

Tuesday, March 29, 2016 2:30 p.m. Council Chambers

- 1. Call to Order
- 2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act
- 3. Motion to Convene into Closed Session
 - a. Personal matters about an identifiable individual, Economic Development
- 4. Motion to Convene into Open Session
- 5. Minutes of Previous Meeting
 - a. Regular Council Minutes of March 15, 2016
- 6. Additional Items Disclosed as Other Business
- 7. Resolution Moving Council into Committee of the Whole to Consider Public Meetings, Delegations, Public Question Period, Correspondence, Reports, Motions for Which Notice Has Been Previously Given and Other Business
- 8. Public Meeting 5 p.m.
 - a. ZBA 2016-01 Town of Minto Former Rail Lands, Clifford
- 9. Delegations

a.	Belinda Wick-Graham, Diggin It Award	26
b.	Palmerston Lions Jane Blears and Joanne Klonikowski, Organ Donation Awareness Month	28

c. Robin Ross, North Wellington French Immersion

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d.	Andrea Bartels JLT, Stephen Wylie, Wylie Insurance, Insurance Renewal
	2016

10. Public Question Period

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11. Correspondence Received for Information or Requiring Direction of Council

a.		Richmond Hill Council Resolution of February 22, 2016, Ontario al Board Reform	37		
b.	Autism Ontario, Proclamation for April 2 as World Autism Awareness Day				
c.	Saugeen Valley Conservation Authority, Community Stewardship and River				
d.	Wellington Christian Farmers Association, Annual General Meeting and 4. Banquet				
e.	Township of Montague, Physician Recruitment Resolution 45				
f.	MPP Randy Pettapiece, Response regarding PTSD Legislation 49				
g.	Kevin Flynn, Minister of Labour, Response regarding PTSD Legislation 51				
h.	Clifford Rotary Club, Invitation to attend Trees and Quackers Event 53				
i.	. MP John Nater, Federal Budget 2016 54				
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1. Parks and Recreation Advisory Committee Minutes of February 29, 85

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	2.Launchit Minto Minutes of March 8, 201687			
	 Economic Development and Planning Committee Minutes of March 10, 2016 			
с.	Staff Re	ports		
	 Source Water Protection / Building Assistant, OP-2016-02 County of Wellington: Official Plan Amendment 			
	2. Recreation Services Manager, Beverage Agreement for Recreation 16 Facilities			
	3. Recreation Facilities Manager, 2015 Year in Review 16			
4. C.A.O. Clerk Code of Conduct, Integrity Commissioner, Complaints 20 Policy, Municipal Ombudsman			207	
5. Treasurer, Approval of Accounts March 15, 2016 226				
6. Treasurer, Budget Impacts per Reg 284/09 228				
	7. Treasurer, Budget Adoption23			
	8. CAO Clerk, Treasurer and Public Works Director, Request For 23 Proposal, Consulting Engineering Services			
	9.	Public Works Director, Tender for Contract No. 6613-16, Reconstruction of Elora Street North, Harriston (Report will be provided at the meeting)		
d. Other Business Disclosed as Additional Item				
Motion to Return To Regular Council				
Notices of Motion				
Resolution Adopting Proceedings of Committee of the Whole				
By-law	/S			
a.	2016-17	7, for the purpose of Appointing Annilene McRobb as Deputy Clerk	235	
b.	2016-18	3, Facilities Agreement with Pepsico Beverages Canada	236	
C.	. 2016-19, To adopt the estimates of all sums required during 2016 for 241 purposes of the Municipality			

- d. 2016-20, To amend zoning for Ann Street between Queen Street and Park Street, Clifford from Residential (R1B) to Residential Exception (R1B-28) and Open Space (OS)
- e. 2016-21, Confirm the Proceeding of the March 29, 2016 Committee/Council 257 meeting

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17. Adjournment



Council Present:

Council Regrets:

Mayor George A. Bridge Councillor Dave Turton, Public Works Chair Deputy Mayor Ron Faulkner, Fire & Emergency Services Chair Councillor Mary-Lou Colwell, Finance Chair Councillor Judy Dirksen Councillor Jean Anderson Councillor Ron Elliott

Staff Present:

Bill White, C.A.O. Clerk Annilene McRobb, Deputy Clerk, Recording Secretary Chris Harrow, Fire Chief until 7:20 p.m. Terry Kuipers, Chief Building Official until 7:17 p.m. Gordon Duff, Treasurer Brian Hansen, Public Works Director Mike McIsaac, Road Foreman Todd Rogers, Compliance Coordinator / QMS Representative

- **1.** Call to Order 7:01 p.m.
- 2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act
- a. Councillor Dirksen declared a pecuniary Interest for Item 10 c) 3) Extension of Town Agricultural Leases.
- 3. Minutes of Previous Meeting
- a. Regular Council Minutes of March 1, 2016

RESOLUTION: 2016-47

Moved By: Councillor Colwell; Seconded By: Councillor Elliott THAT the minutes of the March 1, 2016 Council Meeting be approved.

Carried

4. Additional Items Disclosed as Other Business

Deputy Mayor Faulkner and Councillor Dirksen declared items.

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

RESOLUTION: 2016-48 Moved By: Councillor Anderson; Seconded By: Deputy Mayor Faulkner THAT The Town of Minto Council convenes into Committee of the Whole.

Carried

6. Public Meeting

a) ZBA 2016-06 Harper 46 Robertson Street Harriston Mayor Bridge, Chair called the meeting to order at 7:03 p.m., asked members of the public to please sign the attendance record, and stated 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 noted the lands are legally described as Lot 9, Harriston, and the amendment rezones the lands from single detached Residential (R1B) to Residential Exception (R1B-47) to allow two residential units in the dwelling. Other zoning relief may be considered if there are minor yard or setback deficiencies. This is the second public meeting. Notice was mailed to property owners within 120 meters of the lands and applicable agencies, and posted on-site February, 22. Comments from Town staff recommended the amendment, and Mark Van Patter, Wellington County Planning and Development January report was provided. The C.A.O. Clerk read the letter from Bob and Pat Harron 52 Robertson Street supporting the amendment. Material received from the applicant before the meeting will be displayed during comments.

Chair Bridge called on the applicant to provide comments. Nathan Harper presented draft design sketches, and noted the fire separation will be the first item to complete. April 15th is the proposed date for occupation. There is adequate parking available for a duplex. The exterior will be finished within two years.

Chair Bridge called on anyone wishing to comment in favour or in opposition to the proposed amendment, and seeing no further persons came forward 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.

Chair Bridge adjourned the Public Meeting at 7:12 p.m.

- 7. Delegations None.
- 8. Public Question Period None.
- 9. Correspondence Received for Information or Requiring Direction of Council
- a. Drinking Water Source Protection, February 2016 Newsletter
- b. Wellington Federation of Agriculture, Roundabout Design for Farm Traffic

- c. Office of the Fire Marshal and Emergency Management, Compliance with the Emergency Management and Civil Protection Act (EMCPA)
- d. AMO Policy Update Climate Change Mitigation and Low Carbon Economy Act, 2016, Regulation
- e. Clifford Recreation Association, March Newsletter
- f. Town of Amherstburg, Resolution regarding the Request for Ontario to Cancel RFP for Added Wind Power Generation
- g. Township of Minden Hills, Request for Review of the New OPP Billing Model
- h. Municipal Property Assessment Corporation, Non-profit Long-term Care Home Tax Exemption
- i. Rural Ontario Institute, Municipal Councillor Profile Final Report
- j. Agricultural Outreach Coordinator SVCA/MVCA, Great Lakes Agricultural Stewardship Initiative (GLASI) Program Information Session Invitation
- k. County of Wellington, Planning Department comments on the Green in Green Natural Heritage Study
- I. City of Markham, Resolution to Request the Government of Ontario to Limit the Jurisdiction of the Ontario Municipal Board
- m. MPP Randy Pettapiece, News Release Municipalities need relief from joint and several liability
- n. County of Bruce, Planning and Development Department, Notice of a Public Meeting

Council stated appreciation for the continued support of MPP Randy Pettapiece on the joint and several liability issue.

MOTION COW 2016-63

Moved By: Councillor Dirksen; Seconded By: Councillor Elliott THAT the correspondence be received as information.

Carried

- 10. Reports of Committees and Town Staff, Matters Tabled and Motions for Which Notice Has Been Previously Given
- a. Committee Minutes for Receipt
- 1. Saugeen Valley Conservation Authority Annual General Minutes of January 15, 2016

MOTION: COW 2016-64

Moved By: Councillor Anderson; Seconded By: Councillor Colwell THAT the Saugeen Valley Conservation Authority Annual General Minutes of January 15, 2016 be received as information.

Carried

- b. Committee Minutes For Approval None.
- c. Staff Reports
- 1. Chief Building Official, February Building Statistics Chief Building Official Kuipers reviewed permit information to date.

MOTION: 2016-65

Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Elliott THAT Council receives the Chief Building Officials February Building Statistics for information.

Carried

Deputy Mayor Faulkner assumed the Chair

2. Fire Chief, North Perth Fire Agreement Renewal Chief Harrow noted the agreement is for seven years to be consistent with North Perth's other shared service agreements.

MOTION: 2016-66

Moved By: Mayor Bridge; Seconded By: Councillor Dirksen THAT Council receives the Fire Chiefs March 8, 2016 report on the North Perth Fire Agreement and consider a by-law authorizing the Mayor and C.A.O. Clerk to sign the Fire Agreement with the Town of North Perth.

Carried

Mayor Bridge reassumed the Chair

3. C.A.O. Clerk, Extension of Town Agricultural Leases

Having previously declared a pecuniary interest Councillor Dirksen removed herself from the Council Chambers during this item.

The C.A.O. Clerk White noted there that if approved the lease extensions are two years for Scott Dirksen and three years for George Sheehy.

MOTION: COW 2016-67

Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Colwell THAT Council receives the C.A.O. Clerk's report dated March 1, 2016 regarding Extension of Town Agricultural Leases, and that leases be extended until fall 2019 with George Sheehy for the Harriston Cemetery and Palmerston Industrial Park both at a rate of \$200 per acre and with Scott Dirksen for the Harriston Industrial Park at a rate of \$120 acre all amounts subject to applicable taxes terms being open to changes in lot size and use. AND FURTHER that the changes to the policy for leasing Agricultural Land be approved.

Carried

4. C.A.O. Clerk, Update Palmerston Library and Cenotaph, County Upgrades

MOTION: COW 2016-68

Moved By: Councillor Elliott; Seconded By: Councillor Anderson

THAT Council receives the C.A.O. Clerk's report dated March 11, 2016 regarding Update Palmerston Library and Cenotaph, County Upgrades, and that Council approve the following:

1. The Town signing with the County an encroachment agreement for part of Bell Street in front of the Palmerston Library to deal with maintenance and repair of individual assets within that part of the road allowance; and

2. Conveyance of the cenotaph lands to the Town at nominal consideration on the basis that Minto assumes all future maintenance and capital replacement costs for the cenotaph.

Carried

5. Public Works Director and Compliance Coordinator, 2015 Drinking Water System Annual and Summary

Compliance Coordinator Rogers highlighted the Summary and Annual Report for each system noting there were no compliance issues.

MOTION: COW 2016-69

Moved By: Councillor Elliott; Seconded By: Deputy Mayor Faulkner THAT Council of the Town of Minto approve the 2015 Annual & Summary Reports for the Town of Minto Drinking Water Systems, including Clifford Drinking Water System, Harriston Drinking Water System, Palmerston Drinking Water System and Minto Pines Subdivision Drinking Water System, and that individual members of Council and the C.A.O. Clerk sign the respective reports as stewards of the water infrastructure.

Carried

6. Roads Foreman, Crime Stoppers Public Awareness

Road and Drainage Foreman McIsaac noted that Crime Stoppers are asking for permission to place stickers on Town vehicles to increase awareness.

MOTION: COW 2016-70

Moved By: Councillor Colwell; Seconded By: Councillor Elliott THAT Council receives the Road Foreman's Report dated March 8, 2016 regarding Crime Stoppers and approves adding stickers to Town vehicles to promote the program.

Carried

7. Public Works Director, Public Works Year End Review

Public Works Director Hansen presented the 2015 year in review for Public Works. There is a Tender out for Elora Street North and a report will be provided to Council March 29. The project is estimated to take three months, and all detours will be well advertised.

Mayor Bridge stated that the roundabout for County Road 109 and County Road 5 is still slated to be completed in June of this year, pending relocation of a Hydro pole. If this work cannot be completed in this time frame, it may be installed after the IPM in September.

MOTION: COW 2016-71

Moved By: Councillor Colwell; Seconded By: Councillor Anderson THAT Council receives the Public Works Directors 2015 Year in Review as information.

Carried

d. Other Business Disclosed as Additional Item

Councillor Dirksen thanked Council, staff and Minto Residents for their support at the Chili Dinner Fundraiser held Sunday for her granddaughter Eliza.

Deputy Mayor Faulkner noted that arrangements are being made for him to travel to all seven Wellington County Municipalities to help promote the IPM. Mayor Bridge stated the IPM sign on- site will be landscaped this month. He described the concept for the County Showcase Tent including a zip line. Councillor Dirksen suggested Council and staff wear IPM attire at the AMO Conference in August.

11. Motion to Return To Regular Council

RESOLUTION: 2016-49 Moved By: Councillor Dirksen; Seconded By: Councillor Colwell THAT the Committee of the Whole convenes into Regular Council meeting.

Carried

12. Notices of Motion - None

13. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION: 2016-50

Moved By: Councillor Elliott; Seconded By: Councillor Anderson THAT The Council of the Town of Minto ratifies the motions made in the Committee of the Whole.

Carried

14. By-laws

a. 2016-14, to Amend Zoning By-law 01-86 of the Town of Minto, Harper

RESOLUTION: 2016-51

Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Dirksen THAT By-law 2016-14; to amend zoning for 46 Robertson Street, Harriston from Residential to Residential Exception to permit a two unit residence ; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation. Carried

b. 2016-15, North Perth Fire Dispatch Service Agreement

RESOLUTION: 2016-52

Moved By: Councillor Colwell; Seconded By: Councillor Elliott

THAT By-law 2016-15; to authorize the Mayor and C.A.O. Clerk to execute a Fire Protection Agreement between the Corporation of the Town of Minto and the Municipality North Perth; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

c. 2016-16, Confirm the Proceeding of the March 15, 2016 Committee/Council meeting

RESOLUTON: 2016-53

Moved By: Councillor Anderson; Seconded By: Deputy Mayor Faulkner

THAT By-law 2016-16; 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

15. Adjournment

Mayor Bridge adjourned the meeting at 8:09 p.m.

RESOLUTION: 2016-54 Moved By: Councillor Dirksen; Seconded By: Councillor Colwell 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



THE COUNCIL OF THE TOWN OF MINTO PUBLIC MEETING AGENDA ZBA-2016-01 Applicant: The Town of Minto TUESDAY March 29th 2016, 5:00pm in the Council Chambers

A Public Meeting to consider an amendment to the Town of Minto Zoning By-law No. 01-86 for property located on both sides (east and west) of Ann Street, Clifford.

- 1. Mayor Bridge to act as the Chair of the Public Meeting
- 2. Chair Bridge to call the meeting to order and request any member of the public present to please sign the attendance record. Chair Bridge to state the following:

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.

3. C.A.O. Clerk White to state the municipal address and legal description of the property, the purpose and effect of the application and date notices we sent.

The property subject to the proposed amendment is located on Lots 260-327, both sides (east and west) of Ann Street, Clifford.

The Purpose and Effect of the proposed amendment is to permit either, single detached or semi-detached residential dwellings on lots within this area. The area will be placed into a Special Residential Zone to limit development to the above density. At the same time, a narrow Open Space zone will be included along the bottom of this area to permit a trail.

The Notices were posted in the Minto Express and Wellington Advertiser as well as the applicable agencies and posted on the subject property dated for March 4th, 2016 The following comments were received:

- a) Town of Minto staff
 - Building Assistant's report attached
- b) Mark Van Patter, Manager of Planning, County of Wellington, report attached, March 22, 2016
- 4. Chair Bridge to call on the applicant or his agent to provide comments regarding the proposed Amendment to the Comprehensive Zoning By-law No. 01-86.

Page 1 of 2 ZBA-2016-01 Ann Street, Clifford

Public Meeting Agenda To Consider an Amendment to the Town of Minto Zoning By-law No. 01-86 for property located on Ann Street, Clifford, Town of Minto Page 2

- 5. Chair Bridge to call on anyone who wishes to comment in favour of the proposed Amendment.
- 6. Chair Bridge to call on anyone who wishes to comment in opposition of the proposed Amendment.
- 7. The applicant or his agent is given an opportunity for rebuttal.
- 8. Chair Bridge to give members of Council an opportunity to ask questions.
- 9. Chair Bridge to state 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 1ZO or by email at <u>Bwhite@town.minto.on.ca</u>.
- 10. If there are no further comments, Chair Bridge will adjourn this Public Meeting.



Town of Minto DATE: March 17 2016 Mayor Bridge and Members of Council FROM: Stacey Pennington, Building Assistant Rezoning Town of Minto – Ann Street Clifford

STRATEGIC PLAN

TO:

RE:

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 lands for the proposed amendment are on both sides of Ann Street, between Oueen Street and Park Street. This includes existing lots on the north side of Ann Street as well as the former rail lands to the south. The Official Plan Designation of the property is Residential. The lands are currently zoned R1B - Low Density Residential.



The proposed amendment is to rezone the subject property from R1B to a site specific Residential Zoning permit either, single detached or semi-detached residential dwellings on lots within this area. The area will be placed into a Special Residential Zone to limit development to the above density. At the same time the rear of properties on the West side of Ann Street will be rezoned to permit the Greenway trial.

COMMENTS

Staff in Clerks, Public Works, and Building met to review the application, and the impact of the rezoning.

<u>Clerks</u>

If lots on Ann Street are developed for semi-detached the density increases, but would still be considered low density residential. Semi-detached housing is an accepted form of low density residential and compatible with a one family home. The increased density would provide for more affordable homes.

Public Works

BM Ross calculated that there was sufficient capacity in the Clifford Waste Water Treatment facility to accommodate the increased density. Servicing of the lands within three blocks of Ann Street is underway (Queen to Geddes, Geddes to Allan, Nelson to Park). This work includes replacing the old and very deep sanitary sewer, proving five inch lateral sewer connections to each vacant lot, and 1" and 1.5" water laterals as needed.

Where required, proposed semi-detached developments will have to use Y connections with proper clean outs for sewer laterals and shut offs for waterlines. Although, this servicing to accommodate will increase servicing costs, the additional residential units per hectare will help to offset those servicing costs with a more efficient use of municipal services. The Town may wish to increase the cost to sell the proposed lots.

Preliminary grading has been prepared by Triton Engineering to confirm surface water can be addressed for each lot. Builders will be required to provide more specific site grading and drainage plans based on the home design they select.

Building

Most residential areas in Clifford are zoned R1B or R1C – Low Density Residential Zones, restricting development to only Single Family Dwellings. The proposed lot sizes are large enough to meet the minimum semi-detached rules set out in the R2 – Medium Density Residential Zone regulations.

RECOMMENDATION

THAT Council of the Town of Minto receives the Building Assistants report on the proposed rezoning for Ann Street Clifford and considers passing a by-law in open session.

ATTACHMENTS

Planners Comments, dated September 24, 2015
Planners Comments, dated March 22, 2016

Mark Van Patter, Manager of Planning and Environment

Council Report: Molenaar request Ann St., Pt Lots 316-321, Clifford, September 9, 2015

Bill White C.A.O. Clerk

Stacey Pennington, Building Assistant



COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT GARY A. COUSINS, M.C.I.P., DIRECTOR TEL: (519) 837-2600 FAX: (519) 823-1694 1-800-663-0750 ADMINISTRATION CENTRE 74 WOOLWICH STREET GUELPH, ONTARIO N1H 3T9

March 22, 2016

Bill White, CAO / Clerk Town of Minto 5941 Highway 89 Harriston, Ontario N0G 1Z0

Dear Mr. White:

RE: Former Rail Lands / Ann Street - Village of Clifford Specialized Zoning to Allow Single and Semi-Detached Dwellings <u>Proposed Zoning By-law Amendment</u>

PLANNING OPINION

In my opinion, rezoning the former rail lands and properties to the north across Ann Street, to allow semi-detached dwellings in addition to single detached dwellings, makes sense. It will provide for modest intensification, more efficient servicing and more affordable housing. At the present time I do not have any concerns with this proposal. I may have further comments after the public meeting process.

LOCATION

The subject lands are the former rail lands along Ann Street in Clifford, between Queen Street and Park Street. Also being considered are the lands to the north across Ann Street, which include 7 vacant lots / potential severances, based on the 2015 air photos.

PURPOSE

The purpose of the proposed zoning by-law amendment would be to rezone the subject lands as follows:

- Rezone the rail land lots from Residential (R1B) to a specialized zone to permit either single or semi-detached dwellings;
- Rezone a linear strip within the rear portion of the rail land lots to Open Space (OS) for the trail; and,
- Rezone the lots on the north side of Ann Street from Residential (R1B) to a specialized zone to permit either single or semi-detached dwellings.

BACKGROUND

Municipal servicing work on Ann Street is underway and anticipated to be completed this summer. CAO White indicates that "part of this work involves replacing the ultra-rib sanitary sewer line with a more traditional designed main and providing for connections to vacant and developable lots on both sides of Ann Street. A water main and connections will also be installed. Lateral sizes will be sufficient to allow the services to be split at the lot line to service semi-dated homes if that option is chosen by a builder."

Some of the local builders have indicated an interest in semi-detached dwellings.

I provided Council with an overview of the proposal in my letter of September 24, 2015. This earlier information has been updated where necessary in the following comments.

OFFICIAL PLAN

The lands are designated Residential.

ZONING BY-LAW

As noted above, the lands are zoned Residential (R1B).

PLANNING CONSIDERATIONS

Intensification

I would consider the addition of semi-detached dwellings as a permitted use as being intensification. It is also re-development of a brownfield site. This is a good thing and makes more efficient use of municipal services. It is consistent with the Provincial Policy Statement as well as Section 4.4.3 of the Official Plan.

Affordable Housing

The estimated pricing of serviced lots at \$22,500 (CAO White's report – September 9, 2015), would be quite affordable relative to much of Wellington County. Section 4.4.5 of the Official Plan encourages affordable housing, including semi-detached dwellings.

Compatibility with Neighbourhood

It is my opinion that allowing either single detached or semi-detached residential lots would be compatible with the neighbourhood. It represents a relatively modest increase in density.

Stormwater Management

Triton Engineering has recently completed a grading and drainage plan.

Sewage Capacity

B.M. Ross Engineering calculates that there is sufficient sewage capacity for the subject lands.

2

Rehabilitation of Former Rail Lands

It's my understanding that an environment site report was completed earlier for the former rail lands and the site has been rehabilitated as required.

Trees Along the Trail

There may be some potential for Trees for Minto to plant Green Legacy trees along the trail when timing is appropriate.

DRAFT ZONING AMENDMENT

The subject lands are all currently zoned Residential (R1B). I am suggesting that we simply create an R1B exception zone to allow the additional use of semi-detached dwelling. Please find the draft by-law attached.

Please let me know if you need further assistance on this.

Sincerely,

Mark Watte

Mark Van Patter, MCIP, RPP Manager of Planning and Environment

C: Jared James, Chair of Trees for Minto

THE CORPORATION OF THE TOWN OF MINTO BY-LAW NUMBER _____.

BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 01-86 FOR THE TOWN OF MINTO

WHEREAS Section 34 of The Planning Act, R.S.O. 1990, as amended, authorizes the council of a municipality to pass a zoning by-law for the use of land; and

WHEREAS, the Council of the Corporation of the Town of Minto deems it necessary to amend By-law Number 01-86;

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

- 1. THAT Schedule "A" Map No. 2 (Clifford) of the Town of Minto Zoning By-law 01-86 is amended by rezoning both sides of Ann Street, between Queen Street and Park Street, from **Residential (R1B)** to **Residential Exception (R1B-28)**, as shown on Schedule "A" attached to and forming part of this By-law.
- 2. THAT Section 34 Exception Zone 1 Clifford, Town of Minto is amended by the inclusion of a new subsection as follows:
 - **"34.28 R1B-28** Uses permitted in the Residential R1B zone shall be permitted on a property, subject to the regulations of Section 10.2. In addition, a second residential unit shall also be permitted in the form of a semi-detached dwelling, subject to the regulations of Sections 12.2.2, 12.3 and 12.4.
- 3. THAT Schedule "A" Map No. 2 (Clifford) of the Town of Minto Zoning By-law 01-86 is amended by rezoning the southern portion of the former rail lands between Queen Street and Park Street, from **Residential (R1B)** to **Open Space (OS)**, as shown on Schedule "A" attached to and forming part of this By-law.
- 4. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 01-86, as amended.

5. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

READ A FIRST AND SECOND TIME THIS ____ DAY OF _____, 2016.

READ A THIRD TIME AND PASSED THIS _ DAY OF _____,2016.

MAYOR

CLERK

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5

THE TOWN OF MINTO

__-







Rezone from Residential (R1B) to Residential Exception (R1B-28) and Open Space (OS)

This is Schedule "A" to By-law_____.

Passed this ____ day of _____2016.

MAYOR

CLERK

EXPLANATORY NOTE

BY-LAW NUMBER ______.

LOCATION

The subject lands are the former rail lands along Ann Street in Clifford, between Queen Street and Park Street. Also being considered are the lands to the north across Ann Street, which include 7 vacant lots / potential severances, based on the 2015 air photos.

PURPOSE

The purpose of the proposed zoning by-law amendment would be to rezone the subject lands as follows:

- Rezone most of the rail land lots from Residential (R1B) to a Residential Exception (R1B-28) to permit either single or semi-detached dwellings;
- Rezone a linear strip within the rear portion of the rail land lots to Open Space (OS) for a trail; and,
- Rezone the lots on the north side of Ann Street from Residential (R1B) to Residential Exception (R1B-28) to permit either single or semi-detached dwellings.

Single detached dwellings are subject to the regulations of Section 10.2. Semi-detached dwellings are subject to the regulations of Sections 12.2.2, 12.3 and 12.4.



COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT GARY A. COUSINS, M.C.I.P., DIRECTOR TEL: (519) 837-2600 FAX: (519) 823-1694 1-800-663-0750 ADMINISTRATION CENTRE 74 WOOLWICH STREET GUELPH, ONTARIO N1H 3T9

September 24, 2015

Bill White, CAO / Clerk Town of Minto 5941 Highway 89 Harriston, Ontario N0G 1Z0

Dear Mr. White:

RE: Former Rail Lands / Ann Street - Village of Clifford Specialized Zoning to Allow Single and Semi-Detached Dwellings <u>Proposed Zoning By-law Amendment</u>

I have received your September 9 report to Council on the former Clifford rail lands and provide the following comments.

PLANNING OPINION

In my opinion, rezoning the former rail lands to allow semi-detached dwellings in addition to single detached dwellings makes sense. It will provide for intensification, more efficient servicing and more affordable housing. This same zoning probably makes sense on the other side of Ann Street as well, where 7 vacant lots are present. I would suggest that the Town reach out to these owners and to gauge their support / concerns.

LOCATION

The subject lands are the former rail lands along Ann Street in Clifford, between Queen Street and Park Street. Also being considered are the lands to the north across Ann Street, which include 7 vacant lots / potential severances, based on the 2010 air photos.

PURPOSE

The purpose of the proposed zoning by-law amendment would be to rezone the subject lands as follows:

- Rezone the rail land lots from Residential (R1B) to a specialized zone to permit either single or semi-detached dwellings;
- Rezone a linear strip within the rear portion of the rail land lots to Open Space (OS) for the trail; and,
- Rezone some or all of the lots on the north side of Ann Street from Residential (R1B) to a specialized zone to permit either single or semi-detached dwellings.

BACKGROUND

Work on Ann Street is to start this fall. Should the number of laterals be increased to provide for semi-detached lots (i.e. 2 laterals per lot)? It is my understanding that the cost for laterals later will be considerable, given the depth of the sewer. On the other hand, if a lateral is put in now and not used later, the cost will be comparatively, negligible.

Triton Engineering has recently completed a grading and drainage plan. B.M. Ross calculates that there is sufficient sewage capacity for the subject lands.

It's my understanding that an environment site report was completed earlier for the former rail lands and the site has been rehabilitated as required.

Some of the local builders have indicated an interest in semi-detached dwellings.

OFFICIAL PLAN

The lands are designated Residential.

ZONING BY-LAW

As noted above, the lands are zoned Residential (R1B).

PLANNING CONSIDERATION

Intensification

I would consider the addition of semi-detached dwellings as a permitted use as being intensification. It is also re-development of a brownfield site. This is a good thing and makes more efficient use of municipal services. It is consistent with the Provincial Policy Statement as well the County Official Plan.

Affordable Housing

The estimated pricing of serviced lots, at \$22,500, would be quite affordable relative to much of Wellington County.

Compatibility with Neighbourhood

It is my opinion that allowing either single detached or semi-detached residential lots would be compatible with the neighbourhood. There should be no concerns with the former rail lands.

The Town may wish to check with the neighbours across Ann Street to see if they want this specialize zoning, or to remain as Residential (R1B) which only permits a single detached dwelling. By my count there are 7 vacant or potential lots here, as of 2010 air photos. This could be discussed at the public meeting during the rezoning process.

<u>Trees Along the Trail</u> Trees for Minto with the Green Legacy could take this on as a planting project when the timing is appropriate.

Please let me know if you need further assistance on this.

Sincerely,

Mark Watte

Mark Van Patter, MCIP, RPP Manager of Planning and Environment



TOWN OF MINTODATE:September 9, 2015REPORT TO:Mayor and CouncilFROM:Bill White, CAO/ClerkSUBJECT:Rick Molenaar's request Ann St., Pt Lots 316-321, 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

At the February 3, 2015 meeting the following resolution was adopted:

That Council receives the report from the CAO/Clerk January 28th, 2015 regarding the Agreements of Purchase Sale Rick Molenaar Ann Street Lots 267, 268, Part Lots 316 to 321, Clifford and that the aforementioned lots be declared surplus to the needs of the Town of Minto, And further

That a By-law authorizing the Mayor and CAO/Clerk to execute all documents necessary to close the transaction be considered upon completing of the required notice the conditional agreement of purchase and sale.

After proper notice, Council passed a by-law to authorize the Mayor and C.A.O. Clerk to sign transfer documents March 3. Lot 267 on Ann Street closed first and a four unit dwelling is underway on-site. Lot 268 will close this fall and is proposed to contain a second 4-plex.



Rick Molenaar Ann Street Zoning

Mr. Molenaar determined he may have a market for semi-detached dwellings on the lots he intends to close on next year. His letter asks the Town initiate a zoning amendment for lots 316 to 321 to permit semi-detached dwellings. If rezoning is not initiated by the Town, Mr. Molenaar could submit an application with the fee.

COMMENTS:

If Council considers starting a zoning amendment for Block A, it is suggested rezoning of remaining Blocks B through E to permit semi-detached dwellings at the same time. Similar zoning might also be considered for lots on the other side of Ann Street. Current zoning is highlighted on the map below.

Both sides of Ann Street are zoned R1B permitting single family only; the rail trail behind the lots should be zoned open space in the future. There are two lots zoned industrial and a large block zoned R1A which is un-serviced residential. The Town's "serviceable" lots on Ann Street are shown in yellow. The two lots being developed by Mr. Molenaar are medium density shown in orange.



Most residential areas in Clifford are zoned R1B or R1C both of which basically permit one family dwellings. The old ballfield is zoned R2 permitting the street townhouses and other medium density residential uses. Most of Clifford does not allow semi-detached dwellings.

The lots sizes on Ann Street are large enough to meet minimum semi-detached rules set out in the R2 zone as follows:

	Required in R2	Town Ann Street Lots
Lot Area per dwelling	550 sq. m	827 sq. m
Lot Frontage per dwelling	18.3 m	20.1m
Lot Area per dwelling unit	275 sq m	413.5 sq. m
Lot Frontage per dwelling unit	9 m	10.05 m

If all lots on Ann Street were developed for semi-detached the density on the land would increase from 12 units per hectare to about 24 units per hectare (density is net of roads and parkland). This is still within the limits of what is considered low density residential. Semi-detached housing is an accepted form of low density residential and fully compatible with a one family home. The additional units per hectare help offset servicing costs and provides for more affordable homes.

2

Rick Molenaar Ann Street Zoning

According to calculations by B.M. Ross for the County there are 161 units of reserved capacity in the Clifford Wastewater Treatment facility, which should not be an issue as a result of rezoning. At a growth rate of 8 new homes per year in Clifford alone there is 20 years of capacity remaining in the lagoon system. Water meters help reduce flow to the lagoons. Sewage capacity does not appear to be a significant restriction to rezoning to allow semi-detached dwellings.

Rezoning to allow semi-detached on Ann Street increases servicing costs as additional lateral services are required. Work on Ann Street is scheduled to start in October which means decisions on whether the number of laterals should be increased should be made this year. The depth of the sanitary sewer on Ann Street makes re-excavating to connect a second lateral at a later date very costly.

Triton Engineering has nearly completed a grading and drainage plan for the length of the Town lots along Ann Street. This will ensure surface water is properly controlled and managed between the future rail trail and homes. This information should be available if a public meeting is scheduled for rezoning.

This is not a complete planning analysis, but there are enough supporting factors to suggest the matter could be referred to County Planning for a full report. A public meeting would be scheduled if they found merit in rezoning and the Planners identify extent of the lands where semi-detached might be allowed.

FINANCIAL CONSIDERATIONS:

Council needs to be aware of the implications of rezoning on financial considerations for other developments in Clifford. Semi-detached housing can be competitive with street townhouse developments such as Field of Dreams. There are private developments in Clifford investing funds to develop their lands.

The Town has been careful to position its land costs with market values in Clifford (\$22,500 for a serviced lot). If semi-detached homes proceed on Ann Street, developers who purchase these lots should be responsible for paying additional servicing costs.

RECOMMENDATION:

That Council receives the report from the C.A.O. Clerk's September 9, 2015 report regarding Rick Molenaar's request that the Town initiate rezoning on Ann Street Part Lots 316-321, Clifford, and further that Council pursue rezoning of lots on both sides of Ann Street from Queen to Park street to add semi-detached dwellings as a permitted use subject to a full planning report being received from the County of Wellington, and a public meeting being scheduled once the extent of rezoned lands has been identified by the County.

Bill White, C.A.O. Clerk

Email Received from Rick Molenaar

You replied to this message on 07/08/2015 12:16 PM.			
From:	Rick Molenaar <rickly@tdtech.ca></rickly@tdtech.ca>	Sent:	Fri 07/08/2015 11:06 AM
To:	Bill White		
Cc			
Subject:	Re zone		
🖂 Message	🔁 img028.pdf (312 KB)		

To Bill White: Regarding lots 316-321 Ann St. Clifford

In Consideration of my purchasing this property will Council agree to rezone to allow the construction of semi detached homes?



CONTACT: BILL WHITE C.A.O. CLERK TOWN OF MINTO 5941 HWY 89 HARRISTON, ON NOG 1ZO

MEDIA RELEASE

Economic Developers Council of Ontario 2015 Marketing Excellence Awards

Toronto, Ontario - The Town of Minto had a big night at the Economic Developers Council of Ontario 2015 Marketing Excellence Awards held at the Toronto Marriott Downtown Eaton Centre. The Harriston Diggin' It campaign <u>www.harristondigginit.ca</u> won the Public-Private Partnership Award for the marketing and promotion campaign surrounding the reconstruction of Elora Street in Harriston in 2015. Mayor George Bridge was honoured with the Community Influencer of the Year for his on-going work for Minto and Wellington County in the area of economic development.

Led by Belinda Wick-Graham and in partnership with the Minto Chamber of Commerce, Launchlt, downtown businesses, Triton Engineering, Wellington County and the contractor Moorefield Excavating, Harriston Diggin' It was a series of events and promotions supporting businesses and encouraging activity in the downtown during the months Elora Street was closed. The campaign included such things as a passport to savings, High Heels and Dirty Deals, and others. Our local media partners played a large role in the success of this campaign as well providing large amounts of in-kind advertising. Belinda Wick Graham explained: "It was a collaborative effort with the Downtown Committee, businesses, staff, media and contractors that made this project work. Everyone talked, worked out issues and came together to contribute to this award."

Mayor George Bridge was recognized for having a significant impact on his peers, the industry, his community and being an overall positive influence within economic development. In his second term as Mayor and second year as Wellington County Warden, George Bridge has championed community development for years having worked with downtown associations and community groups before his municipal roles. He championed the creation of a Wellington County Economic Development Department, and supported cooperation between government, businesses and regions. He recently added work with the Western Warden's Caucus to his resume. Mayor Bridge stated "I am thankful for the award and appreciate the support I have from family, colleagues, staff and the community". Mayor Bridge's wife Sue and his daughter Amy were on hand for the presentation.

The annual EDCO conference is an opportunity for the economic development profession to gain insight into new trends and recognize the previous years' work. Over 115 submissions were received for the 2015 EDCO awards.



For further information contact Belinda Wick- Graham or Bill White CAO/Clerk, Town of Minto 5491 Highway 89, Harriston, Ontario NOG 1Z0 Phone 519-338-2511 fax: 519-338-2005; email <u>bwhite@town.minto.on.ca</u> or <u>belinda@town.minto.on.ca</u>

Wellington Advertiser Editor <u>editor@wellingtonadvertiser.com</u> Minto Express Editor: Shannon Burrows <u>editor@mintoexpress.com</u> The Biz Bull: Campbell Cork <u>ccork@wightman.ca</u> CKNX, The Bull, The One <u>ssabourin@blackburnradio.com</u> Bayshore Broadcasting <u>News@bayshorebroadcasting.ca</u> 88.7 The River gm@saugeen.ca

NATIONAL ORGAN AND TISSUE DONOR AWARENESS MONTH

THE NEED FOR ORGAN DONORS IN ONTARIO.

Currently, over 1500 people in Ontario are waiting for a life-saving organ transplant. And though most of us believe that organ donation is a good thing, just over a quarter of us are registered as donors. Some great strides have been made in Ontario over the past year, but still more needs to be done. You can <u>Spread the Word</u> by encouraging your friends and family to register their consent to become organ and tissue donors.



My name is Robin Ross. I was in the first French Immersion class in Palmerston 39 years ago. This long standing and successful program may be drastically changed by the Upper Grand District School Board if we are unable to convince the board to make amendments to a review committees recommendations. My son is currently in French Immersion JK and our family will not be affected by the changes to the program but I believe that public school boards should be striving to create equal access to all students and not finding ways to limit opportunities. I am representing a group of parents that are working to find effective solutions the UGDBS could use instead of those presented by the committee. We believe some of the recommendations will be quite harmful to our school and community. Our group is also presenting to Wellington North and Mapleton councils, requesting help to solve these problems in a positive way.

The UGDSB has completed a review of it's primary school French programs. This included French Immersion and Core French throughout the board. The board has two very clear problems. Overcrowding at French only schools (in Guelph) and a lack of accredited teachers to meet the demand for French programming.

