



**Tuesday, April 19, 2016**

**6:30 p.m.**

**Council Chambers**

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	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act</b>	
<b>3. Motion to Convene into Closed Session</b>	
a. Labour relations or employee negotiations; CAO Clerk	
b. A proposed or pending disposition of land; Ann Street, Clifford	
<b>4. Motion to Convene into Open Session</b>	
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<b>18.</b>	<b>Adjournment</b>	



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

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**Council Present:**

Mayor George A. Bridge  
Deputy Mayor Ron Faulkner (arrived at 4:45 p.m.)  
Councillor Mary-Lou Colwell  
Councillor Dave Turton  
Councillor Judy Dirksen  
Councillor Jean Anderson  
Councillor Ron Elliott

**Staff Present:**

Bill White, C.A.O. Clerk  
Annileene McRobb, Deputy Clerk, Recording Secretary  
Belinda Wick-Graham, Business & Economic Manager  
Gordon Duff, Treasurer  
Brian Hansen, Public Works Director  
Allan Carr, Facilities Manager  
Matt Lubbers, Recreation Services Manager  
Stacey Pennington, Source Water & Building Assistant  
Somer Gerber, Business Development Coordinator

1. **Call to Order**      2:34 p.m.
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act** - None
3. **Motion to Convene into Closed Session**

**RESOLUTION: 2016-55**

**Moved By: Councillor Elliott; Seconded By: Councillor Colwell**

**THAT The Council of the Town of Minto conduct a meeting Closed to the Public to discuss the following: Personal matters about an identifiable individual, Economic Development.**

**Carried**

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

**RESOLUTION: 2016-56**

**Moved By: Councillor Turton; Seconded By: Councillor Dirksen**

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



Carried

**5. Minutes of Previous Meeting**

- a. Regular Council Minutes of March 15, 2016

**RESOLUTION: 2016-57**

**Moved By: Councillor Elliott; Seconded By: Councillor Anderson**

**THAT the minutes of the March 15, 2016 Council Meeting be approved.**

Carried

**6. Additional Items Disclosed as Other Business**

Deputy Mayor Faulkner, and Councillors Dirksen, Elliott and Turton identified items.

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

**RESOLUTION: 2016-58**

**Moved By: Councillor Colwell; Seconded By: Councillor Turton**

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

Carried

**8. Public Meeting 5 p.m.**

- a. ZBA 2016-01 Town of Minto Former Rail Lands, Clifford

Mayor Bridge, Chair called the meeting to order at 5:15 p.m. and asked members of the public to 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.

The C.A.O. Clerk White noted the lands are legally described as Lots 260-327, both sides (east and west) of Ann Street, Clifford. The amendment is to permit either, single detached or semi-detached residential dwellings on lots through a Special Residential Zone to limit development to the above density. A narrow Open Space zone will be included along the back of certain lots to permit a trail. Notices were placed in the Minto Express and Wellington Advertiser, given to applicable agencies and posted on the subject property March 4<sup>th</sup>, 2016. Comments were received from Town staff supporting the proposed amendment, and Mark Van Patter, Manager Wellington County Planning and Development in September 2015 and March 2016 reports.

Mr. Van Patter was present and reviewed his report supporting the rezoning. He noted that there is the potential to plant trees along the trail through Trees for Minto. Source Water & Building Assistant Pennington presented comments from Town Staff.

Chair Bridge called on anyone who wishes to comment in favour or opposition of the proposed amendment. Heather Giles of 17 Ann Street Clifford came forward. Giles requested clarification on trails access, environmental clean-up of the site, water and sewer lines and curbs on this site. She also noted concern in the lack of businesses such as a grocery store in the Town to attract residents. The C.A.O. Clerk and Council provided some clarification on issues raised.

Seeing no persons to further comment Chair Bridge stated if you wish to be notified of the decision of the Council of the Town of Minto in respect to the proposed Zoning By-law Amendment application, you must make a written request to the Clerk of the Town of Minto at 5941 Highway 89, Harriston, NOG 1Z0 or by email at Bwhite@town.minto.on.ca. Chair Bridge adjourned this Public Meeting at 5:35 p.m.

## **9. Delegations**

### **a. Belinda Wick-Graham, Diggin It Award**

After a musical presentation of Harriston Downtown “We Dug It”, Mayor Bridge and Business & Economic Development Manager Wick Graham presented Marketing Excellence awards from the Economic Developers Council of Ontario to Mark Eby Wellington County, Jerry Roubos Moorefield Excavating, Paul Ziegler, Chris Clark and Jeremy Gibson Triton Engineering, and John Burgess and Somer Gibson representing Minto Chamber of Commerce. Mayor Bridge and Wick-Graham thanked all downtown businesses and Public Works staff for their efforts and support.

At the Mayor’s request, Mark Eby Wellington County provided an update on the Roundabout on Wellington Road 5, Wellington Road 109 and White’s Road. Hydro poles are being relocated and the tender called March 30 for award by the end of April so the project is finished near the end of July, well before IPM 2016. Mr. Eby noted two-way traffic will be maintained throughout the process with one day of total closure for paving.

b. Palmerston Lions Jane Blears, Joanne Klonikowski, Organ Donation Awareness Month  
Jane Blears noted Lions Club promotes Organ Donation Month encouraging all to register for organ donations through Service Ontario with your licence renewal. She introduced Mike Steeles, who had a heart transplant six years ago. One person making a donation can make a difference in up to 80 people.

### **c. Robin Ross, North Wellington French Immersion**

Ross was unable to attend the meeting and will reschedule her delegation.

d. Andrea Bartels JLT, Stephen Wylie, Wylie Insurance, Insurance Renewal 2016  
Broker Stephen Wylie introduced Andrea Bartels and Shannon Devane from JLT. Andrea Bartels noted the premium increased 2% due to added vehicles and \$3.6 million property value increases. JLT will extend the three year freeze on liability portions of the policy.

Shannon Devane recently joined JLT having worked for another municipal insurer. She will meet with municipalities about risk management and clarified volunteer coverage.

Council asked questions of the Insurers who noted the Town's claims history remains very good. CAO Clerk White noted the Town saved at least \$80,000 changing JLT.

**MOTION: COW 2016-72**

**Moved By: Councillor Turton; Seconded By: Councillor Dirksen**

**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.**

**Carried**

**10. Public Question Period – None**

**11. Correspondence Received for Information or Requiring Direction of Council**

- a. Town of Richmond Hill Council Resolution of February 22, 2016, Ontario Municipal Board Reform
  - b. Autism Ontario, Proclamation for April 2 as World Autism Awareness Day
  - c. Saugeen Valley Conservation Authority, Community Stewardship and River Rehabilitation Workshop
  - d. Wellington Christian Farmers Association, Annual General Meeting and Banquet
  - e. Township of Montague, Physician Recruitment Resolution
- Councillor Colwell suggested Council consider supporting the Bluewater resolution.
- f. MPP Randy Pettapiece, Response regarding PTSD Legislation
  - g. Kevin Flynn, Minister of Labour, Response regarding PTSD Legislation
- Councillor Anderson noted nurses still not adequately covered under Bill 163.
- h. Clifford Rotary Club, Invitation to attend Trees and Quackers Event
  - i. MP John Nater, Federal Budget 2016

**MOTION: COW 2016-73**

**Moved By: Councillor Colwell; Seconded By: Councillor Turton**

**THAT the Town of Minto supports the Municipality of Bluewater's' Physician Recruitment Resolution, received as correspondence from the Township of Montague.**

**Carried**

**MOTION COW 2016-74**

**Moved By: Councillor Elliott; Seconded By: Councillor Colwell**

**WHERE AS: World Autism Awareness Day will be recognized on April 2, 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 the 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;

THEREFORE: The Council of The Town of Minto does hereby declare April 2 as World Autism Awareness Day.

Carried

**MOTION: COW 2016-75**

Moved By: Councillor Anderson; Seconded By: Councillor Colwell

THAT the Town of Minto forward information to the Minister of Health on why nurses are not included in the PTSD Legislation.

