



Minutes
Committee of the Whole
Tuesday November 1, 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
Matthew Lubbers, Recreation Services Manager
Terry Kuipers, Chief Building Official
Peg Schieck, Clerk's Assistant
Belinda Wick Graham, Business & Economic Manager
Chris Harrow, Fire Chief
Annilene McRobb, Clerical Financial Assistant/Recording Secretary

1. **Call to Order**-3:05 p.m.
2. **Disclosure of Pecuniary Interest under the Municipal Conflict of Interest Act**-None
3. **Additions to the Agenda**-None
4. **Delegation**
 - a) Anthony J. Crutcher, P Eng., Principal of CRA- Contaminated Site, Regulatory Overview. Mr. Crutcher provided Council an overview of regulations for dealing with contaminated sites. CAO/Clerk Bill White stated he had requested Mr. Crutcher provide this presentation due to our rail lands and the need to understand legal terms related to contaminated sites. Council questioned Mr. Crutcher about rail issues, and work near water ways that may be protected by the Fisheries Act. Mayor Bridge thanked Mr. Crutcher for his informative presentation.
5. **Committees**
 - a) **Public Works**
 - i) **Director of Public Services, Snow Removal Tender 2011- 2012.**
CAO/Clerk Bill White reviewed the recommendation from Director of Public Services, Norm Fisk. Council clarified the split in services for the Palmerston sites; CAO/Clerk White noted that some areas required smaller equipment.

MOTION: COW - 074
Moved by: R. Hembly
Seconded by: D. Turton

THAT the Committee of the Whole receives the Director of Public Services report regarding the 2011-2012 Snow Removal Tender for consideration.

CARRIED

RESOLUTION: #399/11

Moved by: D. Turton

Seconded by: T. Fisk

THAT The Council of the Corporation of the Town of Minto awards the 2011-2012 Snow Removal Tender (PW2011-12), detailed in Schedule A, as follows:

1. Clifford service locations snow removal be awarded to Gerald Newman for an amount of \$207.50 per clearing;
2. Harriston service locations snow removal be awarded to Horton Brothers Enterprise Limited for an amount of \$442.00 per clearing;
3. Palmerston service snow removal, behind the Palmer be awarded to Peter Parkinson in an amount of \$60. per clearing;
4. Palmerston service snow removal; Palmerston Arena, Palmerston Firehall, PUC, Rock Antiques, Old 81, Palmerston Wastewater Plant, Norm Street to Whites Road landway and behind the Legion; be awarded to Horton Brother Enterprise in an amount of \$288.00 per clearing.

CARRIED

ii) CAO/Clerk, Engineering Work Plan, North Ward Drainage.

CAO/Clerk Bill White presented Triton Engineering's Work Plan for the North Ward Drain. Options for dealing with the Union Street storm sewer outlet for the area near the Harriston Senior School such as twinning the storm sewer or establishing a storm pond were ruled out by Triton's initial study.

Triton's work plan will look at the diversion option at an estimated cost of \$14,200 plus HST. The plan includes pre-engineering, topographic survey, analysis and drafting. Triton Engineering and MVCA will be working together to combine and share relative data. Treasurer Gord Duff stated that there are sufficient funds to cover the work plan in the North Ward project budget.

MOTION: COW - 075

Moved by: T. Fisk

Seconded by: M. Colwell

THAT the Committee of the Whole directs CAO/Clerk Bill White to proceed with Triton Engineering Services Limited's Engineering Work Plan as presented.

CARRIED

b) Fire and Emergency Measures

Fire Chief Report- Installation of Radio Equipment.

Fire Chief Chris Harrow reviewed his report explaining the benefits of improved communication by having a second radio frequency. He stated that funding was applied for jointly with the Township of Mapleton, with 45% of the costs being covered by the Joint Emergency Preparedness Projects funding.

MOTION: COW - 076

Moved by: R. Faulkner

Seconded by: D. Turton

THAT the Committee of the Whole receives the Fire Chiefs report regarding the installation of radio equipment for information.

CARRIED

c) Finance

i) Treasury Report FIN-2011-19.

Treasurer Gordon Duff reviewed the Annual Investment Report. Duff noted that the Treasurer must submit an annual investment report to Council in accordance with The Investment Policy.

ii) Treasury Report FIN -2011-20.

Treasurer Gordon Duff indicated that he had recently attended the Municipal Finance Officers Association (MFOA) Conference, and received information on new investment options through the One Investment Program. Minto has invested with One Funds since amalgamation, and the new program allows investment in high quality corporate bonds. This is reflected in the new policy.

MOTION: COW - 077

Moved by: T. Fisk

Seconded by: M. Colwell

THAT the Committee of the Whole approves the revised Investment Policy as presented.

