



Minutes
Committee of the Whole
Wednesday September 7, 2011
3:00 PM. Council Chambers

Council Present:

Mayor George Bridge
Deputy Mayor Terry Fisk
Councillor Faulkner
Councillor Colwell

Council Regrets:

Councillor Turton
Councillor Elliott
Councillor Hembly

Staff Present:

Bill White, CAO/Clerk
Gordon Duff, Treasurer
Norm Fisk, Director of Public Services
Al Carr, Recreation Facilities Manager
Belinda Wick-Graham, Business & Economic Manager
Chris Harrow, Fire Chief
Mandy Hansen, Recreation & Marketing Coordinator
Peg Schieck, Clerk's Assistant/Recording Secretary

1. Call to Order

2. Disclosure of Pecuniary Interest under the Municipal Conflict of Interest Act

Councillor Colwell declared a conflict of interest to an addition to the Agenda 6. c) v) Tile Drainage Loan application.

Upon return to open session at 6:03 pm Deputy Mayor Fisk declared a conflict of interest regarding an in camera personnel matter and that he should have declared a conflict of interest regarding a similar personnel matter at the August 16th Closed Session Meeting of Council having not participated in the discussion on these matters.

3. Committee of Adjustment

RESOLUTION: # 336/11

Moved by: M. Colwell

Seconded by: R. Faulkner

**THAT The Council of the Town of Minto adjourn to meet as the Committee of Adjustment.
Carried**

Minor Variance, Public Hearing for Application A4-11, Troy and Rhonda Scheeringa, Part Lot 25 Concession 15, RP 61R 6703, Clifford

(See minutes attached as Schedule A)

RESOLUTION: #337/11

Moved by: T. Fisk

Seconded by: M. Colwell

THAT the Town of Minto resume as Committee of the Whole.

Carried

4. Additions to the Agenda

Item 6. c) v) Tile Drainage Loan Application, 6180 5th Line

Item 6. b) ii) Fire Donation Verbal Report

5. Delegations

a) Mandy Hansen, Recreation & Marketing Coordinator, Minto Cultural Days

Mandy Hansen presented to Council information about the 2nd Annual Minto Cultural Days September 30, October 1st & 2nd. She explained the mission, background and history of cultural days since 2006, and highlighted businesses and volunteer groups that are participating. She referenced Minto Cultural Plan item 3.2 which is to expand and diversify tourism offerings within Minto. New this year is the Minto Cultural Bus which will tour the Town to learn about different cultural based activities and businesses around the community. Participants will be entered into a draw for two tickets for the sold out Savour the Flavour Event. A short video was played highlighting Cultural Day's events across Ontario.

Mayor Bridge suggested that this event would increase cultural awareness in the community. He was pleased to see the volunteer groups participating and encouraged attendance of this event. He thanked Mandy for her presentation.

b) Glen Hall, Minto Chamber of Commerce, Savour the Flavours 2011

Glen Hall informed Council that the 2011 Savour the Flavour will be held Thursday October 13 in the Harriston Curling Club. New this year the Minto Farmers Market will set up at 5:00pm and the Wightman Telecom stage will showcase local entertainment during dinner. He noted the event is a great opportunity to explore the high quality foods being created in the community. Hall thanked community partners including Minto Chamber of Commerce, Minto Farmers Markets, Palmerston & Harriston Agricultural Societies and the Town of Minto.

Council thanked Hall for his presentation. Councillor Colwell asked if copies of Rural Routes magazine, which highlights the event, could be available at the Town office.

c) Alex Perrie, Pan Am Games 2015 in Line Speed Skating

Mr. Perrie asked if the Town would be willing to support a request to the PANAM Games Committee of 2015 (Toronto) to host Inline Speed Skating in Minto. Mr. Perrie advised

Council he has the only World class venue built for this event on his property. He explained the event would have approximately sixty to eighty athletes participating. He asked if the Town might consider an added value to pay for the cost of bussing the athletes to and from Toronto.

Council clarified the Town's role and asked about procedures to approaching the PANAM Games Committee. There was discussion about costs the Town might incur and Perrie clarified how the venues are funded and how the athletes participate. The CAO/Clerk inquired about contact information so that staff could follow-up with Mr. Perrie.

Mayor Bridge noted hosting this event could be a great opportunity to promote Minto. He encouraged Mr. Perrie to work with staff to see how a proposal might be submitted.

d) Bruce Fulcher, Proposed Zoning By-law Amendment, Pt Lot 107, Concession D, RP 61R7608, 6587 Wellington Road 109, Warren and Julie Bauman.

