



Tuesday, February 2, 2016

3:00 p.m.

Council Chambers

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a. Resolution to name Acting Deputy Mayor	1
2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act	
3. Minutes of Previous Meeting	
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5. 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	
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11.	Motion to Return To Regular Council	
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13. Resolution Adopting Proceedings of Committee of the Whole

14. By-laws

- a. 2016-06, to appoint a Compliance Coordinator and Alternate Overall Responsible Operator Pursuant to the Safe Drinking Water Act 55
- b. 2016-07, Confirm the Proceeding of the January 19, 2016 Committee/Council meeting 56

15. Adjournment

The Corporation of the Town of Minto

COUNCIL AGENDA NO. 1.a)

Moved by: _____

Resolution: _____

Seconded by: _____

Date: Tuesday February 2, 2016

THAT The Council of the Town of Minto appoint Councillor David Turton to act in the place of the head of Council and the Deputy-Mayor of Council for the February 2, 2016 Council Meeting. While so acting, the member has and may exercise all the rights, powers and authority of the head of Council.

Deputy Mayor David Turton



Council Minutes
Tuesday, January 19, 2016
6:30 p.m. Council Chambers

Council Present:

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

Staff Present:

Bill White, C.A.O. Clerk
Annilene McRobb, C.A.O. Clerk and Council Assistant, Recording Secretary
Terry Kuipers, Chief Building Official
Belinda Wick-Graham, Business & Economic Manager
Gordon Duff, Treasurer
Brian Hansen, Public Works Director
Stacey Pennington, Building Assistant

1. **Call to Order**
Mayor Bridge called the meeting to order at 6:32 p.m.
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act - None**
3. **Motion to Convene into Closed Session**

RESOLUTION: 2016-13

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

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, C.A.O. Clerk Performance Evaluation.

Carried

4. **Motion to Convene into Open Session**
-

RESOLUTION: 2016-14

Moved By: Judy Dirksen

Seconded By: Ron Elliott

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

Carried

5. Minutes of Previous Meeting

- a. Regular Council Minutes of January 5, 2016

RESOLUTION: 2016-15

Moved By: Jean Anderson; Seconded By: Ron Faulkner

THAT the minutes of the January 5, 2016 Council Meeting be approved.

Carried

6. Additional Items Disclosed as Other Business

Mayor Bridge, Deputy Mayor Faulkner, Councillors Turton and Colwell declared 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: 2016-14

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

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

Carried

8. Public Meeting - 7:10 p.m.

- a. ZBA 2015-06-Harper 46 Robertson Street, Harriston

Mayor Bridge called the meeting to order asking members of the public to sign the attendance record and stating that if a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Minto before the By-law is passed, the person or public body is not entitled to appeal the decision of the Town of Minto to the Ontario Municipal Board and the person or public body may not be added as a party to the hearing of the appeal before the Board unless, in the opinion of the Board, there are reasonable grounds to do so.

C.A.O. Clerk White described the location and legal description of the property. The purpose of the amendment is to rezone the lands from single family Residential (R1B) to Medium Density Residential (R2) to permit a four-plex, noting other zoning relief may be considered for the proposal where appropriate. The C.A.O. Clerk explained that the notice was mailed to property owners within 120 meters of the subject lands, sent to applicable agencies and posted on the property. Comments were received from Town of Minto Staff, and Mark Van Patter, Manager of Planning and Environment, Wellington County. The C.A.O. Clerk summarized a letter from Margaret Church received at the meeting indicating concern with a four-plex, and letters in the agenda package from Bob and Pat Harron, 52 Robertson Street, Jeremy Sharkey, 63 Robertson Street, and Brandon and Sarah Moore, 47 Roberston Street also with concerns about the rezoning.

Chair Bridge called on the applicant or agent, or any persons wishing to comment in favour of the application and no persons came forward. Mayor Bridge called on any persons in opposition to the application.

The following residents came forward and spoke in opposition of the application: Richard Lawson, 64 Robertson Street, Bob Harron, 52 Robertson Street Diane and Blake Morgan, 59 Robertson Street and Terry Heise, 32 Robertson Street. Concerns expressed included compatibility with single family homes, impact of four units on the neighbourhood, depreciating property value, parking, and traffic.

The Manager of Planning and Environment, Wellington County summarized his report noting there was not a proper sketch or plan in the application for a four-plex. The main purpose is to legalize two units on the property which have physically existed in the building for many years. The applicant had expressed interest in a four-plex in the long term. Mr. Van Patter described the character of the area, site specific zones in the neighbourhood, suggesting a two unit building might be more compatible than a four-plex. There are options using site specific zoning that could address maximum number of units and issues related to building design.

Council asked questions of the Manager of Planning and Environment. Chief Building Official Kuipers assisted in answering some of the questions and that the two units only need a fire separation re-established to exist legally if re-zoning is approved. The issue of whether the building was legal non-conforming was discussed.

Chair Bridge stated if you wish to be notified of the decision of the Council of the Town of Minto in respect to the proposed Zoning By-law Amendment application, you must make a written request to the Clerk of the Town of Minto at 5941 Highway 89, Harriston, NOG 1Z0 or by email at Bwhite@town.minto.on.ca.

With no further comments, Chair Bridge adjourned this Public Meeting at 7:42 pm.

9. Delegations

a. John Nater, MP Perth Wellington

MPP Nater thanked Council for the delegation and stated he has one office in Ottawa, and a constituency office in Stratford and Harriston respectively. Mr. Nater introduced Teri White who manages the Harriston office (519-338-3589) in the Old Post, Monday to Friday 10 am – 1 pm and 2 - 5 pm. He introduced Matthew Rae of Harriston as one of his Parliamentary Assistants who will work in his Ottawa office.

Mr. Nater noted services offered at the Harriston Constituency office include assistance with Canadian Pension, Old Age Security, Guaranteed Income Support, Veteran Issues, Canada Revenue Agency, Immigration, Permanent Residence Cards, Travel Abroad, Employment Insurance- Regular, Compassionate Care, Sickness, Maternity, Parental, Child Tax Benefit and Universal Child Care Benefit, Congratulatory Messages and assistance with other issues under federal jurisdiction. He pledged to work with the current government on infrastructure initiatives and others important to his constituents.

On behalf of Council, Mayor Bridge thanked Mr. Nater for his attendance and remarked that he looks forward to working with him on various initiatives including the Western Wardens Caucus.

10. Public Question Period - None.

11. Correspondence Received for Information or Requiring Direction of Council

- a. Ministry of Government and Consumer Services, Accessible Parking Permit Program Enhancements & Supports
- b. Maitland Valley Conservation Authority, Invitation to Annual General Meeting
- c. Government of Ontario, Regulation and Fee Changes Coming Into Force January 1, 2016
- d. Clifford Recreation Association, January 2016 Newsletter
- e. Rural Ontario Institute, Youth Engagement Showcase Finalists
- f. Union Gas Limited, Request for Greenhouse Gas Emissions Impact Deferral Account - Notice
- g. Township of Carling, Resolution - Physician Recruitment
- h. The Premier of Ontario, Re: Climate Change Resolution

Councillor Turton noted that the MVCA Annual General Meeting is February 17 at 7 p.m. at the Harriston Library. Council is welcome to attend. Mayor Bridge recognized Megan Raftis of Harriston as one of four finalists in the Rural Ontario Institute Youth Engagement Showcase. Councillor Dirksen requested that Council support the Township of Carling's Physician Recruitment Resolution.

MOTION: COW 2016-13

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

THAT the correspondence be received and that Council supports the Township of Carlings' Physician Recruitment Resolution.

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. Economic Development and Planning Committee Minutes of January 14, 2016

Business and Economic Manager Wick-Graham highlighted the minutes and presented information on motions in the minutes as follows:

- 1. Initiating Official Plan and Zoning amendments to allow Residential Transition Designations/Mixed Use Zoning in the areas on certain areas on the edge of the commercial downtowns in Harriston and Clifford, similar to Palmerston.
- 2. Approving Structural Grant C01 Brett Young for \$40,000 and C02 Latin Flair for \$5,570.50, and that the 2016 Operating Budget include an additional \$40,000 for Structural Grants.

3. Asking the Town to conduct traffic counts in downtown Palmerston due to parking and traffic concerns.
4. Signing the partnership agreement with various municipalities to participate in the Butter Tarts & Buggies promotion.

MOTION: COW 2016-14

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

THAT the Economic Development and Planning Committee Minutes of January 14, 2016 be received and recommendations contained within be accepted.

Carried

c. Staff Reports

1. Building Assistant, Source Water Yearly Report for 2015

Building Assistant Pennington reviewed the annual report for Council.

MOTION: COW 2016-15

Moved By: Jean Anderson; Seconded By: Ron Elliott

THAT Council receives the Risk Management Official / Inspectors report dated January 13, 2016 regarding Town of Minto 2015 Risk Management Official Annual Report as information.

Carried

2. Building Assistant, Severance B 118/15 Knapp Lot 39 Con 1 Town of Minto

MOTION: COW 2016-16

Moved By: Ron Faulkner; Seconded By: Dave Turton

THAT the Council recommends County of Wellington Land Division Committee approve Severance Application B118/15, Nancy & William Knapp, Part Lot 37-39, Concession 1, 5314 Wellington Road 4, Town of Minto and that the following conditions be considered:

1. **THAT the Owner satisfies all requirements of the Local Municipality, financial and otherwise which the Local Municipality may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands.**

Carried

3. Chief Building Official, Monthly Building Statistics for December and 2015 Summary

Chief Building Official Kuipers reviewed December and year end stats asserting the 2015 total value of \$23.64 million is 23% higher than 2014 and 42% higher than the 10 year average due to increased Residential, Agricultural and Institutional permits.

MOTION: COW 2016-17

Moved By: Ron Elliott; Seconded By: Judy Dirksen

THAT Council receives the December 2015 and year end building permit summary from the Chief Building Official as information.

Carried

4. C.A.O. Clerk, Harriston Horticultural Society, Mill Street Park
C.A.O. Clerk White stated that the Estate will transfer the land to the Town for a nominal fee with the Horticultural Society covenant in place.

MOTION: COW 2016-18

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

THAT Council receives the C.A.O. Clerk's December 13 report regarding Harriston Horticultural Society and Mill Street Park and that a by-law be considered in regular session authorizing the Mayor and C.A.O. Clerk to sign all documents needed to complete the purchase of the Park from the estate of George Walkey.

Carried

5. C.A.O. Clerk, Palmerston Trail Association

Council discussed the options for a covenant on transfer of the trail lands to the Town due to concerns with unnecessarily restricting future Councils. Giving a form of first right of refusal to the Palmerston Trail Association before a future Council could re-sell the property for a non-trail use, if that were proposed, would be acceptable if agreed to by the Town Solicitor.

