

**THE CORPORATION OF THE TOWNSHIP OF MINDEN HILLS
COMMITTEE OF THE WHOLE/GENERAL COUNCIL MEETING MINUTES
Thursday, May 12th, 2011
Council Chambers**

SPECIAL COUNCIL MEETING TO FOLLOW

Commencement: 9:00 a.m.
Adjournment: 12:10 p.m.

Present: Reeve Barb Reid
 Deputy Reeve Cheryl Murdoch
 Councillor at Large Larry Clarke
 Councillor Lisa Schell
 Councillor Brigitte Gall
 Councillor Ken Redpath
 Councillor Jean Neville

Staff: CAO Gerry Morrison
 Clerk Cheryl McCarroll
 Treasurer Lorrie Blanchard
 Fire Chief Doug Schell

CLOSED SESSION:

Res. #11-22 Larry Clarke – Brigitte Gall
Pursuant to Section 239 of the Municipal Act 2001, S.O. 2001, c. 25, be it resolved that the next part of the meeting be closed to the public. The subject matter being considered is litigation or potential litigation, including matters before administrative tribunals, affecting the municipality and personal matters about an identifiable individual, including municipal or local board employees.
Carried

Res. #11-23 Brigitte Gall – Larry Clarke
Be it resolved that Closed Session adjourn and Open Session commence.
Carried

OPEN SESSION:

CALL TO ORDER:

The Reeve welcomed everyone and called the meeting to order.

Res. #11-24 Brigitte Gall – Larry Clarke
Be it resolved that the Council of the Township of Minden Hills approves the agenda for the Committee of the Whole/General Council Meeting of May 12th, 2011.
Carried

Res. #11-25 Jean Neville – Cheryl Murdoch
Be it resolved that direction(s) given in Closed Session be approved.
Carried

DECLARATION OF PECUNIARY INTEREST

None declared.

DELEGATIONS

- a) Dave Walsh, M & M Disposal & Recycling re: Presentation (removal of chipping pile)
Mr. Walsh presented the following to Council:
- Has been in the industry for more than 20 years

- M & M Disposal has been operating for 30 years+
 - Operation is located in Warsaw (near Lakefield)
 - Service approximately 1,000 customers (including Peterborough, Dysart and Highlands East)
 - Discussed construction and demolition material and their impact on landfill space and the environment
 - M & M Disposal has Certificate of Approval and a System Certificate of Approval
 - Detailed how construction and demolition material is mechanically sorted then hand-picked (wood, clean fill, metal and fibres are removed for recycling)
 - Construction and demolition account for 25% of the volume of waste
 - Detailed the test program conducted by Dysart – they have since had 30 loads removed
 - Will investigate the Scotch Line Landfill site and prepare an estimate
 - Discussed having an excavator on site to compact bins
 - Further discussed: materials used for cover, materials that become a fuel source and wrap material
 - It was noted that the Township has a Purchasing Policy - the job will be in excess of \$10,000 so tendering is required
- b) Red Umbrella Inn re: Request for extension of liquor licence for their Grand Opening Celebrations – July 2nd, 2011
The owner of the Red Umbrella Inn advised of their plans to launch their Grand Opening Celebrations on July 2nd, 2011, noting there were free events. He requested that Council approve a letter of no objection to the temporary increased licenced area to hold a barbeque, entertainment, etc.

The owner also advised Council of their support of community fundraising.

It was advised that a motion approving a letter of no objection would be considered at the Special Council Meeting to follow Committee of the Whole.