Carried

**MOTION COW 2016-76**

Moved By: Councillor Turton; Seconded By: Councillor Elliott

THAT the correspondence be accepted as presented.

Carried

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

**a. Committee Minutes for Receipt**

1. Jamesway Manor Board Minutes of January 7, 2016
2. Maitland Valley Conservation Authority Board of Director Minutes December 16, 2015
3. Maitland Valley Conservation Authority Board of Director Minutes of January 27, 2016
4. Maitland Valley Conservation Authority Board Hearing Minutes of January 27, 2016
5. Maitland Valley Conservation Authority Board of Director Minutes of February 17, 2016

**MOTION: COW 2016-77**

Moved By: Councillor Turton; Seconded By: Councillor Elliott

THAT the Jamesway Manor Board Minutes of January 7, 2016, Maitland Valley Conservation Authority Board of Directors Minutes of December 16, 2015, January 27 and February 17, 2016 and Maitland Valley Conservation Authority Board Hearing Minutes of January 17, 2016 be received as information.

Carried

**b. Committee Minutes for Approval**

1. Parks and Recreation Advisory Committee Minutes of February 29, 2016  
Recreation Services Manager Lubbers noted program work, Health and Safety training, and facility initiatives.

**MOTION: COW 2016-78**

Moved By: Councillor Colwell; Seconded By: Councillor Turton

**THAT the Parks and Recreation Advisory Committee Meeting Minutes of February 29, 2016 be received and recommendations contained within be accepted.**

**Carried**

**2. Launchit Minto Minutes of March 8, 2016**

Business Development Coordinator Gerber explained the Board's decision to keep Unit 3 until August, noted hydro savings and highlighted coming events.

**MOTION: COW 2016-79**

**Moved By: Councillor Elliott; Seconded By: Councillor Turton**

**THAT the Launchit Minto Minutes of March 8, 2016 be received and recommendations contained within be accepted.**

**Carried**

**3. Economic Development and Planning Committee Minutes of March 10, 2016**

Business & Economic Manager Wick-Graham reviewed projects underway including TG Minto housing need surveys, job and housing portal, career fair and marketing initiatives.

**MOTION: COW 2016-80**

**Moved By: Councillor Elliott; Seconded By: Councillor Dirksen**

**THAT the Economic Development and Planning Committee Minutes of March 10, 2016 be received and recommendations contained within be accepted.**

**Carried**

**c. Staff Reports**

**1. Source Water Protection & Building Assistant, OP-2016-02 County of Wellington: Official Plan Amendment**

Source Water & Building Assistant Pennington presented information to Council on the proposed Official Plan amendments regarding Source Water Protection and growth policy and forecasts we are expected to grow by 1300 houses in the next 25 years as well as looking at changes to the second unit policies. Minto is allocated 1300 households of growth in the next 25 years which will require infrastructure upgrades to accommodate. Council discussed the amendments.

**MOTION: COW 2016-81**

**Moved By: Councillor Anderson; Seconded By: Councillor Dirksen**

**THAT Council of the Town of Minto receives the Source Water & Building Assistants report on the proposed Official Plan Amendment OP-2016-02: Amendments #98 and #99 for information, and advised that they had no further comments on the proposed amendments.**

**Carried**

**2. Recreation Services Manager, Beverage Agreement for Recreation Facilities**  
Facilities Manager Carr reviewed the proposal recommended by Committee.

**MOTION: COW 2016-82**

**Moved By: Councillor Turton; Seconded By: Deputy Mayor Faulkner**

**THAT Council accepts the Parks and Recreation Advisory Committees' recommendation that the beverage agreement proposed by PepsiCo Beverages Canada be accepted as presented and that a By-law be considered in open session.**

**Carried**

**3. Recreation Facilities Manager, 2015 Year in Review**  
Facilities Manager Carr noted accomplishments in facilities last year and new initiatives in 2016 including enhanced on line marketing and scheduling.

**MOTION: COW 2016-83**

**Moved By: Councillor Elliott; Seconded By: Councillor Turton**

**THAT Council receives the Facilities Managers 2015 Year in Review as information.**

**Carried**

**4. C.A.O. Clerk Code of Conduct, Integrity Commissioner, Complaints Policy, Municipal Ombudsman**

C.A.O. Clerk White presented Council with draft policies to be reviewed over the next month. Comments are welcome before they are finalized in May. He explained how the policies would link into new oversight role of the Ombudsman.

**MOTION: COW 2016-84**

**Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Turton**

**THAT Council receives the C.A.O. Clerk's March 1, 2016 report regarding Code of Conduct, Integrity Commissioner, Complaints Policy, Municipal Ombudsman draft policies, and that a by-law be brought forward in open session at a subsequent meeting.**

**Carried**

Councillor Colwell assumed the Chair

**5. Treasurer, Approval of Accounts March 15, 2016**

Treasurer Duff noted payments to the County, insurance premium payment and Minto Fire radios and remaining 2015 construction bills.

**MOTION: COW 2016-85**

**Moved By: Councillor Turton; Seconded By: Councillor Elliott**

**THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for March 15, 2016 as follows: Administration \$1,666,835.11, People and Property, \$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, Waste Water \$ 21,300.58, Water \$28,563.28, Recreation \$ 3,974.45, Clifford \$12,538.55, Harriston \$21,103.83, Palmerston \$ 16,821.54, Norgan \$ 5,077.35.**

**Carried**

**6. Treasurer, Budget Impacts per Reg 284/09**

Treasurer Duff noted the exemptions to the budget to be recognized by regulation.

**MOTION: COW 2016-86**

**Moved By: Councillor Elliott; Seconded By: Mayor Bridge**

THAT Council receives and approves the report dated March 17, 2016 from the Treasurer regarding Budget Impacts per Reg 284/09.

Carried

7. Treasurer, Budget Adoption

Council discussed the proposed budget and Mayor Bridge thanked all for the efforts. Councillor Colwell thanked staff for their work on the budget process.

**MOTION: COW 2016-87**

**Moved By: Councillor Dirksen; Seconded By: Deputy Mayor Faulkner**

**The Council of the Town of Minto accepts the Treasurer's report dated March 17<sup>th</sup>, 2016 and considers the passage of the related Budget By-law in Regular Session.**

Carried

Councillor Turton assumed the Chair

8. CAO Clerk, Treasurer and Public Works Director, Request For Proposal, Consulting Engineering Services

C.A.O. Clerk White reviewed the selection process through the review committee. Public Works Director Hansen and Treasurer Duff fielded questions.

**MOTION: COW 2016-88**

**Moved By: Mayor Bridge; Seconded By: Councillor Dirksen**

**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 is 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.**

Carried

9. Public Works Director, Tender for Contract No. 6613-16, Reconstruction of Elora Street North, Harriston

Paul Ziegler of Triton Engineering presented Tender results. The project is slated to be complete by the end of July.

**MOTION: COW 2016-89**

**Moved By: Councillor Elliott; Seconded By: Councillor Dirksen**

**That Council award Tender Contract No. 6613-16, Reconstruction of Elora Street North, Harriston to Hanna and Hamilton Construction Company Limited in the amount of \$713,864.50 which includes an allowance for contingencies.**

Carried

d. Other Business Disclosed as Additional Item

Councillor Turton reminded Council of the MVCA Fundraiser April 22<sup>nd</sup> and thanked Public Works for their great work cleaning up after the ice storm March 24<sup>th</sup>.

Deputy Mayor Faulkner noted the Minto Fire Awards Night is April 9<sup>th</sup> to recognize long time service awards for our volunteers.

Councillor Elliott noted the grand re-opening of the newly renovated Palmerston Library was well attended and the project was excellent.

Councillor Dirksen thanked Annilene McRobb for her help and assistance to Council and congratulated her on being appointed Deputy Clerk. Birthday wishes were sung to Annilene.