MOTION: COW 2016-19

Moved By: Judy Dirksen; Seconded By: Ron Faulkner

That Council receives the CAO Clerk's report dated January 13, 2016 regarding the Palmerston Trail Association Request dated January 8, that the agreement of purchase and sale include a first right of refusal in favour of the Palmerston Trail Association if a future Council proposed to sell the lands for a use other than a public trail subject to review by the Town Solicitor, and that the Association be assured the Town's Strategic Plan has actions for trails that are consistent with those of the Palmerston Trail Association.

Carried

Councillor Colwell assumed the Chair

6. Treasurer, Approval of Accounts for January 11, 2016

Treasurer Duff summarized the accounts including larger amounts for roads capital.

MOTION: COW 2016-20

Moved By: Dave Turton; Seconded By: Judy Dirksen

THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for January 11, 2016 as follows: Administration \$132,341.05, People and Property \$246.49; Economic Development \$4,955.70, Incubator \$ 2,010.56, Tourism \$10,434.60; Fire \$7,682.15, Drains \$2,243.31; Roads \$1,627,339.34, Cemetery \$632.80, Waste Water \$19,583.52, Streetlights \$17,344.46, Water \$36,143.33, Recreation \$8,386.92, Clifford \$6,324.57, Harriston \$10,592.65, Palmerston \$ 27,875.00, Norgan \$ 2,858.44.

Carried

Mayor Bridge assumed the Chair

d. Other Business Disclosed as Additional Item

Mayor Bridge and Deputy Mayor Faulkner congratulated C.A.O. Clerk and Council Assistant Annilene McRobb for receiving her Certified Municipal Officers Designation, and provided a certificate of recognition.

Councillor Turton reminded Council to support the February 21st Bowl for Kids Sake for Big Brothers and Big Sisters of North Wellington.

Councillor Colwell reminded Council of the Minto Chamber of Commerce Annual Meeting February 8th at 6:30 pm at the CNR in Palmerston.

Deputy Mayor Faulkner noted work for the IPM is continuing and so far over 500 volunteers stepped forward from all over Wellington County. Mayor Bridge noted that at the Town of Erin Mayor's breakfast he provided information on volunteering at the IPM.

13. Motion to Return To Regular Council

RESOLUTION: 2016-16

Moved By: Ron Elliott; Seconded By: Dave Turton

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: 2016-17

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

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

Carried

16. By-laws

a. 2016-04, Purchase of Property, Mill Street Park, Harriston

RESOLUTION: 2016-18

Moved By: Dave Turton; Seconded By: Ron Elliott

THAT By-law 2016-04; to authorize the Mayor and Clerk to execute a purchase Agreement for the Mill Street Park, Harriston; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

b. 2016-05, Confirm the Proceeding of the January 19, 2016
Committee/Council meeting

RESOLUTION: 2016-19

Moved By: Jean Anderson; Seconded By: Judy Dirksen

THAT By-law 2016-05; 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

The Mayor adjourned the meeting at 8:58 p.m.

RESOLUTION: 2016-20

Moved By: Judy Dirksen; 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

Harriston Historical Society

www.harristonhistoricalsociety.com

THE WEBB VIEWER

Jan 2016 - NEWSLETTER

2015 in Review

Another busy year for the Harriston Historical Society. We had over 500 visit the John Webb Room to see our displays and 200 inquiries and general information hits on our website. Our inventories are gradually increasing which will enhance our displays. We are now well settled at our base in the Library thanks to the support of the Council of the Town of Minto and many residents of our town.

Member volunteers continually work together to offer displays and participate in community functions which we are extremely thankful.

In 2015 displays included: 300 tea pots by Carl Hall, 1920's lead toys, antique glassware & kitchen utensils, 4-H memorabilia celebrating their 100th birthday, antique & vintage clothing with a fashion show and currently a display of inkwells by Larry Hartwig and antique farm and carpentry tools. Again, this year the HHS had a successful display booth at the Harriston Fair along with recruiting a number of new memberships.

Our annual speaker in November was Ms Katherine Wilson of the University of Guelph. Her presentation on Rural Diaries was very interesting and her website: www.ruraldiaries.lib.uguelph.ca offers an opportunity for diary submissions to be formatted for public reading. Hoping for a few submissions from Minto. Checkout the website for information on the topic.

Last summer, through Sharon Weber, the HHS purchased the bell form S.S. #9 School which is now on display in the foyer outside the John Webb Room. Also, honorable mention to Carol Homuth for his financial and memorabilia collection donations. The HHS and public are very appreciative. On display in the John Webb Room is a family donation of memorabilia for Dr. Simpson DVM, former Harriston resident. His war/vet riding uniform and horse racing silks are now showing.

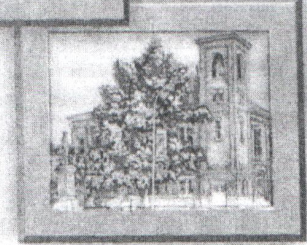
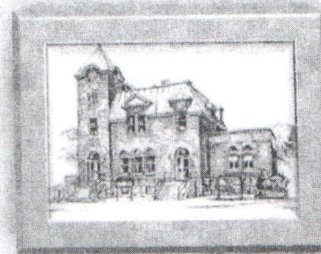
The 2015 Silent Auction painting, CPR Bridge was won by Jason Scholten. The 2016 Auction Item is a painting of Davey Swinton's BA gas bar and Mary's Ice Cream Stand. Over the next few months it will on display at the Royal Bank, CIBC & Library for public bidding.

We had the pleasure of touring the Old Post Office which is being renovated for opening in 2016. All the best with this historic structure. Many of our residents can relate to it's history and the sound of the clock bell.

Ontario Heritage Week - Feb 16 to 27..National Heritage Week - Aug 22 to 30

Try and visit our display room.

Special thanks to the business owners who generously donated advertising dollars on our website. This is much appreciated and assists our Society to continue with meeting our mandate.



January 13, 2016

**RE: Drinking Water Source Protection Plan Amendments
Public Consultation January 12/16 to February 29/16
Need for Municipal Council Resolution**

On behalf of the Source Protection Committee of the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region, we are pleased to advise that proposed amendments to the approved Source Protection Plan will be available for your review on our website at www.waterprotection.ca on Friday, January 15, 2016. Please advise if you wish to receive these documents on a USB flashdrive.

Please be aware that under section 34(3) of the *Clean Water Act, 2006*, a municipal council resolution is required from affected municipalities endorsing the proposed amendments to the Source Protection Plan in the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region. It is important to note that these policies were developed to address significant drinking water threats. If not addressed through this amendment to the Source Protection Plan, then existing municipal responsibilities under the *Safe Drinking Water Act* still apply.

The proposed amendments are currently being posted for public consultation. This information and Notice is being made available to you as required under section 48(2)(a) of O.Reg. 287/07 under the *Clean Water Act, 2006* and a copy of the published Notice is enclosed.

The proposed amendments to the approved Source Protection Plan include new events-based area policies and maps for fuel threats to Great Lakes intakes, new policies to address water budget technical work and water quantity threats for the Municipality of Brockton.

New events-based area policies are directed towards protecting Great Lakes intakes in Kincardine, Lion's Head, Meaford, Owen Sound, Southampton, Thornbury and Wiarton based on modelling results from fuel spills that have the potential to impact drinking water sources.

Property owners that may be impacted by these draft policies will receive an information package including: map, draft policies, Intake Protection Zone 3/Events-based Area Information Sheet and a fuel factsheet. The attached media release and public notice is also being distributed to media outlets/providers.

A Technical Advisory Working Group with representation from all the municipalities with Great Lakes intakes in this Source Protection Region was assembled to look at these events-based areas. Together with Drinking Water Source Protection staff and Source Protection Committee members, the Working Group reviewed the technical work and drafted the policies. These policies are meant to manage the activities so that they cease to be significant drinking water threats to municipal drinking water sources.

Additional updates of note for the Source Protection Region include:

- Tier 3 Water Budget technical work that has resulted in water quantity threat policies for the Municipality of Brockton. These policies will be reviewed with the Municipality of Brockton and all affected property owners.
- Other minor grammatical and wording changes were also made along with minor changes to some threat policies to help clarify implementation requirements for implementing bodies. Of note the snow threat policies: 14-01, 14-02 have been updated to more clearly identify storage area and whether the snow storage is for a surface water or groundwater system based on the Tables of Circumstances to save the reader the step of finding and referencing the Tables for these policies.

There will be two public consultation open houses on Wednesday, February 3rd at Grey Sauble Conservation Authority, 237897 Inglis Falls Road, RR4, Owen Sound ON from 4:00 p.m. until 7:00 p.m. and Tuesday, February 9th at the Rotary Hall of The Plex, 600 Tomlinson Drive, Port Elgin ON from 4:00 p.m. until 7:00 p.m.

All comments received during the public consultation period will be reviewed by the local Source Protection Committee. The Committee will decide on any changes to the documents before submitting amended versions of the Source Protection Plan to the three Source Protection Authorities for endorsement, and subsequently to the Province for review.

We invite you to review the amendments and provide your comments to Drinking Water Source Protection by 4:30 pm on Monday, February 29, 2016. All comments can be directed to the following address:

Drinking Water Source Protection
237897 Inglis Falls Road, RR4
Owen Sound ON N4K 5N6
Fax: 519-470-3005
Email: mail@waterprotection.ca

Drinking Water Source Protection staff is available to answer any questions you may have. Please do not hesitate to contact staff at 519-470-3000 Ext. 102 or toll-free at 1-877-470-3001.

Respectfully,



Mike Traynor,
Chair, Source Protection Committee
Saugeen, Grey Sauble, Northern Bruce Peninsula

DRINKING WATER SOURCE PROTECTION

ACT FOR CLEAN WATER



PUBLIC NOTICE

CONSULTATION on Source Protection Plan Amendments including Events-based Area Policies
Pursuant to the *Clean Water Act*, 2006 s.34(3) and Reg. 287 s.48(2)(a)
January 12 – February 29, 2016

As part of the Drinking Water Source Protection program, amendments have been prepared to the Approved Source Protection Plan. The public is hereby notified of the opportunity to make comments on these proposed amendments to the Source Protection Plan, which is being released for consultation.

The draft amendments to the approved Source Protection Plan include new events-based area (EBA) policies and maps for fuel threats to Great Lakes intakes, new policies to address water budget technical work and water quantity threats for the Municipality of Brockton. The new draft events-based area policies are directed towards protecting Great Lakes intakes in Kincardine, Lion's Head, Meaford, Owen Sound, Southampton, Thornbury and Wiarton based on modelling results from fuel spills that have the potential to impact drinking water sources. Other minor grammatical and wording changes were also made along with minor changes to some threat policies to help clarify implementation requirements for implementing bodies. Of note the snow threat policies: 14-01, 14-02 have been updated. Chapter 5 of the Source Protection Plan contains maps and where policies apply information, Chapter 6 contains all the threat policies.

Property owners that may be impacted by these draft policies have been sent an information package.

