



Council Minutes
Tuesday, December 6, 2016
2:30 p.m. Council Chambers

Council Present:

Mayor George A. Bridge
Deputy Mayor Ron Faulkner
Councillor Mary-Lou Colwell
Councillor Dave Turton
Councillor Judy Dirksen
Councillor Jean Anderson
Councillor Ron Elliott

Staff Present:

Bill White, C.A.O. Clerk
Annilene McRobb, Deputy Clerk, Recording Secretary
Terry Kuipers, Chief Building Official
Belinda Wick-Graham, Business & Economic Manager
Gordon Duff, Treasurer
Brian Hansen, Public Works Director
Matt Lubbers, Recreation Services Manager

1. **Call to Order - 2:31 p.m.**
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act - None**
3. **Motion to Convene into Closed Session**

RESOLUTION: 2016-235

Moved by: Councillor Elliott; Seconded by: Councillor Colwell

THAT The Council of the Town of Minto conduct a meeting Closed to the Public to discuss the following:

- a. **Previous Minutes of the November 15, 2016 Closed Session**
- b. **Personal matters about an identifiable individual, including employees; Employee Benefits**
- c. **Labour relations or employee negotiations, Employee Committee Minutes**
- d. **Litigation or potential litigation, Closed Session Minutes from Economic Development Meeting November 10, 2016**

Carried

4. **Motion to Convene into Open Session 3:12 p.m.**

RESOLUTION: 2016-236

Moved by: Councillor Turton; Seconded by: Councillor Dirksen

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

Carried

5. Minutes of Previous Meeting

RESOLUTION: 2016-237

Moved by: Deputy Mayor Faulkner; Seconded by: Councillor Colwell

THAT the minutes of the November 15, 2016 Council Meeting be approved.

Carried

6. Additional Items Disclosed as Other Business

Councillor Anderson disclosed an additional item.

7. 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: 2016-238

Moved by: Councillor Anderson; Seconded by: Councillor Turton

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

Carried

8. Public Meeting 5 p.m.

- a. ZBA-2016-09 Martin 6433 10th Line, Concession 10 Part Lot 12 RP 61R20037 Part 1, Town of Minto

Mayor Bridge Chair called the meeting, requested members of the public present to sign the attendance record, and 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 Ontario Municipal Board and the person or public body may not be added as a party to the hearing of the appeal before the Board unless, in the opinion of the Board, there are reasonable grounds to do so.

C.A.O. Clerk White described the property location and noted the proposed amendment would rezone the lands to allow a permanent accessory dwelling or a temporary Garden Suite for a period of up to 20 years. Zoning relief may also be required for distance between the primary dwelling and the accessory dwelling, exceeding the maximum lot coverage for accessory buildings, recognizing the bicycle repair shop and other relief where appropriate. The parcel is currently zoned agricultural. He advised notice was mailed to property owners within 120 meters of the subject lands, applicable agencies and posted on-site November 16. Comments were received from Town Staff, County of Wellington Planning Department, nearby property owners Darrell and Jane Buehler, and Upper Grand District School Board.

Mark van Patter Manager of Planning and Environment reviewed the County report and noted options on the location and design of the second dwelling. The dwelling cannot be behind the main residence due to the septic system location. The second dwelling can be mobile, modular or added to the main home. Garden Suites are limited to 20 years.

Chair Bridge called on the applicant or his agent to provide comments. Edwin Martin noted that the proposed trailer will be placed to the south of the home with its own septic system. Isaac Martin asked about the process after the public meeting.

Chair Bridge called upon Council to ask questions. Council asked whether the applicants preferred a mobile garden suite or a permanent residence and the Martin's noted that they were open to options although a permanent second home may impact value. The C.A.O. Clerk suggested previous approvals in rural areas were for a Garden Suite with an agreement approved by Council. This would outline design, buffering and timing not to be longer than 20 years. The agreement would only be for the current owner.

