



Minutes
Committee of the Whole
Tuesday December 6, 2011
3:00 PM. Council Chambers

Council Present:

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

Staff Present:

Bill White, CAO/Clerk
Gordon Duff, Treasurer
Brian Hansen, Public Works Director
Matthew Lubbers, Recreation Services Manager
Belinda Wick Graham, Business & Economic Manager
Chris Harrow, Fire Chief
Janet Klemp, Tax Collector
Annilene McRobb, Clerical Financial Assistant
Peg Schieck, Clerk's Assistant/Recording Secretary

1. **Call to Order** - Councillor Turton called the meeting to order at 3:11 p.m.
2. **Disclosure of Pecuniary Interest under the Municipal Conflict of Interest Act** - None
3. **Additions to the Agenda**

Councillor Elliott advised the Committee that he will bring forward a Notice of Motion following Agenda item 5. g).

Councillor Faulkner advised the Committee that he would bring forward a Notice of Motion following New Business.

Deputy Mayor Fisk arrived at 3:14 p.m.
Mayor Bridge arrived at 3:17 p.m.

4. **Delegations**

- a) **Todd Pridham O.P.P. and Don Senek Chair of Road Watch Canada.**

Constable Pridham highlighted the previous COPS program in the community. He noted that the new Road Watch Canada Program enables the general public to get involved in the public safety process. Mr. Senek, recently elected chair outlined the process involved

when submitting a complaint. Council clarified the online process with the Freedom of Information requests. CAO/Clerk White suggested that the Agreement and By-law will be brought back to the December 20 Council meeting. Mayor Bridge thanked Constable Pridham and Mr. Senek for their presentation.

b) Michael O'Shea; TOMRM's Records Management System.

Mr. O'Shea provided an overview of the TOMRM's Records Management System. He noted the different types of records kept within the municipality. Mr. O'Shea highlighted legislation introduction of MFIPPA and how Freedom of Information requests may have an impact on how records are retained. Council clarified the types of documents, disaster recovery and inquired if Council would be part of the training session. Mayor Bridge thanked Mr. O'Shea for his presentation.

c) Phil Beard, General Manager & Steve Jackson, Water Resource Engineer; Maitland Valley Conservation Authority (MVCA) Overview.

Phil Beard noted that fifteen municipalities are within the Maitland Valley Conservation Authority watershed. He outlined an overview of the MVCA Strategic Plan, the main objectives are to: update the flood forecasting program to the climate change reality within three to five years; develop a flood and erosion reduction strategy for lands upstream of Harriston and Listowel and to establish demonstration projects in the shoreline gully areas. Council indicated a willingness to work with the Authority to address flooding in Harriston.

d) Linda Dickson, County of Wellington CEMC; Review of Emergency Management Program and follow-up report on the November 14, 2011 exercise

Linda Dickson outlined the purpose of the report and explained the details pertaining to the Emergency Management Control Exercise Waterlogged Harriston. Emergency Management key areas are training, exercise and public education.

MOTION: COW – 085

Moved by: R. Faulkner

Seconded by: D. Turton

**THAT The Town of Minto accepts the Annual Emergency Management report and further;
THAT This report serves as the Annual Review of the Town's Emergency Management Programme for 2011.**

Carried

5. Committees

a) Public Works

i) Accreditation of the Operating Authority of Municipal Drinking Water Systems.

CAO/Clerk Bill White noted that the Agreement highlights the Town of Minto meeting the Ontario Drinking Water Quality Management Standards to the satisfaction of the Accreditation Program for Operating Authorities. It is signed by the Overall Responsible Operator and the Compliance Co-ordinator.

ii) Palmerston Sewage Allocation By-law, Request for Capacity, Harj Gill, Clark Heinmiller Subdivisions.

Council reviews the request from Harj Gill and Clark-Heinmiller for sewage allocation in Palmerston before the subdivision agreement is signed for their development. The revisions to the H & H Gill Plan of Subdivision and that the appeal for the Clark-Heinmiller Official Plan is still being dealt with through the County.