Printed copies of the Amended Source Protection Plan including events-based area policies will be available for viewing at the following locations:

- Saugeen Conservation – 1078 Bruce Road 12, Formosa, ON
- Grey Sauble Conservation – 237897 Inglis Falls Road, Owen Sound, ON
- Municipality of Northern Bruce Peninsula – 56 Lindsay Road 5, Lion's Head, ON

The documents are also available for viewing at: www.waterprotection.ca

PUBLIC MEETINGS

Wed., Feb. 3, 2016 Grey Sauble Conservation Authority, 237897 Inglis Falls Road,
Owen Sound, ON
Thurs., Feb. 9, 2016 Rotary Hall - The Plex, 600 Tomlinson Drive, Port Elgin, ON

How to Comment

Comments must be submitted *in writing* and received by:
February 29, 2016 at 4:30 pm to:

Email: mail@waterprotection.ca Fax: (519) 470-3005

Mail or Delivery: Drinking Water Source Protection
Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region
237897 Inglis Falls Road, RR#4
Owen Sound, ON N4K 5N6
Phone: (519) 470-3000 Toll free: 877-470-3001

January 13, 2016

FOR IMMEDIATE RELEASE

Drinking Water Source Protection Plan Amendment Public Consultation (January 12 – February 29, 2016)

Owen Sound, ON – Proposed amendments to the approved Source Protection Plan in the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region are now available for review and comment. The draft amendments to the approved Source Protection Plan include new events-based area policies and maps for fuel threats to Great Lakes intakes located in Kincardine, Lion's Head, Meaford, Owen Sound, Southampton, Thornbury and Wiarton. It also includes new policies to address water budget technical work and water quantity threats for the Municipality of Brockton.

A Technical Advisory Working Group with representation from all the municipalities with Great Lakes intakes in this Source Protection Region was assembled to look at these events-based areas. Together with Drinking Water Source Protection staff, the Working Group reviewed the technical work and drafted the policies. These draft policies manage the activities such that they cease to be significant drinking water threats to municipal drinking water sources. Copies of the draft policies and related documents have been distributed to landowners in the area.

There will be two public meetings that provide the opportunity to view documents and maps, ask questions, and provide feedback. Each meeting will run from 4:00 pm to 7:00 pm. The dates and locations are as follows:

- Wed., Feb. 3, 2016 Grey Sauble Conservation office - 237897 Inglis Falls Road, Owen Sound
- Tues., Feb. 9, 2016 Rotary Hall - The Plex, 600 Tomlinson Drive, Port Elgin

SNOW DATE: SHOULD EITHER OF ABOVE DATES BE CANCELLED DUE TO WEATHER
Thurs., Feb. 18, 2016 Grey Sauble Conservation office - 237897 Inglis Falls Road, Owen Sound

Comments on the proposed amendments to the Source Protection Plan can be submitted in writing, by February 29, 2016 at 4:30 p.m., to:

Drinking Water Source Protection – Source Protection Plan Comments
Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region
237897 Inglis Falls Road, RR#4
Owen Sound, ON N4K 5N6
mail@waterprotection.ca

Drinking Water Source Protection is a program governed by legislation and regulations of the *Clean Water Act, 2006*. The Source Protection Plan is a science based document that is locally driven and written for this Source Protection Region. The Source Protection Plan was approved by the Minister of the Environment and Climate Change on October 16, 2015.

-30-

FOR MORE INFORMATION CONTACT:

Carl Seider, Project Manager, c.seider@waterprotection.ca or 519-470-3000 x102
Emily Vandermeulen, Program Supervisor, e.vandermeulen@waterprotection.ca or 519-470-3000 x105
Karen Gillan, Communications Specialist, k.gillan@waterprotection.ca or 519-470-3000 x108



Randy Pettapiece, MPP
Perth-Wellington

Perth-Wellington Constituency Office
Stratford, Ontario

January 11, 2016

Hon. Ted McMeekin, MPP
Minister of Municipal Affairs
17th Floor
777 Bay St
Toronto ON M5G 2E5

Dear Minister:

RE: Town of Minto meeting request – ROMA/Good Roads

As you know, the ROMA/Good Roads conference will be held in February in Toronto. I am looking forward to attending the conference to support the municipalities I am privileged to represent.

The Town of Minto has requested a meeting with you to discuss implementation of your government's *Public Sector and MPP Accountability and Transparency Act*.

Enclosed is a copy of the Town's briefing note, which very persuasively describes their concerns and the issues they need to discuss with you. These issues are extremely important to the Town of Minto and to municipalities across Ontario; we need to know your government will address their concerns.

If my schedule permits, I would hope to join the meeting to lend my support. Please keep me informed as to when you will be available to meet with the Town of Minto.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in cursive script, appearing to read "Randy Pettapiece".

Randy Pettapiece, MPP
Perth-Wellington

c: Bill White, CAO/Clerk





RECEIVED JAN 18 2016

Randy Pettapiece, MPP
Perth-Wellington

Perth-Wellington Constituency Office
Stratford, Ontario

January 11, 2016

Hon. Glen Murray, MPP
Minister of the Environment and Climate Change
Ferguson Block
11th Floor
77 Wellesley St W
Toronto ON M7A 2T5

Dear Minister:

RE: Town of Minto meeting request – ROMA/Good Roads

As you know, the ROMA/Good Roads conference will be held in February in Toronto. I am looking forward to attending the conference to support the municipalities I am privileged to represent.

The Town of Minto has requested a meeting with you to discuss issues including your government's climate change commitments and how they will affect municipalities.

Enclosed is a copy of the Town's briefing note, which describes the issues they need to discuss with you. The Town of Minto has long been a leader in climate change and energy efficiency initiatives; we hope that your government will work with them rather than imposing new costs.

If my schedule permits, I would hope to join the meeting to lend my support for the Town's position. Please let us know when you will be available to meet with the Town of Minto.

Thank you for your attention to this matter.

Sincerely,

Randy Pettapiece, MPP
Perth-Wellington

c: Bill White, CAO/Clerk





RECEIVED JAN 18 '16

Randy Pettapiece, MPP
Perth-Wellington

Perth-Wellington Constituency Office
Stratford, Ontario

January 11, 2016

Hon. Dr. Eric Hoskins, MPP
Minister of Health and Long-Term Care
Hepburn Block, 10th Floor
80 Grosvenor St
Toronto ON M7A 2C4

Dear Minister:

RE: Town of Minto meeting request – ROMA/Good Roads

As you know, the ROMA/Good Roads conference will be held in February in Toronto. I am looking forward to attending the conference to support the municipalities I am privileged to represent.

The Town of Minto has requested a meeting with you to discuss the future of health care and long-term care in rural Ontario. Issues include the new Minto Rural Health Centre; your government's NGEF, and wage discrepancies affecting many of our primary care providers.

Enclosed is a copy of the Town's briefing note. It very clearly describes these issues, among others, which are so important to my constituents.

If my schedule permits, I would hope to join the meeting to lend my support. Please let us know when you will be available to meet with the Town of Minto.

Thank you for your attention to this matter.

Sincerely,

Randy Pettapiece, MPP
Perth-Wellington

c: Bill White, CAO/Clerk



-----Original Message-----

From: CHRIS HART [mailto:hart_chris@rogers.com]

Sent: January-27-16 11:06 AM

To: George Bridge; Bill White; allennox@wellington-north.ca; kwallace@wellington-north.com; klinton@centrewellington.ca; k.ocane@centrewellington.ca; allan.alls@erin.ca; dina.lundy@erin.ca; kmcelwain@centrewellington.ca; bsalmon@centrewellington.ca

Subject: Ontario Greenbelt in Wellington County

To Local Mayors, Councillors and interested citizens:

I am writing to make you aware of an opportunity to get together with your colleagues to discuss the potential for the Ontario Greenbelt to be expanded further into Wellington County.

As part of the 10 year Provincial Plan Review the current configuration of the Ontario Greenbelt is being reconsidered. The Friends of the Ontario Greenbelt have put forward a DRAFT format that includes the two attached figures for consideration by the Province of Ontario.

As well there are many local groups and private citizens that are interested in the Greenbelt designation for many areas in Waterloo Region as well as Wellington County.

A meeting has been scheduled for a morning in February to discuss this initiative that will bring together expert speakers including the Honourable David Crombie. This is an opportunity for your voice to be heard and for you to comment and discuss the issues at hand with your colleagues.

Please plan to attend on this date.

The meeting is planned for:

Thursday, February 18, 2016

8:30 AM to 1:30 PM

Puslinch Community Centre

Archie MacRobbie Hall

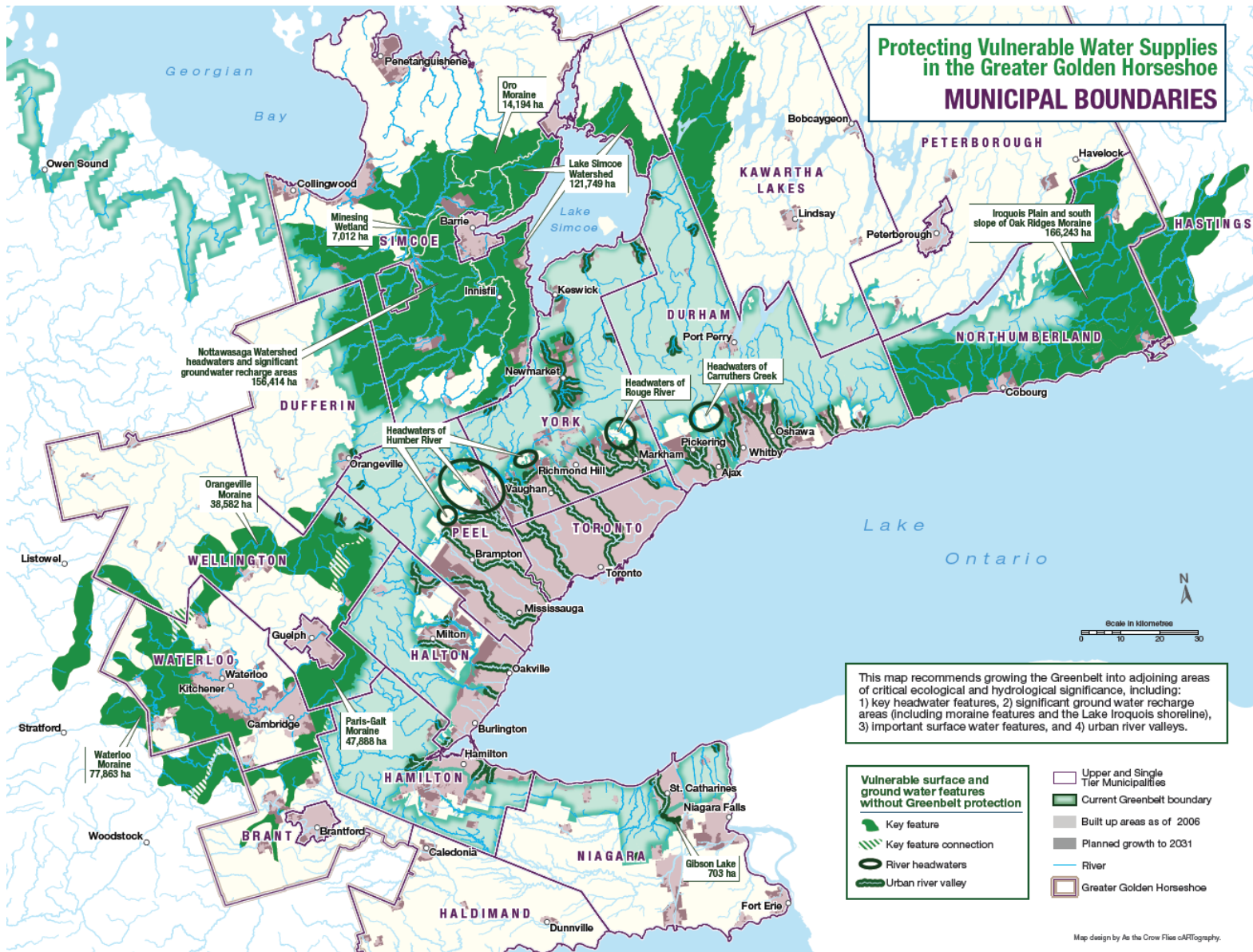
23 Brock Road, Aberfoyle

NOTE: further information will be sent to you

Best wishes

Chris Hart

Tel: 226-647-1120



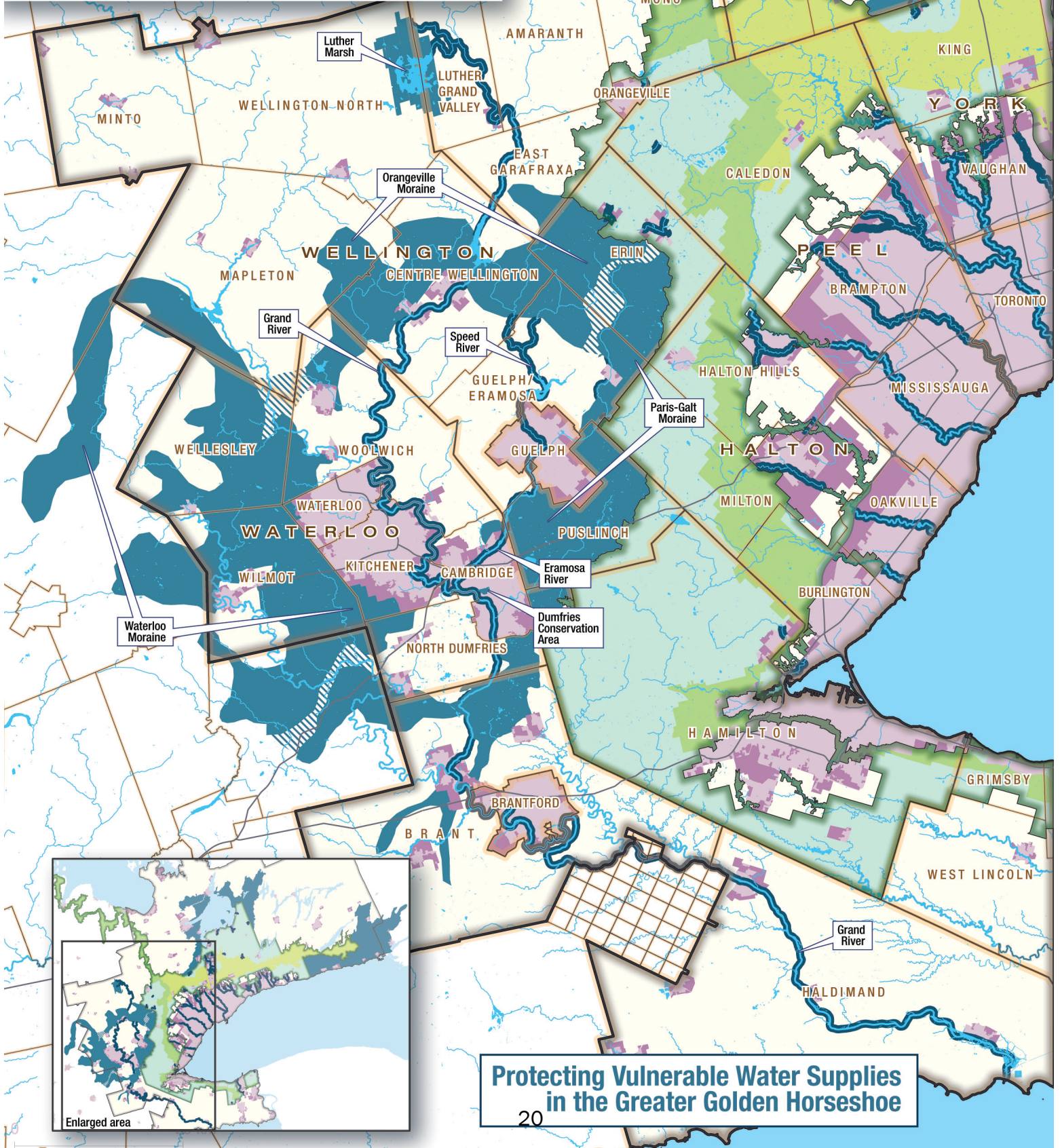
Vulnerable surface and ground water features without Greenbelt protection

- Key natural area
- Natural feature connection
- River headwaters
- Urban river connection

- Upper Tier Municipality
- Lower Tier Municipality

Current Greenbelt Boundaries

- Niagara Escarpment
- Oak Ridges Moraine
- Protected Countryside
- Built up areas as of 2006
- Planned growth to 2031
- Road
- River
- Greater Golden Horseshoe



**Protecting Vulnerable Water Supplies
in the Greater Golden Horseshoe**



Federal Economic Development
Agency for Southern Ontario

Agence fédérale de développement
économique pour le Sud de l'Ontario

Business, Innovation and Community
Development

Innovation, commerciale et
développement communautaire

Mr. Bill White
Chief Administrative Officer and Clerk
Town of Minto
5941 Highway #89
Harriston, ON N0G1Z0

Re: CIP 150 Project Number – 807988

Dear Mr. Bill White

I would like to thank you for your application to the Canada 150 Community Infrastructure Program (CIP 150).

Through the CIP 150 intake process, the Federal Economic Development Agency for Southern Ontario (FedDev Ontario) received a high volume of submissions from across southern Ontario. Difficult decisions had to be made and FedDev Ontario was unable to accommodate all applicants.

FedDev Ontario has assessed applications based on the program guidelines. Funds have now been fully allocated and I regret to inform you that we are unable to accommodate your request at this time. However, we will keep your application and contact information on file.

For further information, please visit <http://www.feddevontario.gc.ca/CIP150>.

Thank you for your interest in the Canada 150 Community Infrastructure Program.

Yours sincerely,

Alexia Touralias
Director, Canada 150 Community Infrastructure Program
Federal Economic Development Agency for Southern Ontario

January 26, 2016

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

Dear Mayor Bridge:

Re: – Recipient of Certified Municipal Officer (CMO) Accreditation

On behalf of the AMCTO (Association of Municipal Managers, Clerks and Treasurers of Ontario), I am extremely pleased to announce that Annilene McRobb has successfully completed the intensive process to attain the Association's Certified Municipal Officer (CMO) designation. We believe that this is a tremendous accomplishment and should be regarded with pride by your municipality.

Founded in 1938, the AMCTO's membership has grown to more than 2,200 municipal professionals across the province. The Association is proud to be the largest municipal professional association in Ontario and is equally proud of our CMO accreditation program. The CMO accreditation program is the most comprehensive accreditation program for those involved in municipal government, in Canada. It focuses on current competencies based on a combination of education and experience within the municipal context. Successful applicants must demonstrate extensive skill and knowledge in the five areas of competency: municipal knowledge, management, leadership, communication skills and human resources.

Annilene has clearly demonstrated a commitment to attaining and maintaining the highest standard of excellence in municipal administration and is therefore, most deserving to be called a Certified Municipal Officer.

We hope that you, and your colleagues on Council, will join us in congratulating Annilene on this significant achievement.

Yours truly,



Andrew Koopmans, CPA, CMA, CMO
Executive Director

SAUGEE VALLEY CONSERVATION AUTHORITY

Conservation through Cooperation

MINUTES

MEETING: Authority
DATE: Thursday, December 10, 2015
TIME: 1:00pm
LOCATION: Administration Office, Formosa

CHAIR: Luke Charbonneau

MEMBERS PRESENT: John Bell, Robert Buckle, Barbara Dobreen, Brian Gamble, Wilf Gamble, Dan Gieruszak, Stewart Halliday, Steve McCabe, Sue Paterson, Mike Smith, Rob Thompson, Andrew White.

ABSENT WITH REGRET: Maureen Couture, Dan Kerr

OTHERS PRESENT: Wayne Brohman, General Manager/Secretary-Treasurer
Erik Downing, Manager, Environmental Planning & Regulations
Candace Hamm, Environmental Planning Coordinator
Laura Molson, Manager, Accounting
Janice Hagan, Recording Secretary
Members of the Media and the Public

Chair Luke Charbonneau called the meeting to order at 1:04 pm. He introduced and welcomed John Bell and Rob Thompson who were appointed by the Municipality of West Grey to replace John Eccles and Kevin Eccles as Members of the Authority.

1. ADOPTION OF AGENDA

MOTION #G15-61

Moved by Steve McCabe

Seconded by Barbara Dobreen

THAT the agenda be adopted as presented.

Carried

2. DECLARATION OF PECUNIARY INTEREST

No persons declared a pecuniary interest relative to any item on the agenda.

3. MINUTES OF BOARD OF DIRECTORS MEETING – October 22, 2015

MOTION #G15-62

Moved by Robert Buckle

Seconded by Dan Gieruszak

THAT the minutes of the Board of Directors meeting, held on October 22, 2015, be adopted as circulated.

Carried

4. MATTERS ARISING FROM THE MINUTES

a. Financial Reserves Report

The General Manager/Secretary-Treasurer presented the Reserve Schedule that reflected the 2016 Budget. He explained that the December 31, 2016 Reserve balances will differ once the 2015 Audit is completed and funds are re-allocated.

b. Human Resources/Staff Promotion

The GM/S-T reviewed the SVCA Human Resources policies including pay equity, hiring, promotion and remuneration practices and explained that in his opinion the policies and practices have reflected the appropriate legal requirements. He believes that employees are paid fairly and promoted equally. He told the Members that in 2008, a consultant was hired to confirm that the pay equity laws were correctly being observed and there were only minor changes made as a result of their recommendations. Mr. Brohman explained that each employee is moved up the salary grid based on performance. He also explained that he was able to compare SVCA's salary grid structure with other Conservation Authority grid structures. The Chair told the Authority members that there should be a plan in place to review the salary grid structure within the next two years.

