



**Minutes
Regular Council Meeting
Tuesday August 16th, 2011
7:00 PM Council Chambers**

Council Present:

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

Council Regrets:

Councillor Hembly

Staff Present:

Bill White, CAO/Clerk
Peg Schieck, Clerk's Assistant/Recording Secretary
Belinda Wick-Graham, Business & Economic Manager
Gordon Duff, Treasurer

1. **Call to Order** – 7:00pm
2. **Disclosure of Pecuniary Interest under the Municipal Conflict of Interest Act**- None
3. **Public Meeting**
 - a) **Proposed Zoning By-law Amendment, Part Lot 107, Concession D, RP 61R7608, 6587 Wellington Road 109, Town of Minto Warren and Julie Bauman.**

Mayor Bridge convened the public meeting noting if a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Minto before the By-law is passed, the person or public body is not entitled to appeal the decision of the Town of Minto to the Ontario Municipal Board and the person or public body may not be added as a party to the hearing of the appeal before the Board unless, in the opinion of the Board, there are reasonable grounds to do so.

CAO/Clerk Bill White advised that the application is to rezone the subject lands from Agricultural to permit a contractors yard to be established on the property. The applicant is proposing to construct a 361.2 sq. m (3,888 sq.ft.) garage and office to store trucks and equipment to be used off-site as part of a concrete forming business. The proposal also includes outdoor storage and parking areas.

CAO/Clerk Bill White stated that notice of the public meeting was mailed to property owners within 400 feet of the subject property and applicable agencies on July 27, 2011 and a copy of the public meeting notice was posted at the subject property by the Chief Building Official. The following correspondence was summarized:

1. From Town of Minto staff:
 - a. Fire and Public Works: No Comments
 - b. Chief Building Official stating outdoor storage should be limited to an area of 64' X 40' in the south-west corner of the subject property, and a buffering strip is required by zoning from the south-west corner of the subject property along the westerly property line to the rear corner of the home industry building.
2. County of Wellington Engineering Services noted that if rezoning is approved an entrance permit is needed to upgrade the access to commercial entrance standards.
3. Maitland Valley Conservation Authority: No comments
4. Bruce Fulcher, Agent stating he was unable to attend tonight meetings, and would appreciate an opportunity to speak to Council. He indicated concerns with some of the conclusions in the County Planning Department at another meeting.

Denise Whaley, County Planner explained the zoning amendment would include a contractor's yard with residential. This proposal is not general conformity to the Official Plan and is not consistent with Provincial Policy. County staff had spoken to the applicant regarding five non-resident employees and that typically home based contracting years are at a much smaller scale.

Council sought clarification as to a small versus large scale business. It was noted that determining whether the contractor's yard was a primary or secondary use on this one acre residential lot is challenging. Council questioned whether changing to commercial or industrial with a residential exception was possible, but there would be concerns with compliance with the Official Plan. The road is very busy and heavy traffic area.

Chair Bridge asked the property owner if there were any additional comments, or if anyone wished to comment in favour or in opposition to the proposed amendment.

Mr. and Mrs. Bauman were in attendance. Mr. Bauman considers his business a small, with only four employees. He noted that his business would not generate much traffic as all projects are off-site and that ninety-five of his works benefits agriculture. He felt it was a good location for a shop.

Chair Bridge asked if there were any further questions from Council regarding the proposed Zoning By-law Amendment.

Chair Bridge stated that to be notified of the decision of the Council of the Town of Minto in respect of the proposed Zoning By-law Amendment application, written request to the Clerk/Clerk of the Town of Minto is needed.

Chair Bridge asked if there were any further questions regarding the proposed amendment. With no further comments forthcoming, the Public Meeting adjourned at 7:22 p.m.

4. Delegations

a) Pitch it” Minto Business Plan Competition.

Belinda Wick-Graham, Business and Economic Manager explained the “Pitch it” Business Plan Competition is to help grow small businesses in Minto. It can help attract, retain or expand existing businesses and increase public awareness of the business resources within Minto. She reviewed application criteria and deadlines, judging panel, and the cash prizes and supporters of this project. She noted that the downtown revitalization is attempting to increase small businesses within the downtown areas of Minto.

b) David Richenback, Chartered Accountant, 2010 Audited Financial Statements & Financial Information Returns

David Richenback, Chartered Accountant and Treasurer Gordon Duff presented the Town’s 2010 audited financial statement. Completing the audited statement is an annual statutory requirement. Mr. Richenback and Treasurer Duff reviewed the various tables and noted in general that overall debt had decreased, the cash position of the Town was positive and that compliance with legal requirements for reporting tangible capital assets. Council discussed the audit.

