



**Minutes**  
**Committee of the Whole**  
**Tuesday April 5<sup>th</sup>, 2011**  
**3:00 PM, Council Chambers**

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**Council Present:**

Mayor George Bridge  
Deputy Mayor Terry Fisk  
Councillor Hembly  
Councillor Elliott

**Staff Present:**

Bill White, CAO/Clerk  
Gordon Duff, Treasurer  
Terry Kuipers, Chief Building Official  
Chris Harrow, Fire Chief  
Matthew Lubbers, Recreation Coordinator  
Peg Schieck, Clerical Assistant/Recording Secretary

**Regrets:**

Councillor Faulkner  
Councillor Turton  
Councillor Colwell

1. **Call to Order** 3:08 p.m.
2. **Disclosure of Pecuniary Interest under the Municipal Conflict of Interest Act**  
None declared regarding items in open session.
3. **Additions to the Agenda**  
None
4. **Delegations**
  - a) Roy Loveless Accident Scene Solicitation By-law

Mr. Loveless was absent at 3pm, but spoke to Committee with consent of the members at 3:30pm regarding the recently passed Accident Scene Solicitation By-law. Mr. Loveless described how this By-law would limit the tow group and the affect it will have on independent tow businesses within Wellington County. There were no questions of Council.

Mayor Bridge thanked Mr. Loveless and suggested that he address his concerns with the County of Wellington Police Services Board.

b) Palmerston Sewage Treatment Capacity Allocation

Mayor Bridge asked if anyone was in attendance to speak to Committee regarding the issue of sewage capacity allocation in Palmerston and no persons came forward.

**5. Committees**

a) Public Works

- i) Acting Administrator's Report, Palmerston Sewage Treatment Capacity Allocation  
CAO/Clerk Bill White reviewed the report explaining the intent is to put a process in place so Council can allocate remaining plant capacity. It was noted there was more than 10 years capacity at current growth rates.

Committee discussed the by-law and how capacity would be allocated on a first come first served basis.

**RESOLUTION: # 148/11**

**Moved by: T. Fisk**

**Seconded by: R. Hembly**

**THAT the Palmerston Sewage Treatment Capacity Allocation Report be received for information.**

**Carried Councillor Hembly opposed**

- ii) Minutes Palmerston CN Land Rehabilitation Committee  
Treasurer Duff spoke to the minutes in absence of Committee Chair Councillor Faulkner.  
Deputy Mayor Fisk asked if the Pedestrian Bridge was tendered, and if the contractor carried insurance. Treasurer Duff noted two other prices were received. Councillor Hembly stated the other prices were considerable higher. The Deputy Mayor asked that in the future other pricing received be noted in the report to Council.

**RESOLUTION: # 149/11**

**Moved by: R. Elliott**

**Seconded by: R. Hembly**

**THAT the Town of Minto approve the recommendation from the Palmerston CN Land Ad Hoc that the quotation of High View Painting Inc. to paint the CN Railway Pedestrian Bridge for a price of \$40,000 plus applicable taxes including all labour and materials, for work to be commenced in early May, 2011 and a completion date of June 3, 2011, with a warranty of one year.**

**Carried**

The rest of the minutes were discussed.

**RESOLUTION # 150/11**

**Moved by: R. Hembly**

**Seconded by: R. Elliott**

**THAT the minutes of the Palmerston CN Land Rehabilitation Ad Hoc Committee Meeting held on March 7<sup>th</sup>, 2011 be received for information.**

**Carried**

b) Fire & Emergency Measures- None

c) Recreation –Draft Donation Policy

Matt Lubbers, Recreation Coordinator reviewed the Draft Donation Policy revised based on comments received through the process and information from neighbouring municipalities.

Councillor Elliott inquired about the practices of other municipalities. Mr. Lubbers noted that the practice varied considerably. Some handled requests on a case by case situation and that if the amount exceeded \$500 Council approval was needed.