Chair Bridge called on anyone who wishes to comment in favour or opposition of the application and not persons came forward. Mr. van Patter indicated a by-law was not available but he could discuss options with the Martin's and bring back a final proposal if Council deferred the application

MOTION: COW 2016-291

Moved by: Councillor Turton; Seconded by: Councillor Dirksen

THAT the by-law be deferred pending applicants providing plans on either a permanent or temporary dwelling to the County of Wellington Planning Staff.

Carried

Chair Bridge stated 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, N0G 1Z0 or by email at Bwhite@town.minto.on.ca and adjourned the meeting at 5:12 p.m.

9. Delegations

- a. Belinda Wick-Graham and Callise Foerter, "Fire and Ice" New Year's Event
Business and Economic Manager Wick-Graham provided a release of information on the "Fire and Ice" Event on New Year's Eve 5-8 pm at the Palmerston arena.

10. Public Question Period - None

11. Correspondence Received for Information or Requiring Direction of Council

- a. Township of South Stormont, Resolution re: Rural Schools South Stormont
- b. Lorne Coe, MPP Whitby-Oshawa- Bill 9, End Age Discrimination Against Stroke Recovery Patients Act, 2016
- c. Township of Madawaska Valley, Bill 7 Promoting Affordable Housing Act 2016
- d. Waterloo Wellington LHIN, Fall Newsletter
- e. Township of Bonfield, Resolution regarding the 2015 Pan AM and Parapan AM Games
- f. Municipality of Greenstone, Resolution Regarding Access and Delivery of Hydro
- g. Town of Pelham, Resolution regarding Autism Support
- h. Clifford Recreation Association, December Newsletter
- i. County of Wellington Planning Committee, Bill 39, The Aggregate Resources and Mining Modernization Act, 2016 Report
- j. County of Wellington Planning Committee, Ontario Municipal Board Review, Comments on Proposed Changes

- k. Tay Valley Township, Resolution - Hydro Ones Strategy Regarding Hydro Costs
- l. Mapleton's Seniors for Excellence, December Newsletter and Calendar
- m. Ontario Ombudsman, November Newsletter
- n. Association of Municipalities Ontario, Federal Infrastructure Phase 2 Incrementality Resolution

MOTION: COW 2016-268

Moved By: Councillor Anderson; Seconded By: Councillor Colwell

THAT the correspondence item 11 b) Lorne Coe, MPP Whitby-Oshawa- Bill 9, End Age Discrimination Against Stroke Recovery Patients Act, 2016 be received as information and that a letter supported by Council be sent.

Carried

MOTION: COW 2016-269

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

THAT the correspondence item 11 j) County of Wellington Planning Committee, Ontario Municipal Board Review, Comments on Proposed Changes be supported by Council.

Carried

MOTION: COW 2016-270

Moved By: Councillor Anderson; Seconded By: Councillor Dirksen

THAT the remaining correspondence be received for information.

Carried

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

- a. Committee Minutes for Receipt
 - 1. Maitland Valley Conservation Authority, Board of Directors Meeting Minutes of October 18, 2016
 - 2. Maitland Valley Conservation Authority, Board of Directors Hearing Minutes

MOTION: COW 2016-271

Moved By: Councillor Turton; Seconded By: Councillor Elliott

THAT the Maitland Valley Conservation Authority, Board of Directors Meeting Minutes of October 18, 2016 and the Maitland Valley Conservation Authority, Board of Directors Hearing Minutes be received for information.

Carried

- b. Committee Minutes for Approval
 - 1. LaunchIt Committee Minutes of October 11, 2016
 - 2. LaunchIt Committee Minutes of November 22, 2016
 LaunchIt Coordinator Somer Gerber highlighted the minutes.

MOTION: COW 2016-272

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

THAT the LaunchIt Committee Minutes of October 11 and November 22, 2016 be received and any recommendation contain therein be approved.

Carried

3. Harriston Farmers Market Committee Minutes of October 27, 2016
 4. Palmerston Farmers Market Committee Minutes of October 17, 2016
- Business and Economic Manager Wick-Graham reviewed the minutes confirming there were no plans to move the Harriston Farmers Market from Tannery Park in 2017

MOTION: COW 2016-273

Moved By: Councillor Colwell; Seconded By: Deputy Mayor Faulkner

THAT the Harriston Farmers Market Committee Minutes of October 27, 2016 and Palmerston Farmers Market Committee Minutes of October 17, 2016 be received and any recommendation contain therein be approved.