RESOLUTION: #312/11

Moved by: M. Colwell

Seconded by: T. Fisk

THAT The Council of the Town of Minto approves the 2011 Financial Statements and Financial Information returns dated August 16, 2011; and further;

THAT the 2010 audited Financial Statements and Financial Information Return be approved as presented.

Carried

5. Minutes of Previous Meetings

a) Council Minutes: July 19, 2011

RESOLUTION: #313/11

Moved by: R. Elliott

Seconded by: R. Faulkner

THAT The minutes of the July 19, 2011 Council meeting be adopted as presented.

Carried

b) Committee of the Whole: August 2, 2011

RESOLUTION: #314/11

Moved by: R Faulkner

Seconded by: R. Elliott

THAT The minutes of the August 2, 2011 Committee of the Whole/Council meeting be adopted as presented.

Carried

6. Additions to the Agenda

CAO/Clerk White advised the following Agenda additions:

- #11. Sept 6 Committee Meeting Date
- #7. c) i) & ii) Façade Signage Improvement
- 9 e) Zoning Amendment By-law 2011-84; for Part of Park Lots F, G & H Parts 2 & 3, 61R10711, Binkley-Smith

7. Current Business

a) CAO/Clerk

i) Official Plan Amendment, Clark-Heinmiller Residential Part Lot 23, Concession 1, Lorne St. N. Palmerston recommendation.

The CAO/Clerk reviewed the County Planner's letter and draft amendment placing the lands in Urban Centre with specific policies regarding compatibility with nearby industrial uses and sanitary sewer capacity, which would include use of holding by-law.

RESOLUTION: #315/11

Moved by: D. Turton

Seconded by: R. Elliott

THAT The Council of the Corporation of the Town of Minto receives the County of Wellington Planning Department Report dated August, 2011 regarding a Official Plan Amendment for Clark-Heinmiller for lands located at Part Lot 23, Concession 1- Lorne Street North, Palmerston and advise the County that the Town supports the amendment to the Official Plan to re-designate the lands from Prime Agriculture to Urban Centre with associated wording to ensure compatibility with nearby industrial uses and address sewage capacity for the entire project.

Carried

ii) W C Smith Site Plan Report

CAO/Clerk White advised that staff, Saugeen Valley Conservation Authority and the County Planner had reviewed the site plan for the expansion of the warehouse use in Clifford, including plans for construction of an offsite storm sewer extension. Cost sharing arrangements on the offsite storm sewer are close to being finalized and fire protection will be confirmed through the building permit. The recommendation applies to all the plans prepared by Gamsby & Mannerow subject to a development agreement.

RESOLUTION: #316/11

Moved by: T. Fisk

Seconded by: D. Turton

THAT The Council of the Corporation of the Town of Minto approves the General Site Plan, Servicing Plan Grading Plan, Interim Grading and Drainage Plan, and Off site Storm Outlet Plan last revised July 18, 2011 and prepared Gamsby and Mannerow Engineers for the expansion of W.C. Smith at 111 Elora Street North Clifford subject to the following conditions:

- a) That a development agreement is executed with the Town requiring, among other matters, completion of the project by October 31, 2012, and final phasing for the balance of the project;**
- b) Provision of final grading and drainage details to the satisfaction of the Town and the Conservation Authority, including the final cost sharing arrangement between the Owner and the Town for the off-site storm sewer work;**
- c) Placing the subject lands into a single consolidated ownership by meeting applicable conditions of the County approved severance application**
- d) Final water servicing details with respect to fire protection requirements being provided to the satisfaction of the Town.**

Carried

iii) Solar Panel Agreement Update-Verbal Report

CAO/Clerk White reviewed the proposed locations for MicroFIT locations under 10kW and FIT applications for larger solar projects to be installed by KW Power Logic. Various sites including the arenas, community centres, pools, public works shops, fire departments, waste water treatment plants, theatre, and water towers have been considered. He noted KW Power will apply for the projects but will not install until the final lease is signed with the Town and Council issues an approval. CAO/Clerk White estimated the timeline for signing the lease would likely be September.

