



Minutes
Committee of the Whole
Tuesday May 3, 2011
3:00 PM. Council Chambers

Council Present:

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

Staff Present:

Bill White, CAO/Clerk
Gordon Duff, Treasurer
Norm Fisk, Director of Public Services
Terry Kuipers, Chief Building Official
Belinda Wick-Graham, Business & Economic Manager
Matthew Lubbers, Recreation Coordinator
Peg Schieck, Clerical Assistant/Recording Secretary

Regrets:

Councillor Hembly

1. **Call to Order**- 3:00 p.m.
2. **Disclosure of Pecuniary Interest under the Municipal Conflict of Interest Act**
None
3. **Additions to the Agenda** - None
4. **Committees**
 - a) **Public Works**
 - i) Asphalt for Ayton Road Tender Report

Director of Public Services Fisk recommended the tender be awarded to the Murray Group. He noted that four bids were received and that this company would be starting the project within the next three weeks. The Committee clarified the thickness of the pavement.

Motion: COW-001-2011

Moved by: R. Faulkner

Seconded by: D. Turton

THAT Council of the Town of Minto award the 2011-08 Asphalt for Ayton Road Tender (PW2011-08) to the Murray Goup at \$87.01 per tonne (taxes included).

Carried

ii) Road Side Grass Quotation Report

Director of Public Services Fisk recommended the Roadside Grass Mowing Quotation be awarded to Neil Driscoll. Fisk clarified the differences with the next lowest quote and that the hourly rate applies to cutting at intersections or at lagoons. Work occurs in spring and fall as needed.

Motion: COW-002-2011

Moved by: M. Colwell

Seconded by: D. Turton

THAT Council of the Town of Minto award the Roadside Grass Mowing 2011-01 Quotation to Neil Driscoll at \$7.80 per kilometer, (370 total kilometers), for a total of \$3,261.18.

Carried

iii) Dust Control Tender Report

Director of Public Services Fisk recommended Dust Control be awarded to Pollard Highway Products. He explained the solution is half strength and that 130,000 liters does one dust covering applied the 1st week of June. The Pollard tender includes a second application if necessary. The lower strength solution is thought to have less impact on environment.

Motion: COW-003-2011

Moved by: R. Elliott

Seconded by: R. Faulkner

THAT the Town of Minto awards the Dust Control Tender 2011-03 to Pollard Highway Products for a price of \$22,750.00 (HST not included).

Carried

iv) Maintenance Gravel Tender Report

Director of Public Services Fisk recommended Maintenance Gravel be awarded to E. Dennison Contracting, the lowest of five bidders and a local contractor.

Motion: COW-004-2011

Moved by: R. Faulkner

Seconded by: D. Turton

THAT Council of the Town of Minto award the Maintenance Gravel Tender 2011-02 to Dennison Contracting at \$6.00 per unit price, plus HST for a total price of \$67,800.

Carried

v) Line Painting Quotation Report

Director of Public Services Fisk recommended Line Painting be awarded to L&S Spraytex. Fisk mentioned that the Murray Group use this company regularly and they worked previously in Minto. Committee noted drastic differences in quotes.

Motion: COW-005-2011

Moved by: D. Turton

Seconded by: T. Fisk

THAT the Town of Minto awards the Line Painting Quotation 2011-07 to L&S Spraytex for a price of \$4530.10 (HST not included).

Carried

vi) Highway 9 Reconstruction north of Harriston

CAO/Clerk White reviewed a report regarding Highway 9 reconstruction and the Schickedanz subdivision. This project also impacts the Tim Horton's entrance. Council has budgeted \$400,000 for the project this year including \$240,000 in connecting link funds allocated by the Province. CAO White and Mayor Bridge meet this month with the owner of Schickedanz to confirm the go ahead of this project and address the fee schedule deposit. Committee discussed the project and the need to have benefitting landowners contribute.

Motion: COW-006-2011

Moved by: M. Colwell

Seconded by: R. Elliott

THAT the report from the CAO/Clerk on Highway 9 reconstruction north of Harriston is received for information.

Carried

vii) Highway 9 Land Trade Province of Ontario

CAO/Clerk White advised that public notice was given for the land trade, and owners north of Highway 9 confirmed ownership of the lands included in the Province's agreement. The Agreement and By-law are amended to reflect only the properties owned by the Town.

Motion: COW-007-2011

Moved by: D. Turton

Seconded by: R. Faulkner

THAT The Town of Minto sign an amended Property Purchase Agreement with the Province of Ontario to convey lands known as Part of Lot 83 Concession C, Parts 1 and 2 Plan 61R-10909 on the south side of Highway 9 (part of the former rail line) as highway widening in return for lands known as Parts 3 and 4 Plan 61R-10909 to the east and west of the former rail lands for the purposes of servicing corridor and industrial.

Carried

b) Fire and Emergency Measures

i) Recruitment Report

CAO/Clerk White noted Fire Chief Harrow's report highlights the need for volunteer firefighters and auxiliaries members in Minto. The Fire Department will be hosting a recruitment night (information session) on Monday May 16 at 7:00 pm. at the Palmerston Fire Hall. Committee asked about the recruitment criteria and process.