5. CORRESPONDENCE

- Letter from the Honourable Kathleen Wynne, Premier of Ontario, responding to the letter from SVCA about the Phragmites issue was **noted and filed**.
- Copy of Letter from Mr. Larry Miller, M.P., Bruce/Grey/Owen Sound Riding written to The Honourable Jane Philpott, Minister of Health, responding to the letter from SVCA about the Phragmites issue was **noted and filed**.
- Letter from the Honourable Jeff Leal, Ontario Minister of Agriculture, Food and Rural Affairs, responding to the letter from SVCA about the Phragmites issue was **noted and filed**.
- Letter from the Township of Wellington North responding to the letter from SVCA about the Phragmites issue was **noted and filed**.
- Letter from Richard Aucoin, Executive Director, Health Canada responding to the letter from SVCA about the Phragmites issue was **noted and filed**

- Letter from the Municipality of Morris-Turnberry indicating that Council had reviewed, and has no objections to, the 2016 SVCA Draft Budget was **noted and filed**.
- Letter from the Township of Chatsworth indicating that a resolution had been passed requesting SVCA to limit staff increases to the current CPI. The GM/S-T explained that he contacted the writer of the letter and determined that Chatsworth Council had no issue with the way salary increases were addressed in the proposed 2016 SVCA budget. The letter was **noted and filed**.
- Letter from Mr. Bill Walker, M.P.P, Bruce/Grey/Owen Sound Riding, regarding a Planning & Regulations complaint received by email from Jack Carleton. A response to this letter was written by Chair Luke Charbonneau and read to the Members. A duplicate of this response is appended to the office copy of these minutes. Both letters were **noted and filed**.
- Copies of letters written to Conservation Ontario from the Sault Ste Marie Conservation Authority and from the Maitland Valley Conservation Authority, regarding governance and attendance at the Conservation Ontario Council meetings were discussed by SVCA Members. The GM/S-T explained the voting procedures at the Council meetings included the General Managers if the Chair or Vice Chair were not available to attend the meetings due to travel issues or other extenuating circumstances. Most of the Conservation Ontario Members who spoke at the December Council meeting opposed the change to voting procedures and were confident that each Authority General Manager would properly represent their Authority Members. These letters were **noted and filed**.
- A letter from the Bruce County Federation of Agriculture had been received after publication of the Agenda package, requesting that the Municipalities withhold levy payments to SVCA due to long & unjustified delays in issuing permits. A response was drafted and presented to the Authority members. The Authority Members discussed the draft response and amended it to more directly answer the concerns of timeliness in getting permit approvals. The Chair has indicated that he will be requesting a meeting to directly communicate intended solutions to the issues raised by the BCFA. The Authority members requested that copies of both the letter from BCFA and the subsequent response be forwarded by email to the Member municipalities. The letter from BCFA and a copy of the response are appended to the office copy of these minutes.

MOTION #G15-63

Moved by John Bell

Seconded by Barbara Dobreen

THAT the draft letter of response to the Bruce County Federation of Agriculture as amended be authorized for signing by the Chair and forwarded to the BCFA and all watershed municipalities.

Carried

6. REPORTS

a. Finance Report #6a

MOTION #G15-64

Moved by Mike Smith

Seconded by Wilf Gamble

THAT the Financial Report to October 31, 2015 be accepted as distributed and further;

THAT the Accounts Payable, totaling \$388,822.61 be approved as distributed.

Carried

b. Program Reports #6b

MOTION #G15-65

Moved by Steve McCabe

Seconded by Robert Buckle

THAT the Program Report be adopted as presented.

Carried

c. Planning & Regulations Action Items Report

The GM/S-T reviewed the Planning & Regulations Action Items Report. He reviewed the changes and described the items that had been updated or completed. He explained that the draft Policy document (Item #1) has been a high priority and that there should be a submission to the Authority at the next scheduled meeting. He also told the Authority that progress was being made on the File Tracking System (Item #2). Dan Gieruszak suggested that SVCA communicate progress with the Municipalities. Chair Charbonneau would like Mr. Brohman to provide a summary of SVCA accomplishments and talking points, and forward the summary to each Authority Member and Municipality clerks on a regular basis.

7. PLANNING & REGULATION CUSTOMER SERVICE SURVEY – RESULTS TO DATE

The GM/S-T presented the results from the Planning & Regulations Customer Service Survey tabulated so far. There had been 6 respondents out of 22 invitations to complete the survey in the month of November. The Authority members reviewed the results which showed 5 of the 6 being positive and satisfied overall with SVCA services.

8. BUDGET VOTE

MOTION #G15-66

Moved by Stewart Halliday

Seconded by Mike Smith

THAT the amount of \$1,617,370 be raised by General Levy in 2016, and further;

THAT General Levy payments shall be due in two equal instalments on March 31 and June 30 and further;

THAT late payments shall be subject to the Authority's normal late payment charge of 1.50% per month thereafter, and further;

THAT, in accordance with Section 27(4) of the Conservation Authorities Act, R.S.O. 1990, the minimum sum that shall be levied against a participating municipality for administration costs shall be \$1,100.00.

A recorded vote was taken for this motion with the following results:

Arran-Elderslie	Dan Kerr	Absent
Brockton	Dan Gieruszek	Yea
Chatsworth	Brian Gamble	Yea
Grey-Highlands	Stewart Halliday	Yea
Hanover	Sue Paterson	Yea
Howick	Robert Buckle	Yea
Huron-Kinloss	Wilf Gamble	Yea
Kincardine	Maureen Couture	Absent
Kincardine	Andrew White	Yea
Minto	Steve McCabe	Yea
Morris-Turnberry	Robert Buckle	Yea
Saugeen Shores	Luke Charbonneau	Yea
Saugeen Shores	Mike Smith	Yea
South Bruce	Robert Buckle	Nay
Southgate	Barbara Dobreen	Yea
Wellington North	Steve McCabe	Yea
West Grey	John Bell	Yea
West Grey	Rob Thompson	Yea

The result of the vote was 94.83 percent of the weighted average of those present in favour. Therefore, **Motion #G15-66 was Carried.**

MOTION #G15-67

Moved by Barbara Dobreen

Seconded by Steve McCabe

THAT the Saugeen Valley Conservation Authority adopt the 2016 Budget as outlined in the document presented at the September 24, 2015 meeting, and further;

THAT the Authority share of the costs will be raised through general revenues, reserves, donations, general surplus and special and general levies in accordance with the Conservation Authorities Act, and further;

THAT the General Manager/Secretary-Treasurer is hereby authorized to forward levy notices to the member municipalities.

A coffee break was called at 2:24pm. Laura Molson left the meeting at this time.

Chair Luke Charbonneau called the meeting back to order at 2:34pm. Erik Downing and Candace Hamm joined the meeting.

9. PRESENTATION: ENVIRONMENTAL PLANNING

Erik Downing gave a presentation to the Authority members regarding the involvement of the Planning & Regulations department in the Planning Act process. His presentation is appended to the office copy of these minutes. He explained to the Members that Planning Services Agreements, for the most part, guide SVCA's participation in the Planning process. He explained the reasons why SVCA is involved in the planning process, in Natural Hazards and in Natural Heritage. He also explained to the Members how SVCA's Regulation fits into the planning process. Finally he gave an example of the process. In conclusion Mr. Downing told the Members that if SVCA were to eliminate participation in the Plan Review role, then the Municipalities would be required to either train their own staff or contract this review to outside agencies.

Candace Hamm then gave a presentation further explaining the Review Process. She explained the role of Environmental Planning Staff, and the types of Review they perform. She presented the Provincial Policy Statement with regard to Natural Heritage and Natural Hazards and gave an example of how the Planning Review Process is carried out. Candace's presentation is also appended to the office copy of these minutes.

A coffee break was called at 4:14pm.

Chair Luke Charbonneau called the meeting back to order at 4:19pm.

Chair Luke Charbonneau made the decision to change the order of the Agenda and move forward to the In Camera Closed session.

10. IN CAMERA CLOSED SESSION: POTENTIAL LITIGATION REGARDING A MATTER RELATING TO ZONING IN THE MUNICIPALITY OF BROCKTON.

MOTION #G15-68

Moved by Brian Gamble

Seconded by Steve McCabe

THAT the Authority Members move to Closed session, In Camera, to discuss a legal matter relating to zoning in the Municipality of Brockton; and further

THAT Wayne Brohman, Erik Downing, Candace Hamm and Janice Hagan remain in the meeting.

Carried

MOTION #G15-71

Moved by Stuart Halliday

Seconded by Sue Paterson

THAT the Authority adjourn from Closed Session, In Camera, and rise and report.

Carried

MOTION #G15-72

Moved by Stuart Halliday

Seconded by Wilf Gamble

THAT the Saugeen Valley Conservation Authority appeal the Corporation of the Municipality of Brockton Zoning By-law No. 2015-085 to the Ontario Municipal Board;

AND FURTHER, THAT Authority staff are authorized to retain the services of legal counsel for this appeal.

Defeated

MOTION #G15-73

Moved by Robert Thompson

Seconded by Stuart Halliday

THAT the Saugeen Valley Conservation Authority appeal Amendment No. 12 to the Walkerton Community Official Plan to the Ontario Municipal Board;

AND FURTHER, THAT Authority staff are authorized to retain the services of legal counsel for this appeal.

Defeated

11. NEW BUSINESS

a. 2016 Authority Meeting Schedule

MOTION #G15-74

Moved by Barbara Dobreen

Seconded by Dan Gieruszak

THAT the 2016 Authority meeting schedule be adopted as presented.

Carried

b. 2016 User Fee Schedule – Forestry

MOTION #G15-75

Moved by Sue Paterson

Seconded by Mike Smith

THAT the 2016 Grey Bruce Forestry Fee Schedule, dated December 1, 2015, be adopted as presented.

Carried

Robert Buckle left the meeting at 5:20pm.

c. Administration Resolutions

It was decided to postpone discussion regarding the draft Administration Resolutions document to the next scheduled Authority Meeting.

d. Local Newspaper articles

The GM/S-T submitted articles from local newspapers regarding the SVCA for the purpose of keeping the Authority members up to date on current events.

Steve McCabe left the meeting at 5:25pm.

11. OTHER BUSINESS

Member Stuart Halliday requested that the complete Authority Agenda package including attachments be uploaded to the SVCA website prior to each meeting. The GM/S-T agreed to make that happen.

There being no further business, the meeting adjourned at 5:32pm on motion of Barbara Dobreen.

Luke Charbonneau
Chair

Janice Hagan
Recording Secretary

Jamesway Board Meeting December 10, 2015 @ 9 AM.

Attendance - Randy Rutz, Larry Hummelt,
Jean Anderson, Karen Howles, Heane Lawless,
Marion Stylie.

Minutes from the Oct. 15/15 - Motion by Larry
Hummelt to accept, seconded by Heane
Lawless. Carried

Declaration of Conflict of Interest by Marion Stylie
for Rent Review. Marion was asked to leave the room.
Update to Existing Business

Lori Woodham is here to discuss Accessibility
Standards

Christmas Supper Tonight at Meiklejohn House
at Harrison at 6:00 pm.

Addressing Chair - Price is more than \$500.