As part of the review process, the committee was asked to create recommendations for the board to adopt that would solve the problem. There are 19 recommendations in total. We completely support the committee's recommendations to improve teacher recruitment and retention. As parents living in Northern Wellington, it is recommendations 12 and 13 that are of great concern. Recommendation 12 only allows students to enter French Immersion in JK not SK or Grade one as is currently allowed. When combined with recommendation number 13 (capping JK enrolment), we believe it will create a French Immersion program that will fail here in Northern Wellington as numbers in higher grades will dwindle. The Palmerston Public School cap is 25 based on the board's view that we are a negative growth area. There is a somewhat standard 90% retention rate in French Immersion programs. If you only allow 25 students to start each year, there are only 10 students in the grade 8 class. We were told at the public meeting that this cap would not affect the residents because it is high enough to meet the demands of the population.

We disagree. There are currently 37 French Immersion JK in Palmerston with a similar number registering for next year. That is significantly more that 25.

We are objecting to the board's analysis of our area for these reasons:

- 1. In a committee or 37 people, one represented the entire Northern Wellington area and he is the Norwell Principal. We believe that there was no representative that was able to clearly speak about the conditions of French Program in our area. All they had to do was look at this year's enrolment and they would see that their projections of a diminishing demand for French Immersion here is inaccurate.
- 2. If the French Immersion program becomes capped, it will negatively affect our areas ability to encourage people to move here. According to the board's own survey, people are choosing French Immersion to enhance their children's future opportunities. There are no other enhanced educational programs available in this area for people to choose.
- 3. The French Review has created these recommendations based on the assumption that there are no other solutions. In essence, the problem is too big so let's just cut the program instead of trying to fix it.
- 4. The Review doesn't take into account the larger distances between home schools and the French Immersion schools for some students. For example, if a family has a student in

grade 3 and their second child does not get into capped JK program we believe more families will decide to remove their older student from the program because our schools are far apart. In Guelph, the distance between home schools and French Immersion ones is not as great and people may be able to keep their students in separate schools. For a family living east of Arthur, it will be very difficult to have one student in Arthur and one in Palmerston.

We are asking Minto council to support our efforts in working with the school board to find other solutions to these problems, in the following ways.

- 1. We ask Minto Council to agree with our assessment the capping the French Immersion program will have a negative impact in recruiting residents to our municipality.
- 2. We ask Minto Council to offer support to the school board's recruiting efforts to bring new teachers to the area, through the sharing of information and the municipalities expertise rural resident recruitment efforts.
- 3. We ask Minto Council to also offer us any ideas they may have that will help us keep the French Immersion program open to all North Wellington residents that want to enrol their children.
- 4. We ask Minto Council to communicate with the UGDSB, in whatever manner it chooses, how vibrant our municipality is and that we are not an area of loss and negative growth.



Jardine Lloyd Thompson Canada Inc.

Municipal Insurance Program Quotation

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

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

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

THIS QUOTATION IS ONLY VALID UNTIL March 1, 2016

Date of Issue: February 5, 2016

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

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

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

⇒JLT

Jardine Lloyd Thompson Canada Inc.

ACCEPTANCE OF MUNICIPAL INSURANCE PROGRAM PROPOSAL

To:

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

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

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

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

Optional Coverages / Specific Instructions:

Signed on Behalf of Corporation of the Town of Minto

Authorized Signature

PEB. 9, 2016

BILL WHITE C.A.O. CLEPEK

Please print the name of the person signing above
	Corporation of the Town of Minto	wn of Minto	
	2015-2016	2016-2017	Premium/Rate Difference
Population- Liability	7,484	7,484	0
Deductible	10,000	10,000	
Premium:	114,000	114,000	0
Environmental Impairment Liability	2,997	2,997	0
Automobile - Number of Vehicles	46	49	e
Deductible	10,000	10,000	
Premium:	32,397	33,192	795
Blanket Property Limit	74,165,542	77,817,773	3,652,231
Deductible	10,000	10,000	
Premium:	70,973	74,589	3,616
Crime Premium	1,000	1,000	0
Umbrella Liability Premium	4,490	4,490	0
	CC1 7	1 622	c
Councillors Accident	1,000	000,1	
Volunteer Accident	750	750	0
Low Risk Policy	2,500	2,500	0
TOTAL PREMIUM	230,640	235,051	4,411
		G	2 8/
Overall Percentage Change		7	70
As of February 5, 2016 - AB			
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2016 Renewal Comparison - Town of Minto

2/8/2016

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Jardine Lloyd Thompson Canada Inc.



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



TOWN OF MINTODATE:February 25, 2016REPORT TO:Mayor and CouncilFROM:Bill White, CAO/ClerkSUBJECT:2016 Insurance Program Renewal

STRATEGIC PLAN:

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

BACKGROUND:

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

The following summarizes coverage provided in the renewal:

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

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

Program options identified are similar to last year and include:

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

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

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

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

COMMENTS:

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

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

FINANCIAL CONSIDERATION:

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

RECOMMENDATION:

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

Bill White, C.A.O. Clerk

Richmond Hill

March 15, 2016

To: All Ontario Municipalities

Re: Richmond Hill Town Council – Ontario Municipal Board Reform

Richmond Hill Town Council, at its meeting held on February 22, 2016, adopted the following resolution:

"Whereas the Town of Richmond Hill has dedicated a good deal of time, and resources, developing an Official Plan that guides and directs the future development of our community and accurately reflects the expectations of the citizens of Richmond Hill; and

Whereas the Town of Richmond Hill also spends a good deal of resources defending the Official Plan and our Zoning By-laws at the Ontario Municipal Board (OMB); and

Whereas the Town's Official Plan is ultimately approved by the Ontario Provincial Government; and

Whereas it is within the legislative purview of Municipal Council to rule on Official Plan amendments or Zoning By-law changes that better the community or fit within the vision of the Town of Richmond Hill Official Plan; and

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

Whereas land use planning decisions may be appealed to the OMB, an unelected, appointed body that is not accountable to the residents of Richmond Hill;

Now therefore be it resolved that Richmond Hill Town Council requests the Government of Ontario thoroughly review the land use appeals process and develop a process for such appeals that recognizes and supports the rights of municipalities to make decisions that adhere to Municipally approved Official Plans, local community needs and aspirations, reflected in those plans; and

(continued)

March 8, 2016 Re: OMB Reform Page 2 of 2

Be it further resolved that the regulated timelines before an appeal is possible based on a "failure to make a decision" by the municipality be significantly extended thus ensuring that:

- 1. Adequate time be given for proper and meaningful negotiations between the Municipality and Applicant with the goal of resolving planning disagreements
- 2. Applicants are prevented from appealing to the OMB before a thorough negotiation process has been exercised to come to a successful outcome

Be it further resolved that a copy of this Motion be sent to the Honourable Kathleen Wynne, Premier of Ontario; the Honourable Ted McMeekin, Minister of Municipal Affairs and Housing; the Honourable Patrick Brown, Leader of the Progressive Conservative Party; the Honourable Andrea Horwath, Leader of the New Democratic Party; all MPPs in the Province of Ontario; the Regional Municipality of York and all York Region Municipalities; and

Be it further resolved that a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration."

In accordance with Council's directive, the foregoing Council resolution in this regard has been forwarded to your attention.

If you have any questions, please contact the Office of the Clerk at 905-771-8800.

Sincerely,

Gloria Lollier

Gloria Collier Acting Town Clerk

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



PROCLAMATION

I, (name of Mayor or designate) of the city of (city name) do hereby proclaim

April 2 as World Autism Awareness Day

WHERE AS:	World Autism Awareness Day will be recognized on April 2 nd , 2016, in Canada thanks to Liberal Senator Jim Munson's Bill S-206, An Act Respecting World Autism Awareness Day; and
WHERE AS:	Autism Spectrum Disorder (ASD) affects more than 100,000 Ontarians. Autism Spectrum Disorder is now recognized as the most common neurological disorder affecting 1 in every 94 children, as well as their friends, family and community; and
WHERE AS:	ASD is a spectrum disorder, which means it not only manifests itself differently in every individual in whom it appears, but its characteristics will change over the life of each individual as well. A child with ASD will become an adult with ASD; and
WHERE AS:	Autism Ontario (formerly Autism Society Ontario) is the leading source of information and referral on autism and one of the largest collective voices representing the autism community. Since 1973, Autism Ontario has been providing support, information and opportunities for thousands of families across the province; and
WHERE AS:	Autism Ontario is dedicated to increasing public awareness about autism and the day-to-day issues faced by individuals with autism, their families, and the professionals with whom they interact. The association and its chapters share common goals of providing information and education, supporting research, and advocating for programs and services for the autism community; and
THEREFORE:	I (Mayor Name or Designate), do hereby declare April 2 nd as World Autism Awareness Day.

Dated at (municipality), Ontario this 2nd day of April, 2016

Community Stewardship and River Rehabilitation Workshop



EARTH DAY Friday, April 22, 2016, 9am – 3:30pm Elmwood Community Centre Cost: \$15.00 / person (includes lunch)

Speaker Sessions

Jack Imhof, National Biologist with Trout Unlimited Canada. Hear about his experience with river rehabilitation in various parts of Ontario



Hear from a number of local groups and organizations speak about their projects.

RSVP by April 18 to: Jo-Anne Harbinson, (519) 367-3040 ext. 235 or j.harbinson@svca.on.ca

https://www.eventbrite.com/e/community-stewardship-workshop-tickets-22237684513



Supported by



Wellington Christian Farmers Association

NOM & BANQUET 2018

Guest speaker: Ryan Martin from Christian Aid Ministries in Waterloo

YOU'RE INVITED



DISTRICT BOARD MEMBERS:

Wim Denhartog Henry Stevens Roel Van Zandwyk 519-638-5900 Frank Kieftenburg 519-291-5578 John Deetman Douglas Sikkema Sieste De Boer

519-848-2709 519-343-5883 519-323-2285 519-638-3529 519-848-5658 Friday, April 8, 2016

eaper

WHFRF:

WHEN:

TIME:

COST:

The Alma Community Centre, 51 Simpson Street, Alma, ON

7:00 pm refreshments, 7:30 pm dinner

\$15.00 per plate

RSVP to any Board member by Wednesday, April 6

GUEST SPEAKER:

Ryan Martin from Christian Aid Ministries in Waterloo. He will speak about "The Reapers of Hope" in Moorefield

AGM to follow Banquet and speaker.

www.christianfarmers.org

Minutes of the 2015 Christian Farmers Association of Wellington Annual General Meeting and Banquet

The annual general meeting and banquet of the CFAW was held on Friday, April 10, 2015 at the Alma Community Centre. There were 56 persons in attendance.

The evening was opened with the singing of O Canada. President Wim DenHartog welcomed everyone and led us with devotions and prayer. We then enjoyed a delicious buffet dinner prepared by the ladies of the Alma United Church. Frank Kieftenburg thanked the ladies for the delicious meal.

Henry Stevens then introduced our guest speaker for the evening. Glynis Belec is a well known local author, inspirational speaker and cancer survivor. Her presentation was entitled "LIFE: One Quarter Lemon, Three Quarters Lemonade". John Deetman thanked Glynis for her inspiring and encouraging presentation, and presented her with a token of our appreciation.

We then went into our Annual General Meeting. President Wim gave his Presidents report and highlighted some of the years' activities. He informed the members that the CFAW had once again supported the Julien Project, as well as three local Canadian Foodgrains Bank growing projects in Wellington County. We are looking for other worthy causes to support.

The minutes of the 2014 AGM had been mailed out with the meeting notices for the 2015 AGM. They were received for information.

CFFO President Lorne Small presented his Provincial Federation report, highlighting the work of the Federation over the past year. He reported that the Provincial Government was consistently asking CFFO for advice.

Roel VanZandwyk gave his treasurers report. It showed revenues of \$4,010.96, expenses of \$2,679.32 and a balance of \$3,493.83.

We held elections for board members. The terms of Wim DenHartog and Doug Sikkema were up. Wim and Doug both let their name stand for another term. Since there were no other nominations, Wim and Doug were declared elected.

It was suggested by a member that we put out the call for nominations earlier in 2016, so that members have time to think about it. The Board agreed to do that for the upcoming year.

Sietse DeBoer closed the evening in prayer.



Message to The Members of The Christian Farmers Association of Wellington

The Board of CFAW recently decided to implement a scholarship program to assist eligible children of CFAW members to reduce the cost of their post-secondary education. We will be awarding up to two scholarships of \$1,000.00 each per academic year.

To be eligible for a scholarship, the student must meet several requirements, including:

- 1) He / she must be the son / daughter of a CFAW member.
- 2) He / she must be enrolled in an agriculture related post-secondary program at an accredited post-secondary institution.
- 3) He / she must demonstrate plans to pursue an agriculture related career, either on or off farm.
- 4) He / she must submit a letter (maximum two pages) describing his /her previous agriculture related background and activities, as well as explaining why he /she wants to pursue a career in agriculture. He / she must also outline any previous community involvement they have experienced.

The scholarships will be awarded for the September, 2016 semester. The winners will be decided by the CFAW board. The board reserves the right to consider special circumstance applications. The successful candidates will be announced at our annual banquet.

While we realize there is very little time left before this years' banquet (April 8), we are open to considering applications in time to announce them at the banquet. In the event that we do not receive any applications in time for the banquet, the application deadline will be July 30, 2016. In subsequent years, applications will be due by February 28.

Applications should be mailed to our secretary Henry Stevens, 5158 Line 90, R.R.#2 Palmerston, Ont., NOG 2P0.

If you have any further questions, please contact any of your board members.



A Letter to the Members of the Christian Farmers Association of Wellington From Your Local Association Board

The long term success of any organization depends on the willingness of its members to step up and take on a leadership role. To that end, your board is concerned that we have been unable to convince anyone to let his/her name stand for election for several years now. Our current board members have all served more than the normal 3 year term as a result (up to 17 years) and would like to see someone else step up. We are all getting older and we would encourage the younger generation to consider letting their name stand for your CFAW board.

The CFAW district has traditionally been one of the strongest and most active districts of the CFFO. CFFO has often pointed to the CFAW as an example of a successful district. We are proud of that and would like to see that continue. But we need your help. We need some new blood, with new ideas to continue this tradition. It was suggested at our annual meeting this past April that we needed to give our members more notice of the need for new board members and more time for them to think about it. Therefore we decided to draft this letter as part of our recruiting process. We will be looking for at least two new nominations for our upcoming AGM on Friday, April 8, 2016, in conjunction with our banquet.

The workload is not onerous. We generally meet about three times a year, usually before the Provincial Council (P.C.) meeting. We discuss the policy proposals that are on the agenda for P.C. and any other issues that may come up. We also look for local issues that are of concern to our members and plan public meetings for such topics of interest. And of course, we plan our annual Banquet and summer BBQ.

We are entitled to send two delegates to the Provincial Council to represent CFAW and we always try to have at least two members attend these meetings. They are usually held in Guelph. It is an uplifting experience to dialogue/socialize with other Christian farmers from across the province as CFFO strives to continue to be the leaders in setting long term agricultural policy in this province.

We are asking you to prayerfully consider letting your name stand for election to your board. Our continued success as a district depends on it. If you have any questions, do not hesitate to speak with any of our current board members.

Thank you for your consideration.

Your local CFAW Board

THE CORPORATION OF THE TOWNSHIP OF MONTAGUE



6547 ROGER STEVENS DRIVE P.O. BOX 755 SMITHS FALLS, ON K7A 4W6 TEL: (613) 283-7478 FAX: (613) 283-3112 www.township.montague.on.ca

March 17th, 2016

Kathleen Wynne, Premier of Ontario VIA Email

Dear Premier Wynne,

Please be advised that the Council of the Township of Montague passed Resolution 57-2016 in support of the Municipality of Bluewater's resolution dated February 16th, 2016 concerning incentives for physician recruitment. Both documents form attachments to this letter.

Please contact me if you require any further information.

Thank you,

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Jasmin Ralph, Clerk

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14 Mill Avenue PO Box 250 ZURICH ON NOM 2T0 519-236-4351 or 519-565-5212 Fax: 519-236-4329 www.municipalityofbluewater.ca

February 19, 2016

Kathleen Wynne, Premier of Ontario VIA – Email

Dear Premier Wynne,

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

Moved by Councillor Zimmerman, seconded by Councillor Hill that:

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

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

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

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

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

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

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

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

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

Kind Regards,

Charlew Que lock

Charlene Overholt Manager of Corporate Services/Clerk



TOWNSHIP OF MONTAGUE

MOVED BY: Klaas Van Der Meer

RESOLUTION NO: 57-2016

SECONDED BY: Jim Abbass

DATE: March 1, 2016

Whereas the Township of Montague hereby supports the Municipality of Bluewater's Resolution dated February 16th, 2016;

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

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

DEFEATED REEVE

From: Pettapiece-co, Randy [mailto:randy.pettapiececo@pc.ola.org]
Sent: March-22-16 1:03 PM
To: Kevin Flynn (kflynn.mpp@liberal.ola.org)
Cc: Bill White; Arnott, Ted; 'Bruce.Lauckner@LHINS.ON.CA'
Subject: FW: Town of Minto Council Meeting Tuesday March 1, 2016 Item 11d. Association of Municipalities Ontario, Presumptive PTSD Legislation for First Responders Introduced

The Hon. Kevin Flynn, MPP Minister of Labour

Dear Minister:

Below, please find an email I received from the Town of Minto: <u>BWhite@town.minto.on.ca</u>.

Minto Town Council would like to know why emergency care nurses are not included in your PTSD legislation – Bill 163, *Supporting Ontario's First Responders Act (Posttraumatic Stress Disorder)*, 2016?

What is your response to Council's inquiry, and do you have any plans to include emergency care nurses in this legislation before it is passed?

Please respond directly to the Town's CAO Bill White, and issue a copy of your response to my constituency office.

Thank you for your attention to this matter.

Sincerely,

Randy Pettapiece, MPP

Perth-Wellington Phone: 519-272-0660 Toll-free: 1-800-461-9701 www.pettapiece.ca

From: Bill White [mailto:BWhite@town.minto.on.ca]
Sent: March-04-16 12:52 PM
To: mturner@amo.on.ca
Cc: Pettapiece, Randy; Chrs Harrow Ext; Callise Foerter; Annilene McRobb;
waterloowellington@lhins.on.ca; Councillor David Turton; janderson@town.minto.on.ca; Councillor Judy Dirksen; Councillor Mary Lou Colwell; Councillor Ron Elliott; Deputy Mayor Ron Faulkner; Mayor George Bridge

Subject: Town of Minto Council Meeting Tuesday March 1, 2016 Item 11d. Association of Municipalities Ontario, Presumptive PTSD Legislation for First Responders Introduced

Good afternoon:

Thank you for the AMO Communication regarding the above noted matter. Council considered the information as part of its correspondence package March 1 and passed the following

MOTION: COW-2016-46

Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Anderson THAT Council receives the correspondence as information, and that AMO be asked why Emergency Care Nurses are not included in the PTSD Legislation Item 11d) and that copies of the question be sent to the LHIN and MPP Randy Pettapiece.

If you would be so kind to forward and answer to Council regarding PTSD coverage for Emergency Care Nurses. I have copied in MPP Randy Pettapiece and the LHIN as requested by Council.

Thank you for your interest in this matter.

Bill White, CAO/Clerk Town of Minto T 519.338.2511 x 222 F 519.338.2005 C 519.323.7602 E <u>bwhite@town.minto.on.ca</u> www.town.minto.on.ca From: Minister of Labour (MOL) [mailto:MinisterofLabour@ontario.ca]
Sent: March-24-16 2:02 PM
To: Bill White
Cc: randy.pettapiececo@pc.ola.org
Subject: Ontario Minister of Labour's response

Mr. Bill White CAO/Clerk Town of Minto Bwhite@town.minto.on.ca

Dear Mr. White:

Mr. Randy Pettapiece, MPP for Perth-Wellington, has written to me on behalf of Minto Town Council and forwarded council's motion concerning coverage for emergency care nurses in relation to Bill 163, the proposed Supporting Ontario's First Responders Act (Posttraumatic Stress Disorder), 2016. I appreciate receiving your council's views.

Our government recognizes that post-traumatic stress disorder (PTSD) is a significant risk for our first responders, who are frequently exposed to traumatic events. To address the associated challenges with first responder mental health, our government is putting in place a comprehensive strategy to improve the prevention of and resiliency to developing PTSD, and to ensure supports are in place for first responders who have been diagnosed with PTSD.

On February 18, 2016, I introduced Bill 163. The legislation, if passed, would provide entitlement and presumptive PTSD coverage for first responders under the *Workplace Safety and Insurance Act, 1997*. If a worker to whom the proposed amendments apply is diagnosed with PTSD, the condition would be presumed to be work-related and the worker's entitlement would be adjudicated in accordance with the proposed provision. This would help the worker receive faster access to compensation and proper treatment, ultimately supporting positive recovery outcomes. On March 22, the bill was ordered back to the legislature for third reading.

All other workers, such as emergency care nurses, who are in other occupations with Workplace Safety and Insurance Board (WSIB) coverage that are not included in the proposal would continue to be able to bring forward claims for PTSD, which the WSIB would adjudicate under its current process.

Additionally, we have proposed amendments under the *Ministry of Labour Act* that would provide the Minister of Labour with the ability to direct employers of workers covered by the presumption to provide the Minister with their PTSD prevention plans and to make those plans public. This would encourage the development of plans, help to measure progress, highlight gaps and inform future prevention initiatives.

This proposed legislation builds on our previously announced PTSD prevention strategy, which includes:

- The creation of a radio and digital campaign aimed at increasing awareness about PTSD among first responders, their families and communities and eliminating the stigma that too often prevents those in need from seeking help
- An annual leadership summit to be hosted by the Minister of Labour to highlight best practices, recognize leaders, and monitor progress in dealing with PTSD
- A free online toolkit with resources on PTSD tailored to meet the needs of employers and each of the first responder sectors
- Grants for research that supports the prevention of PTSD.

We are getting started on the prevention initiatives right away, with the launch of the public radio and digital awareness campaign this month.

This is the beginning of a new way forward in preventing PTSD and providing support for our first responder community in Ontario. Thank you for writing about this important issue.

Sincerely,

[Original signed by]

Kevin Flynn Minister of Labour

c: Mr. Randy Pettapiece, MPP, Perth-Wellington

TREES AND QUACKERS

presented by Clifford and District Horticultural Society and Clifford Rotary Club

APRIL 30, 2016 at OLD ROTARY PARK, Park Street, Clifford

11 AM to 1 PM



HELP CELEBRATE ARBOR DAY! 11 AM

Come plant a seedling tree. Bring a small shovel.

For each seedling you plant, you can take one home.

Trees and other supplies are provided.

CLIFFORD ROTARY ANNUAL FUNDRAISER 12 Noon

Buy a \$10 ticket on a duck and watch it race down the creek.

Buy hot dogs and drinks at our food stand.

All proceeds going to local Rotary projects.

Constituent Offices

59 Lorne Avenue East, Unit A Stratford, ON N5A 6S4



441 Confederation Building Ottawa, ON K1A 0A6

Ottawa Office

39 Elora Street S., Unit 1 Harriston, ON N0G 1Z0

> John Nater, MP Perth–Wellington

March 24, 2016

Dear Mayors and Councillors,

As part of my efforts to keep our municipalities informed on matters of importance, I will periodically provide updates to Councils on events from Parliament Hill. On March 22, 2016 the new Liberal Government tabled their first budget of the 42nd Parliament.

During the election campaign, the Liberal Party promised to run modest deficits of \$10 billion over the next three years to pay for infrastructure projects. For the 2016-17 fiscal year the federal deficit will be \$29.4 billion and the vast majority of spending will not be allocated to infrastructure. Instead the federal budget is focused on increasing spending for ongoing programs. Unfortunately, there does not appear to be any new funding for road and bridge infrastructure projects beyond what was previously committed in the New Building Canada Fund.

The federal government has allocated \$11.9 billion total for infrastructure spending over the next two to five years. \$3.4 billion will be spent on public transit. However, Finance Minister Morneau has not specified how or if smaller municipalities would benefit.

There are some infrastructure funds that may benefit Perth—Wellington. The Government has said they will create a \$342 million Cultural and Recreational fund. Details on this fund are currently unknown. There is also a commitment of \$2 billion over 4 years for a Clean Water and Waste Water Management fund. It is expected that projects will be funded at a 50 percent ratio.

The Liberal government has provided few details on how projects will be chosen or how they will receive funding. We have been informed that Statistics Canada will be begin to collect more detailed data on infrastructure, but it is unclear if this will change the current funding formulas.

As I have said since I was elected, I am willing to work with the government cooperatively and collaboratively on matters that benefit the people of Perth—Wellington. However, I am concerned that the proposed infrastructure funding may not benefit municipalities in Perth—Wellington.

Please continue to keep me informed of your municipality's infrastructure needs and any applications you may submit. I would be very pleased to offer my support in any way possible.

Sincerely,

lah Mat

John Nater, MP Perth—Wellington

Jamesway Board Meeting January 7, 2016 attendance - Randy Lucts, Larry Summith Mine Fawless, Jean anderson, Karen Dowler, Marion Wylie Minutes from Dec. 10, 3015 - Moteon by Jean lenderson, that we accept seconded by alianow L'aurless l'arried. Update to Existing Business -Hairduessing Chair has been ordered. Letters has been sent to Tenants about the New Business -- Had Ilow Construction here to give a quate in - here aglas apartment # 114 - we need to replace. the Dile as some of them are lifting. also - Common Bathroom - To get Curio's down to see what they suggest as a replacement. Water Softener - needs new part it has been ordered Review Profit & Loss Statement Accounts Payable - Hecember ys and \$ 7,208, 19 January \$ 8,903, 30 Matim by Rairy Summett to accept seconded by kleanne faceless Cauried Next Meeting March 10 2016 Next Meeting april 14 2016 adj, Jean anderson Secretary marin M. Wyl President 56

Maitland Valley Conservation Authority



Working for a Healthy Environment!

Board of Directors Meeting #11/15

December 16, 2015

DIRECTORS PRESENT:	Art Versteeg, Jim Campbell, Deb Shewfelt, Alvin McLellan, Wilf Gamble, Matt Duncan, Paul Gowing, Bob Burtenshaw, David Turton
ABSENT WITH REGRETS:	Roger Watt, Alison Lobb
COMMUNITY MEMBERS:	Brian Schlosser
STAFF PRESENT:	Phil Beard, General Manager/Secretary-Treasurer Danielle Livingston, Administrative/Financial Services Coordinator Geoff King, Stewardship Services Coordinator Stewart Lockie, Conservation Areas Coordinator Stephen Jackson, Flood/Erosion Safety Coordinator

COMMUNITY ATTENDEES:

1. Call to Order

Chair Art Versteeg welcomed everyone to the meeting and called the meeting to order at 7:00 pm.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Minutes

The minutes from the Board of Directors meeting #10/15 held on November 18, 2015 have been circulated to the Directors for their information and approval. The Directors agreed with the minutes and the following motion was made.



1

Moved by: Jim Campbell

THAT the minutes from the Board of Directors meeting #10/15 held on November 18, 2015 be approved.

(carried)

4. Presentations

a) Best Management Practices that help to Prevent, Trap and Treat Non-Point Source Pollution Runoff: Geoff King, Watershed Stewardship Services Coordinator.

The Garvey Glenn and Middle Maitland projects were featured in this visual presentation. Geoff outlined the importance of focussing on conservation practices that prevent soil and nutrient loss such as cover crops and reforestation. These practices help to build humus and sequester carbon which are important in helping to mitigate climate change. Practices that help to trap soil/nutrients are more expensive and will eventually fill up with soil/nutrients if preventative practices are not used. Stewardship Services is planning to put more emphasis on promoting the use of more preventative practices. These practices are more cost effective and less expensive than those that trap and treat runoff (berms/wetlands). Geoff also outlined the importance of keeping flood prone areas in some type of permanent cover due to the potential for soil/nutrients to be washed into watercourses and the high probability of crop damage. Geoff outlined the types of projects being undertaken in each category and how much funding is going to each type of project.

Following this presentation, the Directors discussed the importance of encouraging landowners to take action to prevent soil/nutrient loss and to protect the productivity of their land for future generations.

5. **Business Requiring Direction**

a) 2015 Board Work Plan Review: Report #77/15

This report was presented by Phil Beard, GM/ST to review the progress of the Board's work plan throughout 2015.

The Directors reviewed the key outcomes in each area of their work plan.

- Conservation Ontario Strategic Plan: outcomes commitment to improve governance practices; advocacy with AMO and related sub committees; improved member services related to committee establishment/number/development of training strategy.
- Conservation Authorities Act Review: outcomes inclusion of need for retention of existing governance structure; multi ministry funding support for core programs related to stewardship/flood/erosion safety; variable grant rate for rural conservation authorities.
- Drinking Water Source Protection Joint Management Committee: outcomes updated agreement that reflects principles of equal partners; local delivery and common approaches and funding support for MVCA staff involvement in program.
- Government Relations/ National Disaster Mitigation Program: outcomes watershed MPP's/Federal Candidates have improved understanding of improvements needed to NDMP program to meet needs of rural areas.

- Member Municipalities: outcomes member municipalities developed a better understanding of MVCA's 3 Year work plan and priorities.
- Administrative/Governance Changes: outcomes Directors Manual outlining roles and responsibilities of Directors developed; purchasing policies updated; shoreline development policies updated; financial forecast and work plan for 2016-2018 developed; options for future of Falls Reserve identified for further investigation in 2016.
- Occupational Health and Safety Policy Update was not completed in 2015. Will be updated in early 2016.

This motion followed.

Motion FA #113/15

Moved by: Deb Shewfelt

Seconded by: Matt Duncan

THAT report #77/15 be received as presented.

(carried)

b) 2016 Draft Work Plan/Budget: Report #78/15

This report delivered by Phil Beard, GM/ST was presented to obtain direction on the MVCA's 2016 priorities, projects and draft budget. The Directors reviewed the priorities in each service area for the coming year. The Board reviewed and discussed the draft budget thoroughly and commended staff for the work done to prepare the draft budget.

Further discussion focused on the Brussels and Gorrie Mill buildings that two community groups are in the process of trying to raise money to repair. At the July meeting, the Board passed this motion.

THAT the MVCA support the efforts of any community groups that may have interest in refurbishing, purchasing or leasing the Brussels and/or Gorrie mills by allowing these groups to proceed with funding applications and feasibility studies; AND THAT any such groups do so and present proposals by December 31, 2015.

Tonight, the Board was informed that the community groups interested in raising funds to restore the Brussels and Gorrie Mills would like an extension so that they can resubmit their joint application to the Ontario Trillium Foundation for funding.

Motion FA #114/15

Moved by: Paul Gowing

THAT the Brussels/Gorrie Mill Community Groups be given an extension until April 13, 2016 so that they may reapply for funding to restore both mill buildings.

(carried)

Seconded by: David Turton

Discussion returned to the draft budget which outlined the prior year approved budget to compare to the 2016 draft budget providing rationale for any changes. A report summarizing revenue, expenditures,

3

grant, levy, deferred, accumulated surplus dollars were included. Staff will utilize the priorities outlined in Report 78/15 to develop an information package on MVCA's 2016 Priorities/Budget/Levy. A draft outline of the information package will be reviewed with the Board at the January 27th meeting. Staff will also bring forward an updated project budget for 2016 that will include the multi-year projects that are being carried over from 2015.

Motion FA #115/15

Moved by: Deb Shewfelt

THAT the draft budget, priorities and proposed general levy be accepted as outlined; **AND THAT** the municipal information package and revised project budget be reviewed at the January 27, 2015 Board meeting.

(carried)

c) Proposed Reserve for Short Term Disability Fund: Report #79/15

GM/ST Phil Beard presented this report for the Directors to determine if an accumulated surplus category should be established within MVCA's accumulated surplus for use in funding the authority's short term disability program.

After thorough discussion the Board agreed that an accumulated surplus category should be established and the following motion was approved.

Motion FA #116/15

Moved by: Matt Duncan

THAT a short term disability category in MVCA's accumulated surplus be established; **AND THAT** \$38,000.00 be transferred from working capital to the short term disability category of MVCA's accumulated surplus; **AND FURTHER THAT** the Board reviews and considers adjusting this category amount annually based on the consumer price changes.

(carried)

d) First Call: Chair, Vice and Second Vice for 2016: Report #80/15

The Board provides an opportunity for candidates to declare their interest in either the Chair, Vice and Second Vice positions for 2016. The call for declarations in either of the leadership positions will be included in the January 27, 2016 Board meeting.

The following Directors declared an interest in the following positions:

- Art Versteeg declared his interest to run for Chair
- Jim Campbell declared his interest to run for Vice
- Deb Shewfelt declared his interest to run for 2nd Vice

e) Conservation Ontario Response to MVCA letter re Governance: Report #81/15

4

Seconded by: Bob Burtenshaw

Seconded by: Wilf Gamble

Chair Art Versteeg briefed the Board on the feedback that he received from members of council on the idea of changing CO's Bylaw to restrict voting delegates to CA Board members only. While there was limited support expressed by those that spoke on the idea, it did generate in a better attendance by CA Board members attending CO Council. Art explained that 70% support would be required from CO Council in order for this change to be approved. Art also advised the Board that he congratulated CO staff for moving towards the use of a consent agenda for routine items and updates but that more could be done to ensure that Council could focus their time on items requiring discussion/decision/direction. Art also advised that he encouraged CO to clarify the section of their bylaw on appointments to CO Council. CO should require a copy of either each CA's appointment bylaw or motion outlining who they have appointed to CO council. Art advised that CO has identified the need to improve CO Council in their strategic plan but that they have not set out any framework or timeframe for identifying the changes to be made.

The Board discussed the pros and cons of continuing to push for the changes that MVCA had identified and decided that staff should prepare an outline of the proposed changes for the Board to consider at the January 27th Board meeting. The Board will make a decision at this meeting regarding whether or not to direct the Chair to continue to promote changes in CO's governance bylaws and meetings.

The second matter in report #81/15 regarding Source Protection was presented by GM/ST Phil Beard and Art Versteeg. The MOECC advised all conservation authorities that they would be willing to consider changes to the lead authority in each source protection region if there was interest in making this change. Art asked the Board if they have any interest in investigating the potential for becoming the lead authority for source protection in the Ausable-Bayfield Maitland Source Protection Region being as the majority of the municipal drinking water systems are located in the Maitland/Nine Mile watersheds. The future funding/direction of the program has not been developed as yet and will not likely be clarified until sometime in 2016.

Following discussion and acknowledging that future direction on this program isn't finalized yet, the Board made this motion.

Motion FA #117/15

Moved by: Matt Duncan

THAT the Board reviews MVCA's role in Source Water Protection when Provincial funding and the future direction of the program has been determined.

(carried)

Seconded by: Jim Campbell

f) Draft Directors Manual: Report #82/15

At the May Board meeting, the Directors passed the motion "THAT staff develop a MVCA Board of Directors' policy handbook using the Upper Thames River Conservation Authority handbook as a template. Presented by Phil Beard, General Manager/Secretary-Treasurer, this report outlines the draft manual for the Director's review and comment.

The Director's had comments on the following items and then proceeded with the following motion.

• Implement item 16. 4.4.8 on page 13 to present a training opportunity for succession planning.

- Implement item 17. 4.4.9 on page 13 to be prepared for succession planning.
- Implement the taking of minutes during closed sessions as outlined in item 19. 5.5 on page 20.
- Adhere to item 20. 5.7 on page 20.

Motion FA #118/15

Moved by: Matt Duncan

THAT the Board Manual/Code of Conduct be revised to include the requirement that individuals/groups requesting to make presentations to the Board to provide a copy of their presentation and or report outlining their reasons for wanting to present to the Board in advance of the meeting. The revised Board manual will be brought back to the Board for approval on January 27, 2016.

(carried)

g) Responses to Proposed Changes to Shoreline Regulation Policies: Report #83/15

Stephen Jackson, Flood/Erosion Safety Coordinator presented this report to obtain approval from the Board to amend the MVCA shoreline policies and coastal study requirements.

Following public notification for 30 days of the amended policies on the MVCA website, there were no comments received from the public.

This motion followed.

Motion FA #119/15

Moved by: Deb Shewfelt

THAT the MVCA Shoreline Policies be amended as follows: the word "removal" is added with respect to shore protection as follows: "MVCA Permit is required for any repair, maintenance, *removal*, or replacement"; **AND THAT** the MVCA Shoreline Policies be amended to include the guidelines for creating beach access and sitting areas as circulated; **AND FURTHER THAT** the Coastal Study Requirements as circulated be included in the Maitland Valley Conservation Authority Administration Policies for Implementing Ontario Regulation 164/06.

(carried)

All attendees except the Board Members and Recording Secretary were excused from the meeting at this time.

h) In Camera Session: Personnel Matter - GM/ST Performance Evaluation

Motion FA #120/15

Moved by: Deb Shewfelt

THAT the Board of Directors move in camera for a personnel matter.

(carried)

Seconded by: David Turton

Seconded by: Bob Burtenshaw

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Seconded by: Jim Campbell

Motion FA #121/15

Moved by: Deb Shewfelt

THAT the Board of Directors move out of in camera and resume regular session.

(carried)

Attendees that were excused from the closed session were invited back to regular session.

Chair Art Versteeg took this opportunity to express gratitude to GM/ST Phil Beard for the work he does and the following motion was made.

Motion FA #122/15

Moved by: Paul Gowing

Seconded by: Wilf Gamble

THAT the recommendation for the personnel matter be accepted as discussed in camera.

(carried)

6. <u>Reports</u>

a) Chair's Report

Reports from the Chair have been covered under other items earlier in the agenda

b) Director's Reports

One Director acknowledged the great job that Chair Art Versteeg has done at Conservation Ontario addressing the Governance issues raised by MVCA.

7. Consent Agenda

- a) Conservation Ontario Council Meeting: Report #84/15
- b) Revenue/Expenditure Report for November: Report #85/15

The following items were circulated to the Board of Directors for their information.

The following motion was made.

Motion FA #123/15

Moved by: David Turton

THAT reports #84/15 through #85/15 along with their respective recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

(carried)

Seconded by: Alvin McLellan

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Seconded by: Bob Burtenshaw

8. <u>Review of Meeting Objectives/Follow-up Actions/Next meeting: January 27, 2016 at the</u> <u>Admin Centre in Wroxeter</u>

Art Versteeg, Chair reviewed the agenda items and declared that direction has been given where necessary and meeting objectives were met.

9. Adjournment

The meeting adjourned at 8:45pm with this motion.

Motion FA #124/15

Moved by: Jim Campbell

THAT the meeting be adjourned.

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Art Versteeg Chair

Seconded by: David Turton

Danielle Livingston Recording Secretary

carried)

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Maitland Valley Conservation Authority



Working for a Healthy Environment!

Board of Directors Meeting #1/16

January 27, 2016

DIRECTORS PRESENT:

Art Versteeg, Jim Campbell, Deb Shewfelt, Alison Lobb, Alvin McLellan, Wilf Gamble, Paul Gowing, Bob Burtenshaw, David Turton

ABSENT WITH REGRETS:

ABSENT:

Matt Duncan

Roger Watt

STAFF PRESENT:

Phil Beard, General Manager/Secretary-Treasurer Danielle Livingston, Admin/Financial Services Coordinator Jayne Thompson, Communications Coordinator Stewart Lockie, Conservation Areas Coordinator Jason Moir, FRCA Supervisor

1. Call to Order

Chair Art Versteeg welcomed everyone and called the meeting to order at 7:00 pm noting there is a lot of business to cover in this meeting.

2. Declaration of Pecuniary Interests

There were no pecuniary interests at this time.