PAYMENT OF ACCOUNTS

Res. #11-26 Jean Neville – Cheryl Murdoch
Be it resolved that the Council of the Township of Minden Hills approves accounts in the amount of \$230,747.15 for payment.
Carried

ENVIRONMENT – Councillor Schell, Chair

- a) Proposal for 2011 Shrink Wrap Landfill Program
The Chair advised of the program that Dysart has developed.
Further discussion included:
- Blue boat wrap – Marine Operators feel collection for the month of July should be sufficient
 - Wrap must be contained in an enclosed, waterproof trailer – (wrap must be dry)
 - Will ask M & M Disposal if they take wrap as well
 - There are five marinas identified in Minden Hills
 - Questioned if wrap from operators outside Minden Hills would be accepted
 - Marina charges \$5.00 per wrap
 - Revenue could be less than projected
 - Council expressed willingness to do a test project for 2011
 - Higher charges were suggested and it was felt that Minden Hills fees should be consistent with our neighbours (Dysart)
- b) Memo from former Environment & Property Operations Manager re: Water Consumption at Carey's Garden Centre
It was noted that the former Environment & Property Operations Manager had prepared a report in 2010 which included:
- Staff have reviewed the water meter and remote and readings after September 2010 have been normal
 - There was indeed a high consumption

- Water went through the meter – either from high usage or due to a leak
- Staff read the meter in November 2010 and the outside hose tap was live
- It was suggested that it was logical that the consumption would be higher for usage for June, July and August

Mr. Carey was present in the audience and requested to speak. He noted:

- That he has been at the location for the past three years and every other billing has been the minimum billing (vs. \$888 bill)
- There was no obvious leak
- It was suggested that perhaps the outside hose tap had been accessed by someone else. Mr. Carey stated that the meter is in the building and the tap shut off nightly. He stated there was no visual leak & there should have been water visible if the 1,000s of gallons of water he was being billed for had been a leak
- Mr. Carey emphasized that all other billings have been consistent – minimal bills
- The meter appears to be working – the Township turns the water on and off and he pays for this service
- It was asked if there was another meter and Mr. Carey stated he was unaware of another meter
- It was recommended that staff take another look at all the billings and report back to Council for consideration at the May 26th Council Meeting.

ROADS – Councillor Redpath, Chair

- a) Road Report – April 2011
The report was received for information.

- b) Report from Road Superintendent re: 2011 Calcium Chloride Tender
The report advised of tenders received from the following, exclusive of taxes:

Morris Chemicals Inc.	\$.22.20 per litre
Miller Paving	no bid
Da-Lee Dust Control	\$.27.20 per litre

Recommendation:

That the Council of the Township of Minden Hills accept the quotation from Morris Chemicals Inc. for the supply of liquid calcium chloride at a 35% concentration, for dust control for the 2011 season, at a cost of \$.22.20 per litre, plus applicable taxes.

- c) Report from Road Superintendent re: Tenders for the Reconstruction of Newcastle Street – Engineering Services

Tenders were received from the following:

Greer Galloway Associates	\$28,400.00 + HST
ACOM Canada Ltd.	\$35,000.00 + HST
Genivar Ltd.	\$49,955.00 + HST
G. D. Jewell Engineering	\$46,471.25 HST included
C. C. Tatham & Associates	No bid

Recommendation:

That the Council of the Township of Minden Hills accepts the tender from Greer Galloway & Associates in the amount of \$28,000.00 + HST for the engineering of the Newcastle Street Reconstruction Project.

CULTURE – Councillor Gall, Chair

- a) Museums & Technology Fund 2011 Grant Agreement
The Chair advised of the following:

- Partners have been identified
- Minden Hills is taking the lead

- Amendments in language in the document was suggested re: “contract employee” it needs to be clear that the assistant is not a permanent employee of Minden Hills and will be under a contract for the duration of grant
- Deliverables need to be stated and a date needs to be embedded into the agreement (what is this group expecting to see at the end of the project)

Recommendation:

That the Council of the Township of Minden Hills authorize the Reeve and Clerk to execute the Museums & Technology Fund 2011 Grant Agreement (with amendments) on behalf of the Township.

- b) Report from Cultural Centre Director re: Museums & Technology Project – Assistant to Coordinator Job Description
Questions were asked regarding:
- How many virtual exhibitions are being planned (needs to be specified and scope of the work outlined)
 - Again it needs to be clear that this is a contract position
 - Position description should contain specific accountabilities
 - who is responsible for web design and administration (include skill sets)
 - more clarity required re: training of heritage workers and volunteers

Recommendation:

That the Council of the Township of Minden Hills adopts the Position Description (amended) of Assistant to the Museums & Technology Project Coordinator.