Motion: COW-008-2011

Moved by: R. Faulkner

Seconded by: T. Fisk

THAT the Committee of the Whole receives the Minto Fire Recruitment Night report as information.

Carried

c) Finance

i) Tile Drainage Loan Earl & Anne Schneider Part Lot 22, Concession 4

ii) Tile Drainage Loan Earl & Anne Schneider Lot 31, Concession 18

Committee dealt with both applications in one motion, asking whether applicants could start work prior to Council approval. Treasurer Duff clarified policy and procedures, which prevent starting without Council approval as applicants risk investing in the project with no guarantee the Drainage Inspector can approve the final work or the loan will be received. Wellington County municipalities all confirmed the same approach.

Motion: COW-009-2011

Moved by: D. Turton

Seconded by: R. Elliott

THAT Committee of the Whole approves the following tile drainage loans:

- i) Earl and Anne Schneider 1054457 Ontario Inc. in the amount of \$15,825.00 for Part Lot 22, Concession 4; and**
- ii) Earl and Anne Schneider in the amount of \$31,575.00 for Lot 31, Concession 18.**

Carried

iii) Palmerston CN Land Ad Hoc Committee minutes

Committee discussed the minutes. Rail bridge painting takes several days including the cleaning process. The bridges 100th anniversary will be celebrated in June 2012, and a grant application through Heritage Canada will be submitted by September 30th.

Motion: COW-010-2011

Moved by: M. Colwell

Seconded by: D. Turton

THAT Committee of the Whole accepts Palmerston CN Land Ad Hoc Committee minutes of April 18th 2011.

iv) Tax Rate By-law Report FIN-2011-08

Treasurer Duff reviewed the tax rates setting process noting that the Town calculates the rates based on County transition ratios.

Motion: COW-011-2011

Moved by: R. Elliott

Seconded by: M. Colwell

THAT Committee of the Whole recommend Council pass the Tax Rating By-law in regular session.

Carried

d) Recreation

i) PRAC Minutes April 18, 2011

Recreation Coordinator Lubbers mentioned that the PRAC is investigating solar energy. The Committee noted a neighbouring municipality had previously turned down solar energy in the past and encouraged PRAC to ask questions of that municipality pertaining to their discoveries. The Committee inquired

about the changes to the alcohol policy, and Lubbers responded that amendments were mainly housekeeping issues.

Motion: COW-012-2011

Moved by: T. Fisk

Seconded by: R. Elliott

THAT Committee accepts Parks and Recreation Advisory Committee Meeting minutes of April 19th, 2011 aw presented.

Carried

e) Building/Enforcement-None

f) Economic Development

i) Farmer's Market Verbal Report

Belinda Wick-Graham Economic & Development Manager highlighted Harriston Farmer's Markets opens Friday June 10th from 3:00 p.m. to 7:00 p.m., at the Harriston Motors Lot, and the Palmerston Market, at the Railway Museum on Saturday June 11th 9:00 am to 1:00 p.m.

Wick-Graham provided a PowerPoint presentation and introduced the market members in attendance. She explained the signage and marketing strategies completed to date, and noted that agreements with the Harriston property owners are being brought forward at this meeting. Committee asked that signage for the former location in Clifford be relocated if possible.

5. Reports

i) Metzger Severance File B40/11 Prospect Street, Palmerston
CAO/Clerk White explained the agreement cleared condition seven of File B40/11 prior to the house being removed. The security deposit was received from the owner so the Town can enforce the condition if the home is not removed prior to April 2012. The deposit would then be forfeited to the Town and any excess expenses charged against the land, and would bind subsequent landowners.

Motion: COW-013-2011

Moved by: R. Elliott

Seconded by: D. Turton

THAT Committee of the Whole authorizes the Mayor and Clerk to sign an agreement dated April 20th, 2011 with Jill and Jeremy Metzger Severance to provide for the demolition of a home at 525 Prospect Street to fulfill condition 7 of File B40/11.

Carried

ii) Blackberry/Cell Phone Usage Report & Policy
CAO/Clerk White reviewed and highlighted the report and policy. He noted that the policy would address Town and personal cellular devices on the job, in Town vehicles and in performance of duties. White provided information on the cost and benefit of Council members having Blackberry's. The Committee discussed a variety of options and inquired if this was a budgeted item. The Committee also asked that the policy clarify that devices can be scrutinized by the Town. The CAO/Clerk will review the policy with staff and bring forward final costs for Council to consider. Depending on the final plan cost the 2011 budget implication could be up to \$1,500 with a similar amount in 2012.

Motion: COW-014-2011

Moved by: T. Fisk

Seconded by: R. Elliott

THAT Committee of the Whole receives the report from the CAO/Clerk regarding the proposed draft Blackberry/ Cell Phone Usage Policy, and directs staff to revise the policy based on comments received and review with all staff. AND FURTHER

THAT the Policy be returned for adoption in June with the final cost of an updated cellular plan that deploys blackberries and cell phones according to the policy.

Carried

6. Motion to Convene into Council

RESOLUTION # 186/11

Moved by: M. Colwell

Seconded by: D. Turton

THAT the Committee of the Whole convenes into Town of Minto Council.