3. <u>Hearing: Ontario Regulation 164/06: Livingston Development Application, Ashfield</u> <u>Ward, in the Township of Ashfield-Colborne-Wawanosh - Hearing Report #1/16</u> (attached).

Motion FA #1/16

Moved by: Deb Shewfelt

Seconded by: Paul Gowing

THAT the Board of Directors sit as a Hearing Board.

(carried)



The Board Hearing was adjourned by motion at the Hearing Board.

Motion FA #2/16

Moved by: Deb Shewfelt

THAT the Hearing Board now sits as Executive Committee.

(carried)

4. Minutes

The minutes from the Board of Director's meeting #11/15 held on December 16, 2015 have been circulated to the Director's for their information and approval. The spelling of Brian Schlosser under Community Attendees requires correction. This motion followed.

Motion FA #3/16

Moved by: David Turton

THAT the minutes from the Board of Director's meeting #11/15 held on December 16, 2015 be approved with the amendment as specified.

(carried)

5. Business Out of the Minutes

a) Board of Director's Manual: Report #1/16 (attached)

At the December 16, 2016 meeting, the Board directed staff to amend the draft Board of Director's Manual for review and to finalize at the January meeting. Staff recommended including a limit of 3-5 people for delegations and the Director's specified that a 15 minute time limit also be included.

Further revisions to the draft will include adding David Turton's name to the photo on page 1 and correcting the postal code on page 24.

The Board made the following motion on the report.

Motion FA #4/16

Moved by: Jim Campbell

THAT the Board of Director's Manual be adopted by the Board of Director's for the Maitland Valley Conservation Authority with amendments as specified; **AND THAT** each Director sign a Director's Code of Conduct Agreement.

(carried)

Seconded by: Alison Lobb

Seconded by: Jim Campbell

Seconded by: Jim Campbell

b) Association of Conservation Authorities: Possible Bylaw Amendments: Report #2/16

Report #2/16 was presented to the Board by Phil Beard, GM/ST to determine if the Board wishes to make a recommendation to the Bylaws of the Association of Conservation Authorities of Ontario regarding possible changes to their Administrative Bylaws.

Chair Art Versteeg notified the Directors that he received a letter from Niagara Peninsula Conservation Authority stating their support in these recommendations.

The Director's discussed possible amendments that would address governance matters and decided to make the following motion.

Motion FA #5/16

Moved by: Alison Lobb

Seconded by: David Turton

THAT all the proposed amendments to the Bylaws of the Association of Conservation Authorities of Ontario as outlined in **Report #2/16** be submitted to Conservation Ontario for consideration at the Conservation Ontario Annual meeting in April.

(carried)

6. **Business Requiring Direction**

a) 2015 Year End Work Plan Report: **Report #3/16** attached)

Report #3/16 was circulated to the Director's to outline the progress made on the activities and projects in the 2015 work plan.

The Director's acknowledged how much progress has been made by the Authority and they are pleased with the format of the report.

This motion followed.

Motion FA #6/16

Moved by: Paul Gowing

Seconded by: Bob Burtenshaw

THAT Report #3/16 be received as presented.

(carried)

b) 2015 Year End Revenue/Expenditure Report (Unaudited): Report #4/16 (attached)

Phil Beard GM/ST along with Stewart Lockie, Conservation Areas Coordinator presented this report to outline 2015 revenue and expenditures versus the budget and explain any surplus and deficit balances.

After a thorough review and question period of this financial analysis, the Director's made this motion.

Motion FA #7/16

Moved by: Deb Shewfelt

THAT all year end surpluses and deficits be directed to the appropriate accumulated surpluses; AND THAT all deferred revenue be directed to the appropriate project budgets in 2016.

(carried)

c) 2016 Revised Draft Budget: Report #5/16 (attached)

This report presented by Phil Beard GM/ST along with Stewart Lockie, Conservation Areas Coordinator is to provide an update and gain direction from the Board on items to be added to the 2016 draft projects budget.

These motions followed discussion.

Motion FA #8/16

Moved by: Paul Gowing

THAT the replacement of the stop logs for the Brussels Dam be included in the 2016 projects budget.

Motion FA #9/16

Moved by: Alison Lobb

THAT \$8,000 for a structural assessment of the two mill buildings be included in the draft project budget for 2016; AND THAT the full \$8,000 not be used if the community group that is applying to the Trillium Foundation is successful in obtaining a grant for this project.

The Director's would like to have the 2016 priorities outline included with the levy package to the Municipalities along with a letter that expresses MVCA's gratitude for their continued support.

Motion FA #10/16

Moved by: Paul Gowing

THAT the projects outlined in Report #5C/16 be included in the draft 2016 project budget.

(carried)

(carried)

Seconded by: Alvin McLellan

Seconded by: Alvin McLellan

Seconded by: Jim Campbell

Seconded by: David Turton
d) Falls Reserve Conservation Area - Terms of Reference for Options: Report #6/16 (attached)

Stewart Lockie Conservation Areas Coordinator presented this report to gain direction from the Board on the terms of reference that will be used by staff to investigate each of the options regarding the Falls Reserve Conservation Area.

Following extensive discussion and review, the Board decided to authorize staff to proceed with the review of the options based upon the terms of reference outlined in Report #6/16.

Motion FA #11/16

Moved by: Jim Campbell

THAT staff follow the terms of reference as outlined in Report #6/16 for investigating the options regarding the future operation of the Falls Reserve Conservation Area and bring a report back to the Board to review at the May meeting.

(carried)

e) Review of Tenders - Replacement Vehicle: Report #7/16 (attached)

Conservation Areas Coordinator Stewart Lockie presented this report for the Director's information and to obtain direction on the replacement of the 2016 MVCA vehicle.

Following this presentation and discussion, this motion was made.

Motion FA #12/16

Moved by: Deb Shewfelt

Seconded by: Wilf Gamble

Seconded by: David Turton

THAT Hanover Chrysler, be advised that their tender in the amount of \$30,870.47 (all applicable taxes and freight included) to supply a 2016 Dodge Grand Caravan as per tender specifications, has been approved as presented; **AND THAT** the 2011 Dodge Grand Caravan be advertised and sold during the summer of 2016, when it is no longer required.

(carried)

f) 2nd Call for Declarations for Chair/Vice/Second Vice for 2016: Report #8/16 (attached)

At the December 16, 2015 Board meeting, there was a first call for candidates to express their interest in 2016 positions for Chair, Vice and Second Vice. Tonight at the January meeting, Phil Beard GM/ST presented an opportunity with this report for a second call for declarations for these same positions.

There were no further declarations at this time.

g) Draft Agenda 2016 Annual Meeting: Report #9/16 (attached)

The Township of Minto has agreed to host the MVCA Annual Meeting on Wednesday, February 17, 2016 beginning at 7:00 pm in the downstairs meeting room in the Harriston Public Library.

A draft agenda for the annual meeting accompanied the report. The Board of Director's agreed with the report and made the following motion.

Motion FA #13/16

Moved by: David Turton

THAT the draft agenda for the Annual Meeting be approved as outlined in Report #9/16.

(carried)

h) 2016 Board Meeting Schedule/Business: Report #10/16 (attached)

This report was presented by Phil Beard, GM/ST to discuss and finalize the 2016 Board meeting schedule and review the 2016 business items.

This motion was made following discussion and review

Motion FA #14/16

Moved by: Alison Lobb

THAT the proposed meeting schedule for 2016 be adopted as outlined in Report #10/16.

(carried)

i) Staff Service Awards Policy Review: Report #/11/16

This report is being presented by Phil Beard GM/ST to review and update the staff service awards policy.

This motion followed.

Motion FA #15/16

Moved by: Jim Campbell

THAT the Staff Service Awards policy be amended as outlined in Report #11/16; **AND THAT** the Staff Service Awards policy be reviewed by the Board in 2020.

(carried)

7. Consent Agenda

The following items were circulated to the Board of Directors for their information.

a) Revenue/Expenditure Report - December: Report #12/16 (attached)

Seconded by: David Turton

Seconded by: Wilf Gamble

Seconded by: Deb Shewfelt

b) Correspondence: For the Director's Information

i) Letter from the Wingham BIA re: Howson Dam

ii) Letter from the Municipality of Morris-Turnberry re: 2016 Appointment

This motion followed.

Motion FA #16/16

Moved by: Deb Shewfelt

Seconded by: Bob Burtenshaw

THAT Report #12/16 and the recommended motion and correspondence as outlined in the Consent Agenda be accepted as presented.

(carried)

8. Review of Meeting Objectives/Follow-up Actions/Next meeting

The next meeting is being held at the Harriston Public Library at 7:00 pm on February 17, 2016.

Chair Art Versteeg summarized all the items of business that were covered in this meeting.

9. Adjournment

The meeting adjourned at 8:55 pm with this motion.

Motion FA #17/15

Moved by: Jim Campbell

THAT the meeting be adjourned.

6 Ventes Versteeg

Chair

Seconded by: Paul Gowing

carried) Danielle Livingston **Recording Secretary**

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Maitland Valley Conservation Authority

Working for a Healthy Environment!

Minutes

Board Hearing #1/16

January 27, 2016

DIRECTORS PRESENT:

Art Versteeg, Jim Campbell, Deb Shewfelt, Alvin McLellan, Wilf Gamble, Paul Gowing, Bob Burtenshaw, David Turton

ABSENT WITH REGRETS:

ABSENT:

STAFF PRESENT:

Matt Duncan, Alison Lobb

Roger Watt

Phil Beard, General Manager/Secretary-Treasurer Danielle Livingston, Admin/Financial Services Coordinator Jayne Thompson, Communications Coordinator Stewart Lockie, Conservation Areas Coordinator Stephen Jackson, Flood/Erosion Safety Coordinator Jason Moir, FRCA Supervisor Brandi Walter, Environmental Planner/Regulations Officer Erica Ogden, Planning and Regulations Assistant

COMMUNITY ATTENDEES:

Edward (referred to as Ted) and Christine Livingston

A roll call of the Hearing Board was taken by Danielle Livingston.

1	Present	Absent
Art Versteeg	\checkmark	
Jim Campbell	\checkmark	
Deb Shewfelt	\checkmark	
Alison Lobb		Ň
Alvin McLellan	ng 🖅 l 📢 sinhin	
Bob Burtenshaw	· · · · · · · · · · · · · · · · · · ·	
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Wilf Gamble	\checkmark	 Manual Sect. at multi-here. Proc. R. Manuer.



Box 127, Wroxeter, ON N0G 2X0 (519) 335-3557 Fax (519) 335-3516 maitland@mvca.on.ca

<u>Hearing: Ontario Regulation 164/06: Livingston Development Application, Ashfield Ward, in the</u> <u>Township of Ashfield-Colborne-Wawanosh - Hearing Report #1/16 (attached).</u>

Chair Art Versteeg began with his remarks.

We are now going to conduct a hearing under Section 28 of <u>the Conservation Authorities Act</u> in respect of an application by Edward Livingston:, for permission to: <u>construct a cottage within</u> the 100 year erosion hazard of the Lake Huron Shoreline on Part of Lots 37 & 36, Front <u>Concession NTP</u>, Township of Ashfield-Colborne-Wawanosh, Ashfield Ward, 86161 <u>Churchill Drive, in the County of Huron.</u>

The Authority has adopted regulations under Section 28 of the <u>Conservation Authorities Act</u> which requires the permission of the Authority for development within an area regulated by the Authority in order to ensure no adverse **affect** on (the control of flooding, erosion, dynamic beaches or pollution or conservation of land) or to permit alteration to a shoreline or watercourse or interference with a wetland.

The Staff has reviewed this proposed work and a copy of the staff report has been given to the applicant.

The Conservation Authorities Act (Section 28 [12]) provides that:

"Permission required under a regulation made under clause (1) (b) or (c) shall not be refused or granted subject to conditions unless the person requesting permission has been given the opportunity to require a hearing before the Authority or, if the Authority so directs, before the Authority's executive committee."

In holding this hearing, the Authority Board/Executive Committee is to determine whether or not a permit is to be issued. In doing so, we can only consider the application in the form that is before us, the staff report, such evidence as may be given and the submission to be made on behalf of the applicant.

The proceedings will be conducted according to the <u>Statutory Powers Procedure Act</u>. Under Section 5 of the <u>Canada Evidence Act</u>, a witness may refuse to answer any questions on the ground that the answer may tend to **criminate** the person, or may tend to establish his/her liability to a civil proceeding at the instance of the Crown or of any person.

The procedure in general shall be informal without the evidence before it being given under oath or affirmation unless decided by the hearing members.

If the applicant has any questions to ask of the Hearing Board or of the Authority representative, they must be directed to the Chair of the Board.

Flood/Erosion Safety Coordinator Stephen Jackson introduced applicants Ted and Christine Livingston to the Hearing Board and explained the nature and location of the subject application.

The applicant, Ted Livingston is requesting to reconstruct a 6329 square foot cottage within the 100 year erosion hazard adjacent to Lake Huron and has demonstrated through an engineered investigation that development can continue without impacting erosion and slope stability negatively.

The area is subject to Maitland Valley Conservation Authority's Shoreline Policies made under Ont. Reg. 164/06 which states; "Development may be permitted, provided that the replacement structure is at a location satisfactory to the conservation authority." and "The replacement development will be required to be moved as far away from bluff as is feasible and still be able to attach to an onsite sewage disposal system."

Hearing Report #01/16 is for the Boards review and to gain direction on the development application; Ontario Regulation 164/06: Livingston Development Application, Ashfield Ward, in the Township of Ashfield-Colborne-Wawanosh - Hearing Report #1/16 (attached).

Applicant Ted Livingston addressed the Hearing Board and stated he and Christine spent two years looking for property on Lake Huron and this one became available. Since that time, the Maitland Valley Conservation Authority staff has been very helpful through this process.

Chair Art Versteeg opened discussion from the public. No comments were made.

Members of the Hearing Board asked further questions about the potential of increased liability to the Authority if development proceeds and whether pillions will be supporting the structure.

Staff reported this structure doesn't pose an increased risk with the structural conditions placed upon this application.

This motion followed.

<u>Motion HM #1/16</u>

Moved by: Paul Gowing

Seconded by: Alvin McLellan

Seconded by: David Turton

THAT the Hearing Board move in camera for a property development matter.

(carried)

At this time, all attendees left the meeting with the exception of the Hearing Board Members, General Manager/Secretary-Treasurer, and the Recording Secretary. One Director arrived at this time but didn't participate in any discussion or voting regarding this matter.

Motion HM #2/16

Moved by: Deb Shewfelt

THAT the Hearing Board approves Application No. DEV01/2016 with the following conditions:

Conditions

- 1. All work must be carried out in conformance with the application (January 6, 2016); and the following:
 - a. Storm Water Assessment letter from GHD Limited and signed by Dilan Singaraja (dated January 8, 2016)
 - **b.** Geotechnical Investigation and Slope Stability Assessment Report from GHD Limited signed by Bruce Polan (dated January 7, 2016)
 - c. Geotechnical Comments of Storm Water Assessment from GHD Limited and signed by Bruce Polan (dated January 8, 2016)
 - d. Geotechnical Comments on Preliminary Foundation Plans from GHD Limited and signed by Bruce Polan (Dated January 8, 2016)
 - e. Overall Site Plan (Dated January 12, 2016)
 - f. Figure 1 General Location (Dated January 4, 2016)
 - g. Drawing C-01 Existing Conditions (Dated January 6, 2016)
 - h. Drawing C-02 Proposed Conditions (Dated January 6, 2016)
 - i. Drawing C-03 Sediment & Erosion Control Plan (Dated January 6, 2016)
 - j. Elevations (Dated January 10, 2016)
 - k. Floor Plans (Dated January 10, 2016)
 - I. Structural Drawings S1, S2.0, S2.1, S2.2, S3.0 (Dated December 30, 2015)
- 2. Final foundation plans must be submitted to MVCA prior to construction.
- 3. Final structural plans must be submitted to MVCA prior to construction.
- 4. Final storm sewer and exfiltration trench designs must be submitted to MVCA prior to construction.
- 5. A Geotechnical Engineer must review and approve the Final Foundation Plans prior to construction to confirm that slope stability will not be impacted and there is conformance with all the drawings, reports and letters submitted as part of the application. The Geotechnical Engineer must provide MVCA with a letter confirming the Engineer's review and approval prior to construction.
- 6. A Geotechnical Engineer must review and approve the final design for the storm sewer and exfiltration trench prior to construction to confirm that slope stability will not be impacted and there is conformance with all the drawings, reports and letters submitted as part of the application. The Geotechnical Engineer must provide MVCA with a letter confirming the Engineer's review and approval prior to construction.
- 7. A site survey must be submitted to MVCA prior to construction, completed by an Ontario Land Surveyor, confirming that all the proposed development including the exfiltration trench is located on the subject property.
- 8. A Geotechnical Engineer must be retained at the time of foundation construction to ensure that the recommendations provided in the GHD Limited Slope Stability Report have been followed and that subsurface conditions are found to be in conformance with the report. Within 30 days of foundation completion, the Engineer must provide MVCA with a letter on the conformance of the work with respect to said Slope Stability Report.
- 9. No excavated material or excess construction debris shall be deposited in any floodplain, wetland, river valley, ravine or other MVCA regulated area without the approval of MVCA. No material shall be permanently or temporarily placed on the face of the slope.
- **10.** Any disturbed or exposed soils must be stabilized with native vegetation upon the completion of the work.
- 11. MVCA must be contacted upon commencement and completion of the work.

(carried)

Motion HM #3/16

Moved by: Jim Campbell

THAT the Hearing Board move out of in camera and resumes regular session.

(carried)

Attendees that were excused from the closed session were invited back to regular session.

Chair Art Versteeg advised applicants Ted and Christine Livingston that the Hearing Board has decided to approve application No. DEV01/2016 with conditions as specified in the motion.

Motion HM #4/16

Moved by: Deb Shewfelt

Seconded by: Jim Campbell

THAT the Hearing Board now sits as Executive Committee.

(carried)

Art Versteeg Chair

Danielle Livingston Recording Secretary

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Maitland Valley Conservation Authority

Working for a Healthy Environment!

Minutes

Board of Directors Meeting #2/16 Annual Meeting

Location: The Harriston Public Library in Harriston, Ontario

February 17, 2016

DIRECTORS PRESENT:

Art Versteeg, Jim Campbell, Deb Shewfelt, Wilf Gamble, Alvin McLellan, David Turton, Bob Burtenshaw, Paul Gowing, Roger Watt

Phil Beard, General Manager/Secretary-Treasurer

Jayne Thompson, Communications Coordinator Stephen Jackson, Flood/Erosion Safety Coordinator

Danielle Livingston, Admin/Financial Services Coordinator

ABSENT WITH REGRETS:

Alison Lobb

Matt Duncan

ABSENT:

STAFF PRESENT:

COMMUNITY MEMBERS, PRESENTORS, PRESS AND OTHERS IN ATTENDANCE: Donna Clarkson, ABCA Source Protection Technician Francis Hogan, Joe Vulders, Kriss Snell, Mitch Twolan, George Bridge, Jared James, Mark Van Patter, Wayne Brohman, Paul Day, Terry Fisk, Judy Dirksen, Robert Clarkson, Jenny Versteeg, Dave Burns, Jackie Riggs, Brian Schlosser, Mert Schneider, Pat Raftisi Bert von Westerholt, Gordon Young, Rob Johnson

1. Welcome and Call to Order from MVCA Chair

Chair Art Versteeg, called the meeting to order at 7:05 pm and welcomed everyone attending.

Art introduced Mr. George Bridge the Mayor of the Town of Minto and Warden of the County of Wellington and asked him to bring greetings on behalf of the Municipality.

2. Welcome from Mayor George Bridge

Mayor Bridge welcomed everyone saying it was a privilege to have been invited to the Annual Meeting by the Maitland Valley Conservation Authority and that the Town of Minto is proud to be hosting this event at the Harriston Library.

Art Versteeg, Chair thanked Mayor Bridge and his Council for hosting Maitland Valley Conservation Authority's Annual Meeting.



3. Introduction of MVCA Directors and Guests - Art Versteeg, MVCA Chair

Chair Art Versteeg introduced each of the Director's of MVCA and noted that the Warden's for all 4 counties in the watershed were in attendance.

Art extended greetings from MPP Lisa Thompson who wasn't able to attend the Annual Meeting.

4. Opening Remarks from Art Versteeg, MVCA Chair

Thank you to the Board for the efforts that you have put into the success of our organization over the past year and I particularly wish to thank you for the support you have given me as chair resulting in both a productive and enjoyable year.

I also wish to thank staff, led very capably by Phil. We are a small organization with a limited budget and yet we have attracted some of the brightest and best. Thank you for your loyalty, commitment and hard work on behalf of our watershed.

At our last meeting in January the Board reviewed last year's work plan and were genuinely pleased with the amount of work we were able to accomplish in 2015. We have a highlights presentation planned for you later in this meeting. Over the past two years we have had to make a lot of changes to our services and these changes will be highlighted later in the meeting.

One thing I will mention and emphasize is our tree planting efforts. In the past year, Maitland Valley provided 54,000 trees to be planted across our watershed. This is something we have seen a big increase in the last few years. It is an endeavor near and dear to my heart. Each year Jenny and I order a pickup truck load of large stock trees to plant on our farm. I am convinced that adding to the naturalized area is one of the best things we can do environmentally. And we can do it without hurting or impeding agriculture or any of the other economic and cultural activities that we want to do in our watershed.

Looking ahead to 2016, MVCA is committed to two areas of service: strengthening our Flood and Erosion Safety Services and strengthening our Watershed Stewardship Services. At the same time we are developing a more stable financial base in order to do these things. This is a narrower focus than we have had historically, but the board has realized we must focus our limited resources on the most important things and do those very well.

In the coming year specifically we will be looking at our aging infrastructure at Falls Reserve and our mills in Brussels and Gorrie.

Also we are actively involved in Conservation Ontario and participated in strategic planning last year and are working to bring about some governance changes there that would make it more effective. Finances will continue to be a challenge. It has been a long time since the Province has been a meaningful partner in conservation and we need to keep reminding them that there is a part for them to play here. Our municipalities have been very supportive and understanding but they shouldn't be expected to carry a load to this degree.

Again thank you for coming tonight, enjoy the rest of the evening.

Chair Art Versteeg then introduced speaker Mitch Twolan, Chair of the Great Lakes Cities Initiative.

5. The Paris Climate Agreement and Municpalities from Mitch Twolan, Mayor of Huron-Kinloss

Mayor Mitch Twolan attended the Climate Summit in Paris on behalf of the Great Lakes Cities Initiative. Mitch outlined what he learned from attending the summit and how we all can lead the way toward reducing greenhouse gases.

Chair Art Versteeg thanked Mitch for his presentation and introduced speaker Phil Beard.

6. Changing Climate, Changing Services from Phil Beard, MVCA GM/ST

Phil Beard MVCA GM/ST outlined the services Maitland Valley Conservation Authority provides and how it has restructured services to help landowners, municipalities and community groups to develop and implement projects that will help them to improve the health of our rivers, soil and forests as well as to deal with the impacts of a rapidly changing climate.

Chair Art Versteeg thanked Phil for his presentation and introduced speaker Stephen Jackson.

7. Projects in Minto

a) Harriston Hydrology Project from Stephen Jackson, MVCA Flood/Erosion Safety Coordinator

Stephen Jackson, Flood/Erosion Safety Coordinator provided a progress report on the Harriston Hydrology Project which is a joint project between MVCA and the Town of Minto. The purpose of the project is twofold:

- 1. To improve our understanding of the hydrology of the North Maitland river so that Maitland Valley Conservation Authority can use this information to update the flood plain mapping for the Town of Harriston.
- 2. Develop a master drainage plan for the lands upstream of Harriston to help guide the design of future drainage proposals.

Chair Art Versteeg thanked Stephen for his presentation and introduced speaker Jared James.

b) Trees for Minto Project from Jared James, Trees for Minto Chair

Jared James explained that the Trees for Minto project was started by the Town of Minto to encourage landowners to plant more windbreaks, buffer strips and to reforest more marginal farmland. Maitland Valley Conservation Authority is providing technical support to this project along with staff from the County of Wellington.

Chair Art Versteeg thanked Jared for his presentation and introduced speaker Mark Van Patter.

c) The Green Legacy Programme from Mark Van Patter, County of Wellington Manager of Planning and Environment

Mark Van Patter provided an overview of the Green Legacy Programme. The County has established two nurseries so that they can provide their residents with trees and shrubs. The nurseries are operated by volunteers and students from the schools in the County. The County of Wellington and MPP Ted Arnott have proposed that the Province develop a program to plant 150 million trees across Ontario starting in 2018.

Chair Art Versteeg thanked Mark for his presentation.

8. Election of Officers for 2016

a) Appointment of Presiding Officer (appointed by the MVCA Board)

MVCA Chair Art Versteeg called for an appointment of a Presiding Officer for the election of Chair.

Motion FA #18/16

Moved by: Paul Gowing

Seconded by: David Turton

Seconded by: Deb Shewfelt

THAT George Bridge act as the Presiding Officer for the election of Chair for the Maitland Valley Conservation Authority and the Maitland Source Protection Authority for 2016.

(carried)

b) Appointment of Scrutineers (appointed by Presiding Officer)

Presiding Officer George Bridge declared all offices vacant and called for a motion to appoint two Scrutineers.

Motion FA #19/16

Moved by: Art Versteeg

THAT Mark Van Patter and Wayne Brohman be Scrutineers for the election of officers; **AND THAT** the Scrutineers be responsible for destroying ballets after the election if needed.

(carried)

c) Election of MVCA and MSPA Chair for 2016

Presiding Officer George Bridge called for nominations for the position of Chair for the Maitland Valley Conservation Authority and the Maitland Source Protection Authority for 2016.

Motion FA #20/16

Moved by: David Turton

THAT Art Versteeg is nominated for Chair of the MVCA and the MSPA for 2016.

Presiding Officer George Bridge called for nominations for the Chair position two more times. With no further nominations, the position of Chair for 2016 was then closed.

Art Versteeg agreed to stand for the Chairs position in 2016.

Presiding Officer George Bridge declared Art Versteeg, representative for the Township of Howick, as the Chair of the MVCA and MSPA for 2016.

Chair Art Versteeg then presided over the election for the Vice and Second Vice positions and the remainder of the meeting.

d) Election of MVCA and MSPA Vice Chair for 2016

Chair Art Versteeg called for nominations for the position of Vice Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2016.

Motion FA #21/16

Moved by: David Turton

THAT Jim Campbell is nominated for Vice Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2016.

Chair Art Versteeg called for further nominations for Vice Chair two more times and no others were made. Art then closed the nominations for Vice Chair for 2016.

Jim Campbell accepted the Vice-Chair position.

Chair Art Versteeg declared Jim Campbell as Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2016.

e) Election of Maitland Valley Conservation Authority and Maitland Source Protection Authority Second Vice Chair for 2016

Nominations were called for the position of Second Vice-Chair for 2016 by Chair Art Versteeg.

Motion FA #22/16

Moved by: Roger Watt

THAT Deb Shewfelt is nominated for Second Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2016.

Chair Art Versteeg called twice for further nominations for Second Vice-Chair and no others were made. Art then closed the nominations for Second Vice-Chair for 2016.

Deb Shewfelt accepted the Second Vice-Chair position.

Chair Art Versteeg declared Deb Shewfelt as Second Vice-Chair of the Maitland Valley Conservation Authority and Maitland Source Protection Authority for 2016.

f) Destruction of Ballots

There were no ballots to be destroyed.

9. Closing Remarks from the 2016 MVCA/MSPA Chair

In closing, Chair Art Versteeg thanked everyone for attending the Maitland Valley Conservation Authority Annual General Meeting and invited them to stay for snacks and refreshments. 10. Adjournment

Motion FA #23/16

Moved by: Deb Shewfelt

THAT the meeting be adjourned.

Seconded by: Roger Watt

(carried)

The meeting adjourned at 8:40 pm.

Chair

Danielle Livingston Admin/Financial Services Coordinator

Minutes of Parks & Recreation Advisory Committee Meeting Meeting Date: Monday, February 29, 2016 Meeting Location: Harriston Train Station

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

Councillor Elliott called the meeting to order at 5:00 p.m.

Review of January 28, 2016 Minutes:

P.R.A.C. minutes from January 28, 2016 minutes were reviewed.

Facilities Manager Carr presented a cost analysis to the P.R.A.C committee. Given current usage and arena deficits, an hourly rate of \$230 would need to be charged to break even.

MOTION:

Moved by: Ryan Fisk and Seconded by: Bill Raynard THAT: The P.R.A.C. minutes of January 28, 2016 be approved as circulated. CARRIED

Council Follow-Up: None.

Service Manager's Reports:

Norgan Theatre

The minutes from the Norgan Theatre board meeting on January 25 were already presented to P.R.A.C at the January 28, 2016 meeting. Recreation Services Manager Lubbers reported that the debt status for the Norgan is now down to \$13,478 as of December 31, 2015.

Program Progress Report

Grassroots Hockey has two weeks left, attendance is steady and a wrap-up celebration is planned for March 13. March Break Day Camp registration is filling up for both the Harriston and Palmerston locations. Registration for spring programs is underway. Try It Sports begins at the end of March and Ball Hockey and Grassroots Basketball start up again in April. Planning has begun for Summer Adventure Camp, Aquatics, Grassroots Soccer and Hometown Ball, as well as Pickleball and Shuffleboard.

Facilities Manager's Report:

Facilities Update

In Harriston the arena roof had some repair work done and breaker switches were replaced for the score clock and the Curling Club lights. Palmerston and Clifford had a few lights in their arenas replaced and the score clock was repaired in Palmerston. The furnace for the Palmerston Community Centre also required some repair. All full time and part time staff received and completed accessibility and WHMIS training. Shaun Mabb and Mike Maynard completed Health and Safety Committee certification.

Minutes of Parks & Recreation Advisory Committee Meeting Meeting Date: Monday, February 29, 2016 Meeting Location: Harriston Train Station

An agreement has been made with an individual willing to donate \$20,000 towards a lobby renovation at the Palmerston Arena. The work will include new doors, a new ceiling, new viewing windows to the arena, flooring and washroom upgrades. These upgrades will comply with accessibility standards found in the Ontario Building Code.

Usage Update

All three arenas were busy with hockey and broomball tournaments as well as play-off games. The Palmerston Community Centre had the annual Lions Valentines Dance as well as a Blood Donor Clinic, a funeral and two IPM meetings. Harriston-Minto Community Complex hosted another round of dog obedience training, line dancing and fitness classes. Clifford Community Hall had its weekly Vitality Group meetings, Vitality Group cards, biweekly Church Ladies Fellowship, youth group events and bible study.

Concession Booth Operations

Facilities Manager Carr reported that he would like to further investigate alternative concession booth operation scenarios at the Harriston and Palmerston Arenas. The P.R.A.C. committee discussed the pros and cons of having a third party run the concession operations and asked Manager Carr to find out if anyone in the community has an interest in operating one or both of the concessions.

Soft Drink Contract Offers

Facilities Manager Carr presented beverage contract offers from both Coca-Cola and Pepsi. The P.R.A.C. committee reviewed both offers and took into consideration sponsorship and rebates based on the amount of product sold.

RECOMMENDATION:

Moved by: Dave Turton and Seconded by: Dorothy Grotenhuis:

THAT:

P.R.A.C. recommends to the Council of the Town of Minto that the beverage agreement proposed by PepsiCo Beverages Canada be accepted as presented.

CARRIED

AGCO Webinar- Beer in Grocery Stores

Recreation Services Manager Lubbers took in a webinar on the new Ontario law permitting beer in grocery stores. This new law will have no effect on our municipal licenses.

MOTION:

Moved by: Bob McEachern THAT: P.R.A.C. adjourn at 6:30 p.m.

The next meeting is Monday, April 4 at 5 p.m. at the Palmerston Train Station.

Grace Wilson Recreation and Facilities Assistant Parks & Recreation Advisory Committee

Launchlt Minto Minutes of March 8, 2016 Page 1 of 2

The Launchlt Minto Board held a meeting on Tuesday March 8, 2016 at Launchlt Minto. Board Members present for the meeting were Chair Glen Hall, Councillor Mary-Lou Colwell, Irmgard Kuersten-Kirkorian, Hope Reidt, Johh Mock and Manager of Economic Development Belinda Wick-Graham.

Members of staff present; Business Development Coordinator, Somer Gerber. Regrets were received from Mayor George Bridge, Justin MacIntosh and Ryan Kosleg.

Chair Glen Hall opened the meeting at 3:10 p.m.

The meeting opened with the Board discussing the proposal put forth by the Landlord. He offered Launchlt free rent on Unit #3 until we could find a suitable tenant to cover the cost of rent. Launchlt is still responsible to pay expenses ie. hydro. It was decided that we would continue to occupy Unit #3 and continue to actively look for tenants for this space until August 31, 2016. MOTION Moved by: John Mock and Seconded by: Irmgard Kuersten-Kirkorian

THAT: The Board approves keeping Unit #3 (rent free) until Aug. 31st, 2016 CARRIED

The Board reviewed the February financials and discussed the 2016 Budget, making some changes based on lower rent and removal of RED funding. Hydro expenses are expected to be reduced dramatically from last year. It was noted that all Board members need to actively advertise Launchlt training events by way of word of mouth to generate some revenue from these events.

MOTION Moved by: Glen Hall and Seconded by: Hope Reidt THAT: The Board approves the February Finances CARRIED

Gerber told the Board about upcoming Launchlt events including: Lunch with Nater on Wednesday, March 30, 2016 12-1pm at a cost of \$10pp (Lunch Included). Our hope is to have at least 12-14 people in attendance and allow local residents and businesses the opportunity to connect with John Nater, Conservative MP for Wellington-Perth. Launchlt applied for the Wellington-Waterloo Community Futures Development Fund training grant in which WWCFDC will pay 50% of cost up to \$1000 to host a sales or customer service seminar. Launchlt was successful in obtaining this grant and invited Neil Dunsmore back again this year to facilitate "Sell Like You Mean It" on Wednesday, March 23rd 7-9pm at the Harriston Public Library – Community Room. Tickets will be \$20 pp (Chamber Members) \$25pp (Non-Chamber Members). Launchlt will also be running a First-Aid certification course on Monday, April 18th at the Harriston Fire Hall (Upstairs), currently we have 7 people registered.

Launchlt Minto Minutes of March 8, 2016 Page 2 of 2

The Board discussed different options for Marketing of Launchlt services, programming and rental space. Gerber has met with the General Manager of 88.7 The River - Rob Mattice to discuss low to no cost options. It was decided that Launchlt would buy an advertising package up to \$500 which will cover advertising until July. The Board also discussed the need to connect with businesses directly to tell them about training seminars that would be beneficial to their business. **MOTION**

Moved by: Belinda Wick-Graham and Seconded by: Hope Reidt THAT:

The Board approves a \$500 budget for advertising on 88.7 The River CARRIED

Wick-Graham reported for Professional Development and told the Board that she and Gerber are applying for the Libro Credit Union Prosperity Fund Grant to expand Launchlt services into the Agriculture sector, the application is due on Friday, March 18th. Launchlt will also be applying to be a recipient for the annual "Mayor's Charity Golf Tournament". If we are successful in obtaining these sources of funds it will go a long way in securing the sustainability of Launchlt, allowing us to grow both in the community as well as expanding services to neighboring communities.

The Board discussed ways to enhance Sectors Engagement and would like to approach the Chamber of Commerce Community Achievement Awards Committee and ask if Gerber could present the Launchlt Year in Review presentation at the awards dinner. It would be an excellent opportunity to speak to many business owners that may not be aware of all Launchlt has to offer.

In other business, Wick-Graham stated Ag Business and Crop Inc. will be having their Grand Opening Ribbon Cutting Ceremony at their new location in the Palmerston Industrial Park on April 14th at 11:00am. Hall noted that he has recruited Bernice Weber of Ag Business and Crop Inc. to sit on the Launchlt Board.

Moved by: Hope Reidt and Seconded by: Irmgard Kuersten-Kirkorian THAT Launchlt Board Meeting adjourns.

The meeting adjourned at 4:23 p.m.

The next Launchlt Minto meeting is Tuesday, April 12, 2016 3:00 p.m. at Launchlt Minto.

Somer Gerber, Business Development Coordinator

Present: Mayor George Bridge, Councillor Ron Elliott, Councillor Jean Anderson, Councillor Mary Lou Colwell, Economic Development Manager Belinda Wick-Graham, Treasurer Gordon Duff, John Mock, Jonathan Zettler, Kirk Brownell, Ryan Lipcsei and Hope Reidt.

Regrets were received from CAO/Clerk Bill White, Harold DeVries, Alison Armstrong, Kelly Schafer and Gerry Horst.

Guest in attendance was Chief Building Official Terry Kuipers.

Wick-Graham opened the meeting at 3:05 p.m.

The Committee reviewed the previous meeting minutes.

MOTION:

Moved by: Councillor Ron Elliott and Seconded by: Kirk Brownell. That the Economic Development and Planning Committee approve the minutes of the January 14, 2016 meeting. CARRIED

Additions to the Agenda- Parking in Downtown Palmerston

CBO Kuipers reported that due to the fact that many properties in the downtown core are being revitalized there is now more demand for parking spaces/permits than there is supply. The lots available are full and more are needed. Kuipers presented the options of creating permit parking in the lot between Jay's Variety and Rock's Antiques as well as the lot beside Foodland and the Lion's Park. If the north-westerly side of the lot between Jay's Variety and Rock's Antiques were used this would open up 14 permitted spaces. It was recommended that after this issue is discussed at Council that CBO Kuipers notifies downtown property owners.

RECOMMENDATION:

Moved by: Councillor Mary-Lou Colwell and Seconded by: Councillor Jean Anderson THAT the north-westerly side of the parking lot between Jay's Variety and Rock's Antiques is used as permitted parking. CARRIED

Downtown Revitalization Update

The Committee reviewed the downtown revitalization minutes from Clifford, Harriston and Palmerston. Safety concerns were brought forward from the Palmerston Downtown Revitalization Committee regarding crossing at the corner of William and Main. Mayor George Bridge will follow up with the Palmerston DRC after discussing the issues with the County. Suggestions included a speed cam and a focused patrol in the area of concern. The County of Wellington will be doing traffic counts in the spring.

Wick-Graham reported that data collection was nearing completion in regards to updated downtown statistics. Over 200 resident surveys have been completed with the goal being 310.

TG Minto Employee Survey

Brownell reported that the survey with TG employees is going well. Approximately 80 surveys have been completed. They will continue to collect surveys.

Jobs & Housing Portal

Wick-Graham highlighted that the Jobs and Housing Portal has been very busy. An advertising campaign on Blackburn Radio resulted in coverage on CTV News London and Kitchener as well as on CBC Ontario Morning. Website stats from February 1 – 22 (prior to media) showed 721 sessions and 4,035 page views. From February 22 – March 9 there were 2,685 sessions and 17,643 views. More of our employers are posting positions and we are fielding calls from people outside the region looking for opportunities here.

<u>Job Fair</u>

Wick-Graham reported that Minto has partnered with Agilec and Wellington North to host a Job Fair in Arthur as part of Showcase Wellington North on March 22nd from 2:00 pm – 5:00 pm.

Career & Volunteer Fair

Wick-Graham reported that Minto has partnered with Norwell and Wellington North to once again offer the Career & Volunteer Fair at the Palmerston Community Centre on April 21^{st} from 12:45 pm – 3:00 pm.

Butter Tarts & Buggies

Wick-Graham reported that staff is in the process of collecting applications for the Butter Tart & Buggies Trail.