### **13. Motion to Return To Regular Council**

**RESOLUTION: 2016-59**

**Moved By: Councillor Dirksen; Seconded By: Councillor Elliott**

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

**Carried**

### **14. Notices of Motion - None**

### **15. Resolution Adopting Proceedings of Committee of the Whole**

**RESOLUTION: 2016-60**

**Moved By: Councillor Anderson; Seconded By: Councillor Colwell**

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

**Carried**

### **16. By-laws**

a. 2016-17, for the purpose of Appointing Annilene McRobb as Deputy Clerk

**RESOLUTION: 2016-61**

**Moved By: Councillor Turton; Seconded By: Councillor Dirksen**

**THAT By-law 2016-17, for the purpose of Appointing Annilene McRobb as Deputy Clerk; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

b. 2016-18, Facilities Agreement with PepsiCo Beverages Canada

**RESOLUTION: 2016-62**

**Moved By: Councillor Dirksen; Seconded By: Councillor Colwell**

**THAT By-law 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; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

c. 2016-19, To adopt the estimates of all sums required during 2016 for purposes of the Municipality



**RESOLUTION: 2016-63**

**Moved By: Councillor Elliott; Seconded By: Councillor Anderson**

**THAT By-law 2016-19, To adopt the estimates of all sums required during 2016 for purposes of the Municipality; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

- d. 2016-20, 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)  
C.A.O. Clerk White advised no further comments had come by email.

**RESOLUTION: 2016-64**

**Moved By: Councillor Colwell; Seconded By: Councillor Turton**

**THAT By-law 2016-20; To amend zoning for Ann Street between Queen Street and Park Street, Clifford; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

- e. 2016-21, Confirm the Proceeding of the March 29, 2016 Committee/Council meeting

**RESOLUTION: 2016-65**

**Moved By: Councillor Dirksen; Seconded By: Councillor Colwell**

**THAT By-law 2016-21; to confirm actions of the Council of the Corporation of the Town of Minto; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.**

**Carried**

**17. Adjournment**

**RESOLUTION: 2016-66**

**Moved By: Councillor Anderson; Seconded By: Councillor Elliott**

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

**Carried**

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Mayor George A. Bridge

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C.A.O. Clerk Bill White



Public Hearing Agenda Committee of Adjustment  
Tuesday April 19<sup>th</sup>, 2016 at 7:00 p.m.  
Council Chambers, Municipal Office  
5941 Highway 89, RR# 1 Harriston

1. Chair Bridge calls the Public Hearing to order and publicly states: **“Any decision reached by this Committee today cannot be used to set a precedent. Each application considered by the Committee is dealt with on its own merits and no two applications are exactly the same”.**
2. The Public Hearing is to consider Minor Variance Application File No. A1-16, Clint Beyer.
3. Chair Bridge to call on the Secretary -Treasurer.
4. Secretary -Treasurer Duff to state the following information.

**The Subject Property** is legally described as Part Lot 6, Concession 13, RP 60R2894 Part 4; municipally known as 9591 O’Dwyers Road, Town of Minto.

**The Purpose and Effect** is to permit an increase in the combined maximum floor area of accessory structures to 122.63 m<sup>2</sup> (1320 sq. ft.) to allow the construction of a 111.48 m<sup>2</sup> (1200 sq. ft.) accessory structure in addition to the existing 11.15 m<sup>2</sup> (120 sq. ft.) accessory structure on the subject property, whereas Sections 6.1.4 b) of the Town of Minto’s Comprehensive Zoning By-law 01-86, as amended, permits a maximum combined floor area for all accessory structures of 92.9 m<sup>2</sup> (1000.0 sq. ft.) on the subject property.

**Notices** were mailed to the property owners within 200 feet or 60 metres of the subject property as well as the applicable agencies on April 5<sup>th</sup> Posted on the subject property and circulated to staff on the same date and the following comments were received:

- Town of Minto Building Assistant
- Report Wellington Senior Planner, Linda Redmond
- Saugeen Valley CA, Environmental Planning Technician, Michael Oberle

5. Chair Bridge calls upon the applicant or agent followed by comments by County or Town Staff.
6. Chair Bridge requests any persons wishing to speak to the application to come forward and address the Committee of Adjustment through the Chair.
7. Chair Bridge asks for any questions by Committee, or any response or rebuttal by the applicant or agent.
8. The Secretary -Treasurer provides resolution(s) for the Committee to consider. Upon a resolution being carried or defeated; the Notice of Decision of the Committee of Adjustment is to be signed by all members of the Committee of Adjustment in favour of the decision.
9. Chair Bridge to state **“Anyone wishing to receive a copy of the Notice of Decision” to please sign the Request for Notice of Decision prior to leaving the Council Chambers following the meeting.**
10. Chair Bridge to officially adjourn the Public Hearing.



**Town of Minto**

**DATE:** April 12, 2016  
**TO:** Mayor Bridge and Members of Council  
**FROM:** Stacey Pennington, Building Assistant  
**RE:** Minor Variance A1-16 Beyer, Part Lot 6, Concession 13, RP 60R2894 Part 4, Town of Minto

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**STRATEGIC PLAN**

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

**BACKGROUND**

The subject lands are located at Part Lot 6 Concession 13 RP60R2894 Part 4; municipally known as 9591 O'Dwyers Road, Town of Minto. The Official Plan designation of the subject property is Secondary Agriculture and the zoning is Agriculture.

Currently, a single family dwelling and detached 11.15 m<sup>2</sup> (120 sq. ft.) accessory structure are housed on the property. The application is to permit the new construction of a 111.48 m<sup>2</sup> (1200.0 sq. ft.) detached accessory structure on the subject property to allow a total combined floor area of 122.63m<sup>2</sup> (1320 sq. ft.).

The construction of the proposed garage will maintain the general intent and purpose of the Official Plan and Zoning By-law.



**COMMENTS**

Staff in the Building Department and Public Works department met to review the application, and there are no concerns with the increased size of accessory structures on the subject property.

**RECOMMENDATION**

THAT Committee of Adjustment receives the Building Assistant's report regarding the proposed A1-16; Beyer, Minor Variance application for, Part Lot 6 Concession 13 RP60R2894 Part 4, 9591 O'Dwyers Road for information.

