



Tuesday, March 1, 2016

2:30 p.m.

Council Chambers

Pages

1. Call to Order
2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act
3. Motion to Convene into Closed Session
 - a. A proposed or pending disposition of land; Ann Street, Clifford
4. Motion to Convene into Open Session
5. Minutes of Previous Meeting
 - a. Regular Council Minutes of February 16, 2016 1
6. Additional Items Disclosed as Other Business
7. Resolution Moving Council into Committee of the Whole to Consider Public Meetings, Delegations, Public Question Period, Correspondence, Reports, Motions for Which Notice Has Been Previously Given and Other Business
8. Public Meeting - None
9. Delegations
 - a. Megan Callaghan JLT and Stephen Wylie, Wylie Insurance, 2016 Insurance Renewal 10
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 - a. County of Wellington, Notice of Adoption, Official Plan Amendment 16

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17.	Adjournment	



Council Minutes
Tuesday, February 16, 2016
6:30 p.m. Council Chambers

Council Present:

Mayor George A. Bridge
Councillor Mary-Lou Colwell
Councillor Dave Turton
Councillor Judy Dirksen
Councillor Jean Anderson
Councillor Ron Elliott

Council Regrets:

Deputy Mayor Ron Faulkner

Staff Present:

Bill White, C.A.O. Clerk
Annilene McRobb, C.A.O. Clerk and Council Assistant, Recording Secretary
Gordon Duff, Treasurer
Brian Hansen, Public Works Director

Present Part of Meeting:

Janet Klemp, Tax Collector
Belinda Wick-Graham, Business & Economic Manager
Stacey Pennington, Building Assistant

1. **Call to Order - 6:30 p.m.**
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act – None.**
3. **Motion to Convene into Closed Session**
 - a. Personal matters about an identifiable individual, Department Heads Performance Reviews

RESOLUTION; 2016-29

Moved By: Ron Elliott; Seconded By: Dave Turton

THAT The Council of the Town of Minto conduct a meeting Closed to the Public to discuss the following:

Personal matters about an identifiable individual, Department Heads Performance Reviews.

Carried

4. Motion to Convene into Open Session

RESOLUTION: 2016-30

Moved By: Mary-Lou Colwell; Seconded By: Judy Dirksen

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

Carried

5. Minutes of Previous Meeting

a. Regular Council Minutes of February 2, 2016

RESOLUTION: 2016-31

Moved By: Jean Anderson; Seconded By: Ron Elliott

THAT the minutes of the February 2, 2016 Council Meeting be approved.

Carried

6. Additional Items Disclosed as Other Business

Mayor Bridge, Councillors Turton, Dirksen and C.A.O. Clerk White had extra items.

7. Resolution Moving Council into Committee of the Whole to Consider Public Meetings, Delegations, Public Question Period, Correspondence, Reports, Motions for Which Notice Has Been Previously Given and Other Business

RESOLUTION: 2016-32

Moved By: Dave Turton; Seconded By: Mary-Lou Colwell

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

Carried

8. Public Meeting - None

9. Delegations

a. Janet Klemp, 6th Annual Mayor's Charity Golf Tournament

Mrs. Klemp stated the 6th Annual Tournament is August 11th at Pike Lake. \$44,000 has been raised since starting. Non-profit groups can apply to help run the tournament; Teams can also register. Mayor Bridge and Janet Klemp presented a \$1,000 donation from the Mayor's Tournament to Gordon Duff Minto Arts Council and Michael Hendricks, owner of the Old Post toward restoring the clock tower. Mr. Hendricks thanked the community for its support, noted there are four tenants in the building, and confirmed he hopes to restore the clock tower this summer.

b. Ken Mohle , Youth for Christ/Youth Unlimited (YFC/YU) Minto

Mr. Mohle provided information on the YFC based in Harriston. He and Joe Janeczko plan outreach to Palmerston and Clifford, and hope to build on Pat Savage's work. A 2016 budget is being prepared. They are not asking for funding at this time.

c. Wellington County Councillor David Anderson, County Update

County Councillor Anderson and Chair of Social Services provided an update on County activities such as Social Services, Museums, Libraries, and Transportation 43% of property tax revenue collected by Minto goes to Wellington County.

Council discussed the roundabout to be installed at County Road 109 and County Road 5 (Whites Road). The roundabout will be single lane; there are currently four in Wellington County all receiving good feedback.

On behalf of the Palmerston Lions, Councillor Ron Elliott presented a certificate to Mayor Bridge and County Councillor Anderson in appreciation for the \$10,000 accessibility grant from the County for the Palmerston CNR building.

d. Nathan Harper, Zoning Bylaw Amendment: Robertson Street Harriston
Mr. Harper apologized for missing the public meeting and provided information on his plans for 46 Robertson Street, Harriston. He is asking the property be rezoned to allow him to re-establish the property as a duplex. He intends to address most of the concerns expressed at the public meeting with a high quality rental accommodation.

Council discussed next steps. The C.A.O. Clerk noted the required public meeting under the Planning Act is complete, and notice of today's proceedings given to those who attended that meeting. A by-law can come back to rezone for less than four units without another public meeting. To get feedback on a two unit rezoning Council could hold another public meeting if it wished.

MOTION: COW 2016-33

Moved By: Dave Turton; Seconded By: Mary-Lou Colwell

THAT a public meeting be held on March 15th, 2016 in regards to the rezoning 46 Robertson Street to permit two units.

Carried

10. Public Question Period - None.

11. Correspondence Received for Information or Requiring Direction of Council

Council discussed correspondence from Ralph Tarr regarding fencing White's Junction Trail. Mayor Bridge and C.A.O. Clerk White have spoken to him on the issue.

- a. The Ontario Energy Board, Public Hearing, Natural Gas Expansion
- b. Maitland Valley Conservation Authority, 2016 Priorities and Budget
- c. Ministry of Municipal Affairs and Housing, Annual Municipal Client Survey Results
- d. GM Blue Plan Engineering, Clifford Waste Water Collection System
- e. Corporation of the Town of Carleton Place, OMAFRA Grant Scoring
- f. Ralph Tarr, Right of Way on Railroad Trails

MOTION: COW 2016-34

Moved By: Dave Turton; Seconded By: Jean Anderson

THAT Council receives the correspondence as information.

Carried

12. Reports of Committees and Town Staff, Matters Tabled and Motions for Which Notice Has Been Previously Given

- a. Committee Minutes for Receipt-None
- b. Committee Minutes For Approval

1. Cultural Roundtable Minutes of January 25, 2016

The Business and Economic Development Manager highlighted the minutes noting focus for 2016 is on the volunteer portal. The Basement Cafe series continues Saturday at the Harriston Library. The Big Brothers, Big Sisters Bowl-a-thon is Sunday. Council congratulated Mayor Bridge on receiving the 2015 Community Influencer of the Year by the Economic Development Council of Ontario. The Business and Economic Development Manager is arranging formal recognition of the two EDCO awards.

MOTION: COW 2016-35

Moved By: Dave Turton; Seconded By: Mary-Lou Colwell

THAT the Cultural Roundtable Committee Minutes of January 25, 2016 be received and recommendations contained within be accepted.

Carried

c. Staff Reports

1. Building Assistant, Severance Consent Agreement, Stever Development

MOTION: COW 2016-36

Moved By: Mary-Lou Colwell; Seconded By: Ron Elliott

THAT Council of the Town of Minto receives the Building Assistant's Report dated February 2, 2016 regarding Deletion of the Severance Consent Agreement for the Stever Development located at Minto and Nelson Street, in Clifford, and the Mayor and C.A.O. Clerk be authorized to sign any required documentation to release the 2008 Severance Agreement pertaining to the properties.

Carried

2. Chief Building Official, January Building Statistics

Building Assistant Pennington presented the report on behalf of CBO Kuipers.

MOTION: COW-2016-37

Moved By: Ron Elliott; Seconded By: Judy Dirksen

THAT Council receives the January 2016 building permit summary from the Chief Building Official as information.

Carried

3. Fire Chief, Howick Fire Agreement Renewal

C.A.O. Clerk White presented the report on behalf of Chief Harrow.

MOTION: COW 2016-38

Moved By: Dave Turton; Seconded By: Ron Elliott

THAT Council receives the Fire Chiefs February 11, 2016 report on the Howick Fire Agreement and consider a by-law authorizing the Mayor and C.A.O. Clerk to sign the Fire Agreement with the Township of Howick.

Carried

4. C.A.O. Clerk and Council Assistant, Appointment By-law update

MOTION: COW 2016-39

Moved By: Mary-Lou Colwell; Seconded By: Jean Anderson

THAT Council receives the February 11, 2016 report from the C.A.O. Clerk and Council Assistant regarding updating the Appointment By-law, and considers the By-law in regular session.

Carried

Councillor Colwell assumed the Chair

5. Treasurer, Approval of Accounts February 11, 2016

Treasurer Duff noted accounts include an advance on the loan to the Minto Rural Health, payment of the County Tax portion, receipt of the 2015 plow truck and the Town share of the engineering costs for Elora Street reconstruction.

MOTION: COW-2016-40

Moved By: Dave Turton; Seconded By: Jean Anderson

THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for February 11, 2016 as follows: Administration \$1,046,672.56, People and Property \$755.98, Health Services \$15,227.80, Building \$ 172.89; Economic Development \$6,027.98, Incubator \$1,932.47, Fire \$17,187.69, Roads \$465,462.56, Streetlights \$12,088.08, Waste Water \$ 16,339.98, Water \$12,435.90, Clifford \$12,656.47, Harriston \$25,042.82 Palmerston \$ 29,833.63, Norgan \$ 34,775.25.

Carried

6. Treasurer, Council Expenses 2015

Treasurer Duff noted that yearly expenses are to be reported under the Municipal Act. Council discussed differences in per diem payments per Council Members; C.A.O. Clerk White noted that he and the Mayor sign off on per diem requests of Councillors and the amount depends on attendance and Committee meeting frequency. The new pay scale has resulted in less expense to the Council budget and a savings was taken at budget.

MOTION: COW-2016-41

Moved By: George Bridge; Seconded By: Ron Elliott

THAT Council receives the February 9th report from the Treasurer regarding 2015 Council Remuneration for information.

Carried

7. Treasurer, Ontario Community Infrastructure Fund (OCIF) Application

MOTION: COW-2016-42

Moved By: Jean Anderson; Seconded By: Judy Dirksen

THAT Council receives the Treasurer's report dated February 8, 2016 and a By-law is considered in regular session authorizing the Mayor and C.A.O. Clerk to sign the Ontario Community Infrastructure Fund-Application Based Component Contribution Agreement and any related documents for the Jane & Inkerman Streets complete Reconstruction project.

Carried

8. Treasurer, Broader Municipal Investment Powers

MOTION: COW-2016-43

Moved By: Dave Turton; Seconded By: George Bridge

THAT Council receives the Treasurer's report dated February 10, 2016 and supports the following resolution;

WHEREAS municipalities are required to invest their reserves in accordance with the Municipal Act, 2001 and Ontario Regulation 438/97 (as amended), which specifically outlines allowable investments;

and WHEREAS to ensure the sustainability and sound stewardship of the municipality's investments, the municipality is of the opinion that changes should be made to the Municipal Act, 2001 and Ontario Regulation 438/97 (as amended), to allow for the prudent investment of reserves, if those investments are professionally managed and part of a broader investment strategy;

and WHEREAS the Prudent Investor Standard is an industry accepted best practice in effectively managing a portfolio of investments, and the Standard applies to investments, not in isolation, but in the context of the portfolio of investments and as part of an overall strategy, that should incorporate acceptable risk and return objectives suitable to the stakeholders;

and WHEREAS the Province is conferring "Prudent Investor" status on the City of Toronto to enable greater diversification in portfolio management,

and WHEREAS the Association of Municipalities of Ontario (AMO), Local Authority Services (LAS), and the Municipal Finance Officers Association of Ontario (MFOA), have long requested that the Prudent Investor Standard apply to all municipal investments that are invested with The One Investment Program;

and WHEREAS in 2005, municipalities were granted the ability to invest in longer-term corporate bonds and Canadian equity investments via only the One Investment Program, and the One Investment Program has demonstrated strong investment returns for municipalities within these 'new' investment sectors;

and WHEREAS the institutional portfolio managers utilized by the One Investment Program recommend that the Prudent Investor Standard approach is a more appropriate approach to investing;

and WHEREAS operating municipal investments under the Prudent Investor Standard is precluded by the Municipal Act, Eligible Investments, in its current form;

THEREFORE BE IT RESOLVED THAT the Council of the Town of Minto support the request of AMO, LAS, and MFOA to amend Ontario Regulation 438/97 (as amended) of the Municipal Act, 2001, to allow municipalities to invest consistent with the Prudent Investor Standard, if such investments are through the One Investment Program.

Carried

Councillor Turton Assumed the Chair

9. Public Works Director, Minto Green Legacy Days
Public Works Director Hansen stated pre-orders of trees can be advertised on the County and Town websites, and on the County page in the Wellington Advertiser.

MOTION: COW-2016-44

Moved By: Judy Dirksen; Seconded By: Jean Anderson

THAT Council receives the Public Works Directors' February 3, 2016 report regarding Minto Green Legacy Days to be held April 30th, 2016 from 8-10 am and direct staff to make necessary adjustments to accommodate taking pre-orders from landowners for the event.

Carried

The Director noted a new feature on the Town website for Winter Road Conditions which is updated daily. Although there have been less snowfall this year, staff remain busy with salting, sanding, replacing road signs, cold patching and equipment maintenance. On-call plow operators are not called in unless plowing is needed.

Mayor Bridge resumed the Chair

d. Other Business Disclosed as Additional Item

Councillor Turton reminded Council of the Maitland Valley Conservation Authority (MVCA) Annual General Meeting February 17 at 7 pm at the Harriston Library.

At the request of Mayor Bridge, the C.A.O. Clerk White noted that the IPM is progressing well, over 400 sites are reserved in the RV Park, Tented City layout is taking shape and there is strong local exhibitor interest. Wellington County is very supportive in areas such as traffic, waste management. Treasurer Duff advised Luke Hartung joined sponsorship and is making approaches to local farmers. The C.A.O. Clerk confirmed that the Town Staff working on IPM do so as a volunteer and there is no paid work for the many night and weekend meetings. Mayor Bridge noted that the County Showcase for the IPM is coming together and may include a zip line.

Councillor Dirksen stated that the Trees for Minto Chair, Jared James, will be speaking at the MVCA Annual General Meeting, Dirksen, and that September 18th is the IPM worship service to be held at the EC Grey Centre, Norwell Secondary School.

C.A.O. Clerk White stated Council has delegations with the Ministry of Environment and Climate Change at the OGRA/ROMA conference. The Ombudsman has also offered to meet.

13. Motion to Return To Regular Council - None

RESOLUTION: 2016-33

Moved By: Judy Dirksen; Seconded By: Jean Anderson

THAT the Committee of the Whole convenes into Regular Council meeting.

Carried

14. Notices of Motion - None

15. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION: 2016-34

Moved By: Ron Elliott; Seconded By: Dave Turton

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

Carried

16. By-laws

a. 2016-08, Ontario Community Infrastructure Application Agreement

RESOLUTION: 2016-35

Moved By: Mary-Lou Colwell; Seconded By: Judy Dirksen

THAT By-law 2016-08; to authorize the execution of an Agreement with Her Majesty the Queen in Right of Ontario as represented by The Minister of Agriculture, Food and Rural Affairs; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

b. 2016-09, Howick Fire Dispatch Services Agreement

RESOLUTION: 2016-36

Moved By: Jean Anderson; Seconded By: Ron Elliott

THAT By-law 2016-09; to authorize the Mayor and C.A.O. Clerk to execute a Fire Services Agreement between the Corporation of the Town of Minto and the Corporation of the Township of Howick; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

c. 2016-10, to Appointing Municipal Council Members and Citizens of the Town of Minto

RESOLUTION: 2016-37

Moved By: Dave Turton; Seconded By: Mary-Lou Colwell

THAT By-law 2016-10; for the purpose of Appointing Municipal Council Members and Citizens of the Town of Minto; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

d. 2016-11, Confirm the Proceeding of the February 16, 2016 Committee/Council meeting

RESOLUTION: 2016-38

Moved By: Judy Dirksen; Seconded By: Jean Anderson

THAT By-law 2016-11; to confirm actions of the Council of the Corporation of the Town of Minto; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

17. Adjournment

Mayor Bridge adjourned the meeting at 9:04 p.m.

RESOLUTION: 2016-39

Moved By: Ron Elliott; Seconded By: Dave Turton

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

Carried

Mayor George A. Bridge

C.A.O. Clerk Bill White

**TOWN OF MINTO**

DATE: February 25, 2015
REPORT TO: Mayor and Council
FROM: Bill White, CAO/Clerk
SUBJECT: 2016 Insurance Program Renewal

STRATEGIC PLAN:

5.7 Adopt and maintain fair and transparent procurement policies and by-laws to ensure the Town receives competitive pricing on tenders and proposals, and that local business has equal opportunity to submit bids.

BACKGROUND:

In 2014 Council switched insurance coverage to Jardine Lloyd Thompson Canada Inc. (JLT) and Local Broker Wylie Insurance. Stephen Wylie represents Wylie Insurance and Megan Callaghan of JLT and will appear at Council March 1st.

The following summarizes coverage provided in the renewal:

	2016
Liability Limits	\$25 million
Punitive Damages	Included with limits
Abuse Coverage	\$250,000/claim to max of \$500,000 start March 2014
Environmental	\$2.5 million per claim to max \$5 million (\$10,000 deduct.)
Property Flood & Earthquake	Incl. (\$50,000 & 5% deduct.)
Future pricing restriction liability	3 years with less than 40% claims ratio
Future pricing restriction property	2 years with less than 40% claims ratio
Pollution of Town Property	\$100,000
Vehicles	Replacement value with driver abstract review

The 2014 adjusted premium was \$228,746 and \$230,640 (adjusted from \$228,140 due to vehicle and property added) in 2015. The 2016 premium is \$235,051 which is increased \$4,411 to cover an increase in blanket property limit from \$74,165,542 to \$77,817,773.

Program options identified are similar to last year and include:

- Increase Environmental Impairment Limit (EIL) from \$2.5 to \$5 million (add \$1,143)
- Increase umbrella liability from \$25 million to \$50 million (add \$2,245)
- Add Employment Practices Liability limit \$250,000 add \$5,000 premium.
- Additional limits and coverage for automobiles and emergency vehicles (add \$3,300)
- Out of Province emergency medical for Councillors up to 30 days add \$910
- Critical Illness for Councillors \$10,000 limit add \$1,195

- RISC SYSTEM Software; Disaster Phone options (add \$1,000 each)

These options were considered in 2014 and 2015 and were not pursued. These added coverages can be requested at any time if directed by Council.

Staff provided an update on claims being litigated in the closed session August 15 when there were three slip/fall incidents and one minor traffic incident. Claims experience has not changed. All claims through the Town's previous carrier are resolved.

COMMENTS:

The small premium increase is again good news considering the current state of the insurance industry worldwide and on-going concerns about municipal joint and several liability. Risk management continues to be critical and so far the Town's claims history remains intact. This renewal represents the final year of a three year freeze on liability sections of the coverage. Staff does not expect any significant increase in liability premiums in 2017 or 2018 if the claims history remains positive. However, as is stated each year premiums can be affected by one or two major accidents that are beyond staff control. On that basis action on joint and several liability by the Province is still critical to the Town.

Services from JLT and the local broker continue to be good and internal practices were adjusted with little disruption. Relative to the previous carrier, JLT's marketing at major conferences is minimal and so far the Town has not pursued direct seminars which JLT can offer. Staff is satisfied with the service and supports the 2016 renewal.

FINANCIAL CONSIDERATION:

Prior to 2014, the Town paid premiums of \$249,925, 238,174 and \$241,292 to the previous carrier. JLT's 2014 bid was \$27,000 lower than the competition. These savings have carried on through three years and amount to at least \$75,000. Parts of the premium are subject to HST. The 2016 budget has deductible amounts in key departments to pay minor settlement and adjuster services. The \$10,000 deductible becomes payable on claims when the Insurer incurs costs over that amount.

RECOMMENDATION:

That Council receives the report dated February 25, 2016 from the C.A.O. Clerk regarding the 2016 Municipal Insurance Program and approves the renewal.

Bill White, C.A.O. Clerk



Municipal Insurance Program Quotation

This summary page and attached pages outlining the coverage, terms and conditions constitute your quotation for insurance coverage. This quotation is based on the risk information submitted by you, the Broker, on behalf of your client, the Named Insured. The terms and conditions quoted may not be exactly as requested in your submission or application and should be reviewed carefully.

JLT Canada Inc. is not responsible for the collection and payment of any applicable taxes that are not specified in this quotation nor for the filing of any regulatory forms or documents. These functions are solely the responsibility of the Broker.

BROKER:	Wylie Insurance
NAMED INSURED:	Corporation of the Town of Minto
POLICY PERIOD:	March 1, 2016 to March 1, 2017 12:01 a.m. Standard Time at the Mailing and/or Notification Address of the Named Insured
TOTAL PREMIUM FOR QUOTATION:	\$ 235,051
COMMISSION PAYABLE TO BROKER:	7.5% commission applies to all coverage lines except 6.75% applies to Automobile.
PAYMENT TERMS:	Premiums are due and payable to JLT Canada in full within 30 days of binding or the effective date of cover, whichever is later

THIS QUOTATION IS ONLY VALID UNTIL March 1, 2016

Date of Issue: February 5, 2016

Contact Person: Andrea Bartels
Direct phone line: 416-644-4826
E-mail address: abartels@jltcanada.com

Certain portions of this quotation of cover have been provided by JLT acting in an underwriting capacity on behalf of the Insurer who, under a binding authority agreement, has given us authority to quote and confirm insuring terms, conditions and premiums. JLT Canada is not acting as an insurance broker in this instance and is not providing alternative terms or markets for the cover other than as quoted. For covers where JLT does not act in an underwriting capacity nor has a binding authority agreement with the Insurer, coverage cannot be bound with those Insurers unless a request is made to the Insurer and confirmation of coverage is subsequently received by JLT Canada from the Insurer.

This quotation confers no rights upon the Broker to bind coverage as quoted. Coverage is not bound and in effect until written confirmation of binding is received from JLT Canada Inc.



ACCEPTANCE OF MUNICIPAL INSURANCE PROGRAM PROPOSAL

To: Jardine Lloyd Thompson Canada
Public Sector Division
Suite 800, 55 University Avenue
Toronto, Ontario M5J 2H7
Telephone: 416-941-9551 or Toll Free 1-800-268-9189
Fax: 416-941-9323

Policy Term
(mm/dd/yy): March 1, 2016 to March 1, 2017

We agree with the underwriting and claims information submitted and to the terms quoted in the Municipal Insurance Program proposal. This is your authority to proceed with binding cover(s) as outlined in the Municipal Insurance Proposal effective the date(s) noted above. We have also noted below our choice of any optional items in the Insurance Proposal as well as any specific instructions.

Indicated below are our instructions regarding any optional coverages shown in the insurance proposal.

Optional Coverages / Specific Instructions:

Signed on Behalf of Corporation of the Town of Minto



Authorized Signature

FEB. 9, 2016
Date

BILL WHITE C.A.O. CLERK
Please print the name of the person signing above

Corporation of the Town of Minto				
	2015-2016	2016-2017	Premium/Rate Difference	
Population- Liability Deductible	7,484 10,000 114,000	7,484 10,000 114,000	0 0 0	
Premium:				
Environmental Impairment Liability	2,997	2,997	0	
Automobile - Number of Vehicles Deductible	46 10,000 32,397	49 10,000 33,192	3 795	
Premium:				
Blanket Property Limit Deductible	74,165,542 10,000 70,973	77,817,773 10,000 74,589	3,652,231 3,616	
Premium:				
Crime Premium	1,000	1,000	0	
Umbrella Liability Premium	4,490	4,490	0	
Councillors Accident	1,533	1,533	0	
Volunteer Accident	750	750	0	
Low Risk Policy	2,500	2,500	0	
TOTAL PREMIUM	230,640	235,051	4,411	
Overall Percentage Change		2%		
As of: February 5, 2016 - AB				



Result Employment Liability

MUNICIPAL OPTIONS	
Canadian Council Primary Liability	To Increase EIL limit from \$2,500,000 per claim to \$5,000,000 – Annual Additional \$1,143
Canadian Council Umbrella Liability	To Increase from \$25,000,000 to \$50,000,000 - Annual Additional \$2,245
Employment Practices Liability	Limit: \$250,000 Each Claim & Aggregate SIR: \$5,000 Application required in order to quote Insurer: Creechurch International – Beazley Group 100% Amended Other Insurance Clause – QBE Primary Insurer with respect to Wrongful Dismissal Legal Expense Limit \$250,000 Any One Claim & Aggregate During the Policy Period Minimum Retained Premium: 20% of Annual Premium
Automobile Insurance	To Add Limit \$2,500 / Daily Maximum \$1,500 Loss of Use to Eleven (11) heavy commercial vehicles over 4,500 kgs, excluding Public Emergency Vehicles ie: Fire, Ambulance and Police, and Transit Vehicles – Annual Additional \$3,300 Additional Limits available in \$500 increments up to a maximum of \$10,500 – Quotation available upon request.
Out of Province Emergency Medical	Based on Seven (7) Members – under the age of 80 – Annual Additional \$420 To increase the Trip Duration from 15 days to 30 days – Annual Additional \$490
Public Entity Recovery Assistance Plan (Critical Illness)	Based on Seven (7) Members – age 69 or less \$5,000 limit – Annual Additional \$764 \$10,000 limit – Annual Additional \$1,195
Volunteer Fire Fighters Accident	Quotation Available Upon Request
RISC SYSTEMS	Installation of JLT Canada software solutions Annual Additional \$1,000
DisasterPhone	Enrolment in telecommunication disaster recovery service – Annual Additional \$1,000

THE CORPORATION OF THE COUNTY OF WELLINGTON

File No: OP-2015-05
Municipality: County of Wellington

Date of Adoption: January 28, 2016
Date of Notice: February 2, 2016
Last Date of Appeal: February 22, 2016

NOTICE OF ADOPTION

**With Respect to an Official Plan Amendment
to the County of Wellington Official Plan
Subsection 17(23) and Section 21 of the Planning Act
(Re: OPA 96 - County of Wellington)**

Take Notice that on **January 28, 2016** the Corporation of the County of Wellington passed **By-law No. 5455-16** to adopt **Official Plan Amendment No. 96** to the County of Wellington Official Plan. The proposed Official Plan Amendment is exempt from approval by the Ministry of Municipal Affairs and Housing and the decision of County Council is final if a notice of appeal is not received before or on the last day for filing a notice of appeal as noted above.

