



**Council Minutes**  
**Tuesday, December 20, 2016**  
**7:00 p.m. Council Chambers**

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**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  
Tawnya Robertson, Clerical and Financial Assistant, Recording Secretary  
Stacey Pennington, Building Inspector  
Gordon Duff, Treasurer  
Brian Hansen, Public Works Director  
Allan Carr, Recreation Facilities Manager

1. **Call to Order**      7:01pm
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act - None**
3. **Minutes of Previous Meeting**
  - a. Regular Council Minutes of December 6, 2016

**RESOLUTION: 2016-247**

**Moved By: Councillor Turton; Seconded By: Councillor Dirksen**  
**THAT the minutes of the December 6, 2016 Council Meeting be approved.**

**Carried**

**4. Additional Items Disclosed as Other Business**

The C.A.O. Clerk and all members of Council disclosed additional items.

5. **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: 2016-248**

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

**Carried**

**6. Public Meeting - None**

**7. Delegations**

- a. John Murray and Matt Van Dommelen from Public Sector Digest/Citywide, Asset Management Plan Roadmap project

Mr. Murray described the firm's role in the Town's Asset Management Program including the benefits from aligning engineering with long term financial planning, regulatory obligations and the components of their "road map", which would be complete in 2017. Council asked questions about maintaining Town assets and having a living document.

Matt Van Dommelen reported on work order management software and its role processing complaints and service requests in compliancy with Bill 8 and how the Citywide module integrates with the asset management plan. Council asked questions about the software and discussed the benefits to an asset management program.

**8. Public Question Period - None**

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

- a. Town of Lakeshore, Resolution - Accommodation Review Process
- b. Guy Caron MP, Request for Support, Bill C-274: Transfer of small business, family farm or fishing operation
- c. Crime Stoppers Guelph Wellington, Winter Newsletter
- d. Richmond Hill, Resolution, A Bank for Everyone, Support Postal Banking
- e. Township of Hornepayne, Resolution-Municipal Fire Department Infrastructure
- f. Township of McMurrich/Monteith, Resolution Re: Municipal Fire Department Infrastructure

**MOTION: COW 2016-291**

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

**THAT Council supports correspondence received from the Township of Hornepayne and Township of McMurrich/Monteith regarding Municipal Fire Department Infrastructure.**

**Carried**

**MOTION: COW 2016-292**

**Moved By: Councillor Turton; Seconded By: Councillor Anderson**

**THAT the correspondence be received for information.**

**Carried**

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

- a. Committee Minutes for Receipt - None
- b. Committee Minutes for Approval

**1. Parks and Recreation Advisory Committee Minutes of December 12, 2016**

Facilities Manager Carr presented to the Mayor and Chair Elliott an award from Westario Power for achieving one of the highest demand or consumption savings in the Save-on-

Energy program. The Facilities Manager also presented the ice allocation policy and procedures for centralized booking beginning January 1. Committee recommends increasing bar prices to \$5 per drink commencing in the New Year. Council noted bar prices had not increased for over six years and the benefits to customers of centralized booking.

**MOTION: COW 2016-293**

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

**THAT the Parks and Recreation Advisory Committee Minutes of December 12, 2016 be received and any recommendation contain therein be approved.**

**Carried**

c. Staff Reports

1. Business and Economic Manger, Signage Grant – Clifford Take Out

**MOTION: COW 2016-294**

**Moved By: Councillor Turton; Seconded By: Councillor Colwell**

**THAT Council receives the December 2, 2016 report from the Business & Economic Manager regarding Signage Improvement Grant Application #C04 for the amount of \$370 for the property located at 29 Elora St. N. Clifford (Clifford Take Out) and approves this grant.**

**Carried**

2. Building Inspector, Part-Lot Control Exemption, Sinclair 310 Main Street  
Building inspector Pennington noted this allows each unit to have a separate lot with two entrances to Queen Street and one on Main.

**MOTION: COW 2016-295**

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

**THAT Council receives the Building Inspector's report dated December 16<sup>th</sup>, 2016 regarding the Part Lot Control Exemption Application for the parcel located at 310 Main Street East, Palmerston and considers passing a bylaw in open session.**

**Carried**

3. Building Inspector, Site Plan Approval 120 York Street, Palmerston

The Building Inspector reviewed the site plan following a 2015 severance. The proposal is for one block of three townhouses and one block of four. Council discussed the project and noted servicing details and other matters must be addressed in final drawings.

