



Minutes

Committee of the Whole Tuesday January 10, 2012 3:00 p.m. Council Chambers

Council Present:

Mayor George Bridge
Deputy Mayor Terry Fisk
Councillor Faulkner
Councillor Colwell
Councillor Elliott
Councillor Hembly until 5:06 p.m.
Councillor Turton

Staff Present:

Bill White, CAO/Clerk
Gordon Duff, Treasurer
Brian Hansen, Public Works Director
Mike McIsaac, Roads Superintendent
Matthew Lubbers, Recreation Services Manager
Belinda Wick Graham, Business & Economic Manager
Chris Harrow, Fire Chief
Terry Kuipers, Chief Building Official
Peg Schieck, Clerk's Assistant
Annilene McRobb, Clerical Financial Assistant/Recording Secretary

1. Call to Order-3:00 p.m.
2. Disclosure of Pecuniary Interest under the Municipal Conflict of Interest Act- Councillor Mary-Lou Colwell declared a pecuniary interest for agenda items 5 a) ii) and 8 b).
3. Additions to the Agenda- Scheduling of Second Budget Meeting.
4. Delegations
 - a) Community Emergency Management Coordinator, Linda Dickson, Renumbering 911 numbers on Derby Street, Palmerston.

CEMC, Linda Dickson notified Council about address renumbering in Palmerston, due to development on Derby Street. Four existing properties will be renumbered so that six newly created properties can have proper number sequence. The County will advise the applicable agencies regarding these changes.
 - b) Watson & Associates Economists Limited, Andrew Grunda and Dan Wilson, Overview of the Water and Wastewater Financial Plans.

Andrew Grunda and Dan Wilson from Watson & Associates Economists Limited presented Council with an overview of the Water & Wastewater Financial Plans.

The original analysis was presented in 2004, and Council's decision at that time was to slightly increase the uniform flat rates and not impose the full cost for metered customers. In 2008 Watson's revised and updated the plan, and Council continued with gradual rates. The 2011 analysis has been completed, using PSAB capital data, replacement costs and more accurate consumption data to set rates that will see the Town fully metered by 2017. Reserves have been taken into consideration with the rate increases.

Mr. Grunda stated that the analysis, based on assumed consumption of 270 m³, per household per year, can only be confirmed after the majority of customers are metered. Changes to the rates can then be made as required, based on actual consumption. A comparison of rates between municipalities was presented, but other municipalities do not always show cost the same way as the Town. The financial plan must be submitted by January 29th, 2012 in accordance with DWQMS. By 2017, all customers will be metered so current commercial user rates will no longer be "subsidized" by flat rate customers.

5. Committees

a) Finance

i) Water & Wastewater Financial Plans & Rates Report

Treasurer Gordon Duff explained the rigorous process of preparing the financial plan and noted that large capital costs and replacements are driving rate increases. Treasurer Duff recommended members of Committee take the next two weeks to consider this information and Mayor Bridge encouraged Council Members to contact staff with questions that they may have regarding rate increases. CAO/Clerk White stated that the basic plan achieves a metered system by 2017 and by 2020 reserves will double and debt cut in half. Rates in 2013 to 2016 for flat rate customers will level out. Future increases will be higher for currently metered commercial/industrial customers. Council would like to see a simplified version of the financial plan communicated to users.

MOTION: COW- 001

Moved by: R. Elliott

Seconded by: M. Colwell

THAT The Committee of the Whole accepts the Water and Wastewater Financial Plans & Rates report and consider the passage of the associated By-law

Carried

Mary-Lou Colwell declared a pecuniary interest for item 5 b) ii) and did not participate in discussion.

ii) Tile Drainage Rating By-law Report Councillor

Treasurer Duff reviewed the report regarding a tile drain loan for \$50,000 awarded in 2011 and \$50,000 in 2012 for the property in question.

MOTION: COW- 002

Moved by: D. Turton

Seconded by: R. Faulkner

THAT The Committee of the Whole accepts the Tile Drainage Rating Report and considers the Tile Drainage By-law in regular session.

Carried

b) **Fire and Emergency Measures**
2012 CEMC Performance Objectives Report

CEMC Linda Dickson presented the 2012 CEMC Performance Objective Report to Council.

Mayor Bridge stated that that the Budget Meeting scheduled for February 21st, 2012 is cancelled and that the Council will meet on the alternate date of March 6th, 2012 at 1 p.m.

c) **Public Works**

i) Minto Green Legacy Day

Public Works Director Brian Hansen informed the Committee that the Green Legacy Day will be held in Minto on May 12th, 2012, from 7 am - 11 am. Council asked for improved advertising of this event for this year.