RESOLUTION: #317/11

Moved by: D. Turton

Seconded by: R. Elliott

THAT Council of the Corporation of the Town of Minto authorizes KW Power Logic to submit for MicroFIT applications for 10 kW solar PV installations at the Palmerston Fire Hall, old and new PUC Buildings and waste water facility in Palmerston, Norgan Theatre, CN Lands Palmerston, Harriston Fire Hall and Water Tower, Clifford Fire Station, Community Hall and Maintenance buildings subject to a final lease being signed between the parties and the Town having the final decision before any installation proceeds. AND FURTHER

THAT Council of the Corporation of the Town of Minto authorizes KW Power Logic to submit for FIT applications for solar PV installations over 10kW for the Clifford, Harriston and Palmerston Arenas, the Town Municipal Office, Palmerston Industrial Park and the Clifford Waste Water Treatment Facility and the Greenbush Community Centre subject to a final lease being signed between the parties and the Town having the final decision before any installation proceeds.

Carried

b) Building/Enforcement

July 31, 2011 Building Summary Report

RESOLUTION: #318/11

Moved by: M. Colwell

Seconded by: R. Elliott

THAT The Council of the Corporation of the Town of Minto accepts the building permit monthly review ending July 31, 2011.

Carried

c) Economic Development

i) Signage Improvement Grant Application # H04

Belinda Wick-Graham, Business and Economic Manager explained that grant monies are available for businesses that meet the façade and signage program criteria, and that Committee had supported the grants through an email poll.

RESOLUTION: #319/11

Moved by: D. Turton

Seconded by: R. Elliott

THAT The Council of the Town of Minto approves Signage Improvement Grant Application #H04 in the amount of \$1,000.00 for the property located at 1 Arthur St. Unit 1, Harriston Ontario (Lakeridge Heating & Cooling Inc.), owned by Chris Langridge.

Carried

ii) Signage Improvement Grant Application # H05

RESOLUTION: # 320/11

Moved by: R. Elliott

Seconded by: R. Faulkner

THAT The Council of the Town of Minto approves Signage Improvement Grant Application #H05 in the amount of \$320.00 for the property located at 1 Arthur St. Unit 1, Harriston Ontario (Harriston Cottage Shop), owned by Kelsey Langridge

Carried

d) Finance

2011 Budget Review

Treasurer Gordon Duff provided an overview of department budgets with the year to date summary. He indicated that while the annual budget to actual is generally in good condition a more accurate accounting can be given in October. Council indicated it would prefer to have summary printouts of general budget areas with the written report.

RESOLUTION: #321/11

Moved by: M. Colwell

Seconded by: T. Fisk

THAT The Council of the Corporation of the Town of Minto receives the Treasurer's report dated August 16th, 2011 regarding the June 2011 Budget Review.

Carried

e) **Fire- None**

f) **Public Works**

i) Connecting Link Highway 9 (Clifford) and Highway 89 & 9 (Harriston) Report

CAO/Clerk White advised Council of the standard winter maintenance agreements that the Public Works Director requested be signed for snow removal on the highways.

RESOLUTION: #322/11

Moved by: D. Turton

Seconded by: M. Colwell

THAT The Council of the Corporation of the Town of Minto enter into an Agreement with the Minister of Transportation for the Province of Ontario for winter maintenance services for Highway 9 and Highway 9 & 89 connecting links.

Carried

ii) Coon Creek Culvert Extension / Intersection Improvement

CAO/Clerk White noted that the Conservation Authority has granted approval, and that the Minister of Natural Resources sign off on endangered species is needed before the end of August. A two week extension agreement with the Conservation Authority will be needed to work in the water until the end of September. This should be forthcoming with Ministry approval. White noted that with the award of the tender to Reeves Construction work may begin once the Minister's sign off is received.

RESOLUTION: #323/11

Moved by: T. Fisk

Seconded by: D. Turton

THAT The Council of the Corporation of the Town of Minto award the Coon Creek Culvert Extension/Intersection Improvement Tender No. 2011-10 to Reeves Construction Limited in the amount of \$141,507.08 plus HST.

Carried

g) **Recreation**

Palmerston CN Rehabilitation Ad Hoc Committee minutes of June 27th

Councillor Faulkner noted that he had inquiries pertaining to the security on the Old 81. Council discussed past and present mischief, liability and concerns of Old 81.

RESOLUTION: 324/11

Moved by: R. Faulkner

Seconded by: R. Elliott

THAT The minutes of the Palmerston CN Lands Rehabilitation Ad Hoc Committee meeting held on June 27, 2011 be received as presented.

Carried

8. **Correspondence**

a) For Information Only (Blue Binder Council Chambers)

RESOLUTION: #325/11

Moved by: R. Elliott

Seconded by: R. Faulkner

THAT The Council correspondence provided in the blue binder is received for information only.

Carried

9. **By-laws**

- a) By-law 2011-39; Zoning By-law Amendment, Rob Dowling, Part Lot 83, Concession D
The CAO/Clerk White noted the zoning now included a minimum ground floor area of 2,000 (sq. ft).