There was further discussion and clarification of criteria and target groups. Suggested revisions included broader wording to allow for a wider variety of youth groups, individuals, and organizations. Mayor Bridge stated the donation policy would create a process and help staff process requests for smaller amounts.

Deputy Mayor Fisk noted the difference between facility credit and cash donations, and profit sharing. Treasurer Duff noted that cash donations have fallen off over the past few years. Mayor Bridge reiterated that the Town must keep the fee schedule consistent so staff can manage.

**VERBAL RESOLUTION # 151/11**

**Moved by: R. Elliott**

**Seconded by: T. Fisk**

**THE Donation Policy is deferred until the Council meeting April 19 2011, when final wording can be brought forward as discussed.**

**Carried**

d) Finance

- i) Elizabeth and Alan Simpson, Lot 13 Concession 2  
Treasurer Duff reviewed the application. Deputy Mayor Fisk notes the inspection fee of \$100 was very low. The Treasurer confirmed that was the set fee and that it had not been changed in some time.

**RESOLUTION # 152/11**

**Moved by: R. Elliott**

**Seconded by: T. Fisk**

**THAT Council approve the Tile Drainage Loan application from Elizabeth and Alan Simpson, Lot 13 Concession 2 in the amount of \$50,000.00**

**AND FURTHER THAT**

**The rating By-law be prepared.**

**Carried**

- ii) Donation Request – Food and Friends  
Treasurer Duff reviewed the report. Deputy Mayor Fisk asked if staff could clarify whether Minto Clifford participates in the program. Discussion was held about how the request fit the proposed policy its urgency.

**VERBAL RESOLUTION # 153/11**

**Moved by: R. Hembly**

**Seconded by: R. Elliott**

**THAT the Donation request from the Breakfast Program is deferred until the April 19<sup>th</sup>, 2011 Council meeting.**

**Carried**

- iii) Donation Request Jessica Oeschlagel Miss Teen Canada

Treasurer Duff reviewed his report. Committee discussed deferral until the policy is adopted.

**VERBAL RESOLUTION #154/11**

**Moved by: R. Hembly**

**Seconded by: R. Elliott**

**THAT the Donation request from the Jessica Oeschlagel is deferred until the April 19<sup>th</sup>, 2011 Council meeting.**

**Carried**

- e) Building/Enforcement - None
- f) Economic Development – Report Health Professional Recruitment Committee  
Treasurer Duff reviewed the report and request for annual funding for this initiative. It was noted this was a budgeted amount.

**RESOLUTION # 154/11**

**Moved by: R. Hembly**

**Seconded by: R. Elliott**

**THAT the report on the Minto- Mapleton Health Professional Recruitment Committee and their efforts be received for information.**

**Carried**

- g) CAO/Clerk

- i) Data Fix Agreement Report from the CAO/Clerk  
The CAO/Clerk reviewed the report regarding a contract with Datafix for voter's list management and related services. It was noted there were few products for voter's list maintenance.

Treasurer Gordon Duff noted that the voters list concerns were are the County. Clerks across Wellington County wrote a letter to MAPC stating their concerns with the process.

Councillor Elliott expressed concerns with a vote by mail system. Mayor Bridge directed staff to look at it and see what the neighbouring municipalities are doing.

**VERBAL RESOLUTION # 155/11**

**Moved by: R. Elliott**

**Seconded by: R. Hembly**

**Motion to defer the Data Fix Agreement Report until April 19<sup>th</sup>, 2011 Council Meeting.**

**Carried**

- ii) Accessibility Standards Report from the CAO/Clerk  
CAO/Clerk Bill White reviewed the report regarding the integrated standard for employment, information and communication, and transportation. The regulations were reviewed by AMO and AMCTO with concerns about cost and implementation time. The CAO/Clerk noted this will affect municipalities, non-profit organizations and private business and no funds are available to municipalities to make the necessary changes.