Purpose and Effect of the Official Plan Amendment

Official Plan Amendment No. 96 updates the Wellington County Official Plan policies on Community Improvement by:

- a) enabling the County to make grants or loans to local municipalities to assist in the implementation of Community Improvement Plans;
- b) adding brownfield remediation, improving energy efficiency of buildings and providing affordable housing, to the matters that may be considered in identifying community improvement project areas;
- c) removing Community Improvement Areas from the land use schedules, and making related text changes to clarify that amendments to the County Official Plan are not needed to recognize or implement Community Improvement Project Area boundaries; and
- d) updating terminology, adding definitions and making housekeeping changes related to the above.

Public Input

None of the written submissions made to Council or the oral submissions made at Public Meeting were opposed to the amendment.

When and How to file An Appeal

Any appeal to the Ontario Municipal Board must be filed with the Corporation of the County of Wellington no later than 20 days from the date of this notice, as shown above as the last date of appeal. The notice of appeal must be sent to the attention of the Clerk for the County of Wellington at the address shown below and it must:

- (1) set out the specific part of the proposed official plan amendment to which the appeal applies,
- (2) set out the reasons for the request for appeal, and
- (3) be accompanied by the fee prescribed under the Municipal Board Act in the amount of \$125.00 payable by certified cheque to the Minister of Finance, Province of Ontario.

Who Can File An Appeal

Only individuals, corporations or public bodies may appeal the decision of the Corporation of the County of Wellington to the Ontario Municipal Board. A notice of appeal may not be made by an unincorporated association or group. However, a notice of appeal may be made in the name of an individual who is a member of the association or the group on its behalf.

Getting Additional Information:

Additional information about the application is available for public inspection during regular office hours at the Corporation of the County of Wellington at the address noted below.

Mailing Address for Filing a Notice of Appeal:

Clerk, County of Wellington
Administration Centre
74 Woolwich Street, Guelph ON N1H 3T9
tel: (519) 837-2600 fax: (519) 837-1901

**AMENDMENT NUMBER 96
TO THE OFFICIAL PLAN FOR THE
COUNTY OF WELLINGTON**

**COUNTY OF WELLINGTON
GENERAL AMENDMENT
(Community Improvement)**

Important Notice: This draft amendment to the Official Plan for the County of Wellington may be revised after the statutory public meeting at any point prior to County Council's consideration as a result of public input, agency comments, and further review by the County of Wellington.



THE CORPORATION OF THE COUNTY OF WELLINGTON

BY-LAW NUMBER 5455-16


A By-law to adopt Official Plan Amendment No. 96 (Community Improvement)
to the Wellington County Official Plan.

WHEREAS The Council of The Corporation of the County of Wellington, pursuant to the provisions of the Planning Act, R.S.O., 1990, as amended, does hereby enact as follows:

1. That Amendment Number 96 to the Official Plan for the County of Wellington, consisting of the attached maps and explanatory texts is hereby adopted.
2. That this By-law shall come into force and take effect on the day of the final passing thereof, subject to the provisions of the Planning Act, R.S.O., 1990, as amended.

READ A FIRST, SECOND AND THIRD TIME AND PASSED JANUARY 28, 2016.





GEORGE BRIDGE, WARDEN



DONNA BRYCE, COUNTY CLERK

AMENDMENT NUMBER 96
TO THE
COUNTY OF WELLINGTON OFFICIAL PLAN

AMENDMENT NUMBER 96 TO THE COUNTY OF WELLINGTON OFFICIAL PLAN

INDEX

PART A - THE PREAMBLE

The Preamble provides an explanation of the proposed amendment including the purpose, location, and background information, but does not form part of this amendment.

PART B - THE AMENDMENT

The Amendment describes the changes and/or modifications to the Wellington County Official Plan which constitute Official Plan Amendment Number 96.

PART C - THE APPENDICES

The Appendices, if included herein, provide information related to the Amendment, but do not constitute part of the Amendment.

PART A - THE PREAMBLE

PURPOSE

The purpose of the amendment is to update the County Official Plan policies on Community Improvement.

LOCATION

The amendment applies to the entire County of Wellington.

BACKGROUND

Currently, the County Official Plan has policies on Community Improvement that: set out objectives; provide criteria to be considered in establishing community improvement areas; have the effect of requiring amendments to the Official Plan for new, or major changes to, community improvement areas; and identify ways to implement a community improvement plan. The current policies reflect *Planning Act* provisions that were available in the 1990s.

BASIS

As there have been a number of changes to the *Planning Act*, the Official Plan policies should be updated to:

- Include provisions that enable the County to make grants or loans to local municipalities to assist in the implementation of Community Improvement Plans;
- Broaden the matters that may be considered in identifying community improvement project areas to include remediation of brownfields, improving the energy efficiency of buildings, and providing affordable housing; and
- Update terminology, add definitions and make housekeeping changes resulting from the above changes.

The County Official Plan also shows Community Improvement Areas that were identified in the previous local Official Plans (shown in Appendix 'A'). There is no requirement in the *Planning Act* for community improvement project areas to be shown in the Official Plan, or for their boundaries to conform with the Official Plan. Therefore,

- The Community Improvement Area boundaries shown in Appendix A are to be removed through this amendment.

PUBLIC AND AGENCY INPUT

In accordance with the Planning Act, in November 2015 the Notice of Public Meeting was given and a Draft of OPA 96 was circulated to prescribed agencies and individuals who had requested Notice. The Public Meeting was held on December 3, 2015. There were no objections raised in written comments or at the Public Meeting. Most comments were in support of the proposed changes.

IMPLEMENTATION AND INTERPRETATION

The implementation and interpretation of this Amendment shall be in accordance with the relevant policies of the County of Wellington Official Plan.

PART B - THE AMENDMENT

All of this part of the document entitled **Part B - The Amendment**, consisting of the following text constitutes Amendment No 96 to the County of Wellington Official Plan.

DETAILS OF THE AMENDMENT

The Official Plan of the County of Wellington is hereby amended as follows:

1. THAT **Schedule 'A'** be amended by removing the Community Improvement Area boundaries.
2. THAT Section 4.12 be deleted in its entirety and replaced with the following:

"4.12 COMMUNITY IMPROVEMENT

4.12.1 Introduction

The Community Improvement provisions of the *Planning Act* provide for and co-ordinate comprehensive improvements in identified areas of a community. Community improvement policies are intended to provide a planning mechanism for improvements, access to cost sharing programs and encouragement for private investment.

Under the *Planning Act*, local councils may by by-law, designate "Community Improvement Project Areas" within which a local municipality may acquire land, prepare Community Improvement Plans and undertake various community improvement initiatives and works to implement those plans, including the provision of grants and loans to private landowners.

4.12.2 Objectives

Community Improvement Policies are intended to accomplish the following objectives:

- a) promote the long term stability and viability of identified Community Improvement Project Areas by reducing land use conflicts and upgrading municipal services;
- b) encourage coordinated municipal expenditures, planning and development activities within identified Community Improvement Project Areas;
- c) stimulate the maintenance and renewal of private property;
- d) enhance the visual quality of the community; and
- e) foster local economic growth.

4.12.3 Identifying Areas

Councils shall consider the following criteria in the designation of Community Improvement Project Areas:

- a) a significant portion of the housing stock and other buildings are in need of maintenance, rehabilitation or redevelopment;
- b) municipal services including sanitary sewer, storm sewer, water supply systems, roads, sidewalks, curbs, gutters, street lighting or parking facilities are inadequate and in need of repair;
- c) the supply of public open space or recreation facilities is deficient;
- d) there are conflicting land uses in the area;
- e) within commercial areas, deterioration in the appearance of building facades, inadequate parking facilities or inadequate pedestrian access;
- f) a significant portion of the buildings are considered heritage resources;
- g) there is a need to remediate brownfields, improve the energy efficiency of buildings, or provide affordable housing; or
- h) there are other environmental, social or community development reasons that have been identified by a Council.

On the basis of the criteria above, a local Council may, by by-law, designate 'Community Improvement Project Areas', the boundaries of which may be the entire municipality or part of the municipality. These areas will be eligible for 'Community Improvement' as defined by the *Planning Act*.

4.12.4 Implementation

In order to accomplish the community improvement objectives set out in the Plan, a local Council may:

- a) Prepare, adopt and implement a Community Improvement Plan(s) within a designated Community Improvement Project Area(s), pursuant to the *Planning Act* and the community improvement policies set out in this Plan;
- b) Provide public funds such as grants, loans and other financial instruments;
- c) take advantage of federal, provincial or County funding programs which would benefit the community;
- d) prepare and adopt a property standards by-law;
- e) co-operate with groups and organizations whose objectives include community improvement;
- f) undertake other municipal actions, programs or investments for the purpose of achieving the community improvement objectives identified in Section 4.12.2.

4.12.5 County Participation

County Council may participate in a municipality's Community Improvement Plan, and may make grants and loans to the Council of a lower tier municipality for the purpose of carrying out a Community Improvement Plan that has come into effect, on such terms as to security and otherwise as County Council considers appropriate."

3. Part 15 – Definitions is amended by adding the following:

“Community improvement:

Means the planning or replanning, design or redesign, resubdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefor, as may be appropriate or necessary.

Community improvement plan:

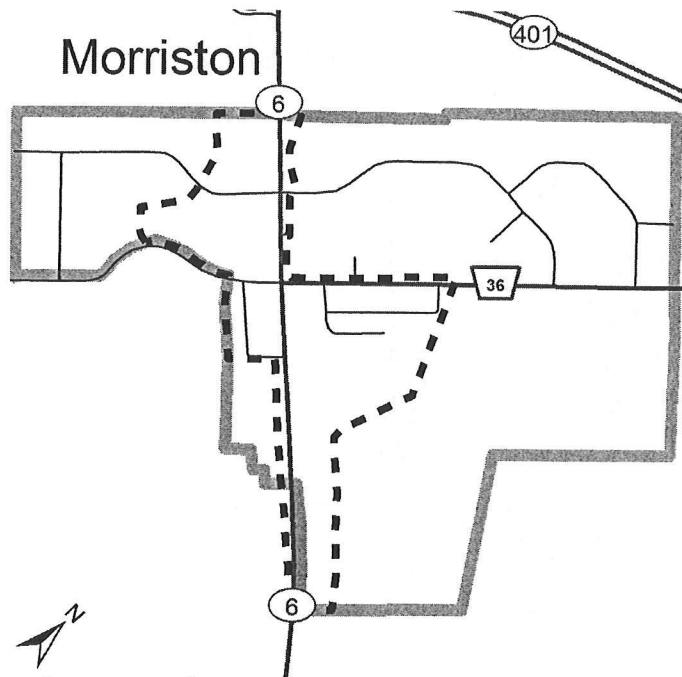
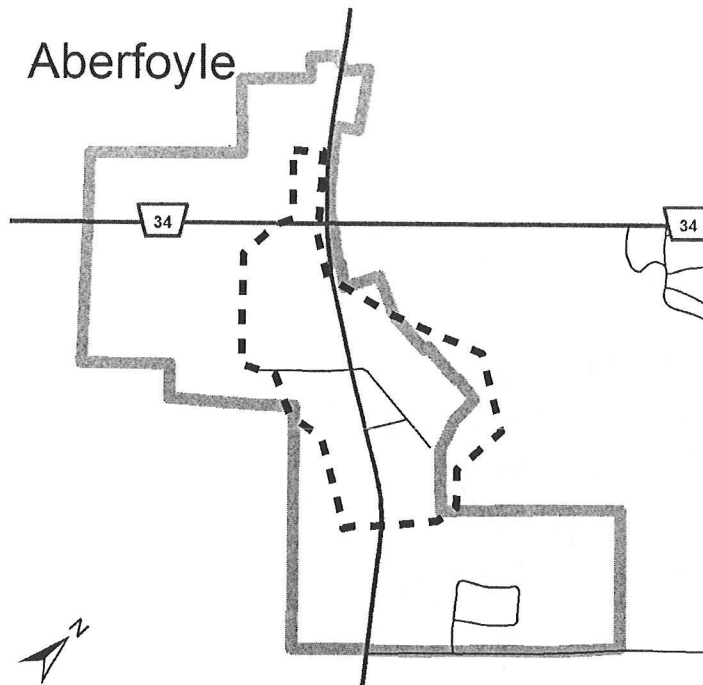
Means a plan for the community improvement of a community improvement project area.

Community improvement project area:

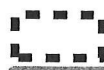

Means a municipality or an area within a municipality, the community improvement of which in the opinion of the Council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason.”

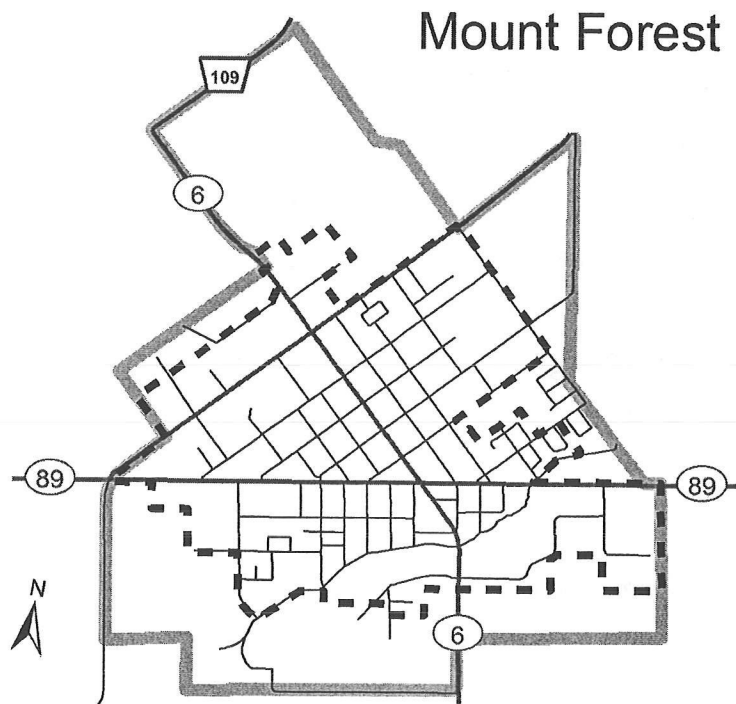
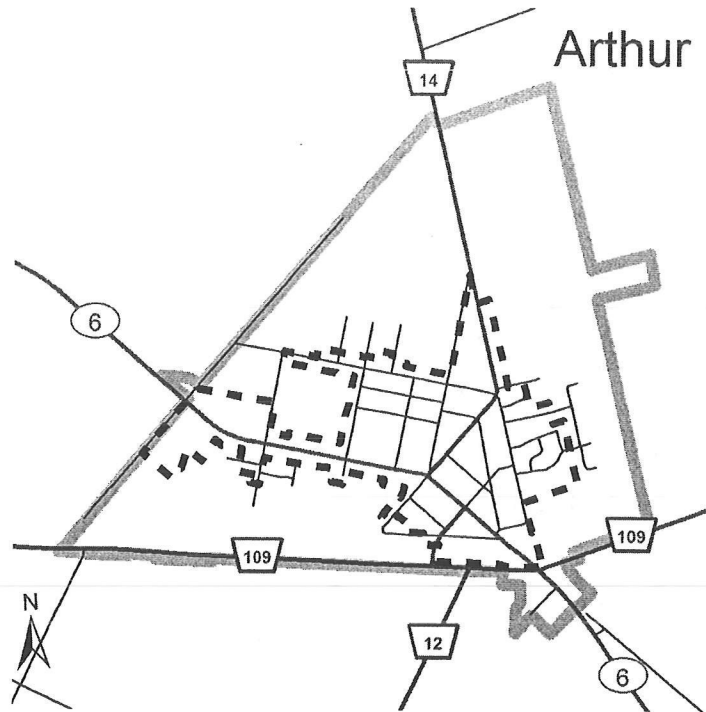
PART C - THE APPENDIX

COMMUNITY IMPROVEMENT AREA BOUNDARIES
TO BE REMOVED FROM SCHEDULE 'A'


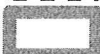


Legend

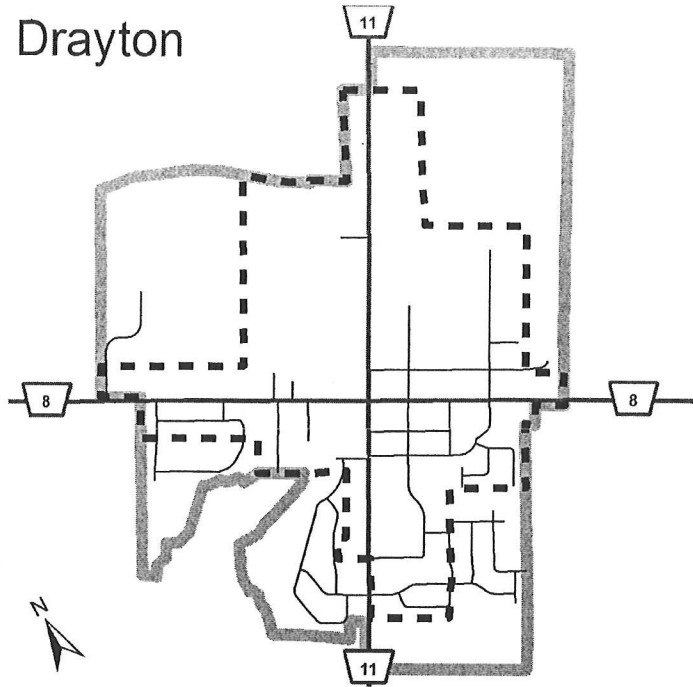
-  Community Improvement Area
-  Urban Centres



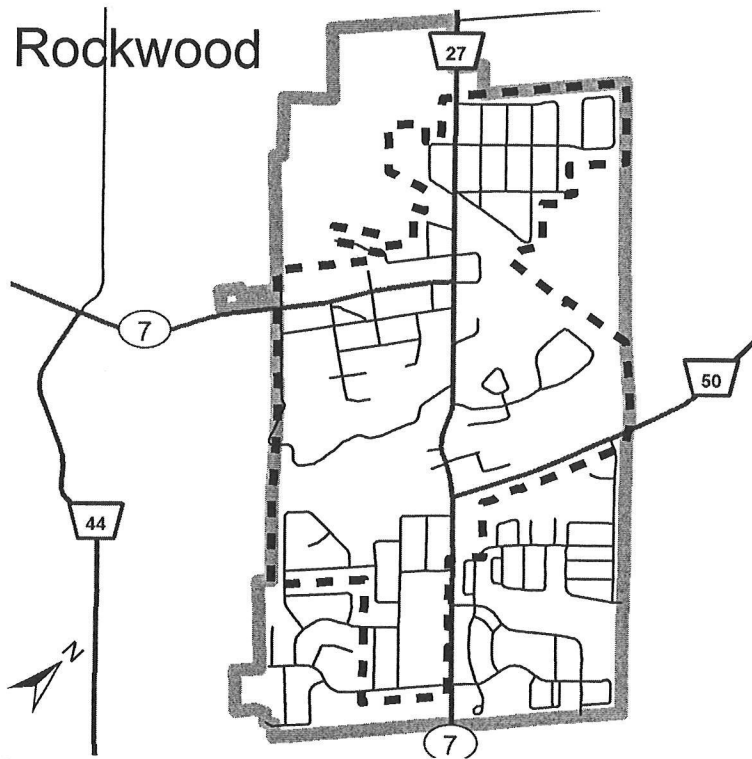
Legend

-  Community Improvement Area
-  Urban Centres

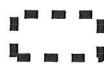
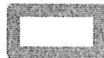
Drayton



Rockwood



Legend

-  Community Improvement Area
-  Urban Centres



Larry J. McCabe, Secretary-Treasurer
57 West St., Goderich, ON N7A 2K5
lmccabe@goderich.ca

RECEIVED FEB 16 2016

February 12, 2016

Dear Head of Council, Members of Council and Municipal Staff,

RE: 2016 OSUM Conference & Trade Show and Executive Committee Nominations

Please join us in the Town of Goderich for the OSUM 63rd Annual Conference and Trade Show from May 4 – 6, 2016. This year's theme is "Are you Prepared?".

Registration and accommodation information has been distributed by the Town of Goderich previously. General inquiries may be directed to Lori Rounds at 519-524-8344 extension 213 or lorirounds@goderich.ca. Additional Conference and Tradeshow details can also be provided by clicking on the OSUM conference link at www.goderich.ca or www.osum.ca. The Conference Program has a wide variety of topics. Please plan on attending the Conference to obtain current information on municipal issues.

For those interested in serving on the OSUM Executive Committee for the 2016-2018 term, a nomination form is enclosed and will be received by the undersigned until March 31, 2016 by 4:00 p.m. The purpose of the organization is to provide a forum for both elected and appointed municipal officials of small urban municipalities to exchange and receive information, to consider matters of common interest, and to take united action on issues of mutual interest to improve local government service in Ontario.

Yours truly,

Larry J. McCabe
Secretary-Treasurer

LJM/hm

Encl.

ONTARIO SMALL URBAN MUNICIPALITIES
Section of Association of Municipalities of Ontario

2016 NOMINATION FORM

Nomination for OSUM Executive Committee
(Term 2016-2018)

Name of Nominee _____

Representing Municipality of _____

Is the municipality a current member of the Association of Municipalities of Ontario?

YES ☐ NO ☐ (please check one)

Title _____

Address _____

Telephone _____

Fax _____

E-mail _____

Background information (municipal service, areas of municipal interest, etc.)

Nominees should be aware that OSUM is not responsible for the cost of expenses associated with OSUM activities. Those interested should have a Municipal Council motion supporting their nomination.

Signature of Nominee

Signature of Nominator

Date

Signature of Secoder

*Please return to Larry J. McCabe c/o Town of Goderich,
57 West Street, Goderich ON N7A 2K5 by March 25, 2016 by 4:00 p.m.*

The Corporation of the Municipality of Brockton

Number: 16-06-041

Session: February 16, 2016

Moved By: C. Peabody

Seconded By: C. Oberle

Oppose Tax Payer Funding - Conservation Ontario Appeal Gilmor vs. Nottawasaga Valley

Be it resolved that the Municipality of Brockton oppose efforts by Conservation Ontario to use tax payer money to fund an appeal of Gilmor vs. Nottawasaga Valley;

Furthermore be it resolved that the Municipality of Brockton oppose such funding an appeal.

Member of Council	Yea	Nay
Adams, Steve	X	
Bell, Bill	X	
Gieruszak, Dan		X
Inglis, David	X	
Leifso, Dean		X
Oberle, Chris	X	
Peabody, Chris	X	
Totals	5	2

Carried D. Inglis

Defeated _____

File No. CA 006-11

M. Orr)
Deputy Mining and Lands Commissioner)

Tuesday, the 5th day
of June, 2012.

THE CONSERVATION AUTHORITIES ACT

IN THE MATTER OF

An appeal to the Minister under subsection 28(15) of the **Conservation Authorities Act** against the refusal to grant permission for development through the construction of a single family dwelling on the east part of Lot 22, Concession 1, Township of Amaranth, municipally known as 555106 Mono-Amaranth Townline (the “Proposed Building”), in the Town of Shelburne, County of Dufferin, Province of Ontario;

AND IN THE MATTER OF

Ontario Regulation 172/06.

B E T W E E N:

ALEX GILMOR AND TANIA GILMOR
Appellants

- and -

NOTTAWASAGA VALLEY CONSERVATION AUTHORITY
Respondent

- and -

THE TOWNSHIP OF AMARANTH
Applicant for Party Status
(Amended June 5, 2012)

O R D E R

WHEREAS THIS APPEAL to the Minister of Natural Resources was received by the tribunal on the 2nd day of September, 2011, having been assigned to the Mining and Lands Commissioner (“the tribunal”) by virtue of Ontario Regulation 795/90;

....2

AND WHEREAS a preliminary motion was considered in this matter by way of written materials submitted by the appellants and the applicant for party status, the respondent choosing to not take a position on the matter;

1. IT IS ORDERED that the request for party status be and is hereby granted.

2. IT IS FURTHER ORDERED that no costs shall be payable by either party to this matter.

DATED this 5th day of June, 2012.

Original signed by M. Orr

M. Orr
DEPUTY MINING AND LANDS COMMISSIONER

File No. CA 006-11

M. Orr
Mining and Lands Commissioner

)
)

Tuesday, the 5th day
of June, 2012.

THE CONSERVATION AUTHORITIES ACT

IN THE MATTER OF

An appeal to the Minister under subsection 28(15) of the **Conservation Authorities Act** against the refusal to grant permission for development through the construction of a single family dwelling on the east part of Lot 22, Concession 1, Township of Amaranth, municipally known as 555106 Mono-Amaranth Townline (the “Proposed Building”), in the Town of Shelburne, County of Dufferin, Province of Ontario;

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Appellants

- and -

NOTTAWASAGA VALLEY CONSERVATION AUTHORITY

Respondent

- and -

THE TOWNSHIP OF AMARANTH

Applicant for Party Status

(Amended June 5, 2012)

REASONS

This Preliminary Motion was heard by way of written submissions filed by Mr. Aradki Bouchelev, counsel for the appellants and by Mr. David N. Germain, counsel for the applicant for party status. Mr. Kenneth C. Hill, counsel for the Respondent, did not file materials and chose to not take a position on this matter.

Introduction and Overview of Facts Not in Dispute

The appellants own property in the Township of Amaranth and the location of the property brings it under the jurisdiction of the Nottawasaga Valley Conservation Authority (the “NVCA”). The appellants applied to the NVCA in 2009 to construct a single family home on the property. They commenced construction prior to obtaining permission from the NVCA which made a formal decision on July 22, 2011. They appealed the decision to the Minister of Natural Resources in a letter dated August 19, 2011. The appellants are also the respondents in an action filed in the Ontario Superior Court of Justice by the County of Dufferin Chief Building Official, pursuant to section 38 of the **Building Code Act**.

The Minister referred the appeal to this tribunal on September 2, 2011. The applicant for party status, the Township of Amaranth (the “Township”) subsequently filed a motion applying for party status claiming that it had a “direct and specific interest” in the matter. The appellants and the applicant agreed to file written submissions to the tribunal for purposes of the motion.

Analysis

(a) Statutory Context

The **Conservation Authorities Act** provides the legislative context for the establishment of conservation authorities within watersheds in the province. An authority as such has the powers set out in the **Act**. The objects of every authority are to “establish and undertake, in the area over which it has jurisdiction, a program designed to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals.”

Section 28 of the **Act** is applicable to this matter. By this section, authorities are allowed to make regulations (subject to approval of the Minister) for the areas under their jurisdiction that deal with a variety of activities that might affect the objects mentioned above. For example, regulations might be made that prohibit, regulate or require the permission of the authority for development if, in the opinion of the authority, the control of flooding, erosion, dynamic beaches or pollution or the conservation of land may be affected by the development. The regulations set out the standards that are to be met and the regulations themselves are enforced by the authorities.

