



**Council Minutes**  
**Tuesday, March 21, 2017**  
**6:30 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, Recording Secretary  
Chris Harrow, Fire Chief  
Terry Kuipers, Chief Building Official  
Belinda Wick-Graham, Business & Economic Manager  
Gordon Duff, Treasurer  
Stacey Pennington, Building Inspector  
DWQMS Representative, Todd Rogers

1. **Call to Order 6:30 p.m.**
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act**  
Councillor Dirksen declared a pecuniary interest for Item 7. b) Minor Variance MV-2017-02, Martin Lot 13, Concession 8 6425 8th Line, Town of Minto
3. **Motion to Convene into Closed Session**  
**RESOLUTION: 2017-055**  
**Moved By: Councillor Colwell; Seconded By: Councillor Dirksen**  
**THAT The Council of the Town of Minto conduct a meeting Closed to the Public to discuss the following:**

- Minutes of Closed Session March 7, 2017
  - Personal matters about an identifiable individual, including employees Recreation, Maternity Leaves
  - A proposed or pending acquisition or disposition of land; Clifford, Palmerston
- Carried**

**4. Motion to Convene into Open Session 7:07 p.m.**

**RESOLUTION: 2017-056**

**Moved By: Councillor Turton; Seconded By: Councillor Anderson**  
**THAT The Council of the Town of Minto resume into open Council.**

**Carried**

**5. Minutes of Previous Meeting**

- a. Regular Council Minutes of March 7, 2017

**RESOLUTION: 2017-057**

**Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Elliott**  
**THAT the minutes of the March 7, 2017 Council Meeting be approved.**

**Carried**

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

Deputy Mayor Faulkner, and Councillors Turton and Elliott had items.

**7. Resolution Moving Council into Committee Adjustment**

**RESOLUTION: 2017-058**

**Moved By: Councillor Dirksen; Seconded By: Councillor Turton**  
**THAT The Town of Minto Council convenes into Committee of Adjustment.**

**Carried**

- a. Minor Variance MV-2017-01, Heinmiller Part Lot 23, Concession 2 E 5967 3rd Line, Town of Minto

See Schedule "A" for Minutes

- b. Minor Variance MV-2017-02, Martin Lot 13, Concession 8 6425 8th Line, Town of Minto

Having previously declared a pecuniary interest Councillor Dirksen vacated her chair. See Schedule "B" for Minutes. Councillor Dirksen returned to her chair following the decision on item 7b.

**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: 2017-059**

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

**THAT The Committee of Adjustment convenes into Committee of the Whole.**

**Carried**

**9. Delegations**

**a. Minto Youth Action Council, Update**

The Minto Youth Action Council Caitlyn Aasman, Tyler Bernier, Lola Brown, Kathleen Faris, Charlotte Hale, Erin Raftis, Sabrina Smallegange and Sammy Willson (Ian Faris absent) presented their action plan including upcoming events, workshops and long term projects. Deputy Mayor Faulkner Chair of Trails Committee will work with the Council on their Minto Walking Trails clean-up initiative. Mayor Bridge and members of Council thanked the Youth Council for their leadership and initiative.

**10. Public Question Period - None**

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

- a. Walk for Values, Proclamation Request - Human Values Day - April 24, 2017
- b. Township of Zorra, AED's in all schools
- c. Ministry of Education, Pupil Accommodation Reviews and Support for Education Rural and Remote Communities
- d. Municipal Property Assessment Corporation, 2017 Municipal Stakeholder Research
- e. Murray Noble, letter of concern response from staff
- f. Maitland Conservation Foundation, Celebrating our Conservation Areas Dinner and Auction
- g. Waterloo Wellington LHIN, March Newsletter
- h. Crime Stoppers Guelph Wellington, Spring Newsletter 2017

**MOTION: COW 2017-063**

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

**THAT the correspondence be received as 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 – None**

**b. Committee Minutes for Approval – None**

- c. Staff Reports
- 1. Business & Economic Manager, Palmerston Industrial Park Agreement of Purchase & Sale – Lot 1D

Business & Economic Manager Wick-Graham presented the agreement.