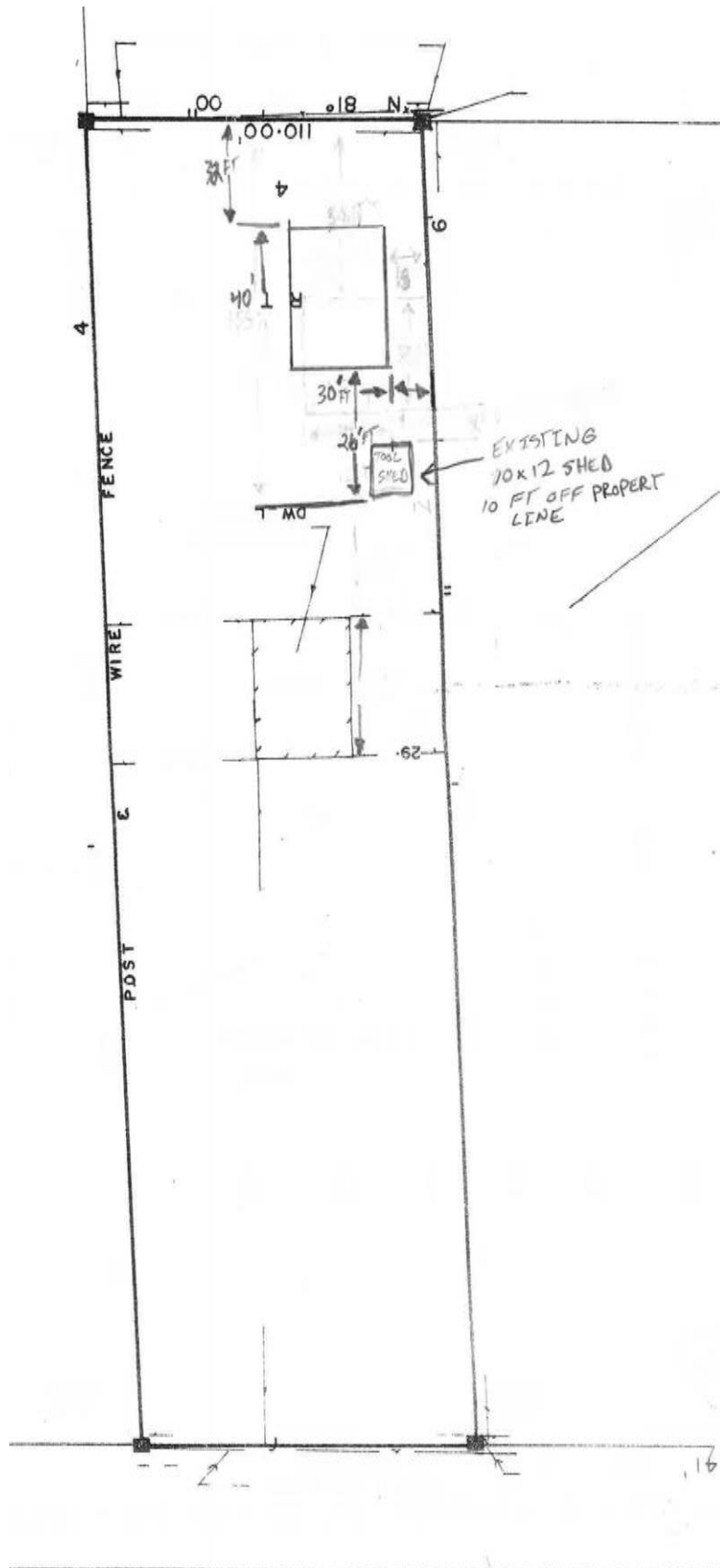
**ATTACHMENTS**

Planner comments, Senior Planner, Linda Redmond, County of Wellington  
Site Sketch

---

Stacey Pennington  
Building Assistant

A1-16 Beyer Minor Variance Planning Report





## COUNTY OF WELLINGTON

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

ADMINISTRATION CENTRE  
74 WOOLWICH STREET  
GUELPH ON N1H 3T9

April 12, 2016

Bill White, CAO-Clerk  
Town of Minto Committee of Adjustment  
5941 Highway 89, R.R. #1  
Harriston, ON N0G 1Z0

**RE: Minor Variance Application A1/16**  
**Part Lot 6, Concession 13**  
**9591 O'Dwyers Road, Beyer**

We have reviewed the application for minor variance and provide the following comments. Please be advised that these comments were formulated without the benefit of a site visit.

**Planning Comments:** The variances requested would provide relief from the maximum floor area for a detached accessory structure on a rural residential lot. The applicants are proposing to construct a 111.48 m<sup>2</sup> (1200 ft<sup>2</sup>) detached garage. This combined with the existing accessory structure on the property will equal 122.63m<sup>2</sup> (1320 ft<sup>2</sup>) lot coverage, whereas the by-law allows 92.9 m<sup>2</sup> (1000 sq.ft.) maximum.

This variance is minor and would maintain the general intent and purpose of the Official Plan and Zoning By-law, and would be desirable and appropriate for the development of the subject property. The Committee should be satisfied that the proposed accessory building is intended for personal use and not for commercial purposes.

### Wellington County Official Plan

The subject property is designated SECONDARY AGRICULTURAL. Section 13.7 of the Plan provides consideration for minor variances provided the general intent of the Official Plan and Zoning By-law are maintained and the variance is minor and desirable for the appropriate development of the land. Consideration shall be given as to whether compliance with the by-law would be unreasonable, undesirable or would pose an undue hardship on the applicant.

### Minto Zoning By-law

The subject lands are zoned A (Agricultural). The property is currently occupied by a dwelling and shed. The applicant, as illustrated on their site plan sketch, is proposing to construct a 1200 ft<sup>2</sup>. accessory structure. The following variance is required in order to allow the proposed use: **a maximum lot coverage of 122.63m<sup>2</sup> (1320 ft<sup>2</sup>) for accessory structures.** I trust that these comments will be of assistance to the Committee.

Yours truly,

Linda Redmond, B.A.  
Senior Planner



1078 Bruce Road 12, P.O. Box 150, Formosa ON Canada N0G 1W0  
Tel 519-367-3040, Fax 519-367-3041, [publicinfo@svca.on.ca](mailto:publicinfo@svca.on.ca), [www.svca.on.ca](http://www.svca.on.ca)

SENT ELECTRONICALLY ONLY ([bwhite@town.minto.on.ca](mailto:bwhite@town.minto.on.ca))

April 12, 2016

Town of Minto  
5941 Highway 89  
RR # 1  
Harriston, ON  
N0G 1Z0

ATTENTION: Bill White, CAO/Clerk

Dear Mr. White,

RE: Proposed Minor Variance A1/16  
9591 O'Dwyers Road  
Part Lot 6 Concession 13, Part 4 Plan 60R2894  
Roll No.: 234100000310055  
Geographic Township of Minto  
Town of Minto

Saugeen Valley Conservation Authority (SVCA) staff has reviewed the application for Minor Variance in accordance with the SVCA's mandate and policies. According to the Corporation of the Town of Minto Notice of Public Hearing of Application for Minor Variance, the purpose and effect of the application is to permit an increase in the combined maximum floor area of accessory structures to allow the construction of an accessory structure in addition to the existing accessory structure on the subject property. The application for Minor Variance is acceptable to SVCA staff and we offer the following comments.

#### **Natural Hazards**

In the opinion of SVCA staff, there are no natural hazards on, or directly adjacent to the subject property. In the opinion of SVCA staff, the subject property is not zoned Natural Environment (NE) in the Town of Minto Zoning By-law 01-86. Although the subject property is not designated as Greenlands or Core Greenlands, lands adjacent to the subject property are designated as Greenlands and Core Greenlands in the County of Wellington Official Plan, Schedule A5 Minto.

#### **Natural Heritage Features**

In the opinion of SVCA staff, the significant natural heritage features affecting the subject property include the Areas of Natural and Scientific Interest (ANSI), the Significant Woodlands and the significant habitat of endangered or threatened species.



#### **Watershed Member Municipalities**

Municipality of Arran-Elderslie, Municipality of Brockton, Township of Chatsworth, Municipality of Grey Highlands, Town of Hanover, Township of Howick, Municipality of Morris-Turnberry, Municipality of South Bruce, Township of Huron-Kinloss, Municipality of Kincardine, Town of Minto, Township of Wellington North, Town of Saugeen Shores, Township of Southgate, Municipality of West Grey

#### Area of Natural and Scientific Interest (ANSI)

Section 5.5.2 of the Wellington County Official Plan states in part that ANSIs have been included in the Greenlands system where they have been determined to provincially significant or determined by the County to be regionally significant. In the opinion of SVCA staff, Minto Kettle Lakes Earth Science ANSI is located on the entirety of the property and Pike Lake Life Science ANSI is located on lands adjacent to the subject property according to the County of Wellington Official Plan Schedule A5 Minto.

#### Significant Woodlands

Significant Woodlands, among other features, are represented as Greenlands in the Wellington County Official Plan. Greenlands and Core Greenlands have an Adjacent Lands width of 30 metres according to the Wellington County Official Plan. SVCA staff are of the opinion that the woodlands on or adjacent to the subject property, may be considered Significant Woodlands, though not shown as Greenlands in the County of Wellington Official Plan Schedule A5 Minto. In the opinion of SVCA staff, Significant Woodlands are also located on lands adjacent to the north of the subject property and are designated as Greenlands in the County of Wellington Official Plan Schedule A5 Minto. SVCA staff notes that Significant Woodlands are not determined based on property boundaries, nor are they considered interrupted by standard road allowances or roadways.

#### Environmental Impact Assessment (EIA)

While a number of significant natural heritage features exist on the subject property, or are located in the Adjacent Lands to the subject property, SVCA staff are of the opinion that the completion of an EIA is not necessary for this proposal as proposed development will be surrounded by existing development on the subject property.

#### Significant Habitat of Endangered or Threatened Species

It has come to the attention of SVCA staff that habitat of endangered or threatened wildlife species may be located in the area of the proposed development. Section 2.1.7 of the Provincial Policy Statement (PPS 2014) indicates that development and site alteration shall not be permitted in habitat of endangered species or threatened species, except in accordance with provincial and federal requirements. It is the responsibility of the applicant to ensure the endangered and threatened species policy referred to in the PPS has been appropriately addressed. Please contact the MNRF, for information on how to address this policy.

