



TOWN OF MINTO
REVISED Committee of the Whole Agenda
Wednesday March 9, 2011
3:00 p.m.
Council Chambers

1. **CALL TO ORDER**
2. **DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**
3. **ADDITIONS TO THE AGENDA**
4. **DELEGATIONS**
 - i. **Mert Schneider, Palmerton Agriculture Society to provide an overview of 2010 activities and 2011 upcoming events.**
5. **COMMITTEE**
 - a. **Public Works- None**
 - b. **Fire & Emergency Measures**
 - i. **Delegation: Harriston Trailer Park Residents**
 - ii. **Harriston Trailer Park Report**
Recommendation:
That the Council of the Town of Minto adopt the following policy relative to the Harriston Trailer Park:
 1. All current lessees will be permitted to remain on their current sites for a period of up to 10 years, provided that their rental payments remain in good standing, and that lessees be reminded periodically about the Town's concern regarding potential flooding of the trailer park and about emergency procedures in the event of a flood
 2. Tenants will be notified that Town of Minto will no longer approve the assignment or sub-letting of any of the current leases or approve any new leases;
 3. If a tenant has sold or entered into an agreement to sell the tenant's mobile home and the tenant asks the town to consent to the assignment of the tenant's site in the trailer park to the purchaser of the mobile home, the town



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will apply under Section 159 of the Residential Tenancies Act, 2006 for a determination by the Landlord and Tenant Board that the town's public safety grounds for refusing the consent are reasonable.

1. The Town of Minto agrees to offer to each current lessee, the estate of any current lessee or any person having and legally acting under power of attorney for any lessee, a grant of up to \$3,000 (payment to be made upon presentation of paid receipts) toward the cost of relocating the structures, subject to the following conditions:
 - i) That the lessee indicates in writing to the Town of Minto, his/her desire to relocate the structure and the proposed date of the move;
 - ii) That the lessee provides proof of a contract with a contractor capable of undertaking the proposed move, and further that the contractor has applied for and received all necessary approvals for the proposed move
 - iii) That the lessee provides in writing that it is understood that all arrangements for the relocation of the structures on the site are a private matter between the lessee and his/her contractor, and the Town of Minto will accept no liability whatsoever for any damage or for any problem encountered during the move;
 - iv) That the Town of Minto will be responsible and pay for the disconnection of electricity, gas, water and sewer connections;
 - v) That the Town of Minto will be responsible for the restoration of the site;
 - vi) That the lessee has obtained written approval from the local municipality for the relocation of the structures to or within the municipality

**iii. Delegation- Linda Dickson
Report-Emergency Management Programme Committee
Recommendation:**

THAT in accordance with Regulation 380/04 of the Emergency Management and Civil Protection Act, and By-law 10-42 for the Corporation of the Town of Minto, Council for Corporation of the Town of Minto hereby appoints the following to the Emergency Management Programme Committee;

- Mayor



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- CAO/Clerk
- Treasurer
- Director of Public Works
- Fire Chief
- Wellington OPP representative
- Guelph Wellington EMS representative
- Public Health representative
- CEMC

AND FURTHER THAT

The Appointment B-law is amended to reflect this new Committee.

iv. **FIRE 2011-03 Report**
County Training Coordinator Report
Recommendation:

THAT the Council of the Corporation of the Town of Minto support the position passed by the County of Wellington to hire a County Fire Training Coordinator to assist the fire departments in the County of Wellington with their training needs.

v. **Delegations- Linda Dickson, CEMC;**
Brad Patton, Centre Wellington Fire Chief
Report -Fire training Officer- Wellington County
Recommendation:

THAT the Council of the Corporation of the Town of Minto endorses the concept of the County of Wellington funding the annual costs of salary, benefits, vehicle purchases and maintenance, and administrative and operational expenses associated with the appointment of a full-time Fire Training Officer to support all of the Fire Departments in the County of Wellington with the development and maintenance of the coordinated and effective county-wide training programme;

AND FURTHER THAT

The Fire Training Officer be provided with permanent office space in the Township of Centre Wellington and be supervised directly by the Centre Wellington Fire Chief/Wellington County Fire Coordinator;

AND FURTHER THAT

An Ad Hoc Committee of the Wellington County Fire Chiefs Association be formed to develop and appropriate job description for the position, determine the hiring selection committee for the County Fire Training Officer position and to assist the Fire Coordinators for Wellington County (Centre Wellington Fire Chief) with ongoing performance reviews for the Fire Training Officer.