MOTION: COW- 003

Moved by: R. Faulkner

Seconded by: D. Turton

THAT The Committee of the Whole receives the Public Works Directors report dated January 9th, 2012 regarding Minto Green Legacy Day, Saturday May 12th, 2012.

Carried

iii) New Drain Petition, 62 Elora St. North Clifford

Public Works Director Brian Hansen stated that this property has had ongoing surface water concerns since 2011. Council discussed the petition process which includes a site meeting with the Drainage Engineer and public notice before Council considers the Engineers' final report.

MOTION: COW- 004

Moved by: T. Fisk

Seconded by: R. Faulkner

THAT The Committee of the Whole receives the petition for drainage works from the Roads Foreman under Section 4 of the Drainage Act, in regards to 62 Elora St., Clifford, and further;

THAT K. Smart & Associates be engaged to represent the Town of Minto's interest in this regard.

Carried

iv) Improvements to Municipal Drain #37, Lot 31, Concession 5 (Ann Kerr)

Public Works Director, Brian Hansen noted that the upgrades are required on this Municipal Drain, and that Dietrich Engineering Limited is the recommended firm.

MOTION: COW- 005

Moved by: M. Colwell

Seconded by: R. Hembly

THAT The Committee of the Whole receives the letter requesting an upgrade to Municipal Drain #37 under Section 78 of the Drainage Act; and further

THAT the Committee of the Whole grant the approval to hire Dietrich Engineering Limited to represent the Town of Minto's interest in this regard.

Carried

d) **Recreation-None**

e) **Building/Enforcement**

i) Building Permit December Review & 2011 Building Summary

Chief Building Official Terry Kuipers noted that that the amount of building permits issued in 2011 dropped by 36 from 2010, but the values increased by over two million dollars.

MOTION: COW- 006

Moved by: D. Turton

Seconded by: T. Fisk

THAT The Committee of the Whole receives Building Permit December Review & 2011 Building Summary for information only.

Carried

ii) Changes to the Ontario Building Code- Re: Energy Conservation Report

Chief Building Official Terry Kuipers explained the changes to the Ontario Building Code. Eleven minimum inspections of residential construction will be required instead of eight. If there is a need to change the costing for building permits, a recommendation to Council will be made at a later date. The estimated additional costs for builders and contractors would be approximately three to four thousand dollars per home.

MOTION: COW- 007

Moved by: R. Hembly

Seconded by: R. Faulkner

THAT the Committee of the Whole accepts the Chief Building Officials January 5th,2012 report regarding changes to the Ontario Building Code (Energy Conservation) for information only.

Carried

f) Economic Development –None

g) CAO/Clerks

i) Planning Land Division Severance B162/11 & B163/11

CAO/Clerk Bill White stated that staff had no concerns in regards to this severance, subject to the Town's standard conditions.

MOTION: COW- 008

Moved by: M. Colwell

Seconded by: D. Turton

THAT The Committee of the Whole of the Town of Minto recommends to the County of Wellington Planning Land Division approve Severance Applications B162/11 & B 163/11, for property located at Part Lots 4, 5, & 6, North of Prospect Street, Town of Minto (former Town of Palmerston) subject to the following conditions;

- 1. That the existing dwelling is demolished;**
- 2. That safe driveway access can be provided to the satisfaction of the Town;**
- 3. That all road allowance restoration is the satisfaction of the Town;**
- 4. That the owners enter into an Agreement for any future access to the sewer easement and overhead hydro lines.**

Carried

ii) Rae's Lane Road Allowance Closure Request Report

CAO/Clerk Bill White noted that if the Committee was in agreement with the report, staff could proceed with the process to stop up and close the road and declare the road

allowance surplus. Council questioned Chief Building Official Terry Kuipers regarding his concerns that a parcel of land may become landlocked. CBO Kuipers noted that this concern can be addressed at the time of title transfer.

MOTION: COW- 009

Moved by: R. Elliott

Seconded by: R. Faulkner

THAT The Committee of the Whole receives the Road Closure Report from the Clerk's Assistant dated January 4th,2012 and considers a By-law to Stop Up and Close a Road Allowance between the lands of E. Part Lot 74, Concession C and S. Part Lot 29, Concession 14 in the former Township of Minto, Town of Minto, and further;

THAT the land be declared surplus, once the road allowance is permanently closed and the By-law is registered on title.

Carried

iii) Legal RFP Services Report

CAO/Clerk Bill White noted that the Town received nine proposals, with three firms that best fit the Town's requirements based on cost (70%), value added services (20%) and municipal experience (10%). Committee directed staff to set up interviews with the recommended three firms as shown in the report with all members of Council invited to attend these interviews.