#### **SVCA Regulation**

The lands subject to this application for Minor Variance are not subject to the SVCA's Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (Ontario Regulation 169/06, as amended).

An SVCA Permit will not be required for proposed development of the subject property.

Town of Minto  
Proposed Minor Variance A1/16  
April 12, 2016  
Page 3 of 3

### **Conclusion**

All of the plan review functions have been assessed with respect to this proposal. Authority staff are of the opinion that this application for Minor Variance appears to conform to the relevant policies of the County of Wellington Official Plan, and Provincial Policies. The application for Minor Variance is acceptable to SVCA staff.

We trust you find this information helpful. Should questions arise, please do not hesitate to contact this office.

Sincerely,



Michael Oberle  
Environmental Planning Technician  
Saugeen Conservation

MO/

cc: Stacey Pennington, Drinking Water Source Protection and Building Assistant (via email)  
Steve McCabe, Authority Member, SVCA (via email)





THE COUNCIL OF THE TOWN OF MINTO  
PUBLIC MEETING AGENDA  
ZBA-2016-02  
Applicant: Deb Griffey  
TUESDAY April 19, 2016  
7:00pm 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 Part Lot 68, Concession D, RP 61R-6644; Part 2, municipally known as 5509 Highway 9.

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. Deputy C.A.O. Clerk Duff 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 Part Lot 68, Concession D, RP 61R-6644; Part 2, municipally known as 5509 Highway 9.

**The Purpose and Effect** of the proposed amendment is to amend the site specific zoning (RIN-58) on the subject land. The site specific zoning permits cabinet manufacturing and assembly operation including associated uses. The applicants are proposing to use the existing structures on the property for a yarn mill, processing of raw fibre, and the fabrication of yarn products. This amendment is required to permit the new use.

**The Notices** were mailed to the property owners within 400 feet or 120 meters of the subject property as well as the applicable agencies and posted on the subject property on March 30<sup>th</sup> 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
- c) Michael Oberle, Environmental Planning Technician, Saugeen Conservation

Public Meeting Agenda  
To Consider an Amendment  
to the Town of Minto Zoning By-law No. 01-86 for property  
located at Part Lot 68, Concession D, RP 61R-6644; Part 2

Page 2

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.
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 1Z0 or by email at [Bwhite@town.minto.on.ca](mailto:Bwhite@town.minto.on.ca).
10. If there are no further comments, Chair Bridge will adjourn this Public Meeting.



## **Town of Minto**

**DATE:** April 12 2016  
**TO:** Mayor Bridge and Members of Council  
**FROM:** Stacey Pennington, Building Assistant  
**RE:** Rezoning Small -5509 Highway 9

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### **STRATEGIC PLAN**

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

### **BACKGROUND**

The lands are designated Secondary Agriculture in the Wellington County Official Plan. The lands are zoned RIN-58 Site specific Rural Industrial Zone as per the Town of Minto Zoning Bylaw 01-86 as amended.

The current zoning allows for a cabinet manufacturing and assembly operation, including associated uses. The proposal is to use the existing structures on the property for a yarn mill, processing of raw fiber, and the fabrication of yarn products.

Two By-law options are available for Councils consideration.

Option 1 for the by-law would permit the establishment of the yard production and fabrication on site considered light industrial use. Option 2 would allow for additional dry industrial uses that are not permitted to be offensive, obnoxious or dangerous to the neighbours. Uses might include: contractors yard, offices, workshops, service or repair shop, etc.



Public Works, Building and Clerks staff met to review the application. There were no concerns expressed with the proposed application.

Saugeen Valley Conservation Authority comments dated, April 6 2016, express no concerns with the application, but comment that if there is future expansion requiring additional buildings, a permit through Saugeen will be required.

### **RECOMMENDATION**

THAT Council of the Town of Minto receives the Building Assistants report on the proposed rezoning for Griffey, 5509 Highway 9, and considers passing a by-law in open session.

### **ATTACHMENTS**

Planners Comments, Mark Van Patter, Manager of Planning, County of Wellington  
Saugeen Valley Comments, Michael Oberle, Environmental Planning Technician.

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

April 13, 2016

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

Dear Mr. White:

**Re: Glen Small (owner) / Deb Griffey (applicant) – Yarn Production  
Lot 68, Concession D, 5509 Highway 9  
Draft Zoning By-law Amendment**

### **PLANNING OPINION**

The property is designated Secondary Agricultural and is already zoned for a small scale industrial use. The new use, involving the processing of yarn and minor retail sales, should be more compatible than the existing kitchen cabinet manufacturing use. I don't have any concerns with the application at this point.

### **LOCATION OF THE SUBJECT LAND**

The property subject to the proposed amendment is located on Part Lot 68, Concession D, RP 61R-6644; Part 2 with a municipal address of 5509 Highway 9. The property is 1.58 ha (3.9 acres) in size and is shown on the air photo on the following page.

### **THE PURPOSE AND EFFECT**

The purpose and effect of the proposed amendment is to amend the site specific zoning (RIN-58) on the subject land. The site specific zoning permits cabinet manufacturing and assembly operation including associated uses. The applicants are proposing to use the existing structure on the property for a yarn mill, processing of raw fibre, and the fabrication of yarn products. The property contains a residential dwelling as well as a shop which I estimate to be about 6,300 sq. ft. on the air photo.

### **BACKGROUND**

The property is currently owned by Mr. Glen Small and has had a kitchen cabinet operation for several years – Royal Oaks Kitchens. I spoke with Ms. Deb Griffey over the phone to find out more information about the yarn business. She is purchasing the property, conditional on zoning approval.



The business would receive raw Alpaca wool by courier. Then it would be processed into yarn and made into socks. There is to be very little dying of the wool; any dyes would be biodegradable. About 90% of the socks is sent out to wholesalers. The other 10% would be sold on site. A small store is proposed within the existing shop building. No other buildings are proposed. The operation should be very quiet and exhaust fans will not be needed.



#### **PROVINCIAL POLICY STATEMENT (PPS)**

In non-prime agricultural areas, Sections 1.1.5.3 and 1.1.5.4 respectively promote, *“recreational, tourism and other economic opportunities”* and *“development that is compatible with the rural landscape”*.

#### **WELLINGTON COUNTY OFFICIAL PLAN**

The subject land is designated Secondary Agricultural in the Official Plan. Section 6.5.3 of the Plan provides for small scale commercial / industrial uses in the Secondary Agricultural designation provided the use:

- can be serviced appropriately
- is compatible with surrounding uses
- requires a non-urban location
- will not hinder or preclude the potential for agricultural and aggregate operations
- will be small scale and take place on one property

## ZONING BY-LAW

The property is currently zoned Rural Industrial Exception (RIN-58) as follows

<b>36.58</b> Lot 68, Conc. D	<b>RIN-58</b>	<p>Notwithstanding the permitted uses of Section 25, the land zoned <b>RIN-58</b> may only be used for a cabinet manufacturing and assembly operation including associated uses such as professional or business office, factory outlet, storage areas and showrooms. The land zoned <b>RIN-58</b> shall be subject to the Regulations of Section 25.2, applicable regulations of Section 6 and the following specific regulations:</p> <ul style="list-style-type: none"> <li>i) Lot frontage, minimum 48.1 m (158 ft)</li> <li>ii) Lot depth, maximum 121.9 m (400 ft)</li> <li>iii) Lot area, minimum 0.59 hect. (1.45 acres)</li> <li>iv) Gross Floor Area, maximum 929 m<sup>2</sup> (10,000 ft<sup>2</sup>).</li> <li>v) Notwithstanding Section 25.2.4 the minimum interior side yard shall be 9.14 m (30 ft), and Section 25.2.9 shall not apply to the land zoned <b>RIN-58</b>.</li> </ul>
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## PLANNING CONSIDERATIONS

### PPS Consistency and Official Plan Conformity

Both the PPS and County Plan provide for smaller scale commercial / industrial uses in the Secondary Agriculture designation. The proposed yarn mill appears to be a relatively small scale, cottage industry focused around the processing of raw fibre, carding, spinning and fabrication of yarn products.