MOTION: COW – 086

Moved by: R. Elliott

Seconded by: D. Turton

THAT The Committee receives the report from the Public Works Director in regards to requests from Harjinder Gill Lot 20 and 21, Main Street Palmerston and Brandon Ward from Cuesta Planning Consultants Inc. Clark-Heinmiller Residential Development Palmerston for allocation of sewage capacity in Palmerston.

Carried

b) **Fire and Emergency Measures- None**

c) **Finance**

i) October 2011 Budget Review.

Treasurer Gordon Duff reviewed the summary budget review report. He noted the gap between actual to budget has lessened as projects are completed. Not all capital has been spent and a number of projects will be carried over to 2012. Council questioned the water and sewer fees, grass cutting costs and inquired as to whether grant submissions were approved.

MOTION: COW – 087

Moved by: M. Colwell

Seconded by: T. Fisk

THAT The Committee of the Whole receives the October 2011 Budget Review for information.

Carried

ii) Palmerston CN Land Rehabilitation Ad Hoc Committee, November 7, 2011 and November 28, 2011 minutes.

Treasurer Gordon Duff explained the recommendation for the proposed washroom/storage building in the Lion's Park. He noted the wood framed could be constructed by Palmerston Lion Club volunteers. Concerns to be addressed include maintenance, vandalism, opening and closure of the washrooms.

CAO/Clerk White noted that the capital costs could be included in the budgeting process.

MOTION: COW –088

Moved by: M. Colwell

Seconded by: D. Turton

THAT The Committee of the Whole receive the Palmerston CN Land Rehabilitation Ad Hoc Committee, November 7, 2011 and November 28, 2011 minutes for information.

iii) Outstanding Supplementary Assessments.

Treasurer Gordon Duff explained that there is a backlog of properties that MPAC has not provided an assessment to date. He noted that a MPAC had responded to a Town concern.

Council noted the back-tax charges to ratepayers may be substantial and noted the loss of revenue for the municipality, school board and county. It was suggestion that Council partner with the County and raises this point at the OGRA/ROMA or AMO Conference in 2012 with MPAC municipal representatives.

MOTION: COW –089

Moved by: R. Faulkner

Seconded by: M. Colwell

THAT The Outstanding Supplementary Assessment report be received for information.

Carried

iv) Telecom Audit.

CAO/Clerk Bill White reviewed his report recommending an audit of communication systems. He noted that the Town was approached by Schooley Mitchell Telecom Consultants to conduct this audit. Which would identify saving and efficiencies in all areas of communication.

Council suggested that correspondence be sent to our local supplier to advise them of the recommendation of a service audit.

MOTION: COW – 090

Moved by: M. Colwell

Seconded by: D. Turton

THAT The Committee of the Whole table the report from the CAO/Clerk dated November 30th, 2011.

Carried

d) Recreation

i) Saugeen Summer Nights, The Concert Factory Report.

CAO/Clerk Bill White highlighted revisions to the Saugeen Summer Night Agreement. Council discussed further revisions. Staff will make revisions and bring a report back to Council.

MOTION: COW –091

Moved by: D. Turton

Seconded by: R. Hembly

THAT The Committee of the Whole table the Saugeen Summer Night revised report.

Carried

ii) Joint Health & Safety Committee Annual Sign offs.

Recreation Services Manager Matthew Lubbers reviewed Health and Safety roles and responsibilities. He noted policies should be updated annually. The Workplace

Violence & Harassment Policy was reviewed. Mr. Lubbers advised that there is one more Health & Safety meeting in 2011. Council discussed some wording clarifications.

MOTION: COW –092

Moved by: R. Elliott

Seconded by: M. Colwell

THAT The Committee of the Whole receives the Health & Safety Roles and Responsibilities as amended for Department Heads and Employees and Workplace & Violence & Harassment Policy as presented for information.

Carried

iii) Wellington County Active Transportation Plan.