Carried

5. Economic Development and Planning Committee Minutes of November 10, 2016
 6. Cultural Roundtable Committee Minutes of November 28, 2016
- Business and Economic Manager Wick Graham summarized both sets of minutes

MOTION: COW 2016-274

Moved By: Councillor Elliott; Seconded By: Councillor Turton

THAT the Economic Development and Planning Committee Minutes of November 10, 2016 be received and any recommendation contain therein be approved.

Carried

MOTION: COW 2016-275

Moved By: Councillor Anderson; Seconded By: Councillor Dirksen

THAT the Cultural Roundtable Committee Minutes of November 28, 2016 be received and any recommendation contain therein be approved.

Carried

c. Staff Reports

1. Business and Economic Manager, 215 Minto Road: "Ontario Investment Ready: Certified Site" Palmerston Industrial Park

Business and Economic Manager Wick-Graham noted Town staff worked since 2014 to certify the site. The program pays 50% of costs. There are currently only 22 in Ontario and this is first in the County.

MOTION: COW 2016-276

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

THAT Council receives the Business & Economic Managers' report regarding 215 Minto Road: Ontario Investment Ready: Certified Site for information.

Carried

2. Triton Engineering Services Limited, Intersection of Main and William Streets, Palmerston

C.A.O. Clerk White presented Triton Engineering's report recently sent to Palmerston Downtown Committee for input. The area meets warrants for a level B Pedestrian Crossover.

MOTION: COW 2016-277

Moved By: Councillor Elliott; Seconded By: Councillor Turton

THAT Council receives the Triton Engineering Services Limited Main St. / William St. Intersection, Palmerston, File: A3157A report and that it is forwarded to the Palmerston Downtown Revitalization Committee for input.

Carried

3. Recreation Services Manager, Trails Funding Programme

Recreation Services Manager Lubbers outlined expenses to be submitted for County of Wellington funding.

MOTION: COW 2016-278

Moved By: Councillor Colwell; Seconded By: Councillor Dirksen

THAT Council receives the Recreation Services Manager's November 29th, 2016 report regarding Trails Funding Programme and endorses these trails initiatives and expenditures from 2016 and requests \$21,993.70 in funding from the County from their Trail Funding Programme.

Carried

4. Recreation Services Manager and Chief Building Official, Van Replacement

Recreation Service Manager Lubbers outlined the process of getting the bid from Leslie Motors as per the purchasing by-law. Council discussed ways to encourage more bidders. Mayor Bridge noted the vehicle cost must account for travel for warranty work. CAO Clerk noted that the Procurement By-law requires a review and will be looked at in 2017.

MOTION: COW 2016-279

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

THAT Council receives the Recreation Services Manager's and Chief Building Official's December 1st, 2016 report regarding Van Replacement and approve the purchase of a 2017 Ford Escape from Leslie Motors in Harriston and further, that staff bring forward an updated Procurement By-law for review.

Carried

5. Recreation Services Manager, Joint Health and Safety Committee Annual Update

Recreation Services Manager Lubbers noted he would continue to work on these matters but Greg Mallett of Facilities would be a Co-chair of the Committee.

MOTION: COW 2016-280

Moved By: Councillor Elliott; Seconded By: Councillor Turton

THAT Council of the Town of Minto receives the November 30th, 2016 report from the Recreation Services Manager entitled Joint Health and Safety Committee Annual Update for information.

Carried

6. By-law Enforcement Officer, Dog Licensing By-Law Exemption

By-law Enforcement Officer Forbes reviewed a framework for considering exemptions for Kennels under this bylaw.

MOTION: COW 2016-281

Moved By: Councillor Colwell; Seconded By: Deputy Mayor Faulkner

THAT Council receives the By-law Enforcement Officer's December 02, 2016 report for a proposed Dog Licensing By-Law Exemption, and to direct staff to bring the amending by-law forward at the next Council Meeting.