### Compatibility With Neighbours

The closest dwelling on a neighbouring property is immediately to the north, approximately 68 metres away from the shop building. As I understand the application, there should not be any impacts on neighbouring properties. The yarn operation should be a milder, quieter use than the current kitchen cabinet operation.

**DRAFT AMENDMENT**

I have attached a draft zoning by-law amendment, replacing the cabinet making use with the yarn processing use. I have also removed some zoning regulations that I consider unnecessary.

I trust that these comments will be of assistance to Council in their consideration of this matter.

Sincerely,

A handwritten signature in black ink, reading "Mark Van Patter". The signature is fluid and cursive, with the first name "Mark" being the most prominent.

Mark Van Patter, RPP, MCIP  
Manager of Planning and Environment  
[markv@wellington.ca](mailto:markv@wellington.ca)  
519.837.2600 Ext. 2080

C: Deb Griffey by email



1078 Bruce Road 12, P.O. Box 150, Formosa ON Canada N0G 1W0  
Tel 519-367-3040, Fax 519-367-3041, publicinfo@svca.on.ca, www.svca.on.ca

SENT ELECTRONICALLY ONLY (*bwhite@town.minto.on.ca*)

April 6, 2016

Town of Minto  
5941 Highway 89  
RR # 1  
Harriston, ON  
N0G 1Z0

ATTENTION: Bill White, CAO/Clerk

Dear Mr. White,

RE: Proposed Zoning By-law Amendment  
5509 Highway 9  
Part Lot 68 Concession D  
Part 2 Plan 61R6644  
Roll No.: 234100000208660  
Geographic Township of Minto  
Town of Minto

Saugeen Valley Conservation Authority (SVCA) staff has reviewed the proposed Zoning By-law Amendment in accordance with the SVCA's mandate and policies. According to the Corporation of the Town of Minto Notice of Public Meeting for an Amendment to the Minto Zoning By-law and Notice of Complete Application, the purpose and effect of the proposed Amendment is to amend the site specific zoning (RIN-58) on the subject land. It is the understanding of SVCA staff that no new buildings or structures are being proposed as part of this application. The proposed Zoning By-law Amendment is acceptable to SVCA staff and we offer the following comments.

#### **Natural Hazard**

A portion of the subject property adjacent to the southwestern and western property boundary has been designated Greenlands in the County of Wellington Official Plan, Schedule A5 Minto and is zoned Natural Environment (NE) in the Town of Minto Zoning By-law 01-86, Schedule 'A' Map 1. The Greenlands designation and NE zone generally match the hazardous lands as originally plotted by SVCA staff. In general, no new buildings or structures are permitted within the Greenlands designation or the NE zone.

#### **Natural Heritage Features**

The significant natural heritage features affecting the subject property include the Clifford-Harriston Provincially Significant Wetlands (PSW) and the Significant Woodlands.



#### **Watershed Member Municipalities**

Municipality of Arran-Elderslie, Municipality of Brockton, Township of Chatsworth, Municipality of Grey Highlands, Town of Hanover, Township of Howick, Municipality of Morris-Turnberry, Municipality of South Bruce, Township of Huron-Kinloss, Municipality of Kincardine, Town of Minto, Township of Wellington North, Town of Saugeen Shores, Township of Southgate, Municipality of West Grey



#### Provincially Significant Wetlands

Provincially Significant Wetlands, which have an Adjacent Land Width of 120 metres, have been identified on lands adjacent to the subject property, and are shown as Core Greenlands in the Wellington County Official Plan, Schedule A5 Minto.

#### Significant Woodlands

SVCA staff are of the opinion that the woodlands on the subject property, and on lands adjacent to the subject property adjacent to the southwestern and western property boundary may be considered Significant Woodlands. SVCA staff notes that Significant Woodlands are not determined based on property boundaries, nor are they considered interrupted by standard road allowances or roadways.

#### Environmental Impact Study (EIS)

While significant natural heritage features exist on, or on the adjacent lands to the subject property, SVCA staff are of the opinion that the completion of an Environmental Impact Study (EIS) would serve no useful purpose as no new building or structures are proposed as part of this Application.

#### **SVCA Regulation**

Please be advised that the property, in its entirety is subject to the SVCA's Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation (Ontario Regulation 169/06, as amended). This Regulation is in accordance with Section 28 of the *Conservation Authorities Act*, R.S.O, Chap. C. 27.

This Regulation requires that a person obtain the written permission of the SVCA prior to any "development" in a Regulated Area or alteration to a wetland or watercourse. To determine where the SVCA's areas of interest is located associated with our Regulation on the subject property, please refer to the SVCA's online mapping program, available via the SVCA's website at <http://eprweb.svca.on.ca>. Should you require assistance, please contact our office directly.

#### "Development" and Alteration

Subsection 28(25) of the *Conservation Authorities Act* defines "development" as:

- a) *the construction, reconstruction, erection or placing of a building or structure of any kind,*
- b) *any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure increasing the number of dwelling units in the building or structure,*
- c) *site grading, or*
- d) *the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere*

According to Section 5 of Ontario Regulation 169/06, as amended, alteration generally includes the straightening, diverting or interfering in any way the existing channel of a river, creek, stream or watercourse, or the changing or interfering in any way with a wetland.

Permission for Development or Alteration

If development or alteration including construction, reconstruction, conversion, grading, filling or excavation is proposed on the property, the SVCA should be contacted, as permission may be required.

It is the understanding of SVCA staff that no new buildings or structures are being proposed as part of this Application. However, should any works be proposed on the property in the future the SVCA should be contacted as permission may be required.

**Conclusion**

All of the plan review functions have been assessed with respect to this proposal. Authority staff are of the opinion that this proposed Zoning By-law Amendment appears to conform to the relevant policies of the County of Wellington Official Plan, and Provincial Policies. The proposed Zoning By-law Amendment is acceptable to SVCA staff.

We trust you find this information helpful. Should questions arise, please do not hesitate to contact this office.

Sincerely,



Michael Oberle  
Environmental Planning Technician  
Saugeen Conservation

MO/

cc: Stacey Pennington, Drinking Water Source Protection and Building Assistant (via email)  
Steve McCabe, Authority Member, SVCA (via email)

## OPTION #1

### The Corporation of the Town of Minto By-law Number 2016-27

To amend Zoning By-law No. 01-86 for the Town of Minto

**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 the Town of Minto Zoning By-law 01-86 is amended by revising the text of Section 36.58 for the Rural Industrial Exception (RIN-58) Zone. It is located on Lot 68, Concession D, Geographic Township of Minto, as shown on Schedule "A", attached to and forming part of this By-law.
2. THAT Section 36.58 of Minto Zoning By-law 01-86 is amending by deleting the text for the Rural Industrial Exception (RIN-58) Zone in its entirety and replacing it with the following text:

**36.58 RIN-58**

Notwithstanding the permitted uses of Section 25, the land zoned **RIN-58** may only be used for processing yarn and its fabrication into end products. In addition, some associated uses such as a business office, factory retail sales, storage areas and display area shall be permitted, along with the existing dwelling.

The land zoned **RIN-58** shall be subject to the Regulations of Section 25.2 and applicable regulations of Section 6.

3. 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 66-01, as amended.
4. 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 19<sup>th</sup> day of April, 2016.