Hawk's Nest

Wick-Graham reported that the deadline for applications for Hawk's Nest is March 11th. Over 55 businesses took part in the training sessions. The Committee discussed sponsoring the Hawk's Nest. It was suggested that we become a Gold Sponsor of the event. In return we would receive 2 complimentary tickets to the event, reserved seating, company logo prominently displayed at the event, acknowledgement through placement of logo in event program and welcome sign, ¹/₂ page print advertisement in the program, company logo featured in rotation at breaks during the event, and logo featured on the event TV broadcast and event DVD.

RECOMMENDATION:

Moved by: Councillor Ron Elliott and Seconded by: Councillor Jean Anderson THAT the Town of Minto becomes a Gold Sponsor for the Hawk's Nest at the cost of \$1,000. CARRIED

Spring Rural Romp

Wick-Graham highlighted that the Spring Rural Romp would once again be taking place throughout the northern portion of Wellington County on May 28th. Staff is currently working on signing up partners.

Pitchlt

The 5th Annual Pitchlt Minto Business Plan Competition was launched on March 1st. Deadline for application forms is April 4th. Over \$20,000 in cash and prizes is up for grabs.

Community Profile & Alumni Attraction Program

Wick-Graham reported that the Community Profile is in the process of being overhauled with a new look and new statistics. The Alumni Attraction Program will continue to have elements added to it in 2016 including more videos and the resident prospectus.

Chamber of Commerce Update

Councillor Colwell reported that the Chamber of Commerce has completed their Strategic Planning process and are now moving into sub-committees to begin implementation. John Burgess is the new President of the Minto Chamber. The Community Achievement Awards are taking place on April 29, 2016 at the Harriston Legion. Tickets will be on sale shortly. The Chamber is working on putting together a coupon booklet and a tent for Chamber members at the IPM.

Launchlt Update

Launchlt Minto continues to deliver great training programs and recently received a grant to host Neil Dunsmore on March 23rd to speak about "Sell Like You Mean It!". Lunch with MP John Nater will be held March 30th. Staff continues to speak to potential tenants.

IPM Update

Gordon Duff reported that the kick-off event is April 30th at the Drayton Festival Theatre.

Other Business

Wick-Graham reported that the property owner across from the Industrial Park was not interested in having the sign on his property and that we are still working through the Certified Sites Program. Ag. Business & Crop Inc. will be hosting their grand opening on Thursday April 14th at 11:00 am at 131 Frank Lambier Court for anyone able to attend.

Mayor Bridge reported that the County of Wellington Gateway & Wayfinding Signage Strategy was recently approved at County Council.

Councillor Elliott reported that the Splash Bash will be held June 11, 2016 and Party in the Park will take place June 25, 2016.

Treasurer Duff reported that on March 17th The Old Post will be hosting an information night about the formation of a Minto Artists' Co-operative Gallery. The Arts Council AGM will be held March 24th at 7:00 pm at the Minto Arts Gallery and the Cultural Roundtable will be hosting a Volunteer Information Event on March 31, 2016.

Ryan Lipcsei highlighted that the Town of Hanover will be hosting an Impact Youth Summit May 27 – 29 looking at leadership and Mental Health.

MOTION: Moved by: Jonathan Zettler and Seconded by: Ryan Lipcsei That the meeting be adjourned. CARRIED

Adjournment at 5:00 pm

Next Meeting: April 14, 2016 at 3:00 pm at Town of Minto Council Chambers

Belinda Wick-Graham Manager of Economic Development



Town of Minto DATE: TO: FROM: RE:

, March 17 2016 Mayor Bridge and Members of Council Stacey Pennington, Building Assistant OP-2016-02 County of Wellington: Drinking Water Source Protection, Growth Forecasts & Second Units

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

Wellington County has circulated the following two proposed official plan amendments to local municipalities for comment:

- 1. #98 Drinking Source Water Protection
- 2. #99 Growth Forecast and Second Unit Policy.

The purpose of this report is to see if Council wants to formally comment to the County on the proposed official plan amendments.

Council will recall an official plan is the general guiding land use document that implements Provincial Land Use Policy. The County is the approval authority for official plan amendments. In Minto's case the policies in the County official plan apply in their entirety to the Town. Some local municipalities like Centre Wellington have their own official plan that work in concert with the County Plan.

Subsection 9 (1.1) of the Planning Act requires Official Plans be consistent with provincial land use and development policies. The onus is on municipal Council to ensure local initiatives including related by-laws and strategies comply with the policies set out in the Official Plan. Official plans are binding on Council as per this hierarchy of documents Council has seen in many presentations.



The Zoning By-law implements the official plan by placing the land in various zones and applying certain building regulations. The bylaw specifies the permitted uses (e.g. Commercial or Residential) and the required standards (e.g. building height and location) in each zone. Zoning by-laws are approved by council, and the onus is on the resident or property owner to comply with zoning. Zoning by-laws must also be consistent with the official plan.

COMMENTS:

The following is a summary of the two proposed amendments with a recommendation

Drinking Water Source Protection OP-2016-02 #98

This draft amendment is required to bring the Official Plan into conformity with the relevant source protection policies and map schedules of all five Source Protection Plans in the County of Wellington. When the Province established this program it was always to be a requirement that vulnerable areas around water sources would be protected through official plan policies and zoning requirements. This is the first step to implementing the land use controls around source water areas required by the Province.

The two main goals of the proposed amendment are:

- 1. To protect existing and future drinking water sources
- 2. To ensure significant threats to drinking water identified by the Source Protection Plans are mitigated, and no future threats to drinking water become significant.

This Official Plan Amendment includes:

- A map to identify the five different Source Protection Plan Area Boundaries.
- Maps identifying Well Head Protection Areas, Intake Protection Zones and Issues Contributing Areas for each municipal water supply in the County.
- Policies related to Drinking Water Source Protection:
 - Source Water Protection
 - o Vulnerable Areas
 - Prescribed Drinking Water Threats
 - Land Use & Activity Prohibitions, Regulations and Restrictions; definitions
 - Specific Policies related to specific Source Protection Plans (Maitland Valley & Saugeen in Minto)
 - o Zoning By-laws
 - o Communal Well Policy Township of Puslinch

The policies provide for the many activities already being implemented in the County through the Risk Management Official Kyle Davis and our local Risk Management Inspectors based on the identified threats. As illustrated by the map below much of the urban areas associated with the water systems have a vulnerability score of 10 (red - highest) or 8



Official Plan Amendment 2016-02 #98 Drinking Water Source Protection, #99 Growth Forecast and Second Unity Policy

(orange - mid) or 2-6 (yellow - lower). Within these areas the zoning by-law will have some restrictions on the kinds of activities allowed so as to not generate a threat to the system. Staff does not expect that the zoning by-law will be overly restrictive on development although the specifics of the amendment are not determined.

Growth Forecast and Second Unit Policy OP-2016-02 #99

This draft amendment includes updated growth forecast as amended for the Greater Golden Horseshoe set out in the Places to Grow including population and growth forecasts for 2031, 2036 and 2041. The following charts are inserted:

	2016	2031	2036	2041
Total Population ¹	95,805	122,000	132,000	140,000
% of Population in Urban Centres	51	59	61	62
Households	32,960	42,290	45,750	48,740
Total Employment ²	40,070	54,000	57,000	61,000

Table 1				
Wellington County				
Projected Growth in Wellington County to 2041				

This chart shows growth in population, households and employment for the entire County through the next 25 years. Note the increased percentage of growth in urban areas. The second chart shows growth for the Town of Minto:

Table 3 Town of Minto Projected Growth in Wellington County to 2041

	2016	2036	2041
Total Population ¹	9,065	12,380	12,810
Households	3,280	4,435	4,610
Total Employment ²	3,830	4,900	5,130

	2016	2036	2041	
CLIFFORD				
Total Population'	875	1,270	1,350	
Households	355	490	520	
HARRISTON				
Total Population	2,095	3,260	3,240	
Households	795	1,195	1,195	
PALMERSTON				
Total Population	2,875	4,310	4,660	
Households	1,080	1,590	1,715	
OUTSIDE URBAN CENTRES				
Total Population ¹	3,220	3,530	3,560	
Households	1,050	1,160	1,180	

Minto is projected to grow by 1300 households over 25 years. This represents about 52 homes per year which is a reasonable amount of growth for the Town, which compares to less than 30 homes per year built in the previous 10 years.

Using the rural urban breakdown it is expected between 25 and 32 homes per year will be located in Minto urban areas. To accommodate this kind of growth will require infrastructure improvements and new areas to be opened for development. For example another 635 homes in Palmerston over the next 25 years will require on-going improvement to inflow and infiltration at the waste water plant as well as upgrades to increase capacity.

The Town will need to continue to plan for infrastructure improvements to remain positioned to accept future growth. The amount of growth allocated to Minto appears reasonable.

Second Unit

Second Unit policies required to bring the Official Plan into conformity with Planning Act. As a result, there will be an increase in density and affordable housing. The policies authorize second units in single detached, semi-detached and row house dwellings, as well as ancillary structures for these dwellings. Timelines have been extended for temporary use of garden suites from 10 years to 20 years.

The amendment includes general policies to encourage and allow second units. The Town will specify rules and regulations for second units with more specific provisions in the next Zoning By-law update, anticipated in late 2016. For example the official plan amendment allows for a second unit in any single family home in Minto. Rules in the zoning by-law will specify the minimum floor area of the unit, parking requirements, and similar rules to ensure the housing option is compatible with residential areas.

FINANCIAL CONSIDERATIONS

The proposed amendments impact mainly on long term growth in Minto which will be sustained by infrastructure investments by the Town.

RECOMMENDATION

THAT Council of the Town of Minto receives the Building Assistants report on the proposed Official Plan Amendment OP-2016-02: Amendments #98 and #99 for information, and advise if there are further comments on the proposed amendments

ATTACHMENTS

Amendment Number 98: Drinking Water Source Protection Amendment Number 99: General Amendment

Stacey Pennington, Building Assistant

RECEIVED MAR 0 8 2016

COUNTY OF WELLINGTON



PLANNING AND DEVELOPMENT DEPARTMENT GARY A. COUSINS, M.C.I.P., DIRECTOR T 519.837.2600 T 1.800.663.0750 F 519.823.1694

ADMINISTRATION CENTRE 74 WOOLWICH STREET GUELPH ON N1H 3T9

March 3, 2016

Agencies and Persons Circulated

Dear Messrs. and Mesdames,

Re: County Official Plan Amendment #98 – County File No.: OP-2016-02 County of Wellington - Drinking Water Source Protection

The County of Wellington has prepared a Draft Official Plan Amendment to amend the County of Wellington Official Plan to bring the County Official Plan into conformity with the relevant policies and map schedules of the Grand River; Credit Valley, Toronto and Region, and Central Lake Ontario (CTC); Saugeen, Grey Sauble, Northern Bruce Peninsula; Halton-Hamilton; and Maitland Valley Source Protection Plans as they apply to the County of Wellington. Specifically, the County Official Plan is required to conform with the applicable significant threats and land use policies set out in the individual Source Protection Plans. This Amendment also establishes a new "Communal Well Policy Area" to ensure a level of protection is maintained for existing communal wells in the Township of Puslinch that are currently identified in the County Official Plan.

This Amendment includes revised Schedules to the County Official Plan, which identifies Well Head Protection Areas (WHPAs), Intake Protection Zones (IPZs), and Issues Contributing Areas (ICAs) for each municipal water supply source in the County as mapped in the applicable Source Protection Plan. Well Head Protection Areas of private communal wells in Puslinch have been mapped using technical information obtained during the preparation of the Wellington County Groundwater Protection Study, 2006. A new Appendix to the County Official Plan, which identifies the Source Protection Plan Area boundaries for all applicable Source Protection Plans within the County, is also included.

I am requesting that you provide comments on the proposed amendment to the County of Wellington's Official Plan by **April 15, 2016**.

Please review the proposed amendment and provide comments to the County Planning Department, to the attention of Mr. Gary Cousins, Director of Planning.

NEED TO MAKE SUBMISSIONS

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Corporation of the County of Wellington before the proposed official plan amendment is adopted, the person or public body is not entitled to appeal the decision of the Corporation of the County of Wellington to the Ontario Municipal Board.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Corporation of the County of Wellington before the proposed official plan amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to add the person or public body as a party.

Inquiries and written submissions about the application can be made to the County of Wellington's Planning and Development Department, telephone (519) 837-2600, ext. 2120; fax (519) 823-1694 or at the above address.

REQUESTING NOTICE OF DECISION

Subject to subsection 17(36), any person or public body may appeal a decision of the County of Wellington not later than 20 days after the day that the giving or written notice had been completed. If you wish to be notified of the decision of the Corporation of the County of Wellington in respect of this proposed County official plan amendment, you must make a written request to the Director of Planning and Development, Corporation of the County of Wellington, 74 Woolwich Street, Guelph, Ontario, N1H 3T9

GETTING ADDITIONAL INFORMATION

Additional information about the application is available for public inspection during regular office hours at the County of Wellington Administration Centre, Planning and Development Department, 74 Woolwich Street, Guelph, Ontario N1H 3T9.

NOTE:

- 1) Your comments on the application are required on or before **April 15, 2016**
- If you have not submitted comments on the application on or before the above date, it will be assumed that you do not have any concerns in respect of this matter.

Yours truly.

Gary Cousins, RPP, MCIP Director of Planning and Development

Encl – Draft Official Plan Amendment #98 Notice of Public Meeting

cc-Mark Paoli, Manager of Policy Planning

AMENDMENT NUMBER 98 TO THE OFFICIAL PLAN FOR THE COUNTY OF WELLINGTON

1

Drinking Water Source Protection

Circulation Draft – February 3, 2016

2

INDEX

PART A - THE PREAMBLE: The Preamble provides an explanation of **Amendment No. 98** _____ to the Wellington County Official Plan, including purpose, location and background information, but does not form part of this amendment.

PART B - THE AMENDMENT: The Amendment, consisting of text and schedules, designates the proposed changes to the Official Plan for the County of Wellington and constitutes **Amendment No. 98**.

PART C - THE APPENDICES: The appendices, if included herein, provide related information to the amendment but do not constitute part of this Amendment.

PART A - THE PREAMBLE

PURPOSE

In accordance with Section 40 of the *Clean Water Act*, the purpose of the proposed amendment is to bring the County Official Plan into conformity with the relevant policies and map schedules of the Grand River; Credit Valley, Toronto and Region, and Central Lake Ontario (CTC); Saugeen, Grey Sauble, Northern Bruce Peninsula; Halton-Hamilton; and Maitland Valley Source Protection Plans as they apply to the County of Wellington. Specifically, the County Official Plan is required to conform with the applicable significant threats and land use policies set out in the individual Source Protection Plans. This Amendment also establishes a new "Communal Well Policy Area" to ensure a level of protection is maintained for existing communal wells in the Township of Puslinch that are currently identified in the County Official Plan.

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This Amendment includes revised Schedules to the County Official Plan, which identifies Well Head Protection Areas (WHPAs), Intake Protection Zones (IPZs), and Issues Contributing Areas (ICAs) for each municipal water supply source in the County as mapped in the applicable Source Protection Plan. Well Head Protection Areas of private communal wells in Puslinch have been mapped using technical information obtained during the preparation of the Wellington County Groundwater Protection Study, 2006. A new Appendix to the County Official Plan, which identifies the Source Protection Plan Area boundaries for all applicable Source Protection Plans within the County, is also included.

LOCATION

Well Head Protection Areas, Intake Protection Zones, and Issues Contributing Areas are identified on Schedule A and affect every municipal drinking water supply source in the County. The Communal Well Policy Area applies to certain private communal wells in Puslinch Township.

BACKGROUND

The Clean Water Act, 2006 introduced a new level of protection for Ontario's drinking water resources and establishes requirements for protecting vulnerable drinking water resources at-source. The Act establishes roles and responsibilities for the Province, municipalities, and landowners in protecting drinking water resources for current and future generations. The process identified in the Clean Water Act, 2006 is commonly referred to as 'Source Protection Planning'.

Municipalities are a key partner in Source Protection Planning and are represented on Source Protection Committees. Source Protection Committees lead the process of implementing the Clean Water Act, 2006 through the preparation of Assessment Reports and Source Protection Plans for the areas they represent.

The preparation of Assessment Reports is required under the Clean Water Act, 2006, and form the scientific basis for the preparation of Source Protection Plans. Source Protection Plans contain the policies to address the drinking water threats identified in the Assessment Report. The two main objectives of Source Protection Plans are:

- 1. To protect existing and future drinking water sources in the source protection area; and
- 2. To ensure that, for every vulnerable area identified in an Assessment Report as an area where an activity is or would be a significant drinking water threat, the activity never becomes a significant drinking water threat, or if the activity is occurring when the source protection plan takes effect, the activity ceases to be a significant drinking water threat.

Vulnerable areas related to municipal drinking water resources that are delineated in Assessment Reports (i.e Well Head Protection Areas and Intake Protection Zones) meet the definition of *designated vulnerable areas* under the Provincial Policy Statement, 2014 (PPS). Policy 2.2.1 of the PPS gives municipalities the authority to protect, improve and restore the quality and quantity of water by implementing necessary restrictions on development and site alteration.

Numerous public information sessions and open houses were held by individual Source Protection Committees when preparing the Assessment Reports and subsequent Source Protection Plans that apply to the County of Wellington. Sessions were also held to present and receive feedback on the proposed Source Protection Plan policies prior to final approval by the Ministry of Environment and Climate Change. Individual property owners within vulnerable areas were also notified directly by the respective Source Protection Authorities throughout the approval process of the Assessment Reports and Source Protection Plans. Additional property owner contact is conducted through the threat activity verification process and/or Risk Management planning process, as required.
PART B - THE AMENDMENT

All of this part of the document entitled Part B - The Amendment, consisting of the following text and Schedule "A", constitute Amendment No. 98 to the County of Wellington Official Plan.

DETAILS OF THE AMENDMENT

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

- 1. THAT Schedules B1, B2, B3, B4, B5, B6 and B7 "Well Head Protection Areas" of the County of Wellington Official Plan are hereby deleted and replaced with Schedules B1, B2, B3, B4, B5, B6 and B7 "Vulnerable Areas" as identified on Schedule "A" of this amendment.
- 2. THAT **Appendix 4 "Source Protection Plan Areas"** is hereby added to the County of Wellington Official Plan as identified on Schedule "B" of this amendment.
- 3. THAT Section **4.9.3 Groundwater** is hereby amended by deleting the last paragraph of the Section and replacing it with the following:

"Groundwater and surface water is not confined to municipal boundaries. As such, the County will work collaboratively with local municipalities, municipal neighbours, and the relevant Source Protection Authorities as required to ensure the effective protection of water resources."

THAT Section 4.9.4 Policy Direction is hereby amended by deleting subsection
 (b) and replacing it with the following:

"protect surface and groundwater quality and quantity through the use of regulatory and voluntary means of prohibiting, restricting or influencing land uses and activities within vulnerable areas, communal well policy areas, and overlying vulnerable aquifers;"

5. THAT Section **4.9.4 Policy Direction** is hereby amended by deleting subsection (r) and replacing it with the following:

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"to amend this Plan where appropriate to implement the policies of those Source Protection Plans applicable to the County of Wellington." 6. THAT Section 4.9.5 Well Head Protection Areas (WHPAs), Subsection 4.9.5.1 Land Use Risk Categories, and Subsection 4.9.5.2 Use Restrictions and Study Requirements within WHPAs for Category A, B and C Uses are hereby deleted in their entirety and replaced with the following:

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"4.9.5 Sourcewater Protection

The Clean Water Act, 2006 is intended to ensure the protection of municipal drinking water supplies by setting out a risk-based process on watershed basis to identify vulnerable areas and associated drinking water threats and issues through the preparation of Assessment Reports; and develop policies and programs to eliminate or reduce the risks posed by identified drinking water threats through the preparation of Source Protection Plans. This process is otherwise known as Source Protection Planning.

The science-based Assessment Report is the technical basis upon which a Source Protection Plan is prepared. The Source Protection Plan contains policies to address the drinking water threats identified in the Assessment Report. There are five Source Protection Plans (SPPs) that apply within the County of Wellington:

- Grand River Source Protection Plan
- Maitland Valley Source Protection Plan
- Saugeen Valley, Grey Sauble, Northern Bruce Peninsula Source Protection Plan
- Credit Valley, Toronto and Region, Central Lake Ontario (CTC) Source Protection Plan
- Halton-Hamilton Source Protection Plan

The boundaries of these Source Protection Plans as they apply to the County of Wellington are identified in Appendix 4 to the Official Plan.

4.9.5.1 Vulnerable Areas

Identified vulnerable areas within the County include:

- Well Head Protection Areas (WHPAs);
- Surface Water Intake Protection Zones (IPZs); and
- Issues Contributing Areas (ICAs)

Schedule B of the Official Plan identifies vulnerable areas for each municipal water supply source and their associated vulnerability score, as mapped in the applicable Source Protection Plan. Schedule B also identifies policy areas to protect selected private communal wells in the County that were identified in the County of Wellington Groundwater Study, 2006.

Well Head Protection Area

A Well Head Protection Area is the area around a municipal wellhead where land use activities have the potential to affect the quality and quantity of water that flows into the well. WHPAs associated with water quality are identified on Schedule B as Well Head Protection Areas A, B, C and E. WHPAs associated with water quantity are identified on Schedule B as Well Head Protection Areas Q1 and Q2. Table 9 summarizes the factors that represent each WHPA.

Table 9: WHPAs and Associated Time of Travel Zones and Vulnerability Scores.

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Water Quality We	I Head Protection Areas	
Well Head Protection Area	Time of Travel (ToT)	Aquifer Vulnerability
WHPA-A	100-metre radius surrounding well.	10
WHPA-B	2 year travel time for water to enter the well.	2 to 10
WHPA-C	5 year travel time for water to enter the well.	2 to 10
WHPA-E	The vulnerable area of groundwater supplies which are under the direct influence of surface water. There area is calculated based on a two hour travel time of surface water to the well.	2 to 10
Water Quality Well	Head Protection Areas	
WHPA-Q1	The combined area that is the cone of influence of the well and the whole of the cones of influence of the well and the whole of the cones of influence of all other wells that intersect that area.	
WHPA-Q2	The WHPA-Q1 area and any area where a future reduction in recharge would significantly impact that area.	

Schedule B also contains WHPAs for municipal wells located in neighbouring municipalities that extend into Wellington County. The applicable protection policies of this section of the Official Plan shall apply to these WHPAs. Where WHPAs for local municipal wells extend beyond the County's boundary, protection from neighbouring municipalities for wells serving the residents of Wellington will be governed by the policies of the relevant Source Protection Plan and neighbouring municipal Official Plans.

Intake Protection Zone

An Intake Protection Zone applies to municipal surface water supply sources and are areas within which a spill or leak may enter the intake too quickly prior to implementing measures to prevent pollutants from entering the municipal water system. There is an Intake Protection Zone identified on Schedule B-7 in Puslinch Township.

Issues Contributing Area

An Issues Contributing Area (ICA) is an area within a WHPA where the

existing or trending concentration of a parameter (i.e. trichloroethylene, chlorine, nitrate, or sodium) or a pathogen at a municipal well would result in the deterioration of the quality of water for use as a source of drinking water. ICAs are not assigned a vulnerability score. ICAs are identified on Schedule B as Issues Contributing Areas.

4.9.5.2 Prescribed Drinking Water Threats

Land use activities which may pose a drinking water threat to municipal water supplies are defined by the Clean Water Act, 2006 as an activity or condition that adversely affects, or has the potential to adversely affect, the quality and quantity of any water that is or may be used as a source of drinking water. Drinking water threats are prescribed by Ontario Regulation 287/07 of the Clean Water Act, 2006, and include the following:

- 1. Waste disposal sites within the meaning of Part V of the Environmental Protection Act.
- 2. The establishment, operation or maintenance of a system that collects, stores, transmits, treats or disposes of sewage.
- 3. The application of agricultural source material to land.
- 4. The storage of agricultural source material.
- 5. The management of agricultural source material.
- 6. The application of non-agricultural source material to land.
- 7. The handling and storage of non-agricultural source material.
- 8. The application of commercial fertilizer to land.
- 9. The handling and storage of commercial fertilizer.
- 10. The application of pesticide to land.
- 11. The handling and storage of pesticide.
- 12. The application of road salt.
- 13. The handling and storage of road salt.
- 14. The storage of snow.
- 15. The handling and storage of fuel.
- 16. The handling and storage of a dense non-aqueous phase liquid (DNAPL).
- 17. The handling and storage of an organic solvent.
- 18. The management of runoff that contains chemicals used in the de-icing of aircraft.
- 19. An activity that takes water from an aquifer or a surface water body without returning the water taken to the same aquifer or surface water body.
- 20. An activity that reduces the recharge of an aquifer.

21. The use of land as livestock grazing or pasturing land, an outdoor confinement area or farm-animal yard.

4.9.5.3 Land Use & Activity Prohibitions, Regulations, and Restrictions within Vulnerable Areas

Significant drinking water threats within vulnerable areas are either prohibited or regulated in accordance with Sections 57 and 58 of the *Clean Water Act, 2006* and the applicable Source Protection Plan. The significance of a prescribed drinking water threat depends on the characteristics of the activity and where the activity is occurring within a vulnerable area. The policies of the applicable Source Protection Plan set out whether a significant drinking water threat is to be prohibited or regulated within vulnerable areas. Appendix 4 to this Plan identifies where Source Protection Plans apply within the County of Wellington.

Notwithstanding the land uses permitted by the underlying land use designation in this Official Plan:

- a) permitted land uses that involve a significant drinking water threat within a vulnerable area identified in Schedule B to this Plan may be either prohibited or regulated by the applicable Source Protection Plan.
- b) An application for development, redevelopment, or site alteration within a vulnerable area that involves a significant drinking water threat shall only be deemed complete under the Planning Act if the Risk Management Official has issued a Section 59 Notice in accordance with the Clean Water Act, 2006, where applicable.
- c) The County's Risk Management Official shall determine whether a new land use or activity is, or involves, a significant drinking water threat in accordance with the Clean Water Act, 2006 and whether the use or activity is prohibited or regulated through a Risk Management Plan in accordance with the applicable Source Protection Plan.
- d) The Risk Management Official may provide guidance to assist the local municipalities in screening applications for development, redevelopment or site alteration.
- e) Existing land use activities involving prescribed drinking water threats are as defined by the respective Source Protection Plans in Section 4.9.5.5.

4.9.5.4 Disclosure Reports

The submission of a Disclosure Report will be required as part of a complete application under the Planning Act for development, redevelopment or site alteration of non-residential uses within a vulnerable area. The report shall disclose whether any of the prescribed drinking water threats identified in subsection 4.9.5.2 are expected to occur on the property, as well as the handling and storage of any other chemicals, fuel and wastes, and related volumes, types, storage, handling, disposal, etc. The report shall also disclose the proposed management programs associated with the use of chemicals at the site, including risk management/reduction measures, emergency response plans, employee awareness training, best management practices and monitoring programs.

4.9.5.5 Source Protection Plan Specific Land Use Policies

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Maitland Valley Source Protection Plan Area

The following policies shall apply to lands within the County that are located within the Maitland Valley Source Protection Area as identified in Appendix 4:

- a) Where septic systems would be a significant drinking water threat within a WHPA with vulnerability score of 10, new lots will only be permitted where they are serviced by municipal sanitary sewers or where an on-site septic system could be located outside of a vulnerable area with a vulnerability score of 10.
- b) Where no municipal sanitary sewers exist and where septic systems already exist within a WHPA with a vulnerability score of 10, all future or replacement private septic systems on lots where they would be a significant drinking water threat shall be located as far as practically possible from the wellhead while remaining in compliance of the Building Code.

Existing means any of the 21 prescribed threat activities (including activities associated with legal non-conforming) established at the day this plan takes effect, or that occurs seasonally or occasionally on the property and the activity has occurred at some point prior to the effective date of the Source Protection Plan. This includes expansions where no additional permissions would be required. Furthermore, where a Risk Management Inspector has conducted a property specific assessment and documented the significant threat activities on that property, any significant threat activity not so documented shall be subject to the policies pertaining to future threats.

Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection

The following policies shall apply to lands within the County that are located within the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Plan Area as identified in Appendix 4:

- a) The following waste disposal activities shall be prohibited within WHPAs with a vulnerability score of 8 or 10, and IPZs with a vulnerability score of 10, where they would be considered a significant drinking water threat:
 - i. Land disposal of petroleum refining waste within the meaning of clause (d) of the definition of "land disposal" in section 1 of Regulation 347 (General Waste Management) R.R.O. 1990 made under the *Environmental Protection Act*;
- ii. Land disposal of municipal waste, hazardous waste, liquid industrial waste, or processed liquid industrial waste, within the meaning of clauses a) and b) of the definition of "land disposal" in section 1 of Regulation 347 (General Waste Management) R.R.O. 1990 made under the *Environmental Protection Act*; and
- Land disposal of liquid industrial waste, industrial waste, or commercial waste within the meaning of clause (c) of the definition of "land disposal" in section 1 of Regulation 347 (General – Waste Management) R.R.O. 1990 made under the *Environmental Protection Act*.
- b) Where the establishment, operation or maintenance of a septic system within WHPAs and IPZs with a vulnerability score of 10 would be considered a significant drinking water threat, new lots created through severance or subdivision shall only be permitted where the lots will be serviced by a municipal sewage system.

For existing activities, a specific timeframe is often stated in the policy text. Where a timeframe is not given, the default as specified in the Clean Water Act regulations would prevail. For future activities, a specific timeframe is usually not provided in the policy text. Policies related to future activities generally take effect on the effective date of the Source Protection Plan (July 1, 2016).

CTC Source Protection Plan Area

The following policies shall apply to lands within the County that are located within the CTC Source Protection Area as identified in Appendix 4:

- a) The use of land for waste disposal shall be prohibited in WHPA-A and WHPA-B areas with a vulnerability score of 10 where the storage or generation of waste would be a significant drinking water threat at the following types of waste disposal sites:
 - i. Storage, treatment, and discharge of tailings from mines;

- ii. Landfarming of petroleum refining waste;
- iii. Landfilling of hazards waste;
- iv. Landfilling of municipal waste;
- v. Landfilling of solid non-hazardous industrial or commercial waste;
- vi. Liquid industrial waste injection into a well;
- vii. Storage of hazardous or liquid industrial waste at large facilities such as landfills and transfer stations; and
- viii. Storage of wastes described in clauses p), q), r), s), t), or u) of the definition of "hazardous waste", or in clause d) of the definition of "liquid industrial waste" (at large facilities such as landfills and transfer stations) in section 1 of Regulation 347 (General Waste Management) R.R.O. 1990 made under the Environmental Protection Act.
- b) Where septic systems governed under the Building Code Act for vacant existing lots of record in WHPAs with a vulnerability score of 10 and nitrate ICAs would be a significant drinking water threat, vacant lots of record shall be subject to site plan control and individual on-site sewage systems and replacement beds will only be permitted if they are sited to ensure they do not become a significant drinking water threat.
- c) No new lots requiring septic systems governed under the Building Code Act shall be created where the activity would be a significant drinking water threat within WHPA-A areas.
- d) New lots requiring septic systems governed under the Building Code Act in WHPA-B and E areas with a vulnerability score of 10 and an ICA for nitrate, pathogen, sodium, or chloride, where they would be considered a significant drinking water threat, shall only be permitted if the municipality is satisfied that the activity will not become a significant drinking water threat. A hydrogeological assessment shall be required to determine the appropriate development density and shall be conducted by a professional licensed to carry out the work.

- e) New development dependent on septic systems with subsurface disposal of effluent, as regulated by the Ontario Water Resources Act, shall be prohibited within WHPA-A areas where they would be considered a significant drinking water threat.
- f) New development dependent on septic systems with subsurface disposal of effluent, as regulated by the Ontario Water Resources Act, in WHPA-B and E areas with a vulnerability score of 10 and an ICA for nitrates, pathogens, sodium, or chloride shall only be permitted where it has been demonstrated by the proponent through an approved Environmental Assessment or similar planning process that the location for the septic system is the preferred alternative and the safety of the drinking water system has been assured.
- g) New development dependent on sanitary sewers and related pipes in WHPA-A and WHPA-B areas with a vulnerability score of 10 and ICAs for nitrates or pathogens shall only be permitted where it has been demonstrated by the proponent through an approved Environmental Assessment or similar planning process that the location of the sanitary sewer and related pipes is the preferred alternative and the safety of the drinking water system has been assured where sanitary sewers and related pipes would be considered a significant drinking water threat.
- h) The use of land for the establishment of new stormwater retention ponds shall be prohibited in WHPA-A areas where the use of land for the discharge (including infiltration) of stormwater would be considered a significant drinking water threat.
- i) The use of land for the discharge from a stormwater retention pond in a WHPA-B area with a vulnerability score of 10, WHPA-E area with a vulnerability score equal to or greater than 8, and the remainder of an ICA for nitrates, pathogens or chloride, where is it considered a significant drinking water threat, shall only be permitted where it has been demonstrated by the proponent through an approved Environmental Assessment or similar planning process that the location of the discharge from a stormwater retention pond is the preferred alternative and the safety of the drinking water system has been assured.
- j) The use of land for the establishment of facilities for the storage of sewage in WHPA-A areas and WHPA-E areas with a vulnerability score equal to or greater than 9 or A WHPA-E area in an ICA for nitrates or pathogens shall be prohibited where they are considered a significant drinking water threat.
- k) The use of land for the establishment of facilities for the storage of sewage in WHPA-B areas with a vulnerability score equal to or greater than 8, WHPA-C areas with a vulnerability score of 8, and ICAs for nitrates or pathogens, where considered a significant drinking

water threat, shall only be permitted where it has been demonstrated through an approved Environmental Assessment or similar planning process that the location for the storage of sewage is the preferred alternative and the safety of the drinking water system has been assured.

- Development dependent on the establishment of sewage works shall be prohibited where sewage works would be a significant drinking water threat where the sewage works discharge is to surface water from:
 - i. Combined sewer discharge from a stormwater outlet to surface water and sewage treatment bypass discharge to surface water in WHPA-E areas with a vulnerability score equal to or greater than 8 and in WHPA-E areas in an ICA for nitrates or pathogens;
 - ii. Industrial effluent discharges in WHPA-E areas with a vulnerability score equal to or greater than 8 and in WHPA-E areas in an ICA for nitrates, chloride, or pathogens; or
- iii. Sewage treatment plant effluent charges, including lagoons, in WHPA-A and WHPA-B areas with a vulnerability score of 10, WHPA-E areas with a vulnerability score equal to or greater than 8, or in WHPA-E areas in an ICA for nitrates or pathogens.
- m) New parking lots greater than 2,000 square metres in size shall be prohibited in WHPA-A areas outside of an ICA for sodium or chloride where the application of road salt to roads and parking lots would be a significant drinking water threat.
- n) A salt management plan shall be required as part of a complete application for development that includes new roads and parking lots in WHPA-B areas with a vulnerability score of 10, WHPA-E areas with a vulnerability score equal to or greater than 9, or the remainder of an ICA for sodium or chloride where the application of road salt would be considered a significant drinking water threat. Salt management plans shall include, but not be limited to, mitigation measures regarding design of parking lots, roadways, and sidewalks to minimize the need for repeat application of road salt.
- o) Where the application of road salt would be a moderate or low drinking water threat in WHPA-B areas with a vulnerability score less than 10, WHPA-C, and WHPA-E areas with a vulnerability score equal to or greater than 4.5 and less than 9, a salt management plan shall be required as part of a complete application for development that includes new roads and parking lots. Salt management plans shall include, but not be limited to, mitigation measures regarding design of parking lots, roadways, and sidewalks to minimize the need for repeat application of road salt.

- p) Where a water taking is or may be a significant water quantity threat in WHPA-Q1 areas, the following shall apply:
 - i. New development shall only be permitted if the new development does not require a new or amended Permit to Take Water;
 - ii. Final approval for new development that requires a new or amended Permit to Take Water shall only be provided once the Ministry of Environment and Climate Change has determined that the proposed taking will not become a significant water quantity threat; and
- iii. Settlement area expansions shall only be permitted as part of municipal comprehensive review where the applicable provincial planning criteria have been met and the following has been demonstrated:
 - The aquifer has sufficient capacity to sustainably provide municipal water services to the expanded settlement area;
 - The expansion will not adversely impact the aquifer's ability to meet the municipal water supply requirements for current and planned service capacity, for other permitted takings, or for wastewater receiving bodies; and
 - The hydrologic integrity of municipal wells will be maintained.
- q) To ensure recharge reduction does not become a significant drinking water threat, applications under the Planning Act within WHPA-Q2 areas shall be reviewed by the Risk Management Official to ensure that:
 - i. New development for agricultural lands implement Best Management Practices (BMPs) such as Low Impact Development (LID) with the goal to maintain predevelopment recharge; and
 - ii. All site plan and subdivision applications for new commercial, industrial and institutional uses shall provide a water balance assessment for the proposed development to the satisfaction of the County or local area municipality as the appropriate Planning Approval Authority, which addresses each of the following requirements:
 - Maintain pre-development recharge to the greatest extent feasible through Best Management Practices (BMPs) such as Low Impact Development (LID), minimizing impervious surfaces, and lot level infiltration;
 - Where pre-development recharge cannot be maintained on site, implement and maximize off-site recharge enhancement (within the same WHPA-Q2) to compensate for any predicted loss of

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recharge from the development; and

- For new development (excluding minor variance) within the WHPA-Q2 and within an ICA for sodium, chloride or nitrates, the water balance assessment shall consider water quality when recommending best management practices and address how recharge will be maintained and water quality will be protected.
- r) An **existing** threat activity shall mean the following, unless expressly stated in a policy:
 - i. an existing use, activity, building or structure at a location in a vulnerable area that is in compliance with all applicable requirements, and that was being used or had been established for the purposes of undertaking the threat activity, at any time within ten years prior to the date of approval of the Source Protection Plan, or
 - ii. an expansion of an existing use or activity that reduces the risk of contaminating drinking water nor depletes drinking water sources, or
 - iii. an expansion, alteration or replacement of an existing building or structure that does not increase the risk of contaminating drinking water nor depletes drinking water sources.

For clarity, the definition of an existing threat activity includes a change in land ownership and the rotation of agricultural lands among crops or fallow conditions, and allows for alternating between sources of nitrates (agricultural source material, commercial fertilizer, and Category 1 non-agricultural source material).

Future threat activities are anything not covered under existing."

Grand River Source Protection Plan Area

The following policies shall apply to lands within the County that are located within the Grand River Source Protection Area as identified in Appendix 4:

- a) Existing means:
 - i. A use, activity, building or structure at a location in a vulnerable area that is in compliance with all applicable regulations on the effective date of this Source Protection Plan, or at some point prior to the effective date of the Source Protection Plan with a demonstrated intent to continue; or
 - ii. An expansion of an existing use or activity, which may include a new building or structure to service the existing use or activity, where the expansion reduces the risk of contaminating drinking water; or

- iii. The expansion, replacement or alteration of an existing building or structure associated with a significant drinking water threat that does not increase the risk of contaminating drinking water; or
- iv. The conversion of an existing use to a similar use, provided it is demonstrated that the conversion will reduce the risk of contaminating drinking water.
- b) New or Future means not existing, as defined above.