Carried

RESOLUTION # 187/11

Moved by: D. Turton

Seconded by: T. Fisk

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

Carried

RESOLUTION # 188/11

Moved by: D. Turton

Seconded by: T. Fisk

THAT The Council of the Corporation of the Town of Minto;

- 1. Award the Asphalt for Ayton Road Tender (2011-08) to The Murray Group at \$87.01 per tonne (taxes included).**
- 2. Award the Roadside Grass Mowing Quotation (2011-01) to Neil Driscoll at \$7.80 per kilometer (370 kilometres), plus HST for a total of \$3261.18.**
- 3. Award the Dust Control Tender (2011-03) to Pollard Highway Products for a price of \$22,750.00 (HST not included).**
- 4. Award the Maintenance Gravel Tender (2011-02) to E. Dennison Contracting at \$6.00 per unit price, plus HST for a total price of \$67800. Award the Line Painting Quotation (2011-07) to L&S Spraytex for a price of \$4530.10 (HST not included).**

Carried

7. Correspondence

i) West Grey Public Meeting Notice

Council noted that the date for comment had passed. The CAO/Clerk will make sure subsequent notices are brought back in a timely fashion.

ii) Invitation to Harriston Historical Society Open House

RESOLUTION # 189/11

Moved by: T. Fisk

Seconded by: M. Colwell

THAT The Council of the Corporation of the Town of Minto accepts the correspondence as information only.

Carried

8. By-laws

a) By-law 2011-50; Committee of Adjustment

RESOLUTION # 190/11

Moved by: R. Faulkner

Seconded by: T. Fisk

THAT By-law 2011-50; being a By-law to establish a Committee of Adjustment under Section 44 (1) (2) of the Planning Act; 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 2011-51; Property Purchase Agreement

RESOLUTION # 191/11

Moved by: R. Elliott

Seconded by: R. Faulkner

THAT By-law 2011-51; being a By-law to authorize the mayor and the Clerk to execute an agreement between the Corporation of the Town of Minto and the Province of Ontario; 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 2011-52; Tax Rating

RESOLUTION #192/11

Moved by: M. Colwell

Seconded by: D. Turton

THAT By-law 2011-52; being a By-law to Set Tax Rates for 2011 and provide for the collection thereof; 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 2011-53; Consent Agreement (Prospect Street, Palmerston)

RESOLUTION # 193/11

Moved by: R. Elliott

Seconded by: R. Faulkner

THAT By-law 2011-53; being a By-law to authorize the Mayor and Clerk to execute an Agreement between the Corporation of the Town of Minto and Jeremy & Jill Metzger; 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 2011-54; Farmers Market (Harriston) Agreement

RESOLUTION #194/11

Moved by: R. Faulkner

Seconded by: R. Elliott

THAT By-law 2011-54; being a By-law to authorize the Mayor and Clerk to execute an Agreement between the Corporation of the Town of Minto and Grosz Investments Limited & Wendy Grosz; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

9. Motion to go into Closed Session - 4:40 p.m.

RESOLUTION #195/11

Moved by: D. Turton

Seconded by: M. Colwell

THAT The Council of the Corporation of the Town of Minto “Close to the Public to discuss the following:

- **The security of the property;**
- **Personal matters about an identifiable individual, including but not clearly limited to employees of the municipality;**
- **A proposed or pending acquisition or disposition of land by the municipality;**
- **Labour relation or employee negotiations.**

Carried

10. Motion to Convene into Open Session - 5:45 p.m.

RESOLUTION #196/11

Moved by: T. Fisk

Seconded by: D. Turton

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

Carried

a) Resolutions from Closed session

i) Full time Employment

Councillor Turton requested a recorded vote.

RESOLUTION # 197/11

Moved by: D. Turton

Seconded by: M. Colwell

THAT Peg Schieck be offered the position of Clerk’s Assistant on a permanent full time basis with benefits starting at Pay Grade 10 Step 1 increasing to Step 1.5 January 1st, 2012.

Yeas: Mayor Bridge, Deputy Mayor Fisk, Councillor Faulkner, Councillor Turton, Councillor Colwell

Nays: Councillor Elliott

Carried

ii) Recreation & Marketing Coordinator Position

Councillor Turton requested a recorded vote.

RESOLUTION # 200/11

Moved by: T. Fisk

Seconded by: R. Elliott

THAT The Council of the Town of Minto, hire Mandy Hansen as the Marketing & Recreation Coordinator commencing June 6th, 2011.

Yeas: Mayor Bridge, Deputy Mayor Fisk, Councillor Faulkner, Councillor Turton, Councillor Colwell, Councillor Elliott

Nays: None

Carried

11. Confirmatory By-law

RESOLUTION # 201/11

Moved by: R. Faulkner

Seconded by: R. Elliott

THAT By-law 2011-55; being a By-law to Confirm the Proceedings of Council at its regular Council meeting held on May 3rd, 2011; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

12. Adjournment – 5:50pm

RESOLUTION # 202/11

Moved by: R. Elliott

Seconded by: R. Faulkner

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

Carried