



**Minutes**  
**Committee of the Whole**  
**Tuesday August 2, 2011**  
**3:00 PM. Council Chambers**

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**Council Present:**

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

**Staff Present:**

Bill White, CAO/Clerk  
Gordon Duff, Treasurer  
Terry Kuipers, Chief Building Official  
Chris Harrow, Fire Chief  
Belinda Wick-Graham, Business & Economic Manager  
Norm Fisk, Director of Public Works  
Peg Schieck, Clerk's Assistant/Recording Secretary

Mayor Bridge welcomed visitors to the committee meeting.

1. **Call to Order**
2. **Disclosure of Pecuniary Interest under the Municipal Conflict of Interest Act**
3. **Additions to the Agenda**
4. **Delegations**
  - a) **Shirley Borges and Alison Armstrong of the Minto-Mapleton Family Health Team, Health Care Recruitment**

Ms. Borges provided an overview of recruitment strategies and explained rural discovery week, clinic rotations, community involvement and strategies to attract new recruits. She noted a committee has been set to develop clinic space. Ms. Armstrong described the success rate other areas had with introducing student residence in a six to eight weeks in rural setting. The Health Team continues to educate the public of the types of programs and services offered, and how they are funded. They highlighted the upcoming five weeks of articles in the Minto Express.

Town representation includes Deputy Mayor Fisk and Councillor Faulkner. The Mayor and Council thanked the representatives for their presentation and hard work.

b) Paul Zeigler, Triton Engineering; North Ward Drain

Mr. Zeigler outlined the tasks completed to date and briefly described three options the Town may consider to address north ward drain concerns, including twinning the storm sewer, establishing a pond on the former Senior School property, or diverting water westerly. Given the height of floodwaters in the area, a diversion may be most cost effective but further investigation is needed as it impacts other private lands.

Council clarified direction of water flow with a diversion. Mayor Bridge noted that we are at an exploratory stage at this time and thanked Mr. Ziegler for the presentation

**5. Committees**

**a) Public Works**

Petition for a Municipal Drain

Director of Public Works Fisk reviewed a report regarding ongoing drainage concerns at Highway 23 and Wellington Road 87 south of Harriston. In the past when the pasture flooded there were no concerns, but now the owner planted corn and flooding of the drain washes out soil and crop. Director Fisk explained a petition for a Municipal Drain would appoint an engineer to assess the drain, determine the improvement needed, and allocate cost to benefitting landowners. He noted landowners involved, including the Province, and explained that owners would have a chance to comment to Council before a decision is made on the petition.

**Motion: COW- 039- 2011**

**Moved by: R. Faulkner**

**Seconded by: D. Turton**

**THAT the Council of the Corporation of the Town of Minto appoints Dietrich Engineering to prepare a Drainage report under Section 4.1.c of the *Drainage Act*, Pursuant to a petition received by the Clerk, signed by the Roads Foreman, Mike McIsaac for property located at Lot 86, Concession D.**

**Carried**

**b) Committee of Adjustment**

- i) Minor Variance, Public Hearing for Application A2-11 Marlene Donaldson, Part Lot 33 N/S King St, Pt. Lot 27 S/S George St, 67 William Street, Harriston.

CAO/Clerk White advised that a minor variance on the front yard setback is requested to legalize construction of an uncovered front porch and associated barrier free ramp located 0.57m (1.9'). Notice of the public hearing was mailed to property owners within 200 feet (60 metres) of the subject property and applicable agencies July 22<sup>nd</sup>, and posted on the subject property by the Chief Building Official.

Correspondence was received from the Minto Fire Chief & Director of Public Services with no comments. The Chief Building Official supported the application. The County Planner commented the variance was minor, desirable for the

appropriate development of the lands, and maintained the intent of the Official Plan and Zoning By-law.

Chair Bridge asked if the property owner had any additional comments. Marlene and Angela Donaldson explained the reason for the porch and ramp, and asked for relief on the application fee.

Chief Building Official Kuipers noted that with the additional two feet of the minor variance the site lines are not an issue.

Chair Bridge asked for comments in opposition to the proposed amendment. He also stated that anyone wishing to receive a copy of the Notice of the Decision sign the Request for Notice prior to leaving the Council Chambers.

**RESOLUTION # 301/11**

**Moved by: R. Faulkner**

**Seconded by: T. Fisk**

**THAT The Committee of Adjustment approves the application for a Minor Variance (applicant Marlene Donaldson) for property described as Part Lot 33 N/S King St. Pt Lot 27 S/S George St, municipally known as 67 William Street East, formerly Town of Harriston, Town of Minto, to legalize the construction of an uncovered front porch and associated barrier free ramp located 0.57m (1.9') from the front property line on the subject property subject to compliance with the Building Code to the satisfaction of the Town.**

**Carried**

- ii) Minor Variance, Public Hearing for Application A3-11 Steven Wolfe, Part Lots 53 & 54m, Park Lot 1 and Pt. Park Lot 2, 16 Queen Street East, Clifford.