**MOTION: COW 2017-064**

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

**THAT the Council of the Town of Minto receives the March 20, 2017 report from the Business and Economic Manager regarding the Agreement of Purchase & Sale for Lot 1D in the Palmerston Industrial Park authorizes the Mayor and the Clerk to sign the Agreement of Purchase & Sale.**

**Carried**

- 2. Deputy Clerk, 2018 Municipal Election

Deputy Clerk McRobb reviewed her report noting that Town of Minto has had above provincial average of voter turnout for the past four elections using vote-by-mail.

**MOTION: COW 2017-065**

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

**THAT Council receive the Deputy Clerks report on the 2018 Municipal election and that Council considers a by-law in regular session to confirm the vote by mail voting procedure.**

**Carried**

- 3. C.A.O. Clerk, Bill 68 Modernizing Ontario's Municipal Legislation

CAO Clerk White reviewed Bill 68, what is already currently in the Act, and comments the Town might submit. Council noted electronic meeting participation required procedural bylaw changes and changing the comments since climate change is already prominent in Provincial policy.

**MOTION: COW 2017-066**

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

**THAT Council receives the C.A.O. Clerk's March 14, 2017 report regarding Bill 68 Modernizing Ontario's Municipal Legislation and that the following comments be sent to the Association of Municipalities, the Minister of Municipal Affairs and local MPP Randy Pettapiece:**

**That Town of Minto Council supports elements of Bill 68 that streamline, reduce costs, clarify rights and decrease bureaucracy such as improving the tax sale process, increasing municipal investment options, allowing for electronic meeting participation options, practical solutions to lower tier representation, election timing matters, and parental/pregnancy leave for councillors.**

Town of Minto Council does not object to sections of Bill 68 Council to refinements around closed meetings except to the extent that new mandates and reporting to the Province may be required.

Town of Minto Council does not support sections of Bill 68 in the following areas:

- imposed mandates on climate change and tree policies since these are enshrined in Provincial policy and municipalities lead the way in environmental initiatives using autonomy currently in the Municipal Act;
- elements that decrease local autonomy and increase mandated oversight, reporting and bureaucracy such as imposing a requirement to retain an integrity commissioner
- mandating authority and responsibility to an integrity commissioner already incumbent upon staff, a Head of Council, individual members of Council and local boards, the Minister of Municipal Affairs staff and the Ombudsman.

Carried

4. C.A.O. Clerk, Getting Ready for 2018

The C.A.O. Clerk reviewed key issues moving into 2018 and a two year work plan. The Deputy Clerk provided a year-end review for 2016.

**MOTION: COW 2017-067**

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

**THAT Council receives the C.A.O. Clerk's Getting ready for 2018 report for information.**

Carried

5. C.A.O. Clerk Pay Policy Update and Market Check

C.A.O. White provided council with the municipalities that are the comparators for the Town of Minto. Council requested that Centre Wellington and Howick be added as comparators.

**MOTION: COW 2017-068**

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

**THAT Council receives the C.A.O. Clerk's report dated March 17, 2017 regarding Pay Policy Update and Market Check and approves the comparable municipalities outlined in the report as well as adding Centre Wellington and Howick to the comparables.**

Carried

6. C.A.O. Clerk Ann Street Part Lot 315 Sealed Bid

C.A.O. Clerk White noted that one sealed bid was received.

**MOTION: COW 2017-069**

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

THAT Council receives the C.A.O. Clerk's March 17, 2017 report regarding Ann Street Part Lot 315 Sealed Bid, 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 as summarized in the report.

Carried

Councillor Colwell assumed the Chair

7. Treasurer, Approval of Accounts

Treasurer Duff noted payments for liability insurance premium, CityWide, Firefighter insurance, Minto Fire vehicle, bunker gear washer and culvert work at the roundabout.