PARKS & RECREATION – Councillor Neville, Chair
Nil.

PROTECTIVE SERVICES – Deputy Reeve Murdoch, Chair

- a) Fire Report – April 2011
The report was received for information. Councillor Redpath commented on the marvellous job of the Fire Department and EMS personnel in rescuing an East Moore Lake resident.
- b) Memo from the Fire Chief re: New Pumper Truck
The Fire Chief advised:
- He inspected the new pumper truck and has requested modifications
 - The truck will be functional and will be a great additional to the department
 - Delivery date is the end of May or early June
 - Has done some research as to how much we can get for the old pumper truck
 - After discussion, it was noted that there are three options for consideration:
 - Obtain estimate for selling truck as scrap
 - See if GlobalMedic is interested in Minden Hills donating the truck
 - Confirm sale price of \$5,000
- The Fire Chief is to prepare a report for the May 26th Council Meeting.
- c) By-law Occurrence Report – April 2011
The report was received for information.
- d) Building Report – April 2011
The report was received for information.
- e) Memo from CBO re: Draft Property Standards By-law
Discussion took place concerning:
- Enforcement
 - Need to have a Property Standards Committee comprised of three members of the public (they don't necessarily have a Chair – they are like the Committee of Adjustment) and are a link to the Chief Building Official
 - Strategy required for getting this out to the community (time line)

- Reeve confirmed that Dysart has three people in their Building Department plus an administrative assistant
- Have reviewed Dysart's By-law and it needs to be amended to reflect Minden Hills
- Minden Hills does not require additional staff or equipment
- If the floodgates open – the most significant issues will be priority
- Potential for hiring a student to help with any “bulge” of complaints was suggested
- Implications noted re: time and skills required for staff training
- Reeve advised that Council met in Closed Session with the CBO from Dysart to discuss identifiable properties and to protect the privacy of individuals and noted that the Dysart CBO gave examples of enforcement issues
- Council wishes to move quickly on this – but we must be patient
- Reasonable expectation that the by-law be considered at the June Council meeting
- Personnel Chair reiterated the need for additional and specific training and standards for staff (enforcement)
- By-law requires to be amended to include the lien aspect of the *Building Code Act* (as per the City of Kawartha Lakes) so the public can see the consequences if they fail to comply

The Reeve asked Council if they had any other changes and hearing none, directed that an amended by-law be prepared and that an advertisement for committee members be placed in the local newspaper and that training for staff be obtained.

PLANNING & DEVELOPMENT – Deputy Reeve Murdoch, Chair

- a) Planning Report – April 2011
The report was received for information.
- b) Report from Planning Administrator re: Application for Consent H-015/2010 (HUGHES)

Recommendation:

That the Council of the Township of Minden Hills consider the by-law to accept the title to the land and dedicate same for road purposes.

- c) Memo from the Planning Administrator re: Application for Consent H-022/2011, Part of Lots 22/23, Registered Plan 147, geographic Township of Lutterworth (WICKWARE)

Recommendation:

That the Council of the Township of Minden Hills approve Application for Consent H-022/2011, Part of Lots 22/23, Registered Plan 147, geographic Township of Lutterworth, (WICKWARE), subject to the following conditions:

- 1) A minor variance will be required on the severed parcel to address any deficiencies with respect to side yard setbacks for the existing cottage and deck
 - 2) All outstanding realty taxes to be paid in full
 - 3) Approval granted solely as a lot addition to property in Roll #4616-052-000-01600-0000 owned by Lauten/Sheppard
 - 4) The final survey being approved by the Planning Administrator
- d) Memo from the Planning Administrator re: Application for Consent H-013/2011, Part of Lot 25, Concession 13, geographic Township of Snowdon (ZORKO & KELLY)

Recommendation:

That the Council of the Township of Minden Hills approve Application for Consent H-013/2011, Part of Lot 25, Concession 13, geographic Township of Snowdon, (ZORKO & KELLY) subject to the following conditions:

- 1) All outstanding realty taxes to be paid in full**
 - 2) An amendment to Zoning By-law 06-10 is required for the retained parcel to a Rural (RU) Exception Zone to address any deficiency with respect to lot frontage**
 - 3) Approval granted solely as a lot addition to property recently acquired by Brad and Noel Tait**
 - 4) Subsection (3) or (5) of the Planning Act, R.S.O. 1990 shall apply to any subsequent conveyance or transaction as provided for in Section 50 (12) to ensure that the conveyance of land is such that the title is held in the same manner as the land to which the parcel is to be added, so that the two parcels merge to form an inseparable legally conveyable lot**
 - 5) The final survey being approved by the Planning Administrator**
- e) Memo from the Planning Administrator re: Application for Consent H-010/2011, Original Road Allowance – Part of Lot 15 & 16, Concession 6, Township of Lutterworth and Part of Lot 15, Concession 6, geographic Township of Lutterworth

Recommendation:

That the Council of the Township of Minden Hills approves Application for Consent H-010/2011, Original Road Allowance – Part of Lot 15 & 16, Concession 6, Township of Lutterworth and Part of Lot 15, Concession 6, geographic Township of Lutterworth, subject to the following conditions:

- 1) All outstanding realty taxes to be paid in full**
 - 2) Granted solely for right-of-way to properties in Roll #'s identified in the application**
 - 3) Approval of the survey by the Planning Administrator prior to its registration**
 - 4) Approval being obtained for a suitable entrance to Clear Lake from the Road Superintendent**
 - 5) Part 9 on the draft plan shall be considered to form part of the right-of-way if deemed appropriate**
 - 6) Approval under Policy 32 is required to grant an access across an original allowance for road**
- f) Memo from the Planning Administrator re: Proposed shoreline Road Allowance Closure & Sale, SRA-11-01 (SAUNDERS), fronting Part Lot 13, Concession 1, geographic Township of Minden – Canning Lake

Recommendation:

That the Council of the Township of Minden Hills direct planning staff to proceed with the processing of this application in accordance with established procedure under approved Policy No. 19 as amended.

- g) Report from EcoVue Planning Consultants re: Rezoning Application RZ-11-04 (ZORKO & KELLY), Part of Lot 25, Concession 13, geographic Township of Snowdon

Recommendation:

That the Council of the Township of Minden Hills proceed with the scheduling of a Public Meeting under Section 34 (14.1) of the Planning Act, as amended, R.S.O. 1990, for the next available date and that a Notice of Public Meeting be distributed in the prescribed manner, in accordance with Section 34 (13) of the Planning Act; and further, that Council consider a By-law to amend Zoning By-law 06-10 to rezone the subject lands from the Rural (RU) Zone to the Rural Exception Nineteen (RU-19) Zone in order to recognize a deficient front yard and existing non-complying structures.

- h) Report from EcoVue Planning Consultants re: Rezoning Application RZ-11-06 (PALUMBO), Part of Lot 25, Concession 3, geographic Township of Minden

Recommendation:

That the Council of the Township of Minden Hills proceed with the scheduling of a Public Meeting under Section 34 (14.1) of the Planning Act, as amended, R.S.O. 1990, for the next available date and that a Notice of Public Meeting be distributed in the prescribed manner, in accordance with Section 34 (13) of the Planning Act; and further, that Council consider a By-law to amend Zoning By-law 06-10 to rezone the subject lands from the Shoreline Residential (SR) Zone to the Shoreline Residential Exception Forty-Two (SR-42) Zone in order to recognize deficient lot frontage and area on the subject property

- i) Report from EcoVue Planning Consultants re: Official Plan Amendment and Rezoning Application, Part of Lot 12, Concession 10, geographic Township of Minden (JOHNSTON)

The agent for Johnston answered questions of Council regarding the location of the subject property and washroom facilities.