Recreation Services Manager Matthew Lubbers advised Council that all Wellington municipalities have a representative on the Committee. Mr. Lubbers highlighted the next steps to be taken and thanked Councillor Hembly for representing the Town.

MOTION: COW –093

Moved by: T. Fisk

Seconded by: R. Faulkner

THAT The Committee of the Whole receives the Wellington County Active Transportation Plan report dated November 10, 2011 for information.

Carried

Council recessed at 5:24 p.m. and reconvened the meeting at 5:34 p.m.

e) Building/Enforcement

Sewage Allocation- 134 Milton Seiler Crescent.

CAO/Clerk Bill White noted that prior to the issuance of a building permit the Sewage Allocation By-law requires Council to grant a Sewage Allocation Unit.

MOTION: COW – 094

Moved by: R. Hembly

Seconded by: R. Elliott

THAT The Committee of the Whole grant an Allocation Unit for a proposed single family detached dwelling at 134 Milton Seiler Crescent.

Carried

f) Economic Development

i) Cook Car Report.

Business & Economic Manager Belinda Wick-Graham reviewed her report requesting relocating the cook car to the Lions Park. She noted that the authorization of the liability letter was reviewed by our insurer. Council clarified the process involved in attaining and installing the car with Councillor Faulkner.

MOTION: COW –095

Moved by: R. Elliott

Seconded by: R. Hembly

THAT The Committee of the Whole receive the Cook Car report for information and consider a By-law to Authorize the Mayor and Clerk to sign the liability letter.

ii) Economic Development Minutes of the November 10, 2011 Meeting.

Business & Economic Manager Belinda Wick-Graham advised the recommendation in the minutes related amending to the Terms of Reference, adding an individual for the cultural sector. Wick-Graham explained that the Light up the Town initiative is part of the sub committee of the Harriston Downtown Revitalization Committee.

MOTION: COW –096

Moved by: R. Elliott

Seconded by: R. Faulkner

THAT The Committee of the Whole authorizes the updates to the Minto Economic Development and Planning Committee Terms of Reference to include a representative from the Cultural sector.

Carried

g) CAO/Clerks

i) Holiday Hours.

CAO/Clerk Bill White presented the draft 2012 meeting schedule. The Administrative Office would be closed from December 23rd at 5:00 p.m. and re-open on Monday January 2nd, 2012 at 8:30 a.m. The January Committee of the Whole and Council meeting dates would be the 2nd and 4th Tuesday. Council clarified that the emergency water contact information would be available to the public on the automated messaging system.

MOTION: COW –097

Moved by: R. Hembly

Seconded by: M. Colwell

THAT The Committee of the Whole authorizes the Town office to be closed December 26th, 27th, 28th, 29th and 30th, 2011 and to re-open Monday January 2nd 2012, with administrative staff taking vacation or personal days to compensate for December 28th and 29th and that Town Arenas and Community Centre be closed December 25th with bookings directed to a limit number of facilities January 1st, 2012.

Carried

ii) Severance B146/11, Sally Andrade.

CAO/Clerk Bill White highlighted comments forward by department heads and the County of Wellington planner.

MOTION: COW –098

Moved by: T. Fisk

Seconded by: R. Hembly

THAT The Committee of the Whole recommends to the County of Wellington Planning Land Division Committee approval of the Severance Application B146/11, for property located at Part Lot 80, Concession C, Town of Minto subject to the following conditions;

- 1. That the retained parcel is rezoned to prohibit new residential dwellings to the satisfaction of the Town of Minto.**

2. That the severed parcel is rezoned to address the accessory structure and insufficient interior side yard setbacks to the satisfaction of the Town of Minto.
3. That the MDS1 compliance is achieved of the barn on the retained parcel by either
 - a) Rezoning to restrict livestock; or
 - b) Removing the barn.

Carried

ii) Organization Structure Report.

CAO/Clerk Bill White advised the Committee of the revised Organizational Structure. He noted that once adopted it will be placed on the Town website.