Halton and Hamilton Source Protection Plan Area

The following policies shall apply to lands within the County that are located within the Halton and Hamilton Source Protection Area as identified in Appendix 4:

- a) An **Existing** Threat is an activity that commenced, or has been engaged, in a location in a vulnerable area within ten years prior to the Source Protection Plan taking effect where there would be a drinking water threat. It includes any expansion of the activity only on the same parcel of land.
- 7. THAT Subsection 4.9.5.3 Large-Scale Development on Private Communal or Individual On-Site Sewage Services with WHPAs is hereby deleted in its entirety.
- 8. THAT Subsection **4.9.5.4 Large-Scale Development on Private Communal or Individual On-Site Water Services** is hereby amended by renumbering the Subsection as Section 4.9.5.6 and adding the words *"outside a WHPA Q1 or WHPA Q2"* after the words *"New large-scale developments on private communal or individual on-site water supply"*.

9. THAT Subsections 4.9.5.5 Small-Scale Residential Development on Individual On-Site Sewage Services with WHPAs and 4.9.5.6 Industrial or Commercial Uses, are hereby deleted in their entirety and replaced with the following:

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"4.9.5.7 Residential Development on Individual On-Site Sewage Services within WHPAs

New lots created by severance or plan of subdivision on individual on-site sewage services within a WHPA with a vulnerability score of 10 with the Grand River or Halton-Hamilton Source Protection Plan Areas shall be required to provide an enhanced level of sewage treatment (such as tertiary treatment of septic effluent). In all other Source Protection Plan areas, new lots created by severance or plan of subdivision within a WHPA shall be permitted in accordance with Section 4.9.5.5 of this Plan.

4.9.5.8 Industrial or Commercial Uses

In designating new lands for industrial or commercial uses, the policies of Section 4.9.5 shall apply. Existing lands that are designated or zoned for industrial or commercial development within any WHPA are subject to Site Plan Control in accordance with Section 13.9 of this Plan.

Local municipalities shall pass a site plan control by-law designating such lands as areas of site plan control pursuant to the Planning Act. Site plan control may be used as a means of incorporating mitigating and remedial measures, annual up-dates of disclosure reports, proper siting and containment of storage facilities, and lot grading and drainage as identified through the development review process."

10. THAT Subsection **4.9.5.7 Agricultural Uses** is hereby deleted in its entirety.

11. THAT Subsections **4.9.5.8 Mineral Aggregate Resources**, **4.9.5.9 Existing** Land Uses, **4.9.5.10 Implementation** and **4.9.5.11 Water Quality – Protection Measures** are hereby deleted and replaced with the following:

"4.9.5.9 Mineral Aggregate Resources

New or expanding aggregate extraction operations, where permitted, shall be subject to the Mineral Aggregate Areas policies in this Plan under Section 6.6, and the following policies.

Bulk fuel and oil storage and dispensing facilities shall not be conducted within any excavated area and must include secondary containment and spill prevention measures as required by Technical Safety and Standards Act and all other applicable legislation. All bulk fuel and oil storage and dispensing facilities within new or expanding aggregate extraction operations shall be identified on aggregate site plans.

The use and storage of recyclable and imported materials for blending purposes may be permitted subject to establishing, to the satisfaction of the County and local municipality, that these uses and materials do not pose a risk to groundwater quality.

Outdoor bulk storage of road salt in prohibited within all WHPAs. Notwithstanding any policies in the Plan to the contrary, snow dumping (i.e. collection and storage or off-site snow) is not permitted within a licensed aggregate extraction operation.

To the extent that the aquifer vulnerability is changed as a result of a new or expanding extraction operation, the potential for overland flow of surface water originating from adjacent lands onto the excavated area must be minimized such that it does not pose additional risk to groundwater quality.

Any new or existing mineral aggregate extraction operations will be encouraged to adopt best management practices (BMPs) to reduce the risk of potential impacts on aquifer water quality and/or municipal supplies. Specifically, BMPs shall be adopted for the storage and dispensing of fuels and oils for the operation of aggregate extraction and processing equipment, including containment, spills prevention measures, and cleanup protocols.

4.9.5.10 Implementation

a) Review of Source Protection Plans

Future reviews of approved Source Protection Plans may result in a change in the vulnerability scoring or the geographic extent of an existing vulnerable area. The establishment of a new municipal water supply source will result in the establishment of a new vulnerable area. Abandonment of a municipal water supply source will indicate the need to remove the corresponding vulnerable area associated with the supply source.

Changes to the extent or vulnerability of an existing vulnerable area, or the establishment of a new vulnerable area, as a result of a review and amendment to an approved Source Protection Plan will not require an amendment to this Plan. Changes to any policies in the approved Source Protection Plans, which require municipal implementation, will require an amendment to this Plan.

b) Zoning By-laws

Local municipalities will amend their Zoning By-laws in accordance with the applicable Source Protection Plans.

4.9.5.12 Water Quality and Quantity - Protection Measures

The following policies provide for the establishment of additional protection measures of either a regulatory or voluntary nature by County Council and/or local Councils.

Council shall encourage the use of alternative protection measures within highly vulnerable areas and Communal Well Policy Areas, including but not limited to, land acquisition, conservation easements, growth management and landowner partnership programs. Nothing in this subsection shall imply that County Council and/or local Councils are required to commit financial compensation for changes in land use or land management practices as a result of the implementation of the policies of this Section or approved Source Protection Plans.

Council will encourage local municipalities to implement a program to establish a system of monitoring wells within municipal well WHPAs in order to assist in identifying contaminants in the groundwater before they reach the municipal wells in consultation with the Risk Management Official. Priority will be given to WHPAs where the pumped aquifer is highly vulnerable (i.e. vulnerability score of 8 or 10) and where existing water quality indicates changes from background conditions. Council and local municipalities will encourage the development and promotion of Best Management Practices (BMPs) in vulnerable areas and Communal Well Policy Areas.

Council in co-operation with local municipalities shall undertake public education and outreach programs as required by the applicable Source Protection Plan.

Council shall consider the development of programs offering financial incentives to protect and maintain groundwater and surface water quality.

Council and/or local Councils may designate restricted haulage routes for hazardous waste to protect ground and surface water sources through amendments to the County Plan and the use of local by-laws.

Local Councils are encouraged to adopt guidelines or regulate the proper maintenance and regular evacuation of septic tanks to assist in the proper maintenance and operation of septic systems.

Local Councils are encouraged to adopt guidelines or regulate the drilling of private wells on lots where central and/or municipally operated communal water services are already available.

Local Councils are encouraged to develop programs to identify and decommission unused water wells and encourage the owners of dug wells to install a drilled well and decommission the dug well."

12. THAT Section **4.9 Water Resources** is hereby amended by adding the following section:

"4.9.5.13 Communal Well Policy Areas

Communal wells located within the Township of Puslinch are identified on Schedule B7. These communal well systems are privately owned and operated and are therefore not subject to the requirements of the Clean Water Act, 2006, but still require a certain level of protection as they serve as the drinking water supply for an established private residential community. Therefore, for all land uses, except solely residential uses, on lands within the Communal Well Policy Area, the following shall apply:

- a) The following land uses shall be prohibited within 100 metres of the well under the circumstances outlined in the Ontario Ministry of the Environment and Climate Change's Table of Drinking Water Threats, November 2009 and as may be amended:
- Agricultural uses that involve the storage of agricultural source material;
- The storage of non-agricultural source material;
- The storage of commercial fertilizer as defined in O.Reg 267/03 under the *Nutrient Management Act*;
- The storage of pesticides;
- The storage of road salt and/or snow;
- The storage of liquid fuel above grade and below grade, except where the handling and storage of liquid fuel is required for emergency backup generators; and
- The storage of dense non-aqueous phase liquids and/or organic solvents.
- b) The submission of a Disclosure Report shall be required as part of a complete application under the Planning Act for development, redevelopment, or site alteration. The report shall disclose the nature of the proposed use and whether the handling and storage of any chemicals is expected to occur, including related volumes, types, storage, handling, disposal, etc. The report shall also disclose the proposed management programs associated with the use of chemicals at the site, including risk management/reduction measures, emergency response plans, employee awareness training, best management practices and monitoring programs.
- c) Development proposals may be subject to additional study requirements, including but not limited to, the preparation of a risk assessment report, hydrogeological analysis, and/or geotechnical investigation as deemed reasonable by the County's Risk Management Official.

Risk assessments and hydrogeological analyses shall identify the existing groundwater quality and local hydrogeological setting, the nature of any predicted adverse impacts, the ability to eliminate or effectively mitigate these impacts and the measures that will be taken to achieve mitigation objectives. The County's Risk Management Official may further determine the scope of risk assessments and hydrogeological analyses on a site-specific basis, taking into consideration the proposed use.

No new uses shall be permitted unless it can be demonstrated that the proposed uses can be established within an acceptable level of risk to groundwater and surface water quality and without any adverse impact on ground water and surface water quality, as determined by the Risk Management Official.

13. THAT Section **4.9.7 Paris Galt Moraine Policy Area** is hereby amended by adding the words:

"Notwithstanding the policies of this Section, portions of the Paris Galt Moraine Policy Area within the Town of Erin are located within a WHPA-Q1/Q2 vulnerable area as identified on Schedule B2 of this Plan, and shall be subject to the applicable policies of the CTC Source Protection Plan and Section 4.9.5 of this Plan." following the words "on these moraine processes and features."

- 14. THAT Section **6.6.5 New Aggregate Operations** is hereby amended by deleting subsection (e) and replacing it with the following:
 - e) existing and potential municipal water supply resources are protected in accordance with Sections 4.9.5 and 4.9.5.13 of this Plan and the applicable Source Protection Plan."
- 15. THAT Section **6.8.4 New Locations** is hereby amended by deleting subsection (i) and replacing it with the following:
 - i) existing and potential municipal water supply resources are protected in accordance with Section 4.9.5 of this Plan and the applicable Source Protection Plan."
- 16. THAT Section **7.5.10 Industrial Development** is hereby amended by deleting subsection (e) and replacing it with the following:

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e) avoid impacts on existing and potential municipal water supply resources in accordance with Section 4.9.5 of this Plan and the applicable Source Protection Plan."

- 17. THAT Section **8.7.4 Industrial Design Considerations** is hereby amended by deleting subsection (g) and replacing it with the following:
 - g) proper siting and containment facilities of chemicals used on site for uses within a vulnerable area and/or Communal Well Policy Area in accordance with Sections 4.9.5 and 4.9.5.13 of this Plan."
- 18. THAT Section **11.2 Water and Wastewater** is hereby deleted and replaced with the following:

"11.2.8 Vulnerable Areas

All new sewage and water services in vulnerable areas are subject to the policies of Section 4.9.5 of this Plan."

- 19. THAT Section **13.5 Holding By-laws** is hereby amended by deleting subsection (f) and replacing it with the following:
 - f) demonstration that the use can be established within an acceptable level of risk to municipal water and/or communal supply sources in accordance with Sections 4.9.5 and 4.9.5.13 of this Plan, as applicable."
- 20. THAT Section **13.8.2 Status Zoning** is hereby amended by deleting subsection (h) and replacing it with the following:
 - h) impacts on groundwater and surface water quality and quantity in accordance with Sections 4.9.5 and 4.9.5.13 of this Plan."
- 22. THAT Section 13.15 (Complete Application and Preconsultation) is hereby amended by adding the following bullet "Disclosure Report" following the bullet "Archaeological Assessment."
- 23. THAT the Definitions Section is amended by:
 - a) Adding the following definitions:

"Activity means one or a series of related processes that occurs within a geographical area and may be related to a particular land use.

Drinking water threat means an activity or condition that adversely affects or has the potential to adversely affect the quality or quantity of any water that is or may be used as a source of drinking water, and includes an activity or condition that is prescribed by the regulations as a drinking water threat (Source: Clean Water Act)

Intake Protection Zone (IPZ) means a zone established around a surface water intake of drinking water as prescribed in the Technical Rules: Assessment Report (Source: Grand SPP).

Section 59 Notice refers to the requirements under Section 59 of the Clean Water Act, which requires issuance of a notice from the County's Risk Management Official before permitting an activity that is considered a restricted land use as identified in the Source Protection Plans.

Significant drinking water threat, means a drinking water threat that, according to a risk assessment, poses or has the potential to pose a significant risk (Source: Clean Water Act)

Wellhead Protection Area (WHPA) means an area that is related to a wellhead and within which it is desirable to regulate or monitor drinking water threats (Source: Grand SPP).

SCHEDULE 'A'

26

(see attached Schedules B1 to B7 inclusive)

















Circulation Draft February 3, 2016



VULNERABLE AREAS		
Schedule B7		
Puslinch		
Township		
Cut of Challenge		
Legend		
Source Protection Plan Boundary		
Paris Galt Moraine Policy Area		
Well Head Protection Area		
——— A		
—— В		
C		
Notes and When Deered		
Vulnerability Score		
8		
2.4.6		
Issues Contributing Area		
Paris Galt Moraine Policy Area		
Intake Protection Zone		
Private Communal System Policy Area		
NOTE. These areas can be viewed in greater detail at: http://www.wellington.ca/en/discover/maps.asp Click on the "Sourcewater Protection" button.		
N		
0 1.25 2.5 5		
Kilometres		
CIRCULATION DRAFT		
Printed: February 3, 2016.		

SCHEDULE 'B'

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(see attached Appendix 4)



Circulation Draft February 3, 2016





RECEIVED MAR 1 7 2016

COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT GARY A. COUSINS, M.C.I.P., DIRECTOR T 519.837.2600 T 1.800.663.0750 F 519.823.1694 ADMINISTRATION CENTRE 74 WOOLWICH STREET GUELPH ON N1H 3T9

March 14, 2016

Agencies and Persons Circulated

Dear Messrs. and Mesdames,

Re: County Official Plan Amendment #99 – County File No.: OP-2015-02 County of Wellington - Growth Forecast and Second Unit Policy Updates

The County of Wellington has prepared a Draft Official Plan Amendment to amend the County of Wellington Official Plan to:

- a) Amend the Wellington Growth Forecast by updating the population, household and employment forecasts to extend to 2036 and 2041, and revise text;
- b) Update policies for second units, to comply with changes to the *Planning Act*.

I am requesting that you provide comments on the proposed amendment to the County of Wellington's Official Plan by **April 15, 2016**.

Please review the proposed amendment and provide comments to the County Planning Department, to the attention of Mr. Gary Cousins, Director of Planning.

NEED TO MAKE SUBMISSIONS

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Corporation of the County of Wellington before the proposed official plan amendment is adopted, the person or public body is not entitled to appeal the decision of the Corporation of the County of Wellington to the Ontario Municipal Board.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Corporation of the County of Wellington before the proposed official plan amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to add the person or public body as a party.

Inquiries and written submissions about the application can be made to the County of Wellington's Planning and Development Department, telephone (519) 837-2600, ext. 2120; fax (519) 823-1694 or at the above address.

REQUESTING NOTICE OF DECISION

Subject to subsection 17(36), any person or public body may appeal a decision of the County of Wellington not later than 20 days after the day that the giving or written notice had been completed. If you wish to be notified of the decision of the Corporation of the County of Wellington in respect of this proposed County official plan amendment, you must make a written request to the Director of Planning and Development, Corporation of the County of Wellington, 74 Woolwich Street, Guelph, Ontario, N1H 3T9

GETTING ADDITIONAL INFORMATION

Additional information about the application is available for public inspection during regular office hours at the County of Wellington Administration Centre, Planning and Development Department, 74 Woolwich Street, Guelph, Ontario N1H 3T9.

NOTE:

- 1) Your comments on the application are required on or before **April 15, 2016**
- If you have not submitted comments on the application on or before the above date, it will be assumed that you do not have any concerns in respect of this matter.

Yours truly

Gary Cousins, RPP, MCIP Director of Planning and Development

Encl – Draft Official Plan Amendment #99 Notice of Public Meeting

cc-Mark Paoli, Manager of Policy Planning
THE CORPORATION OF THE COUNTY OF WELLINGTON



NOTICE

REGARDING PUBLIC MEETINGS TO CONSIDER AMENDMENTS TO THE COUNTY OF WELLINGTON OFFICIAL PLAN

PURSUANT to Section 17 of the *Planning Act*, R.S.O., 1990, the Corporation of the County of Wellington will hold a Public Meeting to receive public input regarding proposed amendments to the Wellington County Official Plan on **Thursday April 21, 2016 beginning at 7:00 p.m. at Wellington Place**, **Aboyne Hall, 536 Wellington Rd. 18, RR#1 Fergus, Ontario**.

THE SUBJECT PROPERTY is the County of Wellington, and therefore a key map is not provided with this notice.

7:00 p.m. DRINKING WATER SOURCE PROTECTION - OPA 98

THE PURPOSE AND EFFECT OF THIS COUNTY OFFICIAL PLAN AMENDMENT is, in accordance with Section 40 of the Clean Water Act, to bring the County Official Plan into conformity with the relevant policies and map schedules of the Grand River; Credit Valley, Toronto and Region, and Central Lake Ontario (CTC); Saugeen, Grey Sauble, Northern Bruce Peninsula; Halton-Hamilton; and Maitland Valley Source Protection Plans. The County Official Plan is required to conform with the applicable significant threats and land use policies. Existing communal wells in the Township of Puslinch continue to be protected.

This Amendment includes revised Schedules to the County Official Plan, which identifies Well Head Protection Areas (WHPAs), Intake Protection Zones (IPZs), and Issues Contributing Areas (ICAs) for each municipal water supply source in the County and Well Head Protection Areas for private communal wells in Puslinch have been mapped.

8:30 p.m. GROWTH FORECAST AND SECOND UNIT POLICY UPDATES – OPA 99

THE PURPOSE AND EFFECT OF THIS COUNTY OFFICIAL PLAN AMENDMENT is to:

- a) Amend the Wellington Growth Forecast by updating the population, household and employment forecasts to extend to 2036 and 2041, and revise text;
- b) Update policies for second units, to comply with changes to the Planning Act.

IF A PERSON or public body that files an appeal of a decision of the Corporation of the County of Wellington in respect of the proposed County Official Plan Amendments does not make oral submissions at a public meeting, or make written submissions to the County of Wellington before the proposed County Official Plan Amendments are adopted, the Ontario Municipal Board may dismiss all or part of the appeal.

IF YOU WISH to be notified of the decision of the adoption of the proposed official plan amendments, you must make a written request to the Director, Planning and Development Department, County of Wellington, 74 Woolwich Street, Guelph, Ontario, N1H 3T9, (fax 519.823.1694).

A COPY OF THE PROPOSED OFFICIAL PLAN AMENDMENTS and background materials is available during regular business hours at the County of Wellington Planning and Development Department, Administration Centre, County of Wellington, 74 Woolwich Street in Guelph, or by calling 519.837.2600 x 2170.

Dated at the City of Guelph This 14th day of March, 2016.

Donna Bryce, Clerk County of Wellington 74 Woolwich St. Guelph, ON N1H 3T9 Telephone: 519.837.2600 x 2520 **Bat** 219.837.1909

AMENDMENT NUMBER 99 TO THE OFFICIAL PLAN FOR THE COUNTY OF WELLINGTON

CIRCULATION DRAFT March 14, 2016

COUNTY OF WELLINGTON GENERAL AMENDMENT (Updated Growth Forecasts and Second Unit Policies)

Amendment No. 99 to the County of Wellington Official Plan Page 1 of 17

CIRCULATION DRAFT March 14, 2016

THE CORPORATION OF THE COUNTY OF WELLINGTON

BY-LAW NO. _____

A By-law to adopt Amendment No. ____ to the Official Plan, for the County of Wellington.

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

- 1. **THAT** Amendment Number _____ to the Official Plan for the County of Wellington, consisting of the attached maps and explanatory text, is hereby adopted.
- 2. **THAT** this By-law shall come into force and take effect on the day of the final day of passing thereof:

READ A FIRST AND SECOND TIME THIS _____ DAY OF _____, 20_.

READ A THIRD TIME AND PASSED THIS _____ DAY OF _____, 20___.

WARDEN

CLERK

AMENDMENT NUMBER ____ TO THE COUNTY OF WELLINGTON OFFICIAL PLAN

INDEX

PART A - THE PREAMBLE

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

PART B - THE AMENDMENT

The Amendment describes the changes and/or modifications to the Wellington County Official Plan, which constitute Official Plan Amendment Number 99.

PART C - THE APPENDICES

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

PURPOSE

The purpose of the proposed Official Plan Amendment is to:

- a) Amend the Wellington Growth Forecast by updating the population, household and employment forecasts to extend to 2036 and 2041, and revise text;
- b) Update policies for second units, to comply with changes to the *Planning Act*.

LOCATION

The proposed amendment applies to the entire County of Wellington.

BACKGROUND

Growth Forecasts

The current County Official Plan forecasts were adopted in 2008 to conform with and allocate the forecasts for the Greater Golden Horseshoe set out in the Growth Plan for the Greater Golden Horseshoe (Places to Grow) which extended to 2031. Since that time, the province approved an amendment to Schedule 3 of the Growth Plan for the Greater Golden Horseshoe that shows population and employment forecasts at 2031, 2036 and 2041. Municipalities are required to conform to the updated Places to Grow forecast by June 17, 2018.

Second Units

Bill 140 received Royal Assent on May 4th, 2011 in the Ontario legislature and introduced changes to various legislations, including the *Planning Act*. The changes to the *Planning Act* identified affordable housing as a matter of Provincial interest and now require municipalities to amend their Official Plan documents to contain policies which authorize second units in single detached, semi-detached and rowhouse dwellings; as well as structures ancillary to these dwellings. Additional changes included extending the temporary time a garden suite may be permitted on a property from 10 years to 20 years. The overall purpose of the *Planning Act* changes is to increase the supply of affordable housing by strengthening second unit and garden suite provisions.

BASIS

Growth Forecasts

The province requires the Places to Grow population and employment forecasts for the County to be used for planning and managing growth. There is also a requirement that the County will, in consultation with the lower-tier municipalities, allocate the County growth forecasts to the lower-tier municipalities.

The County retained Watson & Associates in 2014 to extend the County forecasts to 2036 and 2041, and allocate the updated forecast to local municipalities. The updated forecast was again further allocated to urban centres for residential. In May, 2015, County Council received the growth forecast update report from Watson & Associates, and directed staff to circulate the amendment to local municipalities for comment. A number of comments were received and they have been accommodated.

Second Units

The policies proposed in this amendment are a result of research and review of applicable Bill 140 legislation and second unit policies in other jurisdictions. A staff report which outlined the overall proposed policy direction was received by the County Planning Committee on November 12th, 2015 and circulated to local municipalities for comment. Comments received were incorporated into this amendment where appropriate.

PART B – THE AMENDMENT

All of this part of the document entitled Part B – The Amendment, consisting of the following text and maps constitute Amendment No. 61 to the official Plan for the County of Wellington.

1. Tables 1 through 8 are deleted and replaced with the following:

Table 1
Wellington County
Projected Growth in Wellington County to 2041

	2016	2031	2036	2041
Total Population ¹	95,805	122,000	132,000	140,000
% of Population in Urban Centres	51	59	61	62
Households	32,960	42,290	45,750	48,740
Total Employment ²	40,070	54,000	57,000	61,000

Table 2Township of Wellington NorthProjected Growth in Wellington County to 2041

	2016	2036	2041
Total Population ¹	12,490	17,085	17,685
Households	4,635	6,330	6,590
Total Employment ²	7,070	9,620	9,740

	2016	2036	2041
ARTHUR			
Total Population ¹	2,725	3,700	3,670
Households	1,005	1,370	1,370
MOUNT FOREST	F		
Total Population ¹	5,190	8,550	9,230
Households	2,150	3,365	3,625
OUTSIDE URBAN CENTRES			
Total Population ¹	4,575	4,835	4,785
Households	1,480	1,595	1,595

Table 3Town of MintoProjected Growth in Wellington County to 2041

	2016	2036	2041
Total Population	9,065	12,380	12,810
Households	3,280	4,435	4,610
Total Employment ²	3,830	4,900	5,130

	2016	2036	2041
CLIFFORD			
Total Population ¹	875	1,270	1,350
Households	355	490	520
HARRISTON			
Total Population ¹	2,095	3,260	3,240
Households	795	1,195	1,195
PALMERSTON			
Total Population ¹	2,875	4,310	4,660
Households	1,080	1,590	1,715
OUTSIDE URBAN CENTRES			
Total Population ¹	3,220	3,530	3,560
Households	1,050	1,160	1,180

Table 4Township of MapletonProjected Growth in Wellington County to 2041

	2016	2036	2041
Total Population ¹	10,785	13,575	14,060
Households	3,065	4,050	4,235
Total Employment ²	4,590	6,360	6,670

	2016	2036	2041
DRAYTON			
Total Population ¹	2,285	3,650	3,990
Households	780	1,210	1,315
MOOREFIELD			
Total Population ¹	440	1,730	1,970
Households	160	545	625

OUTSIDE URBAN CENTRES

Total Population ¹	8,060	8,195	8,100
Households	2,125	2,295	2,295

Table 5Township of Centre WellingtonProjected Growth in Wellington County to 2041

	2016	2036	2041
Total Population	29,885	48,520	52,310
Households	10,785	17,245	18,690
Total Employment ²	11,970	20,130	22,780

Urban Centres

	2016	2036	2041
ELORA-SALEM	1		
Total Population ¹	7,565	12,080	13,060
Households	2,750	4,300	4,675
FERGUS		1	
Total Population ¹	14,975	28,780	31,630
Households	5,605	10,365	11,415
OUTSIDE URBAN CEN	TRES		
Total Population ¹	7,345	7,660	7,625
Households	2,430	2,575	2,585

Table 6Township of Guelph-EramosaProjected Growth in Wellington County to 2041

	2016	2036	2041
Total Population ¹	13,400	14,625	14,575
Households	4,395	4,915	4,940
Total Employment ²	4,820	5,610	5,800

	2016	2036	2041			
ROCKWOOD						
Total Population ¹	5,000	6,125	6,075			
Households	1,745	2,155	2,155			
OUTSIDE URBAN CENTRES						
Total Population ¹	8,400	8,500	8,500			
Households	2,650	2,760	2,785			

Table 7Town of ErinProjected Growth in Wellington County to 2041

	2016	2036	2041
Total Population ¹	12,365	15,360	15,865
Households	4,115	5,185	5,385
Total Employment ²	3,770	5,220	5,240

	2016	2036	2041
HILLSBURGH AND ER	IN*		
Total Population ¹	4,415	6,500	7,000
Households	1,530	2,235	2,420

OUTSIDE URBAN CENTRES			
Total Population ¹	7,950	8,860	8,865
Households	2,585	2,950	2,965

* Erin Village and Hillsburgh are combined until the Town of Erin Council determines how much growth will go to each community and how much growth will be serviced by municipal water and wastewater and/or partial services.

Table 8Township of PuslinchProjected Growth in Wellington County to 2041

An at the second second	2016	2036	2041
Total Population ¹	7,815	9,565	9,655
Households	2,685	3,295	3,335
Total Employment ²	4,020	5,160	5,630

	2016	2036	2041
ABERFOYLE			
Total Population ¹	325	345	335
Households	120	130	130
MORRISTON			
Total Population ¹	480	590	620
Households	185	225	235

OUTSIDE URBAN CENTRES

Total Population ¹	7,010	8,630	8,700
Households	2,380	2,940	2,970

¹ includes the net undercount adjustment which is estimated at approximately 4.1%

^{2.} includes 'no fixed place of work' employment.

- 2. Section **3.1 GENERAL STRATEGY** is amended by deleting the first paragraph and replacing it with the following:
 - "Wellington County will grow from approximately 96,000 people in 2016 to approximately 140,000 in 2041. Wellington will plan for new housing, commerce, employment and services for about 46,000 new residents."
- 3. Section 3.5 ALLOCATING GROWTH is amended by:

a) deleting the highlighted text and replacing it with the following:

"By the year 2041, Wellington will be a community of 142,000 people."

- 4. Section **4.4 HOUSING** is amended by:
 - a) Deleting the phrase "accessory residences" from section **4.4.5 Affordable Housing** and replacing it with "second units" in the fourth and fifth paragraph.
 - b) Re-numbering sub-section 4.4.6 Special Needs and Seniors Housing to Section "4.4.8 Special Needs and Seniors Housing."
 - c) Adding the following new sub-sections after the last paragraph of Section **4.4.5** Affordable Housing:
 - 1) "4.4.6 Second Units

Second units, also known as accessory or basement apartments, secondary suites or in-law suites are self-contained residential units with separate kitchen, bathroom and sleeping facilities.

Second units increase the stock of affordable rental housing; provide home owners with additional incomes; and offer alternative housing options for elderly and young adult family members.

Second units are not the same as garden suites because garden suites are temporary residences. Garden suites are addressed in Section 4.4.7 of this Plan.

It is the policy of this Plan to authorize:

- a) The use of two residential units in a detached house, semi-detached house or rowhouse if no building or structure ancillary to a detached house, semi-detached house or rowhouse contains a residential unit; and
- b) The use of a residential unit in a building or structure ancillary to a detached house, if the detached house contains only one single residential unit,

subject to the provisions set out below."

2) "4.4.6.1 Second Units Within a Main Residence

One second unit may be allowed in a single detached, semi-detached or rowhouse dwelling on a property, provided that a second unit does not already exist on the property.

Local Municipalities may enact zoning provisions to address the following matters:

- a) that safe road access can be provided;
- b) the establishment of a second unit does not require the creation of an additional driveway access;
- c) that adequate off-street parking can be provided on site for both the main residence and second unit without detracting from the visual character of the area;
- d) that any exterior alterations to the main residence, necessary to accommodate the second unit, are made in the side or rear yards;
- e) that adequate amenity areas are provided for the main residence and second unit;
- f) the second unit meets the applicable Building Code, Fire Code and local property regulations;
- g) that adequate water and sewage disposal services can be provided to the second unit; and,
- h) a garden suite and second unit will not be permitted on the same lot."

3) **"4.4.6.2 Second Units Within an Ancillary Building or Structure**

One second unit may be allowed in a building or structure that is ancillary to a single detached dwelling, provided that a second unit does not already exist on the property. A second unit will be prohibited from being severed from the property.

In addition to those matters outlined in Section 4.4.6.1, Local Municipalities may enact zoning provisions to address the following:

- a) the second unit is located within the main building cluster on the property;
- b) the second unit will be clearly secondary to the primary dwelling unit on the property;
- c) Minimum Distance Separation formula is complied with, where applicable;
- d) that screening/buffering, where deemed necessary, is provided to minimize visual impacts to adjacent properties and frontages."

4) "4.4.7 Garden Suites

Subject to Section 13.4 of this Plan a garden suite may be allowed provided it is established near the farm buildings and/or main residence on a property and adequate water supply and sewage disposal systems are available.

In the case of garden suites, Local Municipalities may enact zoning provisions to address the following matters:

- a) the garden suite is located close to the existing residence on the property and is portable so that it can be easily removed when the need for the unit has discontinued;
- b) no additional access shall be provided to the lot from a public road;
- c) adequate screening/buffering, where deemed necessary, is provided to minimize the visual impact of the garden suite to adjacent properties;
- d) adequate amenity areas are provided for the existing dwelling and the second unit;
- e) the provision of a satisfactory site plan and/or which illustrates how items a) to d) above, and any other matters deemed necessary by the municipality, have been addressed; and,
- f) the establishment of a development agreement between the owner and the municipality to address the installation and removal of the unit, site rehabilitation, listing the occupant(s) of the unit and the period of occupancy, and any other matter deemed necessary by the municipality."

6. Section 6.4 PRIME AGRICULTURAL AREA is amended by:

- a) by deleting bullet "f) accessory residences" under section **6.4.3 Permitted uses**, inserting the following bullets, and re-numbering subsequent bullets:
 - "f) second units subject to Sections 4.4.6
 - g) garden suites subject to Section 4.4.7
 - h) accessory residence"
- b) deleting sub-section **6.4.6 Accessory Residences** and replacing it with the following:

"6.4.6 Accessory Residence

An accessory residence needed for farm help may be allowed provided that it is established within the main building cluster on the property and adequate water supply and sewage disposal systems are available."

c) adding the following new paragraph at the end of section 6.9.2 Permitted Uses:

"A second unit may be allowed subject to the provisions of Section 4.4.6 of this Plan. A garden suite may also be permitted subject to the requirements of Section 4.4.7 of this Plan and in accordance with the temporary use provisions of the Planning Act, as amended."

- 7. Section 7.4 HAMLETS is amended by:
 - a) deleting the last sentence of the first paragraph of sub-section **7.4.1 Permitted Uses** and replacing it with the following:

"A second unit may be allowed subject to the provisions of Section 4.4.6 of this Plan. A garden suite may also be permitted subject to the requirements of Section 4.4.7 of this Plan and in accordance with the temporary use provisions of the Planning Act, as amended."

8. Section 7.5 URBAN CENTRES is amended by:

a) deleting the third paragraph of sub-section **7.5.5 Residential Uses** and replacing it with the following:

"A second unit may be allowed subject to the provisions of Section 4.4.6 of this Plan."

- 9. Section 8.3 RESIDENTIAL is amended by:
 - a) inserting the following after the second paragraph of sub-section **8.3.3 Permitted Uses**:

"A second unit may be allowed subject to the provisions of Section 4.4.6 of this Plan."

- b) deleting the reference to Section 6.4.6 in the in the fourth paragraph of sub-section **8.3.3 Permitted Use** and replacing it with Section "4.4.7".
- **10**. Section **8.5 RESIDENTIAL TRANSITION AREA** is amended by:
 - a) deleting the phrase ". Accessory apartments may also be permitted in the RESIDENTIAL TRANSITION AREA" in the second paragraph of sub-section 8.5.3 Permitted Uses.
- 11. Section 10.3 PRIME AGRICULTRAL LAND is amended by:
 - a) deleting the last sentence of section 10.3.5 Lot Line Adjustments that reads:

"The creation of new lots for residences surplus to farm operations is not permitted."

- 12. Section 13.4 TEMPORARY USE BY-LAWS is amended by:
 - a) deleting the number "10" in the first sentence and replacing it with the number "20".
- 13. Section 15 DEFINITIONS is amended by:
 - a) Inserting the following new definition after "Alternative energy systems":

"Ancillary:

For the purposes of Section 4.4.6, ancillary means a shed, garage, carriage house or barn."



TOWN OF MINTODATE:March 2nd, 2016REPORT TO:Mayor and CouncilFROM:Matthew Lubbers, Recreation Services ManagerSUBJECT:Beverage Agreement for Recreation Facilities

STRATEGIC PLAN:

- 5.5 Pursue, develop and encourage public private partnerships that are fiscally responsible, transparent and mutually beneficial including sponsorships. Establish and maintain appropriate relationships with private business
- 5.7 Adopt and maintain fair and transparent procurement policies and by-laws to ensure the Town receives competitive pricing on tenders and proposals, and that local business has equal opportunity to submit bids.

BACKGROUND:

The Town of Minto's previous two beverage agreements for the arenas and the Norgan Theatre have been with Coca-Cola from 2001-2010 and Pepsi from 2011-2016. The agreement with Pepsi expired in January of 2016.

COMMENTS:

Recreation Facilities Manager Allan Carr contacted both companies and asked each to submit proposed beverage agreements. These were reviewed by staff on February 12th. A summary outlining the specifics of each offer was then prepared for the P.R.A.C. meeting on February 29th. After careful review, P.R.A.C. made a recommendation to Council in their minutes to accept the beverage agreement proposed by Pepsi. In complement to the financial implications listed below, staff has been happy with the equipment and service provided by Pepsi throughout the 2011-2016 agreement period. They have also been pleasant to work with when ordering and paying for product. They met all obligations of the agreement in a timely manner.

FINANCIAL CONSIDERATIONS:

Both proposed agreements are for a 5-year term. Overall, Pepsi's product costs to the Town during the duration of the agreement period will be slightly lower than those proposed by Coca-Cola. Pepsi's agreement calls for an annual 3% product cost increase cap, while Coca-Cola's proposed cap was unfavourably higher at 3.5%.

Pepsi's offer contained an annual 'development funds' sponsorship of \$3,000 and a significant rebate on Gatorade and Gatorade G2 purchases in exchange for exclusivity. These funds can be used at the Town's sole discretion to help assist youth and family oriented activities and events at our facilities.

Coca-Cola's offer contained a more robust rebate program on all cases of all products in exchange for exclusivity. The rebate increases based on the total number of cases purchased per year.

Both offers include the supply of equipment, namely fridges and vending machines, with a commitment to repair and maintain them throughout the contract term.

RECOMMENDATION:

THAT Council accepts the Parks and Recreation Advisory Committees' recommendation that the beverage agreement proposed by PespiCo Beverages Canada be accepted as presented and that a By-law be considered in open session.

Matthew Lubbers Recreation Services Manager



2015 Facilities Annual Update

March 29, 2016.



Agenda

- Recreation Facilities Manager
 - Staff
 - Rates & Cost per Capita
 - Facility Use
 - Parks & Outdoor Sports
 - Facilitated Community Groups and Events
 - Satellite Facilities
 - Marketing
 - Facility Projects



Facility Staff

- Facilities Manager Allan Carr (13+)
- Facility Lead Hands Greg Mallett (9+), Mark Hill (11+)
- Facility Operators Mike Maynard (12+), Duane Voll (8+), Shaun Mabb (3+), Brett Robertson (3+)
- All Staff are highly trained, hard working and provide excellent customer service.
- Staff work hours evolve around facility schedule which runs 365 days per year, day and night.
 Once again, no overtime charged as a result of staff flexibility.



Rates & Cost per Capita

- Comparing rates with other SWORFA members, our arena rates are in the bottom 30% of what other municipalities charge
- Our rates for baseball and soccer are in the middle.
- Rates, including agreements, are generally subsidized around 50% of actual costs(ie. Cost recovery \$230/hour – Charging adults \$122 and youth \$99)
- The cost pre capita for Facilities & Recreation is \$120.14



Arena Events & Usage

 Skating Carnivals (2), Curling Bonspiels (4), Hockey Tournaments (21), Broomball Tournaments (6 weekends), Sr. A Hockey (x2), Public Skating, Adult Skating, Parent & Tot Skating, Shinny, AAA Hockey, Minor Hockey (x2), Figure Skating (x2), Youth Programs (x4), Adult Hockey Leagues (x5), Broomball Leagues (x2), Jr. Broomball, 8 Adult Casual Groups (including ladies), Schools, and some out of town and casual rentals.



Ice Usage

- 3339 hours used in 2013-14
- 3473 hours used in 2014-15
- 3501 hours used in 2015-16
 - A 3 hour reduction in Harriston Figure Skating and 1.5 hour Minto Minor Hockey reduction.
 - School usage to increase again



Community Centre Events

- 31 Family Events
- 21 Business Events
- 10 Community Dinners
- 5 Fundraising Events
- 10 Service Club Events
- 7 Christmas Parties



Community Centre Events

- 15 Wedding Receptions
- 10 Buck & Does
- 8 Sports Banquets
- 2 Bazaars
- 2 Camping Weekends
- 81's Blueline Clubs/Events 16



Harriston Parks

- Parks include Mill Street Park, I.O.D.E. Park, Tannery Park, Lions Park, Kinsmen Pool Park, Beehive Park, Conservation Park, and the Harriston Fairgrounds
- Parks possess outdoor washrooms, a Gazebo, 2 playground structures, a renovated concession, a pavilion, camping areas, a Community Garden, storage sheds, and multiple picnic tables and benches.
- The Greenway Trail is currently being maintained by volunteers.