An appeal is provided where after a hearing permission is refused or where the applicant objects to the conditions that have been imposed by the authority on the permission it grants. The appeal is made to the Minister who may refuse the permission or grant the permission with or without conditions. The Mining and Lands Commissioner has been assigned the powers and duties of the Minister of Natural Resources for the purpose of hearing and determining appeals under subsection 28(15) of the **Conservation Authorities Act** by Ontario Regulation 571/00.

(b) The Issue

Should the Township of Amaranth be granted party status?

(c) The Parties Positions

The Township states that it is compelled to seek party status to protect interests that it claims have come under attack by the appellants of the NVCA's decision. The appellants have pointed to the Township's road work as the source for flooding issues that in turn, figured some way into the NVCA's decision to deny permission to build. The Township is concerned that there may be findings at a hearing before this tribunal that could lead to culpability on its part in some other venue. It claims to have a "vital and legitimate interest" in the issue of whether road works undertaken by the Township have had a "negative impact on flooding on the Gilmor lands".

The appellants to the main hearing say that the Township has no role to play in a hearing dealing with their request to have permission granted by the tribunal. They also seek to have certain email correspondence struck from the Township's motion materials.

(d) Application of the law to the Arguments and Conclusions

The hearing before the tribunal is a hearing *de novo*, meaning a new hearing. The tribunal will first and foremost be asked to grant permission by one party (the appellant) and to deny permission by the other (the NVCA). Referring to the documents filed by the Township for the Motion, which included a copy of the NVCA's Notice of Decision, the tribunal will hear evidence from the NVCA concerning its guidelines, the Provincial Policy Statement and its mandate as it applies to this appeal. On a more specific level, the tribunal can expect to hear about features known as "floodways" and "floodplains". Of course, this does not in any way place a limit on the NVCA's case, but it gives some idea as to what the tribunal will possibly hear. It appears that permission was denied because (amongst other things), the "location of the proposed works is within the floodway which is contrary to direction within the NVCA Planning and Regulation Guidelines (2009)." Essentially, the NVCA is concerned about "the control of flooding and conservation of land." It should be noted that the terms "floodway" and "floodplain" are common planning and conservation authority words. The tribunal notes that conservation authorities and municipalities are sometimes occupied in identifying and mapping these features as part of their planning efforts.

This sets the stage for what the tribunal can expect to hear on the appeal. The appellant of course will attempt to persuade the tribunal (with whatever evidence it intends to file) that its request for the granting of permission complies with all relevant policies and guidelines.

What is the Township's interest and is it relevant to the appeal of the NVCA's decision?

The Township's submissions on this point are contained in a letter from its counsel. According to Mr. Germain, the appellants of the NVCA decision have "asserted that road works undertaken by the Township have had a negative impact on flooding on the [their] lands." He states that the issue is one in which the Township has a "vital and legitimate" interest; that it "raises questions of fact that are common to both the Township's interest and to the inquiry that the Mining and Lands Commissioner...is required to undertake under cl. 28(1)(c) of the **Conservation Authorities Act**. The Township can...make a useful contribution to the determination of this issue." He also quotes the appellants' counsel's appeal letter to the Minister wherein a claim was made that the NVCA was biased, among other things. Mr. Germain makes reference to the allegation that the NVCA allowed certain road works to be carried out by the Township without requiring any studies. Mr. Germain believes that "it is reasonable to anticipate that the Gilmors will ask the MLC to make findings of fact regarding the Township's road works and whether or not they have had a negative impact on flooding on the Gilmors' lands." The tribunal notes that included in the Township materials is at least one document ("Water's Edge – Flood Impact Assessment March 11, 2011) that was referred to by the NVCA in a letter dated April 18, 2011 (also included) wherein the NVCA commented on a proposed zoning by-law amendment for the appellant's property. The NVCA letter is useful as it highlights some of the policies that have confronted the appellants in their quest to seek permission to build in an area that is located in a floodplain. But both documents are useful in that they draw attention to the Township's road works and indicate that the road works do figure into calculations that may or may not be useful to the tribunal.

The law regarding the question of party status being granted to others not directly connected to the original application has been the subject of previous decisions by this tribunal. The Township has called upon the tribunal to apply the test set out in the case of *Donald Bye and the Otonabee Region Conservation Authority* (tribunal file CC 1357, November 19, 1993, unreported) wherein the City of Peterborough was found to have a "genuine interest" in the issue of whether the then Wetlands Policy Statement was binding on conservation authorities and the tribunal.

Do the Township's concerns have any connection with the question that will be answered by the tribunal – namely, does the proposed development comply with the applicable NVCA policies and guidelines? Does the Township have a "vital or legitimate interest" in the appeal? The Township has not stated that it has taken up a position either in favour of the proposed development or in objection to it. What it has to offer is evidence regarding its road works which the tribunal may find useful – or not. The Township says that it has an interest "in the question of flooding", and at this stage, the tribunal agrees that the question of flooding is one that it will have to understand in order to make an informed decision.

The tribunal does not find any need to strike out portions of the Township's materials. Evidence is weighed for relevance and the sections identified by the respondents to the Township's motion and to which they objected had no bearing on this decision.

The tribunal will not be on a fact-finding mission to determine whether the Gilmor application for permission has been affected in a negative way by anything the Township has or has not done. The tribunal has no interest in knowing whether the road works were legal or illegal and no interest in knowing whether the NVCA approved the road works or not. All of those issues belong in another forum, not before this tribunal. The tribunal notes with some

irritation that the letter of appeal to the Minister was brimming with such phrases as “demonstrated bias”, “false and misleading information”, “procedural violations” and “prejudice” when describing the appellants’ experiences with the NVCA. The tribunal wishes to make it absolutely clear that the hearing will not be a forum for accusations of this nature.

The application of the Township of Amaranth for party status will be granted.

There will be no costs to either party in this motion.

From: AMO Communications [<mailto:communicate@amo.on.ca>]
Sent: February-18-16 3:50 PM
To: Bill White
Subject: AMO Policy Update - Presumptive PTSD Legislation for First Responders Introduced

February 18, 2016

Presumptive PTSD Legislation for First Responders Introduced

As noted in the provincial government's Post-Traumatic Stress Disorder (PTSD) prevention strategy announcement on February 1st [Provincial PTSD Strategy for First Responders](#), today the Province has introduced Presumptive PTSD Legislation for police, firefighters, paramedics, emergency dispatchers, correctional workers, and First Nations emergency response teams ([Ontario to Introduce Legislation to Support First Responders with PTSD](#)). The announcement was made by the Minister of Labour, the Honourable Kevin Flynn, who was accompanied by the Minister of Community Safety and Correctional Services, the Honourable Yasir Naqvi.

Ontario's first responders do challenging and important work in our communities and municipal governments recognize that their health, safety, and well-being are important.

If passed, the *Supporting Ontario's First Responders Act* (Post Traumatic Stress Disorder), 2016, would allow faster access to WSIB compensation and proper treatment for first responders. Under presumptive legislation, if an emergency services worker covered by the presumption is diagnosed, it would be presumed to be work-related and the worker's claim would be accepted. This proposed legislation will require employers to implement PTSD prevention plans for first responders and that they will be made public. At this time, the draft legislation is not publicly available so we are not able to provide any analysis of its content.

AMO members need to ensure that their corporate municipal staff update their Human Resources policies, practices, and plans accordingly. We understand that in March 2016 PTSD prevention materials, check lists, and plans suitable for all municipal governments will be available on the Public Services Health and Safety Association (PSHSA) website.

If the proposed legislation is passed, there will be some immediate unfunded financial impacts on municipal employers, and the provincial government (i.e. Ontario Provincial Police). It can be expected that Schedule 1 municipalities will experience increased WSIB rates whereas Schedule 2 municipal employers will pay for the actual presumptive PTSD claim costs as well as the WSIB administrative fees. The OPP does have a robust Mental Health Strategy for their staff and we are seeking further information on how the Province will manage any associated presumptive PTSD costs for those who work under the 324 municipal OPP contracts.

Municipal governments who employ First Responders are already incurring costs related to PTSD in areas such as WSIB claims and in absenteeism rates. It is expected that enhanced prevention and earlier treatment may help reduce costs in the longer term. As employers, municipal governments provide support to firefighters, police officers, and paramedics that suffer from PTSD. It's our duty and it's the right thing to do. We recognize the important work that they do.

At the same time, municipal governments are challenged to afford the rising costs of emergency services. AMO continues to call on the provincial government to help control the rising cost of emergency services so that municipalities don't struggle to support first responders when they need it the most.

We will provide further information on this draft legislation to our members as it becomes available.

AMO Contact: Monika Turner, Director of Policy, E-mail: mturner@amo.on.ca, 416-971-9856 ext. 318.

February 19, 2016

Kathleen Wynne, Premier of Ontario
VIA – Email

Dear Premier Wynne,

Please be advised that the Council of the Municipality of Bluewater passed the following motion at their Council meeting on February 16, 2016:

Moved by Councillor Zimmerman, seconded by Councillor Hill that:

Whereas Ontario's growing and aging population is putting an increasing strain on our publicly-funded health care system;

And Whereas since February 2015, the Ontario government has made an almost 7% unilateral cut to physician services expenditures which cover all the care doctors provide to patients – including cuts to programs which are specifically designed to act as incentives for physicians to practice in rural areas:

And Whereas the decisions Ontario makes today will impact patients' access to quality care in the years to come and these cuts will threaten access to the quality, patient-focused care Ontarians need and expect:

And Whereas Ontario is experiencing a growing rural population as retirees move to the countryside;

And Whereas many rural municipalities in Ontario have formed physician recruitment and retention committees and strategies to deal with the reality of physician retirements and shortages;

And Whereas rural areas in Ontario are already at a distinct disadvantage in recruiting family physicians due to a number of factors;

Now Therefore Be It Resolved that the Council of the Municipality of Bluewater hereby requests that the Minister of Health and Long Term Care reinstate incentives for physicians to practice in rural areas of Ontario, and that the minister return to the table with Ontario's doctors and work together through mediation-arbitration to reach a fair deal that protects the quality, patient-focused care Ontario families deserve;

And Be It Further Resolved that copies of this resolution be sent to the Premier of Ontario, the federal and provincial Ministers of Health, the Ontario College of Physicians and Surgeons, and all municipalities in Ontario. Carried.

If you require any further information, please do not hesitate to contact me.

Kind Regards,

A handwritten signature in cursive script, appearing to read "Charlene Overholt".

Charlene Overholt
Manager of Corporate Services/Clerk

From: AMO Communications [<mailto:communicate@amo.on.ca>]
Sent: February-19-16 3:44 PM
To: Bill White
Subject: AMO Policy Update - Ontario Announces Transformation of Children and Family Programs

February 19, 2016

Transformation of Children and Family Services

Today, AMO's President Gary McNamara joined Premier Wynne, Deputy Premier Deb Mathews, and the Minister of Education Liz Sandals as the Province announced a new approach to transform child and family programs through the creation of Ontario Early Years Child and Family Centres. These hubs are currently known as Best Start Child and Family Centres. The centres are intended to offer parents and children a range of early years programs, as well as local community services.

As part of the transformation, the Province is combining four child and family programs into one set of integrated services. These programs are:

- Ontario Early Years Centres
- Parenting and Family Literacy Centres
- Child Care Resources Centres
- Better Beginnings, Better Futures.

Some municipal governments and District Social Services Administration Boards have responsibility to deliver some of these programs. Further, all municipal service system managers play a leading role in local early years service planning which includes these programs.

Today's announcement is noteworthy for the municipal sector as it stated that municipal governments and District Social Services Administration Boards, that are already managing child care, will be transferred management responsibility for the delivery of programs and core services of Ontario Early Years Child and Family Centres by 2018. The provincial government has committed that it will maintain its current investment in child and family programs and will develop a new transparent and responsive funding approach that will redistribute funding by 2018. AMO expects that the ongoing program costs will be 100% funded by the Province and not constitute a new cost-shared program.

Going forward, the Ministry of Education will work collaboratively with municipal governments, District Social Service Administration Boards, and the early years sector to facilitate this transformation in a way that works best for the children and families of communities across the diversity of Ontario. Enabling flexibility to meet local community needs will be the key to achieving best results and outcomes for residents. AMO will be involved in representing the municipal interest to make sure that appropriate governance and funding arrangements are put into place.

Further details are found in the Ontario government News Release "[Improving Access to Services for Young Children and Their Families](#)", and the document "[Ontario Early Years Child and Family Centres: A Public Plan](#)."

AMO Contact: Michael Jacek, Senior Advisor, E-mail: mjacek@amo.on.ca, 416.971.9856 Ext. 329.

February 2, 2016

The Honourable Kathleen Wynne, Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

DELIVERED BY E-MAIL TO:
kwynne.mpp.co@liberal.ola.org

Dear Premier:

Re: Town of Aurora Council Resolution of January 26, 2016
Re: Motion (a) Ontario Municipal Board Jurisdiction

Please be advised that this matter was heard by Council at its Council meeting held on January 26, 2016, and in this regard Council adopted the following resolution:

WHEREAS the Town of Aurora spends an incredible amount of resources and taxpayer money developing an Official Plan; and

WHEREAS the Town's Official Plan is ultimately approved by the Province; and

WHEREAS it is within the legislative purview of Municipal Council to approve Official Plan amendments or Zoning By-law changes that better the community or fit within the vision of the Town of Aurora Official Plan; and

WHEREAS it is also within the legislative purview of Municipal Council to deny Official Plan amendments or Zoning By-law changes that do not better the community or do not fit within the vision of the Town of Aurora Official Plan; and

WHEREAS planning decisions may be appealed to the Ontario Municipal Board ("OMB"), an unelected, appointed body that is not accountable to the residents of Aurora; and

WHEREAS appeals of OMB decisions are limited to questions of law, not the findings of facts in a case; and

WHEREAS all decisions—save planning decisions—made by Municipal Council are similarly only subject to appeal by judicial review and such appeals are limited to questions of law;

The Honourable Kathleen Wynne, Premier of Ontario
Re: Town of Aurora Council Resolution of January 26, 2016
February 2, 2016
Page 2 of 2

NOW THEREFORE BE IT HEREBY RESOLVED THAT Aurora Town Council requests the Government of Ontario to limit the jurisdiction of the OMB to questions of law or process; and

BE IT FURTHER RESOLVED THAT that the Government of Ontario be requested to require the OMB to uphold any planning decisions of Municipal Councils unless they are contrary to the processes and rules set out in legislation; and

BE IT FURTHER RESOLVED THAT a copy of this Motion be sent to The Honourable Kathleen Wynne, Premier of Ontario, The Honourable Ted McMeekin, Minister of Municipal Affairs and Housing, Mr. Patrick Brown, Leader of the Progressive Conservative Party, Ms. Andrea Horwath, Leader of the New Democratic Party, and all Members of Provincial Parliament (MPPs) in the Province of Ontario; and

BE IT FURTHER RESOLVED THAT a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

The above is for your information and any attention deemed necessary.

Yours truly



Stephen M. A. Huycke
Town Clerk

SMH/lb

Copy: The Honourable Ted McMeekin, Minister of Municipal Affairs and Housing
Mr. Patrick Brown, Leader of the Progressive Conservative Party
Ms. Andrea Horwath, Leader of the New Democratic Party
All Members of Provincial Parliament in Ontario
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

From: AMO Communications <communicate@amo.on.ca>

Sent: Monday, February 22, 2016 5:08 PM

To: BWhite@town.minto.on.ca

Subject: AMO Policy Update - AMO Welcomes Increased Infrastructure Funding for Municipalities

February 22, 2016

AMO Welcomes Increased Infrastructure Funding for Municipalities

The Honourable Kathleen Wynne, Premier of Ontario, announced at the Rural Ontario Municipal Association - Ontario Good Roads Association Combined Conference today that the Province would triple funding under the Ontario Community Infrastructure Fund (OCIF) by 2018-19.

The Premier announced that the OCIF formula funding component will be doubled next year from \$50 million to \$100 million and increased ultimately to \$200 million within three years. The application portion of OCIF will also continue, increasing to \$100 million in year three.

"We welcome the commitment of dollars and the formula-based approach. As I said earlier today, municipal governments need support from the Provincial and Federal governments, both in terms of funding and planning for Ontario's infrastructure needs," said AMO President, Gary McNamara.

The Premier also announced that the Province would allow OCIF to be banked for up to five years to pay for larger projects and streamline applications to better reward good asset management by municipalities. Finally, the Connecting Links program will be increased to \$20 million next year and \$30 million in 2018-19.

AMO and Ontario municipalities have long sought to put provincial funding for infrastructure on a more sustained and predictable path. Increasing formula funding helps to acknowledge the progress municipal governments have made on asset management planning to understand funding priorities. Sustainable infrastructure funding supports local economies and quality of life across Ontario.

AMO Contact: Craig Reid, Senior Advisor, E-mail: creid@amo.on.ca, 416.971.9856 ext. 334.

RECEIVED FEB 22 2016



Dear Foundation Supporter:

The 28th annual Maitland Conservation Foundation Dinner and Auction will be celebrated on April 22, 2016 at the Brussels, Morris & Grey Community Centre. This is our most successful fundraising event thanks to the generous support of businesses and individuals who contribute to the evening.

This year the event theme is celebrating Restoring the Maitland. The Maitland watershed provides an excellent example of successful efforts to improve the natural environment. Funds raised by the Foundation directly support improvements at the conservation areas and watershed restoration projects.

We are currently seeking donations for the auction. If you would like to donate this year please contact Lori Gordon or Phil Beard at the MVCA office at 519-335-3557 or by email at foundation@mvca.on.ca. In the coming weeks one of our Foundation Directors will follow up to see if you are able to make a donation. Donations received before April 9th will be listed in the event program.

In keeping with an environmental theme, donations of items related to conservation projects, landscaping, gardening, tree planting or outdoor recreation activities are being specifically sought. Products made locally using, or inspired by, natural resources are also desired. All donations and monetary contributions are greatly appreciated.

The 2016 Dinner and Auction will support conservation and stewardship activities of the Maitland Valley Conservation Authority. In 2016, the Foundation plans to support: projects at our Conservation Areas and stewardship projects for the Middle Maitland Headwaters Restoration Project and the Garvey Glen Watershed Restoration Project.

If you would like to attend the Dinner and Auction individual tickets are \$60 dollars per person. Tables of eight can be purchased for \$600 and table purchasers will receive a charitable tax receipt for \$120.

If you would like to sponsor a table the cost is \$250. Table sponsors receive a tax receipt for the full amount and recognition in the program. Guests with regular tickets will fill the seats at the sponsored tables.

Last year we sold out early so please contact Lori Gordon or Phil Beard at 519-335-3557 or foundation@mvca.on.ca as soon as possible to reserve your tickets.

Sincerely,

Kate Procter
Chair, Maitland Conservation Foundation

Donation Suggestion List

- Landscape/Gardening
- Native plants, wildflowers, trees, shrubs
- Planting material/tools
- Trees
- Pollinator or Butterfly garden plants
- Gardening tools
- Composters
- Rain barrels
- Related gift certificates
- Gift baskets (local theme...ie honey, chocolate
- Handcrafted items (pottery, quilts, wood, metal)

Outdoor recreation

- Biking, hiking, boating skiing, snowshoeing and other “eco” activity accessories
- Canoes and related equipment
- Fishing gear
- Camping gear/passes
- Birding books, binoculars and other related items
- Tickets to seasonal local events and attractions
- Photography related (camera packages)
- Certificates to golf courses
- Cottage vacation (as long as not too rustic)
- Fly fishing lessons and/or fly tying lessons
- Outdoor vacation packages

Watershed resources

- Framed pictures of wildlife or scenery
- Maple syrup/honey products
- Coupons for other local food products
- Gift certificates to restaurant that serves locally sourced foods
- Items made from local wood products or other natural materials
- Arts and craft made locally and reflecting environmental messages

ADDITIONAL IDEAS AND MONETARY DONATIONS ARE WELCOME.

Donations to the Dinner and Auction are eligible for charitable tax receipts.

THANK YOU FOR SUPPORTING THE MAITLAND CONSERVATION FOUNDATION

Minutes of Parks & Recreation Advisory Committee Meeting
Meeting Date: Monday, January 28, 2016
Meeting Location: Clifford Arena

Present: Councillor Ron Elliott, Ryan Fisk, Bill Raynard
Councillor Dave Turton, Bob McEachern
Staff Present: Allan Carr, Recreation Facilities Manager
Matthew Lubbers, Recreation Services Manager
Regrets: Grace Wilson, Recreation and Facilities Assistant
Dorothy Grotenhuis, Geoff Gunson

Councillor Elliott called the meeting to order at 5:00 p.m. and welcomed Ryan Fisk.

Review of November 30, 2015 Minutes:

P.R.A.C. minutes from November 30th were reviewed.

MOTION:

Moved by: Bob McEachern and Seconded by: Bill Raynard

THAT:

The P.R.A.C. minutes of November 30, 2015 be approved as circulated.

CARRIED

Council Follow-Up:

Council reviewed and approved the minutes of P.R.A.C.'s meeting on November 30th. Council also approved the retention of Michele's Mowing & More for grass cutting services in 2016.

Service Manager's Reports:

Norgan Theatre Board Minutes

The draft Norgan Theatre Board minutes from January 25th were reviewed. A new team is set to begin volunteering in May. The Norgan will finish very close or ahead of budget in 2015 as special events profit exceeded expectations. When asked for an estimate on the loan status to the Town, Services Manager Lubbers expects that around \$15,000-\$18,000 will be left owing as of December 31, 2015. The original loan amount was \$177,079 in 2007.

Program Progress Report

Grassroots Hockey is running well and a wrap-up celebration is planned for March 13th. Preparations for spring programs and events such as Mass Registration, March Break Day Camp, the Try It Sports Program and the Kids Ball Hockey League are being made. Resumes for summer pool and day camp positions are being accepted until February 5th.

Facilities Manager's Report:

Facilities Update

Facilities Manager Allan Carr would like P.R.A.C. to explore concession booth operations options for the Harriston Arena and Palmerston Arena for next ice season. He will bring a list of pros and cons for options such like continuing as is or offering it to local community groups to run to the next P.R.A.C. meeting. The concession booth at the Clifford Arena is currently operated by the Clifford Recreation Association and will not be part of this review.

The overhead Olympia door and 2 ice surface lights required repair and replacement at the Clifford Arena. A new recirculating pump to heat the dressing rooms was required at the

Minutes of Parks & Recreation Advisory Committee Meeting

Meeting Date: Monday, January 28, 2016

Meeting Location: Clifford Arena

Palmerston Arena. Staff is working through the process with regard to patron difficulties at the Harriston Arena. Facilities Manager Carr offered to prepare a breakdown of what each portion (arena, hall, and curling club) of our arenas costs for the next P.R.A.C. meeting.

Intermittent power caused issues with some compressor room components and lights at the Harriston Arena. The blade adjustment assembly on the Olympia in Harriston needed repair. The furnaces at the Old Town Hall and Arena Auditorium in Harriston required servicing.

Usage Update

All 3 arenas are busy hosting tournaments and a variety of other events such as walking groups, drop in playgroup, fitness classes, cards, meetings and regular ice bookings. January is traditionally one of the busiest and best revenue generating months for the department. There were 3 nights that evening rentals were cancelled due to winter weather in January.

MOTION:

Moved by: Bill Raynard and Seconded by: Bob McEachern

THAT:

The Service Manager's and Facilities Manager's Reports be accepted as presented.

CARRIED

Donation Request

The Palmerston and District Hospital Foundation will be holding their 16th Annual Starlight Gala on Saturday May 28th at the Palmerston & District Community Centre. Development Officer Dale Franklin submitted a letter requesting a donation of the facilities and a 25% Council grant on bar sales. The donation policy calls for P.R.A.C. to make a recommendation to Council regarding the donation of the facilities. Both of these donations have been approved for previous Gala's held at our facilities.

RECOMMENDATION:

Moved by: Bob McEachern and Seconded by: Ryan Fisk:

THAT:

P.R.A.C. recommends to the Council of the Town of Minto that the facilities required for this year's Gala and 25% of bar sales from the event be donated to the Hospital Foundation.

CARRIED

Recreation Rates Review:

P.R.A.C reviewed various recreation rates changes and a 3-year ball, soccer and ice rate proposal from staff. The 3-year plan would call for a \$2 per player per year increase to the minor summer sports per participant fees and for a \$2 per hour per year increase for most ice rates. Adult rates for use of ball diamonds and soccer pitches would increase to and then be capped at \$50/game. Other rates not a part of the 3-year plan include Adventure Camp, Aquatics and Grassroots Sports fees increasing modestly in 2016 as per the attached sheet.

Minutes of Parks & Recreation Advisory Committee Meeting

Meeting Date: Monday, January 28, 2016

Meeting Location: Clifford Arena

MOTION:

Moved by: Dave Turton and Seconded by: Ryan Fisk:

THAT:

P.R.A.C. endorses the proposed changes to the Recreation rates and fees for 2016 and the 3-year ball, soccer and ice rate proposal.

CARRIED

New Business:

Bob McEachern notified the committee that a GMHL team will be playing out of Wiarton next ice season.

2016 Meeting Dates:

The following dates and locations for 2016 P.R.A.C. meetings were discussed:

Monday February 29th – Harriston Train Station

Monday April 4th – Palmerston Train Station

Monday May 30th - Drew Hall

Monday June 27th – Clifford Rotary Pavilion

Monday September 26th – Palmerston Lions Clubhouse

Monday October 24th – Harriston Arena

Monday December 12th – Location TBD

MOTION:

Moved by: Bill Raynard

THAT:

P.R.A.C. adjourn at 6:30 p.m.

The next meeting is Monday February 29th at 5:00 p.m. at the Harriston Train Station.

Matthew Lubbers
Recreation Services Manager
Parks & Recreation Advisory Committee

LaunchIt Minto
Minutes of February 9, 2016
Page 1 of 2

The LaunchIt Minto Board held a meeting on Tuesday February 9, 2016 at LaunchIt Minto. Board Members present for the meeting were Mayor George Bridge, Chair Glen Hall, Councillor Mary-Lou Colwell, Irmgard Kuersten-Kirkorian and Manager of Economic Development Belinda Wick-Graham.

Members of staff present; Business Development Coordinator Somer Gerber.

Regrets were received from Hope Redit, Justin MacIntosh, Ryan Kosleg and Ralph Drost.

Chair Glen Hall opened the meeting at 3:18 pm.

The meeting opened with the Board discussing the feasibility of keeping Unit #3. It was decided that we would give up the unit and replace the wall between Unit #3 and #4. LaunchIt will continue to offer all of the services it has been but focus more on training, coaching and mentorship. LaunchIt will still have 2-3 office spaces available to rent on as needed or permanent basis.

