councillor Elliott
THAT the Council of the Town of Minto ratifies the motions made in the Committee of the Whole.

Carried

17. By-laws

- a. 2024-017, Part Lot Control Finoro

RESOLUTION: 2024-068

Moved By: Councillor Dirksen; Seconded By: Councillor Podniewicz
THAT By-law 2024-017 be read a first, second, third time and passed in Open Council and sealed with the seal of the Corporation.

Carried

- b. 2024-018, Confirmatory

RESOLUTION: 2024-069

Moved By: Councillor Gunson; Seconded By: Councillor Elliott
THAT By-law 2024-018, To confirm the actions of the Council of the Corporation of the Town

of Minto respecting a meeting held April 2, 2024; be read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

18. Adjournment at 5: 14 p.m.

RESOLUTION: 2024-070

Moved By: Councillor Dirksen; Seconded By: Councillor Podniewicz

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

Carried

Mayor Dave Turton

Clerk Annilene McRobb

Schedule 'A' Minutes of the Committee of Adjustment
MV-2024-02 – Quinn Wilson & Trent Gimblet 415 Cavan St., Palmerston

Chair Turton called the Public Hearing to order at 3:02 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 Turton stated the Public Hearing is to consider Minor Variance Application: MV-2024-02 – Quinn Wilson & Trent Gimblet.

Secretary-Treasurer McRobb stated the property subject to the proposed Minor Variance application is legally described as LOT 56 E/S MILL LANE ST and is municipally known as 415 Cavan Street, in the Town of Minto. The subject property is approximately 810.025 m² (8712.0 ft²). The purpose and effect of this Minor Variance application is to provide relief from Section 6.1.4 a) of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended. This relief aims to facilitate the construction of a Detached Garage (an accessory structure) with an increased lot coverage for accessory structures on the subject property. Section 6.1.4 a) permits a combined maximum lot coverage of 10% or 81.0m² (871.2 ft²) for all accessory buildings, whereas a combined floor area of 12.3% or 98.85m² (1064 ft²) is proposed. 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 March 14th, 2024 and posted on the subject property on March 14th, 2024. Reports/comments were received from Sama Haghighi, Planning Coordinator; Town of Minto and Jessica Rahim, Senior Planner; Wellington County

Secretary-Treasurer McRobb advised the Committee no speakers were registered to participate in the Public Hearing.

Chair Turton called on the Town of Minto's Planning Coordinator Sama Haghigh to provide comments. Sama Haghigh reviewed her report noting no concerns from the Town but would have the condition of a grading and drainage plan being prepared prior to the issuance of the building permit. Jessica Rahim noted no concerns from the County.

Chair Turton called on the owner/applicant to provide comments. Quinn Wilson & Trent Gimblet, Owner/Applicant were in attendance and had nothing further to add.

Chair Turton requested any persons wishing to speak to the application to come forward. No one came forward.

Chair Turton asked for any questions by the Committee. There was a question from the Committee regarding drainage and Kuipers noted that a condition of the approval would be that a grading and drainage plan is required prior to the issuance of a building permit.

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 2024-002

Moved By: Councillor Dirksen; Seconded By: Councillor Elliott

THAT The Town of Minto Committee of Adjustment approves the application by Quinn Wilson & Trent Gimblet for property legally described as LOT 56 E/S MILL LANE ST, municipally known as 415 Cavan Street, Palmerston, in the Town of Minto, to provide relief from Section 6.1.4 a) to permit for a maximum part lot coverage of all accessory structures on the property of 98.85m² (1064 ft²). With the condition that a Grading and Drainage Plan is prepared by an Ontario Land Surveyor or Engineer and is submitted to and approved by the Town of Minto prior to the issuance of a Building Permit.

Carried

Chair Turton 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, NOG 1Z0 or by email at annilene@town.minto.on.ca. Chair Turton officially adjourn the Public Hearing at 3:11 p.m.

Dave Turton, Chair

Annilene McRobb, Secretary Treasurer

Schedule 'B' Minutes of the Committee of Adjustment
MV-2024-03 – Randy Martin 6119 Wellington Road 109

Chair Turton called the Public Hearing to order at 3:12 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 Turton to stated the Public Hearing is to consider Minor Variance Application: MV-2024-03 – Randy Martin

Secretary-Treasurer McRobb stated the property subject to the proposed Minor Variance application is legally described as MINTO CON D PT LOTS 89 AND;90 and is municipally known as 6119 Wellington Road 109, in the Town of Minto. The subject property is approximately 70.45 ha (174.11 acres). The purpose of this Minor Variance application is to permit the expansion of the existing Liquid Manure Tank and the expansion of the Livestock facility within the existing barn. This application seeks relief from the Section 6.17.2 of the Town of Minto's Comprehensive Zoning By-law 01-86, as amended.

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 March 20th, 2024 and posted on the subject property on March 20th, 2024. Reports/comments were received from Sama Haghighi, Planning Coordinator; Town of Minto and Jessica Rahim, Senior Planner; Wellington County

Secretary-Treasurer McRobb advised the Committee no speakers were registered to participate in the Public Hearing.

Chair Turton called on the Town of Minto's Director of Building and Planning Services to provide comments. Terry Kuipers reviewed his report noting there are no concerns from staff. Jessica Rahim noted no concerns from the County of Wellington.

Chair Turton called on the owner/applicant to provide comments. Randy Martin, Owner/Applicant was in attendance and had nothing further to add.

Chair Turton requested any persons wishing to speak to the application to come forward, no one came forward.

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 2024-003

Moved By: Councillor Dirksen; Seconded By: Councillor Zimmerman

THAT The Town of Minto Committee of Adjustment approves the application by Randy Martin for property legally described as MINTO CON D PT LOTS 89 AND;90, municipally known as

6119 Wellington Road 109, Harriston, in the Town of Minto, to provide relief from Section 6.17.2 and permit a reduced Minimum Distance Separation II distance of 171 m (560 ft) from Harriston's Urban Boundary and 172 m (565 ft) from the nearest neighbor's dwelling for the (LMT); and propose a reduced Minimum Distance Separation II distance for the Barn to 150 m (492 ft) from Harriston's Urban Boundary.

Carried

Chair Turton 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, NOG 1Z0 or by email at annilene@town.minto.on.ca Chair Turton officially adjourned the Public Hearing at 3: 19 p.m.

Dave Turton, Chair

Annilene McRobb, Secretary Treasurer