



**Council Minutes**  
**Tuesday, June 19, 2018 7:00 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 for all or part of the meeting:**

Bill White, C.A.O. Clerk                      Annilene McRobb, Deputy Clerk, Recording Secretary  
Gordon Duff, Treasurer                      Mike McIsaac, Road and Drainage Foreman  
Michelle Brown, Building Assistant      Cam Forbes, Building Inspector & By-law Officer

1.      **Call to Order 7:00 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 June 5, 2018

**RESOLUTION 2018-106**

**Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Colwell**  
**THAT the minutes of the June 5, 2018 Council Meeting be approved.**

**Carried**

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

Councillors Colwell, Dirksen, Elliott, Anderson, Deputy Mayor Faulkner and Mayor Bridge declared 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 2018-107**

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

**Carried**

**6. Public Meeting**

**a. Town of Minto Strategic Plan Update**

The C.A.O. Clerk presented facts on strategic actions since the 2015 public meeting and proposed updates to the Strategic Plan. Most of the changes were recommended by Economic Development and Planning Committee and Parks and Recreation Advisory Committee. The implementation section would change so the plan was re-evaluated with every new Council following a municipal election.

**MOTION: COW 2018-148**

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

**THAT Section 13.0 6 of the Strategic Plan read: Re-evaluate the plan with every new Council following a municipal election with full public consultation and facilitation removing completed initiatives and those that are not being pursued or are no longer relevant.**

**Carried**

**MOTION: COW 2018-149**

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

**That the Town of Minto Strategic Plan proposed updates be accepted.**

**Carried**

**b. ZBA 2018-05 - Bearinger, 6280 Highway 89, Town of Minto**

To consider an amendment to the Town Zoning By-law for property located at Lots 18 & 19, Concession 15.

Mayor Bridge as Chair called the meeting to order at 7:17 p.m. requesting members of the public present to sign the attendance record. Chair Bridge 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 Local Planning Appeal 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.

C.A.O. Clerk White described the location of the property and the purpose and effect of the proposed amendment would rezone the lands to permit a dog kennel on the second level of the bank barn. The lands are currently zoned Agricultural (A) and Natural Environment (NE) Zone and are occupied by a single dwelling, bank barn and shed. Additional relief may be

considered at this meeting. He stated notice was mailed to property owners within 400 feet or 120 meters of the lands and applicable agencies May 28<sup>th</sup>, 2018 and posted on the property. Comments were received from Town staff, Curtis Marshall, Senior Planner, and Jessica Wilton Junior Planner, Wellington County and Michael Oberle, Saugeen Valley Conservation Authority.

Building Assistant Brown reviewed her report that staff supports the application. C.A.O. Clerk White reviewed the summary recommendation in the County report noting no concerns.

Chair Bridge called on the applicant or his agent to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86. The applicant was in attendance did not provide comments at this time.

Chair Bridge called on anyone who wishes to comment in favour of the proposed Amendment. No one came forward.

Chair Bridge called on anyone who wishes to comment in opposition of the proposed Amendment. Jim Teune of Wellington Road 2, Clifford came forward and stated he lives west of the proposed property and brought forward concerns that the applicant already owns a kennel and would not live on-site as required by the licensing bylaw. He noted the house on the property is un-inhabitable, and later raised concern about how waste is handed.

By-law Enforcement Officer Forbes noted the intent to consider zoning separate from licensing issues.

The applicant or his agent was given an opportunity for rebuttal. Mervin Bearinger came forward and stated that an employee will be living in the house and will assist with the kennel. The waste the dogs produce goes in the cattle pen as it is 90% shavings.

Council discussed the application and procedures around zoning and licensing.

Chair Bridge gave members of Council an opportunity to ask questions and asked for more information from the applicant and By-law Officer. Council requested that further information come forward at the next meeting regarding kennel licensing.

**MOTION: COW 2018-150**

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

**THAT this application be deferred to the next Council meeting.**

**Carried**

Chair Bridge 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 [Bwhite@town.minto.on.ca](mailto:Bwhite@town.minto.on.ca).

With no further comments, Chair Bridge adjourned the Public Meeting at 7:33 p.m.

c. Notice of Engineer's Report Section 4 Drainage Act Municipal Drain 39-2018 Parts of Lots 5 to 7, Concessions 6 and 7, in the Town of Minto, County of Wellington

Mayor Bridge as Chair called the meeting to order at 7:33 p.m. to consider the Engineer's report. The C.A.O. Clerk outlined that the meeting is to consider the report prepared by Dietrich Engineering Limited dated June 5, 2018 for Drain 39-2018. Notice of the meeting and copy of the report was sent to 10 Landowners. Copies of the report were circulated to Town Staff, Ministry of Agriculture, Food and Rural Affairs, Ministry of Natural Resources and Saugeen Valley Conservation Authority.