RESOLUTION: #326/11

Moved by: R. Faulkner

Seconded by: T. Fisk

By-law 2011-39; being a By-law to amend Zoning By-law number 01-86 for the Town of Minto for property located at Part of Lot 83, Concession D; 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 2011-80; Authorize the Mayor and Clerk to sign an agreement with the MTO for Winter Maintenance Services for Highways 9 & 89 Connecting Link.

RESOLUTION: #327/11

Moved by: M. Colwell

Seconded by: D. Turton

By-law 2011-80; being a By-law to authorize the Mayor and Clerk to execute an Agreement with the Minister of Transportation for the Province of Ontario for winter maintenance of the Highway 9 & 89 connecting link 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 2011-81; Authorize the Mayor and Clerk to sign an agreement with the MTO for Winter Maintenance Services for Highway 9 Connecting Link.

RESOLUTION: # 328/11

Moved by: T. Fisk

Seconded by: D. Turton

By-law 2011-81; being a By-law to authorize the Mayor and Clerk to execute an Agreement with the Minister of Transportation for the Province of Ontario for winter maintenance of the Highway 9 connecting link 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 2011-83; W. C. Smith Site Plan Agreement, 111 Elora St. N. Clifford

RESOLUTION: # 329/11

Moved by: D. Turton

Seconded by: R. Elliott

By-law 2011-83; being a By-law to authorize the Mayor and Clerk to execute an Site Plan Control Agreement with W.C. Smith Ltd. respecting lands located at

111 Elora Street North Clifford 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 2011-84; Zoning By-law Amendment for Part of Park Lots F, G & H Parts 2 & 3, 61R10711, Binkley-Smith

RESOLUTION: # 330/11

Moved by: R. Faulkner

Seconded by: R. Elliott

By-law 2011-39; being a By-law to amend Zoning By-law number 01-86 for the Town of Minto for property located at Part of Park Lots F, G & H, Parts 2 & 3, 61R10711; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

10. Notice of Motion- None

11. Questions/New Business/Announcements

- a) Mayor's Charity Golf Tournament, September 13, 2011

Mayor Bridge encouraged Council to enter a team. He noted twenty teams were needed and currently eleven have registered. All funds will benefit local charities.

Mayor Bridge encouraged participation in the Palmerston Fall Fair Parade on Friday August 26, 6:00 p.m.

The Wellington County Plowing Match is held in Minto this year on the Clyne Farm on Thursday August 18. He noted that Wellington County politicians are plowing at 2:00 p.m.

Deputy Mayor Fisk highlighted Maitland Valley Conservation Authority's upcoming 60th Anniversary Event on Wednesday August 24th.

Clerk White noted the Road Closure on Elora Street, Harriston from Arthur Street to Young Street Tuesday August 23 to Thursday August 25 to allow water and sewer connections to the County of Wellington Harriston Library.

Council discussed changing the meeting date from September 6th to September 7th 2011.

VERBAL RESOLUTION: #331/11

Moved by: R. Faulkner

Seconded by: R. Elliott

THAT The Council of the Town of Minto approve changing the Committee of the Whole- Council Meeting from Tuesday September 6th to Wednesday September 7th, 2011 at 3:00 p.m.

Carried

12. Motion to go into Closed Session – 9:15pm

RESOLUTION: #332/11

Moved by: R. Elliott

Seconded by: R. Faulkner

THAT: The Council of the Corporation of the Town of Minto “*Closed to the Public*” to discuss the following:

X Security of the property of the municipality or local board;

X Personal matter about an identifiable individual, including municipal or local board employees;

X Litigation or potential litigation, including matters before administrative tribunals affecting the municipality.

Carried

13. Motion to Convene Into Open Session – 10:20pm

RESOLUTION: #333/11

Moved by: M. Colwell

Seconded by: D. Turton

THAT The Council of the Corporation of the Town of Minto resume the Regular Council Meeting.

Carried

14. Business Arising from Closed Session - None

15. Confirmatory

a) By-law 2011-85 Adopting Proceedings of August 16th, 2011

RESOLUTION: #334/11

Moved by: T. Fisk

Seconded by: D. Turton

THAT By-law No. 2011- 85 to Confirm the Proceedings of Council at its Regular Council Meeting held on August 16th, 2011 be introduced, read a first, second, third time and finally passed in open Council.

Carried

16. Adjournment – 10:20pm

RESOLUTION: #335/11

Moved by: R. Elliott

Seconded by: R. Faulkner

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

Carried