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c. **Finance**

i. **Report TD-2011-04**

Bell Mobility Inc. Agreements

Recommendation:

THAT Report No. TD2011-04 dated March 9, 2011 regarding the installation of Bell Mobility Inc. telecommunications equipment be received;

AND FURTHER THAT

the Council of the Corporation of the Town of Minto authorizes the Mayor and Deputy Clerk to sign the Municipal Access Agreements with Bell Mobility Inc. for the placement of telecommunications equipment on the Palmerston and Clifford water towers.

ii. **Finance Request TD-2011-05**

Palmerston Agriculture Society

Recommendation:

THAT Council of the Corporation of the Town of Minto approve a donation from the Palmerston Agriculture Society in the amount of \$500.00.

iii. **Finance Request TD-2011-06**

Norwell District Secondary School Varsity Curling Team

Recommendation:

THAT Council of the Corporation of the Town of Minto approve a grant request from the Norwell District Secondary School Girls Varsity Curling Team in the amount of \$300.00.

iv. **Finance Request TD-2011-07**

Palmerston Junior Broomball Terminators

Recommendation:

THAT Council of the Corporation of the Town of Minto approve a grant request from the Palmerston Junior Broomball Team in the amount of \$500.00.



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d. **Recreation**

Donation Request

Palmerston Nursery School Donation Request

Recommendation:

THAT The Council of the Corporation of the Town of Minto approves a facility donation request from the Palmerston Nursery School in the amount of \$350.00.

e. **Building/Enforcement**- none

f. **Economic Development**

i. **ACT Committee / Municipal Cultural Planning Steering Committee Minutes**

Recommendation:

THAT minutes be received for information only.

ii. **Minto Farmer's Markets**

Recommendation:

That the Council of the Corporation of the Town of Minto approves a recommendation from the Arts, Culture & Tourism Committee to create two sub-committees for the Minto Farmers' Markets (Palmerston Location & Harriston Location) under the Arts, Culture & Tourism Committee.

AND FURTHER THAT:

As a result of this decision the Minto Farmers' Market Association is disbanded.

g. **Clerks**

i. **C2011-05 Report**

Re-appointment of Meeting Investigator

Recommendation:

THAT Mr. Norm Gamble be re-appointed as the Closed Meeting Investigator for the Town of Minto for a four year term commencing January 1, 2011 until December 31, 2014.

AND FURTHER THAT

A By-law be prepared authorizing the Mayor and Deputy Clerk to enter into a agreement with Mr. Norm Gamble.



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ii. **C2011-06 Report**
Data Fix Agreement
Recommendation:

THAT the Council of the Corporation of the Town of Minto enter into a four year Memorandum of Understanding (MOU) with Municipal Voter View (MVV) Services (Data Fix) at a cost of \$4,200.00 (annualized at \$1050.00 per year) for the period of March 9, 2011 to December 31, 2014.

iii. **County of Wellington Detachment, O.P.P Report**
Accident Scene Solicitation
Recommendation:

That the Council of the Corporation of the Town of Minto approves a recommendation from the County of Wellington Police Board to adopt a Accident Scene Solicitation By-law.

iv. **Supervisor Training Report**
Recommendation:

That Council approve a series of four half-day in-house sessions for supervisor education, as proposed in the February 16 proposal by Denice Shand of Homewood Employee Health Services, at a total cost of \$4400 plus HST.

v. **C2011-04 Planning Report**
Fees and Charges- Schedule K
Recommendation:

THAT the Council of the Town of Minto direct staff to prepare a by-law to amend the existing Fee and Charges By-law (02-79) to include Schedule K - Planning Fees and Charges.

AND FURTHER THAT, upon the passing of the by-law to amend the existing Fees and Charges By-law, the Council of the Town of Minto direct staff to collect fees and deposits for all new planning service requests as well as to collect fees and deposits on active planning service requests for disbursements which occur after the date of the passing of the by-law.



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**vi. C2011-03 Planning Report
Severance B35/11 & B36/11
Recommendation:**

THAT the Council of the Corporation of the Town of Minto recommends to the County of Wellington Land Division Committee approval of Severance Application B35/11 B36/11 for property located at Part of Lots 84 & 85 Concession C, Town of Minto. The applicant is Wellingdale Construction Ltd.

With the following conditions:

1. Applicant provides an MOEE acknowledged Record of Site Condition for the severed parcels which provide evidence of the following
 - a) That the site is not contaminated and no remediation is required; or
 - b) That the required site remediation has taken place.
2. That municipal servicing to the severed parcels, at the owner's expense.
3. That access is available to the severed parcels at the owner's expense.
4. Rezoning to permit residential development.

**vii. C2011-06 Planning Report
Severance B42/11
Recommendation:**

THAT the Council of the Corporation of the Town of Minto recommends to the County of Wellington Land Division Committee to approve Severance Application B 42/11 for property located at Part Lots 53 & 54 Clifford Plan, Town of Minto. The applicant is Sheldon Wolfe.

With the following conditions:

1. That if any servicing connections are required, is at the land owner's expense.
2. That safe driveway's accesses are to the satisfactory of the Town of Minto.
3. Severed parcel to be rezoned to allow the accessory structures without a main use of sheds to be removed.