Harriston Parks









Clifford Parks

- Parks include the two Rotary Parks and Centre Park.
- Parks possess outdoor washrooms, 2 playground structures, a concession, 3 pavilions, basketball courts, a cenotaph, a Community Garden, a labyrinth, storage sheds, and multiple picnic tables and benches.
- The Clifford Trail is currently being maintained by volunteers and facilities staff.



Clifford Parks









Palmerston Parks

- Parks include Lawrence Park, Lions Heritage Park, and the Palmerston Fairgrounds.
- Parks possess 3 sets of outdoor washrooms, 3 playground structures, a splash pad, 3 concessions, 3 pavilions, a sports pad (basketball and ball hockey), tennis courts, an almost renovated fountain, game boards, a lit interlocking stone pathway, a walking bridge, 2 pergolas, storage sheds, and multiple picnic tables and benches.
- The Palmerston Trails are currently being maintained by volunteers.


Palmerston Parks









Soccer Usage

- Clifford Soccer Pitch 3 Games/Week
- Palmerston Soccer Pitches 7 Games/week





Ball Usage

- Clifford Ball Diamond 4 Games/Week
- Harriston Ball Diamond 7 Games/Week
- Barb Wright Diamond 10 Games/Week
- Kinsmen Ball Diamond 10 Games/Week
- Lawrence Park Diamond 4 Games/Week
- Extra is required for rain outs



Ball Usage





Ball & Soccer Tournaments

- Youth and Adult Baseball Tournaments
 12 tournaments spanning 30 days
- Youth Soccer Tournaments
 4 tournaments





Agricultural Societies

- 2 Fall Fairs
- Pre-Seeding Barbeque
- Tractor Pull
- Ambassador of the Fair
- Ag Awareness
- AGM's







Recreation Programs

- March Break Programs
- Summer Day Camp
- Try It Sports
- Ball Hockey
- Mass Registration
- Babysitting Courses
- Pickleball
- Hometown Ball, Soccer & Hockey
- Swimming Pool Operation



Recreation Programs





Community Groups

- Clifford Community Church and Their Programs
- Clifford Vitality Group
- Clifford Horticultural Society
- Harriston 55+ Club
- Harriston Horticultural Society
- Ball Hockey League (X2) & Rentals
- Indoor Soccer
- Walking/Fitness Groups
- OEYC Programs



Community Events

- Election
- Volunteer Appreciation
- Fire Safety Day
- Norwell Reunion
- Job Fair
- Blood Donor Clinic (X 6)
- Dog Obedience Courses
- Line Dancing
- Hospital Gala



Community Events

- Clifford Truck Show
- Concerts in Parks
- Savour the Flavour
- Remembrance Day Services
- Harriston Street Dance
- Touch a Truck
- Splash Pad Bash/Party in the Park
- Handcar Races
- Holiday Events (ie. Family Day, New Years Eve)



Community Events









Harriston Town Hall

- Home to Grey Wellington Theatre Guild, Harriston Food Bank, and Minto Dance Academy.
- Recent Upgrades include new washrooms, and a catwalk in the theatre.



Harriston Town Hall





Harriston Train Station

- Home to Harriston 55+ Club, Harriston Horticulture Society and OEYC. Hosts many smaller Meetings, Family Gatherings, shuffleboard, and the Farmers Market.
- Recent upgrades include windows, siding and insulation, accessibility upgrades, paint, lights and window coverings.



Harriston Train Station





Palmerston Train Museum

- Home for many Town of Minto archives.
- Possesses 3 pieces of Rolling Stock, a jigger, handcars, and a small train used for rides and parades.
- Helps facilitate the farmers market, handcar races, genealogy, and other events taking place at Heritage Park. Commonly used as a site for pictures.
- Tours can be made available



Palmerston Train Museum





CNRA Clubhouse

- Completely renovated by the Palmerston Lions Club in 2015 with the Town of Minto assisting financially with a new roof and wheelchair ramp supplies. The County of Wellington also assisted financially for accessibility upgrades.
- Commonly used for meetings, smaller family gatherings, and is hosted by the Palmerston Lions Club.



CNRA Clubhouse











Drew

- Drew possesses a small community centre (with both an upstairs and a downstairs available), a pavilion, and a lit baseball diamond.
- The Drew ball diamond hosts a fun youth baseball league, and men's and ladies slow pitch.
- Annual events in Drew include a snow volleyball tournament in February, a pork BBQ in July, and monthly euchre from October – April.
- All of this is looked after by volunteers.



Drew





- All facilities and parks are listed on the website under Recreation.
- Each facility has pictures, descriptions, rates and contact information.
- Each park, outdoor sports field, and trail has pictures, descriptions and trail heads.







Clifford Cenotaph Park & Pavilion



Clifford Old Rotary Park



Clifford Rotary Park & Pavilion



Harriston Train Station

Capacity: 60

Great for small gatherings, family reunions, special occasions and meetings

The train station includes tables and chairs as well as access to small kitchen with fridge and stove.

Full Day Rental Cost: Non- Licenced \$75 Small Meeting (2 hours) \$15/hour Contact Information T:519-338-2511 E:grace@town.minto.on.ca

Location & Direction

Photos



Train Station Outside





Kitchen

Kitchen



Photos







Rail Line Loop

Regrowth Loop

Rotary Park Loop



- Switching from Event Pro to Facility Scheduler (Keystone) to offer an online calendar showing facility availability.
- Create more private bookings
- Better accessibility to facility information when groups or programs are planning an event.



• Example of Brockton's online calendar

acility Schedules	~	~	< 1	Mar 20 —	- 26 2016	>	>>	month	week	da
Cargill & District Community Centre	~		Sun 3/20	Mon 3/21	Tue 3/22	Wed 3/23	Thu 3/24	Fri 3/25	Sat 3/2	26
Centennial Park	~	all-day								
Central Park	~	4am								
Walkerton 🗸										
Community Centre		5am								
Ball Diamond #1		6am								
Ball Diamond #2		oann								
Ball Diamond #3		7am				SHHS Boys				
Centennial Park Ball Diamond		8am				Prac.				
Ice Surface/Main Floor		9am			Yoga Pilates	Morning	Yoga/Pilates		Mas Yout	
Kitchen/Bar						Activa 50 +		Dancing	Reg Bakir	2
W.C.C. Parking Lot		10am			Early	Drop				Wal Mini
Walkerton Com Centre Auditorium		11am			Years Parent Progra & Tot	Senior Skate	Parent & Tot Skating			Hoc Privi
		12pm			Noon Skate	Noon Skate	Noon Skate		Walkerto	Ren
		1000			WDCS Gym	Parent & Tot			Minor	a -
		1pm			Class	Parent & TOL				-



Facility Projects in 2015

<u>Highlights Include</u>

- Energy Saving Upgrades (Lighting and VFD Motors)
- Increasing Rolling Stock at Palmerston Train Museum
- CNRA Clubhouse accessibility upgrades
- Clifford Arena Chiller
- Improvements to nature Trails



Upcoming Facility Projects Highlights Include

- Palmerston Arena Lobby Renovation (a donor will assist with 20% or up to \$20,000) for this project.
- Fencing at the Barb Wright Diamond and Train Tracks in Palmerston.
- Plumbing and Electrical upgrades for conservation.
- A new Referees Room at the Harriston Arena.
- A new pump at the Harriston Pool.
- Upgrades on Nature Trails and Parks.



Conclusion

- The Town of Minto Vision, Mission, and Strategic Plan are guiding the Facilities Department moving forward.
- The Town of Minto provides a wide variety facilities and outdoor areas, through many programs and events, that can be enjoyed by all people at reasonable rates.



TOWN OF MINTODATE:March 1, 2016REPORT TO:Mayor and CouncilFROM:Bill White, C.A.O. ClerkSUBJECT:Code of Conduct, Integrity Commissioner
Complaints Policy, Municipal Ombudsman

STRATEGIC PLAN:

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

BACKGROUND

As of January 1, 2016, the Ontario Ombudsman can take public complaints about the general business of 444 municipalities. According to their website: "The Ombudsman may be able to help with issues such as concerns about municipal services (e.g., snow removal, parking, garbage collection); programs (e.g., recreation programs, housing, Ontario Works), administration of taxes, municipally-owned hydro utilities, conduct of council members, conflicts of interest, or the work of local accountability officers." This is in addition to closed meeting investigations already done for many local municipalities.

The Town had discussed implementation concerns about this oversight with Provincial representatives including the Deputy Premier before the legislation was finalized. The Ministry of Municipal Affairs denied our most recent delegation request and appear not to have been involved in implementation as there is no discussion on their website. Very little guidance is being offered at any level.

Council may recall my summary of the OGRA ROMA presentation by John Mascarin Aird and Berlis Law entitled "who will guard the guards themselves". The new Ombudsman Paul Dube is expected to bring a professional and reasoned tone to the office, but Mr. Mascarin encouraged municipalities to upgrade their complaint tracking policies, and re-consider use of current Municipal Act tools such as the Code of Conduct and Accountability Officers to formalize complaint handling. This position is supported by the Ombudsman in a section of its website for municipal staff. <u>https://www.ombudsman.on.ca/About-Us/Who-We-Oversee/Municipalities.aspx#Staff</u>

Several sections of the Municipal Act summarized below include optional and required tools for handling complaints and guiding the conduct of municipal Council and staff.

Code of Conduct

Section 223(2).1 of the Municipal Act allows Council to adopt a Code of Conduct to govern the overall behaviour of council and local boards. The Code could set out rules and policies of the Town "governing the ethical behaviour" of Councillors.

The Act allows an Integrity Commissioner reporting to Council to be appointed to deal with complaints about violations of the Code of Conduct. The Town is not required to have a

Code of Conduct or appoint an Integrity Commissioner. If there is a Code of Conduct, Council cannot impose a reprimand or suspension unless an Integrity Commissioner is in place.

Municipal Ombudsman

Section 270 of the Municipal Act lists mandatory policies municipalities must have in place including one describing: "The manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public." Section 223.13 allows Council to appoint its own Ombudsman to independently investigate any decision or recommendation made or act done or omitted in the course of the administration of the municipality. Some municipalities have appointed a local Ombudsman to report to Council on such issues.

Auditor General

Section 223.19 (1) of the Municipal Act states Council may appoint "an Auditor General who reports to council and is responsible for assisting the council in holding itself and its administrators accountable for the quality of stewardship over public funds and for achievement of value for money in municipal operations." This is different than appointing an auditor under Section 296(1) which is required of all municipalities to audit financial transactions, and express an opinion on the transactions. Some larger municipalities have appointed an Auditor General.

Judicial Investigation

Another key section is 274(1) which allows a municipality to ask a judge of the Superior Court to investigate misconduct of a councillor, employee or person having a contract with a municipality. The judge can also look at the conduct of the Town's business and the "good government" of the municipality. Often municipalities are assigned the cost of an inquiry.

Role of Council

Under Section 224 (d1) Council, among other duties, is "to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality." Councillors must also represent the public and maintain the financial integrity of municipalities. Section 225 states the duties of the Mayor including providing leadership to Council and functioning as the chief executive officer. These responsibilities are set out in detail in the Town's Procedural By-law, but clearly Council exercises a critical decision making role in municipal business.

Role of Staff

The Municipal Act also requires municipalities appoint a Treasurer and a Clerk, and may also appoint a Chief Administrative Officer. Duties are specified in the act and include in all cases "such other duties as are assigned by the municipality." All positions have a responsibility to comply with obligations set out in the Municipal Act or other legislation including the by-laws and policies of the Town.

The Municipal Act states a CAO, if appointed, is responsible for the "general control and management" of municipal matters and ensuring its "efficient and effective operation." The Clerk must record resolutions and decisions of Council without note or comment, report the name and vote on a matter if asked by a Councillor, keep originals or copies of by-laws and minutes. The Treasurer is to collect payables, issue receipts, deposit money, pay debts and

Code of Conduct, Integrity Commissioner, Complaints Policy, Municipal Ombudsman

expenses, maintain account records, provide information to Council on the "financial affairs of the municipality", and ensure investments meet applicable regulations.

COMMENTS:

The Municipal Act allows an Integrity Commissioner, Municipal Ombudsman and Auditor General to be appointed to provide oversight in key areas of municipal business. Unresolved issues can be referred to Judicial Investigation for a complete independent review by a judge. This is aside from legislated obligations on Council and staff to effectively manage municipal operations in a transparent and accountable fashion.

The Ombudsman's new oversight role applies even if a municipality has all these appointments in place. The Ombudsman cannot become involved until that local appointee has made a decision, but can review and provide an opinion once the appeal process is exhausted. The Ombudsman cannot change a local decision but makes recommendations on the process taken.

When Minto complaint policies and procedures are in order, the Town could simply accept the independent oversight from the Ombudsman. This avoids duplicating the Ombudsman's role by appointing separate officers all reporting to Council. An alternative is a joint appointment with the County or an adjacent municipality if Council felt there was benefit from more local oversight. Currently Wellington County local municipalities share a closed meeting investigator. Another alternative is to appoint one person to serve all three roles if Council felt these positions all could add value to the Town's complaint process.

Complaints about potholes, drainage, by-laws and customer service are relatively common. They are resolved with a process with only basic written policy. The attached Schedule includes a newly defined complaint policy supported by three key policy documents that make clear how Minto achieves transparency, good government, and fiscal accountability.

- 1. Code of Conduct
- 2. Transparency and Accountability
- 3. Fiscal Accountability

The policies as constituted do not call for Council to appoint an Integrity Commissioner, Municipal Ombudsman or an Auditor General. The policies make it clear how complaints are processed with a clear completion point before the public can ask the Ombudsman to assist.

FINANCIAL CONSIDERATIONS:

The policies and procedures as outlined represent current practices of the Town and will not cause significant increases in budget or staffing to implement.

RECOMMENDATION:

THAT Council receives the C.A.O. Clerk's March 1, 2016 report regarding Code of Conduct, Integrity Commissioner, Complaints Policy, Municipal Ombudsman and provides comments on the draft policies attached prior to a by-law coming forward in open session at a subsequent meeting.

Bill White, C.A.O. Clerk

SCHEDULE "A" TO BYLAW NO. 2016-____ Code of Conduct, Accountability, Transparency and Complaint Policy

1. DEFINITIONS

"Accountability" - the principle that the municipality will be responsible to its stakeholders for decisions made and policies implemented, as well as actions or inactions;

"Act" is the Municipal Act, 2001, S.O. 2001, as amended, and its regulations;

"Council" is the Council for the Corporation of the Town of Minto;

"**Committees**" are committees, commissions, municipal service boards and local boards, appointed by Town of Minto Council;

"Municipality" is the Corporation of the Town of Minto;

"Officers" are employees of the Town of Minto and includes its officers and agents;

"**Transparency**" – the principle that the municipality actively encourages and fosters stakeholder participation and openness in its decision making processes. Additionally, transparency means that the municipality's decision making process is open and clear to the public.

2. LEGISLATIVE AUTHORITY

The following sections of the Municipal Act are the authority for this policy:

- a) Section 223(2).1 allows adoption of a Code of Conduct governing overall behaviour of council and local boards.
- b) Section 223.19 (1) permits an Auditor General to be appointed to hold Council and its officers accountable for stewardship of public funds and achieving value for money in municipal operations.
- c) Section 224(d.1) stating Council must ensure the accountability and transparency of operations and activities of the senior management.
- d) Section 270.(1)5 requires a policy stating how a municipality will certify it is accountable to the public for its actions, and how its actions are transparent to the public.

3. PURPOSE

To establish standards of behaviour for council, staff and local boards, set expectations of personal conduct and ethical behaviour, identify methods by which the Town is accountable to the public for its actions, specify how the municipality will ensure its actions are transparent, and confirm methods by which the Town will ensure value for money and proper stewardship of public funds.

4. APPLICATION

This Policy includes attached Schedules that apply to Council, Committees of Council, employees and appointed agents of the Municipality.

5. POLICY STATEMENTS

This policy confirms the Town's commitment to the following:

- a) A high standard of behaviour for members of Council, appointed committee members, staff and agents demonstrated by strong work ethic, compliance with the law, morality, respectful debate, and accountability.
- b) Staff, Council, members and agents who conduct themselves with dignity, exemplify rural values, listen, respond, participate, question, and respect decorum and diversity.

- c) The fundamental principle that accountability and transparency create good government and decision-making must be open, transparent and made at Council and Committee meetings planned, conducted and reported on in the "public eye".
- d) Efficient, effective and economical municipal operations that respect the environment limited resources, and short and long term needs set out in asset management plans.
- e) Supplying information that is accessible, consistent with legislative requirements, and respectful of privacy where applicable, and responding to inquiries, concerns and complaints in a timely manner.
- f) Financial management, service standards and performance reporting and all other accountability documents will be made available and accessible for public scrutiny and awareness of municipal operations.
- g) Complaint processes that respect different views, allow dialogue from all sides, proceed without delay, progress through the organization, and permit access to Council if an issue is not resolved and a written explanation has been provided.

6. POLICY REQUIREMENTS

The following policies attached to this document address the policy statements above:

- a) Schedule "A" Code of Conduct
- b) Schedule "B" Accessibility and Transparency Policy
- c) Schedule "C" Fiscal Accountability Policy

7. POLICY ASSESSMENT

The Municipality demonstrates its commitment to accountability and transparency by providing a framework of policies, practices, procedures and bylaws that create sound governance and sustainability categorized as follows:

8. MONITORING/CONTRAVENTIONS

- (i) The C.A.O. Clerk or Deputy Clerk shall be responsible for receiving complaints and/or concerns related to the policies provided in the attached Schedules. Upon receipt of a complaint and/or concern, the Municipal Clerk shall notify:
 - 1. In the case of an employee, the immediate Supervisor and Director responsible for the department of the employee, and the Mayor or Deputy Mayor.
 - 2. In the case of an operational issue the Director, Committee Chair (if applicable) of the area in question and the Mayor or Deputy Mayor.
 - 3. In the case of Council, the Mayor and Deputy Mayor.
 - 4. In the case of a closed meeting, the Closed Meeting Investigator.
 - 5. The individual who filed the complaint of the date and time of receipt including documentation in Keystone Call Manager software, My311 or similar complaint tracking package.

Public complaints through a Council member shall be filed through the C.A.O. Clerk who shall respond directly to person who filed the complaint as well as the Councillor involved. The C.A.O Clerk shall determine where on the formal process a public complaint filed through a Councillor should be placed keeping in mind Town customer service goals.

(ii) At all times staff shall respond to complaints on the basis that time is of the essence and while a complaint may not be resolved immediately; those that file the complaint should be entitled to status updates on their concern. The Town's formal process for addressing complaints shall be as follows:

Code of Conduct, Integrity Commissioner, Complaints Policy, Municipal Ombudsman

- a) File Complaint in writing, email or on-line identifying the specific details surrounding the complaint or call for service including the name of persons with the Town, if any, previously contacted.
- b) Written complaints shall be documented in the Keystone Call Manager software, My311 or similar complaint tracking package and sent to the affected Department Head.
- c) Department Heads shall speak to applicable staff about the complaint and either resolve the complaint or respond in writing, email or on-line outlining when the complaint will be resolved or why it may not be resolved. This response shall be sent directly to the person who filed the complaint and documented in Keystone, Call Manager, My311 or other applicable tracking package.
- d) Unresolved complaints or those where response is delayed may be appealed to the C.A.O. Clerk who shall first work with the Department Head to understand the reason the matter is delayed or unresolved. Upon completing a full review the C.A.O. Clerk will issue a second written response outlining the municipalities' position with respect to the unresolved or delayed complaint with such response documented in the appropriate tracking package.
- e) Within a reasonable time the person who received the C.A.O. Clerk's response may meet with the Mayor, C.A.O. Clerk, Department Head and front line staff to fully review the nature of the complaint and the Town's response. This meeting shall occur in the Town office or in a location in the municipality more acceptable to the individual involved, and shall be documented in the appropriate tracking package. Written minutes of the meeting will be taken and provided to the respective parties and action items identified.
- f) The final step in the process for unresolved or delayed requests is a delegation before Council by the member of the public or his/her representative. Following that delegation Council shall give direction by resolution which shall represent the Town's final position on the matter. The C.A.O. Clerk or Deputy Clerk shall advise the person who filed the complaint and his/her representative of the final decision of Council and that the Town's complaint process and appeal mechanisms have been exhausted.
- (iii) Confidentiality

Complaints received under this policy shall be dealt with professionally and promptly. The names of individuals who file a complaint shall not be made public until such time as the individual wishes to appear before Council in open session. At that time the person who filed the complaint may choose to send an agent to speak to Council.

Staff members who are dealing with complaints who know the name of the individual who file the complaint shall not disclose that name without the written consent of that individual. Complaints of a personal nature involving individual staff members or Councillors ("identifiable individuals") will be dealt with by Council in closed session. Council may by resolution allow the person who filed the complaint to appear in closed session on that matter. No complaint will be dealt with in closed session of Council unless it qualifies for such consideration by legislation.

9. POLICY REVIEW AND INQUIRIES

This Policy shall be reviewed by the C.A.O. Clerk once per term of Council. Inquires shall be through the C.A.O. Clerk, 5941 Highway 89, Minto ON NOG 1Z0 519-338-2511 x222 bwhite@town.minto.on.ca
Schedule "A" Code of Conduct

1.0 <u>Statement of Principle:</u>

The Code of Conduct helps ensure Council members, staff, appointees and agents share a common basis for acceptable behaviour. These standards supplement legislative parameters which may apply to some positions. The intent is to enhance public confidence that The Town's representatives operate from a base of integrity, justice and courtesy.

The parties to this policy pledge to make honest statements, and to not knowingly issue misdirected or misleading statements when dealing with any ratepayer, business, organization or group on any Town related manner.

2.0 <u>Representing the Town of Minto</u>

Members of Council and staff shall make every effort to participate diligently in the activities of the agencies, boards, and commissions to which they are appointed, and/or support, and further shall participate in community activities and events where possible and practical to do so as to increase the exposure of all representatives of the Town of Minto to the public and supporting agencies.

3.0 <u>Conflict of Interest:</u>

Parties to this policy shall be aware of the potential for a conflict of interest when dealing with municipal matters. Members of Council and local Boards must comply with the Municipal Conflict of Interest Act. Some staff members are bound by codes set out by an association or designation necessary to fulfill their position. Anyone covered by this policy concerned about a conflict of interest must publically declare it and take the appropriate public action to not participate in discussion or resolution of an issue.

A conflict exists when an individual is, or could be, influenced, or appear to be influenced by a personal interest, financial (pecuniary) or otherwise, when carrying out their public duty. Personal interest can include direct or indirect financial interest, bias, prejudgement, close mindedness or undue influence.

When considering whether or not a conflict exists, it is important to consider whether there are grounds for a reasonable person to think that a conflict exists. It is possible to have a conflict that might not be financial. The perception of a conflict must be considered under this policy by all parties.

It is the responsibility of individuals to obtain independent legal advice with respect to any situation that might arise whereby there is a potential for a conflict of interest. If and to not require or attempt to burden staff members to assist in the determination of a conflict of interest for individual members of Council.

4.0 Acceptance of Gifts and Benefits Prohibited

Council is remunerated according to the current Remuneration By-law, while staff is compensated according to the human resources policy of the Town including the Town's pay policy. Members of Council and staff shall not solicit, accept, offer or agree to accept, a commission, reward, gift, advantage or benefit of any kind, personally or through a family member friend, which is connected directly or indirectly with the performance of his or her duties of Office, unless permitted by the exceptions listed below.

For these purposes, a fee or advance paid to or a gift or benefit provided with the member's knowledge to a member's spouse, child or parent or to a member's staff that is connected directly or indirectly to the performance of the member's duties is deemed to be a gift to that member.

Members of Council and staff many accept the following:

- a) Personal gifts, benefits, rewards, commissions or advantages from any person or organization not connected directly or indirectly with the performance or duties of office;
- b) Political contributions to members of Council that are otherwise offered, accepted and reported in accordance with applicable law;
- c) Services provided without compensation by persons volunteering their time;
- d) Token gifts such as souvenirs, mementoes and commemorative gifts that are given in recognition of service on a committee, for speaking at an event or representing the Corporation at an event; and
- e) Food, lodging transportation and entertainment provided by other levels of governments or by other local governments, boards or commissions;
- f) Communication to the offices of a member, including subscriptions to newspapers and periodicals;
- g) A reimbursement of reasonable expenses incurred in the performance of duties or office
- h) Gifts that are received as an incident of protocol or social obligation that normally and reasonable accompany the responsibility of office.

Members of Council and staff shall not engage in activities, financial or otherwise, that are incompatible or inconsistent with the ethical discharge of public duties in the public interest.

5.0 <u>Confidentiality</u>

In general the business of the Town of Minto shall be conducted in meetings open to the public with agendas and reports disclosed minimum 24 hours prior to the meeting. Where a matter is confidential and permitted by law to be dealt with in closed session, this policy shall apply to the information brought forward in closed session. All information, documentation or deliberation received, reviewed or taken in closed meetings or portions thereof of Council and its committees is confidential.

Members of Council and staff have a duty to hold in strict confidence, all information concerning matters dealt with at closed meetings or portions thereof that are determined to be confidential by the C.A.O. Clerk or as specifically declared by Council. A Member of Council and staff shall not, either directly or indirectly, release, make public or in any way divulge any such information or any aspect of the closed meeting to anyone, unless expressly authorized by Council or required by law (Court or Judge's Order) to do so.

Members of Council and staff shall not release information in contravention of the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M. 56;

- a) The security of the property of the municipality or local board;
- b) Personnel matters about an identifiable individual, including municipal or local board employees;

Code of Conduct, Integrity Commissioner, Complaints Policy, Municipal Ombudsman

- c) A proposed or pending acquisition or disposition of land by the municipality or local board;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act

This list is provided as an example and is not exclusive. Requests for information should be referred to appropriate staff to be addressed as either an informal request for access to municipal records or as a formal request under the <u>Municipal Freedom of Information and</u> <u>Protection of Privacy Act.</u>

6.0 <u>Communications and Media Relations</u>

Members of Council and staff will accurately and adequately communicate the attitudes and decisions of Minto Council, even if they disagree with a majority decision of Council so that;

- a) There is respect for the decision-making process of Council, the personal opinions of individual members and professional opinions of staff
- b) Official information related to decisions and resolutions made by Council will normally be communicated in the first instance to the community and the media in an official capacity by the Mayor or his/her designate
- c) Information concerning adopted policies, procedures and decisions of the Council is conveyed openly and accurately
- d) Confidential information will be communicated only by resolution of Council.

The C.A.O. Clerk shall approve all media releases prior to circulation and publication on the Town's website. The C.A.O. Clerk shall confirm with the Mayor or Deputy Mayor in Mayor's absence that the content of the media release are satisfactory. Department Heads may issue a media release in absence of the C.A.O. Clerk if the Mayor or Deputy Mayor approves. Media releases shall be copied to Councillors and Department Heads upon issuance.

Representations to the media shall occur primarily through the C.A.O. Clerk or Department Head responsible for the area questioned by the media. Front line staff shall not be required to respond to media and shall defer to their Department Head or the C.A.O. Clerk.

7.0 <u>Use of Municipal Property, Services and Other Resources</u>

Members of Council or staff shall not use for personal purposes any municipal property, equipment, supplies or services of consequence other than for purposes connected with the discharge of municipal duties or associated community activities of which Town Council has been advised.

No member of Council or staff shall obtain financial gain from the use of municipally developed intellectual property, computer programs, technological innovations or other patentable items, while employed by the Town, or an elected official or thereafter. All such property remains the exclusive property of the Town of Minto.

8.0 <u>Work of a Political or Personal Nature</u>

No member of Council or staff shall:

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- 1. Use municipal facilities, services, or property for his or her re-election campaign use unless in accordance with township procedures and fee schedules.
- 2. Deploy resources or use the services of municipal employees for his or her re-election campaign, during hours in which the employees are in the paid employment of the municipality.
- 3. Use municipal facilities, services or property for his or her personal or business use unless in accordance with Town procedures and fee schedules.
- 4. Use the services of any municipal employees for his or her personal or personal-business during the hours in which the employees are in the paid employment of the municipality.

9.0 <u>Current and Prospective Employment</u>

No member shall allow the prospect of his or her future employment by a person or entity to detrimentally affect the performance of his or her duties to the municipality.

10.0 <u>Municipal Technologies</u>

Members of Council and staff shall comply with the Town Policy respecting computer, e-mail, smart phone and internet use. The Town of Minto is the sole owner of all municipal hardware, software and licencing, and reserves the right to examine all files, e-mail directories and other information stored on Town computers, tapes and disks. Software is normally copyrighted, and no individual may copy or distribute the software unless expressly permitted to do so under the applicable licence.

11.0 Expenses

Staff and Members of Council shall comply with the Human Resources Policies and/or the Council Remuneration By-law respecting Compensation/Mileage Allowance, Conferences, Conventions, Seminars, Training Courses and Workshops. In general staff and members of Council shall recognize that public funds for such activities may be subject to detailed scrutiny and as such restraint shall be applied with respect to the limits available for certain expenses.

12.0 Role of Staff

The Council directs the business of the municipality and passes by-laws, or resolutions as appropriate, for decisions adopted by Council. Council has delegated responsibility to the Chief Administrative Officer and Clerk for the administration of the affairs of the municipality in accordance with the by-laws adopted. This means that under the direction of the CAO Clerk, staff has the responsibility and the authority to provide consultation, advice and recommendations to Council and to implement Council approved policy.

Accordingly, staff establishes proper administrative policies, systems, structures and internal controls to implement the goals and objectives of Council, and manage implementation with resources provided at budget. Council shall receive high quality advice from staff based on political neutrality and objectivity irrespective of party politics, the loyalties of persons in power, or their personal opinions.

Members of Council shall be respectful of the fact that staff work for the municipality as a body corporate and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence from any member or members of Council.

Code of Conduct, Integrity Commissioner, Complaints Policy, Municipal Ombudsman

Council further understands that staff carry out directions of Council and administer the policies of the municipality, and are required to do so without any undue influence from any member or members of Council.

Staff understand that Councillors are elected by the public to represent their interests and as such shall not attempt to unduly influence any decision of Council except by providing clear, impartial recommendations through reports that are considered in open meetings by Council, and once a decision is made staff shall proceed to implement that decision so long as it is lawful and responsible to do so whether or not the Council's decision is consistent with a staff members own point of view.

13.0 <u>Harassment or Bullying (Psychological Harassment)</u>

Harassment of any member of staff or council or any person associated with the business of the Town is misconduct. It is the policy of the Town that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment.

Harassment may be defined as any behaviour *I* activity by any person that is directed at or is offensive to another person on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, handicap, sexual orientation, marital status, or family status and any other grounds under the provisions of the <u>Ontario Human Rights Code.</u>

Bullying (ongoing health or career-endangering mistreatment) of any member of staff or council or any person associated with the business of the Town is misconduct. Physical violence, bullying or psychological abuse including verbal and strategic insults are intended to prevent targets from performing their roles will not be tolerated.

All parties shall comply with the Town's Policy respecting workplace, violence and harassment.

14.0 <u>Employment of Relatives (Nepotism)</u>

Members of Council and staff shall comply with the provisions of the Town's hiring policy as it pertains to hiring relatives. While it is understood in a community the size of Minto that family relationships cannot always be avoided, everyone shall conduct themselves with a view to being as fair and transparent as possible. In general it would not be appropriate for the C.A.O. or Department Head of the municipality to be an immediate relative of a Member of Council, nor would the C.A.O. employ an immediate relative as a Department Head or supervisor. It is possible that relatives may end up working at the Town, but where possible having immediate relatives in a supervisor/employee relationship or in the same Department shall be avoided.

An immediate relative shall be defined as a parent, spouse, children, sister, brother, sisterin-law, brother-in-law, father-in-law, mother-in-law as well as step-relationships. Spouse shall mean the person to whom a person of the opposite or same sex is married or with whom the person is living in a conjugal relationship outside marriage.

15.0 Filing a Complaint

Any member of the public, media, staff member or member of Council may file a complaint in writing with the C.A.O. Clerk or Deputy Clerk that there has been a potential violation of this policy. The complaint shall refer to the section(s) of this policy that may have been contravened, the individual(s) responsible for the potential violation, and the grounds for which the complaint has been established, and any other relevant evidence in support.

Any complaint filed by any party referred to in this section shall be processed according to the Complaints Policy of the Town of Minto.

Schedule "B" Accessibility and Transparency Policy

1.0 <u>Corporate Values</u>

The Strategic Plan identifies the Vision and Mission for the Town of Minto and confirms transparency with public, media, and customers, high level customer service including a one working day response commitment to email or phone inquiries, and establishing a diversified, accommodating, versatile, well trained workforce with a focus on quality and affordability are important to the municipality's success.

The Town shall be accountable and transparent in all its activities which may be summarized in four key areas:

- 1. Financial Matters
- 2. Internal Governance
- 3. Public Participation and Information Sharing
- 4. Legislative Requirements

2.0 Financial Matters

Minto is open, accountable and transparent to stakeholders in its financial dealings as required under legislation. Below is a list of the policies, practices, procedures and bylaws by which the Town is held accountable and transparent for financial matters:

- a) External audit
- b) Financial statements
- c) Fiscal Accountability Policy
- d) Long term financial planning
- e) Asset management, including Tangible Capital Assets Plan
- f) Municipal Performance Measures Program (MPMP)
- g) Compliance with Public Service Accounting Board (PSAB) 3150 standards
- h) Annual Budget including Business Plans by Service
- i) Purchasing and procurement Policy
- j) Sale of Lands By-law and Policy
- k) Donation requests Policy
- I) Investment Policy
- m) Development Charges Study and Bylaw
- n) Fees and charges approvals by bylaw or resolution
- o) Leasing Policy

Implementation of open, accountable and transparent financial policies shall rest with Council, the Chair of Finance Committee, C.A.O. Clerk, Treasurer and Department Head responsible for the respective business areas of the municipality.

3.0 Internal Governance

Minto's administrative practices ensure specific accountability on the part of its employees through the following initiatives:

- a) Strategic Plan
- b) Budget Business Plans
- c) Human Resource Policies employees
- d) Code of Conduct
- e) Information Technology and smart phone usage policy
- f) Computer, internet, email, telephone and facsimile use policy

- g) Conference and Convention policies for Council and staff
- h) Delegation of powers and duties of council policy
- i) Workplace Violence and Harassment policy
- j) Hiring procedures including hiring of relatives policy
- k) Hiring procedure policy

The C.A.O. Clerk shall be responsible for ensuring administrative practices and procedures recognize Council's commitment to accountability and transparency, as outlined in the various policies of the Town.

4.0 <u>Public Participation and Information Sharing</u>

The Town certifies that it is open and accountable to its stakeholders by ensuring that with few exceptions all of its meetings are held in open, publically accessible locations according to pre-approved schedule so that members of the community have an opportunity to attend and participate in meetings.

Council meetings shall be conducted according to the Procedural By-law of the Town, and no meeting shall be closed to the public unless one of the statutory reasons for a closed session applies. If a closed meeting is needed the general reason for the session will be disclosed on the agenda in open including specific information on the issue to be discussed. Following the closed session any required resolutions shall be read into the record for consideration in open Council. Open Council meetings will be recorded on YouTube and made available on the Town's website. Rebroadcast of these meetings by local cable companies is to be encouraged.

Committees of Council are discouraged from going into closed session, especially on an impromptu basis during a regularly scheduled open meeting. If a Committee of Council requires a closed session it should be scheduled for the next available open committee meeting and ensure the statutory reason for the closed session is disclosed along with the general reason or topic of discussion. The Committee should not pass resolutions in closed and must report any recommendations to Council in open session.

Council agendas and reports shall be provided on the Town website a minimum of 24 hours prior to a meeting wherever possible. Accessible formats for agendas are available upon request. Committees of Council shall be encouraged to provide agendas and reports on the Town website in advance of meetings. The Escribe software shall be used to produce Council and Committee meeting agendas and minutes wherever possible.

Members of the public can attend all meetings and request a delegation at a subsequent meeting to make comments regarding a specific issue. Comments received in writing regarding specific items at meetings shall be provided to Council as correspondence. In addition, the Town has adopted policies which ensure that participation by the public can be meaningful and effective, through timely disclosure of information by various means including print media, websites, social media and the following:

- a) Procedure bylaw for council and committees
- b) Public notice policy
- c) Closed meeting investigations policy and appointment of closed meeting investigator
- d) Proclamation policy
- e) Accountability and transparency policy

- f) Delegation of powers and duties of council policy
- g) Records retention bylaw
- h) Planning processes
- i) Publication of agendas, reports and minutes on website
- j) Publication of commonly referenced bylaws on the Municipal website
- k) Publication of municipal information on the Municipal website
- I) Communication via social media in accordance with Town social media policy
- m) Ad mail/Regular Mail

The C.A.O. Clerk, Deputy Clerk and respective Department Heads shall be required to ensure public participation and information sharing is supported and encouraged within all aspects of municipal operations.

5.0 Legislative Requirements

Minto is accountable and transparent to its stakeholders by fulfilling its legislated responsibilities and through disclosure of information. The following are some of the provincial statutes that govern how the Municipality conducts its business in a public, accountable and transparent manner:

- a) Municipal Act, 2001
- b) Building Code Act
- c) Cemeteries Act
- d) Fire Prevention and Protection Act
- e) Municipal Elections Act
- f) Emergency Management and Civil Protection Act
- g) Municipal Conflict of Interest Act
- h) Occupational Health and Safety Act
- i) Planning Act
- j) Municipal Freedom of Information and Protection of Privacy Act
- k) Public Salary Disclosure Act
- I) Safe Drinking Water Act
- m) Provincial Offenses Act

Although the list of policies, practices, procedures, bylaws and referenced legislation in this Policy are not complete Council is committed to being accountable and transparent to its stakeholders in every aspect of its operations.

6.0 <u>Communicating Financial, Governance, Public Participation, Legislative</u> <u>Requirements and Other Information</u>

The Town shall use all reasonable means to communicate with the public including but not limited to the following:

- a) Fully Integrated and Accessible Website
- b) Social Media (Facebook, Twitter, YouTube)
- c) Email, Email Blasts or Integrated Email communication systems
- d) Regular Council and Committee of the Whole Meetings
- e) Rebroadcast of Council meeting on local cable where applicable
- f) Standing Committee Meetings including volunteer appointments
- g) Public Meetings, Open Houses and Information sessions legislated or otherwise
- h) Downtown or Farmer's Market Committee
- i) Launchlt Minto
- j) Public Information Sessions

k) Education Sessions

I) Special Events and Openings

This list of communication tools is not comprehensive and is subject to change as technology and platforms evolve. As a rule, tools, technology and platforms selected shall increase communication, grow audience and reach more people of all ages and abilities wherever possible keeping in mind the financial limitations of the municipality.

Methods that reach the maximum number of people at the most reasonable cost shall be favoured. The Town will be responsive and accommodating to the needs of persons of all abilities when requested.

7.0 Performance Measures and Reporting

The Town is accountable to ratepayers, businesses and the Province through resultsorientated tools to measure progress on performance and the achievement of corporate service standards and goals.

The primary performance measurement tool is the legislated performance measurement program in which indicators are published on the Town website as per provincial standards.

A second performance measurement tool will be the Budget Business Plans which will contain information on the cost, benefit and performance of major service areas. These will be presented annually at budget and made available on the Town website.

The Town Strategic Plan shall be a third performance measurement tool including review and monitoring provisions that access compatibility every two years and public reconsideration every five years.