Chair Bridge called on the Engineer Greg Nancekivell to provide a summary of the report. He noted an error in the scope of work that does not change the assessment schedule noting Council could refer the matter back to the Engineer for correction.

Council discussed timing concerns and asked if the Engineer could describe the corrections since those present all had the report. Greg Nancekivell reviewed the corrections to the scope of work confirming it did not affect the assessment schedule.

Chair Bridge called on persons in attendance wishing to provide information that might influence Council's decision on the matter or any landowners to either add or remove their names from the Section 4 petition. No one came forward.

Greg Nancekivell advised the next steps involved Council giving the bylaw accepting the report two readings and then would meet as Court of Revision before final passage. He would like to tender three drains at once to get better pricing.

With no further comments or questions Chair Bridge stated that Council must decide whether or not to proceed with the project by provisionally adopting the engineer's report by by-law, or referring the report back to the engineer for modifications. There is no right to appeal assessments or other aspects of the engineer's report at this meeting; these appeal rights will be made available later in the procedure.

Chair Bridge adjourned the meeting for Drain 39-2018 at 7:47 pm.

d. Notice of Engineer's Report Section 4 Drainage Act Municipal Drain 60-2018 Lots 23 & 24, Concession 14 Lots 24, Concession 15 in the Town of Minto, County of Wellington

Mayor Bridge as Chair called the meeting to order at 7:48 p.m. to consider the Engineer's report. C.A.O. Clerk outlined that the meeting is to consider the report prepared by Dietrich Engineering Limited dated June 5, 2018 for Drain 60-2018. Notice of the meeting and copy of the report was sent to 3 Landowners. Copies of the report were circulated to Town Staff, Ministry of Agriculture, Food and Rural Affairs, Ministry of Natural Resources and Saugeen Valley Conservation Authority.

Chair Bridge called on the Engineer Greg Nancekivell to provide a summary of the report who noted the drain was constructed in 1964 with work done in 2005, and all the work is on Bruce Shannon's property.

Chair Bridge called on persons in attendance wishing to provide information that might influence Council's decision on the matter or any landowners to either add or remove their names from the Section 4 petition. No one came forward.

Chair Bridge stated Council must decide whether or not to proceed with the project by provisionally adopting the engineer's report by by-law, or referring the report back to the engineer for modifications. There is no right to appeal assessments or other aspects of the engineer's report at this meeting; these appeal rights will be made available later in the procedure.

C.A.O. Clerk White noted the next steps involved Council giving the bylaw accepting the report two readings and then would meet as Court of Revision before final passage.

Chair Bridge adjourned the meeting for Drain 60-2018 at 7:52 p.m.

## **7. Delegations**

### **a. Town of Minto 2018 Ontario Senior of the Year presentation**

Mayor Bridge presented a certificate to Bob MacEachern as the Ontario Senior of the Year for Minto thanking him for his continuing hard work particularly at the Palmerston Railway Heritage Museum. Mr. MacEachern thanked everyone for their support and the award.

**b. Derek Richmond - Canadian Union of Postal Workers, Expansion Postal Services**  
Derek Richmond of the CUPE explained issues regarding to the Future of Canada Post and the need to maintain rural services requesting that Council support the letter to Minister of Public Services and Procurement.

### **MOTION: COW 2018-151**

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

**THAT the Town of Minto Council send a letter of support to the Honourable Carla Qualtrough Minister of Public Services and Procurement as outlined in the agenda package entitled the**

Future of Canada Post subject to it being amended to reflect, among other matters, that Minto did not have door to door delivery.

Carried

**8. Public Question Period - None**

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

- a. Association of Ontario Road Supervisors, AORS Public Works Leadership Development Program
- b. Waterloo-Wellington LHIN, May 2018 Newsletter
- c. Ontario Provincial Police, Update on Initiatives June 2018

Council congratulated Mike McIsaac on successfully completing the AORS Public Works Leadership Development Program.

**MOTION: COW 2018-152**

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

**THAT Council receives the correspondence 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 - None
- c. Staff Reports
1. C.A.O. Clerk, 2018 AMO Delegation Requests Charting A New Municipal Provincial Relationship

C.A.O. Clerk White provided Council with an overview of previous delegations and requested direction on delegations to request at this year's AMO Conference.

