

Council Present:

Mayor George Bridge
Deputy Mayor Terry Fisk
Councillor Colwell
Councillor Elliott
Councillor Faulkner

Council Absent:

Councillor Hembly
Councillor Turton

Staff Present:

Bill Winegard, Deputy Clerk
Gordon Duff, Treasurer
Terry Kuipers, Chief Building Official
Chris Harrow, Fire Chief
Belinda Wick-Graham, Business & Economic Manager
Matthew Lubbers, Recreation Coordinator
Peg Schieck Clerical Assistant/Recording Secretary
Annilene McRobb, Clerical Financial Assistant/ Water & Sewer Billing Clerk
Janet Klemp, Tax Collector

CALL TO ORDER

Mayor Bridge called the meeting to order at 3:04 p.m.

DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT

There were no pecuniary conflicts of interest stated by any members of Council with regard to items on the Agenda.

ADDITIONS TO THE AGENDA-none

DELEGATIONS

Mert Schneider, Palmerton Agriculture Society provided an overview of their annual activities and 2011 upcoming events. Preseeding Farmer's BBQ will be held this year on Friday April 8th, 2011.

Mayor Bridge thanked the Agricultural Society for all the wonderful work they do within the community.

VERBAL RESOLUTION: # 90 /11

Moved by: T. Fisk

Seconded by: M. Colwell

THAT the Council of the Corporation of the Town of Minto waive the procedures and move forward Agenda item 5 c) ii) Palmerston Agriculture Society.

CARREID

RESOLUTION: # 91/11

Moved by: R. Elliott

Seconded by: R. Faulkner

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

CARRIED

COMMITTEE

Public Works- None

Fire & Emergency Measures

Delegations: Harriston Trailer Park Residents

Trevor Quigley spoke on behalf of his mother. He raised concerns regarding what would be happening to the land after the ten years were over and would there be any future development on the land. Mayor Bridge responded that they would be no building development of the land as it is on the flood plan.

Trudy Reimer noted that she is finding the idea of moving a very difficult situation. She inquired as if there could be any changes made to make the trailer to make more secure, such as a concrete foundation under the trailer. Mrs. Reimer also noted that with the passing on this decision would leave some tenants in a financial difficulty.

Ross Clark spoke on behalf of his uncle who resides in unit number 131. Mr. Ross spoke to the Conservation Authority and requested that they be in attendance at tonight's meeting. Mr. Ross asked council if they were unanimous in favour of this proposal brought forward. Mr. Ross also clarified that the Town was offering up to \$3,000.00 reimbursements of expenses only associated to the removal of the trailer from the site.

RESOLUTION: # 92/11
Moved by: T. Fisk
Seconded by: M. Colwell

THAT 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 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.**

CARRIED

Deputy Clerk Winegard provided an overview of the MVCA, emergency flood, future flood risks and flood elevation levels. The Deputy Clerk conversed to the public that this decision was not easy for Council. The advisement Council received from outside resources were considered in the proposal brought forward.

Councillor Elliott noted that this Council has been working on this since being sworn in. Many options were brought forward before this proposal was considered.

Councillor Faulkner reflected on discussion with municipalities that have gone through similar circumstances. Liabilities issues are an ongoing concern. He commended staff efforts regarding this report.

Councillor Colwell reassured that reports were received from the experts. She noted that this was a difficult decision to make, while maintaining respectful to the homeowners.

Deputy Mayor Fisk noted that it was not an easy decision. That unfortunately due to liability, this has become a major issue, in order to reduce liability on the rest of the community. He noted that the Council acted in the best interest of the municipality.

Mayor Bridge noted his appreciation to Council and staff for their assistance throughout this delicate situation.

Linda Dickson; CEMC, and Brad Patton; Centre Wellington Fire Chief presented a power point presentation regarding a Full time Fire Training Officer position in Wellington County.

Fire Chief Brad Patton, Centre Wellington outlined the need for the Fire Training Officer position. He noted the difficulty that many fire department are facing in Wellington County in meet regulations which have been downloaded from the federal and provincial governments.

RESOLUTION: # 93/11

Moved by: T. Fisk

Seconded by: M. Colwell

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
- 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 By-law is amended to reflect this new Committee.

CARRIED

RESOLUTION: # 94/11

Moved by: R. Elliott

Seconded by: R. Faulkner

THAT 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.

CARRIED

RESOLUTION: # 95 /11

Moved by: M. Colwell

Seconded by: T. Fisk

THAT 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.

CARRIED

Finance

RESOLUTION: # 96/11

Moved by: R. Elliott

Seconded by: T. Fisk

THAT Report No. TD2011-04 dated March 9, 2011 regarding the installation of Bell Mobility Inc. telecommunications equipment on the Palmerston and Clifford be received for information.

CARRIED

RESOLUTION: # 97/11

Moved by: T. Fisk

Seconded by: M. Colwell

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

CARRIED

Council requested that a monthly update of donations requests be provided to with a comparison to the budget.

RESOLUTION: # 98/11

Moved by: M. Colwell

Seconded by: T. Fisk

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

CARRIED

Recreation

RESOLUTION: # 99 /11

Moved by: R. Elliott

Seconded by: R. Faulkner

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

CARRIED

Building/Enforcement- none

Economic Development

RESOLUTION: # 100 /11

Moved by: R. Faulkner

Seconded by: R. Elliott

THAT The Acts, Culture and Tourism Committee minutes be received for information only.