CARRIED

iii) Treasury Report FIN-2011-21.

Treasurer Gordon Duff presented his report recommending David A. Richenback be appointed municipal auditor for 2011-2013. Treasurer Duff noted there are few audit firms interested in doing municipal work due to amalgamations and new changes implemented by the Public Sector Accounting Standard Board which make municipal audits very specialized. Mr. Richenback had won the Town's proposal in 2002.

MOTION: COW - 078

Moved by: R. Faulkner

Seconded by: D. Turton

THAT the Committee of the Whole receives the Treasurers report and consider the recommendation for Municipal Auditor 2011-2013.

RESOLUTION: #400/11

Moved by: M. Colwell

Seconded by: T. Fisk

THAT The Council of the Corporation of the Town of Minto appoints David A. Richenback, Chartered Accountant, as the Town of Minto's Auditor for 2011-2013.

CARRIED

d) **Recreation**

i) Recreation Services Manager, Clifford Vitality Group Agreement.

Recreation Services Manager, Matthew Lubbers reported that the Vitality Group uses the Clifford Facility monthly. The amount charged is the same as the 55 Plus Seniors Group in Harriston.

MOTION: COW - 079

Moved by: R. Elliott

Seconded by: R. Hembly

THAT the Committee of the Whole accepts the Clifford Vitality Group Agreements report for information, and consider a By-law and Agreement.

CARRIED

ii) Parks & Recreation Advisory Committee Minutes, October 24th, 2011.

Recreation Services Manager, Matthew Lubbers summarized the minutes, highlighting that the Norgan Theatre is doing well.

MOTION: COW - 080

Moved by: T. Fisk

Seconded by: R. Elliott

THAT The October 24, 2011 Parks and Recreation Advisory Committee minutes be approved.

CARRIED

iii) Recreation Services Manager, Public Skating Sponsorship.

Recreation Services Manager, Matthew Lubbers reviewed the Public Skating Sponsorship. The Town will sponsor nine sessions, three per facility, and if service clubs or businesses wishes to sponsor these sessions, their requests would take precedence.

MOTION: COW - 081

Moved by: M. Colwell

Seconded by: R. Hembly

THAT the Committee of the Whole approves sponsoring nine public skating sessions, three per facility, at a cost of nine hundred dollars during the 2011-12 season.

CARRIED

iv) 2011 J.H.S.C. Update & 2012 Action Plan.

Joint Health and Safety Committee Co-Chair Matthew Lubbers presented an update on the 2011 J.H.S.C, Action Plan for 2012 and an update on the Policy Statement. Council thanked both Matthew Lubbers and Greg Mallett for their leadership on this committee. Staff sign off on roles and responsibilities that will occur in 2012.

MOTION: COW - 082

Moved by: D. Turton

Seconded by: R. Elliott

THAT the Committee of the Whole approves the 2012 Health and Safety Policy Statement as presented.

CARRIED

e) Building/Enforcement-None

f) Economic Development-None

6. Reports

a) Severance Application B134/11, H & H Gill Brothers Holdings Ltd. Part Lot 20, Concession 1, Palmerston.

CAO/Clerk Bill White reviewed his report on a Severance by H&H Gill Brothers Holdings recommending the Town support the application subject to the same standard conditions in the County of Wellington Report. He noted this conveyance will not allow a park dedication on the severed lot so that at the subdivision stage, the applicant will propose a naturalized park within the hazard area.

MOTION: COW - 083

Moved by: D. Turton

Seconded by: R. Elliott

THAT the Committee of the Whole receives the CAO/Clerks' report for information.

CARRIED

RESOLUTION: #401/11

Moved by: R. Faulkner

Seconded by: R. Hembly

THAT The Council of the Corporation of the Town of Minto recommends to the County of Wellington Land Division Committee approval of the Severance Application B134/11 for property located at the Town of Minto, Part of Lots 20, Concession 1 subject to the following conditions;

1. That any concerns of the Conservation Authority are addressed to their satisfaction;
2. That the boundary of the Draft Plan of Subdivision 23T10003 is revised to take in the additional associated with Municipal Drain No. 3 to the satisfaction of the County Of Wellington Planning & Development Department;
3. That the purchaser take title to the severed lands in the same manner as they hold their abutting lands; and,
4. That Subsection 50(3) of the Planning Act, R.S.O. 1990 be applied to any subsequent conveyance or any transaction involving the parcel of land that is the subject of this Consent.

CARRIED

b) SARJ Equipment Corp., Removal of Holding.

CAO/Clerk Bill White reported that the County of Wellington Planning Department recommends the removal of the Holding Symbol for the Palmerston Industrial Park.