**MOTION: COW 2018-153**

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

**THAT Council receives the June 12, 2018 report from the C.A.O. Clerk regarding delegation requests 2018 AMO Conference Charting a New Provincial Municipal Relationship, and that Council request delegations to the Minister of Municipal Affairs regarding legislation and streamlining, the Minister of Agriculture and Rural Affairs regarding municipal drains, and Minister of Finance or Municipal Affairs regarding sustaining operating and capital funding.**

Carried

**2. C.A.O. Clerk, Servicing Agreement 565 Lowe St. Palmerston**

C.A.O. Clerk White advised a servicing agreement to extend water service for the severed lot is registered on title in case the lot sells before the work is done.

**MOTION: COW 2018-154**

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

**THAT Council receives the report Servicing Agreement 565 Lowe Street Palmerston and considers a bylaw in open session authorizing the Mayor and C.A.O. Clerk to sign the requested servicing agreement.**

**Carried**

3. C.A.O. Clerk, Encroachment Agreement Diocese of Huron, 31 Young St Harriston  
C.A.O. Clerk White noted that a severance took place earlier this year and the agreement addressed the detached garage which encroached onto Webb Street.

**MOTION: COW 2018-155**

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

**THAT Council authorizes the Mayor and Clerk to sign an encroachment agreement dated June 14, 2018 with Incorporated Synod of the Diocese of Huron respecting a 2.14 metre garage encroachment on to Webb Street respecting the existing residence located at 31 Young Street, Harriston, and Town of Minto.**

**Carried**

Councillor Turton assumed the Chair

4. C.A.O. Clerk Roads & Drainage Foreman, Minto Cemeteries Master Plan  
C.A.O. Clerk White indicated cemetery management plans reflect the Strategic Plan. The plan calls for input on the service from the public and funeral businesses. He described how the landscape architect's designs for cremated remains now out for bid will be included in the plan this summer before it is presented at a public meeting in the fall. Council discussed the need for better cemetery maintenance and how the master plan can help.

**MOTION: COW 2018-156**

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

**THAT Council receive the C.A.O. Clerk and Road & Drainage Foreman's June 11, 2018 report Minto Cemeteries Master Plan and that staff proceed as outlined in the report with review of the draft Cemeteries Master Plan by local businesses in funeral services, integration of consulting designs this summer into the plan and scheduling a public meeting on the document this fall.**

**Carried**

5. Roads and Drainage Foreman, Semi-Annual Municipal Drain Update  
Road and Drainage Forman Mclsaac provided an update on municipal drain progress since December 2017. Dietrich Engineering staff Greg Nancekivell added information on the Department of Fisheries comments and how Drainage Act & Section 28 Regulations Team

(DART) maintenance work occurs. Council discussed the progress and asked for another update before the end of their term.

**MOTION: COW 2018-157**

**Moved By: Mayor Bridge; Seconded By: Councillor Elliott**

**THAT Council receives as information the Roads and Drainage Foreman's June 15, 2018 report Semi-Annual Municipal Drain Update.**

**Carried**

**6. Treasurer and Road Foreman, Ontario Community Infrastructure Fund (OCIF) Top-Up Application**

Treasurer Duff and the Roads and Drainage Foreman presented options for the same funding the Town was unsuccessful receiving last year. The Minto-Normanby Townline is a joint project with West Grey which addresses life safety concerns in both municipalities. The 12<sup>th</sup> Line and Brunswick Street lift station and bridge were also options.

Council discussed options noting a second choice is needed if the Townline is not West Grey's highest priority. The 12<sup>th</sup> Line would be an alternative project. A report will come back to Council on July 3<sup>rd</sup> regarding whether West Grey will participate in a joint application

**MOTION: COW 2018-158**

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

**THAT Council receives the Treasurer and Public Works Foreman's report dated June 11, 2018 and direct staff to report back July 3, 2018 whether West Grey will apply jointly under the Ontario Community Infrastructure Fund (OCIF) program for work on part of the Minto-Normanby Townline including safety upgrades to culverts, and that the 12th Line west of County Road 6 be the Town's next highest priority if West Grey does not proceed.**

**Carried**

Councillor Colwell assumed the Chair

**7. Treasurer, 2008 Debenture Refinancing**

Treasurer Duff explained this is a ten year renewal of a 20 year debenture from 2008 for \$550,000. A lower interest rate applies to the renewal which decreases borrowing costs.

**MOTION: COW 2018-159**

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

**THAT Council accepts the Treasurer's June 13<sup>th</sup> 2018 report regarding 2008 Debenture Refinancing and considers passage of the related By-law in Regular Session.**

**Carried**



#### 8. Treasurer, Approval of Accounts

Treasurer Duff noted County and School Board payments were included in the amounts as are debenture payments and Clifford Construction costs.