Mr. Fulcher reviewed his August 12th letter. He noted that the applicant would use the property to park vehicles for this seasonal operational business. Mr. Fulcher suggested a rezoning to highway commercial might address some of the County Planning Department concerns.

CAO/Clerk White explained that direction from Council is needed through a report and/or draft by-law from the County Planner at the next meeting.

Council clarified the current zoning and Mr. Fulcher confirmed that it is prime agriculture although the lot containing the home could not be farmed.

County Planner, Linda Redmond noted that the subject property is currently zoned prime agriculture based on surrounding properties. Even if the land were zoned Secondary Agriculture the application would still be a concern due to the size and scale of the operation. The zoning is in place to protect farming against potential conflicts, and non-agricultural uses can restrict future options depending on circumstances.

Mayor Bridge requested that Mr. Fulcher speak with the Planner to have a meeting to discuss this application to see whether it can be adjusted to address some of the County concerns.

Motion: COW-047

Moved by: R. Faulkner

Seconded by: T. Fisk

THAT the Agent and County Planner meet to further explore this proposed zoning request, and that a report come back to Council with a draft by-law if appropriate.

Carried

e) Laverne Stinson President Harriston-Minto Agricultural Society, 2011 Fall Fair

Mr. Stinson provided Council with a list of events for the Harriston – Minto Fall Fair, “Partying till the Cows Come Home” September 16th through 18th. He encouraged Council participation in the milking competition and farmers Olympics. Opening Ceremonies are on Friday in the Harriston Auditorium. Council indicated they would be present at the Fair.

6. Committees

a) **Public Works**

i) DWQMS Accreditation

Director of Public Services Norm Fisk, noted that the Town of Minto received confirmation from the Ministry of Environment that the Drinking Water System Accreditation Operational Plan has met all 21 Elements of the Quality Management System. Darrell Buelher, Jackie Hymers, Kelli Hill, Gordon Duff and Councillor Turton have worked together on this project. The only requirement left is submitting a financial plan in the next six months.

Council inquired as to whether all municipalities have completed the twenty-one elements and how long accreditation lasted. Council noted that Town residents should be aware that the Town has been awarded this accreditation. It was also mentioned that all staff involved should be conveyed a note of thanks from the Council.

Director of Public Services Fisk advised that only twenty-five percent of the municipalities in the province have completed all twenty-one elements. Minto has taken a proactive and should be commended for it. Fisk noted that the DWQMS process is on-going with an internal audit every year and external audit every three years.

The Mayor expressed thanks from Councillor Turton who offered congratulations to staff on a job well done.

ii) CAO/Clerk, 999800 Ontario Inc. (Keith Gray) Pre-servicing Agreement and Subdivision Agreement, Highway 9 Harriston.

CAO/Clerk White outlined the terms of the Pre-servicing Agreement between 999800 Ontario Inc. and the Town to provide for servicing 11 lots on a new cul-de-sac intersecting with Elora Street North. The developer has chosen to initiate construction of services on the lot at his own risk and cost under the supervision of his consulting engineer. The Pre-Servicing Agreement would address potential Town concerns with this work occurring in advance of the subdivision agreement. Staff has received from Keith Gray the \$15,000 deposit to cover engineering costs and proof of insurance with the Town named additional insured.

The CAO/Clerk White reviewed the subdivision plan and proposed agreement. Estimated cost of servicing is \$282,697.75 and final details of the servicing design are being negotiated between the developer's engineer and the Town's consultant. It was noted the subdivision did not have a sidewalk as there were no sidewalks in the area. Stormwater management was reviewed with a regarded pond established by the Developer on Town property to the west. Once servicing details are final the agreement will be brought back to Council for approval which will be registered on title.

Council asked about lot sizes and why the servicing is starting prior to approval. The lots would be typical one family residential sized lots with sewer and water services, and while pre-servicing agreement places risk on the developer it is not the preferred approach to subdivision development.

MOTION: COW-048

Moved by: T. Fisk

Seconded by: R. Faulkner

THAT The Council authorizes the Mayor and Clerk to sign a Pre-servicing Agreement dated August 29th, 2011 with 999800 Ontario Inc. (Keith Gray) and further;

THAT the Subdivision Agreement dated August 31st, 2011 be finalized with respect to servicing and other requirements outlined in conditions of draft plan approval 23T-90009 as amended for lands known as Part Lot 84 Concession D, Elora Street North in Harriston.