MOTION

Moved by: Councilor Mary-Lou Colwell and Seconded by: Irmgard Kuersten-Kirkorian

THAT: The Board approves closing Unit #3

CARRIED

The Board reviewed the January financials and discussed the 2016 Budget. Wick-Graham noted that with the closure of Unit #3 it will eliminate expenses, allowing LaunchIt to focus on offering more and better training to the community. The current financial statement shows a loss of (-\$490) but that will be rectified once the final installment of RED funding is deposited in the amount of \$3,750.

MOTION

Moved by: Glen Hall and Seconded by: Mayor George Bridge

THAT:

The Board approves the January Finances

CARRIED

Hall and Gerber reported for the Business Services Committee stating that several BFP participants will be graduating this month allowing more space to take on new businesses. We currently have 1 new business approved in the program as well as two Renew Northern Wellington participants.

Hall talked about the 5 part Lunch & Learn series on “Developing the Leader Within You”. It was extremely well attended and based on feedback, had an impact on several attendees mindsets. A new series is planned to start on March 23, 2016 topic TBD.

Gerber told the Board that a company called Horizon Quest contacted LaunchIt and asked if LaunchIt would be interested in partnering with them to host some training events. It was decided that LaunchIt would continue to focus on our current partnerships at this time.

The Board heard from Gerber about an exciting seminar happening on Feb 11, 2016 entitled “6 Rules of Emotional Intelligence for Small to Medium Businesses” – Jackie Lauer CEO Heart of Culture has generously reduced her normal fee allowing LaunchIt the opportunity to learn from her years of experience. The first of the Conestoga Colleges 3 part series for Entrepreneurs had to be cancelled due to weather but will be rescheduled.

LaunchIt Minto
Minutes of February 9, 2016
Page 2 of 2

Wick-Graham and Gerber discussed with the Board that a Marketing plan for 2016 will need to be established upon budget approval. WWCFDC is offering a grant to offer Sales and Customer Service training. The grant will cover 50% of the expenses up to \$1000. Deadline to apply is Feb 19, 2016. LaunchIt will apply for this grant and look into having Neil Dunsmore offer sales training. The event must be held before March 25, 2016.

Wick-Graham reported for Sectors Engagement Committee, updating the Board on Minto's Renew Northern Wellington business, Dinkelmann Grappling Arts in Palmerston. Renew participants are expected to participate in the LaunchIt training and mentorship program although both participants have time and transportation challenges that as causing a delay.

Wick-Graham updated the Board about the feasibility of adding an Agricultural component to the Incubator. A Steering Committee has been assembled made up of neighboring municipalities, Farm Start and others with knowledge and experience in the Agriculture industry.

The Ag. Incubator could look like:

- Having small acreage available for start-up farms across our communities
- Certified Kitchens, maybe even a mobile kitchen.
- Coordinated Training courses offered in all communities
- Mentors from the Ag. Sector across all communities

In other business, Wick-Graham stated that the PitchIt competition will kick off March 1, 2016. The winner will receive \$15,000 in cash and prizes which includes a 6mth BFP membership.

The Board discussed the need to engage the community and get the word out about the business training being offered by LaunchIt. It was suggested that we could contact local service clubs and ask to attend their meeting to promote and speak about what is being offered. The Board also feels that personally calling businesses to tell them about training sessions that could specifically benefit their business may be a great way to engage and inform.

Moved by: Glen Hall and Seconded by: Mayor George Bridge

THAT

LaunchIt Board Meeting adjourns.

The meeting adjourned at 4:27 p.m.

The next LaunchIt Minto meeting is Tuesday, March 8, 2016 at 3:00 p.m. at LaunchIt Minto.

Somer Gerber, Business Development Coordinator

CULTURAL ROUNDTABLE
Minutes of February 22, 2016

The Cultural Roundtable held its regular meeting on Monday February 22, 2016 at LaunchIt Minto. Roundtable members present for the meeting were: Chair Andrew Gowan, Gordon Duff, Willa Wick, Peggy Raftis, Megan Raftis, Caitlin Hall and John Cox. Members of staff present were Manager of Economic Development Belinda Wick-Graham and Administrative Assistant Cally Mann. Regrets were received from Mayor George Bridge, Councillor Mary Lou Colwell, Councillor Jean Anderson and Brooke McLean.

Chair Andrew Gowan welcomed everyone and opened the meeting at 6:01 p.m.

The Roundtable reviewed the previous meeting notes and made the following changes. The volunteer portal reveal was at the arena during the volunteer dinner not the Library and the Rural Ontario Institute Youth Engagement Showcase was given to Megan Raftis not the Youth Theatre Program and it is a documentary rather than a TV show.

Motion:

Moved By: Megan Raftis

Seconded By: Willa Wick

THAT

The Cultural Roundtable approve the minutes of the January 25th, 2016 meeting with noted changes.

CARRIED

Positive feedback from the Volunteer Portal Update was received from John Burgess and Wendy Lockwood who are posting on behalf of the IPM. Rural Route will have an advertisement within the March issue promoting the Volunteer Portal.

Wick-Graham noted that the library was available March 31, 2016 and the information night is booked from 7:00 p.m. – 9:00 p.m. for this date. Wick-Graham advised the committee that she has found a volunteer training program, and the trainer – Reva Cooper, is the Program Coordinator for the Volunteer Management Program through Conestoga College. Wick-Graham reviewed the training sessions that will be offered, this document is attached as Schedule “A”. Training sessions will be offered between the Town of Minto and the Township of Wellington North, with Wellington North hosting the sessions in April and October and Minto hosting in May and November. Wick-Graham recommended a cost of \$20.00 to be applied to each course, including a light dinner, with a \$20.00 discount applied if all four sessions were registered for. Wick-Graham thought it would be constructive if Reva Cooper were to attend the information night on March 31st in order to promote the training sessions, and provide a short presentation. It was proposed that Wellington North attend the information night as well for this presentation and Peggy Raftis suggested having a networking session between 6:00 p.m. and 7:00p.m., ending with the training session presentation.

Wick-Graham is seeking a new contact within the Youth Council, and provided a review of the staff newsletter from December. The newsletter noted that the

CULTURAL ROUNDTABLE
Minutes of February 22, 2016

Township of Mapleton is the only municipality that has formed a Youth Action Council thus far with the intent that Minto and Wellington North are to form councils in 2016 and that the councils will be funded through the municipal resources.

Wick-Graham showed a video of Gregory Smith promoting his 'Flipping the Iceberg Program' and confirmed that a one-day program is doable at a cost of \$75 per student. Caitlin Hall questioned how the program would attract the youths, with Wick-Graham answering that there is a possibility of partnering with the local high school. It was suggested that Gregory Smith and Paul Richards, Principal of Norwell be invited to the next Cultural Roundtable meeting to discuss this idea further.

Willa Wick advised the Committee that the Harriston Historical Society is looking to partner on a Local Heritage Marker Program. The province has a plaque program in place but they have very strict criteria and although we may find a building locally significant the Province may not. In an effort to initiate a Local Heritage Marker Program the HHS is looking for a funding partner. This program would be a Minto-wide program so the Roundtable suggested creating a form and having it organized as a grant – to be filled out and submitted to the Roundtable for approval. It was suggested that a meeting be held with the Minto heritage organizations to discuss this program more in-depth and bring recommendations forward to the Roundtable on how to proceed.

Caitlin Hall stated that the Taste Real Romp is May 28th and the 10th anniversary of Reroot Organic is being held in conjunction with that. Winner of the #MintoPhoto Contest, Amy Belair's prize package was described to the Committee as well.

Gordon Duff noted that the Basement Café on February 20th went over well, with the next café to be May 14th. The next movie is Brooklyn to be shown March 3rd, and Duff is looking for higher attendance. Main Street Memories is on display from March 3rd to the end of April at the Minto Arts Gallery. A date of March 17th at 7:00 p.m. has also been confirmed for the artisans co-op opportunity information night at The Old Post.

Willa Wick discussed the three art gallery rooms that display the past IPM souvenirs, with one week remaining on this display. Wick updated the Committee on how the Carmen Weppler event was and noted that there was a good turnout.

Megan Raftis advised that the documentary for the Rural Ontario Institute is to be filmed over the March Break.

Peggy Raftis mentioned that the play Artifice is opening mid-March, with Bells Reunion beginning in May. She also highlighted that there is the newly started Glee Club.

CULTURAL ROUNDTABLE
Minutes of February 22, 2016

John Cox voiced that the Chamber has been busy and had just held the Annual General Meeting and John Burgess is the new president. Community Achievement Award nominations are due by March 1st.

Wick-Graham relayed that there is a freelance writer that wants to write about local opportunities for people moving out of the city and into rural areas. In relation to the budget, Wick-Graham brought up directing the funds – that were previously used to fund Concerts in the Park, towards local events in order to provide musical entertainment at those events. A maximum of \$500 per event was suggested in order to maximize availability. An application will be drafted and emailed to the Committee for approval.

Peggy Raftis spoke of promoting the Roundtable and what the Committee has to offer to local organizations and residents; a brochure, Rural Route article and Minto mailer were suggested.

The new Community Guide was received last week and will be distributed throughout the Town through the Wellington Advertiser. A new designer was used for the guide – Heather Watterworth. It was also highlighted that for the first time the Community Guide was divided into a Spring/Summer edition and a Fall/Winter edition to be released in September.

The next meeting will take place on Monday March 28, 2016 at 6:00 p.m. at LaunchIt Minto.

Cally Mann
Recording Secretary



**Minutes
Trees for Minto
Tuesday January 26, 2016**

Attendance: Jared James, Judy Dirksen, Mark Van Patter, Annilene McRobb, Erin Dolmage, Rob Johnson, Paul Martin, George Bridge and Terry Fisk
Absent: Ron Faulkner, Paul Richard, Michael Hendricks, Jonas Martin, Bert Von Westerholt and Edwin Martin

1. **Call to Order** Chair Jared James called the meeting to order at 7:39 p.m.

2. **Minutes of the Previous Meeting**

a) Minutes of January 26, 2015

Mark Van Patter provided further funding information to be added to the minutes.

Moved by: Judy Dirksen

Seconded by: Paul Martin

THAT the minutes of the January 26, 2016 minutes be approved as amended.

3. **Reports**

a) Letter to the Landowners

The Committee prepared the letter to be sent to the 119 landowners in the headwaters of the Maitland River.

Erin will complete an information package to send out with the letters, the breaking Wind Brochures will also be included with the letters.

Door knocking should begin mid-March for those individuals that call in. There may be properties that are of priority that the committee may wish to call on. Need to make sure that they members give the same message to the home owners. Rob Johnson will provide information to those that are volunteering to go door to door.

Door to door volunteers are: Jared, Terry, Rob, Paul M and Edwin.

Larger projects will be passed on to Geoff King, otherwise we may be able to have the CELP or school programs assist with the planting.

b) Next Steps

- Jared to approve the letter
- Erin to create the brochure to be sent with the letter
- Breaking Wind brochure to be sent to Annilene electronically to be put in the letter
- Letter to be mailed out the week of February 22nd
- Advertising through the County page in the Wellington Advertiser, Mark to look after

- Write an article for local newspapers in order to get publicity, Mark to look at getting articles from the Trees for Mapleton to use as a template
- Advertise on the Rural Route back page through the Town of Minto Mark to send info to Annilene to place in the magazine
- Volunteer door knockers will meet to discuss their approach prior to the next meeting, presenting business information to the home owners is the best approach; invite a Champion from Trees for Mapleton to assist them.

4. New Business

Michael Hendricks is looking for Community Projects for the CELP group. If there are any projects that the committee has for April or May, please advise Annilene and she will provide the projects to Michael.

Ideas: interpretive trail at the office

Smale Tract on the 10th Line

5. Next Meeting

March 31, 2016 at 7:30 p.m.

6. Adjournment

Chair James adjourned the meeting at 9:30 p.m.

LaunchIt Minto

2015 Year in Review





2015 Board Members

- Chair Glen Hall – Minto Chamber of Commerce
- Mayor George Bridge
- Councillor Mary-Lou Colwell – Council Representative
- Belinda Wick-Graham – Town of Minto
- Ralph Drost – Minto Chamber of Commerce
- Hope Robertson – Economic Development Planning Committee
- Justin McIntosh – Community at Large
- Calvin Frey – Community at Large
- Ryan Koeslag – Community at Large
- Somer Gerber – Business Development Coordinator



Thank You to Our Funders



Town of Minto



Minto Chamber of
Commerce



Ministry of Agriculture,
Food and Rural Affairs

OMAFRA



Wellington County



Thank You to Our Partners



Guelph Wellington
Business Enterprise
Centre



Business Development
Bank of Canada



Wellington- Waterloo
Community Futures
Corporation



Saugeen Economic
Development Centre



Conestoga College



Innovation Guelph

Promotional Materials

"Connecting with local business mentors through LaunchIt Minto helped give me a fresh perspective on my small business and great new ideas for marketing and growth."

Caitlin Hall - re-root organic farm

LAUNCHit Minto

1 Elora St. N., Unit #4, Harriston, ON NOG 1Z0
519-510-7400 | launchitminto.com

LAUNCHit Minto

HELPING BUSINESSES START

Upcoming Seminars:

SEPT 8 7-9 PM
VIRTUAL MERCHANDISING
with Paula Coffey
From The Planner's Wife

SEPT 23 7-9 PM
FINANCIAL CHECK UP
FROM THE DEBT UP!
with Scott Leppert, CFP®
OFF (91) & Small Business Advisor
An interactive evening to discuss financial health, what you may not have known.

OCT 8 7-9 PM
"THE BIG ASK"
with Harold Dethier, Small Business Advisor
How to craft a 30 second intro that will generate 2 minutes worth of questions.

Rent a Room or Office Space!
MEETING ROOM: 6-8 people, \$50/day, 12:15 half day (3 hrs)
BOARD ROOM: 12-15 people, \$100/day, 5:00 half day (3 hrs)
OFFICE SPACE: Get Out of Your Home Office and into Ours! Affordable space for rent!

Seminar Cost:
\$15 / Person
\$25 / Business (2+)
\$20 / Chamber member business (2+)

1 ELORA ST. N., HARRISTON • 519.510.7400 • info@launchitminto.com

LAUNCHit Minto

HELPING BUSINESSES START

Upcoming Seminars:

OCT 8 7-9 PM
"THE BIG ASK"
with Harold Dethier, Small Business Advisor
How to craft a 30 second intro that will generate 2 minutes worth of questions.

OCT 13 7-9 PM
STRATEGIC PLANNING MADE EASY
with Michael Seydler from Future Focus
A 3 part series continuing Oct. 27 and Nov. 10

OCT 20 7-9 PM
TOO MANY HATS
with Michael Levis
Beyond time management for entrepreneurs!

Rent a Room or Office Space!
MEETING ROOM: 6-8 people, \$50/day, 12:15 half day (3 hrs)
BOARD ROOM: 12-15 people, \$100/day, 5:00 half day (3 hrs)
OFFICE SPACE: Get Out of Your Home Office and into Ours! Affordable space for rent!

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"Ag Business & Crop Inc., precision farming and commercial UAV's, is growing thanks to LaunchIt Minto!"

Felix Weber - Ag Business & Crop Inc.

LAUNCHit Minto

1 Elora St. N., Unit #4, Harriston, ON NOG 1Z0
519-510-7400 | launchitminto.com

"Launchit allows my business the opportunity to keep growing"

"I am able to focus on my business and not worry about the small things, Launchit has it covered"

Joe McLaughlin - McLaughlin Financial Group

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LAUNCHit Minto

HELPING BUSINESSES START

Upcoming Seminar:

NOV 10 7-9 PM
LEADING YOUR TEAM TOWARD YOUR STRATEGIC DESTINATION
with Michael Seydler from Future Focus
Learning the steps of assessing your staff's strengths, interests and motivations, and harnessing them for the benefit of your organization.

Rent a Room or Office Space!
MEETING ROOM: 6-8 people, \$50/day, 12:15 half day (3 hrs)
BOARD ROOM: 12-15 people, \$100/day, 5:00 half day (3 hrs)
OFFICE SPACE: Get Out of Your Home Office and into Ours! Affordable space for rent!

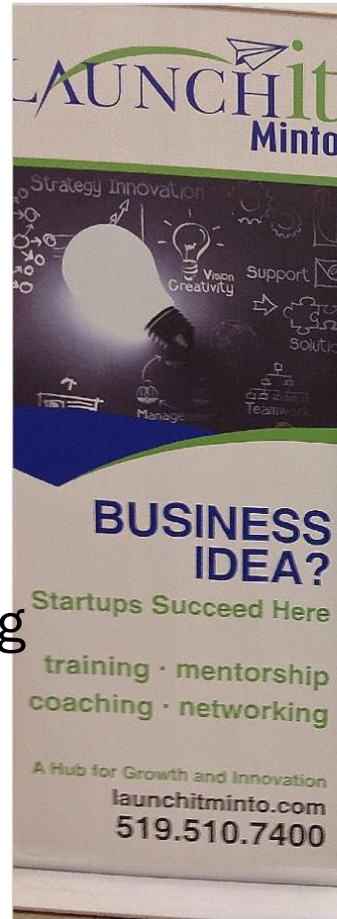
Seminar Cost:
\$15 / Person
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\$20 / Chamber member business (2+)

Now Accepting Applications FOR THE BUSINESS FLIGHT PROGRAM
Assisting new, upcoming and existing businesses by providing tools to excel. Includes training, mentorship, coaching and networking opportunities. *FREE to accepted applicants!*

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Trade Shows, Events & Tours

- W.N. Showcase 2015
- Clifford Rotary Club
- Norwell Job Fair
- Mayor's Breakfast
- Norwell 75th Reunion Bus Tour
- WOWSA
- U of W Ec Dev. Students
- GWBEC Wake-Up Call Networking
- Local Immigration Partnership



Mentors

- Mayor George Bridge
- Wendy Lockwood – Kimbal Printing
- John Burgess – Kimbal Printing
- John Mohle – Wellington Construction
- Bethany McMullen – Loblaw
- Paul Brown – Brown Insurance
- Heather Watterworth – Creative Worth



Business Flight Program

- 10 BFP Participants
- 7 Mentors
- 5 Graduates



Growing with LaunchIt



Ag Business and Crop Inc. has been very fortunate to be part of the Launchit program from Minto. It was been a refreshing, invigorating and exciting program. Our business is growing and the Launchit program is helping to take us to 'the next level'. By being in contact with a professionals in our own community we have been able to access a wealth of expertise that has been invaluable. With being matched with a mentor that helps address our particular growth needs we are more confident what direction we are going and how we are able to expand. The short courses and business lunches keep us informed on many topics and are short enough to fit into a busy schedule but in depth, and concise enough, to provide valuable information and help.

Graduation June 15'

innovative
PRINT

You're invited!

July 29, 2015

Join us for ribbon cutting
at 11:00am and
burgers from 11:30am - 1:30pm

Harriston Office: *NEW LOCATION*
4 Elora Street North, Harriston

1.888.698.3883

www.innovativeprint.ca



Innovative Print had grown from 2 employee to 4 in under a year at LaunchIt. They moved into a beautiful new location downtown Harriston and continue to grow and serve Minto.

Graduation February 15'



After 1 short year at LaunchIt, Triton Engineering has decided to make Minto a permanent location.

Triton has moved into The Old Post and hired more staff to further grow this location.

Events & Training

- 216 Attended 17 Training Seminars
- 78 Attended 6 Lunch & Learn Sessions
- 12 Attended 3 BFP Info Sessions
- 30 Attended 12 Small Business Advisor Meetings



BUSINESS BASICS

LAUNCHit Minto

November 10 • 7:00 - 8:00 p.m.

Leading Your Team Toward Your Strategic Destination

with Michael Snyders, Future Focus Inc.

\$15 per session

\$20 Minto Chamber Member Business
(2+ participants)

\$25 Non-Chamber Business
(2+ participants)

To register:
info@launchitminto.com
519-510-7400

All sessions take place at LaunchItMinto, 1 Elora Street North, Unit #4, Harriston, ON, N0G 1Z0.

Your team is your greatest resource.

Businesses succeed when every team member is working at their peak performance. Your team members are more than what is on their job descriptions and it's your job as a leader to recognize and utilize the strengths of each.

In this session, Michael will discuss what steps you can take to assess your staff's strengths, interests and motivators, and to harness them for the benefit of your organization.

LaunchItMinto @launchitminto

Events & Training

1012 People or Business
have used LaunchIt
Services





LaunchIt Celebration Dinner

- November 12, 2015



Boardroom & Meeting Room

- Large Boardroom Table
- 70" Smart TV
- Conference Camera System
- White Board
- Private Meeting Space





LaunchIt Boardroom Usage

- LaunchIt Board
- LaunchIt Training
- Chamber Board
- IPM Committee Meetings
- Harriston Downtown Revitalization Committee
- Cultural Roundtable
- Savour the Flavours
- LaunchIt Mentor / Mentee Meetings
- Tenant Usage
- Rentals

Looking Ahead into 2016

- LaunchIt will focus on developing and growing our training, mentorship and BFP program.
- Potential Incubator expansion to service the Agriculture Industry.
- Growing and strengthen LaunchIt existing partnerships.
- Intentional and targeted marketing campaigns for LaunchIt i.e. - Word of Mouth, Social Media, Service Club Outreach.
- Continued growth in neighbouring communities with Renew Northern Wellington.



LaunchIt Minto





TOWN OF MINTO

DATE: February 22, 2016
REPORT TO: Mayor and Council
FROM: Chris Harrow, Fire Chief
SUBJECT: PTSD Presumptive Legislation

STRATEGIC PLAN:

6.4 Maintain and enhance the local volunteer fire fighter model in Minto, and take a leadership role in setting the standard for forces for municipalities this size by ensuring training, equipment and vehicles available to volunteers equivalent to any full time fire service.

BACKGROUND:

In May 2007, Presumptive Legislation was announced for full time Firefighters in the Province of Ontario covering 8 different types of Cancer that would be covered by WSIB. Then in 2009 the coverage was rightfully extended to the Volunteer Firefighters as well. The Cancers covered Primary-site esophageal, ureter, kidney, brain, colorectal, and bladder; Primary acute myeloid leukemia, primary chronic lymphocytic leukemia or primary acute lymphocytic leukemia, and Primary non-Hodgkin's lymphoma

In April 2014, the Province added six more cancer types that would be a phased in over a four year period Multiple Myeloma, Testicular and Breast cancers (2014), Prostate (2015), Lung (2016), and Skin (2017). All of the above cancers have designated years of service attached to them. For example, to qualify for benefits after being diagnosed with Esophageal Cancer, Firefighters must have served 25 years in the Fire service. The range is from a low of 10 years to a high of 25 years. All of the cancers listed above are retroactive to January 1, 1960.

Recently, the Provincial Government announced that the condition known as PTSD or Post Traumatic Stress Disorder and its related conditions will be put on the track to be passed as Presumptive Legislation. The time frame for the legislation has not been announced nor have the details of the Legislation. The term used to group all of the conditions together is Occupational Stress Injuries (OSI).

COMMENTS:

The new Legislation will extend to all full time and volunteer Firefighters from the beginning with no minimum years of service. It offers protection to all of our Firefighters, who are subjected to many stressors throughout their career. It offers peace of mind to the families of the Firefighters knowing there will be coverage if their partner has a diagnosis of PTSD.

It is hoped the new Legislation will make it easier for those Firefighters diagnosed with an Occupational Stress Injury to be able to obtain the help they need quicker. The purpose of Presumptive Legislation should be to streamline the ability to receive care and return the Firefighter back to work. Our Firefighters need the care, because it not only affects their role as Volunteer Firefighters, but it also hampers them from working their full time jobs. It is the Town's responsibility to look after the Volunteer Firefighters so that they can return to their regular job; it is not their full time employer's responsibility.

The new Legislation also requires each municipality have a PTSD prevention plan in place. There are indications Public Services Health and Safety Association (PSHSA) will be releasing some materials to assist in creating a plan. The Chief will ensure the plan is written and released for all of the Firefighters once there is clear direction on the contents. Council will be asked at the appropriate time to review and endorse the plan.

As Vice President of the Ontario Association of Fire Chiefs (O AFC) this emerging issue was discussed long before the Legislation. The O AFC has brought a program to Ontario called the Road to Mental Readiness (R2MR). The program started in the military and has been adopted by the Police and now the fire service. It is a program that teaches all Firefighters how to recognize the signs and symptoms of an OSI and what treatments are available. It identifies where to refer the person and emphasizes to not ignore the situation. There are two trainers in Wellington County prepared to roll out the training to all Firefighters.

The Wellington County Fire Chiefs Association is meeting to put together a peer support team. The team would involve individuals from each Fire Station in the County trained to be able to work with individuals who are identified as suffering an OSI. They would be equipped to refer the individual to medical professionals and ensure they receive the care they require. This training is planned for this year and when finished will ensure a trained individual in each Station. Staff will report further on the peer support team in the future.

FINANCIAL CONSIDERATIONS:

The new Legislation will affect the WSIB rates moving forward, which already grew 26% as a result of the increase in Firefighter cancer claims. A similar increase might occur in the next few years due to the new Legislation as well as ongoing claims. The AMO correspondence attached to the Council agenda states "It can be expected that Schedule 1 municipalities will experience increased WSIB rates..." Further information on this will come forward as the legislation is implemented and budget needs are known.

RECOMMENDATION

That Council receives as information the Fire Chief's February 22, 2016 report entitled PTSD Presumptive Legislation.

Chris Harrow, Fire Chief

From: AMO Communications [<mailto:communicate@amo.on.ca>]
Sent: February-18-16 3:50 PM
To: Bill White
Subject: AMO Policy Update - Presumptive PTSD Legislation for First Responders Introduced

February 18, 2016

Presumptive PTSD Legislation for First Responders Introduced

As noted in the provincial government's Post-Traumatic Stress Disorder (PTSD) prevention strategy announcement on February 1st [Provincial PTSD Strategy for First Responders](#), today the Province has introduced Presumptive PTSD Legislation for police, firefighters, paramedics, emergency dispatchers, correctional workers, and First Nations emergency response teams ([Ontario to Introduce Legislation to Support First Responders with PTSD](#)). The announcement was made by the Minister of Labour, the Honourable Kevin Flynn, who was accompanied by the Minister of Community Safety and Correctional Services, the Honourable Yasir Naqvi.

Ontario's first responders do challenging and important work in our communities and municipal governments recognize that their health, safety, and well-being are important.

If passed, the *Supporting Ontario's First Responders Act* (Post Traumatic Stress Disorder), 2016, would allow faster access to WSIB compensation and proper treatment for first responders. Under presumptive legislation, if an emergency services worker covered by the presumption is diagnosed, it would be presumed to be work-related and the worker's claim would be accepted. This proposed legislation will require employers to implement PTSD prevention plans for first responders and that they will be made public. At this time, the draft legislation is not publicly available so we are not able to provide any analysis of its content.