Performance of Council will be measured every four years at elections. Staff performance shall be monitored annually through administrative procedures.

8.0 Filing a Complaint

Any member of the public, media, staff member or member of Council may file a complaint in writing with the C.A.O. Clerk or Deputy Clerk that there has been a potential violation of this policy. The complaint shall refer to the section(s) of this policy that may have been contravened, the individual(s) responsible for the potential violation, and the grounds for which the complaint has been established, and any other relevant evidence in support. Any complaint filed by any party referred to in this section shall be processed according to the Complaints Policy of the Town of Minto.

Schedule "C" Fiscal Accountability Policy

1.0 <u>Financial Statement</u>

Minto shall manage funds collected through user fees and taxation in a responsible manner that demonstrates good stewardship of public funds and value for money in municipal operations. Water and sewer user fees shall be used only for sustaining the short and long term operation of these systems. Funds raised by property tax shall not subsidize water or sewer utilities in any way.

2.0 <u>Responsibility</u>

- a) The Treasurer is responsible for the financial affairs of the municipality, ensures investments meet applicable regulations, and shall post all accounts as prescribed in the Municipal Act.
- b) The C.A.O. Clerk is responsible for the general control and management of funds allocated to municipal operations through the various Departments.
- c) Council shall ensure the financial integrity of the municipality is maintained and policies, practices and procedures are in place to ensure the accountability of itself and the senior management team.
- d) All representatives of the Town of Minto shall comply with the Code of Conduct and Accessibility and Transparency Policy as it applies to the finances of the municipality.
- e) The Town Auditor shall report on the annual financial position of the municipality according to applicable legislation.

3.0 Spending Principles

The Town of Minto shall apply short and long term budgeting tools, financial plans and asset management practices to support services, operations and infrastructure in a balanced and sustainable fashion with a view to bringing forward low to moderate user fee, rate and property tax increases that respect ratepayers ability to pay.

Until the Town's identified infrastructure deficit is addressed, major savings and increases shall be directed wherever possible into the Town's capital plan.

The Town shall show value for money by focusing spending on three key areas:

- a) Maintaining tangible capital assets (water, sewer, roads, facilities, parks etc.) in the short and long term.
- b) Sustaining operations in the areas of public works, treasury, recreation, economic development, facilities, building and by-law, and fire protection according to community and legislated standards of quality.
- c) Retaining, attracting, training and developing quality representatives (staff, Council, volunteers) with compensation, remuneration and recognition practices consistent with the median or middle of comparators.

4.0 Annual Budget and Quarterly Reporting

The Annual Budget shall be the primary vehicle the Town shall use to exhibit value for money and otherwise demonstrate fiscal accountability.

Council shall consider the Annual Budget in meetings open to the public that are video recorded for posting on the Town website and rebroadcast by local cable companies.

Staff shall assist Council in making decisions around the annual budget by providing a budget document that contains business plans for each strategic service for the Town followed by back up accounting information showing previous year budget and actual amounts. Business plans for each service shall include the following:

- a) Strategic Actions supporting the Service
- b) Staff allocation and accountability
- c) Previous year budget, statement of proposed cost increases and/or savings
- d) Reasons for budget overages, if any
- e) Five year budget estimates and identification of key issues
- f) Performance Measures of service level
- g) Recommendation

The information in the Budget Document including business plans for each service shall be made available on the Town website and in alternate accessible formats if requested prior to budget deliberations.

Council may consider its operating and capital budgets in the same meeting or have each considered separately so long as both meetings are open, accessible and transparent and recorded on YouTube for rebroadcast. When considering capital budget, Council shall rely on the contents of its asset management plans, five year projected needs, available grant programs and the capacity of the Town to complete capital works.

Council shall provide an opportunity for public comments to be providing by email, in writing or other method and shall hold no less than one public open house or public meeting for which notice is given prior to adopting the budget.

Department Heads shall be responsible for implementing the approved budget. The Treasurer shall provide no less than two reports which outline performance by quarter including any required recommendations to limit the possibility of exceeding budget.

5.0 Investments and Borrowing

The Town shall make all efforts to sustain sufficient reserves to cover two years of operations or twice the annual tax supported budget, and to ensure total annual borrowing is less than total annual reserves.

Reserves will be accumulated through various methods such as contributions from operations, development charges, user fees and donations. Reserves can be dedicated or discretionary and shall only be used accordingly and in compliance with applicable legislation.

Investments shall be made according to the Town's Investment Policy as approved from time to time, and at all times comply with applicable legislation. The Town shall favour low risk long term investments over those of high risk and high return.

Borrowing shall be directed almost exclusively to match or augment Federal or Provincial infrastructure grant programs for replacing, improving or extending the life of the Town's tangible capital assets. Borrowing shall be discouraged simply to sustain operations.

6.0 <u>Expenditure Control</u>

Code of Conduct, Integrity Commissioner, Complaints Policy, Municipal Ombudsman

Department Heads shall ensure approved funds are spent primarily in the budget areas where they are allocated. No spending over a budgeted amount shall be permitted without approval which may be given by the Treasurer and C.A.O. Clerk for minor overages where there is an offsetting under expenditure in the same departmental area.

Individual accounts shall be reported as overspent or underspent as the case may be so that there is an accurate budget to actual figure to help prepare the Annual Budget. The Treasurer shall implement a purchase order system to assist with controlling expenditures within budget.

The Town's Procurement By-law and purchasing policies shall be used to ensure value for money is received for vehicles, equipment, goods and services acquired by the Town. The Procurement process shall encourage competitive bidding with comparisons having regard to quality, proven performance, maintenance cost, proximity of servicing, and similar judgements used to determine value.

Expenses for Councillors and staff conferences, training and similar shall be subject to the provisions of the Code of Conduct bearing in mind the need for restraint and recognition of the source of funds for is not unlimited.

7.0 Adjudication

Members of Council and staff are accountable to the public for the spending associated with the Town.

In addition to reporting annual Council expenses and salary disclosures required by law, the Treasurer shall accommodate reasonable requests for information on expenditures by providing monthly reports on accounts in open Council for approval. Along with the accounts a verbal explanation of major expenditures shall be provided by the Treasurer.

Where a member of the public has a question about Town expenditures or a specific account the Treasurer shall provide the information so long as it is legally and reasonably available keeping in mind the requirements of the Municipal Freedom of Information and Privacy Act.

The Treasurer may request a member of the public make a request for information through the Finance Committee and/or Council where there are multiple requests that require time for investigation, or if the matter simply cannot wait until budget deliberations.

The Town may wish to extend the responsibilities of its auditor or engage legal counsel to assist in responding to such information requests or if an independent perspective is required. Such appointments shall be made under the Municipal Act of Ontario.

8.0 <u>Filing a Complaint</u>

Any member of the public, media, staff member or member of Council may file a complaint in writing with the C.A.O. Clerk or Deputy Clerk that there has been a potential violation of this policy. The complaint shall refer to the section(s) of this policy that may have been contravened, the individual(s) responsible for the potential violation, and the grounds for which the complaint has been established, and any other relevant evidence in support. Any complaint filed by any party referred to in this section shall be processed according to the Complaints Policy of the Town of Minto.

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TOWN OF MINTODATE:March 15, 2016REPORT TO:Mayor and CouncilFROM:Gordon Duff, TreasurerSUBJECT:Approval of Accounts

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

The following is a summary of accounts by Department paid for March 15, 2016:

Administration People & Property Health & Safety Health Services	\$ 1,666,835.11 3,698.58
Building	602.36
-	
Economic Development	1,465.30
Incubator	1,660.90
Tourism	740.15
Fire	94,348.67
Drains	175.00
Roads	256,285.14
Cemetery	
Streetlights	
Waste Water	21,300.58
Water	28,563.28
Minto in Bloom	
Recreation	3,974.45
Clifford	12,538.55
Harriston	21,103.83
Palmerston	16,821.54
Norgan	5,077.35

\$ 2,135,190.79

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 March 15, 2016, regarding Approval of Accounts, and approves the Town of Minto accounts by Department for January, February, and March 2016.

Gordon Duff, Treasurer



TOWN OF MINTODATE:March 16, 2015REPORT TO:Mayor and CouncilFROM:Gordon Duff, TreasurerSUBJECT:Budget Impacts per Reg 284/09

STRATEGIC PLAN:

5.6 Analyze, prioritize and evaluate major capital projects from a cost-benefit perspective to determine fiscally feasibility. Comply with Provincial Asset Management Plan rules and accepted practices for small rural municipalities.

BACKGROUND:

The Province of Ontario has enacted new legislation regarding the adoption of budgets for 2010 and subsequent years. Regulation 284/09 allows a municipality to exclude from their estimated expenses costs related to amortization expense, post-employment benefits, and solid waste landfill closure and post-closure expenses. However, the regulation does require that the municipality report on the impact of these excluded costs. The regulation requires that the report contain information regarding an estimate of the change in the accumulated surplus of the municipality to the end of the year resulting from the exclusion of any of those expenses and the estimated impact of the exclusions on future tangible capital asset funding requirements.

The Town of Minto continues to prepare budgets on a modified accrual basis. The tax rate is based on annual cash requirements and therefore does not include the PSAB requirements around accrual accounting and accounting for "non-financial assets and liabilities."

COMMENTS:

For the year 2015, the Town of Minto has a post-employment benefit liability of approximately \$49,800 and it had no anticipated landfill closure costs. The Town of Minto developed its 2016 budget excluding amortization expenses. Based on 2015 amounts, amortization for 2016 is expected to be about \$2,750,000. This figure includes approximately \$1,010,000 in estimated amortization of water and wastewater tangible capital assets. The amount of proposed capital expenditures measured in the traditional way contained in the draft 2016 budget is approximately \$7,300,700. The Town of Minto calculated its 2016 operating and capital budgets on a traditional basis which included cash required to make principal payments on long-term debt and pay for the acquisition of tangible capital assets. The Town also continued to finance its water and wastewater utilities on a full cost recovery basis. Therefore, the budget is prepared in order to calculate the tax levy for the year in order to fund all activities of the municipality excluding water and wastewater operations.

In effect, the Reserve and Capital Funds no longer exist for accounting purposes. Transfers between the Operating, Reserve and Capital Funds are all eliminated in order to prepare the annual audited financial statements. Contributions of \$1,908,634 to the Reserve Fund will not be recognized as an expense nor will capital purchases of \$7,300,700 or principal debt payments of \$965,000 be treated as an expense for accounting purposes. Conversely, transfers from the Reserve Fund to the operating and Capital funds totaling \$2,156,334 will also not be recognized.

FINANCIAL CONSIDERATIONS:

While there are no direct financial implications associated with this report, the information contained herein will be reflected in the 2015 and 2016 annual audited financial statements.

RECOMMENDATION:

That Council receives and approves the report dated March 17, 2016 from the Treasurer regarding Budget Impacts per Reg 284/09.

Gordon Duff Treasurer



TOWN OF MINTODATE:March 17, 2016REPORT TO:Mayor and CouncilFROM:Gordon Duff, TreasurerSUBJECT:Budget Adoption

STRATEGIC PLAN:

5.1 Actively seek out Federal and Provincial grants and revenue-sharing programs, and promote sustainable and equitable funding programs that require a minimal amount of reporting and promote local autonomy.

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

5.8 Ensure operations, facilities and programs operate efficiently and effectively through a business plan process implemented at budget.

BACKGROUND:

Council and staff held budget meetings November 24th, 2015 and January 19th, 2016. These meetings were open to the public, recorded and posted on the Town website, and shown on local cable television. Budget binders used by Council have been available for public review during office hours and the Budget Summary Report and Budget Presentation has been available on-line. A public open house was held March 15th 2016.

It is a continuing challenge to provide a high standard of service at an affordable cost and invest in infrastructure, even with several grant applications. There is a large pending grant application which if not successful will require amendments to the capital budget. Through the use of reserves and the assistance of Provincial capital funding programs, the Town of Minto has been able to increase its level of investment in capital infrastructure in the 2016 budget. There will be approximately \$760,000 in net new borrowing in the current fiscal year.

COMMENTS:

The proposed levy increase will result in an approximate 4.9% increase for a typical residential property for local purposes only. If the County of Wellington makes any changes to tax ratios and other tax policies, this figure could be slightly adjusted. Residential education tax rates have not been set by the Province of Ontario at this time. If County projected tax rates do not change, and education rates do not change, the overall increase for a typical single family home will be approximately 2.9% or \$84.

Metered water and sewer fees have been implemented and the initial results reviewed. Certain adjustments are being made to ensure compliance with the objective of cost recovery as outlined in the updated Water and Wastewater Financial Plan dated November 20, 2015. As noted on the attached schedule, Reserves and Reserve Funds are expected to decrease by approximately \$250,000. Transfers from reserves to fund capital projects are budgeted to be more than the transfers into reserves from the operating budget and other sources in 2016.

The Town has been fortunate to receive funding under the Ontario Municipal Partnership which will be used to support core services. The Town has received funds or approvals under such programs as Federal Gas Tax Rebates, Small Communities Fund and the Ontario Community Infrastructure Fund. This revenue is used to assist with the cost of road construction, bridge replacements as well as water and sewer upgrades. This budget includes certain projects such as design work on the Clifford Connecting Link for which grant funding applications have been submitted but not yet reviewed. Depending upon the success of these applications, the proposed projects may or may not proceed.

The Town continues to meet the goals set out in several initiatives mandated by the Province including Green Energy Conservation Plans, Asset Management Plans and Accessibility Plans. The work required to expand and improve the Asset Management Plan as required by the new Federal Gas Tax Agreement has commenced.

FINANCIAL CONSIDERATIONS:

The adoption of the Budget gives authority to the expenditures for the year.

RECOMMENDATION:

The Council of the Town of Minto accepts the Treasurer's report dated March 17th, 2016 and considers the passage of the related Budget By-law in Regular Session.

Gordon Duff Treasurer



TOWN OF MINTODATE:March 23, 2016REPORT TO:Mayor and CouncilFROM:Bill White, C.A.O. Clerk, Gordon Duff Treasurer, Brian
Hansen, Public Works DirectorSUBJECT:Consulting Engineering Services RFP 2016-05

STRATEGIC PLAN

- 5.7 Adopt and maintain fair and transparent procurement policies and by-laws to ensure the Town receives competitive pricing on tenders and proposals, and that local business has equal opportunity to submit bids.
- 9.1 Establish and maintain streamlined planning approval processes that use innovative and cost effective tools to protect Town and public interest and ensure development proceeds quickly and affordably.
- 11.0 Maintain and enhance infrastructure to protect public health and safety, prevent property damage, maintain high quality of life, and effectively manage financial resources to ensure Minto is an attractive and viable community for family living and business investment.

BACKGROUND

At the December 15, 2015 Council meeting staff reported on Town engineering consulting services provided by several different engineering firms. Work has been allocated based on historical involvement and re-allocated as needs and firms evolved. Council agreed to proceed to proposals for consulting engineering work in the following areas:

- 1. Capital project design, review, tendering, project management, approvals assistance with grant applications
- 2. Plan review, evaluation and comment including any meetings with Council
- 3. Waste water treatment facility operation; sewage collection system maintenance
- 4. Water treatment plant operation (Minto Pines, Palmerston, Harriston, Clifford) and water distribution system maintenance.
- 5. Rural road, culvert and bridge maintenance and design as needed.
- 6. Drainage Act pertaining to municipal drains. Storm Water Management
- 7. Facilitating and/or completing of annual bridge and culvert inspections and roads needs study as per MTO Criteria.
- 8. Other duties as may be needed from time to time including structural engineering, qualified persons contaminated sites, traffic, and similar more specialized services.

The RFP was emailed February 26 to eight firms that had worked for or with the Town in the last five years, placed on the Town website and advertised in the Wellington Advertiser. Eleven firms submitted proposals as follows:

BM Ross,	Mount Forest/Goderich	GSS	Owen Sound
GM Blue Plan	Listowel	IBI	Waterloo
Triton Engineering	Harriston/Elora	WSP	Hanover
KSmart	Kitchener	CIMA	Kitchener
J.L. Richards	Guelph	SBM	Arva/Waterloo
R.J. Burnside	Guelph		

Consulting Engineering Services

A "two envelope" proposal was used. Envelope #1 contained the Firm's Background, Primary Contact Qualifications, Team Member Expertise, and the Methodology of Approach to the work. This represented 70% of the scoring criteria. Envelope #2 contained the Firm's pricing and was only opened for firms that scored over 50% under envelope #1.

March 23 proposals were reviewed by a team consisting of the Deputy Mayor, Water Foreman, Public Works Director, CBO, Treasurer and Public Works Director. Firms were scored based on the criteria below:

a)	Firm Capability, Experience, Qualifications, Proximity	10%
b)	Primary Contact Capability, Experience, Qualifications, Style	20%
C)	Team Members Capability, Experience, Qualifications, Aptitude	10%
d)	Methodology and Approach	<u>30%</u>
		70%

Of the eleven proposals received 10 scored high enough to warrant opening envelope #2. A spreadsheet was prepared summarizing the five year average hourly rate for each of eight services areas, an overall average hourly rate of each consultant and a five year average hourly rate for all consultants in all areas. The average hourly rate for all consultants in all areas was \$119.96.

The consultants that provided average hourly rates for all services below \$119.96/hour were Triton Engineering, GM BluePlan, KSmart, J.L. Richards, GSS and WSP. Firms were also asked to identify disbursements or surcharges that would be in addition to their hourly rates. These amounts had to be identified so the Town understood the full cost of the service offered by each consultant and the following was noted:

- 1. Triton Engineering was the only firm with no disbursements above their hourly rate.
- 2. GM Blue Plan disbursements for mileage, equipment and other (cost plus 10%)
- 3. KSmart disbursements for mileage, copies and others as incurred.
- 4. JL Richards disbursement 5% on labour
- 5. GSS disbursements for mileage, and 2.5% of fees
- 6. WSP disbursements for mileage, copies and other equipment

Considering hourly rates quoted plus disbursements each costing proposal was scored based on the following system outlined in the RFP:

0 points for 15% or more above five year average rate

7.5 points for 5% to 15% above five year average rate

15 points for meeting the five year average rate +- 5%

22.5 points for 5% to 15% below the five year average rate

30 points for greater than 15% below the five year average rate

The RFP allowed the proposal award to be split by community or by service, but the intent is to reduce the number of consultants to one or two if possible.

COMMENTS:

Engineering services directly impact cost and time of internal projects (road reconstruction and servicing) and external development (subdivision and site plan approvals). During review of the proposals the Committee scored firms that demonstrated values such as high level customer service; response commitment, diversified, accommodating, versatile, well trained workforce, and focus on quality and affordability. Staff is confident all the firms that submitted can provide consulting services the Town needs from a technical standpoint

The municipal review team is pleased that 11 firms were interested in working for the Town including several firms that have done work for Minto over the years. When averages of hourly rates of all firms fall within \$30 of each other, staff believes the proposal call was fair and allowed a full evaluation. It is difficult to assess the impact of disbursements on the overall cost of the proposal, but a mileage cost for example can add considerably over five years especially for firms coming from Kitchener, Owen Sound, or Guelph. With no disbursement costs the Triton proposal stands out from a cost perspective

Considering qualifications all the primary contacts, their support teams as well as overall methodology and approach, the municipal review team believes the Triton Engineering proposal provides the best overall value to the Town, and most likely the lowest cost as their "all in" hourly rate is still below average. Their main contact is Paul Ziegler lives in Minto. The municipal review team recommends all eight areas of work be awarded, and that Triton find a "sub" consulting firm to provide the work required under the Drainage Act. This specialized work is currently provided by Dietrich Engineering. Triton will need to speak to B.M. Ross who has proprietary ownership of the "Find-It" mapping system. Staff is confident a working relationship can continue in that area.

FINANCIAL CONSIDERATIONS:

The amount spent on consulting engineering is proportional to the amount of capital work needed in the Town. Since 2008 Town engineering expenses ranged between \$280,000 and \$600,000 per year for all services including Drainage Act work. Revenue from development applications, grants, and drain assessments offsets some of the cost. This competitive process will help with cost control and increase service compatibility.

RECOMMENDATION:

THAT Council receives the report from the C.A.O. Clerk, Treasurer and Public Works Director dated March 24, 2016 regarding Consulting Engineering Services RFP 2016-05, and that the proposal call be awarded to Triton Engineering Services Limited subject to a final agreement coming forward to Council for final approval with a five year term and 90 day cancellation clause.

Bill White C.A.O. Clerk Gordon Duff Treasurer

Brian Hansen Public Works Director

The Corporation of the Town of Minto By-law No. 2016-17

for the purpose of Appointing Annilene McRobb as Deputy Clerk

WHEREAS the Municipal Act R.S.O. 2001, c. 25 Section 228(2) provides that every municipality may appoint a Deputy Clerk who shall have the duties and powers of the Clerk in his/her absence,

AND WHEREAS it is the intention of the Council of the Town of Minto to appoint Annilene McRobb as Deputy Clerk;

AND WHEREAS the Council of the Corporation of the Town of Minto enacts as follows:

1. That Annilene McRobb is hereby appointed Deputy Clerk of the Corporation of the Town of Minto effective March 1, 2016,

2. That all By-Laws or parts thereof, and all or any Resolutions of Council contrary thereto, or inconsistent herewith, be and the same are hereby repealed.

This By-law shall come into full force and effect upon final passing thereof.

Read a first, second, third and finally passed in open Council this 29th day of March, 2016.

Mayor George A. Bridge

C.A.O. Clerk Bill White

The Corporation of the Town of Minto By-law No. 2016-18

to authorize the Mayor and CAO Clerk to execute an Agreement between the Corporation of the Town of Minto and Pepsico Beverages Canada

WHEREAS Section 9 of the Municipal Act, S.O. 2001, as amended, provides that a municipality 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 Section 5 (3) of the Municipal Act, S.O. 2001, as amended, provides that municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS The Corporation of the Town of Minto wish to enter into an agreement with Pepsico Beverages Canada pursuant to the terms and conditions of the attached Schedule "A" Agreement;

NOW THEREFORE the Parties agree as follows:

- 1. That the Mayor and C.A.O. Clerk are hereby authorized to sign and execute the Beverage Agreement attached hereto as Schedule "A".
- 2. That this By-law shall come into force and take effect on the date of final passing thereof.

Read a first, second, third time and passed in open Council this 29th day of March, 2016.

Mayor George A. Bridge

C.A.O. Clerk Bill White



	Custome	er information	RAN MUNICIPAL DIS	(Required)
Name of Business: (MB) TOWN OF	MINTO	Cust	omer E-mail:	(·····································
			Number(s):	
Primary Contact:		(include	all numbers)	See Schedule B
Address: 5941 HWY 89				
City: HARRISTON			Dhama	0-11-11
State: ON				Cell #:
Zip: N0G 1Z0 PBC Informa	ition	Busi	ness Owner:	greement Term
PBC Location(s): OWEN SND ON				
Created By: Nicole Walton	Route #:		Agreement Sta	art Date: 2/1/2016
PBC Market Unit: ONTARIO MU C\$	Phone #		-	nd Date: 1/31/2021
Sales Method: (check one) 🔲 Pepsi Direct	Pre-Sell (Route #)		-	
		d Specify, as application	a second second second second second	
PBC Agrees	To:		Card State State State State State	mer Agrees To:
Loan at no charge (except where prohib PBC shall charge the minimum legal rer				Term (Check box if applicable) s Agreement shall commence on the Agreement Start
as necessary coolers, fountain or other			Date listed abov	ve, and end on the later of (1) the Agreement End Date
be placed and operated pursuant to the	terms and conditions of this			(2) the date on which Customer purchases from PBC Sallons/Cases for sale in the Outlets ("Termination
Agreement (as specified on reverse side	,		Volume"), EXCLUSIVE -	Customer agrees to exclusively serve the Products
Initial Equipment Placement shall be as Coolers: One-Door Two-Door Three		x	indicated below	at the Customer's Outlet. The Products shall be the of their respective types sold, dispensed or otherwise
Counter-top Energy	e-D00		made available	or in any way advertised, displayed, represented or
	guns (button)		NON-EXCLUSI	in connection with the Customer's Outlet. VE – Customer agrees to grant PBC the right to have its
Other (Specify):			Products sold, of displayed, repre	dispensed or otherwise made available, and advertised, esented or promoted at or in connection with the
PBC shall provide, at no charge to the C prohibited by law), periodic maintenance	Customer (except where		Customer's Out	let. Notwithstanding the foregoing, if PBC has provided output in the foregoing output and the serve PBC's
X prohibited by law), periodic maintenance repairs to all Equipment loaned to Custo			postmix Produc	ts exclusively at its Outlet
Agreement.			Location(s) indi	er agrees to purchase all Products directly from the PBC cated above, and sell only those Products purchased
PBC shall make available for purchase cups and CO ₂ ("Ancillary Products") at p		X		the Equipment provided to the Customer by PBC I not stock any non-PBC Products (food or
(Based on availability)	inces as determined by 1 be.		beverages) in	Equipment (whether coolers or fountain equipment). UPUT – In order to qualify for applicable Equipment,
For additional local PBC Field input:			Customer shall	purchase a minimum annual average of Cases per
		X	(minimum requi	poler and Gallons per each fountain dispensing unit rement may exclude bar guns at PBC's discretion) at
		X	the Outlet REQUIRED PR	ODUCTS. Purchase, stock and distribute at least each
		^	of the Products	(as specified below) at all times during the Term.
		Pogu	and Dookoo	ing for this Assessment
		Fountain Postmix/B		es for this Agreement: ml 2 Liter Cans 547 ml
AGREED TO AND ACCEPTED BY:		Fountain Premix/Ta	nks (Limited Mad	ket Availability) Cups CO2
For PepsiCo Beverages Canada				
		X Other : 50ml Dole	Ocean Spray	
		EQUNTAIN/POSTM		PEMENTS: (Must carey minimum of Six)
				REMENTS: (Must carry minimum of Six)
Signature:	Date:	Pepsi Dt Pepsi	7UP	Mountain Dew Brisk Tea
		Mug Dr Peppe Clamato Orange J		Lemonade
Print Name:	Title:			
For Customer				[S: Must Check One Level
		(All shall be	1	s unless otherwise indicated)
Signature:	Date:			st Purchase Pepsi, Dt Pepsi, 7UP, Brisk Tea, ntain Dew plus any TWO additional skus from
Print Name	Title		Gold: Must Pu	irchase SIX skus from brands below:
-		X	Silver: Silver:	Must Purchase FOUR skus from brands below:
		Aquafina Pepsi M	lax Gatorade	Diet Mountain Dew Brisk Tea 7UP G2 Lipton Iced Tea Dole Crush Dr 05ml AMP Energy Rockstar Pure Leaf
		X		h the Terms of this Agreement
		^	10-27	



		1 22A. 2	Custome	erl	Information	A Carolian	Mine to a			出た
	Name of Business:	(MD) TOWNLOF MINTO			Customer E-ma	i0:-				(Required)
	Primary Contact:	(MB) TOWN OF MINTO		-	COF Number(
				_	(include all number	rs) See Schee	dule B			
	Address:	5941 HWY 89		_						
	City:	HARRISTON						0.11.41		
	State:	ON		-	Business Phon Business Own		_	Cell #:		
供言言	Zip Code:	NOG 120 PBC Infor	mation	48	Business Own	2871 24-7	Agreeme	ent Term		- C .
PBC Lo	ocation(s):	OWEN SND ON								
Create	d By:	Nicole Walton	Route #:	_	Agreement Sta	art Date:	2/1/20	16		
PBC M	arket Unit:	ONTARIO MU CS	Phone #		Agræement Er		1/31/2	021		
	1			:WI	ENT OVERVIE	.VV				
X	rented to Custon	ner by PBC ("Equipment	rrent locations of all Equipment loaned or List"), which shall include addresses and		Product	Units Per	Rebate Per	IEDULE A	1	
	at any time upon	numbers Customer sha request Failure to prov	II provide PBC with access to such Equipment ide a complete Equipment List to PBC may			Case/ Gallons Per BIB	Case/Gallon			
	result in:	Removal of Equipm	ent		591 ml Gatorade	12	4.39 4.39			
	Ø	Forfeiture of all fund	ds payable by PBC hereunder		591 ml G2	14	4,33			
X		Development Funds	Upfront as follows: i-Annually: \$ Quarterly: \$							
	De	velopment Funds shall b	e paid for the years 1 - 5 and shall not exceed							
		5000total payments Development Funds	Premiums* as follows:							
11		nnually: \$ Semi-Annu unds Premiums shall be	ally: \$ Quarterly: \$ used for mutually agreed marketing and other							
X	PBC shall accr	ue Rebates* on purchas	resent a cash payment or be cumulative sed Products based on Schedule A:							
^	· · · · · · · · ·	ly Semi-Annually X d in Schedule A under "F								
	***Base	d on 24 units/case unles	s otherwise noted in Schedule A							
X		accrued Rebate amount end, as applicable.	ts within 90 days of the end of PBC's							
	PBC shall pay a	a one-time Signing Bon	us of \$					1		
X	If Customer rec	eives shells and pallets	s from PBC they must be returned				EX	clusions		
	EED TO AND ACCEP es for required approv		ployees only) Please see PepsiCo SOX signatur	re	The following I	Products a	re excluded	from Schedu	le A and will not re	ceive
-	PSICO BEVERAGES					_	any r	ebates		
Pri	nt Name (Accoun	t Owner/FSM):	Signature:							
	4		Title:							
Da	nt Name (FS Fina	ince):	Signature:							
11	in name (i o i ma				Development Fi	unds, Reba	ates, Signi	ng Bonus. A	Il such amounts se	t forth in
Da	te:		Title:		this Agreement s	hall be ear	ned over th	e quarter, yea	ar or term, as applic greement is termina	cable,
Pri	nt Name (DOS):		Signature:		prior to the Agree				greement is termine	100
Da	te:		Title:		Additional Note	s (if neede	ed)			
Pri	int Name (FS Fina	ince Director):	Signature:		-					
					Development Fund	ds Upfront C	comments: E	xclusivity		
Da	te:		Title:							
Pri	int Name (VPFS):		Signature:							
П	te:		Title:		For Customer:					
	int Name (Legal):		Signature:		Print Name			Date:		
	1 3017									
Da			Title:	_	Signature:					
Pri	int Name: (CFO):		Signature:							
Da	te:		Title:							
Pri	int Name: (Presid	ent):	Signature:							
			THE							
Da	ite:		Title:							



COF: 7547782

This sets forth the agreement ("Agreement") between PepsiCo Beverages Canada, a business unit of PepsiCo Canada ULC, ("PBC") and the Customer identified on the front page of this Agreement (the "Customer"), with respect to the purchase of Products,

1. Definitions. As used in this Agreement, the following capitalized terms shall have the respective meanings assigned thereto below

"Agreement Year" shall mean each twelve-month period beginning with the Agreement Start Date, "Beverages" means all carbonated and non-carbonated, non-alcoholic drinks, however dispensed, within the following categories: (i) colas and other flavored carbonated drinks; (ii) fruit juice, fruit juice b. b) Beverages means an carbonated and non-carbonated, non-according to the products (v) hypertonic and hyperball contract and one according and fruit flavoured drinks, (iii) childe confee drinks, (iv) hilled tea products; (v) hypertonic, isotonic and hypotonic drinks (softs drinks and fluid replacements); (vi) energy drinks, (vii) bottled or canned water whether carbonated or still (spring, mineral or purfied), and (viii) any future categories of nonalcoholic beverage products that may be distributed by PBC.
c. "Cases" shall mean the number of cases of bottle/can Products purchased by the Customer from PBC to be delivered in sizes, quantities and types of containers as determined by PBC from time to time, d. "Equipment" shall mean all coolers, fountain and other beverage dispensing equipment loaned or rented to the Customer by PBC during the Term.

"Gallons" shall mean the gallons of postmix Product purchased by the Customer from PBC.

f. "Outlet" shall mean the Customer's outlet located at the address indicated under the Customer information section, and any expansions thereof, including any restaurant, outlet or other facility in the Customer's system that may be opened or acquired by the Customer within PBC's bottling territory during the Term (the "Outlets"). In the event that new Outlets are added during the Term of g. "Products" shall mean Beverage products (including postmix or bottle and can ("B&C") manufactured, sold or distributed by PBC which may be amended by PBC from time to time h. "Term" the term of this Agreement shall be for the period commencing on the Agreement Start Date and expiring on the Agreement End Date or per the "Volume Based Term" as indicated on the front page

of this Agreement, unless sooner terminated or extended as provided for herein. In the event the Termination Volume is not met by the Agreement and the Termination Volume is not as a provided for herein. In the event the Termination Volume is not met by the Agreement and the policin, in its sole and absolute discretion, in its u of termination Volume. Where PBC exercises this right, PBC shall have no for the termination volume. further obligation to Customer in respect of any annual fixed amounts payable hereunder or to provide any additional free product.

2. <u>Consideration</u>. In consideration of the rights granted in this Agreement, and provided the Customer is not in breach of this Agreement, PBC shall provide the Customer the following - if applicable as indicated on the first two pages of this Agreement:

a <u>Equipment</u>, PBC or one of its affiliates shall retain all right title and interest in the Equipment. PBC will make initial delivery of each piece of Equipment to the Customer's designated location. Prior to the delivery of the Equipment, the Customer shall complete and sign an Equipment Move Order ("EMO") or equivalent with an authorized PBC representative, providing the location name and address where the Equipment will be located, PBC shall install the Equipment at Customer's above address with no additional cost to Customer, provided that Customer shall make available necessary electrical and plumbing facilities as required by city, provincial and Federal regulations. At all times during the Term, Customer shall comply with PBC's Product merchandising standards, and policies and procedures regarding the operation and use of PGC's Equipment, as such standards and policies may be updated or modified by PBC from time to time. Customer agrees not to remove or cause to be removed or otherwise encumber the Equipment from the location above designated without the written consent of PBC, Customer agrees to promptly notify PBC if the Equipment needs to be repaired or serviced. Customer further agrees to promptly notify PBC if the Equipment feeting any necessary repairs or service. Provided the Customer is in compliance with all terms and conditions of this Agreement, PBC agrees to provide free service and repair of the Equipment (except where prohibited by Iaw). Customer shall keep the Equipment free from any liens or encumbrances except those caused by PBC for careful use and return of the Equipment in good condition, and any Equipment or parts lost or damaged by fire, theft, accident, or for any other reason, shall be paid for, at the time of loss, by Customer. PBC shall have the right, during Customer's usual business hours, to enter the premises where the Equipment is located and shall have free access thereto for purposes of inspecting or removing the Equipment Failure to comply with this provision shall be deemed a material breach of this Agreement.

b. Such other consideration as indicated on the front page of this Agreement, including that based on exclusive/non-exclusive status of the Customer

c, The Customer acknowledges and agrees that all consideration set forth herein is to be earned by the Customer based on its full compliance with the terms, and requirements of this Agreement and PBC shall provide such consideration provided the Customer (1) has paid in full, without offsets, auto or other deductions, all invoices for Products delivered to the Customer, and (2) is not in breach of its obligations under this Agreement

3. Product Price and Payment.

a. The prices for Products ("Prices"), as of the Agreement Start Date, are listed in Schedule A, and are exclusive of any applicable product, deposits, fees or sales/excise taxes (local, provincial or federal). PBC reserves the right, at its sole discretion, to change Prices at any time during the Agreement upon 30 days written notice to Customer. Payment of PBC invoices shall be in accordance with their stated terms which, if credit is granted, are currently net 30 days from the date of invoice. Customer shall complete a PBC credit application prior to delivery of any Product and Customer shall be subject to PBC's credit policies, PBC shall extend credit payment terms, if any, in accordance with PBC's credit policies, acting reasonably, Title and risk of loss to/of ordered Products shall pass to Customer immediately upon delivery of same

4. General Terms

4. General remises
4. General remises
a. Breach and Termination. In the event either party breaches a provision of this Agreement, the non-breaching party shall give the other party written notice of such breach. Upon receipt of such written notice, the breaching party shall have ten (10) days to cure a monetary breach and thirty (30) days to cure any other breach. If such breach is not cured within the specified time period, the non-breaching party may terminate this Agreement tupon the expiration of such cure period upon written notice to the breaching party.
b. Remedies. If PBC terminates this Agreement due to Section 4(a) above or Customer terminates this Agreement for any reason other than default by PBC, then in addition to any other remedies, including

but not limited to the recovery of lost profits, to which PBC may be entitled by reason of any breach. Customer shall: (i) immediately reimburse PBC for the cust profits, to which PBC may be entitled by reason of any breach. Customer shall: (b) immediately reimburse PBC for the customer shall and on any reacher the expected duration of any page. (i) immediately reimburse PBC for the customer shall and on any page. (ii) not receive any consideration pursuant to this Agreement which has not been fully earned or redeemed by Customer functional page includes and any breach. (ii) not receive any consideration pursuant to this Agreement which has not been fully earned or redeemed by Customer functional page includes and the date of such breach. (ii) **c**. **Failure to purchase average number of Cases/Callons**. At the end of each Agreement Year, or at any time upon thirty (30) days notice, if Customer fails to, or if Customer purchase trends indicate that

c. Failure to purchase average number of Cases/Gallons. At the end of each Agreement Year, or at any time upon thirty (30) days notice, if Customer fails to, or if Customer purchase trends indicate that Customer will fail to, purchase the average number of Cases/Gallons as indicated on the front page of this Agreement ("Minimum Thrupu"), then PBC shall have the right to remove Equipment completely and terminate this Agreement, or substitute Equipment as necessary such that the average Cases/Gallons is achieved. The Customer shall return the Equipment within 20 days after written notice from PBC.
d. Equipment upon Expiration or Termination of this Agreement. If this Agreement is terminated or if at the end of the Term, the Agreement expires and the parties do not enter into a subsequent that PBC is able to pick up its Equipment. Within 15 days after written notice from PBC is that PBC may pick up its Equipment at the Customer shall immediately pay to PBC all happenent because and tear). Customer shall immediately pay to PBC all applicable costs, expenses, and fees associated with the repair/replacement of the Equipment or associated parts. Failure to make such payment shall be deemed a material breach of this Agreement.

e. Right of Offset. PBC reserves the right to withhold payments due hereunder as an additional remedy for breach, or as an offset (partial or whole) against any amounts not paid by Customer to PBC pursuant to this Agreement, including the payments set forth in Sections 4(b) and 4(d), above. f. Customer Representation. Customer represents and warrants to PBC that Customer has right, power, authority and capacity to enter into this Agreement and perform its obligations hereunder and that the

execution, delivery and performance of this Agreement by Customer will not violate any agreements with, or rights of, third parties

g. Non-Disclosure. Except as may otherwise be required by law or legal process, Customer shall not disclose to unrelated third parties the terms and conditions of this Agreement without the written consent of

PBC. h. Assignment/Acquisition. The Customer shall not sell, assign, transfer or otherwise encumber any interest in the Agreement without prior written consent of PBC. In the event that the Customer sells, assigns or transfers its assets to a third party or there is a change in control of the Customer, the Customer shall cause the transferee to assume all of the Customer's obligations under this Agreement prior to such sale, assignment or transfer. In the event the transferee has an existing local agreement with PBC or national agreement with PBC, which agreement covers the purchase of Products), the agreement with the transferee shall continue and PBC's obligations under this agreement shall terminate. PBC may assign this Agreement at any time to an affiliate without any prior consent. I. Unauthorized Reselling and/or Transhipment. PBC reserves the right to limit quantities, deduct/withhold funding, charge transshipment fines, or terminate this Agreement immediately (i.e. without notice/cure period as set forth in Section 4(a), above) if the Customer, (i) resells Products in a manner not authorized to the PBC Location's exclusive territory; or (iii) purchases same-branded products as the PBC Products outside PBC Location's exclusive territory; or (iii) purchases of verifying product products outside PBC Location's exclusive territory and resells such products within such exclusive territory. PBC will have the right to inspect Customer's warehouse of verifying product production codes. J. Trademarks. All displays of PBC, PepsiCo Canada ULC and/or PepsiCo, inc. trademarks, trade names, slogans and/or logos (whether owned or licensed) shall be subject to PBC's prior approval. Customer has no right, title or interest in or to any such trademarks, trade names, slogans and/or logos (whether owned or licensed) shall be subject to PBC's prior approval. Customer has no right, title or interest in or to any such trademarks, trade names, slogan or logo. K. Governing Law. This Agreement shall be governed by, and construe

respect to extending the current Agreement or entering into a new agreement for Beverage sales/distribution rights at/to the Outlets. m. Entire Agreement. This Agreement contains the entire agreement between the parties hereto regarding the subject matter hereof and supersedes all other agreements between the parties, including prior

funding commitments relating to the purchase of the Products by Customer. This Agreement may be amended or modified only by a writing signed by each of the parties.

