



## Minutes

### Regular Council Meeting Tuesday September 20<sup>th</sup>, 2011 7:00 PM Council Chambers

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#### Council Present:

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

#### Council Regrets:

Mayor George Bridge

#### Staff Present:

Bill White, CAO/Clerk  
Peg Schieck, Clerk's Assistant/Recording Secretary  
Gordon Duff, Treasurer

1. Call to Order – 7:00 p.m.
2. Disclosure of Pecuniary Interest under the Municipal Conflict of Interest Act-None
3. Public Meeting- None
4. Delegations- None
5. Minutes of Previous Meetings
  - a) Council Minutes: August 16<sup>th</sup>, 2011  
RESOLUTION #351/11  
Moved by: M. Colwell  
Seconded by: D. Turton  
THAT the minutes of the August 16<sup>th</sup>, 2011 Committee of the Whole meeting be adopted as presented:  

Carried
  - b) Committee of the Whole: September 7, 2011  
RESOLUTION: #352/11  
Moved by: R. Faulkner  
Seconded by: R. Elliott  
THAT the minutes of the September 7, 2011 Council meeting be adopted as presented:

Carried

Business Arising

c) Volunteer Appreciation

Council set the date at October 18, 2011 between 5pm and 7pm in a come and go barbeque format at the Town Office. Clerical/Financial Assistant McRobb will follow up with further details.

6. Additions to the Agenda

Councillor Faulkner noted Glenn Bell attended most meetings and asked if he wanted to address Council could he be given the opportunity to speak. The CAO/Clerk indicated if the majority of Council recognized him by resolution he could speak at this point of the agenda. Mr. Bell declined at this point.

7. Current Business

a) CAO/Clerk

CAO/Clerk White reviewed the report noting the new 5,000 square foot retail pharmacy building is in downtown Palmerston. Zoning and servicing requirements of the Town were met and a development agreement is not recommended in this case.

i) Site Plan Approval, The Prescription Shoppe Site Plan Report

**RESOLUTION: #353/11**

**Moved by: R. Elliott**

**Seconded by: R. Hembly**

**THAT the Corporation of the Town of Minto Council approves the Site Grading and Servicing Plan for The Prescription Shoppe, 261 Main Street West Palmerston last revised August 18<sup>th</sup>, 2011 prepared Gamsby & Mannerow and Elevations New Pharmacy and Rental Space dated June 6, 2011 prepared by Landmark Builders subject to no conditions.**

Carried

ii) RFP Legal Services Report

CAO/Clerk White reviewed the report, draft RFP and proposed policy for staff seeking legal services. Legal services would be for a five year term with the option of an additional five years, and proposals could be accepted for general legal work, labour law or both. Council clarified billing practices for legal services with the Treasurer.

**RESOLUTION: #354/11**

**Moved by: D. Turton**

**Seconded by: M. Colwell**

**THAT the Corporation of the Town of Minto direct the CAO/Clerk to advertise the Proposal Request for legal services with the draft retention of legal counsel policy attached, and that the proposal be processed in accordance with the terms outlined in the CAO/Clerk's report dated September 12<sup>th</sup>, 2011.**

Carried

ii) Director of Public Services Retirement Report

CAO/Clerk White reviewed the report outlining a process to replace Director of Public Services Norm Fisk who is retiring this year, after thirty-six years of service. Council determined that all members could sit in on the interviews. Councillors could review the short listed candidates through the CAO/Clerk which will be available October 4th. Council discussed the responsibilities of the new position which are slightly different than the current position. Council can review the job task list and would have final approval as the Town organizational structure is completed this fall.

**RESOLUTION: #355/11**

Moved by: R. Hembly

Seconded by: R. Elliott

**THAT the Corporation of the Town of Minto receives the report from the CAO/Clerk regarding the Retirement of Director of Public Services, Norm Fisk dated September 14<sup>th</sup>, 2011 and provides direction on the interview team for the position of Manager of Public Works.**

Carried

iii) Severance Applications B111/11, B112/11, B113/11, B114/11 and B115/11

CAO/Clerk White explained the severance application was to create five lots on Lorne St Harriston and that the applicant has also filed for an Official Plan and Zoning By-law Amendment. It was noted County staff did not support the applications as it was felt the plan of subdivision process should apply. Council discussed options in light of these concerns.

**VERBAL RESOLUTION: #356/11**

Moved by: R. Hembly

Seconded by: D. Turton

**THAT Town of Minto support the severance applications B111/11, B112/11, B113/11, B114/11, B115/11 and should the Planning Land Division choose to approve these severances that the following conditions be considered;**

1. **THAT the Official Plan Amendment is considered to be in full force and effect;**
2. **THAT prior to a certificate of consent being issued zoning for the subject lands be in full force and effect to the satisfaction of the Town;**
3. **THAT safe driveway access can be provided to the satisfaction of the Town;**
4. **THAT the Owner enters into an Agreement to the satisfaction of the Town to address provisions of services such as roads, sidewalks, water, sewer, storm water management, parkland dedication and street lighting;**
5. **THAT prior to a certificate of consent being issued all financial requirements are met to the satisfaction of the Town;**
6. **THAT The Planning Land Division Committee considers restricting any further severances pertaining to the Conceptual Lot Layout (Figure 2) of future lot development in this area.**

Carried

b) **Building/Enforcement- None**

c) **Economic Development**

Façade Improvement Grant- Palmerston- Rite Trak Realty

Treasurer Duff explained the Façade Improvement grant funds up to 50% of eligible costs to a maximum of \$2000 and this project can be funded within the 2011 budget.