**MOTION: COW 2017-070**

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

**THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for February 14, 2017 as follows: Administration \$359,620.15, People & Property \$40,813.00, Building \$427.50, Economic Development \$10,037.77, Incubator \$1,057.50, Tourism \$4,547.93, Fire \$62,717.22, Drains \$16,837.00, Roads \$148,554.58, Cemetery \$711.00, Waste Water \$29,030.39, Streetlights \$8,385.97, Water \$5,297.90, Town Landscaping Care \$365.94, Recreation \$1,130.53, Clifford \$6,903.42, Harriston \$11,674.92, Palmerston \$17,425.17, Norgan \$5,780.07.**

Carried

Councillor Turton assumed the Chair

8. Compliance Coordinator / DWQMS Representative, 2016 Drinking Water System Annual and Summary Reports

DWQMS Representative Rogers presented Council with the summary reports for all of the water systems to Council

**MOTION: COW 2017-071**

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

**THAT Council of the Town of Minto approve the 2016 Annual & Summary Reports for the Town of Minto Drinking Water Systems, 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 and the C.A.O. Clerk sign the respective reports as stewards of the water infrastructure.**

Carried

Mayor Bridge returned to the Chair

d. Other Business Disclosed as Additional Item

Deputy Mayor Faulkner presented a media release regarding fruit trees for sale by the Tress for Minto to commemorate Canada's 150th Anniversary.

Councillor Turton noted the Maitland Conservation Foundation's Annual Dinner and Auction is April 28, 2017 at the Brussels Morris and Grey Community Centre.

Councillor Elliott received complaints about picking up dog waste in public areas and letting dogs off the leashes.

**MOTION: COW 2017-072**

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

**THAT a report be brought back to Council on dogs running at large and sanitary removal of dog waste and the application of set fines.**

**Carried**

County Councillor Anderson noted the Clifford Fire Department hosts their spaghetti dinner April 7 at 5 p.m.

Mayor Bridge will provide a budget update from FCM at the April 4th Council meeting.

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

**RESOLUTION: 2017-060**

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

**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: 2017-061**

**Moved By: Councillor Turton; 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. By-law 2017-25, to regulate collection, treatment of sanitary sewage and storm water**

**RESOLUTION: 2017-062**

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

**THAT By-law 2017-25; to regulate collection and treatment of sanitary sewage and storm water 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 2017-26, Vote-by-Mail for the 2018 Election**

**RESOLUTION: 2017-063**

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

**THAT By-law 2017-26; to authorize voting by Vote-by-Mail for the 2018 Municipal and School Board Election and to authorize the use of Vote-By-Mail services and vote counting by Personnel; 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 2017-27, Authorizing sale to Logan Reidt, Clifford Lot**

**RESOLUTION: 2017-064**

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

**THAT By-law 2017-27; To authorize the Sale of certain Town owned Lands in Clifford fronting on Ann Street to Logan Reidt; 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 2017-28, to Authorize the Sale of Industrial Lands on Minto Road Palmerston Industrial Park to JP Horrigan Investment Ltd**

**RESOLUTION: 2017-065**

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

**THAT By-law 2017-28; to Authorize the Sale of Industrial Lands on Minto Road Palmerston Industrial Park to JP Horrigan Investment Ltd; 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 2017-28, Confirm Proceedings March 21, 2017 Committee/Council meeting**

**RESOLUTION: 2017-066**

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

**THAT By-law 2017-29; to Confirm the Proceedings of the March 21, 2017 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 8:45 p.m.

RESOLUTION: 2017-067

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

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

**Schedule "A"**  
**Minutes of the Committee of Adjustment Hearing**  
**Tuesday March 21, 2017 7:00 pm Council Chambers**

Chair Bridge called the Public Hearing to order at 7:10 and stated that 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 White stated the Subject Property is legally described as Part Lot 23, Concession 2 E, municipally known as 5967 3<sup>rd</sup> Line, Town of Minto The Purpose and effect of the application is to permit the construction of a Single Family Detached Dwelling with an MDS I setback to the barn and liquid manure tank on the adjacent northerly property of 381.0 metres (1,250 ft) and 411.5 metres (1,350 ft) respectively, whereas setbacks of 504 metres (1,653 ft) and 553 metres (1,815 ft) respectively, are required. Notices were mailed to the property owners within 200 feet or 60 metres of the subject property as well as the applicable agencies on March 3<sup>rd</sup>, posted on the subject property and circulated to staff on the same date and comments were received from Town of Minto staff and Wellington County Senior Planner Linda Redmond and Maitland Valley Conservation Authority. Building Inspector Pennington provided the town staff report noting that this variance is in relation to a severance that took place in 2016. Chief Building Inspector noted that the MDS calculations have changed to 544 metres from house to barn and 589 from house to liquid manure holding tank.