Motion by Heane Howless to increase amount
\$599 + Tax \$676. Seconded by Jean Anderson. Carried.
Succession Plan - ^{operating agreement subsidy date} Change from 2026 to 2023

Strategic Directions Motion by Jean Anderson
seconded by Heane Lawless. Carried

Contingency Plan - This has been sent to
Chris Harrow. ^{approved by them} Moved by Larry Hummelt
seconded by Heane Lawless. Carried

New Business Application to Hestair Power
has been completed to apply for Debt
Retirement exemption.

Rent Increases for April 1st

Now \$540 - 1 bedroom	+ 2%	\$550	effective
\$608 - 2 bedroom		\$620	April 1/16

Motion to accept Larry Hummelt
seconded by Jean Anderson. Carried

Review Profit & Loss Statement

Accounts Payable

November \$28,710.48

December \$14,771.64

Motion to accept Barry Brunsell
seconded by Jean Anderson Carried

Next Meeting January 7, 2016 9.A.M.

Adj - Randy Ruetz

President

Secretary
Marion Molyke



Minto Trails Committee Minutes
December 15, 2015 9:00 a.m.
Town of Minto Administration Office

Present: Mayor George Bridge, Councillor Jean Anderson, Al Carr, Matthew Lubbers, Bill White and Annilene McRobb

Mayor Bridge called the meeting to order at 9:10 am

Funding Structure

The County of Wellington created a Trail Funding Programme in February of 2015 to provide a maximum \$50,000 over three years. The Recreation Department spent \$14,342.51 on trails development in 2015. Projects included new railing and decking, trail gates, a new trailhead sign, outdoor message boards, relocation of a water fountain, trees and tree planting.

50% funding from the County of these expenditures would be \$7,171.26, this would leave \$42,828.74 worth of matching funding available to the Town for future trails initiatives. These funds must be used by 2018 in order to receive the funding.

At the June 2nd Council Meeting, Council passed a motion to apply for the Canada 150 Community Infrastructure Program for \$100,000 for a Sesquicentennial Trail System Link Palmerston, Harriston, Clifford through former Minto Township +8km of trail, we are still awaiting word on this funding initiative.

The Recreation Department would have to look at increasing their budget in order to have staffing for the trails, as well equipment such as a gator may be required in order to get down the trails and perform maintenance. The Clifford Trail already has a committee, and the Palmerston Trail Association has asked if Council would take over their trail system The Town is currently waiting on a resolution from the Palmerston Association in order to complete this. The cost will also be dependent on the standards set for the trails.

Committee Structure

The Committee will be a sub-committee of the Council.

Committee Members

Possible members to be approached would be Paul Frayne, Hugh Thompson, Jill Welsh, Julie MacIntosh, Vic Palmer, Scott Marshall and Bill Raynard. These individuals will be approached regarding an evening meeting in February. Roadblocks will be identified for this first meeting to bring forward to the members.

Mapping of the Trails

Bill provided mapping of the current trails and proposed trails through Minto. In 2009, students from the University of Guelph approached homeowners regarding the trail system running through their properties without much success.

Mayor Bridge, Councillor Anderson, Bill and either Al or Matt will approach the landowners again regarding the trail system sometime in January 2016. There are many properties that have a Town road allowance running through them that could be used for the trail system.

Mayor Bridge noted that the County of Wellington will be paving the shoulder of the road on County Rd 5 between the 7th Line and County Rd 109.

There has been conversation with an owner of a property between Clifford and Harriston on the sale of their land for the trail. CAO Clerk White will be looking into the Greenbush old ball field to see if there was an agreement when this property was “gifted” to the Town to keep it as a ball field.

Date & Time for Next Meeting TBD

Adjournment at 9:58 a.m.

Annileene McRobb
CAO Clerk and Council Assistant



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

Attendance: Judy Dirksen, Mark Van Patter, Melvin Steckle, Annilene McRobb, Jared James, Edwin Martin, Bert von Westerholt, Erin Dolmage, Rob Johnson, Paul Martin, Jonas Martin and Erin Dolmage

Absent: George Bridge, Ron Faulkner, Paul Richard, Michael Hendricks and Terry Fisk

1. **Call to Order** Chair Jared James called the meeting to order at 7:50 pm
2. **Minutes of the Previous Meeting**
 - a) Minutes of December 3, 2015

Moved by: Judy Dirksen

Seconded by: Mark Van Patter

THAT the minutes of the December 3, 2016 minutes be approved as amended.

3. Reports

a) Harriston Flooding

The Committee had previously discussed working on tree planting above Harriston to assist with flooding. Erin stated that during the Regional Flood or 100 year storm nothing will stop the major event, but trees planted in the headwaters will help reduce the flow, slow down erosion, and helps hold back the run off from the land. Trees that work best along the riverbanks include willow, poplar and dogwoods.

Erin noted that according to the MVCA Watershed report Minto has a grade c or 17.9 % forest cover. A c grade means that the watershed conditions require some enhancements. Prior to 2007, we had a b grade. A 30% forest cover in a watershed or region needs to be maintained to sustain a healthy ecosystem.

b) Letters for Landowners

Committee members discussed the draft letter presented and asked that more information be added to the letter in regards to the type of plantings that can be done for different types of land, we want to focus on the types of plantings we want to see and then give the homeowners ideas for this. Funding needs to be highlighted in the letter. Letter to be signed by the Chair and all inquiries are to be sent to Annilene at the office. We hope to keep the letter to one page, and one a one page pamphlet to be included. Members of the committee

will be able to visit the landowners to speak to them on what we can assist them with, and can then refer them to Geoff King of MVCA to help with a site plan if appropriate. There are currently 140 land owners on the list, but removing duplicates and properties such as Town or CN land should reduce the number to approximately 110. Annilene will have the landowners list completed and Mark, Erin and Jared will complete the letter for the land owners for the next meeting. The letters must be sent out prior to March.

c) Funding from other sources

The committee discussed resources for funding.

Green Legacy Programme

- administered by Wellington County
- trees must be planted within the County
- seedlings and larger potted stock
- given directly to owners or through programmes below

Rural Water Quality Programme

- administered by Conservation Authority
- must have Environmental Farm Plan (EFP)
- stream buffers, fragile land retirement, field windbreaks, “non-priority” living snow fence – 80% grant for planting plus incentive of \$1,050 per acre
- living snow fences (County road “priority site”) – 100% grant for planting plus incentive of \$1,500 per acre

Forest Ontario

- administered by Forest Ontario
- plantings generally have to be block plantings at least 1 hectare in area; however, there are some exceptions allowed (windbreaks possibly)
- if eligible will cover much of tree planting cost

Trees for Minto

- could use some of our funds for non-farm projects (i.e. without EFP)

Maitland Valley Conservation Authority

- can blend incentives from above sources to offer best deal to landowner
- willing to make site visits, develop planting plan and administer tree planting

Saugeen Valley Conservation Authority

To be circulated and asked for input

Environmental Farm Plan

- administered by Ontario Soil and Crop Improvement Association
- incentives may be applied to tree planting
- an EDP is required - formal application and competition for funds

d) Website information

Once the letters have gone out to the land owners, a page will be created on the Town of Minto website giving general information as well as programs available to land owners. Annilene will set this up and update as required. Mark stated that information can be advertised on the County page in the Wellington Advertiser. Annilene will include a short note on Trees for Minto in the upcoming tax newsletter.

e) MVCA General Annual Meeting

The Maitland Valley Conservation Authority will be hosting their Annual General Meeting at the Harriston Library on Wednesday February 17th at 7 pm and have asked for a member of our committee to provide an overview. Jared will attend the meeting and speak on behalf of the Trees for Minto committee, 5-6 members stated they would be interested in attending, Mark will RSVP on behalf of the committee.

f) Next Steps

- New letters and pamphlets for mailing
- Funding information to come to Annilene
- Narrow down the names for mail outs (duplicates)
- Mark will bring an air photo of the area for the next meeting
- Framework what to be discussed at the meetings with the landowners
- Routes of advertising
- Annilene to Add Trees for Minto to the Spring Tax Newsletter
- Paul Day, who started Trees for Mapleton, will be invited to a future open house.

4. New Business

None.

5. Next Meeting

Thursday February 18th 7:30 p.m. at the Town of Minto Council Chambers

6. Adjournment

Chair James adjourned the meeting at 9:22 p.m.



Town of Minto

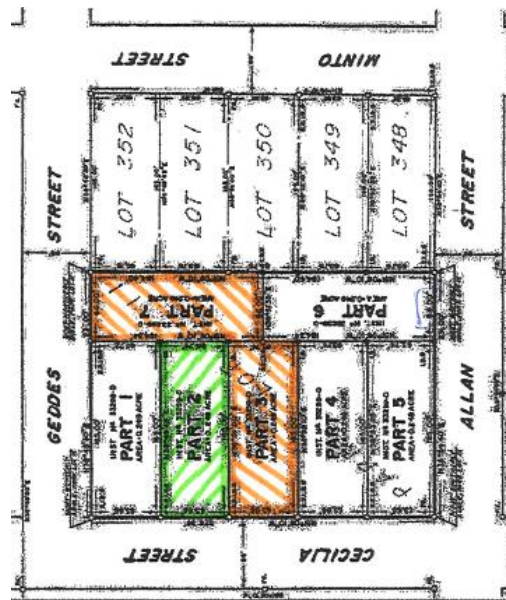
DATE: January 25, 2016
TO: Mayor Bridge and Members of Council
FROM: Stacey Pennington, Building Assistant
RE: Consent Application B7/16 c/o Brown
Plan Clifford Pt Park Lot 11 Lots 2, 3 and 7 Plan 60R1322
Cecilia Street, Clifford

STRATEGIC PLAN

Ensure growth and development in Clifford, Palmerston and Harriston makes cost effective and efficient use of municipal services, and development in rural and urban areas is well planned, reflects community interests, is attractive in design and layout, and is consistent with applicable County and Provincial Policies.

BACKGROUND

The subject property, shown below in blue, is legally described as Plan Clifford Pt Park Lot 11 Lots 2, 3 and 7 Plan 60R1322 with legal frontage on Cecilia Street. The property is currently one vacant parcel, zoned R1B – Low Density Residential, with an official plan designation of Residential. The parcel is 0.75 acres (32,670 Sq. ft.) in size.



The proposed severed parcel, both Part 7 and Part 3 as shown in orange on the above survey is 0.497 acres (21,687 sq. ft.); the retained parcel, Part 2 as shown in green, is 0.25 acres (10,837 sq. ft.).

COMMENT

The Building Assistant, Chief Building Official, Road & Drainage Forman, Director of Public Services, met to review the application, and the following comments were received:

Clerks:

Financial requirements including administrative fees, and parkland dedication will be required.

Building Department:

It appears a portion of a pool constructed on Part 1 of the registered plan encroaches on Part 2 (retained parcel). Verification of the location of the pool on Part 1 will be required to ensure the existing pool is contained entirely on Part 1.

The retained parcel would require a minor variance approval for deficient frontage. The R1B-Low Density Residential requires a minimum frontage of 66', where 65.68' is provided.

Prior to issuance of a building permit a grading and drainage plan would be required.