AMO members need to ensure that their corporate municipal staff update their Human Resources policies, practices, and plans accordingly. We understand that in March 2016 PTSD prevention materials, check lists, and plans suitable for all municipal governments will be available on the Public Services Health and Safety Association (PSHSA) website.

If the proposed legislation is passed, there will be some immediate unfunded financial impacts on municipal employers, and the provincial government (i.e. Ontario Provincial Police). It can be expected that Schedule 1 municipalities will experience increased WSIB rates whereas Schedule 2 municipal employers will pay for the actual presumptive PTSD claim costs as well as the WSIB administrative fees. The OPP does have a robust Mental Health Strategy for their staff and we are seeking further information on how the Province will manage any associated presumptive PTSD costs for those who work under the 324 municipal OPP contracts.

Municipal governments who employ First Responders are already incurring costs related to PTSD in areas such as WSIB claims and in absenteeism rates. It is expected that enhanced prevention and earlier treatment may help reduce costs in the longer term. As employers, municipal governments provide support to firefighters, police officers, and paramedics that suffer from PTSD. It's our duty and it's the right thing to do. We recognize the important work that they do.

At the same time, municipal governments are challenged to afford the rising costs of emergency services. AMO continues to call on the provincial government to help control the rising cost of emergency services so that municipalities don't struggle to support first responders when they need it the most.

We will provide further information on this draft legislation to our members as it becomes available.

AMO Contact: Monika Turner, Director of Policy, E-mail: mturner@amo.on.ca, 416-971-9856 ext. 318.



TOWN OF MINTO

DATE:

February 25, 2016

REPORT TO:

Mayor and Council

FROM:

Annilene McRobb, CAO Clerk & Council Assistant

SUBJECT:

Fees and Charges By-law Amendments 2016

STRATEGIC PLAN:

5.3 Ensure financial plans include a blend of capital financing methods including long-term debt, user fees, grants, internal reserves and taxation, and maintain reserves to the point where Minto reduces reliance on borrowing or tax increases to finance major capital expenditures.

BACKGROUND

The purpose of this report is to outline increases in fees and charges proposed for 2016. Public notice was given as required by the Town's notification by-law that revised fees will be considered at this Council meeting. Staff has not had any feedback on the proposed increases in fees and charges. If a member of the public shows up at the Council meeting, they may be heard if it is the wish of the majority of Council, but it is not required that they be heard.

COMMENTS:

Fees and charges were last updated by passing of By-law 2015-12 February 17, 2015. This year, a new By-law would be adopted repealing By-Law 2015-12 so there is no confusion as to which by-law is in effect. The proposed changes this year only affect Schedule A, Schedule D and Schedule F. The only change in Schedule A is in regards to lottery licensing and clarifies the fee the Town is eligible to collect.

Changes in Schedule D call for slight increases to various ice time, baseball, soccer and Norgan Theatre fees. The ice time, baseball and soccer fee increases are part of a 3-year rates plan that the Recreation Department is planning to implement from 2016-2019. These rates were considered by Parks and Recreation Advisory Committee.

Increases to Adventure Camp, certain swimming lessons, pools admissions and grassroots programs are being proposed. Staff recommends the removal of the licensed full day rental of the Harriston Train Station; non-licensed events are still available there.

Changes in Schedule F call for the removal of the fees for the MTO, and an increase to fire extinguisher training and changing from per person charge to per hour charge.

FINANCIAL CONSIDERATION:

Increased fees and charges for 2016 were reflected in the budget deliberations. For the Recreation Department, the new rates and fees could generate \$7,000.00-\$9,000.00 in extra revenue if usage remains the same as in 2015. These revenues would offset increasing expenses to provide these services.

RECOMMENDATIONS:

That the Council of the Town of Minto receives the C.A.O. Clerk & Council Assistant's February 25, 2016 report regarding the Fees and Charges By-law Amendments 2016, and that Council considers the adopting a By-law in regular session.

Annilene McRobb
CAO Clerk and Council Assistant

Proposed changes in red

SCHEDULE A

Lottery licenses *For Service Clubs where the fee would be more than \$25, it is at the discretion of Council to collect only the minimum.	*3% of the total prize value listed on the license with a minimum fee of \$25.00

SCHEDULE D

Harriston Train Station	
Full Day (Licensed)	\$100.00 / day**
Norgan Theatre	
Birthday Party (2 hour minimum)	\$25.00 / hour \$30.00 / hour
Arena	
Adult	\$122.00 / hour** \$124.00 / hour**
Local Youth Organized Sport (Saturdays)	\$91.00 / hour** \$93.00 / hour**
Local Youth Organized Sport	\$99.00 / hour** \$101.00 / hour**
Out of Town User (Minor Only)	\$110.00 / hour** \$112.00 / hour**
Ball Diamonds	
Minor	\$30.00 / player** \$32.00 / player**
Adult and Single Game (up to 15 games)	\$45.00 / game** \$50.00 / game**
Soccer Fields	
Minor	\$30.00 / player** \$32.00 / player**
Adult and Single Game	\$45.00 / game** \$50.00 / game**

Proposed changes in red

Schedule D (continued)

Summer Adventure Camp	
Per Day	\$28.00 \$30.00
Week - 1 Child, 2 Children (Same Family, Each)	\$115.00 / \$105.00 \$120.00 / \$110.00
Swimming Lessons	March 31 / April 1
Red Cross Swim Preschool & Swim Kids (Level 1 - 4)	\$65.00 / \$70.00 \$70.00 / \$75.00
Red Cross Swim Kids (Level 5 - 8)	\$70.00 / \$75.00 \$75.00 / \$80.00
Advanced Programs	
Bronze Star	\$80.00 \$150.00
Pool Admissions	
Individual Seasons Pass	\$98.00 \$99.00
Family Seasons Pass	\$189.00 \$198.00
Book of 10 Passes	\$28.00 \$30.00
Single Admission (5 years of age+)	\$3.50 \$4.00
Other Programs	
Hometown Ball	\$30.00 \$35.00
Grassroots Soccer	\$30.00 \$35.00

Proposed changes in red

SCHEDULE F

Incidents on Public Roadways

All incidents on all provincial highways, county roads and all other locations to which the Town of Minto Fire Service vehicles are dispatched shall be charged and shall pay to the Town of Minto the cost of such services as per the Ministry of Transportation of Ontario's (MTO) rates (~~which are presently \$410.00 per vehicle per hour for the first hour or part thereof and \$205.00 per ½ hour per vehicle thereafter as amended and in effect from time to time~~). Charges under the Spills Act or the Transportation of Dangerous Goods Act shall be charged in addition, if applicable.

DESCRIPTION	FEE
Fire Extinguisher training sessions	\$30.00 per person \$50.00 per hour, one hour minimum



TOWN OF MINTO

DATE: February 24, 2016
REPORT TO: Mayor and Council
FROM: Bill White, CAO
SUBJECT: C.A.O. Clerks Department

STRATEGIC PLAN:

12.7 Demonstrate innovation in all aspects of municipal business acknowledging the importance of training, succession planning, transparency, communication and team-based approaches to municipal operations.

BACKGROUND:

At the July 7, 2015 Council meeting staff provided an update on Maternity Leave, C.A.O. Clerk's Department and Recreation Services, and Building Inspection Services. The following resolution was adopted:

MOTION: COW 188-15

THAT Council receives the C.A.O. Clerk's June 24, 2015 report Town Staffing, Maternity Leave, Clerk's Department, Recreation Services, Building Inspection Services, and supports methods outlined to address staff change and maternity leave with a report back on resource allocation options, paperless solutions to improve work flow and record keeping, and further that a by-law to appoint Stacey Pennington as Building Inspector is brought forward in regular session.

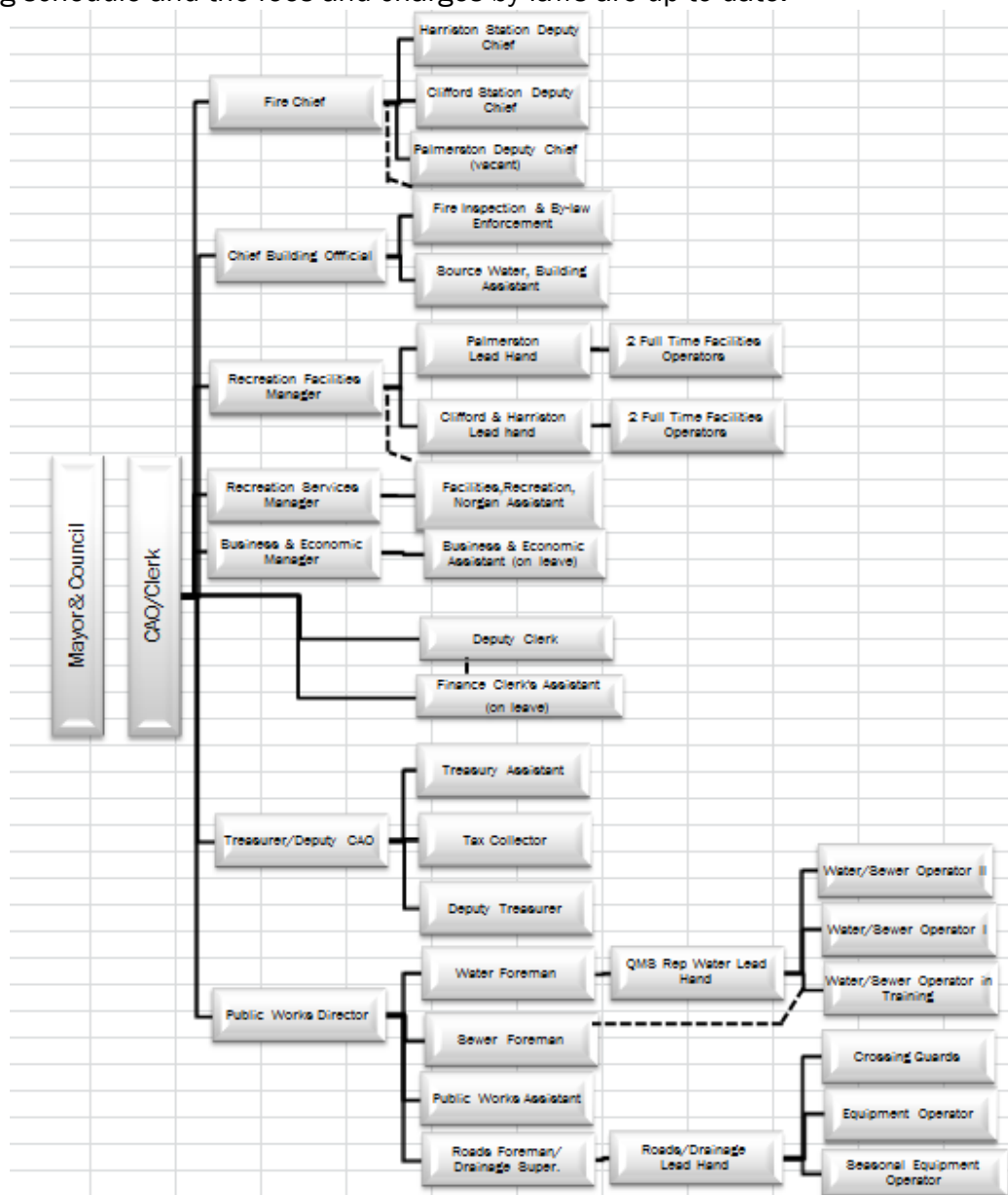
This followed internal re-assignments that allowed for dedicated administrative support in Public Works, Economic Development & Tourism, and Facilities and Recreation. A Treasury Assistant was hired to assume water billing and asset management roles to support the Finance Department. The Fire Chief developed a plan to sustain administrative support and a three year contract was signed with Callise Foerter.

Public Works has operated Town waste water treatment facilities for over a year since assuming that contract from Centre Wellington. Public Works has full time administrative support and updated its structure to appoint Todd Rogers as QMS Rep and Deputy ORO.

These changes are shown on the attached organizational structure and result in the Town operating with one less FTE during maternity leaves, and one half less FTE when maternity leaves conclude. One key challenge was sustaining front counter coverage during the reduced staffing. Renovations, staff relocation and technology upgrades are all be part of a solution to maintain effective front coverage. The process to go to paperless Council meetings has resulted in less time demands for administrative work and more demand for overview, update, approval and implementation support. This work has come from the current CAO Clerk and Council Assistant Annilene McRobb.

In addition to managing the Escribe system, the CAO Clerk and Council Assistant has taken a much more active role in the overall operation of the Clerks Department including working with the Fire Department Admin in coordinating a move to TOMRMS file management and record keeping system. A complete inventory of records is complete and steps continue to

ensure the Town remains compliant with record keeping and access to information legislation. This position has also been responsible for ensuring the appointment by-law, meeting schedule and the fees and charges by-laws are up to date.



COMMENTS:

Council was advised the CAO Clerk and Council Assistant received her Certified Municipal Official designation in 2016 from the Association of Municipal Clerks and Treasurers. To obtain that designation a CMO must “demonstrate proficiency in the critical areas of municipal knowledge, management, leadership, communications and human resources”. The attached job description for a Deputy Clerk provides for the new work assumed by Annilene and the skills qualifications and abilities needed to obtain the CMO.

The Deputy Clerk will have the following general responsibilities:

- Providing administrative, professional and statutory support to the C.A.O. Clerk. (acting in capacity of Clerk as may be needed from time to time).

- Assists/prepares reports/By-Laws, Council agendas/minutes, resolutions, municipal elections coordination.
- Responsible for records management.
- Assist Council members.
- Direction/day to day supervision of Administrative Assistant.

The position will continue to entail working with the Mayor, Council, CAO Clerk and volunteers on a variety of matters to move forward the strategic priorities of the Town.

FINANCIAL CONSIDERATION:

The Deputy Clerk position will be subject to review under the Town's Job Evaluation procedures. In the interim the position has been moved to Pay Band 10 which will allow the new Deputy Clerk two more step movements than provided in her current position. No addition to the budget is needed for this adjustment.

RECOMMENDATION:

That Council receives the C.A.O. Clerk's report dated February 24, 2016, that the C.A.O. Clerk and Council Assistant be promoted to Deputy Clerk and that the job description be finalized and the position subject to review by the Job Evaluation Committee.

Bill White
C.A.O. Clerk

JOB DESCRIPTION

January 2016 (draft)

This job description summarizes the responsibilities, qualifications, effort and working conditions and key performance indicators related to the position for someone to perform at a satisfactory level. This job description is not about the person but rather about the position. Certain individuals may be over or under qualified for this position. Certain individuals may over or under perform in this position.

Job Title: Deputy Clerk

Report to Title: CAO Clerk

POSITION DETAILS

Position status: Full time

Department: Administration

Pay method (Salary or Hourly): Hourly

Group Benefits: Yes

Normal workweek: 35 Hour work week

Overtime: Paid after 35 hours
Rate of time and one half

On Call: Available as needed for emergency purposes

Town of Minto Values/Vision/Mission Statement

Vision

A friendly, safe, affordable, family oriented rural community built on a foundation of respect, volunteerism, and prosperous business, and sustained by people who value neighbourliness, fairness and inclusiveness.

Mission

Provide cost effective and responsive local government through superior customer service, internal stability and efficiency, and promoting responsible economic growth, healthy lifestyles, and respect for the natural environment.

A – RESPONSIBILITIES (includes accountabilities)

To perform this job satisfactorily, an individual must be able to perform each of the responsibilities listed successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these responsibilities.

1) Scope of Position

- Providing administrative, professional and statutory support to the C.A.O. Clerk. (Acts in capacity of Clerk as may be needed from time to time).
- Assists/prepares reports/By-Laws, Council agendas/minutes, resolutions, municipal elections coordination.
- Responsible for records management.
- Assist Council members.
- Day to Day supervision of Administrative Assistant.

2) Key Responsibilities

- Under the direction of the C.A.O. Clerk, (hereinafter referred to as Clerk) assume all the Clerk's statutory duties as may be needed from time to time, and ensure the continued efficient operation of the Clerk's Department.
- Attend meetings of Municipal Council, and provide support services as required by the C.A.O. Clerk. Shall administer and/or assist with administering decisions and policies of Council.
- Prepares agendas, electronic agendas. Prepare resolutions, By-Laws, and provide any background research on various topics for Council whether provided in a report or verbally as per the agenda, and secures final approval of same from the C.A.O. Clerk or Department Head if needed where available.
- Under the direction of the C.A.O. Clerk and or independently as needed prepare and administer the minutes, by-laws and any other instrument of Council with the preparation of all relevant documentation and correspondence for Council and Committees.
- Knowledgeable of and respond to inquiries on general municipal by-laws, policies, and general information inquiries on a variety of subjects.
- Provide support services to Clerk function including by-laws, by-law consolidations, and ensure the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Responsible for all Statutory duties of the Clerk as delegated from time to time shall include but not be limited to: The Marriage Act, The Cemeteries Act; Line Fences Act; Pounds Act; Tile Drainage Act; Municipal Drain; Conflict of Interest Act, Livestock evaluations, Deeds/Agreements and other legal documents
- Provide day to day direction/supervision to the Administrative Assistant and recommend to the C.A.O. Clerk, staff training and development opportunities.
- Supervise and direct the work of others in the absence of the Clerk, of any part time or student positions assigned to the Clerks Department.
- Act as the Deputy Returning Officer for Municipal elections carrying out the duties as outlined in the Municipal Elections Act.
- Provide customer service, assist with various customer queries and issues.
- Take all Council minutes for regular, closed and special meetings. Prepare follow-up list of items and follow through on various resolutions for Council through e-mail, letters or continuing research for further Council meetings.
- Update Town website management for the Clerks Department.
- Responsible for all aspects of records management, including retention; all files in various formats-paper, electronic etc.
- Coordinate Tenders, RFPs and RFQs in conjunction with Departments.
- Coordinate Council Training, Conferences etc.

Job Description – Deputy Clerk

- Involved in hiring process of some positions, guidance, support and some supervision of staff members.
- Emergency Measures member- Scribe, Duty Clerk and Notification

2A Operations and Program Delivery

- Taking of Council Meeting Minutes.
- Taking of Committee Meeting Minutes as required
- Election

2B Human Resources

- Directly supervise 1 employee.
- Does not indirectly supervise employees.
- Provides input for HR strategies.

2C Material Resources

- Records management/paper filing system and online filing system.
- Assist C.A.O. Clerk.

2D Information Resources

- Closed Council meeting minutes, reports, and litigation matters.
- Ensure an effective system of records management and retrieval is followed for both paper and electronic form

2E Spending, Budgets and Internal Control

- Follows Township Purchasing policy
- Spending limit \$2,000.

2F Health & Safety

- Everyone at the Towns of Minto has a responsibility to work in a healthy and safe manner and to follow all Town Health and Safety Guidelines (policies and procedures)
- Secretary for the Joint Health and Safety Committee

2G Other

- Other duties as assigned.

3) Key Relationships To Be Managed*External*

- General public inquires - verbal, face to face, and letters. (Daily)
- Other municipalities - emails, letters, phone calls, sample by-laws etc.
- Outside agencies, conservation authorities, County Planners, County Public Works - email, letters, phone calls, etc.
- Professional Services – consultants and lawyers to ensure processes are completed in a cost effective, efficient and appropriate fashion –emails, letters, phone calls

Internal

- C.A.O. Clerk - important for information to be shared.
- Mayor/Council - important - can affect staff and general public relationships.

Job Description – Deputy Clerk

- Interaction with C.A.O. Clerk - in person and emails. This is important as Clerk's department is the first line of communication with Council. (Daily)
- Department Heads

Public Relations

- Must act as an ambassador for the Town.
- Responsibilities for public relations as directed by the C.A.O. Clerk and/or Council.

4) Creativity

- Job requires initiative and innovation.
- Assist C.A.O. Clerk and work alone.
- Assist with some staff development.

5) Autonomy

- Work independently and with other staff on a daily basis.
- High amount of personal control as to scheduling of workload and reporting the status of workload to C.A.O. Clerk.

B – QUALIFICATIONS

The qualifications in this section include the competencies required to satisfactorily perform the responsibilities listed. Candidates may have not possess the exact qualifications listed but have a reasonable equivalent usually through experience as approved by the CAO.

1) Formal Education and Training**Diploma/degree/certificate**

- MAP (Municipal Administration Program) - AMCTO Certification
- Community College Diploma/University Degree (Public Administration/Governance)

Professional designation/certification

- AMCTO and/or CMO designation

License

- Class G Drivers License

Other systematic formal instruction

- Health & Safety Training/Certification from WSIB/WHIMIS
- AMCTO Conference/Seminars
- Leadership Training
- Association of Municipalities of Ontario Seminars
- Municipal Freedom of Information & Protection of Privacy Act
- Town Emergency Control Group

2) Ongoing Personal Development

- Membership to AMCTO
- AMO

3) Work Experience

- Minimum 5 years related municipal experience

4) Decision Making Authority and Judgment Skills

- Position is under the direction of the C.A.O. Clerk as needed with freedom to act in absence where appropriate and necessary
- Assist C.A.O. Clerk on research for various policies and procedures.
- Input/research into various Town programs.
- Act in capacity of Clerk in their absence.
- Dealing with more agencies, lawyers, other municipalities in Clerk's absence.
- Provide input and recommendations to Council based on research and judgment.

5) Problem Solving Skills

- Research on grants, funding, and other items and information required by Council requests.

6) Interpersonal and Communications Skills

- Positive Attitude
- Sustains Relationships
- Cooperates with others
- Mature/Good judgment/Trustworthy
- Teamwork
- Conflict resolution
- Develops trust with all stakeholders
- Speaks truthfully
- Listens

7) Leadership skills

- Understand business
- Shows initiative
- Motivates and inspires staff
- Demonstrates integrity and honesty
- Shows flexibility
- Commands respect

8) Personal Organization and Time Management Skills

- Ability to multi task
- Independently sets goals, objectives and priorities
- Efficiently manages time and priorities
- Follows through to ensure timely completion of tasks
- Works to ensure thoroughness and accuracy in completion of tasks
- Handle fast pace and many interruptions
- Quick learner
- Delegates

9) Other Required Skills (practiced ability) not already listed above

- Computer equipment
- Reasoning
- Critical thinking
- Analysis
- Customer service
- Manage people
- Various other technical

10) Required Knowledge (familiarity gained through experience) not already listed above

- Requires a high degree of knowledge.

C – EFFORT & WORKING CONDITIONS

1) Physical Effort and Environment

- The physical effort required is moderate with manual dexterity and familiarity with basic office equipment being required.
- The physical working conditions are generally pleasant although eye strain is produced through concentrated work with computer screens and fine-print documents.

2) Mental Effort and Environment

- High mental attention and concentration required high stress environment.
 - Meeting deadlines and avoiding errors.
 - The mental effort required is high as the position requires dealing with all levels of staff, council, the public, various government Ministries.
 - The mental working conditions require excellent organizational skills and the ability to prioritize in order to accomplish the necessary tasks and objectives.
-

D – KEY PERFORMANCE MEASURES

- Completion of Council minutes by the Friday following the meeting.
 - Circulation of Council decisions to all affected department heads by the Friday following the meeting
 - Submission of council report by noon on the Wednesday prior to Council meeting
 - Respond to inquiries within 2 business days
 - Council agendas to be sent by the close of business on the Friday prior to the Council meeting.
 - Approved minutes to be posted within one business day of council approval
-

E – SIGN OFF

Job description reviewed by Deputy Clerk

Deputy Clerk

Date: _____

Supervisor: _____

C.A.O. Clerk

**TOWN OF MINTO**

DATE: February 24, 2016
REPORT TO: Mayor and Council
FROM: Bill White, C.A.O. Clerk
SUBJECT: OGRA ROMA Conference Summary

STRATEGIC PLAN:

12.7 Demonstrate innovation in all aspects of municipal business acknowledging the importance of training, succession planning, transparency, communication and team-based approaches to municipal operations.

BACKGROUND

Members of Council and staff attended the 2016 Ontario Good Roads Association and Rural Ontario Municipal Association conference in Toronto last week. This is a key event for training and networking by staff and Council with a variety of educational opportunities of interest to smaller municipalities.

The conference includes a number of plenary speakers, workshops, “bear pit” session (Minister Q & A) and speeches by the Premier and opposition leaders. The Theme of this year’s conference was the value proposition on the basis that municipalities are “the order of government with the biggest impact on the daily lives of citizens”.

Frank Graves, President, EKOS Research Associates a leading Canadian applied social researcher spoke about public opinion trends toward all levels of government and the issues of most concern to people. Municipalities tend to have the highest level of trust compared to Ontario and Canada, but that trust has decreased over time as people have lost confidence in all levels of government. Issues of key concern to Canadians include infrastructure and climate change, although financial and taxation concerns being less so when it comes to these two issues. Essentially many Canadians will pay more for good infrastructure and improving the natural environment.

Mike Moffat, Chief Economist, Mowat Centre, Assistant Professor Business, Economics and Public Policy Ivey Business School spoke of his interests that “relate to the intersection of societal issues, public policy and economic growth”. He spoke about four “acts” in the economy since early 1990’s and the impact of the aging baby boomers on the economy. He believes the next “act” from now through 2019 will be more Asian trade (where over 50% of the world’s population lives within 4,000km), low oil prices and the continuing low Canadian dollar. These conditions existed in the early 1990’s when the baby boom was in prime income earning positions. Now in the midst of retiring, the boomers will slow income growth meaning fewer Canadian customers. Interest rates will remain low and growth will occur in advanced manufacturing, internet services and “agri-food” as rising Asian populations look for clean healthy food sources. This demand will lead to policy issues such as improved rural transportation, broadband and improved airport capacity shipping capacity.

Premier Wynne announced more funding for municipal infrastructure adding to Connecting Link and Ontario Community Investment Fund programs. Connecting Links will be increased from \$10 to \$20 million next year and \$30 million in 2018-19. The Town has applied for

design and re-construction of Elora Street in Clifford in this merit based program. The Ontario Community Investment formula based amount will double next year from \$50 to \$100 million and increase to \$200 million within three years. If the Town's current allocation remains the same the amount should grow from \$131,000 to \$262,000 and upwards of \$524,000 in 2019. The \$50 million merit based funding in OCIF will double within three years. Approved projects under this program are James Street and Jane/Inkermann in Palmerston. New rules allow OCIF to be banked for up to five years to pay for larger projects and applications using good asset management will be rewarded.

Both Patrick Brown PC and Andrea Horwath NDP spoke in opposition to the sale of Hydro One even though the proceeds of the sale are apparently directed toward the increased infrastructure funding referred to by the Premier. Both indicated concerns with Health Care cuts and reduced OMPF grants. Andrea Horwath spoke of the increase in utility costs resulting from a variety of Provincial initiatives. Patrick Brown noted the Province's lack of attention to joint and several liability despite unanimous support of Perth Wellington MPP Randy Pettapiece's 2014 motion asking the Province to address rising insurance costs.