#### **MOTION: COW 2018-160**

**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 May 31, 2018 as follows: Administration \$265,543.19, Building \$2,438.00, Economic Development \$11,884.42, Incubator \$882.11, Fire \$8,786.21, Roads \$286,655.76, Waste Water \$29,825.89, Streetlights \$1,539.15, Water \$18,977.63, Town Landscaping Care \$1,301.64, Recreation \$5,538.22, Clifford \$7,954.43, Harriston \$6,071.27, Palmerston \$26,182.10. Norgan \$4,752.10 for a total of \$678,332.12;**

**AND approves accounts by department for June 15 as follows: Administration \$2,897,928.13, People & Property \$23,076.45, Economic Development \$16,903.93, Incubator \$1,139.81, Tourism \$1,404.14, Fire \$1,300.13, Roads \$176,660.16, Waste Water \$28,815.36, Streetlights \$1,686.91, Water \$11,796.30, Town Landscaping Care \$151.33, Recreation \$595.26, Clifford \$1,828.83, Harriston \$16,604.40, Palmerston \$19,290.05, Norgan \$1,005.76 for a total of\$ 3,200,186.95.**

**Carried**

Mayor Bridge reassumed the Chair

#### d. Other Business Disclosed as Additional Items

Councillor Colwell provided a reminder of the Minto Chamber BBQ July 12 at 6 pm at the Palmerston Lions Park.

Councillor Turton spoke about the "cool cones" in Downtown Harriston and reminded everyone to vote for their favorite cone.

Councillor Elliott confirmed Saturday is the Strawberry Social at the Palmerston Farmers Market, Emergency 91Run, Handcar races and the Party in the Park.

Deputy Mayor Faulkner noted final IPM cheques will be presented at the Farmers Market 9 am Saturday to Wellington County 4 H, Wellington County Farm Safety, Minto Fire (Mental Health Initiative), HOPE Community Organization and New Growth Family Centre Inc.

Councillor Dirksen noted the many events last weekend and that Norwell District Secondary School students designed and painted the basketball court at Palmerston Lions Park.

Mayor Bridge stated the Community Discussion on Mental Health and Suicide at Norwell June 14 had over 100 attending. The Town will continue to work on this initiative. He asked how many members of Council will join him at the Handcar races Saturday at 12:30 p.m.

Councillor Anderson noted the Harriston & District Horticultural Society is looking for “hidden backyard gardens”. Anyone with a wonderful backyard should a contact committee member.

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

**RESOLUTION 2018-108**

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

**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 2018-109**

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

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

**Carried**

**14. By-laws**

a. 2018-43, Amend zoning 6280 Highway 89 to permit dog kennel  
This By-law is deferred based on MOTION: COW 2018-150 in item 6b.

b. 2014-44, Execute Agreement with Guy Giorno (Fasken Martineau Dumoulin LLP) as Integrity Commissioner

**RESOLUTION 2018-110**

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

**THAT By-law 2018-44; to authorize an Agreement with Guy Giorno (Fasken Martineau Dumoulin LLP) as Integrity Commissioner; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

c. 2018-45, to Execute a Servicing Agreement with Frederick and Cheryl Donkersgoed 565 Lowe St

**RESOLUTION 2018-111**

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

**THAT By-law 2018-45; to authorize the Mayor and C.A.O. Clerk to execute a Site Servicing Agreement between the Corporation of the Town of Minto and Frederick Donkersgoed and**

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

Carried

d. 2018-46, to Execute and Encroachment Agreement with the Incorporated Synod of the Diocese of Huron

**RESOLUTION 2018-112**

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

**THAT By-law 2018-46; to authorize the Mayor and CAO Clerk to execute an Encroachment Agreement between the Town of Minto and the Incorporated Synod of the Diocese of Huron, 31 Young Street, Harriston; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

Carried

e. 2018-47, Debenture Application County of Wellington

**RESOLUTION 2018-113**

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

**THAT By-law 2018-47; To authorize an application by the Town of Minto to the County of Wellington requesting the County of Wellington to issue Refinancing Debentures in respect to Capital Works; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

Carried

f. 2018-48, Confirming Proceedings of June 19, 2018 Committee of the Whole/Council Meeting

**RESOLUTION 2018-114**

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

**THAT By-law 2018-48; to confirm actions of the Council of the Corporation of the Town of Minto Respecting a meeting held June 19, 2018; 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**

**RESOLUTION 2018-115**

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

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

Carried

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Deputy Mayor Ronal Faulkner

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C.A.O. Clerk Bill White