MOTION: COW -099

Moved by: D. Turton

Seconded by: M. Colwell

THAT the Committee of the Whole approves the Organizational Structure attached to the CAO/Clerk's report dated December 1st, 2011.

Carried

Councillor Elliott advised the Committee that he will bring a Notice of Motion to the next Council meeting in regards to the reinstating Standing Committees.

Mayor Bridge requested that staff investigate and provide Council with information.

Councillor Faulkner advised the Committee that he would bring a Notice of Motion to the next Council meeting in regards public safety at the intersection at Wellington County Roads 5 and 109.

6. Motion to Convene into Council

RESOLUTION: # 427-11

Moved by: R. Faulkner

Seconded by: R. Hembly

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

Carried

a) Motion to ratify recommendations of Committee

RESOLUTION: #428/11

Moved by: R. Elliott

Seconded by: M. Colwell

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

Carried

7. Correspondence – Electronic Agenda

a) For Information Only -

i) MVCA minutes

November 18, 2011

- ii) MVCA SPA Minutes November 18, 2011
- iii) FCM Communique November 21, 2011
- iv) WW & HNHB LHINs News Release Issued November 21, 2011
- v) Health Service Provider Info: Rural Record November 24, 2011
- vi) AMO breaking news re Waste November 30, 2011
- vii) AMO report to members on November 2011 Board meeting
November 30, 2011
- viii) Municipal Planning Authority for Renewable Energy Projects
November 30, 2011
- ix) Circulation of Resolution November 30, 2011
- x) FW: WWLHINformation – November 28, 2011 November 30, 2011
- xi) AMO Training Sharpen your pencils
get into the classroom in 2012 November 30, 2011
- xii) Energy Symposium; One week left to Power Up for 2012 November 30, 2011

Scanned & Emailed December 2, 2011

xiii) Notice of Appeal Official Plan Amendment No. 76

RESOLUTION: #429-11

Moved by: R. Elliott

Seconded by: R. Faulkner

THAT The Council correspondence be received for information.

Carried

b) Correspondence requiring Council Action

xiv) Ministry of Citizenship and Immigration-Nominations-Ontario Medal for Young Volunteers.

Corporation of the County of Huron.

VERBAL RESOLUTION: #430-11

Moved by: D. Turton

Seconded by: T. Fisk

That The resolution of support from the County of Huron pertaining to Fire Inspection resolution be brought forward to Council on December 20, 2011.

Carried

xv) Corporation of the County of Huron.

RESOLUTION: #431-11

Moved by: M. Colwell

Seconded by: D. Turton

THAT The Council of the Town of Minto support the Corporation of the County of Huron resolution passed at their October 5th, 2011 County Council meeting, as follows:

WHEREAS

Ontario's private woodlots harvested for commercial purposes are a valuable asset and a source of income to the landowners who harvest them responsibly;

AND WHEREAS

Once a woodlot is destroyed or rendered useless; for example, the tornado that hit the Goderich area in August 2011; it will take a generation for the woodlot to be sustainable again;

AND WHEREAS

The woodlot landowners have no recourse for this loss of income derived from the responsible harvesting of their woodlots;

AND WHEREAS

The Ontario Disaster Relief Assistance Program (ODRAP) does not currently include claims from the private woodlots harvested for commercial purposes, for their loss of income or product; even when the woodlot landowner can provide evidence of the loss of income sustained from an eligible disaster; and further;

THAT The losses sustained by the woodlot landowners could be evaluated by a member of the Ontario Professional Foresters Association, and further;

THAT Woodlots are not insurable under a property owner's insurance and further;

THAT The eligible assistance under ODRAP; be made retro active to the August 21st, 2011 tornado disaster that struck Goderich and area;

NOW THEREFORE BE IT RESOLVED

THAT The Corporation of the Town of Minto strongly supports the woodlot landowners within the Province of Ontario; by requesting the Minister of Finance and the Minister of Municipal Affairs and Housing to conduct an immediate review and include the losses sustained by woodlot owners in the applications for eligible assistance under ODRAP.