Other conference themes were Ombudsman oversight, climate change and infrastructure resiliency to name a few. Acting Ombudsman Barb Finlay spoke of new oversight authority over municipal activities. John Mascarini Aird and Berlis Law spoke of the Ombudsman's oversight theming his speech "who will guard the guards themselves". He believes the newly appointed Ombudsman (February 17) Paul Dube will bring a professional and reasoned tone to the office, and encouraged municipalities to upgrade their complaint tracking policies, and re-consider use of current municipal Act tools such as the Code of Conduct, Accountability Officers and similar to formalize complaint handling. The City of Guelph has taken the opportunity to modernize and enhance complaint response and customer service approaches to ratepayers.

Union Gas and Canadian Cement Association spoke of their companies' approaches to climate change initiatives. The Green Infrastructure Coalition discussed how naturalizing and "at source" storm water retention helped reduce atmospheric carbon, but were not counted in cap and trade proposals. Union Gas is testing several combined heat and power and renewable natural gas programs in their market. They believe their product has a lower carbon footprint than oil, and intend to in cap and trade without causing consumer's rates to increase. The Cement Association indicated Ontario's greenhouse gas emissions are already 6% below 1990 levels so reductions needed to meet Paris targets will be a challenge. Concrete is more resilient in building construction, and concrete roads use 66% less energy than asphalt, are 7% more fuel efficient, and lower lighting requirements by 24%. They believe cement roads will help achieve carbon reduction by replacing asphalt.

COMMENTS:

The attached information was provided to Minister of Environment and Climate Change Glen Murray in the Town's delegation February 24. He encouraged the Town to continue its environmental initiatives and confirmed that any funds under "cap and trade" legally must be directed to programs to reduce carbon emissions. He talked about linkages with Nova Scotia and California "cap and trade" programs. Mayor Bridge spoke of the many Town initiatives as well as MPP Ted Arnott's private members bill calling for 150 million trees to be planted beginning in 2017 to celebrate Ontario's 150th anniversary within Confederation.

Later that day Minister Murray introduced the Climate Change Mitigation and Low Carbon Economy Act. This law requires annual reporting on greenhouse gas reducing programs, enshrines emission targets (37% below 1990 levels) in law and allows for transition periods for high carbon emitting industries. The full impact of this legislation will be assessed and debated in the coming months, but the addition of nearly 5 cents per litre to gasoline prices to help fund cap and trade may not sit well with the public.

The Premier's infrastructure announcement and the Town's timely delegation on climate change are interesting insights into how municipal provincial discussions at these events translate into public actions. Council received plenty of feedback on Ombudsman oversight, climate change, and infrastructure resiliency leading up to the conference. These issues remain key concerns moving forward in the coming years.

FINANCIAL CONSIDERATIONS:

The annual OGRA ROMA conference cost is covered within existing budget allocations.

RECOMMENDATION:

That Council receives the C.A.O. Clerk's January 27, 2016 report regarding OGRA ROMA Conference Summary.

Bill White, C.A.O. Clerk



Climate Change Funding Glen Murray Minister of Environment and Climate Change

Attendees

Mayor George Bridge (Warden Wellington County)

georgeabridge@gmail.com

Councillor Ron Elliott Councillor David Turton

Councillor Mary Lou Colwell Councillor Judy Dirksen

Councillor Jean Anderson

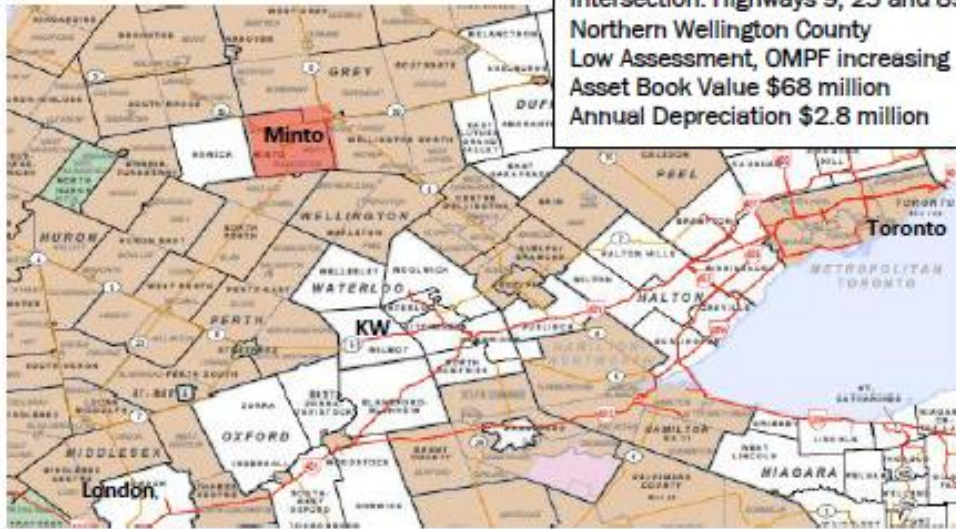
CAO/Clerk Bill White (bwhite@town.minto.on.ca)

MPP Randy Pettapiece

randy.pettapiece@pc.ola.org

Minto Facts

Population 8,500
Formerly: Clifford, Harriston, and Palmerston
Intersection: Highways 9, 23 and 89
Northern Wellington County
Low Assessment, OMPF increasing
Asset Book Value \$68 million
Annual Depreciation \$2.8 million



Environmental Accomplishments

- 2011 Integrated Sustainability Community Plan; 2013 Strategic Plan includes ISCP action items
- Host 8 microFIT sites on Town land, and 7 more if current FIT 4.0 approval received
- Community Gardens Harriston and Clifford
- LED street light conversion cut hydro usage by over 70%
- Trees for Minto Committee formed in 2013 to work on environmental issues



Mayor Opens Community Garden

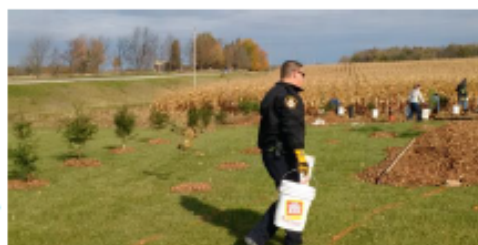


LED Street Lights Downtown

- Variable Frequency Drives in arena technology (Minto has 3);
- Energy efficient technology assessed for our three waste water facilities and pilot project through Dr. Hamid Salsali, Adjunct Professor, School of Engineering, Guelph
- Distributor under Wellington County Green Legacy Program; 4 acres naturalized municipal office under Warden Tree Planting initiative



VFD Technology



Naturalizing Town office

- 2015 inclusive water meter program results in +/-20% reduction in consumption
- Approved one cent per litre transfer from Town fuel budgets and the voluntary donation of one cent per kilometer from staff and Councillor mileage claims to the Trees for Farms; funds collected be reserved only for tree planting programs
- Applicant Provincial Electric Vehicle Charger Program; 4 sites; potential link to solar
- Updating floodplain mapping for Harriston to increase accuracy and ensure climate resiliency; includes more watershed monitoring in partnership with Maitland Valley Conservation Authority.

Minto Supports

1. Collaboration of the Association of Municipalities of Ontario (AMO) and Union of Quebec Municipalities (UQM) to enhance support municipal climate action in our provinces. We added to the resolution:
 - That reporting required for existing local Green Energy Plans not be enhanced or increased as pre-condition to receiving funding for climate change programs so that valuable local municipal staff resources can remain focused on program execution.
2. Adequate, stable and long-term funding resources to invest in local greenhouse gas reduction initiatives.

Funding Crunch

- Completed \$20 million of infrastructure work 2011 to 2015
- Plan for \$20 million more infrastructure work from 2016 to 2020 which will require increased borrowing, tax increases, additional infrastructure funding and alternate revenue sources
- OMPF increases have been turned directly into capital or reserve contribution
- Borrowing has increased, and Town has been successful in OCIF and SCF merit based funding

Questions:

What infrastructure upgrades will Province require to meet climate change resiliency goals?

Will municipalities receive funds through “cap and trade” to address climate change resiliency upgrades?

How will “cap and trade” impact on the cost of goods and services, energy, infrastructure and similar for business and residents?

Can climate change initiatives be integrated with existing Green Energy reporting?



TOWN OF MINTO

DATE: February 22, 2016
REPORT TO: Mayor and Council
FROM: Gordon Duff, Treasurer
SUBJECT: Water and Wastewater Rate Review

STRATEGIC PLAN:

Manage Town finances in a transparent and fiscally responsible manner using a wide variety of accepted methods such as maintaining healthy reserves, investing conservatively, sensible user fees, property tax control, and responsible borrowing.

Continue to operate water treatment and distribution with the highest standards of public safety in mind and according to Provincial requirements using highly trained Town staff, and maintain cross training and enhanced duties.

BACKGROUND:

The Town completed a multi-year project to install water meters in virtually all customers' service addresses in early 2015. Council approved a declining block rate structure based upon estimated consumption levels which was implemented in the summer of 2015. This structure included a base rate charge and a consumption charge for low, medium and high users. The declining block allowed higher water consumption at a lower cost so that bills for medium and high users were not grossly different than under previous billing rates.

While the rates were adopted following a public meeting, it was always the intention to review the workings of this structure by comparing actual results to projections after a certain period. Council adopted the Water and Wastewater Financial Plans based on these projections on December 1, 2015.

Since the change to metered rates, there has been a considerable drop in water and wastewater revenue. The drop in total revenue from implementation date until the end of 2015 has been approximately \$281,000 compared to the same period last year. At budget deliberations November 24, 2015 and January 19, 2016 staff advised Council that the declining use in water as a result in meters had dramatically decreased revenue, but Watson and Associates Economists Ltd. would review this further after a reasonable billing period. In the water and sewer billing budget there were significant cuts to engineering services and other variable expenses to partly address reduced revenue. Sufficient data has been collected to bring a report forward to recommend a revised rate structure to address revenue shortfalls.

Watson & Associates provided the updated Water & Wastewater Consumption and Rate Update attached with two options, both of which increase fixed charges. Table 7 most clearly illustrates how rates will change.

COMMENTS:

While some reduced revenue was expected, the fall is more than predicted. The approved rate structure was originally designed to bring average residential consumption as close as possible to the flat billing amount the Town previously charged. However, the lower consumption has resulted in more strain on cash flow and most importantly, revenue has

fallen below cost recovery levels. Minto has long been committed to operating the water and wastewater systems on as close to a cash recovery basis as possible.

Based on feedback to date the rates approved last summer have resulted in significantly lower monthly payments for people living alone and couples; families of three or more are experiencing minimal to significant increases depending on consumption. The rate changes for some restaurants and other medium users has led to some very high bills with resulting reductions in consumption through eliminating leaks and improving water use practices.

Also the base rate seems to have been set too low which means that too much of the bill was based on consumption. People who were away from home on vacation for a couple weeks showed a distinct reduction in their bill while the “penalty” for consuming water from a leaky toilet could double or triple a monthly bill. In order more effectively cover the cost of the service a higher distribution rate would be in order to cover costs of providing water to consumers and to reduce fluctuations in billing for usage. While the current billing is sufficient to cover operations, without an increase there is not sufficient revenue to cover the short and long term capital needed to adequately maintain the system.

There are two options outlined in the Watson & Associates updated Water & Wastewater, both of which increase fixed charges. The first scenario makes changes only to the lowest Block of rates. The second scenario adjusts consumption rates on the first block. This results in more revenue coming from all sectors except that the base rate increase has less impact on the medium and high consumers. It appears Scenario 2 will result in smaller adjustments to more customers. Staff therefore recommends adoption of Scenario 2. Both options should result in similar total revenue amounts which are closer to those adopted in the Financial Plans.

FINANCIAL CONSIDERATIONS:

As noted above, changes to the water and wastewater rate structure are necessary to move back to a cost recovery position for these vital services, which are required by Town policy and Provincial legislation. If the present rates are not increased, an already tight cash position will further deteriorate and the ability to fund long term capital to maintain the system is lost. Council should decide if it wishes to go to public meeting to receive feedback on changing the base rate under Scenario 2.

RECOMMENDATION:

That Council receives the February 26, 2016 Treasurer’s Report regarding Water and Wastewater Rate Review, approves implementing Scenario 2 outlined in the Memorandum by Watson & Associates Economists Ltd. Dated February 22, 2016, and advises whether a public meeting should be held.

Gordon Duff, CPA,CGA
Treasurer

Memorandum

To:	Town of Minto	Fax	<input type="checkbox"/>
From:	Watson & Associates Economists Ltd.	Courier	<input type="checkbox"/>
Date:	February 22, 2016	Mail	<input type="checkbox"/>
Re:	Water & Wastewater Consumption and Rate Update	e-mail	<input checked="" type="checkbox"/>

The Town of Minto (the Town) retained Watson & Associates Economists Ltd. (Watson) to update the water consumption estimates and resulting rates for water and wastewater services provided by the Town.

Methodology

- Received latest meter consumption readings for Palmerston (up to December 2015 to January 2016 cycle) and Clifford, Harriston, and Minto Pines (up to November 2015 to December 2015 cycle).
- Compiled cubic metre consumption figures for all consumers and pro-rated consumption to an estimated annual figure, split into estimated consumption among three blocks based on the Town's current rate structure.
 - Readings from the billing cycles where the billing structure switched to a metered consumption approach were utilized, as follows:
 - Palmerston: June 2015 to January 2016 (eight months); and
 - Clifford, Harriston, and Minto Pines: July 2015 to December 2015 (six months).
 - Each customer's consumption in the selected billing cycles were allocated into three blocks:
 - Block 1 – Up to 250 cubic metres per billing cycle;
 - Block 2 – Over 250 and up to 500 cubic metres per billing cycle; and
 - Block 3 – Over 500 cubic metres per billing cycle.
 - Every customer's consumption in each block was pro-rated from the selected billing cycles, resulting in an annual consumption figure for all blocks and for each customer. These figures provides an estimate of the total annual water consumption for each consumption block.

- The number of metered customers, broken down by meter size, was collected from the latest billing data provided by the Town.
- The amount necessary to be recovered by consumption billing for water and wastewater were calculated.
- The total water and wastewater billings required from the 2015 Rate Study were adjusted to account for new base charge revenue estimates.
- Updated water and wastewater rate forecasts were calculated based on two scenarios:
 - Scenario 1: The rate adjustments were made only to Block 1 consumptive rates, with Block 2 and Block 3 remaining at consumptive rates calculated in the 2015 Rate Study.
 - Scenario 2: The base charge rates for customers on $\frac{3}{4}$ " meters were increased (in comparison to 2015 Rate Study projections). Remaining rate adjustments were made only to Block 1 consumptive rates, with Block 2 and Block 3 remaining at consumptive rates calculated in the 2015 Rate Study.

Conclusions

The updated pro-rated annual consumption estimates are significantly lower than those presented in the 2015 Rate Study. This is expected as consumers shift their consumption patterns in response to usage based water and wastewater rates. Table 1 below illustrates a comparison of consumption by block.

Table 1
Town of Minto
Comparison of 2015 Consumption Estimates

Blocks (per billing cycle)	2015 Rate Study	Updated (pro-rated)	Difference
≤250 m ³	543,227	403,821	(139,406)
>250 to ≤500 m ³	3,953	32,492	28,539
>500 m ³	13,769	80,360	66,591
Total Consumption (m³)	560,949	516,673	(44,276)

Overall, there was a decrease of approximately 44,276 cubic meters. However, there were increases to the amounts anticipated in Block 2 and Block 3, of 28,539 and 66,591, respectively.

The updated rate forecasts for water and wastewater are located in the following tables below:

Scenario 1 (Block 1 Consumptive Rate Impact)

Table 2: Water Rate Forecast

Table 3: Wastewater Rate Forecast

Scenario 2 (Block 1 Base Charge and Consumptive Rate Impact)

Table 4: Water Rate Forecast

Table 5: Wastewater Rate Forecast

Table 2
Town of Minto
Water Services
Water Rate Forecast - Declining Block Rate Structure SCENARIO 1
Inflated \$

Description	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Total Water Consumption Recovery		1,070,562	1,171,181	1,268,028	1,358,763	1,454,258	1,556,243	1,665,157	1,780,905	1,903,900
Total Consumption (m ³)		520,830	529,051	537,273	545,494	553,408	561,475	569,697	577,918	586,139
Total Meters		2,217	2,270	2,324	2,377	2,429	2,481	2,534	2,588	2,641
Total Consumption:										
Up to 250 m ³		407,978	416,199	424,421	432,642	440,556	448,623	456,845	465,066	473,288
Between 250-500 m ³		32,492	32,492	32,492	32,492	32,492	32,492	32,492	32,492	32,492
Over 500 m ³		80,360	80,360	80,360	80,360	80,360	80,360	80,360	80,360	80,360
Block Rates:										
Up to 250 m ³	\$ 1.81	\$ 2.25	\$ 2.42	\$ 2.58	\$ 2.72	\$ 2.87	\$ 3.02	\$ 3.19	\$ 3.36	\$ 3.54
Between 251-500 m ³	\$ 1.40	\$ 1.51	\$ 1.62	\$ 1.70	\$ 1.78	\$ 1.87	\$ 1.97	\$ 2.06	\$ 2.17	\$ 2.28
Over 500 m ³	\$ 1.20	\$ 1.30	\$ 1.39	\$ 1.46	\$ 1.53	\$ 1.61	\$ 1.69	\$ 1.77	\$ 1.86	\$ 1.95
Annual Percentage Change - Block 1		23.9%	7.6%	6.7%	5.5%	5.4%	5.4%	5.4%	5.3%	5.3%
Annual Percentage Change - Block 2		8.0%	7.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Annual Percentage Change - Block 3		8.0%	7.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%

Description	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Water Base Charge (\$/month by meter size):										
¾"	\$ 13.00	\$ 14.00	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	\$ 19.00	\$ 20.00	\$ 21.00	\$ 22.00
1"	\$ 20.00	\$ 21.00	\$ 22.00	\$ 23.00	\$ 24.00	\$ 25.00	\$ 26.00	\$ 27.00	\$ 28.00	\$ 29.00
1 ½"	\$ 24.00	\$ 25.00	\$ 26.00	\$ 27.00	\$ 28.00	\$ 29.00	\$ 30.00	\$ 31.00	\$ 32.00	\$ 33.00
2"	\$ 29.00	\$ 30.00	\$ 31.00	\$ 32.00	\$ 33.00	\$ 34.00	\$ 35.00	\$ 36.00	\$ 37.00	\$ 38.00
3"	\$ 31.50	\$ 32.50	\$ 33.50	\$ 34.50	\$ 35.50	\$ 36.50	\$ 37.50	\$ 38.50	\$ 39.50	\$ 40.50
4"+	\$ 39.00	\$ 40.00	\$ 41.00	\$ 42.00	\$ 43.00	\$ 44.00	\$ 45.00	\$ 46.00	\$ 47.00	\$ 48.00

Table 3
Town of Minto
Wastewater Services
Wastewater Rate Forecast - Declining Block Rate Structure SCENARIO 1
Inflated \$

Description	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Total Wastewater Consumption Recovery		1,503,464	1,572,775	1,644,495	1,718,702	1,794,301	1,863,919	1,936,128	1,990,645	2,046,017
Total Consumption (m ³)		520,830	529,051	537,273	545,494	553,408	561,475	569,697	577,918	586,139
Total Meters		2,108	2,161	2,215	2,268	2,320	2,372	2,425	2,479	2,532
Total Consumption:										
Up to 250 m ³		407,978	416,199	424,421	432,642	440,556	448,623	456,845	465,066	473,288
Between 250-500 m ³		32,492	32,492	32,492	32,492	32,492	32,492	32,492	32,492	32,492
Over 500 m ³		80,360	80,360	80,360	80,360	80,360	80,360	80,360	80,360	80,360
Block Rates:										
Up to 250 m ³	\$ 2.62	\$ 3.18	\$ 3.27	\$ 3.36	\$ 3.46	\$ 3.56	\$ 3.63	\$ 3.71	\$ 3.76	\$ 3.81
Between 251-500 m ³	\$ 2.00	\$ 2.05	\$ 2.10	\$ 2.15	\$ 2.21	\$ 2.26	\$ 2.32	\$ 2.38	\$ 2.40	\$ 2.42
Over 500 m ³	\$ 1.70	\$ 1.74	\$ 1.79	\$ 1.83	\$ 1.88	\$ 1.92	\$ 1.97	\$ 2.02	\$ 2.04	\$ 2.05
Annual Percentage Change - Block 1		21.1%	2.9%	2.8%	2.8%	2.8%	2.2%	2.2%	1.3%	1.3%
Annual Percentage Change - Block 2		2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	0.8%	0.8%
Annual Percentage Change - Block 3		2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	0.8%	0.8%

Description	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Wastewater Base Charge (\$/month by meter size):										
¾"	\$ 13.00	\$ 14.00	\$ 15.00	\$ 16.00	\$ 17.00	\$ 18.00	\$ 19.00	\$ 20.00	\$ 21.00	\$ 22.00
1"	\$ 20.00	\$ 21.00	\$ 22.00	\$ 23.00	\$ 24.00	\$ 25.00	\$ 26.00	\$ 27.00	\$ 28.00	\$ 29.00
1 ½"	\$ 24.00	\$ 25.00	\$ 26.00	\$ 27.00	\$ 28.00	\$ 29.00	\$ 30.00	\$ 31.00	\$ 32.00	\$ 33.00
2"	\$ 29.00	\$ 30.00	\$ 31.00	\$ 32.00	\$ 33.00	\$ 34.00	\$ 35.00	\$ 36.00	\$ 37.00	\$ 38.00
3"	\$ 31.50	\$ 32.50	\$ 33.50	\$ 34.50	\$ 35.50	\$ 36.50	\$ 37.50	\$ 38.50	\$ 39.50	\$ 40.50
4"+	\$ 39.00	\$ 40.00	\$ 41.00	\$ 42.00	\$ 43.00	\$ 44.00	\$ 45.00	\$ 46.00	\$ 47.00	\$ 48.00

Table 4
Town of Minto
Water Services
Water Rate Forecast - Declining Block Rate Structure SCENARIO 2
Inflated \$

Description	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Total Water Consumption Recovery		942,882	1,040,357	1,134,060	1,221,651	1,314,122	1,413,023	1,518,793	1,631,397	1,751,248
Total Consumption (m ³)		520,830	529,051	537,273	545,494	553,408	561,475	569,697	577,918	586,139
Total Meters		2,217	2,270	2,324	2,377	2,429	2,481	2,534	2,588	2,641
Total Consumption:										
Up to 250 m ³		407,978	416,199	424,421	432,642	440,556	448,623	456,845	465,066	473,288
Between 250-500 m ³		32,492	32,492	32,492	32,492	32,492	32,492	32,492	32,492	32,492
Over 500 m ³		80,360	80,360	80,360	80,360	80,360	80,360	80,360	80,360	80,360
Block Rates:										
Up to 250 m ³	\$ 1.81	\$ 1.94	\$ 2.11	\$ 2.27	\$ 2.41	\$ 2.55	\$ 2.71	\$ 2.87	\$ 3.04	\$ 3.21
Between 251-500 m ³	\$ 1.40	\$ 1.51	\$ 1.62	\$ 1.70	\$ 1.78	\$ 1.87	\$ 1.97	\$ 2.06	\$ 2.17	\$ 2.28
Over 500 m ³	\$ 1.20	\$ 1.30	\$ 1.39	\$ 1.46	\$ 1.53	\$ 1.61	\$ 1.69	\$ 1.77	\$ 1.86	\$ 1.95
Annual Percentage Change - Block 1		6.7%	8.8%	7.6%	6.2%	6.1%	6.0%	6.0%	5.9%	5.8%
Annual Percentage Change - Block 2		8.0%	7.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Annual Percentage Change - Block 3		8.0%	7.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%

Description	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Water Base Charge (\$/month by meter size):										
¾"	\$ 13.00	\$ 19.00	\$ 20.00	\$ 21.00	\$ 22.00	\$ 23.00	\$ 24.00	\$ 25.00	\$ 26.00	\$ 27.00
1"	\$ 20.00	\$ 21.00	\$ 22.00	\$ 23.00	\$ 24.00	\$ 25.00	\$ 26.00	\$ 27.00	\$ 28.00	\$ 29.00
1 ½"	\$ 24.00	\$ 25.00	\$ 26.00	\$ 27.00	\$ 28.00	\$ 29.00	\$ 30.00	\$ 31.00	\$ 32.00	\$ 33.00
2"	\$ 29.00	\$ 30.00	\$ 31.00	\$ 32.00	\$ 33.00	\$ 34.00	\$ 35.00	\$ 36.00	\$ 37.00	\$ 38.00
3"	\$ 31.50	\$ 32.50	\$ 33.50	\$ 34.50	\$ 35.50	\$ 36.50	\$ 37.50	\$ 38.50	\$ 39.50	\$ 40.50
4"+	\$ 39.00	\$ 40.00	\$ 41.00	\$ 42.00	\$ 43.00	\$ 44.00	\$ 45.00	\$ 46.00	\$ 47.00	\$ 48.00

Table 5
Town of Minto
Wastewater Services
Wastewater Rate Forecast - Declining Block Rate Structure SCENARIO 2
Inflated \$

Description	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Total Wastewater Consumption Recovery		1,381,664	1,447,831	1,516,407	1,587,470	1,660,045	1,726,579	1,795,644	1,847,017	1,899,245
Total Consumption (m ³)		520,830	529,051	537,273	545,494	553,408	561,475	569,697	577,918	586,139
Total Meters		2,108	2,161	2,215	2,268	2,320	2,372	2,425	2,479	2,532
Total Consumption:										
Up to 250 m ³		407,978	416,199	424,421	432,642	440,556	448,623	456,845	465,066	473,288
Between 250-500 m ³		32,492	32,492	32,492	32,492	32,492	32,492	32,492	32,492	32,492
Over 500 m ³		80,360	80,360	80,360	80,360	80,360	80,360	80,360	80,360	80,360
Block Rates:										
Up to 250 m ³	\$ 2.62	\$ 2.88	\$ 2.97	\$ 3.06	\$ 3.15	\$ 3.25	\$ 3.33	\$ 3.41	\$ 3.45	\$ 3.50
Between 251-500 m ³	\$ 2.00	\$ 2.05	\$ 2.10	\$ 2.15	\$ 2.21	\$ 2.26	\$ 2.32	\$ 2.38	\$ 2.40	\$ 2.42
Over 500 m ³	\$ 1.70	\$ 1.74	\$ 1.79	\$ 1.83	\$ 1.88	\$ 1.92	\$ 1.97	\$ 2.02	\$ 2.04	\$ 2.05
Annual Percentage Change - Block 1		9.7%	3.1%	3.1%	3.1%	3.0%	2.4%	2.4%	1.4%	1.3%
Annual Percentage Change - Block 2		2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	0.8%	0.8%
Annual Percentage Change - Block 3		2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	0.8%	0.8%

Description	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Wastewater Base Charge (\$/month by meter size):										
¾"	\$ 13.00	\$ 19.00	\$ 20.00	\$ 21.00	\$ 22.00	\$ 23.00	\$ 24.00	\$ 25.00	\$ 26.00	\$ 27.00
1"	\$ 20.00	\$ 21.00	\$ 22.00	\$ 23.00	\$ 24.00	\$ 25.00	\$ 26.00	\$ 27.00	\$ 28.00	\$ 29.00
1 ½"	\$ 24.00	\$ 25.00	\$ 26.00	\$ 27.00	\$ 28.00	\$ 29.00	\$ 30.00	\$ 31.00	\$ 32.00	\$ 33.00
2"	\$ 29.00	\$ 30.00	\$ 31.00	\$ 32.00	\$ 33.00	\$ 34.00	\$ 35.00	\$ 36.00	\$ 37.00	\$ 38.00
3"	\$ 31.50	\$ 32.50	\$ 33.50	\$ 34.50	\$ 35.50	\$ 36.50	\$ 37.50	\$ 38.50	\$ 39.50	\$ 40.50
4"+	\$ 39.00	\$ 40.00	\$ 41.00	\$ 42.00	\$ 43.00	\$ 44.00	\$ 45.00	\$ 46.00	\$ 47.00	\$ 48.00

The following table (Table 6) illustrates a summary of monthly base charge and per cubic meter consumptive rates calculated in the 2015 Rate Study, and rates as calculated in scenarios 1 and 2 shown above.