**MOTION: COW 2016-296**

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

**In consideration of the report from the Building Inspector dated December 20<sup>th</sup>, 2016, Council approves the following documents for 120 York Street, Palmerston:**

- a) General Site Plan dated July 2014, Last Revised Date December 2016 prepared by Triton Engineering Services Limited
- b) Servicing Plan prepared by MTE/OLS Ltd.

**Subject to the execution of a site plan agreement with the Town requiring, among other matters, confirmation of final storm water management details, verification of the restoration of the existing sidewalk, confirmation of any required servicing easement and**

additional water valve accessible by the Town, and final landscaping details all to the satisfaction of Town staff.

And that Council considers passing a by-law in open session to authorize the signing of a site plan agreement for 120 York Street; Palmerston once final plan details are submitted.

Carried

4. Chief Building Official, November Building Permit Review

The Building Inspector outlined the year to date statistics. The CBO will provide additional information in the year end report.

**MOTION: COW 2016-297**

**Moved By: Councillor Turton; Seconded By: Councillor Anderson**

**THAT Council receives the Chief Building Officials November Building Permit Review for information.**

Carried

5. Deputy Clerk, Closed Meeting Investigator

The Deputy Clerk noted there is no Town cost to the Investigator unless he is called upon.

**MOTION: COW 2016-298**

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

**THAT Council receives the December 9, 2016 report regarding Closed Meeting Investigator Appointment from the Deputy Clerk and appoints Mr. John Maddox, JGM Consulting as the Town of Minto's Closed Meeting Investigator for a two year term from January 1, 2017 to January 1, 2019.**

Carried

6. C.A.O. Clerk, Gibson Lands Lot Creation

The C.A.O. Clerk noted the Town would not consider this approach unless road widening was needed and Council had already supported the lot configuration proposed by the family.

**MOTION: COW 2016-299**

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

**THAT Council receives the C.A.O. Clerk's December 12, 2016 report regarding Gibson Lands Bell's Road at 16<sup>th</sup> Line and the May 4, 2016 letter from Peter Fallis, and that Council proceed with the request as outlined so long as there are no further legal costs to the Town.**

Carried

7. C.A.O. Clerk Follow Up Ornamental Ponds

CAO Clerk White explained pool and pond bylaws were looked at due to a 2010 coroner's investigation, but there was no record of a fatality in a landscape pond like the one at issue.

**MOTION: COW 2016-300**

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

**THAT Council receives the C.A.O. Clerk's December 13, 2016 report Follow Up Ornamental Ponds and the Town's by-law not be amended.**

Carried

8. C.A.O. Clerk Palmerston Rail Trail Bridge Restoration

Chris Clark Triton Engineering explained options and the timing for repairs. Construction starts in the Spring once approved by Council.

**MOTION: COW 2016-301**

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

**THAT Council receives the C.A.O. Clerk's December 16, 2016 report regarding Cost Estimates Repairs Structure P Rail Trail Fire and directs Triton Engineering to proceed with Option 1.**

Carried

Councillor Colwell assumed the Chair

9. Treasurer, Approval of Accounts

Treasurer Duff noted major payments to the County of Wellington, School Boards, Construction on Jane & Inkerman and the Harriston Arena.

**MOTION: COW 2016-302**

**Moved By: Councillor Turton, Seconded By: Deputy Mayor Faulkner**

**THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for December 14, 2016 as follows:**

**Administration \$ 2,020,047.76, Building \$ 147.20, Economic Development \$ 4283.78, Incubator \$ 1019.51, Tourism \$1593.63, Fire \$ 2807.91, Roads \$ 273,454.99, Streetlights \$ 11,626.56, Wastewater \$ 24,156.13, Water \$ 14,873.41, Minto in Bloom \$40.68, Recreation \$ 9.50, Clifford \$ 1294.98, Harriston \$ 16079.91, Palmerston \$ 51,520.81, Norgan \$ 2917.60**

Carried

d. Other Business Disclosed as Additional Item

C.A.O. Clerk White noted minutes of settlement were reached regarding the Harriston Senior School project which if approved by the Ontario Municipal Board will implement the 23 unit compromise reached last June.