Carried

b) Fire and Emergency Measures

i) Fire Chief, Snow King Storage Shed

Fire Chief Chris Harrow noted the Snow Kings Organization donated to the Department a shed they no longer use on Town property behind the Palmerston Arena. Chief Harrow noted the shed can be used for Town and that a thank you letter has been sent to the Snow Kings.

ii) Fire Donation Verbal Report

Fire Chief Chris Harrow announced the Pike Lake Golf Club Fundraiser raised a total of \$35,325.00, and that Pike Lake through the Cowan family had donated equal amounts to the Minto and Wellington North Fire Departments each received \$17,662.50. This fundraiser was organized in memory of Irv Cowan. Chief Harrow noted that Minto's donation will be going towards replacing air bottles and a storage container for these air bottles. Deputy Mayor Fisk had attended the recent event and had thanked the family for the donation

c) Finance

i) Report from the Treasurer, Minutes of Settlement

Treasurer Duff explained the Minutes of Settlement were due to an appeal of an assessment or an error in assessment classification.

MOTION:COW- 049

Moved by: M. Colwell

Seconded by: T. Fisk

THAT the September 6th, 2011 report updating structure data and Assessment Review Board Decisions, and further;

THAT The Tax Collector recommends to the Council that the Corporation of the Town of Minto has no objections with the Minutes of Settlement as provided on the listing dated September 6th, 2011.

Carried

ii) Report from the Treasurer, Section 357 and 358 of the Municipal Act

Treasurer Duff advised that this submission was due to changes in buildings on the property such as a demolition.

MOTION: COW- 050

Moved by: R. Faulkner

Seconded by: M. Colwell

THAT the September 2011 tax collectors report with regards to the cancellation, reduction or refund of taxes under Section 357 and 358 of the Municipal Act, S.O. 2001, c.25, as amended, be approved, and further; THAT the taxes on the listing dated September 2011 totaling \$2,656.42 be written off in accordance with Section 357 and 358 of the Municipal Act, S.O. 2001, as amended.

Carried

iii) CAO/Clerk and Treasurer Manulife Benefits

Treasurer Duff noted the extra coverage for life and critical illness is available to staff and was paid for by employees at no cost to the Town. CAO/Clerk also outlined potential issues with current life insurance and short and long term disability. For employees in the higher wage brackets, the benefit is reduced which may be an issue for recruitment. The extra cost for increased coverage will be in the range of \$3,000 coverage and can be discussed at budget.

MOTION: COW- 051

Moved by: M. Colwell

Seconded by: T. Fisk

THAT The Committee of the Whole receives the report from the CAO/Clerk and Treasurer regarding Manulife benefits and provide direction of Life, Weekly Indemnity and Long term disability, and further

THAT staff bring a report back to Council at budget time.

Carried

iv) Report from the Treasurer, Accessibility Grant

Treasurer Gordon Duff advised that he has been working with Jennifer Cowan of the County of Wellington Accessibility Coordinator on gathering information needed to apply for Accessibility Funding. Previous applications for the Harriston Seniors Centre and the Town Hall Theatre had been declined. CAO/Clerk White noted that this grant application requires design drawings, three estimates and has a very low success rate for municipalities. Staff is only able to resubmit it previous application with increased documentation of community support.

MOTION: COW- 052

Moved by: M. Colwell

Seconded by: T. Fisk

THAT The Council of the Town of Minto endorse the submission of an application under the Enabling Accessibility Fund to reduce barriers to accessibility at the washrooms of the Harriston Town Hall Theater and the Harriston Train Station.

Carried

Councillor Colwell left the Council seating area and sat in the public seating area.

v) Tile Drainage Loan Application

Treasurer Duff noted that the amount of the loan requested shall be split between two provincial fiscal years and the total amount maybe approved all at once. This is consistent with Town policy.

MOTION: COW - 053

Moved by: R. Faulkner

Seconded by: T. Fisk

THAT The Council of the Town of Minto approve the Tile Drainage Loan application form J&K AgroServices and BJ&S Enterprise, Lot 18, Concession 5 in the amount of \$100,000. and further;

THAT \$50,000 is allocated for the year ending March 31 2012 and \$50,000 is allocated for the year ending March 31 2013.

Carried

Councillor Colwell returned to her Council seat.

d) Recreation

i) Clifford Community Centre Tender

Facilities Manager Al Carr noted that the roof and ceiling of the Clifford Community Center needs replacing and this project is a budgeted item. Council clarified a steel roof would be applied and only one tender was received. Carr noted that to attract more bids and better pricing during off season, the dates for completion were extended to November 30th for the roof and February 2012 for the inside ceiling.