Table 6
Town of Minto
Comparison of 2016 Base Charge (monthly) & Consumptive Rates (per cubic meter)

	2015 Rate Study	Scenario 1 (Block 1 Rate Impact)	Scenario 2 (Block 1 Base Charge and Rate Impact)
Water Rates			
5/8" or 3/4" Monthly Base Charge	14.00	14.00	19.00
≤250 m3	1.96	2.25	1.94
>250 to ≤500 m3	1.51	1.51	1.51
>500 m3	1.30	1.30	1.30
Wastewater Rates			
5/8" or 3/4" Monthly Base Charge	14.00	14.00	19.00
≤250 m3	2.69	3.18	2.88
>250 to ≤500 m3	2.05	2.05	2.05
>500 m3	1.74	1.74	1.74

Table 7 provides an overview of the total bi-monthly bill by customer types under past and proposed rate structures.

Table 7
Town of Minto
Comparison of Customers' Bi-Monthly Bill

	m ³ per 2 Months	Bi-Monthly Bill Analysis			
		2014 Equivalent Bill (before rate structure change)	2015 Current Rates	2016 Proposed Rates (Scenario 1)	2016 Proposed Rates (Scenario 2)
Average Residential Home	25.7	\$ 212.50	\$ 165.85	\$ 195.55	\$ 199.87
Residential Home - Low Consumption	18.0	\$ 212.50	\$ 131.74	\$ 153.74	\$ 162.76
Residential Home - Med. Consumption	38.9	\$ 212.50	\$ 224.33	\$ 267.23	\$ 263.50
Residential - 12 units	240.0	\$ 1,458.48	\$ 1,503.20	\$ 1,747.20	\$ 1,600.80
Non-Residential - Low Consumption	25.0	\$ 262.00	\$ 190.75	\$ 219.75	\$ 204.50
Non-Residential - Medium Consumption	265.0	\$ 877.45	\$ 1,238.50	\$ 1,494.90	\$ 1,342.40
Non-Residential - High Consumption	3,450.0	\$ 10,882.50	\$10,628.50	\$11,335.50	\$11,183.00

Recommendations

- That Council approve the use of Scenario 1 or Scenario 2 rate adjustments;
- That Council approve the 2016 water and wastewater rates and implementation schedule as shown in Tables 2 and 3 (Scenario 1) or Tables 4 and 5 (Scenario 2).

**TOWN OF MINTO**

DATE: Feb 25, 2016
REPORT TO: Mayor and Council
FROM: Gordon Duff, Treasurer
SUBJECT: Approval of Accounts

STRATEGIC PLAN:

Fiscal Responsibility/Financial Strategies - strategies support the goal of being a fiscally responsible municipality.

BACKGROUND

The following is a summary of accounts by Department paid for February 25, 2016:

Administration	\$ 169,741.35
People & Property	5,434.51
Building	2,582.73
Economic Development	2,822.12
Incubator	1,142.79
Tourism	2,225.01
Fire	11,615.64
Roads	85,094.66
Cemetery	747.00
Streetlights	1,044.67
Waste Water	16,760.31
Water	20,027.09
Recreation	2,154.06
Clifford	3,767.69
Harriston	11,094.40
Palmerston	20,060.55
Norgan	4,684.32

\$ 360,998.90

COMMENTS:

The above information is provided to provide an update on monthly spending by Department as public information. Council also receives three budget update reports per year outlining the status of budget to actual for the capital plan and operating budgets.

Council receives by email a detailed summary of accounts including personal information about identifiable individuals that is protected under the Municipal Freedom of Information Act. The auditor supports Council approving the accounts in this fashion.

FINANCIAL CONSIDERATIONS:

Council's approval of the accounts increases transparency by disclosing monthly spending by Department.

RECOMMENDATION:

That Council of the Town of Minto receives the Treasurer's report dated February 25, 2016, regarding Approval of Accounts, and approves the Town of Minto accounts by Department for January and February 2016.

Gordon Duff, Treasurer

**TOWN OF MINTO**

DATE: February 22, 2016
REPORT TO: Mayor and Council
FROM: Gordon Duff, Treasurer
SUBJECT: Donation to 88.7 FM The River

STRATEGIC PLAN:**5.0 Financial Strategy**

Manage Town finances in a transparent and fiscally responsible manner using a wide variety of accepted methods such as maintaining healthy reserves, investing conservatively, sensible user fees, property tax control, and responsible borrowing.

BACKGROUND:

The Town of Minto has received a request from Saugeen Community Radio Inc. for a donation in the amount of \$500. Saugeen Community Radio Inc. was formed in 2012 with a mission to bring local community radio to North Wellington and southern Grey County. After much regulatory delay, the station began broadcasting in September 2015. It has been working at developing more content and increasing the reliability of its equipment.

Under its new name, 88.7FM The River, this station is working to fill the need for a radio station which is geared to serving the residents of this relatively small catchment area. Similar stations have had success in Centre Wellington, Erin and Hanover. The station would like to receive direct financial support as well as be included in municipal advertising campaigns.

COMMENTS:

Under the Town donation policy, contributions up to \$300 are permitted without requiring a Council report. Donations may go to “not for profit” organizations “providing services or products that benefit the Town”. Staff has reviewed the requests and is prepared to support a donation in the amount of \$500.

FINANCIAL CONSIDERATIONS:

The proposed donation would be included as part of the 2016 donations budget.

RECOMMENDATION:

That Council receives the Treasurer’s report dated February 22, 2016 and approves a donation in the amount of \$500 to Saugeen Community Radio Inc. and the Town of Minto will consider incorporating 88.7 FM The River in its advertising budgets.

Gordon Duff, CPA, CGA
Treasurer



Saugeen Community Radio Inc
88.7FM The River
P.O. Box 504, Mount Forest
N0G-2L0
519-591-7253

December 30th, 2015

TO: Mayor George Bridge
Town of Minto
5941 Highway 89,
Harriston, Ontario.
N0G 1Z0

CC: Bill White CAO/Clerk

FROM: Rob Mattice
General Manager
88.7 FM The River

Subject: Application for 2016 Grant/Donation

As you are aware Saugeen Community Radio is a non-profit corporation incorporated in 2012 with the purpose of bringing local radio to Northern Wellington & Southern Grey County. At that time we obtained a number of Letters of Support, including one from The Town of Minto, (Feb. 22nd, 2012) and as a result of this support we were successful in obtaining our Broadcast License on Sept. 25th, 2013. After much work the station officially launched Sept. 22nd, 2015 and is currently operating out of a temporary location inside Plumes Main Street Interiors in Mount Forest. A community, name the station contest, was recently held and on Dec. 21st, 2015 the most popular name was chosen and we are now broadcasting as **88.7FM The River**.

Our volunteer Board of Directors is currently comprised of the following community members; Chris Byrnes, John McGovern, Shawn Mcleod, John Tyson and Dale Small. Our by-laws allow for up to 12 Board members and we are currently recruiting for additional Board members. As the General Manager of Saugeen Community Radio I am currently it's only paid employee.

The single largest expense to start up a Community Radio Station is the cost of equipment required to operate the station. In total our budget for equipment totals upwards to \$100,000 and while this is not all required on day one we have to date been able to purchase approx. half of our requirements. This has enabled us to start broadcasting and to start generating revenue.



Saugeen Community Radio Inc
88.7FM The River
P.O. Box 504, Mount Forest
N0G-2L0
519-591-7253

Moving forward while we hope all local businesses and municipalities will support the station through Radio advertising and broadcasting of community messages we are also hoping that the four local townships/municipalities of West Grey, Southgate, Minto and Wellington North would consider each donating \$500.00 in order for us to purchase two premium broadcast on air microphones including shock mount suspension, foam pop filter and deluxe microphone arm. This equipment is critical to the on air operation of the station and currently we are using a microphone that has been temporarily loaned to us by a generous local citizen and supporter.

In order to be successful a Community Radio Station depends on its local businesses, government agencies and citizens to support the station and to become involved. At the present time we are actively recruiting Board Members, sales staff, administrative staff, news/sports reporters, community events announcers as well as volunteers interested in broadcasting a community talk show or event.

We hope that you will support this request for a donation and if you have any questions that might help you in reviewing this application request please do not hesitate to contact me. At the same time if you would like us to come to a Council Meeting in the near future to provide you with any additional information regarding 88.7 FM The River I would be pleased to do so.

Thank you for your consideration of this request.

Yours truly,

Rob Mattice

Rob Mattice
General Manager
Saugeen Community Radio/88.7 FM The River
gm@saugeen.ca
519-591-7253

Section: Administration	Policy Number: 3.1
Policy: Financial Donations	Effective Date: 08/03/2005
Date Last Revised: 11/19/2008	Current Revision Date: 06/18/2013



Town of Minto Donation Policy

Preamble

The Town of Minto's Donation Policy sets out the process that must be followed by citizens, service clubs, not-for-profit groups, charitable and sports organizations. Requests by individuals and organizations for Cash Donations and for Donation of Facilities should meet the following criteria:

- The applicant should be providing services or products that benefit the Town of Minto and its residents
- The grant application should be submitted to the Treasurer by the specified date and time as printed on the application page
- The grant application form should be completed in full, with all requested information attached
- If an organization, the applicant should be operating as not-for-profit
- If an organization, the applicant should have a formal organizational structure (i.e. a Board of Directors, Committee structure, or a structure similar in nature)
- The applicant should be prepared to report to Council concerning their activities and use of the grant upon request

Requests for Cash Donations

Any donations for more than three hundred dollars (\$300.00) will be reviewed by the Finance & Personnel Committee. Any donations for less than three hundred dollars (\$300.00) will be reviewed by the Municipal Treasurer. An applicant must meet the aforementioned criteria in order to be considered for a cash donation.

Youth and youth organizations are eligible to apply for a cash donation to assist with costs associated with representing the Town of Minto at provincial, federal or international tournaments or competitions if they qualify attend and apply in the amount of three hundred dollars (\$300.00). Promotional items (i.e. pins, hats, pens) can be donated by the Town of Minto in lieu of a cash donation. Promotional items can also be purchased by these organizations from the Town of Minto at cost.

Emergency Relief events are eligible for a cash donation if the proceeds are benefiting members of the community who have experienced house fires, barn fires, business fires, personal illness or injury or other extenuating circumstances.

Section: Administration	Policy Number: 3.1
Policy: Financial Donations	Effective Date: 08/03/2005
Date Last Revised: 11/19/2008	Current Revision Date: 06/18/2013

Organizations that are exempt from the formal application process for cash donations include all Agricultural and Horticultural societies within the Town of Minto. Exempted organizations must attend Council annually to present a report on their activities. Cash Donation application forms can be found online at www.town.minto.on.ca under Government, By-Laws. Cash donations of any amount will not be available once the budgeted annual amount approved by Council for cash donations has been reached.

Service Club Licensed Events Cash Donations

Service Clubs and other pre-approved groups will receive a 25% Town of Minto grant. Other groups that are not on the list may apply to the Finance and Personnel Committee 60 days prior to their event, if approved, will receive a 25% Town of Minto grant. The total bar sales dollar value will be used to determine the 25% grant.

The Town of Minto will supply one bar staff supervisor and the Service Club must supply the additional smart served trained bar support staff at a rate of one per hundred based on the number of people attending their event.

Requests for Donation of Facilities

Request for Donation of Facilities requests will be reviewed by the Town of Minto's Parks & Recreation Advisory Committee and have been categorized into three aspects:

- Revenue Generating
- Community Service
- Emergency Relief

The following criteria will generally apply:

Revenue Generating

Revenue generating events shall be subject to the Council approved and annually established, Recreation Charges & Fees Schedule less a discount of one hundred dollars (\$100.00) off the entire rental fee. This will serve as the Town of Minto's contribution to the event. Revenue Generating shall mean any admission, entry fee, product sales, sponsorships, gifts in kind or a fundraising initiative, regardless of the nature of the event, purpose or worthiness of the cause for which the event is being hosted. Organizations that receive any other form of donation (i.e. cash) for this event will not be eligible for this discount.

Community Service

Community Service events that generate zero revenue may be eligible for a full donation of Town of Minto facilities.

Emergency Relief

Emergency Relief events are eligible for the waiving of facility fees if the proceeds are benefiting members of the community who have experienced house fires, barn fires, business fires, personal illness or injury or other extenuating circumstances.

Section: Administration	Policy Number: 3.1
Policy: Financial Donations	Effective Date: 08/03/2005
Date Last Revised: 11/19/2008	Current Revision Date: 06/18/2013

Any application for a facility credit of more than five hundred dollars (\$500.00) will be reviewed by P.R.A.C. who will in turn make a recommendation to Council.

Facility Donation application forms can be found online at www.town.minto.on.ca under Government, By-Laws. Facility donations of any amount will cease once the budgeted annual amount approved by Council has been reached.



Corporation of the Town of Minto

Grant Application Form

Applicant Information:

Applicant: _____
(Name of person, organization, company or ad hoc group)

Address: _____

Town: _____ Postal Code: _____

Telephone: _____ Email: _____

Fax: _____

Name of Contact Person: _____

Organization / Project Detailed Description:

Please provide details of the organization or project's anticipated use of grant proceeds (if successful). Include the impact the organization/project has on the Town of Minto and its residents as well as the greater benefit to society as a whole.

Budget and Financial Information:

Attach to this application a copy of your operating budget and recent financial reports for the organization / project. Have available upon request a letter of reference.

Please note other fundraising efforts and/or anticipated funding sources to be used toward the project applied for.

Please return this form to:

Gordon Duff, Treasurer
Town of Minto
5941 Hwy #89, R.R. #1
Harriston, ON, N0G 1Z0
Tel: (519) 338-2511
Fax: (519) 338-2005
Email: gordon@town.minto.on.ca

**TOWN OF MINTO****DATE:** February 19, 2016**REPORT TO:** Mayor and Council**FROM:** Brian Hansen, Public Works Director and Mike McIsaac,
Road Foreman**SUBJECT:** Request for Quotation for Roadside Grass Cutting of
Shoulders and Ditches**STRATEGIC PLAN**

5.7 Adopt and maintain fair and transparent procurement policies and by-laws to ensure the Town receives competitive pricing on tenders and proposals, and that business has equal opportunity to submit bids.

BACKGROUND

Request for Quotations were sent out to close February 17, 2016 for Roadside Grass Cutting of Shoulders and Ditches in the Town of Minto for the 2016, 2017 and 2018 seasons. Five submissions were received as follows with a price per kilometer based on two cuts per season:

Contractor	2016	2017	2018
S&E Lawn Care and Snow Removal	\$7.75 per/km	\$7.80 per/km	\$7.85 per/km
Green Stream Lawn and Vegetation Management Inc.	\$13.00 per/km	\$13.50 per/km	\$14.00 per/km
Forestell Inc.	\$39.00 per/km	\$40.00 per/km	\$41.00 per/km
Griffin Landscaping Management Solutions	\$22.50 per/km	\$22.75 per/km	\$23.00 per/km
County Line Custom Farming Inc.	\$77.50 per/km	\$78.50 per/km	\$79.50 per/km

COMMENTS:

Staff has reviewed all the RFQ submissions for the Roadside Grass Cutting. S&E Lawn Care and Snow Removal have provided this service for the Town of Minto since 2014 with an excellent working experience with the company and the 2016 pricing is the same as 2015.

FINANCIAL CONSIDERATIONS

This service is funded within the 2016 Operating Budget.

RECOMMENDATION

That Council receives this Public Works report from the Public Works Director and Road Foreman dated February 19, 2016 regarding RFQ 2016-02, Roadside Grass Cutting of Shoulders and Ditches and approves the awarding of the RFQ to S&E Lawn Care and Snow Removal at the unit prices of \$7.75 per/km for 2016, \$7.80 per/km for 2017 and \$7.85 per/km for 2018 seasons excluding HST based on approximately 370km, twice per year.

Mike McIsaac
Road Foreman

Brian Hansen
Public Works Director



TOWN OF MINTO

DATE: February 19, 2016
REPORT TO: Mayor and Council
FROM: Brian Hansen, Public Works Director and Mike McIsaac, Road Foreman
SUBJECT: Request for Quotation for, Street Sweeping, Palmerston, Harriston, Clifford

STRATEGIC PLAN

5.7 Adopt and maintain fair and transparent procurement policies and by-laws to ensure the Town receives competitive pricing on tenders and proposals, and that business has equal opportunity to submit bids.

BACKGROUND

Request for Quotations were sent out to close February 17, 2016 for Street Sweeping, Palmerston, Harriston, Clifford in the Town of Minto for the 2016, 2017 and 2018 seasons. Four submissions were received as follows with the price per hour based on approximately 150 hours of service per season:

Contractor	2016	2017	2018
Clean Sweep Power Sweeping	\$120.00 per/hr	\$120.00 per/hr	\$125.00 per/hr
Guelph Power Sweeping	\$85.00 per/hr	\$85.00 per/hr	\$85.00 per/hr
Centennial Sweeping	\$107.00 per/hr	\$110.00 per/hr	\$114.00 per/hr
Mobil Services Inc	\$88.00 per/hr	\$88.00 per/hr	\$88.00 per/hr

COMMENTS:

Staff has reviewed all four RFQ submissions for this Street Sweeping tender. In the past two seasons, Guelph Power Sweeping was the successful bidder. They deployed older smaller units in an attempt to clean the streets at a lower cost. Having tried this service for two years staff believes customer service, equipment reliability, and contractor availability concerns experienced these last two years more than outweigh the additional \$345 annual cost to go with the next lower bid.

In 2006 and 2013 Mobil Services Inc. provided the Town with outstanding service during equipment failures with very short notice. They provide 24hr service, which under optimal weather conditions, completes the task within 3 business days with two machines. Staff believes there will be fewer ratepayer complaints about dust and debris, and the spring urban beautification process significantly improved. Having reviewed the bids and evaluated the service, staff recommends the Mobil proposal be accepted.

FINANCIAL CONSIDERATIONS

This service is funded within the 2016 Operating Budget under Hard Top Sweeping.

RECOMMENDATION

That Council receives this Public Works report from the Public Works Director and Road Foreman dated February 19, 2016 regarding RFQ 2016-01, Street Sweeping, Palmerston, Harriston, Clifford and approves the awarding of the RFQ to Mobil Sweeping Inc. at the price of \$88.00 per hour excluding HST for the 2016, 2017 and 2018 seasons based on approximately 150 hours of service per season.

Mike McIsaac
Road Foreman

Brian Hansen
Public Works Director

**TOWN OF MINTO****DATE:** February 19, 2016**REPORT TO:** Mayor and Council**FROM:** Brian Hansen, Public Works Director and Mike McIsaac,
Road Foreman**SUBJECT:** Supply, Load, Haul and Spread Granular 'A' Tender
2016-03**STRATEGIC PLAN**

5.7 Adopt and maintain fair and transparent procurement policies and by-laws to ensure the Town receives competitive pricing on tenders and proposals, and that business has equal opportunity to submit bids.

BACKGROUND

Request for Tenders were sent out to close February 17, 2016 to Supply, Load, Haul and Spread Granular 'A' in the Town of Minto for the 2016, 2017 and 2018 seasons. Three submissions were received as follows with a price per unit based on an estimated quantity of 10,000 tonne per season:

Contractor	2016	2017	2018
Donegans Haulage Ltd.	\$9.75 per/tonne	\$9.75 per/tonne	\$10.00 per tonne
The Murray Group Limited	\$7.25 per/tonne	\$8.30 per/tonne	\$7.89 per/tonne
E. Dennison Contracting Ltd.	\$7.45 per/tonne	\$7.55 per/tonne	\$7.65 per/tonne

COMMENTS:

Staff has reviewed all the Tender submissions for the Supply, Load, Haul and Spread of Granular 'A'. Contracting Ltd and E. Dennison Contracting Ltd. has submitted a combined three year price which is \$7,900.00 lower than the Murray Group Limited. Both of these companies are located within the Municipality and provide excellent service in all aspects of their business.

FINANCIAL CONSIDERATIONS

This service is funded within the 2016 Operating Budget.

In 2015, E. Dennison Contracting Ltd. was awarded this at the price of \$7.45 per tonne of 'A' Gravel.

RECOMMENDATION

That Council receives this Public Works report from the Public Works Director and Road Foreman dated February 19, 2016 regarding Tender 2016-03, Supply, Load, Haul and Spread Granular 'A' on various roadways in the Town of Minto and approves the awarding of the Tender to E. Dennison at the unit prices of \$7.45 per/tonne for 2016, \$7.55 per/tonne for 2017 and \$7.65 per/tonne for 2018 seasons excluding HST based on approximately 10,000 tonne per season.

Mike McIsaac
Road Foreman

Brian Hansen
Public Works Director

**TOWN OF MINTO****DATE:** February 19, 2016**REPORT TO:** Mayor and Council**FROM:** Brian Hansen, Public Works Director and Mike McIsaac,
Road Foreman**SUBJECT:** Calcium Chloride Tender 2016-04**STRATEGIC PLAN**

5.7 Adopt and maintain fair and transparent procurement policies and by-laws to ensure the Town receives competitive pricing on tenders and proposals, and that business has equal opportunity to submit bids.

BACKGROUND

Request for Tenders were sent out to close February 17, 2016 for Supply and Apply Calcium Chloride on Roadways in the Town of Minto for the 2016, 2017 and 2018 seasons. Three submissions were received as follows with a price per unit either Liquid Calcium Chloride 35% Solution based on 90 Flake Equivalent Tons or an Effective Chloride Composite based on 225 Flake Equivalent Tons:

Contractor	2016	2017	2018
Pollard Highway Products (Chloride Composite)	\$333.20 Unit Price	\$333.20 Unit Price	\$333.20 Unit Price
Da-Lee Dust Control (Calcium Chloride 35% Solution)	\$309.43 Unit Price	\$309.43 Unit Price	\$309.43 Unit Price
Miller Paving Limited (Magnesium Chloride 30%)	\$361.44 Unit Price	\$368.67 Unit Price	\$376.04 Unit Price

COMMENTS:

Staff has reviewed all the Tender submissions for the Supply and Apply Calcium Chloride. Da-Lee Dust Control has provided the dust suppressant service to the Town of Minto for a number of years with a competitive price and the appropriate product for the granular roads within the Municipality. The Town of Minto has used Composite products in the past which have not performed well with our granular and subsoil materials.

FINANCIAL CONSIDERATIONS

This service is funded within the 2016 Operating Budget.

In 2015, Da-Lee Dust Control was awarded this at the price of \$300.62 per flake ton of Calcium Chloride.

RECOMMENDATION

That Council receives this Public Works report from the Public Works Director and Road Foreman dated February 19, 2016 regarding Tender 2016-04, Supply and Apply Calcium Chloride on Roadways in the Town of Minto and approves the awarding of the Tender to Da-Lee Dust Control at the unit prices of \$309.43 per flake ton for 2016, \$309.43 per flake ton for 2017 and \$309.43 per flake ton for 2018 seasons excluding HST based on approximately 90 Flake Equivalent Tons per season.

Mike McIsaac
Road Foreman

Brian Hansen
Public Works Director

The Corporation of the Town of Minto

By-law 2016-12

Bylaw to establish Fees and Charges for various services provided by the municipality

WHEREAS Section 391 (1) of the *Municipal Act*, 2001 S.O. Chapter 25 as amended (hereinafter called “the Act”) permits a municipality and a local board to pass By-laws imposing fees or charges on any class of persons;

AND WHEREAS Section 398 of the *Municipal Act*, 2001 provides that fees and charges imposed by a municipality on a person constitute a debt of the person to the municipality;

AND WHEREAS Subsection 398 (2) of the *Municipal Act*, 2001 provides that the treasurer of a municipality may add fees or charges imposed by a municipality to the tax roll and collect them in the same manner as municipal taxes;

AND WHEREAS pursuant to Section 69 of *The Planning Act*, R.S.O. 1990, as amended, provides that a Council of a municipality may pass a by-law to prescribe a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS pursuant to Section 7, *Building Code Act*, S. O. 1992, c, 23 as amended, provides that a Council of a municipality may pass a By-law to prescribe fees for the processing of applications for permits or for the issuance of permits;

AND WHEREAS Council of the Town of Minto deems it necessary and expedient to pass a by-law to prescribe fees and charges applicable for services as described in this By-law having given notice of the date the said by-law would be considered;

NOW THEREFORE the Council of the Corporation of the Town of Minto enacts as follows;

1. That the fees and charges as set out in Schedule A through Schedule K inclusive to this By-law shall be hereby set for the services described in the aforementioned Schedules.
2. That fees and charges will be subject to applicable taxes including but not limited to Harmonized Sales Tax (H.S.T.) unless exempt or otherwise noted in the aforementioned Schedules.
3. That all charges payable under this By-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Town of Minto owned by such person or persons and may be collected in the same manner as taxes, in accordance with Section 398 *Municipal Act*, 2001 S.O. Chapter 25 as amended.
4. That this By-law shall be known as the “Fees and Charges By-law”
5. That where this By-law establishes a fee and rate for a service described in the Schedules hereto, and another fee or charge is established in a by-law that pre-dates the effective date of this By-law, the fees and charges in this By-law and the Schedules hereto shall apply, and without limiting the generality of the forgoing Bylaw 2015-12, is hereby repealed in its entirety.
6. THAT this By-law shall come into force upon final passing thereof.