MOTION: COW- 010

Moved by: R. Hembly

Seconded by: D. Turton

THAT The Committee of the Whole receives the Legal Services RFP report from the CAO/Clerk dated January 6th, 2012 regarding the Request for Proposal Legal Services and provide direction for staff to invite Smith Valeriote, White Duncan Linton and Middlebro and Stevens for interviews.

Carried

iv) Standing Committee Report

CAO/Clerk Bill White reviewed the staff report recommending changes to the Procedural By-law to allow two Committee of the Whole meeting formats per month. Committee of the Whole provides Council an opportunity for more active debating. Department Heads would meet with the Chairs of Committees for more information prior to Committee of the Whole meetings.

Councillor Elliott stated the recommendation covers the majority of his concerns, withdrew his Notice of Motion and supported the recommendation. Mayor Bridge reminded members of Council that they should never make decisions without being comfortable, and should make sure they ask staff if they have any questions. CAO/Clerk White noted that changes will be made to the Procedural By-law and brought forward to the January 24th, 2012 meeting, and the changes would then take effect for the February 7th, 2012 meeting at the earliest.

MOTION: COW- 011

Moved by: R. Elliott

Seconded by: M. Colwell

THAT The Committee of the Whole receives the report dated January 5th, 2012 and provides direction on the following:

- 1. Moving to Committee of the Whole format for both monthly meetings with Finance and Public Works considered at the second meeting of the month at 7:00 p.m.**

2. Chairs assuming control of the Committee of the Whole meeting when discussing issues in their functional areas.
3. Department Heads communicating with Chairs monthly in advance of meetings and monthly status reports being included for each functional area.

Carried

Councillor Rick Hembly left the meeting at 5:06 pm

v) Delegations for OGRA/ROMA

CAO/Clerk Bill White reviewed the report outlining issues that may be of interest for delegations at OGRA/ROMA. Deputy Mayor Fisk asked if Council may request a delegation with MPAC. CAO/Clerk White will prepare a question to be asked during the open "bear pit" session by the Deputy Mayor in regards to MPAC

Belinda Wick-Graham suggested to Council a delegation concerning our downtown areas and inquired as to how the Province can help the Town motivate property owners to invest in their buildings.

Council directed CAO/Clerk Bill White to apply for all five delegations noted in the report.

6. Motion to Convene into Council

RESOLUTION: 001-12

Moved by: R. Faulkner

Seconded by: T. Fisk

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

Carried

a) Motion to ratify motions of Committee

RESOLUTION: 002-12

Moved by: M. Colwell

Seconded by: T. Fisk

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) Nottawasaga Police Services Board - Resolution re Use of Photo Radar

Scanned & Emailed January 6, 2012

ii) Union Gas Correspondence

iii) Ministry of Agriculture, Food and Rural Affairs; Drainage

iv) Notice of Public Meeting; County of Grey Proposed Official Plan Amendment #110

v) Notice of Adoption; Municipality of South Bruce Comprehensive Zoning By-law.

RESOLUTION: 003-12

Moved by: T. Fisk

Seconded by: R. Elliott

THAT The Council correspondence be received for information.

Carried

8. By-laws

- a) By-law 2012-01; Water and Sewer Rate By-law

RESOLUTION: 004-12

Moved by: T. Fisk

Seconded by: D. Turton

THAT By-law 2012-01; being a By-law to amend the Water and Sewer Service Rates By-law No. 08-87; be introduced and read a first and second time.

Carried

Councillor Mary-Lou Colwell declared a pecuniary interest for item 8. b)

- b) By-law 2012-02; Tile Drain Rating By-law

RESOLUTION: 005-12

Moved by: D. Turton

Seconded by: R. Faulkner

THAT By-law 2012-02; being a By-law to impose Special Annual Drainage Rates; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

9. Motion to go into Closed Session- 5:35 pm

RESOLUTION: 006-12

Moved by: R. Elliott

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.

Carried

10. Motion to Convene into Open Session - 5:55 p.m.

RESOLUTION: 007-12

Moved by: T. Fisk

Seconded by: D. Turton

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

Carried

11. Business Arising from Closed Session

12. Confirmatory By-law

- a) By-law 2012-03; To Confirm Council Proceedings of the January 10, 2012 Meeting.

RESOLUTION: 008-12

Moved by: R. Faulkner

Seconded by: R. Elliott

THAT By-law 2011-03; to Confirm the Proceedings of Council at its Committee of the

Whole/Council meeting held on January 10, 2012; 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 - 5:57 p.m.

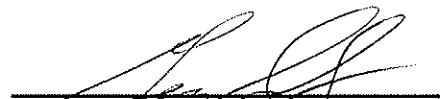
RESOLUTION: 009-12

Moved by: M. Colwell

Seconded by: T. Fisk

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