MOTION: COW- 054

Moved by: R. Faulkner

Seconded by: M. Colwell

THAT The Council of the Town of Minto award the tender of the Clifford Community Centre roof and ceiling to Mark Harding, Heritage Builders at a price of \$33,920 for the roof and \$49,870 for the ceiling plus all applicable taxes.

Carried

ii) Shed Construction, Solar Roof, Palmerston Lion's Park

Facilities Manager, Al Carr advised Council that KW Power Logic is interested in erecting a 20' X 40' building on the tracks at the Palmerston Lion's Heritage Park. The building would be used for storage and the roof would be comprised of solar panels. The Town's expense would be siding this building.

Council clarified the location and setbacks from Albert Street and what arrangements are in place for the Town on the grid. They questioned what the cost would be to side the building and the confirmed the materials that would be used. Carr noted that there is money in the budget for siding.

CAO/Clerk White noted that KW Power is still negotiating a lease with the Town and there is a risk to the Company that the Ontario Power Authority may not approve access to the grid. It is important the lease come back to Council very soon.

MOTION: COW -055

Moved by: T. Fisk

Seconded by: M. Colwell

THAT The Council of the Town of Minto approves a proposal from KW Power Logic to build a solar panel roofed storage building at the south end of the tracks in the Palmerston Lion's Heritage Park.

Carried

iii) Alcohol Policy Update

Facilities Manager, Al Carr reviewed revisions to the Alcohol Policy noting that the Town is licensed to hold the bar open until 2 a.m. at its sole discretion, but that public safety must be considered.

Council clarified the difference between two police officers or two security guards, and questioned what the costs are to run an average bar. Council explained that they are often asked by the public why only 20% is paid back to the renter. They requested for additional information so that they can communicate more effectively when asked.

MOTION: COW - 056

Moved by: T. Fisk

Seconded by: M. Colwell

THAT the Council of the Town of Minto approve the revised Town of Minto Municipal Alcohol Policy as presented.

Carried

e) Building/Enforcement

August Building Permit Monthly & August Permit Year-To-Date Report

CAO/Clerk White advised that building permits values were comparable to 2010 to date.

f) Economic Development

i) Saugeen Nights Concert Event

Economic Development Manager, Belinda Wick-Graham advised that The Concert Factory has asked to use the Harriston Fair Grounds for June 22 to 25, 2012, for a music event. She clarified that at this stage staff are requesting direction to begin discussions with the company.

Council noted that would require a tight contract and substantial deposit, but agreed that staff begin discussions and keep Council informed.

MOTION: COW- 057

Moved by: M. Colwell

Seconded by: R. Faulkner

THAT The Council of the Town of Minto give staff direction to begin discussions with The Concert Factory regarding the rental of the Harriston-Minto Fairgrounds for the 2012 Saugeen Summer Nights Concert.

Carried

ii) Economic Development Manager, Signage Improvement Grant

Economic Development Manager, Belinda Wick-Graham noted that each year \$3000 in grants are available to commercial properties within the Community Improvement Areas, to improve signage. She explained the request of the Harriston Home Hardware was approved by the Harriston Downtown Revitalization Committee.

MOTION: COW- 058

Moved by: R. Faulkner

Seconded by: T. Fisk

THAT the Council of the Town of Minto approves a Signage Improvement Grant Application #H06 in the amount of \$1,000. for the property located at 18 Elora St. S., Harrsiton, (Harriston Home Hardware).

Carried

7. Reports

a) Council Correspondence Procedures

CAO/Clerk White noted that the Clerk's Department is seeking direction on how Council receives correspondence. The current policy requires a response to all correspondence. Options to amend the policy to more effectively communicate were discussed, including sending correspondence electronically. If a Councillor wanted a piece of correspondence brought forward they could contact the Clerk's Department to have it added to the agenda. This could include requests for support for resolutions from other municipalities. All correspondence received from Minto residents addressed to Mayor or Council will still receive a written response.

MOTION: COW - 059

Moved by: R. Faulkner

Seconded by: T. Fisk

THAT the Council receives the report from the Clerk's Assistant regarding the Council Correspondence & communication report and further;

THAT Council direct the Clerk's Department bring forward a policy for review by Council whereby correspondence to Mayor and Council, including resolutions of support from other municipalities, are distributed electronically before meetings to Mayor and Council with an opportunity to bring forward items of interest to the agenda through the Clerk's Department.