Public Works:

The severed parcel has access to a water main on Geddes Street, without a lateral connection. The lot is serviced with sanitary sewer. The retained parcel is unserviced. There is no access to a sewer main for this parcel. There is an existing water main on Cecilia Street, with no lateral to the retained parcel. The proposal is to create this lot to remain a vacant unserviced residential lot. A condition for servicing arrangements has been included to ensure any required development of services is regulated by the town.

Currently, there are no entrances to either the severed or retained parcels.

RECOMMENDATION

THAT the Council recommends the County of Wellington Land Division Committee approve Severance Application B7/16 Cheryl Brown, Plan Clifford Pt Park Lot 11 Lots 2, 3 and 7 Plan 60R1322, Town of Minto that the following conditions be considered:

1. THAT the applicant satisfies all requirements of the Town of Minto, financial and otherwise which the Town may deem to be necessary for the proper and orderly development of the subject lands.
2. THAT the applicant satisfies the requirements of the Town of Minto in reference to Parkland Dedication as provided for in the Planning Act including where applicable paying cash-in-lieu of parkland in the amount of \$500 per lot or other specified in the applicable policy of the Town at the time of consent.
3. THAT the applicant satisfies the requirements of the Town of Minto in reference to the location of the pool on Part 1 prior to the issuance of consent.
4. THAT the applicant obtain a written statement from the Town of Minto confirming the proposed lots and associated land uses, buildings and structures comply with the all applicable requirements in the Town of Minto zoning by-law.
5. That the applicant be advised the Town of Minto will require payment of any applicable development charges at the time of issuance of a building permit

respecting the lot(s) subject of the application at the rate established by Council applicable at time of issuance of the building permit.

6. THAT the applicant provide confirmation from the Town of Minto that servicing arrangements are made as required to provide for, among other matters, extensions of sanitary sewers, water, storm sewers, streetlights, hydrants, roadways, curbs and sidewalks, and surface water management and that if necessary a servicing agreement has been signed and securities posted to the satisfaction of the Town.
7. That the applicant written confirmation from the Town of Minto Public Works Department that satisfactory access arrangements to the subject lands has been including payment of applicable fees.

ATTACHMENTS:

County of Wellington Senior Planner, Sarah Wilhelm

Stacey Pennington,
Building Assistant



Planning and Development Department | County of Wellington
County Administration Centre | 74 Woolwich Street | Guelph ON N1H 3T9
T 519.837.2600 | F 519.823.1694

Application	B7/16
Location	Park Lot 11, Parts 2, 3 & 7 on 60R-1322 TOWN OF MINTO (Clifford)
Applicant/Owner	Speers, Bolander & Brown

PLANNING OPINION: This application would create a vacant 2,015 sq. m (21,688 sq. ft.) urban residential lot in Clifford. A 1,007 sq. m (10,837 sq. ft.) vacant lot would be retained.

This application is consistent with Provincial Policy and would generally conform to the Official Plan, provided that servicing, safe driveway access and zoning relief can be addressed to the satisfaction of the Town. Town staff has also advised us that there may be an encroachment onto the proposed retained parcel related to a pool on Part I of 60R-1322. Town comments should be considered in this regard.

PLACES TO GROW: No issues.

PROVINCIAL POLICY STATEMENT (PPS): Section 1.1.3.3 of the Provincial Policy Statement directs growth and development to occur within settlement areas. The proposed lot creation is located within the Clifford Urban Centre and is consistent with the PPS which encourages development in areas with existing servicing and infrastructure.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated RESIDENTIAL in the Urban Centre of Clifford. New lots may be created in Urban Centres provided that the land will be appropriately zoned.

The matters under Section 10.1.3 were also considered including b) "that all lots can be adequately serviced with water, sewage disposal.....to accepted municipal standards" and d) "that all lots will have safe driveway access to an all-season maintained public road...".

WELL HEAD PROTECTION AREA: This property is within a Well Head Protection Area C (WHPA C) with a vulnerability score of 4.

LOCAL ZONING BY-LAW: The subject property is zoned Residential (R1B). Both lots would meet the minimum lot area requirement. The retained parcel would require minor variance approval for deficient frontage (65.68' provided versus 66' required).

SITE VISIT INFORMATION: The subject property was visited and photographed on January 25, 2016. Notice Cards were posted and the survey sketch appears to meet the application requirements.

Sarah Wilhelm, MCIP, RPP, Senior Planner
January 26, 2016



TOWN OF MINTO

DATE: January 26, 2016
REPORT TO: Mayor and Council
FROM: Annilene McRobb, CAO Clerk & Council Assistant
SUBJECT: Changes to 2016 Council Meetings

STRATEGIC PLAN:

3.1 Guiding Principles - Transparent with public, media, customers- Community engagement

BACKGROUND

The Procedural By-law states:

“A schedule of meetings, statutory holidays, and major training sessions that involve the majority of Council shall be considered and approved annually by Council and the dates and times set out therein shall constitute the notice for Regular Council meeting dates provided for under Section 5.0.”

The following dates for the 2016 meetings were set October 20th, 2015:

January: 5th at 3 pm and 19th at 3 pm (Budget) and 19th at 7 pm

February: 2nd at 3 pm and 16th at 7 pm

March: 1st at 3 pm and 15th at 7 pm (budget open house 5:00pm to 6:30pm)

April: 5th at 3 pm and 19th at 7 pm

May: 3rd at 3 pm and 17th at 7 pm

June: 7th at 3 pm and 21st at 7 pm

July: 5th at 3 pm and 19th at 7 pm

August: 2nd at 3 pm and 16th at 7 pm

September: 6th at 3 pm and 20th at 7 pm

October: 4th at 3 pm and 18th at 7 pm

November: 1st at 3 pm and 15th at 7 pm and 22nd at 1 pm (Budget)

December: 6th at 3 pm and 20th at 7 pm

The procedural by-law also allows the schedule of meetings to be amended with notice. The new dates will be placed on the Town website.

COMMENTS:

Based on Council feedback since October and to have quorum with a maximum number of members available, the following schedule changes are recommended:

- Move the April 5th meeting forward to be held on March 29th
- Remove the August 16th meeting due to AMO Conference being held that week
- Remove the September 20th meeting due to International Plowing Match that week

These changes drop the number of meetings to 24. There were 26 meetings in 2015.

FINANCIAL CONSIDERATION:

Meetings form part of the annual Councilors expenses which will be determined through 2016 budget deliberations. By decreasing the meeting by two, this will decrease remuneration to Council members.

RECOMMENDATIONS:

That Council receives the CAO Clerk and Council Assistant's report dated October 9, 2015 regarding the 2016 Calendar and provide direction on meeting dates.

Annilene McRobb
CAO Clerk and Council Assistant



TOWN OF MINTO

DATE: January 27, 2016

REPORT TO: Mayor and Council

FROM: Bill White, C.A.O. Clerk

SUBJECT: Provincial Electric Vehicle Charger Program

STRATEGIC PLAN:

10.9 Implement the Integrated Community Sustainability Plan, continue to be a leader in Environmental consciousness, and proceed with energy conservation initiatives including recognizing employees who develop and implement environmentally friendly practices

BACKGROUND

Staff was been researching the Province's Electric Vehicle Charger Program. At the same time Rolf Maurer of Arntjen Solar (Sun Saver 2) proposed a partnership where his company would apply to this program on behalf of the Town. If approved they would install the units on Town lands. Arntjen suggests locations at the Town office, Harriston, Palmerston and Clifford Community Centres.

The Province is offering a one-time competitive application-based grant for the purchase and installation cost of public Electric Vehicle Supply Equipment (EVSE) on "major inter-city transportation corridors and in urban centres (including workplaces, apartments, condominiums, etc.)".

Municipalities are eligible for the program and can seek out third parties to develop projects with "greater charging network potential". 100% of the total costs to buy and install an EVSE are covered. The Town would commit to operating the equipment for five years. For two years 2% of funding may be used to support direct operating costs of the equipment, after which the Town would be responsible. A service charge can be levied to users of the station.



These stations appear similar in size to a gasoline pump. Preferred locations are "highly visible and easily accessible", as are locations abutting or within approximately one kilometre from heavily travelled highways may be considered. The Province expect the stations to be installed as soon as possible. The application deadline is February 12 and project awards in March 2016 with one year for installation.

COMMENTS:

The Treasurer, Facilities Manager, Recreation Manager, Public Works Director, CBO and C.A.O. Clerk met to discuss the application process and proposal by Artnjen. The amount of information needed for the company to apply on the Town's behalf is relatively minor and is being collected by staff already.

Staff believes having the company apply on the Town's behalf is preferable. The Town has a similar relationship with Sun Saver 2 regarding installation of microFIT solar panels on Town lands. If the EVSE application to the Province is successful an agreement will be needed with the company regarding installation, maintenance, and revenue.

This will be a competitive process with much of the funding allocated to higher traffic corridors such as 400 series highways and other major routes. It is not clear whether Highways 89, 9 or 23 will be considered "heavily travelled" under this program. However, the locations the Town can offer to host the equipment are very close to the Provincial Highways, and strategic locations along these corridors will be needed in time as electric vehicles become more popular.

With landscaping proposed in front of the Town office, having an EVSE available in the front parking lot just off the highway would be excellent for customer service. The equipment can be tied in to solar installations still proposed for the Town office and the three arenas. This creates a unique situation where solar power could be directed into the EVSE as a more complete environmental solution.

Additionally staff has looked at whether the replacement vehicle for the Van could be electric supplied. If the Town office is selected for a station an electric vehicle might be an option for inspections within the municipality.

FINANCIAL CONSIDERATIONS:

The cost of the equipment the Province is promoting in this program is considerably more than that some of the home chargers advertised on-line. Staff believes installation including power supply could be in the range of \$50,000 to \$100,000 although 100% of that cost would be borne by the Province for a successful application. Operational costs are not known although these would be covered by the program for two years. It is estimate the cost to charge per user would be in the range of \$10. Revenue from users would be small in the early years and grow over time as these vehicles become more popular,

RECOMMENDATION:

That Council receives the C.A.O. Clerk's January 27, 2016 report regarding Provincial Electric Vehicle Charger Program and agrees to Arntjen Solar and/or Sun Saver 2 preparing and submitting an application for 100% Provincial Funding of installing Electric Vehicle Supply Equipment at the Town office, Harriston Minto Community Complex, Clifford Arena and Palmerston Community Center on the understanding an installation, maintenance and cost sharing agreement will be negotiated between the parties if the application is successful.

Bill White, C.A.O. Clerk

From: Rolf Maurer <rolf.maurer.na@arntjensolar.com>
To: Bill White
Cc: bill king
Subject: Electric Vehicle Charger Program - EVCO

Sent: Tue 26/01/2016 12:49 PM

Message

20160125_RM_Minto_EVCOProjectOverview.xlsx (48 KB) ATT758769.htm (2 KB)
4EVC202902-POEN_EstoniaProject_A4.pdf (759 KB) ATT758770.htm (2 KB)
4EVC301301-POEN_DenmarkProject_A4.pdf (741 KB) ATT758771.htm (2 KB)

Hello Bill,

attached find an overview of the Technology we are proposing. Combining an AC FastCharger with future DC fast charging capabilities will provide us the best technology for the future. With ABB and Microsoft joining together to set-up a global EV charging infrastructure they are currently the global leader in this field. Going in with this technology will give us the credibility with MTO on our applications and and will position us well to have the support available in the future to maintain and upgrade these units.