CARRIED

Belinda Wick-Graham advised council of the background regarding the Minto Farmers Market in Clifford. Belinda noted that Palmerton will have a market open on Saturday mornings starting on June 11th 2011, at the Palmerton Railway location. A market will continue on Friday evenings, the location is yet to be determined.

RESOLUTION: # 101/11

Moved by: R. Faulkner

Seconded by: T. Fisk

That 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, possible other Harriston Location) under the Arts, Culture & Tourism Committee.

AND FURTHER THAT:

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

CARRIED

Clerks

RESOLUTION: # 102 /11

Moved by: M. Colwell

Seconded by: T. Fisk

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 an agreement with Mr. Norm Gamble.

CARRIED

RESOLUTION: # 103/11

Moved by: R. Faulkner

Seconded by: R. Elliott

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

CARRIED

Deputy Clerk Bill Winegard outlined that with the changes of staff positions, some staff are in need of a supervisorial training workshop.

RESOLUTION: # 104/11

Moved by: R. Elliott

Seconded by: M. Colwell

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.

CARRIED

RESOLUTION: # 105/11

Moved by: T. Fisk

Seconded by: M. Colwell

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.

CARRIED

Chief Building Official Terry Kuipers explained there are occurring costs associated the planning applications from lawyers, conservation authorise, engineers and that currently the Town doesn't recoup costs from those costs. Terry mentioned that most neighbouring municipalities have some form in place to recoup these costs. Terry also requested direction from council as to how the council wants to address active applications.

RESOLUTION: # 106/11

Moved by: R. Faulkner

Seconded by: T. Fisk

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 is available 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.**

CARRIED

RESOLUTION: # 107/11

Moved by: R. Elliott

Seconded by: R. Faulkner

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, it is at the land owner's expense.
2. That safe driveway accesses are available 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.

CARRIED

VERBAL RESOLUTION: #108/11

Moved by: R. Elliott

Seconded by: R. Faulkner

THAT we waive the order of procedure and move Agenda 5 g) ix) C2011-05 Planning Report Severance B 38/11, B39/11, B40/11 & B41/11 forward.

CARRIED

RESOLUTION: # 109/11

Moved by: M. Colwell

Seconded by: T. Fisk

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.

With the following conditions:

1. That 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% 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.

CARRIED

RESOLUTION: # 110 /11

Moved by: M. Colwell

Seconded by: T. Fisk

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.**

CARRIED

MOTION TO CONVENE INTO COUNCIL

RESOLUTION: # 111/11

Moved by: T. Fisk

Seconded by: M. Colwell

THAT the Council of the Corporation of the Town of Minto Convene into Council.

CARRIED

VERBAL RESOLUTION: # 112 /11

Moved by: R. Elliott

Seconded by: R. Faulkner

THAT Council defer C2011-06 Report Data Fix Agreement until the April 5, 2011 meeting.

CARRIED

RESOLUTION: # 113/11

Moved by: T. Fisk

Seconded by: M. Colwell

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

CARRIED

MOTION TO GO INTO CLOSED SESSION

RESOLUTION: # 114/11

Moved by: R. Faulkner

Seconded by: R. Elliott

THAT 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;**
- **Potential acquisition of land.**

CARRIED

MOTION TO RECONVENE IN OPEN SESSION

RESOLUTION: # 115/11

Moved by: R. Elliott

Seconded by: R. Faulkner

THAT the Council of the Corporation of the Town of Minto reconvene into open Council.

CARRIED

BY-LAWS

RESOLUTION: #116/11

Moved by: M. Colwell

Seconded by: R. Elliott

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.

CARRIED

RESOLUTION: # 117/11

Moved by: R. Faulkner

Seconded by: T. Fisk

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.

CARRIED

RESOLUTION: #118/11

Moved by: T. Fisk

Seconded by: M. Colwell

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.

CARRIED

RESOLUTION: # 119/11

Moved by: R. Faulkner

Seconded by: R. Elliott

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.

CARRIED

RESOLUTION: #120/11

Moved by: R. Elliott

Seconded by: R. Faulkner

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.

CARRIED

RESOLUTION: #121/11

Moved by: R. Elliott

Seconded by: M. Colwell

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.
CARRIED

RESOLUTION: #122/11

Moved by: M. Colwell

Seconded by: T. Fisk

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.

CARRIED

NOTICE OF MOTION

Notice of Proposed amendments of the Procedural By-law.

Notice of Amendments of the Fees and Charges By-law

BUSINESS ARISING FROM CLOSED SESSION

RESOLUTION: # 123/11

Moved by: R. Elliott

Seconded by: R. Faulkner

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.

CARRIED

CONFIRMATORY BY-LAW

RESOLUTION: # 124/11

Moved by: R. Faulkner

Seconded by: T. Fisk

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.

CARRIED

ADJOURNMENT

RESOLUTION: #125 /11

Town of Minto
Committee of the Whole
Wednesday March 9, 2011
Council Chambers

Moved by: R. Faulkner
Seconded by: R. Elliott

THAT the Council of the Corporation of the Town of Minto adjourn and meet again at the call of the Chair.

CARRIED