CAO/Clerk White advised the minor variance is requested to allow an existing accessory structure to remain on the severed parcel of land. Notice of the public hearing was mailed to property owners within 200 feet (60 metres) of the subject property and applicable agencies July 22<sup>nd</sup>, and posted on the subject property by the Chief Building Official.

Correspondence was received from the Minto Fire Chief and Director of Public Services with no comments. The Chief Building Official supported the application. The County Planner commented that provided the use was temporary the variance was minor, desirable for the appropriate development of the lands, and maintained the intent of the Official Plan and Zoning By-law.

Chair Bridge asked if the property owner had any additional comments. Steven Wolfe was in attendance and had no comments.

Chief Building Official Kuipers noted there is an active severance on the property.

Chair Bridge asked if there were comments in opposition to the proposed amendment. Committee clarified the purpose of the building. The applicant noted they are not planning on placing a home on the severed parcel right away.

CAO/Clerk White noted the two conditions on the notice of decision addressed the County concern that the use be temporary.

Chair Bridge stated that anyone wishing to receive a copy of the Notice of the Decision sign the Request for Notice prior to leaving the Council Chambers.

**RESOLUTION #302/11**

**Moved by: M. Colwell**

**Seconded by: T. Fisk**

**THAT The Committee of Adjustment approves the application for a Minor Variance (applicant Steve Wolfe) for property described as Part Lots 53 & 54, municipally known as 16 Queen Street East, Town of Minto, (formerly Village of Clifford), Town of Minto. To permit the existing accessory structure to remain on the severed parcel of land on the subject property without a principle use, subject to the confirmation being provided that the accessory structure will only be retained without a main residential use temporarily and that any encroachments over the lot line be addressed to the satisfaction of the Town.**

**Carried**

**c) Fire and Emergency Measures**

**i) Expansion of Auxiliary Positions Report**

Fire Chief Chris Harrow reviewed his report requesting a temporary expansion of auxiliary positions to address future retirements.

Mayor Bridge confirmed there were nine new recruits. Chief Harrow added that having new recruits allows training to begin to transition in new volunteer firefighters.

**Motion: COW 040-2011**

**Moved by: M. Colwell**

**Seconded by: D. Turton**

**THAT The Council of the Town of Minto allow for the fire department to expand their auxiliary positions from the present 5 to 8 for the three stations.**

**Carried**

**ii) Wellington County Mutual Aid Plan Report**

The Wellington County Mutual Plan outlines how municipal fire departments assist each other during calls for service. It allows Minto to secure water rescue or confined space rescue from other municipal departments with that training when needed. The Departments support each other during major events as well.

**Motion: COW-041-2011**

**Moved by: R. Elliott**

**Seconded by: R. Turton**

**THAT The Council of the Town of Minto receive the Wellington County Mutual Aid Plan and approve the Minto Fire Department participation in it.**

**Carried**

iii) Township of Howick Fire Agreement Report

Fire Chief Harrow advised that the Township of Howick formed their fire department in 2010. This agreement updates the services areas that Minto covers in Howick Township. The fee for service is comparable to the previous year with a 2% escalation over five years.

Council inquired as to whether Minto has any area another municipality could efficiently cover. Chief Harrow noted they are looking at this with Wellington North.

**Motion: COW-042-2011**

**Moved by: T. Fisk**

**Seconded by: M. Colwell**

**THAT The Council of the Town of Minto authorize the Mayor and Clerk to sign the fire Agreement with the Township of Howick.**

**Carried**

d) **Finance-** None

Council asked for an update on the audit. Mayor Bridge asked if the budget update report was pending. Treasurer Gordon Duff explained that the auditors still need to complete more field work on the 2010 audit and the budget report was pending.

e) **Recreation-** None

f) **Building/Enforcement**

Sewage Allocation-138 Milton Seiler Crescent

Clerk White noted that the new sewage allocation by-law requires Council to grant allocation for infill lots as explained in the Chief Building Official's report.

**Motion: COW-043-2011**

**Moved by: D. Turton**

**Seconded by: M. Colwell**

**THAT The Council of the Town of Minto grant an Allocation Unit for a proposed Single Family Detached Dwelling to be located on 138 Milton Seiler Crescent within the former Town of Palmerston.**

**Carried**

g) **Economic Development**

Façade & Signage Improvement Grant Application #P01, 295 Main St. W.  
Palmerston (Norsco Sports)

Belinda Wick-Graham, Business & Economic Manager noted that the owners are replacing the store front window.