Carried

7. Building Inspector, Barry Heinmiller Severance

Building Inspector Pennington reviewed the report and proposed conditions noting when a building permit is issued compliance with current MDS regulations will be required.

MOTION: COW 2016-282

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

THAT the Council recommends County of Wellington Land Division Committee approve Severance Application B104/16 Heinmiller, Part Lot 23 Concession 2, and Lot 23 Concession 1, Town of Minto that the following conditions be considered:

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.

- 1. That the applicant be advised the Town of Minto will require payment of any applicable development charges at the time of issuance of a building permit respecting the lot(s) subject of the application at the rate established by Council applicable at time of issuance of the building permit.**
- 3 THAT the applicant supply to the Town of Minto proof that a new Drainage Assessment Schedule (as required) has been approved to ensure the reapportionment of the applicable municipal drain be completed to the satisfaction of the Local Municipality.**
- 4 That the applicant written confirmation from the Town of Minto Public Works Department that satisfactory access arrangements to the subject lands has been including payment of applicable fees.**

Carried

8. Building Inspector, Site Plan Control for J.W. Bauman Ltd., 190 John Street North, Harriston

Building Inspector Pennington noted the owner would plant trees and pave the driveway and part of the parking lot. Belinda Wick Graham stated the expansion was required when additional land was bought from the Town a few years ago.

MOTION: COW 2016-283

Moved By: Councillor Anderson; Seconded By: Dirksen

In consideration of the report from the Building Inspector dated December 1st 2016, Council approves the following plan for JW Bauman, 190 John Street N:

- a) S1 Site Plan issued November 4th 2016, Drawn by D. Bauman, Star Blueprints and stamped by Waddell Engineering Ltd November 18th 2016 subject to final details regarding site grading and drainage, paved parking and landscaping being provided to the satisfaction of the Town staff prior to the issuance of a building permit.**

Carried

9. Fire Chief, CEMC Appointment

MOTION: COW 2016-284

Moved By: Councillor Turton; Seconded By: Councillor Colwell

THAT Council approves the Fire Chiefs December 2, 2016 report regarding the Community Emergency Management Co-ordinator, and that an updated by-law re-appointing Linda Dickson of Wellington County and appointing alternates Fire Chief Chris Harrow and C.A.O. Clerk Bill White as Alternate Community Emergency Management Co-ordinators be considered in open session.

Carried

10. Deputy Clerk, Ontario Wildlife Damage Compensation Program and Fence Viewers
Deputy Clerk McRobb explained that one appointee was no longer volunteering and that replacement Fence Viewers are needed although both services are infrequently used.

MOTION: COW 2016-285

Moved By: Councillor Elliott; Seconded By: Councillor Cowell

THAT Council receives the Ontario Wildlife Damage Compensation Program and Fence Viewers report from the Deputy Clerk and considers appointing two staff members as Fence Viewers in 2017.

Carried

11. C.A.O. Clerk, Offer to Purchase, Leyland James St. Palmerston

C.A.O. Clerk White noted lands had to be declared surplus and approving bylaw passed to proceed.

MOTION: COW 2016-286

Moved By: Councillor Turton; Seconded By: Councillor Elliott

THAT Council receives the C.A.O. Clerk's November 28, 2016 report regarding the Offer to Purchase, Leyland, James St. Palmerston, that the subject lands known as the 25 foot by 132 foot piece of Lot 8 East of James Street former Town of Palmerston is declared surplus to the needs of the municipality, and that Council considers a by-law in regular session authorizing the Mayor and C.A.O. Clerk to execute all documents needed to complete the transfer according to the agreement of purchase and sale summarized in the report.

Carried

Councillor Colwell assumed the Chair

12. Treasurer, Approval of Accounts November 2016

Treasurer Duff noted major payments made for Jane & Inkerman and CIP Structural Grant.