Chair Bridge called upon the applicant or agent no one came forward. Secretary –Treasurer White provided resolutions for the Committee to consider. Chair Bridge stated anyone wishing to receive a copy of the Notice of Decision to sign the Request for Notice of Decision prior to leaving the Council Chambers following the meeting.

**MOTION: COA 2017-01**

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

**That the Town of Minto Committee of Adjustment approves the application by Laird Heinmiller for property Part Lot 23 Concession 2 E, Town of Minto with a civic address of 5967 3<sup>rd</sup> Line; to permit the construction of a Single Family Detached Dwelling with an MDS I setback to the barn and liquid manure tank on the adjacent northerly property of 381.0 metres (1,784 ft) and 411.5 metres (1,350 ft) respectively, whereas setbacks of 544 metres (1,653 ft) and 589 metres (1,932 ft) respectively, are required.**

**Carried**

Chair Bridge adjourned the meeting at 7:12 p.m.

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**Mayor George A. Bridge**  
**(Chair)**

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**C.A.O. Clerk Bill White**  
**(Secretary Treasurer)**

**Schedule "B"**  
**Minutes of the Committee of Adjustment Hearing**  
**Tuesday March 21, 2017 7:00 pm Council Chambers**

Councillor Dirksen declared a conflict of interest for Minor Variance MV 2017-02 and vacated her seat.

Chair Bridge called the Public Hearing to order at 7:12 p.m. and stated that 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. The Public Hearing is to consider Minor Variance Application File No. MV-2017-02, Martin.

Secretary -Treasurer White stated the Subject Property is legally described as Lot 13, Concession 8, municipally known as 6425 8<sup>th</sup> Line, Town of Minto. The purpose and effect of the application is to permit the construction of a dairy barn and liquid manure tank with an MDS II setback from the barn of 130m (428ft) to the nearest neighbouring dwelling, and a MDS II setback from the liquid manure tank of 171m (560ft) to the nearest neighbouring dwelling. Notices were mailed to the property owners within 200 feet or 60 metres of the subject property as well as the applicable agencies on March 3<sup>rd</sup>, posted on the subject property and circulated to staff on the same date and comments were received from Town of Minto staff, County of Wellington Senior Planner Linda Redmond and Maitland Valley Conservation Authority with no concerns. .Building Inspector Pennington presented the town report noting that an existing barn will be replaced and a liquid storage tank will be installed.

Chair Bridge requested that any persons wishing to speak to the application to come forward and address the Committee of Adjustment through the Chair, no one came forward. The Secretary -Treasurer provided resolutions for the Committee to consider Chair Bridge stated anyone wishing to receive a copy of the Notice of Decision to please sign the Request for Notice of Decision prior to leaving the Council Chambers following the meeting.

**MOTION: COA 2017-02**

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

**THAT Town of Minto Committee of Adjustment approves the application by Mervin K Martin for property Lot 13 Concession 8, Town of Minto with a civic address of 6425 8<sup>th</sup> Line; to permit the construction of a dairy barn and liquid manure tank with an MDS II setback from the barn of 130m (428ft) to the nearest neighbouring dwelling, and a MDS II setback from the liquid manure tank of 171m (560ft) to the nearest neighbouring dwelling.**

**Carried**

Chair Bridge adjourned the Public Hearing at 7:23 p.m.

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**Mayor George A. Bridge**  
**(Chair)**

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**C.A.O. Clerk Bill White**  
**(Secretary Treasurer)**