---

Mayor George A. Bridge

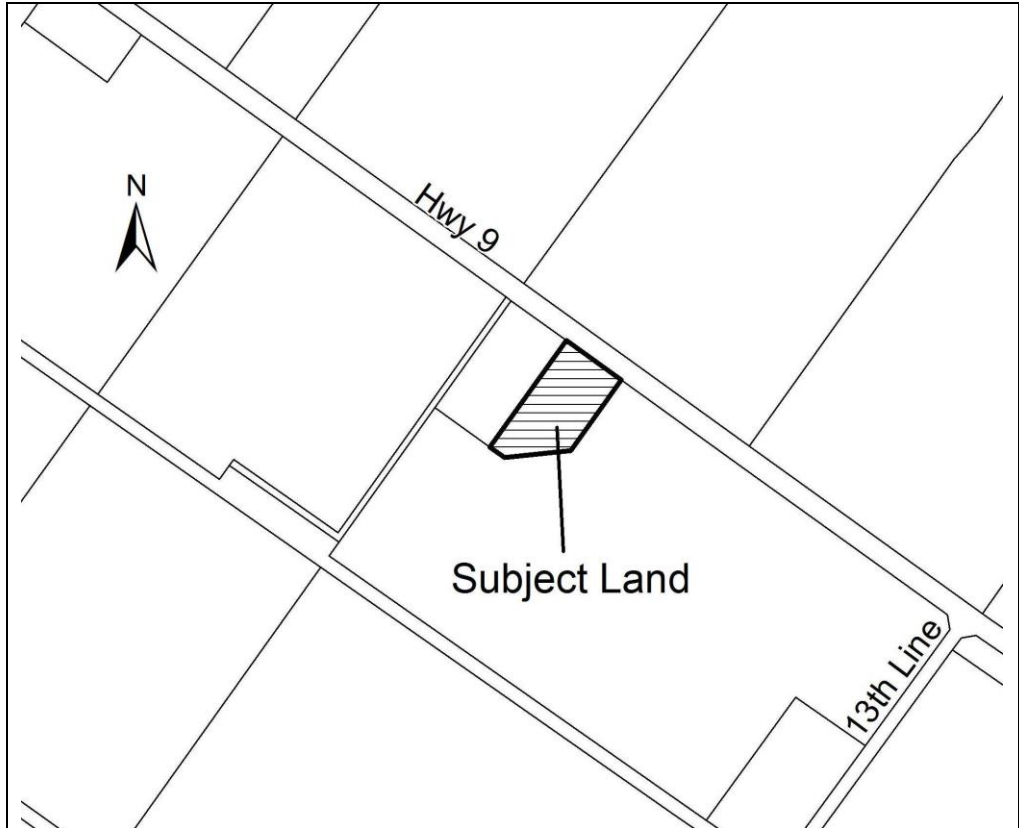
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Deputy C.A.O. Clerk Gordon Duff

# The Town of Minto

By-law Number 2016-27

## Schedule "A"



Revise Text for Rural Industrial Exception (RIN-58) Zone

This is Schedule "A" to By-law\_2016-27

Passed in open Council this 19<sup>th</sup> day of April, 2016

---

Mayor George A. Bridge

---

Deputy C.A.O. Clerk Gordon Duff

**EXPLANATORY NOTE**  
**BY-LAW Number 2016-27**

**LOCATION OF THE SUBJECT LAND**

The property subject to the proposed amendment is located on Part Lot 68, Concession D, RP 61R-6644; Part 2 with a municipal address of 5509 Highway 9. The property is 1.58 ha (3.9 acres) in size.

**THE PURPOSE AND EFFECT**

The purpose and effect of the proposed amendment is to amend the site specific zoning (RIN-58) on the subject land. The current zoning permits a cabinet manufacturing and assembly operation including associated uses. The applicants are proposing to use the existing structure on the property for a yarn mill, processing of raw fibre, the fabrication of yarn products and limited retail sales. An existing dwelling is also present on the property.

## OPTION 2

### The Corporation of the Town of Minto By-law No. 2016-27

#### A By-law to amend Zoning By-law Number 01-86

**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 the Town of Minto Zoning By-law 01-86 is amended by revising the text of Section 36.58 for the Rural Industrial Exception (RIN-58) Zone. It is located on Lot 68, Concession D, Geographic Township of Minto, as shown on Schedule "A", attached to and forming part of this By-law.
2. THAT Section 36.58 of Minto Zoning By-law 01-86 is amending by deleting the text for the Rural Industrial Exception (RIN-58) Zone in its entirety and replacing it with the following text:

**36.58 RIN-58** Notwithstanding the permitted uses of Section 25, the land zoned **RIN-58** may only be used for the following uses:

- An accessory residential use
- The processing of yarn and its fabrication into end products and associated uses such as a business office, factory retail sales, storage areas and display area.
- The following "dry" industrial uses – builders or contractors yard, business or professional office, custom workshop, service or repair shop, commercial studio, computer programming / data processing establishment, research facility, printing / publishing, veterinarian office.

Dry industrial uses shall not be permitted if they have the potential of being offensive, obnoxious or dangerous to the neighbours or the area by reason of: the emission of light, heat, fumes, noise, vibration, gas, dust, smoke, fire, odour, air or water borne waste or pollution; interference with radio or television; or, the significant increase in vehicle traffic due to frequency of deliveries by commercial carriers or patron parking. Where the Chief Building Official is of the opinion that a dry industrial use may not be in compliance with this regulation, then the proposed use will require an amendment to this by-law.

The land zoned **RIN-58** shall be subject to the Regulations of Section 25.2, applicable regulations of Section 6.

3. 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 66-01, as amended.
4. 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 19th day of April, 2016.

---

Mayor George A. Bridge

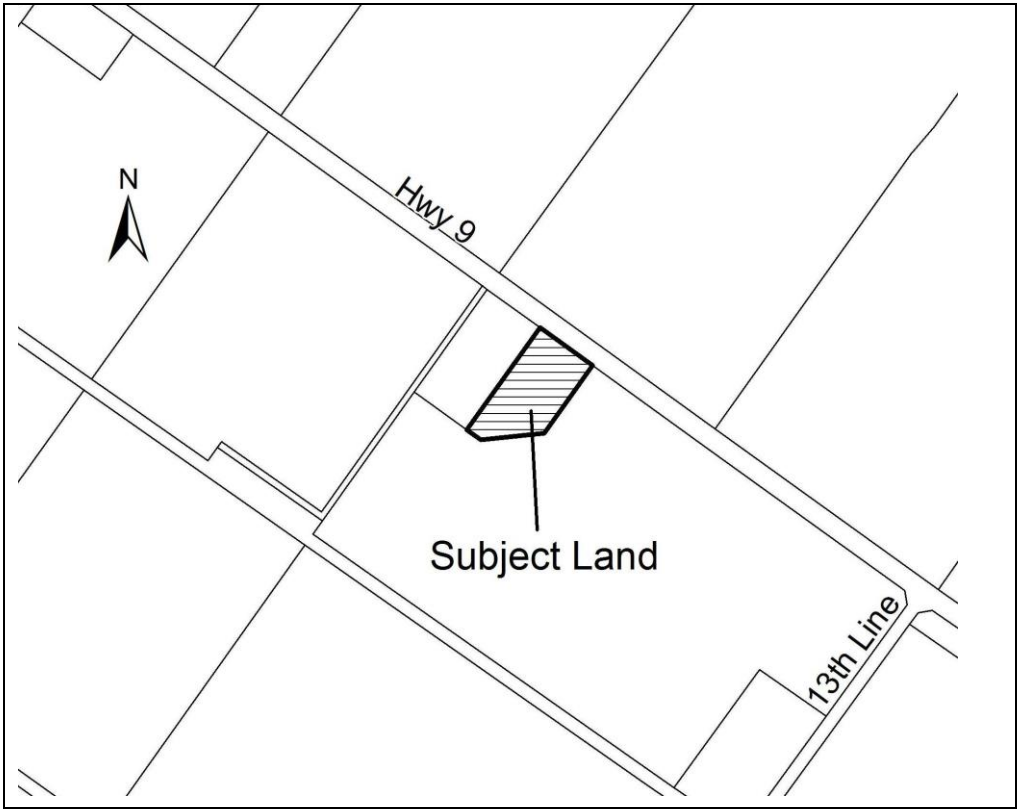
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Deputy Clerk Gordon Duff

THE TOWN OF MINTO

BY-LAW NO 2016-27

Schedule "A"



Revise Text for Rural Industrial Exception (RIN-58) Zone

This is Schedule "A" to By-law 2016-27

Passed this 19th day of April 2016

\_\_\_\_\_  
Mayor George A. Bridge

\_\_\_\_\_  
Deputy Clerk Gordon Duff



**EXPLANATORY NOTE**  
**BY-LAW Number 2016-27**

**LOCATION OF THE SUBJECT LAND**

The property subject to the proposed amendment is located on Part Lot 68, Concession D, RP 61R-6644; Part 2 with a municipal address of 5509 Highway 9. The property is 1.58 ha (3.9 acres) in size.