**Motion: COW-044-2011**

**Moved by: R. Elliott**

**Seconded by: D. Turton**

**The Palmerston Downtown Revitalization Committee recommends to the Council of the Town of Minto to approve Façade Improvement Grant Application #P01 in the amount of \$1,009.73 for the property located at 295 Main Street West, Palmerston (Norsco Sports).**

**Carried**

## **6. Reports**

### **a) Proposal Call, Tannery Park Deck Structure**

CAO/Clerk White advised the proposal was sent out by Triton Engineering and that three bids were submitted. The lowest bidder was D. Grien Construction. White noted bids were very competitive bid and decking material will be purchased locally. Completion date is September 25<sup>th</sup>, 2011. The Kinsmen Club has donated \$25,000, and the Horticulture Society is partnering as well.

**Motion: COW-045-2011**

**Moved by: R. Hembly**

**Seconded by: R. Faulkner**

**THAT The Council of the Town of Minto award quotation 5499-11 to D. Grein Construction Ltd. for the Tannery Park Structure, decking installation and railing on Elora Street South in the amount of \$12,269.54 including HST.**

**Carried**

### **b) Rick Murray and Laura Strader-Murray File B105/09, Part Lot 8, West Minto Street, Clifford Report**

CAO/Clerk White noted the zoning amendment was passed in June placing the lands in a holding provision to deal with surface water management plans. The Pre-servicing agreement and holding zone ensures surface water and management details are confirmed before individual lots are conveyed to other owners. This agreement would be registered on title before sale of lots.

Council clarified the responsibility of maintenance and liability of storm water ponds.

**Motion: COW-046-2011**

**Moved by: R. Faulkner**

**Seconded by: D. Turton**

**THAT The Council of the Town of Minto authorizes the Mayor and Clerk to sign an Agreement with Rick Murray and Laura Strader-Murray to require surface water management plans to be provided to the satisfaction of the Town and the Saugeen Valley Conservation Authority to fulfill conditions 8 & 9 of Severance File B105/09 through to B109/09.**

**Carried**

## **7. Motion to Convene into Council**

**RESOLUTION # 303/11**

**Moved by: D. Turton**

**Seconded by: R. Elliott**

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

Carried

Motion to ratify recommendations of Committee.

**RESOLUTION # 304/11**

**Moved by: R. Faulkner**

**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

**8. Correspondence**

a) For Information Only

**RESOLUTION # 305/11**

**Moved by: R. Hembly**

**Seconded by: R. Elliott**

**THAT The Council correspondence be received for information.**

Carried

**9. By-laws**

a) By-law 2011-77; Authorize the Mayor and Clerk to execute a Pre-servicing Agreement, (Rick Murray Part Lot 8, West Minto Street, Clifford).

**RESOLUTION # 306/11**

**Moved by: R. Elliott**

**Seconded by: R. Hembly**

**By-law 2011-77; being a By-law to authorize the Mayor and Clerk to execute a Pre-servicing Agreement for Severance application B105/09, B106/09, B107/09, B108/09 and B109/09; 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 2011-78; Authorize the Mayor and Clerk to execute an Agreement between the Township of Howick and the Town of Minto Fire

**RESOLUTION #307/11**

**Moved by: D. Turton**

**Seconded by: M. Colwell**

**By-law 2011-78; being a By-law to authorize the Mayor and Clerk to execute an Agreement between the Township of Howick and Town of Minto Fire; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

Carried

**10. Motion to go into Closed Session - 4:35 p.m.**

**RESOLUTION # 308/11**

**Moved by: T. Fisk**

**Seconded by: R. Faulkner**

**THAT The Council of the Corporation of the Town of Minto adjourn to a meeting closed 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'**
- **A proposed or pending acquisition or disposition of land by the municipality.**

**Carried**

**11. Motion to Convene into Open Session- 5:49 p.m.**

**RESOLUTION # 309/11**

**Moved by: R. Elliott**

**Seconded by: R. Faulkner**

**THAT The Council of the Corporation of the Town of Minto resume the Regular Council meeting.**

**Carried**

a) Resolutions from Closed session

**12. Confirmatory By-law**

a) By-law 2011-79 Confirm the Council Proceeding of the August 2, 2011 meeting

**RESOLUTION #310/11**

**Moved by: R. Faulkner**

**Seconded by: T. Fisk**

**THAT By-law 2011-79; to Confirm the Proceedings of Council at its Committee of the Whole meeting held on August 2, 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- 5:50 p.m.**

**RESOLUTION # 311/11**

**Moved by: M. Colwell**

**Seconded by: R. Elliott**

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

**Carried**