Recommendation:

That the Council of the Township of Minden Hills proceed with the scheduling of a Public Meeting under Section 17(15) (d) and 34 (14.1) of the Planning Act, as amended, R.S.O. 1990, for the next available date and that a Notice of Public Meeting be distributed in the prescribed manner, in accordance with Sections 17 (17) and 34 (13) of the Planning Act; and further, that Council consider a By-law to amend the Township Official Plan to re-designate the subject lands from Waterfront to a Waterfront Special Area and also consider a by-law to amend Zoning By-law 06-10 to rezone the subject lands from the Rural (RU) Zone to the Highway Commercial (C1) Zone in order to permit the proposed landscaping and garden centre on the subject property.

FINANCE/GENERAL GOVERNMENT – Councillor Redpath, Chair

- a) Amendment – Policy #10 – To Govern the Training and Development of Municipal Staff (accommodations)

The Clerk advised that the changes in the policy were highlighted and noted that accommodation had been divided into two different seasons to allow for an extra night's accommodation during winter months.

Recommendation:

That the Council of the Township of Minden Hills adopt Policy #10 as amended.

- b) Amendment – Policy #11 – To Govern the Reimbursement of Expenses for Members of Council attending meetings & Conferences

Recommendation:

That the Council of the Township of Minden Hills adopt Policy #11 as amended.

- c) Proposed Doctor Survey

The Reeve discussed the recruitment process and advised that the committee needs to know how many people in Minden Hills do not have a primary care physician. She discussed the differences in fee for service vs. the FHT. Further discussion involved:

- Aware of number of people on the waiting list for primary care physician
- How many people have a primary care physician out of Minden Hills i.e. Bracebridge, Orillia, Lindsay, etc.

- Survey to be included in the final tax bill
- Will be advertised in the paper and on the website to reach renters
- Survey includes future needs – to quantify current needs and needs 5 – 10 from now
- It was suggested that the questionnaire include the number of adults and children to get a realistic look at patient load
- Questionnaire needs to be printed and available for the final tax billing
- Grammar needs tweaking

Recommendation:

That the proposed Minden Hills Doctor Survey be included as an insert in the Township's Final Tax bill and further that the survey be advertised in the local newspaper and on the website.

- d) Memo from the Clerk re: Council Remuneration – 1/3 tax exempt
It was noted that Council needs to pass a motion during their term to retain the 1/3 tax free remuneration.

Recommendation:

That the Council of the Township of Minden Hills continue with the practice of providing 1/3 of the remuneration paid to elected members of Council to be deemed to be expenses incidental to the discharging of their duties and therefore tax exempt, in accordance with Section 283 of the Municipal Act, 2001, S.O. 2001, as amended.

- e) Report from the Clerk re: FilePro – Electronic Agendas
The report outlined how Council could access the County and Algonquin Highlands electronic agendas, minutes and by-laws. The Clerk expressed an interest in commencing electronic agendas this summer, as quickly as time permits. The Clerk advised that the logistics of who requires what equipment, wireless connection for the Council Chambers etc. also need to be worked out. The report was received for information.
- f) Report from Treasurer re: 2010 Year-End Transfers to Reserve
The Treasurer reviewed in detail the list of transfers.

Recommendation:

That the Council of the Township of Minden Hills approve the list of 2010 year-end transfers to Reserve as outlined in her report dated May 2nd, 2011.

PERSONNEL – Councillor Clarke, Chair
Nil.

DRAFT BY-LAWS

- a) 11-43: Application for Consent H-015/2010 (HUGHES)
b) 11-45: Property Standards By-law

QUESTIONS FROM THE PRESS

The press asked questions regarding the proposed Property Standards By-law and enforcement.

QUESTIONS FROM THE PUBLIC

None.

ADJOURNMENT

Res. #11-27 Brigitte Gall – Larry Clarke

Be it resolved that the Committee of the Whole/General Council Meeting of May 12th, 2011 be adjourned.

Head of Council

Clerk