Carried

xvi) Report of the OGRA Nominating Committee

8. By-laws

- a) By-law 2011-110; Agreement with The Concert Factory- tabled to December 20, 2011.
- b) By-law 2011-111; Agreement for the Accreditation of the Operating Authority of Municipal Drinking Water Systems .

RESOLUTION: #432-11

Moved by: D. Turton

Seconded by: T. Fisk

THAT By-law 2011-111; being a By-law to Authorize the Town of Minto and her Majesty the Queen as represented by the Minister of Public Works and Government Services acting through the Canadian General Standards Board; 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 2011-112; Overall Responsible Operator Appointment

RESOLUTION: #433-11

Moved by: R. Elliott

Seconded by: R. Hembly

THAT By-law No. 2011-112; being a By-law to Appoint an Overall Responsible Operator; be introduced and read a first, second, third time and finally passed in open Council and sealed with the seal of the Corporation.

Carried

- d) By-law 2011-113; Site Plan Control Agreement with Sarj Equipment Corporation.

RESOLUTION: #434-11

Moved by: R. Faulkner

Seconded by: R. Elliott

THAT By-law 2011-113 being a By-law to Authorize the Mayor and Clerk to Execute a Site Plan Agreement between the Town of Minto and SARJ Equipment Corp.; 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 2011-114; Liability Letter Protection - Cook Car.

RESOLUTION: #435-11

Moved by: T. Fisk

Seconded by: D. Turton

THAT By-law 2011-114 being a By-law to Authorize the Mayor and Clerk to Execute a letter of Agreement between the Town of Minto and William and Robert Cherry; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

Councillor Elliott suggested that the Town of Minto investigate the option of having the Town Council meetings taped and recorded live.

CAO/Clerk Bill White noted that this could be discussed further during the budget process and investigates partnering with live streaming.

It was noted that the Town have instigated social media such as face book, You-tube links from the Minto website and Twitter. A social media policy will be created to incorporate the use of emergency measures as well.

Councillor Faulkner brought forward a Notice of Motion pertaining to the intersection at Wellington County Roads 109 and 5 and Minto 10th Line. He noted the number of fatalities at this intersection during the last three years.

9. Motion to go into Closed Session- 6:04 p.m.

RESOLUTION: #436-11

Moved by: D. Turton

Seconded by: M. Colwell

THAT The Council of the Corporation of the Town of Minto adjourn to a meeting closed to the Public to discuss the following:

- Personal matters about an identifiable individual, including but not clearly limited to employees of the municipality.
- The security of the property of the municipality or local board;

- A proposed or pending acquisition or disposition of land by the municipality or local board.

Carried

10. Motion to Convene into Open Session

RESOLUTION: #437-11

Moved by: R. Hembly

Seconded by: R. Elliott

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

Carried

11. Business Arising from Closed Session

- a) Fulltime Receptionist/Recreation Assistant

RESOLUTION: #438-11

Moved by: D. Turton

Seconded by: M. Colwell

THAT The Council of the Town of Minto appoints Tawnya Baker as the new Receptionist/Recreation Assistant, Recreation Department starting November 28th, 2011 at Pay Grade 12 Probation Rate moving to Step One after a 3 month successful probation.

Carried

- b) Fulltime Facilities Operator Assistant

RESOLUTION: #439-11

Moved by: R. Elliott

Seconded by: R. Hembly

THAT The Council of the Town of Minto appoints Chris Wertz as the new Facilities Operator, Recreation Department at Pay Grade 12 Probation Rate moving to Step One after a 3 month successful probation.

Carried

12. Confirmatory By-law

- a) By-law 2011-115

RESOLUTION: #440-11

Moved by: M. Colwell

Seconded by: T. Fisk

THAT By-law 2011-115; to Confirm the Proceedings of Council at its Committee of the Whole/Council meeting held on December 6, 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

RESOLUTION: #441-11

Moved by: R. Faulkner

Seconded by: R. Hembly

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

Mayor George A. Bridge

CAO/Clerk Bill White