



**Council Minutes**  
**Tuesday, June 4, 2024 3:00 p.m.**  
**Council Chambers**

**Council Present:**

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

**Council Regrets**

Councillor Ed Podniewicz

**Staff Present:**

Annilene McRobb, Clerk  
Chris Harrow, Interim CAO - Operations/Director of Fire Services  
Terry Kuipers, Director of Building and Planning Services  
Gordon Duff, Treasurer  
Matt Lubbers, Director of Community Services  
Mark Robertson, Wastewater Services Manager  
Sama Haghighi, Planning Coordinator  
Nicole Clelland, Administrative Assistant

1. **Call to Order at 3:00 p.m.**
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act – None.**
3. **Minutes of Previous Meeting**
  - a. Regular Council Minutes of May 21, 2024

**RESOLUTION: 2024-106**

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

**THAT minutes of the Town of Minto May 21, 2024 Regular Council meeting be approved.**

**Carried**

4. **Resolution Moving Council into Committee of Adjustment**

**RESOLUTION: 2024-107**

**Moved By: Deputy Mayor Anderson; Seconded By: Councillor Zimmerman  
THAT the Town of Minto Council convenes into Committee of Adjustment.**

**Carried**

a. MV 2024-04 Chaudhry-255 Norman St

See Schedule 'A' for Minutes

**5. 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: 2024-108**

**Moved By: Councillor Dirksen; Seconded By: Councillor Elliott  
THAT the Town of Minto Committee of Adjustment convenes into Committee of the Whole.**

**Carried**

**6. Public Meeting**

a. ZBA 2024-05, Zoning By-law Amendment (ZBA 2024-05) - Finoro Homes

Mayor Turton acted as the Chair of the Public Meeting and called the meeting to order at 3:24 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 Plan 61M250 Block 48 & 52, Lots 4-45 Anne St W, Bean St, Thackeray Wy, Harriston, in the Town of Minto. The subject property is approximately 2.44 ha (6 ac) in size. The purpose and effect of the proposed amendment is to rezone the subject lands from Residential (R2) and Residential (R3) Zone to Site Specific Residential zones (R2-xx and R3-xx). This amendment is to allow for a 55% lot coverage for all residential dwelling types (Single Detached, Semi-Detached and Townhouses). This amendment is also requesting a reduced exterior side yard setback of 4.5 m (14.8 ft), a reduced day lighting (sight) triangle of 4.5 m (14.8 ft), and a reduced rear yard setback of 3.9 m (12.8 ft) to the unenclosed covered rear yard deck. 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 May 14th, 2024.

Reports/comments were received from Jessica Rahim, Senior Planner; Wellington County, Sama Haghighi, Planning Coordinator; Town of Minto and Ethan Dykstra, Environmental Planner/Regulations Officer, Maitland Valley Conservation Authority.

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.

Chair Turton called on the Town of staff to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86. Sama Haghighi provided the Town report.

Chair Turton called on the owner/applicant to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86. Peter Finoro, Owner was in attendance noting they are just trying to get enclosed decks covered.

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

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: 36 p.m.

## **7. Delegations None**

## **8. Public Question Period**

Bonnie Dopfer asked Mayor Turton about his response to Irene Dooley regarding Heather Wickenheiser's correspondence. Dopfer asked if the Cultural Roundtable or their sub committees met in 2024, looking specifically for the February 26, 2024 Cultural Roundtable minutes.

Heather Winn noted Council was presented with a petition signed by 130 people to pass a Sunday Gun hunting By-law and it moved quickly, why are we not moving quickly with 900 signatures for this By-law?

Bonnie Hollinger noted she submitted for a delegation and why did she get denied? Bonnie stated that she requested a mic and why was she not responded to?

Meg Young requested the amount of tax dollars spent on the DEI Initiative be sent to her as requested at the last meeting.

Bonnie Hollinger was provided with time to present her ideas on Neutral Space.