Carried

b) Volunteer Appreciation

CAO/Clerk White advised that the Town has acknowledged volunteers since 2008 and that last year's expenses were less than \$750. Council indicated support for volunteer recognition subject to an appropriate date being.

MOTION: COW - 060

Moved by: R. Faulkner

Seconded by: M. Colwell

THAT The Council of the Town of Minto continues with the Volunteer Appreciation evening.

Carried

8. Motion to Convene into Council

RESOLUTION: #338/11

Moved by: T. Fisk

Seconded by: R. Faulkner

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

Carried

- a) Motion to ratify recommendations of Committee.

RESOLUTION: #339/11

Moved by: R. Faulkner

Seconded by: M. Colwell

THAT The Council of the Town of Minto ratifies the motions made in the Committee of the Whole.

Carried

9. Correspondence

- a) For Information Only

RESOLUTION: #340/11

Moved by: M. Colwell

Seconded by: R. Faulkner

THAT The Council correspondence be received for information.

Carried

- b) Correspondence requiring Council Action,

- i) Resolution from the Town of Ingersoll, Transfer of Vehicle Impoundments Ministry of Transportation to the OPP

RESOLUTION: #341/11

Moved by: M. Colwell

Seconded by: R. Faulkner

THAT The Council of the Town of Minto support a request from the Ontario Federation of Independent Towers for a resolution of support of opposing a request for proposal that would transfer the authority of vehicle impoundments from the Ministry of Transportation to the OPP and the changes it purposes; and further

THAT a copy of this resolution is forwarded to the Ministry of Community Safety and Correctional Services.

Defeated

- ii) Municipality of South Bruce, Proposed Official Plan Amendment

CAO/ Clerk White advised that the notice had been reviewed by County Planners and the proposed amendment would have no impact on the Town.

RESOLUTION: #342/11

Moved by: R. Faulkner

Seconded by: M. Colwell

THAT The Council of the Town of Minto has no objections to the Municipality of South Bruce proposed Official Plan Amendment SBOPA#7-11.06.

Carried

- iii) Drinking Water Source Protection Draft Planning Policy Workshop

CAO/Clerk White suggested the Town should be represented at this workshop. Deputy Mayor Fisk volunteered as it coincides with the Conservation Authority Board meeting.

RESOLUTION: #343/11

Moved by: T. Fisk

Seconded by: R. Faulkner

THAT Council of the Town of Minto receives the Invitation to the Drinking Water Source Protection policy workshop Wednesday September 21st.

Carried

iii) Donation to the Town of Goderich

CAO/Clerk White noted that at the AMO conference Council had directed that the Town offer equipment and operators to help Goderich if needed. It was noted one initiative was to find mature trees to help re-forest their Civic Square. Fire Chief Harrow advised Council that the Goderich community has a Disaster Relief Fund and donations received by a committee are matched two to one by the Province.

RESOLUTION: #344/11

Moved by: T. Fisk

Seconded by: M. Colwell

THAT Council of the Town of Minto support the Town of Petrolia's resolution by making a \$100.00 donation to the Goderich Area Disaster Relief Fund.

Carried

10. By-laws

a) By-law 2011-86; 999800 Ontario Inc. (Keith Gray) Pre-servicing Agreement Highway 9 Harriston

RESOLUTION: #345/11

Moved by: R. Faulkner

Seconded by: M. Colwell

THAT By-law 2011-86; being a By-law to authorize the Mayor and Clerk to execute a pre-servicing agreement between the Town of Minto and 999800 Ontario Inc. (Keith Gray) be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

11. Motion to go into Closed Session – 5:35pm

RESOLUTION: # 346/11

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

12. Motion to Convene into Open Session – 6:03pm

RESOLUTION: #347/11

Moved by: R. Faulkner

Seconded by: M. Colwell

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

Carried

a) Resolutions from Closed session

RESOLUTION: #348/11

Moved by: T. Fisk

Seconded by: M. Colwell

THAT The Council of the Corporation of the Town of Minto appoints Todd Rogers to the Lead Hand Position Public Works at Pay Band 8, Step 1 with six month probation period.

Carried

13. Confirmatory By-law

a) By-law 2011-87

RESOLUTION: # 349/11

Moved by: M. Colwell

Seconded by: T. Fisk

THAT By-law 2011-87; to Confirm the Proceedings of Council at its Committee of the Whole meeting held on September 7, 2011; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

14. Adjournment – 6:08pm

RESOLUTION: #350/11

Moved by: R. Faulkner

Seconded by: T. Fisk

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

Carried