**RESOLUTION: #357/11**

Moved by: R. Hembly

Seconded by: R. Faulkner

THAT the Corporation of the Town of Minto approve the Façade Improvement Grant Application #P02 in the amount of \$1,205.24 for the property located at 270 Main Street W. Palmerston. (Rite Trak Realty).

Carried

d) **Finance**

August 2011 Budget Review

Treasurer Duff reviewed his report outlining current operating budget status for various Departments. He noted generally most budgets were on track based on current trends, although winter maintenance for the end of 2011 could impact on the Town's year end position. For capital projects the ridge Road Culvert, Coon Creek Bridge Extension, Tannery Park Deck and Palmerston Streetscape should be substantially completed this year.

**RESOLUTION: #358/11**

Moved by: M. Colwell

Seconded by: D. Turton

THAT the Corporation of the Town of Minto receives the August 2011 Budget Review report from the Treasurer (TD-2011-18) for information.

Carried

e) **Fire- None**

f) **Public Works - None**

g) **Recreation**

Harriston Library Relocation Report

CAO/Clerk White reviewed the Recreation Manager's report noting the Wellington County Library will temporarily relocate to the Harriston Train Station until May 2012 while the Harriston Library renovations are on-going. The proposed agreement has the County paying utilities, cleaning, telephone, internet expenses and will remove snow and sand from the sidewalk. The Town will continue to cut the grass and plow snow in the parking lot.

Council clarified that community groups are aware that the facility is not available during the Christmas season. It was noted that the Town and the County carried their own insurance in these cases.

RESOLUTION: #359/11

Moved by: R. Faulkner

Seconded by: R. Elliott

THAT the Corporation of the Town of Minto authorizes the Deputy Mayor and Clerk to enter in an agreement with the County of Wellington to temporarily relocate the Harriston Library to the Harriston Train Station as presented.

Carried

## 8. Correspondence

### a) For Information Only

- i) Wellington County Municipal Economic Development Group
- ii) WWLHIN eNewsletter September 2<sup>nd</sup> Edition
- iii) Labreche Patterson & Associates Inc.- request for Land Use Planning Notices

RESOLUTION: #360/11

Moved by: R. Elliott

Seconded by: R. Hembly

THAT the Council correspondence provided for information only is received.

Carried

### b) Correspondence requiring Council Action

- i) Palmerston & District Hospital – 10<sup>th</sup> Annual CKNX Health Care Heroes Radiothon-  
Clerk White, advised that the Town Public Works department usually provide this service as as in-kind donation to the Palmerston & District Hospital.

RESOLUTION: #361/11

Moved by: R. Faulkner

Seconded by: R. Elliott

THAT The Council of the Town of Minto approves a request from the Palmerston & District Hospital Foundation for the Town of Minto Public Works Department to install banners in Palmerston and Clifford, to promote awareness regarding the upcoming “Health Care Radiothon”.

Carried

- ii) Ministry of Citizenship & Immigration, June Callwood Outstanding Achievement Award for voluntarism in Ontario

Clerk White-explained that Council could put forth a nomination for the award. Council directed staff to send a mass email to all community service groups and organization within Minto. It will also be placed on the Town website.

## 9. By-laws

- a) By-law 2011-88: Harriston Library Relocation Agreement

RESOLUTION: #362/11

Moved by: D. Turton

Seconded by: M. Colwell

By-law 2011-88; being a By-law to authorize the Deputy Mayor and Clerk to execute an Agreement with the County of Wellington; 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

11. Questions/New Business/Announcements

Councillor Elliott noted that the Norgan Theatre had a great turn out for the Celtic Fire performance.

Councillor Colwell congratulated the Harriston-Minto- Agricultural Society on another successful Fall Fair.

Councillor Turton expressed congratulations to the organizers of the Mayor's Golf Tournament. This successful day met its target. Thanks to community donations, golfers, prizes and organizers and enjoyable afternoon of golfing.

Deputy Mayor Fisk and Councillor Elliott attended the 60<sup>th</sup> Anniversary of the Maitland Valley Conservation Authority. A highlight of the event was the Soil and Water Environmental Enhancement Plan located on the Scott's Farm.

12. Motion to go into Closed Session – 8:15 p.m.

RESOLUTION: #363/11

Moved by: R. Elliott

Seconded by: R. Hembly

“Close to the Public” the Council meeting 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

13. Motion to Convene Into Open Session

RESOLUTION: #364/11

Moved by: D. Turton

Seconded by: M. Colwell

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

Carried

14. Business Arising from Closed Session

15. Confirmatory

- a) By-law 2011-89 Adopting Proceedings of September 20<sup>th</sup>, 2011

RESOLUTION: #365/11

Moved by: M. Colwell

Seconded by: D. Turton

THAT By-law No. 2011- 89; to Confirm the Proceedings of Council at its Regular Council Meeting held on September 20<sup>th</sup>, 2011 be introduced, read a first, second, third time and passed in open Council.

Carried

16. Adjournment – 9:25 p.m.

RESOLUTION: #366/11

Moved by: D. Turton

Seconded by: M. Colwell

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

Carried