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

- a. Town of Cochrane, Operational Budget Funding
- b. Bonnie Hollinger, Meaning of Neutral Space
- c. Caitlin Whitworth, Pride Flags
- d. Senior's Centre for Excellence, June 2024 Newsletter

Councillor Elliott pulled Item a) Town of Cochrane, Operational Budget Funding for consideration.

**MOTION: COW 2024-082**

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

**THAT Council of the Town of Minto supports the correspondence from Town of Cochrane regarding Operational Budget Funding.**

**Carried**

**MOTION: COW 2024-083**

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

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

**Carried**

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

- a. Committee Minutes for Approval

Councillor Elliott assumed the Chair.

- 1. Community Services Advisory Committee Minutes of May 27, 2024

**MOTION: COW 2024-084**

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

**THAT Council of the Town of Minto receives the May 27, 2024 Community Services Advisory Committee minutes for information and approves any recommendations contained therein.**

**Carried**

Councillor Gunson assumed the Chair.

- b. Staff Reports

1. PW 2024-016, Clifford Sand Filter Media Replacement Tender Results and Budget Amendment

**MOTION: COW 2024-085**

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

**THAT Council of the Town of Minto receive report PW 2024-016 regarding Clifford Sand Filter Media Replacement Tender Results and Budget Amendment;**

**THAT the Town's 2024 Capital Budget be amended by \$90,000 to include additional funding for the Clifford Sand Filter Media Replacement project with funding provided from the Wastewater Capital Reserve; and**

**THAT Council of the Town of Minto awards Tender PW 2024-06 - Supply, Load Haul and Deliver Filter Sand to Donegan's Haulage (2010) Limited for the estimated total of \$86,800.00 excluding HST.**

**Carried**

Councillor Dirksen assumed the Chair.

2. FIN 2024-009, Tangible Capital Assets Policy

**MOTION: COW 2024-086**

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

**THAT Council of the Town of Minto receives report FIN 2024-009 regarding the Tangible Capital Assets Policy and adopts the Policy as attached.**

**Carried**

Mayor Turton resumed the Chair.

3. CL 2024-006, Policy Review

**MOTION: COW 2024-087**

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

**THAT Council of the Town of Minto receives report CL 2024-006 regarding Policy Review;**

**THAT Council endorses the implementation of the Code of Conduct for Employees Policy and the Public Complaints Resolution Procedure Policy as written;**

**THAT Council provide feedback on Code of Conduct for Council Members Policy, Accountability and Transparency Policy, Use of Corporate Resources During an Election Period and the Council Staff Relations Policy; and**

**THAT staff bring back final drafts of the policies and By-law at a future meeting for Council consideration.**

c. Announcements

Councillor Dirksen noted local food week in Ontario and stated the Farmers Market is now open. Dirksen stated that grocery stores have signs of local food they are selling.

Councillor Zimmerman stated that the annual pancake breakfast for Harriston Minto Fire took place June 1 noting they served over 700 breakfasts. Zimmerman thanked the community for their support.

Deputy Mayor Anderson noted the Garden Festival on June 1 was very busy and thanked all those that came out. Anderson noted that David Anderson has been handing out Gift cards from the proceeds of the Christmas Dinner and there are a few cards left.

Councillor Elliott noted the Party in the Park in Palmerston this weekend with the money going back into the community through the Lions and the Norgan Theatre Board. New seats will be going into the Norgan Theatre. Saturday is also the Guide Dog program in Palmerston.

Councillor Gunson thanked everyone for supporting the firefighter's breakfast.

Mayor Turton stated that an announcement was made in Mapleton that a new school will be built in Mapleton for September 2026. Turton noted that on May 11<sup>th</sup> Vic Palmer led the charge to plant 1000 trees around the trails in Clifford. Turton reminded all that July 9<sup>th</sup> is the annual Minto Chamber of Commerce BBQ in Clifford.

Mayor Turton welcomed Gregg Furtney, new CAO for the Town of Minto and thanked Interim CAO's Chris Harrow and Mark Potter.