**RESOLUTION # 156/11**

**Moved by: R. Hembly**  
**Seconded by: R. Elliott**  
**THAT the CAO/Clerk's report on the Integrated Accessibility Standards for employment, information and communication and transportation be received for information.**

**Carried**

- iii) OGRA/ROMA Report from the CAO/Clerk  
The CAO/Clerk summarized some information received at the annual conference where Mayor and Councillors in attendance made a deputation to Minister of Infrastructure Chiarelli. Energy efficiency issues were important at the event.

**RESOLUTION # 157/11**  
**Moved by: R. Elliott**  
**Seconded by: T. Fisk**  
**THAT the CAO/Clerk's report on the OGRA/ ROMA conference be received for information.**

**Carried**

- iv) Council Meeting Calendar  
A draft Council Calendar 2011 was presented. Council was asked to inform the Clerk's Department of planned holidays. The new calendar would be finalized after comments and then posted on the website.

**6. Motion to convene into Council**

**RESOLUTION # 158/11**  
**Moved by: R. Elliott**  
**Seconded by: T. Fisk**  
**THAT the Committee of the Whole convenes in Town of Minto Council.**

**Carried**

**RESOLUTION # 159/11**  
**Moved by: T. Fisk**  
**Seconded by: R. Hembly**  
**THAT the Council of the Corporation of the Town of Minto ratifies the recommendations as approved by the Committee of the Whole.**

**Carried**

**VERBAL RESOLUTION # 160/11**  
**Moved by: R. Hembly**  
**Seconded by: R. Elliott**  
**THAT Council waive the Order of Procedure and move agenda items 9.1 and 9.2 By-laws forward on the agenda.**

**Carried**

**7. By-laws**

9.1 Execute Agreement between the Town of Minto and Persona Communication  
Treasurer explained the process involved in negotiating the access right agreement for the telecommunication company. Committee discussed the agreement and the required administrative charges.

**RESOLUTION # 161/11**

**Moved by: R. Hembly**

**Seconded by: T. Fisk**

**By-law 2011- 42; being a By-law to execute an Agreement between the Town of Minto and Persona Communications Inc.; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

9.2 Allocate Sewage treatment Capacity Palmerston

Terry Kuipers, Chief Building Official noted that he had received two phone calls from residents seeking clarification.

**RESOLUTION # 162/11**

**Moved by: T. Fisk**

**Seconded by: R. Elliott**

**By-law 2011-43; being a By-law regulating the allocation for development of available sewage treatment capacity at the Sewage Treatment Plant for the geographic area of the former Town of Palmerston; be introduced a first, second, third time and passed in open Council.**

**Carried**

**8. Motion to go into closed session – 4:45pm**

**RESOLUTION # 163/ 11**

**Moved by: T. Fisk**

**Seconded by: R. Elliott**

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

- a. The security of the property of the municipality;**
- b. Personal matters about an identifiable individual, including but not clearly limited to employees of the municipality;**

**Carried**

**9. Motion to Reconvene in Open Session – 5:15pm**

**RESOLUTION # 164/11**

**Moved by: T. Fisk**

**Seconded by: R. Hembly**

**THAT Council of the Corporation of the Town of Minto resume the regular Council meeting.**

**Carried**

**10. Notice of Motion - None**

**11. Business Arising from Closed Session**

**RESOLUTION # 165/11**

**Moved by: R. Elliott**

**Seconded by: R. Hembly**

**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**

**12. Confirmatory By-law**

**RESOLUTION # 166/11**

**Moved by: T. Fisk**

**Seconded by: R. Elliott**

**By-law 2011-44; being a By-law to Confirm the Proceedings of Council at its Committee of the Whole and Council Meeting held on April 5<sup>th</sup>, 2011; be introduced, and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

**13. Adjournment – 5:20pm**

**RESOLUTION # 167/11**

**Moved by: R. Elliott**

**Seconded by: R. Hembly**

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

**Carried**