Councillor Colwell informed Council of the Minto Chamber of Commerce annual meeting on February 6 2017, the cost to attend is \$20.

Councillor Dirksen noted a medical situation took place at the Harriston Arena on Friday December 16. The patient's wife sent a most sincere thanks to Council for placing AEDS in facilities and training staff to use them. C.A.O. Clerk White stated Facility Lead Hand Mark Hill was recognized at a staff function and had stated he was part of a group to people who helped the patient. Minto Fire is coordinating a formal recognition for all involved.

Mayor Bridge reminded Council of the Fire and Ice Event on New Year's Eve in Palmerston.

Councillor Anderson reminded Council of the Community Christmas Dinner on December 25, 2016 in Harriston. She noted that there are 85 to 100 people planning to attend and that they will deliver meals to the convenience stores and gas stations that remain open.

Council wished everyone a Merry Christmas through song.

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

**RESOLUTION: 2016-249**

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

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

**Carried**

#### **12. Notices of Motion - None**

#### **13. Resolution Adopting Proceedings of Committee of the Whole**

**RESOLUTION: 2016-250**

**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**

#### **14. By-laws**

- a. By-law 2016-98, to amend By-law 2016-31, a by-law to Regulate and License the Keeping of Dogs and Dog Kennels in the Town of Minto

**RESOLUTION: 2016-251**

**Moved By: Councillor Anderson; Seconded By: Councillor Colwell**

**THAT By-law 2016-98; to provide an exemption amendment to By-law 2016-31 a by-law to Regulate and License the Keeping of Dogs and Dog Kennels in 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**

- b. By-law 2016-99, To Authorize a License Extension and Amending Agreement 1 Elora St.N.

**RESOLUTION: 2016-252**

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

**THAT By-law 2016-99; to Authorize a Licence Extension and Amending Agreement to be signed for 1 Elora St., N., Harriston; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

- c. By-law 2016-100, To authorize an Amendment to a Commercial Lease Agreement 1 Elora St. N.

**RESOLUTION: 2016-253**

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

**THAT By-law 2016-100; To authorize an Amendment to a Commercial Lease Agreement with 2323004 Ontario Inc. for 1 Elora Street for the Business Incubator; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

- d. By-law 2016-101, Part Lot Control Exemption, 310 Main Street, Palmerston

**RESOLUTION: 2016-254**

**Moved By: Councillor Turton; Seconded By: Councillor Anderson**

**THAT By-law 2016-101; To Exempt Part Lot Control for lands being Lot 1 Part Lot 19, Former Town of Palmerston, in Town of Minto, under Section 50 (7.1) of the Planning Act, R.S.O. 1990, as amended; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

- e. By-Law 2016-102, for the purpose of Appointing Tawnya Robertson as Deputy Division Registrar

**RESOLUTION: 2016-255**

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

**THAT By-law 2016-102; for the purpose of Appointing Tawnya Robertson as Deputy Division Registrar; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

- f. By-law 2016-103, authorizing the Mayor and C.A.O. Clerk to sign a Minutes of Settlement Agreement

**RESOLUTION: 2016-256**

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

**THAT By-law 2016-103; To authorize the Mayor and C.A.O. Clerk to sign a Minutes of Settlement Agreement respecting an appeal of a Zoning By-law 2016-48 applicable to part of lands known as Former Harriston Senior School ; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

- g. By-law 2016-104, to Authorize the Mayor and CAO Clerk to execute a Site Plan Agreement, Clair Ridge Estates

**RESOLUTION: 2016-257**

**Moved By: Councillor Anderson; Seconded By: Councillor Turton**

**THAT By-law 2016-104; to Authorize the Mayor and CAO Clerk to execute a Site Plan Agreement with Clair Ridge Estates to permit an apartment complex at 120 York Street,**

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

Carried

- h. By-law 2016-105, Confirm the Proceeding of the December 20, 2016 Committee/Council Meeting

**RESOLUTION: 2016-258**

Moved By: Councillor Elliott; Seconded By: Councillor Dirksen

THAT By-law 2016-105; Confirm the Proceedings of the December 20, 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

**15. Adjournment - 8:47pm**

**RESOLUTION 2016-259**

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

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

Carried

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Mayor George A. Bridge

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C.A.O. Clerk Bill White