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

**RESOLUTION: 2024-109**

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

**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: 2024-110**

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

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

Carried

**14. By-laws**

- a. 2024-031, Appoint a Chief Administrative Officer

**RESOLUTION: 2024-111**

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

**THAT By-law 2024-031 to appoint a Chief Administrative Officer, be read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

Carried

- b. 2024-032, Confirmatory

**RESOLUTION: 2024-112**

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

**THAT By-law 2024-032, To confirm the actions of the Council of the Corporation of the Town of Minto respecting a meeting held June 4, 2024; be read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

Carried

**15. Adjournment at 4: 40 p.m.**

**RESOLUTION: 2024-113**

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

**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

Schedule 'A' Minutes of the Committee of Adjustment  
MV 2024-04 - Surinder Chaudhry 255 Norman St., Palmerston

Chair Turton called the Public Hearing to order at 3:03 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.

Secretary-Treasurer McRobb stated the property subject to the proposed Minor Variance application is legally described MINTO CON 1 PT LOTS 21, 22; FULLER AND WATSONS SURVEY; LOTS 72 TO 74 PT LOT 71; RP 61R20712 PARTS 1, 2, 3 AND 6 and is municipally known as 255 Norman Street, Palmerston, in the Town of Minto. The subject property is approximately 2,806m<sup>2</sup> (30,236.46 ft<sup>2</sup>). The purpose and effect of this Minor Variance application is to provide relief from the minimum lot area requirement within the R3 Zone for a proposed 20 unit apartment building. Clause 13.2.3.1 requires a minimum lot area of 3,223.8m<sup>2</sup> (34,687.95 ft<sup>2</sup>) under the Town of Minto's Comprehensive Zoning By-law 01-86, as amended, whereas the existing site is approximately 2,806m<sup>2</sup> (30,236.46 ft<sup>2</sup>) in size. 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 May 22rd, 2024 and posted on the subject property on May 22rd, 2024. Reports/comments were received from Sama Haghighi, Planning Coordinator; Town of Minto, Jessica Rahim, Senior Planner; Wellington County and Greg Porter, Correspondence.

Secretary-Treasurer McRobb advised the Committee that Rachel Peavoy was registered to participate in the Public Hearing.

Chair Turton called on Town of Minto staff to provide comments. Sama Haghighi reviewed her report noting Site Plan agreement will take care of concerns from neighbouring properties and sanitary sewers will have to be paid by the owner.

Jessica Rahim of the County of Wellington commented on the official plan and noted non-conforming uses are allowed.

Chair Turton called on the owner/applicant to provide comments. Caroline Prochazka was in attendance electronically and noted that they just require the minor variance.

Chair Turton requested any persons wishing to speak to the application to come forward. Rachel Peavoy noted that most of her concerns were answered, but still had concerns with extra traffic on the road and noise as well as the possibility of encroaching on the green space behind the building.

Caroline Prochazka/Applicant noted garbage will be on site the green space, the existing rail trail will remain untouched and there is a fence currently in place and will be updating the fence.



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 2024-004**

**Moved by: Ron Elliott; Seconded by: Judy Dirksen**

**THAT the Town of Minto Committee of Adjustment approves the application by Surinder Chaudhry for property legally described as MINTO CON 1 PT LOTS 21 22;FULLER AND WATSONS SURVEY;LOTS 72 TO 74 PT LOT 71 RP;61R20712 PARTS 1 2 3 AND 6, municipally known as 255 Norman Street, Palmerston, in the Town of Minto, to provide relief from Clause 13.2.3.1) which requires a minimum lot area of 3,223.8m<sup>2</sup> (34,687.95 ft<sup>2</sup>).**

**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](mailto:annilene@town.minto.on.ca) Chair Turton officially adjourned the Public Hearing at 3:24 p.m.

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Dave Turton, Chair

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Annilene McRobb, Secretary Treasurer