Read a first, second, third time and passed in open Council this 17th day of February, 2015.

Mayor George A. Bridge

C.A.O. Clerk Bill White

The Corporation of the Town of Minto
By-Law No. 2016-12

2015 user fees & charges index

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The Corporation of the Town of Minto
By-Law No. 2016-12
Schedule “A”
Administration Charges and Fees

DESCRIPTION	PRICE
Photocopies	\$0.25 per page
Photocopies (Large Packages or special interest group)	\$0.10 per page
Facsimile to send or receive	\$1.00 per page
Facsimile to send or receive (for special interest groups)	\$0.25 per page
Lottery licenses	*3% of the total prize value listed on the license
Marriage Licenses	\$120.00
Civil Marriage Ceremony in Council Chambers during business hours	\$200.00 plus HST
Civil Marriage Ceremony outside Council Chambers	\$300.00 plus HST and expenses
Rehearsal Fee	\$75.00 plus HST and expenses
Renewal of Vows	\$75.00 plus HST and expenses
Commissioner’s signature for Corporations	\$25.00
Commissioner’s signature for Individuals	\$20.00
Commissioner’s signature (Multiple signatures, 3 or more)	\$50.00
Burial permit (death originated out of Town)	\$20.00
Burial permit (death originated in the Town of Minto)	\$10.00

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)	
Application Fee	\$5.00
Search Time	\$7.50 per fifteen minutes
Record Preparation	\$7.50 per fifteen minutes
Photocopies	\$0.25 per page
Computer Disks	\$10.00 per disk
Computer Programming	\$15.00 per fifteen minutes
Shipping Costs	
Appeal Fee-Personal Information	\$10.00
Appeal Fee- General Information	\$25.00
Fire Administration Fee	\$35.00 per hour

The Corporation of the Town of Minto
By-Law No. 2016-12
Schedule “B”
Treasury Charges and Fees

DESCRIPTION	PRICE
Tax Certificates personal request (written or verbal)	\$10.00 each
Tax Certificates Professional request (written only)	\$30.00 each
Duplicate Receipt or Bill	\$20.00
Handling charges for transferring any uncollectable Accounts Receivable arrear to Tax Account	\$20.00
Tax Registration (does not include legal fees)	\$150.00
Tax Collection Fee (by registered letter)	\$20.00
Tax Sale of Land, Tender Packages	\$25.00
Finance Charge for unpaid accounts receivable	2% per month
Minimum charge of:	\$2.00
Returned Item Charge – to apply to all services	\$40.00

The Corporation of the Town of Minto
By-Law No. 2016-12
Schedule “C”
Building and Development Charges and Fees

Tariff of Fees

No.	Building	Admin Fee	BP Fee (per sq. ft. unless noted)
1	Group A & B - Assembly and Institutional Occupancies		
	a) New Construction	\$200.00	\$0.65
	b) Renovation/Alteration	\$100.00	\$0.37
	c) Accessory Structures	\$100.00	\$0.46
2	Group C - Residential Occupancies		
	a) New Construction	\$200.00	\$0.65
	b) Finished/Unfinished Basement	\$200.00	\$0.15
	c) Renovation/Alteration	\$100.00	\$0.34
	d) Attached Garage	\$100.00	\$0.30
	e) Accessory Structure	\$100.00	\$0.30
	f) Deck/Porch	\$100.00	\$0.30
3	Group D & E Occupancies		
	a) New Construction	\$200.00	\$0.65
	b) Renovation/Alteration	\$100.00	\$0.38
	c) Accessory Structures	\$100.00	\$0.46
4	Group F Occupancies		
	a) New Construction	\$200.00	\$0.45
	b) Renovation/Alteration	\$100.00	\$0.38
	c) Accessory Structures	\$100.00	\$0.46
5	Agricultural		
	a) New Construction	\$100.00	\$0.16
	c) Liquid Manure Tanks		\$4.07 per Lin. Ft.
	d) Grain Bin (not exceeding 12m in height)		\$280.00 Flat Fee
	e) Tower Silos		\$280.00 Flat Fee
	f) Bunk Silos		\$350.00 Flat Fee
6	Demolition Permits		
	a) Class 'A'		\$100.00 Flat Fee
	b) Class 'B'		\$200.00 Flat Fee
7	Class 4 On-Site Septic Systems		
	a) New/Replacement System		\$425.00 Flat Fee
	b) Replacement Tank		\$150.00 Flat Fee
	c) Bed Replacement		\$275.00 Flat Fee
8	Plumbing Permit		\$120.00 Flat Fee
9	Conditional Permit		\$300.00 Flat Fee Plus Completion Permit Amount
10	Solid Fuel Fired Appliance		\$120.00 Flat Fee
11	Tent Permit		\$120.00 Flat Fee
12	Temporary Structure (Temp Dwelling, School Portable, Etc)		\$210.00 Flat Fee
13	Change of Use (No Construction)		\$100.00 Flat Fee
14	Pool Fence Enclosure		\$120.00 Flat Fee

Notes To Table:

- a) An investigation fee of \$150.00 shall be applied where work has commenced prior to the issuance of the required building permit in addition to the building permit fee
- b) Any other building or structure not included above or where square footage cannot be calculated effectively, a rate of \$9.00 per \$1000.00 of construction value shall be charged for a building permit.
Inspection only - no permit required: a fee of \$75.00 per hour shall be applied
- c) applied
- d) Inspection requested and not ready: a fee of \$75.00 shall apply

The Corporation of the Town of Minto
By-Law No. 2016-12
Schedule “C”
Building and Development Charges and Fees

Refund of Fees

STAGE OF PERMIT APPLICATION	REFUND (% OF ENTIRE FEES PAYABLE)
Application received No administrative functions done	90%
Application process Plans reviewed and permit issued or refused	60%
Permit issued and inspection(s) completed	0%

Notes To Table:

- a) When an application for a Building Permit has been revoked by the Chief Building Official, the amount refundable, as per above table, will be refunded to the applicant. In cases where the Building Permit fee has not been paid at the time of the application, the amount due at the time of revocation will be the Building Permit fee minus the refundable amount.
- b) No refund will be given when the application for refund has not been made within 12 months of the issuance of the permit.

The Corporation of the Town of Minto
By-Law No. 2016-12
Schedule “D”
Recreation Charges and Fees

	Price
Arena & Hall	
Auditorium (Friday or Saturday)	\$350.00 / day**
Kitchen (Friday or Saturday)	\$75.00 / day**
Set-up evening before rental (Friday or Saturday)	\$100.00 / day**
Small Room or under 50 people (Weekdays Only)	\$100.00 / day**
Auditorium (Sunday - Thursday)	\$250.00 / day**
Kitchen (Sunday - Thursday)	\$50.00 / day**
Set-up evening before rental (Sunday - Thursday)	\$50.00 / day**
Complete Hall & Kitchen for Youth Tournaments	\$250.00 / day**
Arena Surface (Licensed Event)	\$500.00 / day**
Curling Surface (Licensed Event)	\$400.00 / day**
Arena Surface (Non-licensed Event)	\$450.00 / day**
Curling Surface (Non-licensed Event)	\$350.00 / day**
Harriston Train Station	
Full Day (Non-Licensed)	\$75.00 / day**
Small Meeting, Community Use	\$15.00 / hour**
Norgan Theatre	
Theatre Area	\$50.00 / hour or \$300.00 / day**
Birthday Party (2 hour minimum)	\$30.00 /hour
Arena	
Adult	\$124.00 / hour**
Local Youth Organized Sport (Saturdays)	\$93.00 / hour**
Local Youth Organized Sport	\$101.00 / hour**
Out of Town User (Minor Only)	\$112.00 / hour**
School / Non-Prime Ice (Weekdays 9am-5pm)	\$60.00 / hour**
School Physical Education Class	\$40.00 / hour**
Private Shinny	min \$40.00, max \$60.00 / hour**
Public Shinny	\$5.00 / person
Shinny Pass	\$75.00/year
Sponsor Public Skating (Corporate)	\$100.00 / session**
Indoor Summer Sports	\$50.00 / hour**

The Corporation of the Town of Minto
By-Law No. 2016-12
Schedule “D”
Recreation Charges and Fees

	Price
Ball Diamonds	
Minor	\$32.00 / player**
Adult and Single Game (up to 15 games)	\$50.00 / game**
Tournament - Adult - 1 day	\$250.00 / diamond**
Tournament - Adult - 2 day	\$300.00 / diamond**
Tournament - Adult - 3 day	\$350.00 / diamond**
Tournament - Minor - 1 day	\$175.00 / diamond**
Tournament - Minor - 2 day	\$200.00 / diamond**
Tournament - Minor - 3 day	\$225.00 / diamond**
Lights Left On	\$50.00 / occurrence**
Soccer Fields	
Minor	\$32.00 / player**
Adult and Single Game	\$50.00 / game**
Parks	
Pavilion (Non-licensed)	\$60.00 / day**
Pavilion (Licensed)	\$100.00 / day**
Summer Adventure Camp	
Per Day	\$30.00
Week - 1 Child, 2 Children (Same Family, Each)	\$120.00 / \$110.00
Swimming Lessons	March 31 / April 1
Red Cross Swim Preschool & Swim Kids (Level 1 - 4)	\$70.00 / \$75.00
Red Cross Swim Kids (Level 5 - 8)	\$75.00 / \$80.00
Red Cross Swim Kids (Level 9 - 12)	\$75.00 / \$80.00
Advanced Programs	
Bronze Star	\$150.00
Bronze Medallion	\$200.00
Bronze Cross	\$200.00
Combined Bronze Medallion/ Cross	\$350.00

The Corporation of the Town of Minto
By-Law No. 2016-12
Schedule “D”
Recreation Charges and Fees

	Price
Private Swimming Lessons	
1 Private Swimming Lesson (1/2 hour)	\$20.00
5 Private Swimming Lessons (1/2 hour)	\$90.00
8 Private Swimming Lessons (1/2 hour)	\$130.00
10 Private Swimming Lessons (1/2 hour)	\$160.00
1 Semi-Private Lesson (1/2 hour) - max 3 children	\$17.00
5 Semi-Private Lessons (1/2 hour) - max 3 children	\$75.00
8 Semi-Private Lessons (1/2 hour) - max 3 children	\$110.00
10 Semi-Private Lessons (1/2 hour) - max 3 children	\$130.00
Pool Programs	
Junior Lifeguard Club	\$40.00
Swim Team Individual	\$60.00
Swim Team Family	\$140.00
Pool Admissions	
Individual Seasons Pass	\$99.00
Family Seasons Pass	\$198.00
Book of 10 Passes	\$30.00
Single Admission (5 years of age+)	\$4.00
Single Family Admission (max 6 family members)	\$14.00
Aqua Fit, Aqua Boot Camp, Aqua Zumba Single Admission	\$7.00
Pool Rental	
Under 25 people	\$100.00**
Over 25 people	\$150.00**
School	\$2 / child
Other Programs	
Babysitter Course	\$50.00
Hometown Ball	\$35.00
Grassroots Hockey	\$90.00
Grassroots Soccer	\$35.00
Smart Serve	\$50.00
Fitness Classes	\$50.00

The Corporation of the Town of Minto
 By-Law No. 2016-12
 Schedule “D”
 Recreation Charges and Fees

	Price
Extras	
Buck & Doe & Wedding Reception Combo (discount off 2nd rental)	(\$100)
Table rental (Wooden Only)	\$5.00 / day
Chair rental	\$1.00 / day
Arena Ice Ad	\$300.00**
Arena Board Ad	\$300.00**
Wall Hung Board Ad	\$200.00**
Camp site (groups 15 or more, agreement required)	\$25.00 / 1 day**
Camp site (groups 15 or more, agreement required)	\$40.00 / 2 days**
Camp site (groups 15 or more, agreement required)	\$50.00 / 3 days**

Non-Ice Rates Effective January 1st of Calendar Year

Ice Rates Effective July 1st of Calendar Year

** plus HST

The Corporation of the Town of Minto
By-law 2016-12
Schedule “E”
Public Service Charges and Fees

DESCRIPTION	FEE
Sewer Rodding	
During regular hours per call	\$100.00
Off hours or weekends per call	\$150.00
Statutory Holidays per call	\$250.00
Tile Drainage Inspection	\$200.00
Palmerston Parking Permits	\$150.00/annually
Tapping the water main	\$250.00
Hook up to water main Inspection	\$75.00
Hook up to sewer Inspection	\$75.00
Camera Fee	\$100.00
Road Conditions- Water up to and incl. 1” service	
Paved Road with curb or sidewalk	\$2,900.00
Paved Road only	\$2,400.00
Gravel Road only	\$2,100.00
No Road	\$1,500.00
Services over 1”	Time & Material
Sanitary Sewer- up to and incl. 6” service	
Paved Road with curb or sidewalk	\$3,500.00
Paved Road only	\$3,000.00
Gravel Road	\$2,600.00
Services over 8”	Time & Material
Oversized Water Line Service	\$2,100.00
Oversized Sanitary Sewer Line Service	\$2,600.00
<i>*Estimated base corrected on Construction Costs</i>	
Infill Lot Frontage Fees	\$221.00 per meter
<i>*Collectable at the time of severance (\$80 per meter water, \$80 per meter sewer, \$61 per meter storm sewer)</i>	
Entrance & Damage Deposits	
Inspection Fee	\$100.00
Permit Fee	\$50.00
Urban/Rural Damage Deposit	\$1,000.00
Hidden Driveway signs installed	\$240.00

The Corporation of the Town of Minto
By-Law No. 2016-12
Schedule “F”
Fire & Emergency Services Administration Charges and Fees

Occupant Load Licenses

The following fees shall apply to services related to an application for issuance of licenses defining the maximum occupant load of places of assembly, having more than 60 persons. This includes but is not limited to public halls, arenas, auditoriums and occupancies wherein alcoholic beverages are served.

DESCRIPTION	FEES
Where alcoholic beverages are served	\$100.00
All other	\$75.00

Inspections Under the Ontario Fire Code

Application for special building inspections under the Ontario Fire Code shall be charged the following rates based on category.

DESCRIPTION	FEES
Inspections	
Single residence	\$100.00
Assembly	\$100.00
Institutional/industrial/commercial	\$125.00
Commercial/Retail	\$100.00
Apartments/condominiums	\$100.00 + \$10.00 per unit
Reports	
File Search/Fire reports/Property Searches	\$90.00
Letter to insurance and real estate companies	\$75.00
File Search for Environmental Issues	\$90.00
Reviewing Risk & Safety Management Plans	\$40.00 per hour per staff member

Incidents on Public Roadways

All incidents on all provincial highways, county roads and all other locations to which the Town of Minto Fire Service vehicles are dispatched shall be charged and shall pay to the Town of Minto the cost of such services as per the Ministry of Transportation of Ontario’s (MTO) rates Charges under the Spills Act or the Transportation of Dangerous Goods Act shall be charged in addition, if applicable.

Administration and Enforcement of Spills Act and Transportation of Dangerous Goods Act

The clean up of hazardous material spills shall be charged at MTO rates plus the cost of any cleanup materials used and shall be payable by the person or persons creating or causing such spill as determined at the sole discretion of the Chief of the Town of Minto Fire Service. The cost of a third party spill cleaner will be the responsibility of the person or persons creating or causing such spill.

The Corporation of the Town of Minto
By-Law No. 2016-12
Schedule “F”
Fire & Emergency Services Administration Charges and Fees

Illegal Burning Related Charges

The Minto Fire Department, at the discretion of the Fire Chief, can charge the property owner the same rates as Incidents on Public Roadways if the property owner or occupant is contravening the Town of Minto Burn By-Law.

Securing of Premises

Securing of premises after a fire (i.e., by the sealing or boarding of doors and windows, etc.), shall be charged at an hourly rate plus materials used. If firefighters are employed for barricading the rate shall be \$35.00 per firefighter per hour and such charges shall be payable by the owner or owners of the premises.

False Alarms

The following procedures and fees shall apply only when it has been determined at the sole discretion of the Chief of the Town of Minto Fire Service that the false alarms were preventable. The total shall be calculated within each calendar year with each year being considered separately.

First false alarm Fire prevention to follow up and determine why. Registered letter to be sent indicating possible financial implications of re-occurrences.

Second false alarm Final notice sent by registered mail.

Third false alarm Invoice for six hundred dollars (\$600.00) payable by the owner or owner’s of the premises.

Fourth false alarm Invoice for twelve hundred dollars (\$1200.00) payable by the owner or owner’s of the premises.

Each false alarm after the fourth Will be invoiced for twelve hundred dollars (\$1,200.00) payable by the owner or owners of the premises.

DESCRIPTION	FEE
Fire Extinguisher training sessions	\$50.00 per hour, one hour minimum
Posting a Fire watch under the Ontario Fire Code	\$350.00 per hour per truck
Each additional half hour or part thereof	\$175.00 per half hour per truck
Consultation/Advice to Professional Groups	\$100.00 per hour
Classroom Rental Fire Halls with Kitchen	\$100.00 per day
Classroom Rental Fire Halls without Kitchen	\$75.00 per day
Chemicals used to suppress or prevent fires or explosions (often referred to as foam agents)	\$75.00 per 5 Gal Container

The Corporation of the Town of Minto
By-Law No. 2016-12
Schedule “G”
Dog Licensing Charges and Fees

For a license issued with respect to a dog, the license fee shall be as follows;	Before April 1	After April 1
1 a. Per dog for the first and second dog	\$12.00	\$20.00
1 b. Per dog for dogs picked up without a current tag	\$40.00	\$40.00
1 c. Fee for a dog impounded for a dog impounded (payable to the Dog Control Officer, see Section E.3.)	\$50.00	\$50.00

The above fee as set in 1a shall apply if such fees are paid within fifteen (15) days of the dog becoming twelve (12) weeks old or upon moving into the municipality.

	Before April 1	After April 1
Fee for replacement of lost dog tag	No charge	No charge
Fee for Kennel license	\$150.00	\$200.00
<ul style="list-style-type: none"> 1st dog 2nd dog 	\$12.00 \$12.00	\$20.00 \$20.00
<ul style="list-style-type: none"> Inspection fee by Provincial Offences Officer 	\$50.00	\$50.00

The Corporation of the Town of Minto
By-Law No. 2016-12
Schedule “H”
Cemetery Tariff Charges and Fees

SALE OF INTERMENT RIGHTS

Classification of Purchaser	Interment Rights	Maintenance & Care	Total
Plots (Allows 1 Non-Cremation Burial or 4 Cremations)			
Resident of Minto	\$480.00	\$320.00	\$800.00
Non-Resident	\$600.00	\$400.00	\$1,000.00
Cremation Garden (Allows 2 Burials)			
Resident	\$270.00	\$180.00	\$450.00
Non-Resident	\$330.00	\$220.00	\$550.00
Columbarium (Allows 2 Urns)			
Resident of Minto Lower 3 rows	\$480.00	\$320.00	\$800.00
Resident of Minto Top 3 row	\$600.00	\$400.00	\$1,000.00
Non-Resident Lower 3 rows	\$600.00	\$400.00	\$1,000.00
Non-Resident Top 3 rows	\$720.00	\$480.00	\$1,200.00

INTERMENT CHARGES (OPEN AND CLOSE)

Adult	Child(to 8 yrs)	Infant (to 1 yr)	Cremation	Cremation	Columbarium
				(with vault)	
April 16 to November 30 (Weekdays 9 am to 4 pm)					
\$500.00	\$300.00	\$250.00	\$250.00	\$350.00	\$150.00
December 1 to April 15 (Weekdays 9 am to 4 pm)					
\$750.00	\$400.00	\$350.00	\$450.00	\$450.00	\$250.00
Additional Charges for Saturdays, Sundays & Holidays					
\$500.00	\$150.00	\$100.00	\$100.00	\$100.00	\$100.00

MONUMENT CHARGES

DESCRIPTION	FEE
Location and Inspection	
Monument Foundations and Markers	\$50.00
Four corner markers (purchase of 3 or more lots)	\$100.00
Maintenance and Care Funds Surcharge	
Upright monument with dimensions of 48” or less	\$100.00
Upright monument with any dimension greater than 48”	\$200.00
Flat Marker measuring at least 173 sq in	\$50.00
Other Charges	
Disinterment - April 16 to Nov 30 (Reburial Extra)	\$800.00
Winter Storage	\$100.00
Grass and Device Setup	\$100.00
Transfer of Interment Rights Certificate	\$50.00
Winter Burial Extra for Snow Removal	\$150.00 per hour

ALL CHARGES ARE SUBJECT TO HST

The Corporation of the Town of Minto
By-Law No. 2016-12
Schedule “I”
Water and Sewer Charges and Fees

1. Monthly Billing Amount Formula

The monthly amount payable rate shall be calculated for all customers using the following monthly billing formula:

Monthly billing amount = Administrative Charge + Volume Charges

as per Part a) below as per Part b) below

a) Administration Charges:

Based on the meter size in the left column, the applicable charge for water and the applicable charge for sewer in the relevant year shall be included in the monthly billing amount formula.

Meter	\$Water	\$Sewer	\$Water	\$Sewer	\$Water	\$Sewer	\$Water	\$Sewer	\$Water	\$Sewer
Size	2015		2016		2017		2018		2019	
¾”	13.00	13.00	14.00	14.00	15.00	15.00	16.00	16.00	17.00	17.00
1”	20.00	20.00	21.00	21.00	22.00	22.00	23.00	23.00	24.00	24.00
1 ½”	24.00	24.00	25.00	25.00	26.00	26.00	27.00	27.00	28.00	28.00
2”	29.00	29.00	30.00	30.00	31.00	31.00	32.00	32.00	33.00	33.00
3”	31.50	31.50	32.50	32.50	33.50	33.50	34.50	34.50	35.50	35.50
4” +	39.00	39.00	40.00	40.00	41.00	41.00	42.00	42.00	43.00	43.00

b) Volume Charges

Based on the consumption rate in the left column, the applicable volume charge for water and the applicable volume charge for sewer in the relevant year shall be included in the monthly billing amount formula.

Water / m3	2015	2016	2017	2018	2019
0 – 250	1.81	1.96	2.10	2.22	2.33
251 – 500	1.40	1.51	1.62	1.70	1.78
501	1.20	1.30	1.39	1.46	1.53

Sewer / m3	2015	2016	2017	2018	2019
0 – 250	2.62	2.69	2.76	2.82	2.89
251 – 500	2.00	2.05	2.10	2.15	2.21
501	1.70	1.74	1.79	1.83	1.88

c) Monthly Per Unit Charges for Multiple Units:

For multiple unit properties, the amount payable under the Monthly Billing Amount Formula shall be increased by an additional charge of \$7.50 per unit for each unit above one unit.

2. Tap In Charges

- a) The minimum charge to connect a lateral water service up to one inch in diameter into a municipal water main shall be \$1,150 plus HST. To connect a lateral service over one inch, the cost shall be based on the applicable time and material for the lateral installation including restoration from the water main to the property line (plus HST).

b) The charge to connect a sanitary sewer lateral shall be based on applicable time and material for installation, plus restoration, from sanitary main to the lot line (plus HST).

3. Service Charge

- a) A charge of \$75 shall be payable for same day disconnecting and reconnecting.

b) The charge of \$75.00 shall be levied for disconnecting water and a further charge of \$75.00 shall be levied for reconnection.

c) In addition to applicable charges above a service charge of \$100 shall apply where water is to be disconnected or connected

4. Late payment charges for any account shall apply as outlined in the applicable fees and charges by-law.

The Corporation of the Town of Minto
By-Law No. 2016-12
Schedule “J”
Transient Traders, Refreshment & Food Vehicles, Door to Door Sales

DESCRIPTION	FEE
Transient Trader License	\$250.00
Refreshment and Food Vehicles License	\$250.00
Door to Door Sales	\$250.00

*For more information on obtaining the above licenses, see By-law 00-53

The Corporation of the Town of Minto
By-Law No. 2016-12
Schedule “K”
Planning Charges and Fees

Description	Fee
Zoning Amendments	
Deposit	\$1,500.00
Administration	\$700.00
Holding Zone Removal By-law	
Administration Fee	\$500.00
Plan of Subdivision or Condominium	
Deposit	\$12,000.00
Administration	\$3,000.00
Site Plan Control Approval & Agreement	
Minor	
Deposit	\$2,850.00
Administration	\$750.00
Site Plan Control Approval & Agreement	
Complex	
Deposit	\$6,000.00
Administration	\$1,000.00
Lot Grading /Security Deposit	
Deposit	\$1,800.00
Administration	\$200.00
Consent Agreements	
Deposit	\$2,000.00
Administration	\$600.00
Minor Variance	
Deposit	\$1,000.00
Administrative	\$600.00
Proposed Surplus of Lands	
Administration (Plus expenses to the selling of the proposed surplus of lands)	\$500.00
Deposits less the disbursement fees and third party fees will be refunded. Disbursements may include but are not limited to: postage, laminating, registration of documents and photocopying. Third Party Fees include but are not limited to planners, engineers, solicitors, advertising of notices and similar costs.	

Other Planning Charges	
Any other application under to the provision of the <i>Planning Act</i>	\$2,000.00
Part Lot Control	\$500.00
Certified List of Landowners for any application	\$100.00
Severance Clearance of Conditions	\$50.00
Cash in lieu of Parkland Lots by Severance	\$500.00 per lot
Fee for services provided by municipal employee	\$50/hour/employee
Zoning Compliance Professional Request (written only)	\$50.00
Town of Minto Comprehensive Zoning By-law (per copy)	\$25.00
Lot Deeming By-law	\$500.00
Encroachment Agreement	\$500.00

The Corporation of the Town of Minto
By-law No. 2016-13

To confirm actions of the Council of the
Corporation of the Town of Minto
Respecting a meeting held March 1, 2016

WHEREAS the Council of the Town of Minto met on March 1, 2016 and such proceedings were conducted in accordance with the Town's approved Procedural By-law.

NOW THEREFORE the Council of the Corporation of the Town of Minto hereby enacts as follows:

1. That the actions of the Council at its Committee of the Whole/Council meeting held on March 1, 2016 in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate By-law.
2. That the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, or obtain approvals, where required, and, except where otherwise provided, the Mayor and the C.A.O. Clerk are hereby directed to execute all documents necessary in that behalf and to affix the Corporate Seal of the Town to all such documents.
3. This By-law shall come into force and takes effect on the date of its final passing.

Read a first, second, third time and passed in open Council this 1st day of March, 2016.

Mayor George A. Bridge

C.A.O. Clerk Bill White