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viii. Minto Historical Society & Cultural Organization for Permanent Accommodations Report
Recommendations:

1. THAT it be Town policy to attempt to accommodate requests by Minto cultural and historical organizations for office, and/or/ storage/ and/or display space wherever possible in existing Town-owned buildings, provided that suitable space in town-owned buildings can be found without significant renovation costs
2. THAT wherever the Town is able to accommodate such organizations as full-time occupants of a Town building, the organization shall reimburse to the Town the direct operating costs (or a proportionate share of the direct operating costs) of the building. Such direct operating costs would include heat and electricity, water and sewer costs, staff-time costs and disbursements for such maintenance, cleaning and repairs as are done by Town staff, snow clearing, and similar expenditures.
3. THAT it be Town policy that the Town will not rent or acquire additional building space in order to accommodate such requests, nor will the Town make a contribution to such organizations for the purpose of renting space from a third party
4. THAT the Town be prepared to accommodate the Historical Society in the space also occupied by the Minto Arts Council on the third floor of the Harriston Branch Library, which the Town will rent from the County following renovations.
5. THAT the groups occupying that space be expected to pay rent to the Town in lieu of direct operating costs, initially a rent of \$6000 per year, rising within 5 years to one-half the rent paid by the Town to the County for that space.

ix. C2011-05 Planning Report
Severance B 38/11, B39/11, B40/11 & B41/11
Recommendation:

THAT the Council of the Corporation of the Town of Minto recommends to the County of Wellington Land Division Committee to approve Severance Applications B38/11, B39/11, B40/11 and B41/11 for property located at Part of Lots 3 & 4 Registered Plan No. 71040-0084 Palmerston, Town of Minto. The applicants are Jeremy & Jill Metzger.



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With the following conditions:

1. That if any servicing connections are required, is at the land owner's expense. Any required servicing connections will be at 100% the owners expense.
2. That safe driveway's accesses are to the satisfactory of the Town of Minto. Driveway access are at 100% of owners cost and to the satisfaction of the Town of Minto.
3. That B40/11 Severed parcel to be rezoned to allow the insufficient side yard setback to house. That zoning relief for the side yard setback under B40/11 is obtained to the satisfaction of the Town of Minto
4. That the Town confirms that adequate sewage capacity is available.

6. MOTION TO CONVENE INTO COUNCIL

i. Recommendation:

THAT the Council of the Corporation of the Town of Minto ratify the recommendations as approved by the Committee of the Whole.

7. MOTION TO GO INTO CLOSED SESSION

The Council of the Corporation of the Town of Minto "*Close to the Public*". to discuss the following:

- The security of the property of the municipality;
- Personal matters about an identifiable individual, including but not clearly limited to employees of the municipality;
- Labour relations or employee negotiations;
- Advice subject to solicitor/client privilege, including communications necessary for that purpose;

8. MOTION TO RECONVENE IN OPEN SESSION

9. BY-LAWS

- 9.1 By-law 2011-27; being a by-law to authorize Civil Marriage Solemnization Service; be introduced and read a first, second, third time and passed in open Council.
- 9.2 By-law 2011-28; being a By-law to authorize the Mayor and Deputy Clerk to execute and agreement with Mr. Norman Gamble; be introduced and read a first, second, third time and passed in open Council.
- 9.3 By-law 2011-29; being a By-law to provide for indemnification of members of Council and all Town Employees and Officers; be introduced and read a first, second, third time and passed in open Council.



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- 9.4 By-law 2011-31; being a By-law to prohibit Accident Scene Solicitation within the Town of Minto; be introduced and read a first, second, third time and passed in open Council.
- 9.5 By-law 2011-32; being a By-law to authorize the Mayor and Deputy Clerk to execute a Telecommunications Access Agreement (Clifford); be introduced and read a first, second, third time and passed in open Council.
- 9.6 By-law 2011-33; being a By-law to authorize the Mayor and Deputy Clerk to execute a Telecommunications Access Agreement (Palmerston); be introduced and read a first, second, third time and passed in open Council.
- 9.7 By-law 2011-34; being a By-law to authorize the acquisition of lands in the former Town of Harriston; be introduced and read a first, second, third time and passed in open Council.

10. NOTICE OF MOTION

- 10.1 Notice of Proposed amendments of the Procedural By-law.
- 10.2 Notice of Amendments of the Fees and Charges By-law

11. BUSINESS ARISING FROM CLOSED SESSION

- 11.1 **Recommendation:**
THAT the Town of Minto staff follows through with items as directed by Council in Closed Session;
AND FURTHER THAT
follow-up be provided back to Council by the staff person, and in written format where possible, at an upcoming Closed Session.

12. CONFIRMATORY BY-LAW

By-law 2011-35; being a By-law to Confirm the Proceedings of Council at its Committee of the Whole Meeting on February 1st, 2011 and Council Meetings held on February 15th and March 9th, 2011; be introduced, read a first, second, third time and finally passed in open Council.

13. ADJOURNMENT