PepsiCo Canada ULC o/a PepsiCo Beverages Canada		Customer	
Signature	Date:	Signature	Date:



Schedule B

Cust ID Cust Name	Cust Street	Cust City	Cust State/Prov	Cust Zip/Postal
7547782 (MB) TOWN OF MINTO	5941 HWY 89	HARRISTON	ON	N0G 1Z0
9630414 TOWN OF MINTO-PALMERSTON ARENA	520 CAVAN ST	PALMERSTON	ON	NOG 2P0
9630419 TOWN OF MINTO-HARRISTON ARENA	111 GEORGE ST S	HARRISTON	ON	N0G 1Z0
9630425 TOWN OF MINTO-CLIFFORD ARENA	2 BROWN ST S	MINTO	ON ,	N0G 1M0
9630428 TOWN OF MINTO-NORGAN THEATRE	275 MAIN ST W	PALMERSTON	ON	NOG 2PO

The Corporation of the Town of Minto By-law No. 2016-19

To adopt the estimates of all sums required during 2016 for purposes of the Municipality

WHEREAS Section 290 of the Municipal Act, S. O. 2001, c. 25, requires that the Council of a local municipality shall in each year prepare and adopt estimates of all sums required during the year for the purposes of the municipality;

AND WHEREAS the Council of the local municipality may require that the current year's estimates of every board, commission, or other body for which the Council is required to levy a tax rate or provide money, be submitted to the Council each year;

AND WHEREAS the Council of the Corporation of the Town of Minto has in accordance with the Municipal Act considered the estimates of all sums required during the year, including the estimates of all its boards, commissions, and other bodies;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF MINTO HEREBY ENACTS AS FOLLOWS:

- 1. **THAT** the estimates of the Corporation of the Town of Minto as set out in Schedule "A" attached hereto and forming part of this By-law to be adopted;
- 2. **THAT** this By-law shall remain in force until repealed and any former By-laws relating to such shall be repealed.

Read a first, second, third time and finally passed in open Council this 29th day of March 2016.

Mayor – George Bridge

CAO-Clerk – Bill White

Project	Unexpended Capital Financing/ (Unfinanced Capital Outlay) Dec 31/15	Expenditures	Transfers to Reserves	Transfers to Reserve Funds	Grants	Long-Term Debt Proceeds	Donations & interest	Proceeds from Land/Cap Assets Sales	Transfers from Reserves	Transfers from Reserve Funds	Transfers from Revenue	Unexpended Capital Financing/(Unfina nced Capital Outlay) Dec 31/16
Computer Hardware/Software	22,759.10	33,000.00								8,000.00	2,240.90	0.00
Office Equipment	0.00	10,000.00								0.00	10,000.00	0.00
Vehicle	0.00	30,000.00								10,000.00	20,000.00	0.00
Records Management	0.00	4,000.00								0.00	4,000.00	0.00
Office Renovations	85,436.57	50,000.00				0.00				0.00	-35,436.57	0.00
Fire Radio Replacements	0.00	65,000.00			0.00			0.00		0.00	65,000.00	0.00
Fire Equipment	0.00	20,000.00					0.00	0.00		0.00	20,000.00	0.00
Fire Rescue Equipment	4,155.82	0.00			0.00			0.00		0.00	0.00	4,155.82
Fire Personal Safety Equipment	0.00	20,000.00					0.00	0.00		0.00	20,000.00	0.00
Fire Vehicles	0.00	555,000.00				0.00	0.00	0.00		375,000.00	0.00	-180,000.00
Emergency Measures	32,470.37	60,000.00			0.00			0.00		0.00	27,529.63	0.00
Roads - vehicle	373,717.42	330,000.00				0.00		0.00	0.00	0.00	0.00	43,717.42
Roads - engineering	0.00	10,000.00				0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Shops - Renovations & Equipment	0.00	34,500.00					0.00	0		0.00	34,500.00	0.00
Sidewalks-Cliff,Hstn,Palm	0.00	50,000.00							0.00	0.00	50,000.00	0.00
Catchbasins	0.00	50,000.00							0.00	0.00	50,000.00	0.00
Christmas Decorations	0.00	5,000.00							0.00	0.00	5,000.00	0.00
Tree Carvings	0.00	2,000.00					0.00		0.00	0.00	2,000.00	0.00
Harriston Trees	1,527.24	0.00			0.00		0.00	0.00		0.00	0.00	1,527.24
Harriston-Queen St S - 2065	10,000.00	35,000.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	25,000.00	0.00
Harriston-Stormwater - Elora St-N of lights	-114,114.72	372,600.00	0.00	0.00	241,800.00	0.00		0.00	0.00	180,000.00	64,914.72	0.00

Project	Unexpended Capital Financing/ (Unfinanced Capital Outlay) Dec 31/15	Expenditures	Transfers to Reserves	Transfers to Reserve Funds	Grants	Long-Term Debt Proceeds	Donations & interest	Proceeds from Land/Cap Assets Sales	Transfers from Reserves	Transfers from Reserve Funds	Transfers from Revenue	Unexpended Capital Financing/(Unfina nced Capital Outlay) Dec 31/16
6th Line Resurfacing	0.00	283,000.00	0.00	0.00	90,000.00	190,000.00			0.00	0.00	3,000.00	0.00
	0.00	283,000.00	0.00	0.00	90,000.00	190,000.00			0.00	0.00	3,000.00	0.00
Structure E - Seip Lane Guiderails	0.00	60,000.00			0.00	60,000.00			0.00	0.00	0.00	0.00
Structure A-Minto Normanby Townline	9,942.97	0.00			0.00	0.00			0.00	0.00	-9,942.97	0.00
Bride Road Bridge	48,399.53	0.00			0.00	0.00			0.00	0.00	-48,399.53	0.00
Palm-Inkerman St	0.00	445,000.00			289,250.00	150,000.00			0.00	0.00	5,750.00	0.00
Palm-James St - Main-John	296,497.22	310,000.00			0.00	0.00			0.00	15,000.00	478.62	1,975.84
	,									,		,
Palm-Lowe St - 3016	44,870.64	25,000.00			0.00	0.00			0.00	0.00	-19,870.64	0.00
Palm-Walker St - 3008	44,870.64	25,000.00			0.00	0.00			0.00	0.00	-19,870.64	0.00
Palm-Jane St	0.00	650,000.00			201,500.00	360,000.00			0.00	0.00	10,500.00	-78,000.00
Clifford-Clarke St N - 1041	0.00	25,000.00				0.00			0.00	0.00	25,000.00	0.00
Clifford-James St W - 1040	0.00	25,000.00				0.00			0.00	0.00	25,000.00	0.00
Clifford-Queen St E - 1031	0.00	35,000.00			0.00	0.00			0.00	35,000.00	0.00	0.00
Clifford-Elora St-Dwntn Roads	0.00	400,000.00			360,000.00	0.00			0.00	0.00	40,000.00	0.00
Street Lighting - Clifford	3,606.95	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,606.95
Street Lighting - Minto Pines	2,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
Street Lighting - Minto Highlands	1,600.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
Street Lighting - Harriston	2,197.74	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	197.74
Street Lighting - Palmerston	37,334.30	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,334.30
Clifford-Trees	19,140.80	0.00					0.00				0.00	19,140.80
Cemetery - Monument Cleaning & Repairs	8,302.36	0.00					0.00		0.00		0.00	8,302.36
Cemetery - Harriston Cremation Garden	0.00	20,000.00					0.00		0.00	0.00	20,000.00	0.00
Cemetery - Collumbarium	3,463.46	35,000.00					0.00		0.00	0.00	31,536.54	0.00

Project	Unexpended Capital Financing/ (Unfinanced Capital Outlay) Dec 31/15	Expenditures	Transfers to Reserves	Transfers to Reserve Funds	Grants	Long-Term Debt Proceeds	Donations & interest	Proceeds from Land/Cap Assets Sales	Transfers from Reserves	Transfers from Reserve Funds	Transfers from Revenue	Unexpended Capital Financing/(Unfina nced Capital Outlay) Dec 31/16
Cemetery-Palm Chapel	6,080.01	0.00							0.00	0.00	0.00	6,080.01
Clifford-Cenotaph	138.35	0.00					0.00		0.00	0.00	0.00	138.35
Palm-Cenotaph	1,500.00	0.00							0.00	0.00	0.00	1,500.00
Sewers - Vehicles and other	186,389.36	45,000.00				0.00		0.00		0.00	-144,879.73	-3,490.37
Sewers - Equipment	40,000.00	6,000.00				0.00		0.00		0.00	0.00	34,000.00
Sewers - Engineering	0.00	10,000.00				0.00				0.00	10,000.00	0.00
Harriston Sewers - I & I	1,592.12	150,000.00				0.00				120,000.00	28,407.88	0.00
Harriston Sewers - Elora St Downtown	30,950.63	201,000.00			0.00	0.00				0.00	170,049.37	0.00
Harriston Sewer - Lagoon Blower	0.00	16,000.00			0.00	0.00				0.00	16,000.00	0.00
Harriston Sewer - Lagoon Aeration Repairs	0.00	24,000.00			0.00	0.00				0.00	24,000.00	0.00
Harriston Sewers-BCF - Forcemain	-42,149.84	0.00			0.00	0.00				0.00	42,149.84	0.00
Clifford - Ann St-gravel section #1047-Park to Nelson	-7,116.53	75,000.00				75,000.00	0.00			0.00	7,116.53	0.00
Clifford - Ann St-#1050-Queen to Allan	-7,116.53	18,300.00				15,000.00	0.00			0.00	10,416.53	0.00
Clifford - Ann St-#1051-Queen to Allan	0.00	77,100.00				20,000.00	0.00			0.00	57,100.00	0.00
Clifford - Brown St Development-#1008	-3,149.22	0.00					15,000.00			0.00	-11,850.78	0.00
Clifford - Sewer Lining	0.00	100,000.00					0.00			100,000.00	0.00	0.00
Clifford - Sewer pipe replacements	0.00	25,000.00					0.00			0.00	25,000.00	0.00
Clifford - Service expansion	0.00	25,000.00					0.00			0.00	25,000.00	0.00
Clifford -Milltronics	0.00	5,000.00					0.00			0.00	5,000.00	0.00
Clifford - PLC	0.00	2,500.00					0.00			0.00	2,500.00	0.00
Palmerston Sewers- I & I Study	0.00	20,000.00							0.00	0.00	20,000.00	0.00

Project	Unexpended Capital Financing/ (Unfinanced Capital Outlay) Dec 31/15	Expenditures	Transfers to Reserves	Transfers to Reserve Funds	Grants	Long-Term Debt Proceeds	Donations & interest	Proceeds from Land/Cap Assets Sales	Transfers from Reserves	Transfers from Reserve Funds	Transfers from Revenue	Unexpended Capital Financing/(Unfina nced Capital Outlay) Dec 31/16
Palmerston - James St - Main to John	-35,484.15	90,000.00				120,000.00	0.00		0.00	0.00	5,484.15	0.00
Palmerston - Jane St - Inkerman to dead end	0.00	105,000.00			68,250.00	0.00	0.00		0.00	0.00	36,750.00	0.00
Palmerston - Inkerman St	0.00	165,000.00			107,250.00	0.00	0.00		0.00	0.00	57,750.00	0.00
Town of Minto-Water Meters	170,156.63	20,000.00		0.00	0.00	0.00			0.00	0.00	0.00	150,156.63
Town of Minto - SCADA & Equipment	46,179.81	100,000.00			0.00	0.00		0.00	0.00	0.00	48,885.54	-4,934.65
Town of Minto - Water Vehicles	0.00	90,000.00			0.00	0.00		0.00	0.00	0.00	90,000.00	0.00
Water-Equipment	0.00	10,000.00			0.00	0.00		0.00	0.00	0.00	10,000.00	0.00
Clifford Water - Brown St Development	-15,000.00	0.00			0.00	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00
Clifford - Ann St-gravel section #1047-Park to Nelson	24,087.13	89,000.00				55,000.00	0.00			0.00	9,912.87	0.00
Clifford - Ann St-#1050-Queen to Allan	24,087.13	92,000.00				90,000.00	0.00			0.00	-22,087.13	0.00
Clifford - Ann St-#1051-Queen to Allan	0.00	139,400.00				120,000.00	0.00			0.00	19,400.00	0.00
Clifford Watertower	0.00	10,000.00			0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
Clifford Waterworks - Clarke St-Queen to James	30,759.12	0.00			0.00	0.00	0.00	0.00	0.00	0.00	-30,759.12	0.00
Harriston Well #2 Upgrades	49,653.13	115,000.00		0.00	0.00	0.00			0.00	0.00	65,346.87	0.00
Harriston Waterworks - George St-oversizing- William to Arthur	1,985.47	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,985.47
Harriston Waterworks - Other	0.00	25,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	0.00
Harriston Waterworks -Elora St-Downtown Watermains	165,700.50	218,300.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	52,599.50	0.00
Palmerston - James St-Main to John	-56,636.06	138,000.00			0.00	165,000.00			0.00	0.00	29,636.06	0.00
Palmerston - Jane St	0.00	281,000.00			182,650.00	0.00			0.00	90,000.00	8,350.00	0.00
Palmerston - Inkerman St	0.00	140,000.00			91,000.00	0.00			0.00	45,000.00	4,000.00	0.00

Project	Unexpended Capital Financing/ (Unfinanced Capital Outlay) Dec 31/15	Expenditures	Transfers to Reserves	Transfers to Reserve Funds	Grants	Long-Term Debt Proceeds	Donations & interest	Proceeds from Land/Cap Assets Sales	Transfers from Reserves	Transfers from Reserve Funds	Transfers from Revenue	Unexpended Capital Financing/(Unfina nced Capital Outlay) Dec 31/16
Palmerston - Valve replacements	0.00	5,000.00			0.00	0.00			0.00	0.00	5,000.00	0.00
Palmerston - Well #3 & #4-flow control valves	0.00	7,000.00			0.00	0.00			0.00	0.00	7,000.00	0.00
Water - engineering	0.00	10,000.00			0.00	0.00			0.00	0.00	10,000.00	0.00
Clifford Arena & Hall	-1,999.80	22,500.00	0.00		2,000.00	0.00	0.00	0.00	0.00	20,500.00	0.00	-1,999.80
Clifford Ball/Rotary Park/Soccer Pitch	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	3,000.00	0.00
Trails & Parks	9,317.27	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,582.73	-7,100.00
Harriston Arena	-1,600.00	45,000.00			0.00	0.00	0.00	0.00	0.00	45,000.00	0.00	-1,600.00
Harriston Ball Park	5,000.00	3,500.00					0.00		0.00	0.00	0.00	1,500.00
Harriston Pool	0.00	15,000.00					0.00		0.00	0.00	15,000.00	0.00
Harriston Train Station	0.00	5,000.00							0.00	0.00	5,000.00	0.00
Harriston Parks	0.00	10,000.00							0.00	4,000.00	6,000.00	0.00
Palmerston Arena	-2,900.00	154,000.00			12,900.00	0.00	20,000.00	0.00	0.00	124,000.00	0.00	0.00
Palmerston Rec-Norgan	-13,478.25	0.00					0.00	0.00	0.00	0.00	0.00	-13,478.25
Palmerston Rec-CN Station	0.00	3,000.00					0.00	0.00	0.00	0.00	3,000.00	0.00
Palmerston Rec-Pool	0.00	3,000.00	0.00				0.00	0.00	0.00	0.00	3,000.00	0.00
Palmerston Lions Park - other	3,362.24	25,000.00					0.00	0.00	0.00	25,000.00	0.00	3,362.24
Palmerston Fairgrounds/Ball	6,098.82	48,500.00					0.00	0.00	0.00	43,500.00	0.00	1,098.82
Playground Equipment	944.86	0.00					0.00	0.00	0.00	0.00	0.00	944.86
Other Recreation	10,000.00	0.00			0.00		0.00	0.00	0.00	0.00	0.00	10,000.00
Community Gardens	1,512.79	5,000.00		0.00	0.00		0.00		0.00	0.00	3,487.21	0.00
Building & Zoning	15,153.31	5,000.00					0.00	0.00	0.00	0.00	0.00	10,153.31

Project	Unexpended Capital Financing/ (Unfinanced Capital Outlay) Dec 31/15	Expenditures	Transfers to Reserves	Transfers to Reserve Funds	Grants	Long-Term Debt Proceeds	Donations & interest	Proceeds from Land/Cap Assets Sales	Transfers from Reserves	Transfers from Reserve Funds	Transfers from Revenue	Unexpended Capital Financing/(Unfina nced Capital Outlay) Dec 31/16
Feenemie Develenment	200 270 02	177 500 00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	22,870.93
Economic Development	200,370.93	177,500.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	22,870.93
TOTALS	1,782,567.64	7,300,700.00	0.00	0.00	1,646,600.00	1,420,000.00	50,000.00	0.00	0.00	1,242,000.00	1,228,278.38	68,746.02
SUMMARY												
Water	440,972.86	1,489,700.00	0.00	0.00	273,650.00	430,000.00	15,000.00	0.00	0.00	135,000.00	. 342,284.59	147,207.45
Sewer	163,915.84	1,159,900.00	0.00	0.00	175,500.00	230,000.00	15,000.00	0.00	0.00	220,000.00	385,993.79	30,509.63
Other	1,177,678.94	4,651,100.00	0.00	0.00	<u>1,197,450.00</u>	760,000.00	20,000.00	0.00	0.00	887,000.00	500,000.00	<u>-108,971.06</u>
Totals	<u>1,782,567.64</u>	7,300,700.00	<u>0.00</u>	0.00	<u>1,646,600.00</u>	1,420,000.00	<u>50,000.00</u>	<u>0.00</u>	0.00	<u>1,242,000.00</u>	<u>1,228,278.38</u>	<u>68,746.02</u>

Town of Minto 2016 Operating Budget Summary

By-Law 2016-19 Schedule "A"

Revenues: Administration

Ontario Municipal Partnership Fund Council Admin Transfers Other Grant Funding Clifford & Harriston Local Improvements Administrative letters, licenses, rents Investment Earnings Transfer from Reserves Development Charges	1,680,700.00 29,000.00 5,000.00 - 173,163.06 193,000.00 87,600.00 - 2,168,463.06	
Expenses: Administration		
Council Expenses Operating Expenses Transfer to Reserves	156,700.00 1,163,763.06 <u>68,000.00</u> 1,388,463.06	780,000.00
Revenues: Fire Protection		
MTO Reimbursements Service Agreements Transfer from Reserves Other	2,700.00 71,938.13 - <u>36,000.00</u> 110,638.13	
Expenses: Fire Protection		
Operating Expenses Transfer to Reserve Fund	793,875.00 206,000.00 999,875.00	(889,236.87)
Revenues: People & Property		
Licenses Health & Safety	15,900.00 	
Expenses: People & Property		
Conservation Levies Policing Health & Safety Operating	129,800.00 - 4,000.00 36,700.00 170,500.00	(154 600 00)
		(154,600.00)

(154,600.00)

Revenues: Roads & Drainage

Sales, Service & Inspection	234,000.00
County Service Contract	-
Municipal Drains	8,000.00
Weed Spray Service Contract	-
Machine Time	565,000.00
Trailer Park Rent	43,680.00
Street Light Revenue	186,400.00
Communities in Bloom	2,200.00
Transfers from Reserves	153,000.00
	1,192,280.00

Expenses: Roads & Drainage

Overhead	907,611.05
Transfers to Reserves	200,000.00
Municipal Drain Maintce	41,000.00
Equipment Repairs	37,440.00
Gravel Pit	2,300.00
Miscellaneous	9,030.00
Vehicle Expenses	220,000.00
Loose Top Maintenance	159,985.00
Hard Top Maintenance	389,170.00
Sidewalk Maintenance	90,650.00
Roadside Maintenance	179,800.00
Bridges/Culverts/Municipal Drains	120,400.00
Traffic Control Maintenance	96,965.00
Trailer Park Maintenance/Tax	37,000.00
Winter Control	456,480.00
Street Lights	186,400.00
Communities in Bloom	77,420.00
	3,211,651.05

(2,019,371.05)

Revenues: Clifford Sewer System

Billing Charges	185,000.00
From Reserve	222,441.86
	407,441.86
Expenses: Clifford Sewer System	
Apportioned Overhead	222,710.67
Operating	184,731.19
Transfer to Reserve	-
	407,441.86
Revenues: Harriston Sewer System	
Billing Charges	622,800.00
Transfer from Reserves	84,291.84
	707,091.84
Expenses: Harriston Sewer System	
Apportioned Overhead	222,710.67
Operating	484,381.17
Transfer to Reserve	-
	707,091.84

0.00

0.00

Revenues: Palmerston Sewer System

Billing Charges	833,000.00
From Reserve	27,966.67
	860,966.67

Expenses: Palmerston Sewer System

Apportioned Overhead	222,710.67
Operating	471,862.71
Transfer to Reserve	166,393.29
	860,966.67

Revenues: Clifford Waterworks

Service Fees	166,000.00
From Reserve	245,924.55
	411,924.55

Expenses: Clifford Waterworks

Apportioned Overhead	106,599.03
Operating Transfers to Reserves	305,325.52
	411,924.55

Revenues: Harriston Waterworks

Service Fees	471,800.00
From Reserve	-
	471,800.00

Expenses: Harriston Waterworks

Apportioned Overhead	106,599.03
Operating	345,767.11
Transfers to Reserves	19,433.86
	471,800.00

Revenues: Palmerston Waterworks

Service Fees From Reserve	667,400.00
	667,400.00

Expenses: Palmerston Waterworks

Apportioned Overhead Operating	106,599.03 302,495.64
Transfers to Reserves	258,305.33
	667,400.00

0.00

250

3

0.00

0.00

0.00

Revenues: Minto Pines

Service Fees	17,000.00	
From Reserve	42,325.00	
	59,325.00	
Expenses: Minto Pines		
Apportioned Overhead	-	
Operating	59,325.00	
Transfers to Reserves	-	
	59,325.00	
Revenues: Cemetery		
Investment Income	11,000.00	
Burial Fees & Other Rev	58,500.00	
From Reserves	-	
	69,500.00	
Expenses Cemetery		
_		
Operating	89,300.00	
	89,300.00	
Devenues, Health Comisse		
Revenues: Health Services		
Dentel leseres	20,000,00	
Rental Income	30,600.00	
Other Rev From Reserves	-	
Tom Reserves	30,600.00	
	30,000.00	
Expenses Health Services		
Expenses Health Services Operating	59,350.00	
	<u> </u>	
Operating		
Operating		
Operating Revenues: Recreation	59,350.00	
Operating <u>Revenues: Recreation</u> Grant	<u>59,350.00</u> 5,000.00	
Operating Revenues: Recreation Grant Transfers from Reserves	59,350.00 5,000.00 - 126,695.00	
Operating Revenues: Recreation Grant Transfers from Reserves Clifford Arena & Hall	59,350.00 5,000.00 - 126,695.00 213,980.00	
Operating Revenues: Recreation Grant Transfers from Reserves Clifford Arena & Hall Harriston Arena & Hall	59,350.00 5,000.00 - 126,695.00 213,980.00 352,184.00	
Operating Revenues: Recreation Grant Transfers from Reserves Clifford Arena & Hall Harriston Arena & Hall Palmerston Arena & Hall	59,350.00 5,000.00 - 126,695.00 213,980.00 352,184.00 34,000.00	
Operating Revenues: Recreation Grant Transfers from Reserves Clifford Arena & Hall Harriston Arena & Hall Palmerston Arena & Hall Harriston Pool Palmerston Pool	59,350.00 5,000.00 - 126,695.00 213,980.00 352,184.00 34,000.00 50,000.00	
Operating Revenues: Recreation Grant Transfers from Reserves Clifford Arena & Hall Harriston Arena & Hall Palmerston Arena & Hall Harriston Pool Palmerston Pool Norgan Theatre	59,350.00 5,000.00 - 126,695.00 213,980.00 352,184.00 34,000.00 50,000.00 103,205.00	
Operating Revenues: Recreation Grant Transfers from Reserves Clifford Arena & Hall Harriston Arena & Hall Palmerston Arena & Hall Harriston Pool Palmerston Pool Norgan Theatre Special Programs	59,350.00 5,000.00 - 126,695.00 213,980.00 352,184.00 34,000.00 50,000.00	
Operating Revenues: Recreation Grant Transfers from Reserves Clifford Arena & Hall Harriston Arena & Hall Palmerston Arena & Hall Harriston Pool Palmerston Pool Norgan Theatre Special Programs Clifford Programs	59,350.00 5,000.00 - 126,695.00 213,980.00 352,184.00 34,000.00 50,000.00 103,205.00 23,250.00 -	
Operating Revenues: Recreation Grant Transfers from Reserves Clifford Arena & Hall Harriston Arena & Hall Palmerston Arena & Hall Harriston Pool Palmerston Pool Norgan Theatre Special Programs Clifford Programs Harriston Programs	59,350.00 5,000.00 - 126,695.00 213,980.00 352,184.00 34,000.00 50,000.00 103,205.00 23,250.00 - 20,500.00	
Operating Revenues: Recreation Grant Transfers from Reserves Clifford Arena & Hall Harriston Arena & Hall Harriston Arena & Hall Palmerston Arena & Hall Harriston Pool Palmerston Pool Norgan Theatre Special Programs Clifford Programs Harriston Programs Palmerston Programs	59,350.00 5,000.00 - 126,695.00 213,980.00 352,184.00 34,000.00 50,000.00 103,205.00 23,250.00 -	
Operating Revenues: Recreation Grant Transfers from Reserves Clifford Arena & Hall Harriston Arena & Hall Palmerston Arena & Hall Palmerston Pool Palmerston Pool Norgan Theatre Special Programs Clifford Programs Harriston Programs Palmerston Programs Clifford Library	59,350.00 5,000.00 - 126,695.00 213,980.00 352,184.00 34,000.00 50,000.00 103,205.00 23,250.00 - 20,500.00 16,500.00	
Operating Revenues: Recreation Grant Transfers from Reserves Clifford Arena & Hall Harriston Arena & Hall Harriston Arena & Hall Palmerston Arena & Hall Harriston Pool Palmerston Pool Norgan Theatre Special Programs Harriston Programs Harriston Programs Clifford Library Harriston Library	59,350.00 5,000.00 - 126,695.00 213,980.00 352,184.00 34,000.00 50,000.00 103,205.00 23,250.00 - 20,500.00 16,500.00 - 6,000.00	
Operating Revenues: Recreation Grant Transfers from Reserves Clifford Arena & Hall Harriston Arena & Hall Harriston Arena & Hall Palmerston Arena & Hall Harriston Pool Palmerston Pool Norgan Theatre Special Programs Clifford Programs Harriston Programs Palmerston Programs Clifford Library Harriston Library Palmerston Library	59,350.00 5,000.00 - 126,695.00 213,980.00 352,184.00 34,000.00 50,000.00 103,205.00 23,250.00 - 20,500.00 16,500.00 10,500.00	
Operating Revenues: Recreation Grant Transfers from Reserves Clifford Arena & Hall Harriston Arena & Hall Palmerston Arena & Hall Palmerston Pool Palmerston Pool Norgan Theatre Special Programs Clifford Programs Harriston Programs Palmerston Programs Clifford Library Harriston Library Palmerston Library Clifford Ball & Soccer	59,350.00 5,000.00 - 126,695.00 213,980.00 352,184.00 34,000.00 50,000.00 103,205.00 23,250.00 - 20,500.00 16,500.00 - 6,000.00 10,500.00 5,075.00	
Operating Revenues: Recreation Grant Transfers from Reserves Clifford Arena & Hall Harriston Arena & Hall Harriston Pool Palmerston Pool Norgan Theatre Special Programs Harriston Programs Harriston Programs Clifford Library Harriston Library Palmerston Library Clifford Ball & Soccer Harriston Ball & Soccer	59,350.00 5,000.00 - 126,695.00 213,980.00 352,184.00 34,000.00 50,000.00 103,205.00 23,250.00 - 20,500.00 16,500.00 10,500.00 5,075.00 3,265.00	
Operating Revenues: Recreation Grant Transfers from Reserves Clifford Arena & Hall Harriston Arena & Hall Harriston Pool Palmerston Pool Norgan Theatre Special Programs Clifford Programs Harriston Programs Palmerston Programs Clifford Library Harriston Library Palmerston Library Clifford Ball & Soccer Harriston Ball & Soccer	59,350.00 5,000.00 - 126,695.00 213,980.00 352,184.00 34,000.00 50,000.00 103,205.00 23,250.00 - 20,500.00 16,500.00 - 6,000.00 10,500.00 5,075.00	
Operating Revenues: Recreation Grant Transfers from Reserves Clifford Arena & Hall Harriston Arena & Hall Harriston Arena & Hall Palmerston Arena & Hall Palmerston Arena & Hall Harriston Pool Palmerston Pool Norgan Theatre Special Programs Clifford Programs Harriston Programs Clifford Library Harriston Library Palmerston Library Clifford Ball & Soccer Harriston Ball & Soccer Minto Ball & Soccer	59,350.00 5,000.00 - 126,695.00 213,980.00 352,184.00 34,000.00 50,000.00 103,205.00 23,250.00 - 20,500.00 16,500.00 10,500.00 5,075.00 3,265.00	
Operating Revenues: Recreation Grant Transfers from Reserves Clifford Arena & Hall Harriston Arena & Hall Harriston Arena & Hall Palmerston Arena & Hall Harriston Pool Palmerston Pool Norgan Theatre Special Programs Clifford Programs Palmerston Programs Palmerston Programs Clifford Library Harriston Library Palmerston Library Clifford Ball & Soccer Harriston Ball & Soccer Palmerston Ball & Soccer Minto Ball & Soccer Palmerston Parks	59,350.00 5,000.00 - 126,695.00 213,980.00 352,184.00 34,000.00 50,000.00 103,205.00 23,250.00 - 20,500.00 16,500.00 10,500.00 5,075.00 3,265.00	
Operating Revenues: Recreation Grant Transfers from Reserves Clifford Arena & Hall Harriston Arena & Hall Harriston Arena & Hall Palmerston Arena & Hall Harriston Pool Palmerston Pool Norgan Theatre Special Programs Clifford Programs Harriston Programs Palmerston Programs Clifford Library Harriston Library Palmerston Library Clifford Ball & Soccer Harriston Ball & Soccer Palmerston Ball & Soccer Minto Ball & Soccer Palmerston Parks Tree Committee	59,350.00 5,000.00 - 126,695.00 213,980.00 352,184.00 34,000.00 50,000.00 103,205.00 23,250.00 - 20,500.00 16,500.00 10,500.00 5,075.00 3,265.00	
Operating Revenues: Recreation Grant Transfers from Reserves Clifford Arena & Hall Harriston Arena & Hall Harriston Pool Palmerston Pool Norgan Theatre Special Programs Clifford Programs Palmerston Programs Palmerston Programs Clifford Library Harriston Library Palmerston Library Clifford Ball & Soccer Harriston Ball & Soccer Palmerston Parks Tree Committee Minto Trails	59,350.00 5,000.00 - 126,695.00 213,980.00 352,184.00 34,000.00 50,000.00 103,205.00 23,250.00 10,500.00 16,500.00 5,075.00 3,265.00 16,395.00 -	
Operating Revenues: Recreation Grant Transfers from Reserves Clifford Arena & Hall Harriston Arena & Hall Harriston Arena & Hall Palmerston Arena & Hall Harriston Pool Palmerston Pool Norgan Theatre Special Programs Clifford Programs Harriston Programs Palmerston Programs Clifford Library Harriston Library Palmerston Library Clifford Ball & Soccer Harriston Ball & Soccer Palmerston Ball & Soccer Minto Ball & Soccer Palmerston Parks Tree Committee	59,350.00 5,000.00 - 126,695.00 213,980.00 352,184.00 34,000.00 50,000.00 103,205.00 23,250.00 - 20,500.00 16,500.00 10,500.00 5,075.00 3,265.00	

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(19,800.00)

(28,750.00)

Palmerston CN Station	1,800.00
Harriston Lawn Bowling	-
Lions Clubhouse	-
Permanent Liquor Licensing	-
Active Living Plan	600.00
Drew Park Centre	
	1,002,949.00

Expenses: Recreation

Overhead	238,900.00
Clifford Arena & Hall	256,689.21
Harriston Arena & Hall	309,934.11
Palmerston Arena & Hall	502,145.88
Harriston Pool	77,250.00
Palmerston Pool	86,500.00
Norgan Theatre	87,205.00
Special Programs	17,250.00
Clifford Programs	-
Harriston Programs	21,000.00
Palmerston Programs	17,000.00
Clifford Library	-
Harriston Library	22,000.00
Palmerston Library	7,500.00
Clifford Ball & Soccer	24,321.96
Harriston Ball & Soccer	20,460.96
Palmerston Ball & Soccer	50,919.94
Minto Ball & Soccer	-
Clifford Parks	21,256.75
Harriston Parks	25,817.61
Palmerston Parks	62,184.61
Township Parks	-
Trails	-
Harriston Town Hall	22,851.12
Harriston Seniors Train Station	15,040.91
Palmerston CN Station	10,635.20
Harriston Lawn Bowling	1,400.00
Lions Clubhouse	1,550.00
Drew Park Centre	5,744.45
Permanent Liquor Licensing	-
Active Living Plan	1,200.00
Transfers to Reserves	134,500.00
	2,041,257.71

(1,038,308.71)

Revenues: Building & Zoning

Letter Fees	30,000.00
Permit Fees	127,000.00
From Reserves	49,348.00
Shared CBO fees	
	206,348.00

Expenses: Building & Zoning

Operating	355,823.00
Transfers to Reserves	14,000.00
	369,823.00

(163,475.00)

Revenues: Economic Development

Operating	22,500.00	
Incubator Transfers from Reserves	136,000.00 20,000.00	
	178,500.00	
Expenses: Economic Development		
Operating	487,709.48	
Incubator	136,000.00	
Transfers to Reserves		
	623,709.48	(445,000,40)
		(445,209.48)
Revenues: Tourism		
Operating	3,700.00	
e per sun g	3,700.00	
Expenses: Tourism		
Operating	117,500.00	
	117,500.00	
		(113,800.00)
Revenues: Minto Hydro Properties		
Rental Income	21,600.00	
Investment Interest	-	
	21,600.00	
Expenses: Minto Hydro		
Operating	8,150.00	
	8,150.00	
		13,450.00
Operating Deficit		(4,079,101.11)

Capital Funding

2016 Tax Levy

(500,000.00) (4,579,101.11)

The Corporation of the Town of Minto By-law No. 2016-20

To amend zoning for Ann Street between Queen Street and Park Street, Clifford from Residential (R1B) to Residential Exception (R1B-28) and Open Space (OS)

WHEREAS Section 34 of The Planning Act, R.S.O. 1990, as amended, authorizes the council of a municipality to pass a zoning by-law for the use of land; and

WHEREAS, the Council of the Corporation of the Town of Minto deems it necessary to amend By-law Number 01-86;

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

- THAT Schedule "A" Map No. 2 (Clifford) of the Town of Minto Zoning By-law 01-86 is amended by rezoning both sides of Ann Street, between Queen Street and Park Street, from **Residential (R1B)** to **Residential Exception (R1B-28)**, as shown on Schedule "A" attached to and forming part of this By-law.
- 2. THAT Section 34 Exception Zone 1 Clifford, Town of Minto is amended by the inclusion of a new subsection as follows:
 - "34.28 R1B-28 Uses permitted in the Residential R1B zone shall be permitted on a property, subject to the regulations of Section 10.2. In addition, a second residential unit shall also be permitted in the form of a semi-detached dwelling, subject to the regulations of Sections 12.2.2, 12.3 and 12.4.
- 3. THAT Schedule "A" Map No. 2 (Clifford) of the Town of Minto Zoning By-law 01-86 is amended by rezoning the southern portion of the former rail lands between Queen Street and Park Street, from **Residential (R1B)** to **Open Space (OS)**, as shown on Schedule "A" attached to and forming part of this By-law.
- 4. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 01-86, as amended.
- 5. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

Read a first, second, third time and passed in open Council this 29th day of March, 2016.

Mayor George A. Bridge

C.A.O. Clerk Bill White THE TOWN OF MINTO

BY-LAW NO 2016-020

Schedule "A"



Rezone from Residential (R1B) to Residential Exception (R1B-28) and Open Space (OS)

This is Schedule "A" to By-law 2016-020

Passed this 29th day of March 2016.

George A Bridge, MAYOR

Bill White, CAO/Clerk

EXPLANATORY NOTE

BY-LAW NUMBER 2016-20

LOCATION

The subject lands are the former rail lands along Ann Street in Clifford, between Queen Street and Park Street. Also being considered are the lands to the north across Ann Street, which includes 7 vacant lots / potential severances, based on the 2015 air photos.

PURPOSE

The purpose of the proposed zoning by-law amendment would be to rezone the subject lands as follows:

- Rezone most of the rail land lots from Residential (R1B) to a Residential Exception (R1B-28) to permit either single or semi-detached dwellings;
- Rezone a linear strip within the rear portion of the rail land lots to Open Space (OS) for a trail; and,
- Rezone the lots on the north side of Ann Street from Residential (R1B) to Residential Exception (R1B-28) to permit either single or semi-detached dwellings.

Single detached dwellings are subject to the regulations of Section 10.2. Semidetached dwellings are subject to the regulations of Sections 12.2.2, 12.3 and 12.4.

The Corporation of the Town of Minto By-law No. 2016-21

To confirm actions of the Council of the Corporation of the Town of Minto Respecting a meeting held March 29, 2016

WHEREAS the Council of the Town of Minto met on March 29, 2016 and such proceedings were conducted in accordance with the Town's approved Procedural By-law.

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

1. That the actions of the Council at its Committee of the Whole/Council meeting held on March 29, 2016 in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate By-law.

2. That the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, or obtain approvals, where required, and, except where otherwise provided, the Mayor and the C.A.O. Clerk are hereby directed to execute all documents necessary in that behalf and to affix the Corporate Seal of the Town to all such documents.

3. This By-law shall come into force and takes effect on the date of its final passing.

Read a first, second, third time and passed in open Council this 29th day of March, 2016.

Mayor George A. Bridge

C.A.O. Clerk Bill White