MOTION: COW -084

Moved by: Turton

Seconded by: Faulkner

THAT The Committee of the Whole accepts the report for information and considers a Zoning By-law amendment to lift the Holding Symbol.

CARRIED

c) Wellingdale Construction Ltd. Official Plan and Zoning By-law Amendments, Part Lot 88, Concession D, Part Lot E, Preston's Survey, Harriston.

CAO/Clerk Bill White noted that the County of Wellington Planning supports the Official Plan Amendment for 2011-03, Pt. Lot 88, Con. D, Preston Survey, Harriston. CAO/Clerk White stated that the elevation of Lorne Street will be addressed through a Development Agreement and that no separation of lots will happen until Agreements are in place with the Town regarding servicing.

RESOLUTION: #402/11

Moved by: R. Elliott

Seconded by: R. Faulkner

THAT The Council of the Corporation of the Town of Minto receive the County of Wellington Planning Report dated October 27th, 2011, regarding the Official Plan Amendment for Wellingdale Construction for lands located at Part Lot 88, Con. D., Part Lot E, Preston's Survey, Harriston and advise the County that the Town of Minto supports the amendment to the Official Plan to re-designate the subject land from Future Development to Residential.

CARRIED

7. Motion to Convene into Council

RESOLUTION: #403/11

Moved by: R. Hembly

Seconded by: R. Elliott

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

CARRIED

a) Motion to ratify recommendations of Committee.

RESOLUTION: #404/11

Moved by: T. Fisk

Seconded by: D. Turton

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

CARRIED

8. Correspondence – Electronic Agenda

a) For Information Only -

- | | |
|-------------------------------------|------------|
| i) WWLHIN eNews - October 17, 2011 | October 17 |
| ii) MVCA minutes | October 24 |
| iii) MVCA SPA Minutes | October 24 |
| iv) Palmerston Agricultural Society | October 27 |
| v) AMO Watch File | October 28 |

Scanned & Emailed October 28, 2011

- | | |
|--|------------|
| vi) Minto Arts Council | October 28 |
| vii) Métis Nation | October 28 |
| viii) Municipality of North Perth Notice of Public Meeting | October 28 |
| ix) Drinking Water Source Protection Adopted Minutes | October 28 |

RESOLUTION: #405/11

Moved by: R. Elliott

Seconded by: R. Faulkner

THAT The Council correspondence be received for information.

CARRIED

9. By-laws

- a) By-law 2011-105; Remove Holding on Town of Minto Zoning By-law, SARJ Equipment Corp., Part Lot 24, Concession 1, Palmerston, Industrial Park.

RESOLUTION: #406/11

Moved by: R. Faulkner

Seconded by: R. Hembly

THAT By-law 2011-105; being a By-law to amend the Town of Minto By-law No. 01-86, to remove the Holding Symbol on land described as Part Lot 24, Concession 1 of Reference Plan 61R-9419, having frontage on Minto Road and along Noble Road, Palmerston Industrial Park.

CARRIED

- b) By-law 2011-106; Clifford Vitality Group Agreement.

RESOLUTION: #407/11

Moved by: D. Turton

Seconded by: M. Colwell

THAT By-law 2011-106; being a By-law to authorize the Mayor and Clerk to execute an Agreement between the Town of Minto and Clifford Vitality Group; 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-4:45 p.m.

The Council meeting was closed to the Public to discuss :

- Personal matters about an identifiable individual, including but not clearly limited to employees of the municipality.

RESOLUTION: #408/11

Moved by: T. Fisk

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.**

CARRIED

12. Motion to Convene into Open Session -5:40 p.m.

MOTION: COW - 085

Moved by: R. Faulkner

Seconded by: D. Turton

THAT The Council of the Town of Minto convenes into open Council.

CARRIED

13. Business Arising from Closed Session

Mayor Bridge noted Norm Fisk will be missed after 36 years with the Town, and Brian brings 25 years of municipal experience and business understanding to the job.

RESOLUTION: #409/11

Moved by: D. Turton

Seconded by: T. Fisk

THAT The Council of the Town of Minto appoints Brian Hansen as Public Works Director for the Town starting November 15th, 2011 and that the Mayor and Clerk be authorized to sign an Employment Agreement with Brian Hansen dated October 31st, 2011.

CARRIED

14. Confirmatory By-law

a) **By-law 2011-107 Motion to Confirm the Council Proceeding of the November 1, 2011 meeting.**

RESOLUTION: #410/11

Moved by: M. Colwell

Seconded by: D. Turton

THAT By-law 2011-107; to Confirm the Proceedings of Council at its Committee of the Whole meeting held on November 1, 2011; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

CARRIED

15. Adjournment -5:50 p.m.

RESOLUTION: #411/11

Moved by: R. Hembly

Seconded by: R. Elliott

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

CARRIED