Attached find a worksheet with the information needed to complete this application. Can you please review and complete the fields highlighted in yellow for each location and we will complete the rest. For the GPS coordinates, pick the location where you would like the EVSE to be installed. Preference would be a location closest to your electrical room at the arenas.

The application can either be submitted by the Town of Minto, with us being the Project Partner for Operations and Maintenance or by us with Minto being the Municipal Project Partner for the Infrastructure. We can get everything ready and then if Council decides on Feb. 2nd to do the application under your name, we will send you the application template. Once we have your input on the proposed locations, we can contact the local utility and get an estimate if we have connection capacity on site and estimate the installation and ongoing operating costs.

This is an excellent program and I think it will be even more oversubscribed than the FiT program. The best we can do is try and hope there is enough funding available and no other applicant close by with a Level3 Charger Proposal.

Mit freundlichem Gruss / Regards,

Rolf Maurer PMP, P.Eng.
ArntjenSolar NA Inc.
Harvesting the Sun™

**TOWN OF MINTO**

DATE: Jan 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 January 25, 2016:

Administration	\$ 101,611.10
People & Property	
Health & Safety	
Health Services	
Building	1,169.82
Economic Development	9,167.58
Incubator	1,014.73
Tourism	1,223.63
Fire	13,456.85
Drains	3,737.98
Roads	207,318.64
Cemetery	
Streetlights	2,539.66
Waste Water	15,994.72
Water	54,952.64
Minto in Bloom	
Recreation	1,337.13
Clifford	6,597.03
Harriston	11,323.43
Palmerston	10,846.73
Norgan	3,369.22
	<hr/> <hr/>
	\$ 445,660.89

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 January 25, 2016, regarding Approval of Accounts, and approves the Town of Minto accounts by Department for December 2015 and January 2016.

Gordon Duff, Treasurer



TOWN OF MINTO

DATE: January 28, 2016

REPORT TO: Mayor Bridge and Members of Council

FROM: Gordon Duff, Treasurer and Janet Klemp, Tax Collector

SUBJECT: Section 357 Applications

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.

BACKGROUND:

Section 357 and 358 of The Municipal Act, S.O. 2001, c. 25, as amended are submitted to the Municipal Property Assessment Corporation (MPAC) for several reasons including fire loss, demolitions, mobile unit removed or gross or manifest errors.

COMMENTS:

The attached list is for the 2014 & 2015 taxation years and is the result of demolition of barn, commercial business ceased and land revaluation.

FINANCIAL CONSIDERATIONS:

The Town of Minto bears the cost of its share of these tax reductions, while the portions relating to the County of Wellington and the related School Boards are charged back to these bodies.

RECOMMENDATION:

That Council receives the February 2016 report from the Treasurer and Tax Collector regarding Section 357 Applications and that these applications be approved.

Respectfully submitted by,

Reviewed by,

Janet Klemp, AMCT
Tax Collector

Gordon R. Duff, CGA
Treasurer

TOWN OF MINTO

Section 357 / 358

February 2016

Roll Number	Assessment Change	Effective Date					
			General	County	School Board	Capping	Total
2341 000 003 03400	FT decreased by 49,816 Barn Demolition	July 20 - Dec 31, 2015	(31.14)	(36.54)	(10.98)		(78.66)
2341 000 004 06700	FT increased by 3,571 RT decreased by 5,777 Revalued land due to removal of house	May 15 - Dec 31, 2015	(17.10)	(20.06)	(6.03)		(43.19)
2341 000 005 04800	RT increased by 15,542 No Longer Commercial	Dec 01 - Dec 31, 2014	(3.58)	(4.01)	(11.42)		(19.01)
2341 000 005 04800	CT decreased by 15,800 RT increased by 15,671 No Longer Commercial	Jan 01 - Dec 31, 2015	(43.71)	(48.01)	(131.65)		(223.37)
			\$ (95.53)	\$ (108.62)	\$ (160.08)	\$ -	\$ (364.23)

FT - Farmland

CT - Commercial

RT - Residentail

TOWN OF MINTO**DATE:** January 28th, 2016**REPORT TO:** Mayor Bridge and Members of Council**FROM:** Gordon Duff, Treasurer and Janet Klemp, Tax Collector**SUBJECT:** Minutes of Settlement and Assessment Adjustments

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.

BACKGROUND:

Under Section 40 (20) of the Assessment Act, The Town of Minto is required to amend the assessment roll with regard to decisions made by the Assessment Review Board (ARB) under actions brought to the Board under the following circumstances:

- their current value assessment is too high;
- updated structure data which changed their assessment;
- their property classification is incorrect; or
- if a property has more than one property class, the portion that is attributable to each class is incorrect.

The Town is also required to approve adjustments made as Advisory Notices of Adjustment (ANAs) under Sections 19.1 (5) and (7) of the Assessment Act and as Post Roll Amended Notices (PRANs) under Section 32 (1.1) of the Assessment Act. These ANAs and PRANs will result in decreased tax levies due to changes in assessments. The effects of these changes may affect the phase-in amounts of these assessments.

Requests for Reconsideration occur when a taxpayer asks the Municipal Property Assessment Corporation (MPAC) to review an assessment. If successful, Minutes of Settlement are issued to the Town the appropriate adjustments are made after Council approval.

COMMENTS:

Attached is a listing of adjustments from the above mentioned sources which have been received in our office. These assessment changes deal with a change in tax class residential to farmland, revaluation of property.

FINANCIAL CONSIDERATIONS:

The Town of Minto bears the cost of its share of these tax reductions, while the portions relating to the County of Wellington and the related School Boards are charged back to these bodies.

RECOMMENDATION:

That Council receives the February 2016 report from the Treasurer and Tax Collector regarding Assessment Adjustments and that these adjustments be approved.

Respectfully submitted by,

Reviewed by,

Janet Klemp, AMCT
Tax Collector

Gordon R. Duff, CGA
Treasurer

TOWN OF MINTO

Minutes of Settlement

February 2016

Roll Number	Assessment Change	Effective Date					
			General	County	School Board	Capping	Total
2341 000 001 18400	RT of 64,991 removed FT of 61,919 added Approved into the Farm Tax Rebate Program	Jan 1 - Dec 31, 2015	(273.89)	(321.33)	(96.54)		(691.76)
2341 000 002 07700	RT of 56,128 removed FT of 53,475 added Approved into the Farm Tax Rebate Program	Jan 1 - Dec 31, 2015	(236.54)	(277.51)	(83.38)		(597.43)
2341 000 003 00950	FT of 44,938 added Approved into the Farm Tax Rebate Program	Jan 1 - Dec 31, 2015	(196.33)	(230.34)	(69.21)		(495.88)
2341 000 003 15710	RT of 363,357 increased to 376,552 Revaluation of property	Jan 1 - Dec 31, 2015	72.99	85.63	25.73		184.35
	Total Rebates		\$ (633.77)	\$ (743.55)	\$ (223.40)	\$ -	\$ (1,600.72)

CT = Commercial

FT = Farmland

RT = Residential



TOWN OF MINTO

DATE: January 29, 2016

REPORT TO: Mayor and Council

FROM: Brian Hansen, Public Works Director

SUBJECT: Compliance Coordinator, DWQMS Representative
and Water Lead Hand

STRATEGIC PLAN:

11.2 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.

BACKGROUND

Compliance Coordinator and DWQMS Representative for our Drinking Water System Darrell Buehler will retire February 26th, 2016. Darrell has been with the Town of Minto for 18 years. The Town must maintain a Compliance Coordinator and DWQMS Representative for the water systems, and September 29, 2015 when Council approved hiring an operator to maintain the level of service needed 24/7 including the on-call system it was on the understanding Todd Rogers would assume many of Darrell's responsibilities.

The Safe Drinking Water Act requires the Town also maintain an Overall Responsible Operator (ORO) for our municipal water systems. The ORO must hold at least a Class 2 Water License to be appointed for the Town's water systems. Wayne Metzger is the ORO.

COMMENTS:

Through succession planning Todd Rogers is trained to undertake the Compliance Coordinator and DWQMS Representative roles for the Drinking Water System. He is knowledgeable, capable and fully qualified to take on this responsibility having his Class 2 Water Licence. To help cover obligations in the Safe Drinking Water Act, it is suggested Todd Rogers be named as the Alternate ORO. He remains Lead Hand for Water Division.

FINANCIAL CONSIDERATIONS:

No financial considerations are identified at this time.

RECOMMENDATION:

THAT Council receives the Public Works Director's report dated January 29, 2016 regarding naming of a Compliance Coordinator, DWQMS Representative and Alternate ORO, and that Council considers a By-law in open session.

Brian Hansen, Director of Public Works

Wayne Metzger, Water Foreman

Corporation of the Town of Minto
By-law 2016-06

Being a By-law to appoint a Compliance Coordinator and Alternate Overall
Responsible Operator
Pursuant to the *Safe Drinking Water Act*

WHERE AS Section 23 of the *Safe Drinking Water Act*, S.O., 2002, c.32 provides that municipalities may appoint an Overall Responsible Operator;

AND WHEREAS Section 11 of the *Safe Drinking Water Act*, S.O., 2002, c. 32 states that the drinking water system is operated by persons having the training or expertise for their operating functions that is required by the regulations and the licence or approval issued or granted for the system under this Act.

AND WHEREAS Section 8 of the *Municipal Act*, R.S.O. 2001, c.25, under this or any Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues.

AND WHEREAS Section 9 of the *Municipal Act*, R.S.O. 2001, c.25, the Corporation of the Town of Minto has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS the Town of Minto deems it necessary to appoint a Compliance Coordinator, Drinking Water Quality Management Standard Representative and Alternate Overall Responsible Operator;

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

1. That Todd Rogers will be appointed as the Compliance Coordinator and Drinking Water Quality Management Standard Representative of the Drinking Water Quality Management System for the Town of Minto pursuant to the said Section 11 of the *Safe Drinking Water Act*, S.O., c. 32;
2. That Todd Rogers be appointed as the Alternate Overall Responsible Operator for the Town of Minto pursuant to the said Section 23 of the *Safe Drinking Water Act*. S.O., 2002, c. 32.

READ a first, second, third time and finally passed in open Council this 2nd day of February, 2016.

Acting Deputy Mayor – David Turton

CAO/Clerk – Bill White

The Corporation of the Town of Minto
By-law No. 2016-07

To confirm actions of the Council of the
Corporation of the Town of Minto
Respecting a meeting held February 2, 2016

WHEREAS the Council of the Town of Minto met on February 2, 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 February 2, 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 Acting Deputy 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 Acting Deputy 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 2nd day of February, 2016.

Acting Deputy Mayor David Turton

C.A.O. Clerk Bill White