MOTION: COW 2016-287

Moved By: Mayor Bridge; Seconded By: Deputy Mayor Faulkner

THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for November 25, 2016 as follows: Administration \$ 62,437.11, People & Property \$ 3,231.10 , Building \$ 637.94, Economic Development \$ 31,916.82, Incubator \$ 442.70, Fire \$ 10,977.21, Roads \$ 470,429.74, Streetlights \$ 1,231.75, Wastewater \$ 7,121.11, Water \$ 19,300.78, Minto in Bloom \$244.27, Recreation \$

3,638.63, Clifford \$ 5,839.33, Harriston \$ 7,696.41, Palmerston \$ 19,210.61, Norgan \$ 1,805.24.

Carried

13. Treasurer, Connecting Link Funding - Engineering Contract Award
Treasurer Duff explained this is a formality for connecting link funding.

MOTION: COW 2016-288

Moved By: Councillor Turton; Seconded By: Mayor Bridge

THAT Council receives the report from the Treasurer dated November 30, 2016 and award the contract for design and engineering for reconstruction of the Elora Street Connecting Link in the former village of Clifford from the southern urban limit north 1,210 meters to James Street to Triton Engineering Services Limited.

Carried

Mayor Bridge reassumed the Chair

14. County of Wellington Planning and Development Department, Deeming of former OPP Station lands, Palmerston

County Planner Mark Van Patter noted the lands contain eight full lots with 22 feet frontage and one half lot with 11 feet. The County is asking for the 1875 plan to be de-registered.

MOTION: COW 2016-289

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

THAT Council receives the December 1, 2016 report from County of Wellington Planning Department regarding Deeming of former OPP Station lands, Palmerston and considers a By-law in Open Session.

Carried

d. Other Business Disclosed as Additional Item

Councillor Anderson stated that she and her husband County Councillor David Anderson will be providing a Community Christmas Dinner for members of the community who may be alone or unable to prepare their own meal at the Harriston Minto Community Centre.

MOTION: COW 2016-290

Moved by: Deputy Mayor Faulkner; Seconded by David Turton

THAT the Town of Minto donates the use of the Harriston Community Centre for Jean and David Anderson's Community Christmas Dinner.

Carried

13. Motion to Return To Regular Council

RESOLUTION: 2016-239

Moved by: Councillor Colwell; Seconded by: Councillor Elliott

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

Carried

14. Notices of Motion - None

15. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION: 2016-240

Moved by: Councillor Dirksen; Seconded by: Deputy Mayor Faulkner

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

Carried

16. By-laws

- a. 2016-93, Deeming By-law for former OPP Lands, Palmerston

RESOLUTION: 2016-241

Moved by: Councillor Turton; Seconded by: Councillor Colwell

THAT By-law 2016-93; to designate certain land within the Town of Minto not to be within a registered plan of subdivision for former OPP Lands, Palmerston; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- b. 2016-94, To appoint a Community Emergency Management Coordinator and Alternates

RESOLUTION: 2016-242

Moved by: Councillor Dirksen; Seconded by: Councillor Elliott

THAT By-law 2016-94; To appoint a Community Emergency Management Coordinator and Alternates for the Corporation of 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

- c. 2016-95, Sale of Land to Leyland

RESOLUTION: 2016-243

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

THAT By-law 2016-95; To Authorize the Sale of certain Town owned Lands in Palmerston fronting on James Street to Justin and Nicole Leyland; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- c. 2016-96, Agreement to maintain certain approved work funded through the Town of Minto Community Improvement Plan (CIP)

RESOLUTION: 2016-244

Moved by: Councillor Elliott; Seconded by: Councillor Turton

THAT By-law 2016-96; To Authorize an Agreement with Michael and Suzanne Hendrick to maintain certain approved work funded through the Town of Minto Community Improvement Plan (CIP); be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

d. 2016-97, Confirm Proceedings of the December 6, 2016 Committee/Council Meeting

RESOLUTION: 2016-245

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

THAT By-law 2016-97; Confirm the Proceedings of the December 6, 2016

Committee/Council meeting; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

17. Adjournment at 5:20 p.m.

RESOLUTION: 2016-246

Moved by: Councillor Colwell; Councillor Dirksen

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

Carried

Mayor George A. Bridge

C.A.O. Clerk Bill White