**THE PURPOSE AND EFFECT**

The purpose and effect of the proposed amendment is to amend the site specific zoning (RIN-58) on the subject land. The current zoning permits a cabinet manufacturing and assembly operation including associated uses. The applicants are proposing to use the existing structure on the property for a yarn mill, processing of raw fibre, the fabrication of yarn products and limited retail sales. A number of other low impact, dry industrial uses are also permitted, provided they do not create a nuisance for neighbours. An existing dwelling is also present on the property.

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 than 25.

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

1. In a committee of 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.

The North Wellington French Immersion Parents group is providing the following draft resolution to be passed by council.

Whereas the Upper Grand District School Board is mandated to provide equitable education to all students:

And whereas limited entry and reduction of hours of instruction in the French Immersion program is being considered by the UGDSB;

And whereas limiting educational opportunities within our municipality will have a negative impact in recruiting residents and economic growth;

Therefore be it resolved that the UGDSB be requested to explore solutions other than capping and reducing the French Immersion program;

And further, that the UGDSB adopt a policy of working with municipalities to coordinate recruiting educational professionals to the area.



## YFC/Youth Unlimited of Minto

16 Young St, Box 673, Harriston, Ontario N0G 1Z0  
Phone: 519-781-5311 Email: [kenneth.m@yfcmento.com](mailto:kenneth.m@yfcmento.com)

"We see the **hope** and **potential** in every young person"

April 19, 2016

Dear members of the council of the Town of Minto:

Thank you for the great reception I received at the council meeting of February 16, 2016. It was good to hear that the council of the Town of Minto has been very supportive of the youth programs of Youth for Christ/Youth Unlimited (YFC/YU) of Minto in the past. It was also good to hear that you are committed to supporting YFC/YU of Minto in the future as well.

I was thrilled to read that the Town of Minto vision is:

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

This is what we (YFC/YU staff and volunteers) aspire to as well. Our goal is to continue to provide a place (the Deck) for kids/teens to spend time in the evenings on weekends. Our hope is to expand our presence in Minto through added drop-in nights at the Deck and to provide or assist in the leadership of sports programs and special interest programs in the communities of Minto. One of our long term goals is to provide a drop-in in Palmerston as well. More long term, we would like to provide or assist in the leadership of programs for youth in Clifford.

For the first half of this year, we are focusing solely on revitalizing the youth programs offered at or out of the Deck in Harriston. This effort will require expanding our volunteer base which we are doing at present. This will allow us to be open more often.

There are also some upgrades at the Deck that need to be completed to bring the building up to present day standards. This includes the standards of *Fire Prevention and Safety* and *Plan to Protect*. For example, to meet the *Fire Prevention and Safety* standards we need to put *fire rated* drywall and *fire rated* doors in the furnace room.

Therefore, we are asking for \$1000.00 to put towards the general budget. We are also asking for an additional \$1000.00 to put towards upgrades that are required to bring the Deck to the standards of *Fire Prevention and Safety* and *Plan to Protect*.

We thank you for your interest in YFC/YU of Minto. We have a great community here in Minto with many good services. Our desire is to serve the community by giving our youth 'their space' and a place to hang out and to provide programs for our youth. We thank you for your support of this endeavour.

Sincerely,

Ken Mohle  
YFC/YU Minto Staff



## TOWN OF LAKESHORE

---

419 Notre Dame St.  
Belle River, ON N0R 1A0

March 11, 2016

Via Email

To: All Municipalities in the Province of Ontario

**RE: ONTARIO MUNICIPAL BOARD SIMPLIFIED PROCESS**

Please find attached the resolution approved by the Council of the Town of Lakeshore at their Regular Council meeting held on March 8, 2016

Should you have any questions or concerns regarding this matter, please do not hesitate to contact me.

Yours truly,

Mary Masse  
Clerk

Attachment: Resolution of Lakeshore Council

MM/km



## TOWN OF LAKESHORE

---

419 Notre Dame St.  
Belle River, ON N0R 1A0

Councillor Wilder moved and Councillor McKinlay seconded:

***WHEREAS municipalities in Ontario invest a significant amount of time and resources into developing and updating their Official Plan; and***

***WHEREAS the Official Plan of a municipality in Ontario, is ultimately reviewed and approved by the Province of Ontario; and***

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

***WHEREAS it is also within the legislative purview of a 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 their Official Plan; and***

***WHEREAS planning decisions of a Municipal Council may be appealed to the Ontario Municipal Board ("OMB"), an unelected, appointed body that is not accountable to the taxpayers of that municipality; and***

***WHEREAS there is a significant expenditure of time and resources associated with defending decisions of a Municipal Council to the OMB, the full cost of which is borne by that municipality and ultimately the taxpayers of that municipality;***

***NOW THEREFORE BE IT HEREBY RESOLVED THAT that the Government of Ontario be requested to establish a simplified process within the OMB ("OMB Simplified Process"), whereby planning decisions of a Municipal Council, made on the basis of upholding their Official Plan, may be appealed at no cost to that municipality; and***

***BE IT FURTHER RESOLVED THAT that the Government of Ontario be requested to require the OMB to uphold any planning decisions of a Municipal Council, if they are made on the basis of upholding their Official Plan, unless through the OMB Simplified Process, they are***



*found to be contrary to the processes and rules set out in legislation;  
and*

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

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

**Motion Carried Unanimously**

**Ministry of  
Transportation**

Office of the Minister

Ferguson Block, 3<sup>rd</sup> Floor  
77 Wellesley St. West  
Toronto, Ontario  
M7A 1Z8  
416-327-9200  
[www.ontario.ca/transportation](http://www.ontario.ca/transportation)

**Ministère des  
Transports**

Bureau du ministre

Édifice Ferguson, 3<sup>e</sup> étage  
77, rue Wellesley ouest  
Toronto (Ontario)  
M7A 1Z8  
416-327-9200  
[www.ontario.ca/transports](http://www.ontario.ca/transports)



**MAR 3 1 2016**

His Worship George Bridge  
Mayor  
Town of Minto  
5941 Highway 89  
Harriston ON N0G 1Z0

Dear Mayor Bridge:

I am pleased to advise you that the Town of Minto has been selected for funding under the first intake of the Ministry of Transportation's new Connecting Links Program.

In February 2016, the Premier announced increased funding for this annual program. The province will provide \$20 million in 2016–17, up from \$15 million announced in the 2015 Budget. Annual funding will increase to \$30 million by 2018–19.

The Ministry of Transportation's maximum provincial contribution for your project is \$1,935,806 for Reconstruction of Elora Street - Clifford.

Ministry staff will follow up with your municipality to provide the contribution agreement and discuss the milestones and other requirements that must be met. Once the ministry receives your signed agreement, accompanied with a council resolution, we will execute the agreement to enable your project to proceed without delay.

Please keep this information confidential until the government makes a funding announcement.

I look forward to continuing our cooperative relationship and wish you success with your project.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Del Duca".

Steven Del Duca  
Minister

c. Bill White, CAO

RECEIVED APR 04 2016

**Ministry of Agriculture,  
Food and Rural Affairs**

3rd Floor  
1 Stone Road West  
Guelph, Ontario N1G 4Y2  
Tel: (519) 826-3552  
Fax: (519) 826-3259

**Ministère de l'Agriculture,  
de l'Alimentation et des  
Affaires rurales**

3<sup>e</sup> étage  
1, rue Stone ouest  
Guelph (Ontario) N1G 4Y2  
Tél.: (519) 826-3552  
Téléc.: (519) 826-3259



**Environmental Management Branch**

Date: March 29, 2016  
To: Municipalities in Ontario

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**SUBJECT: 2016/2017 Tile Loan Program**

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Dear Clerk/Treasurer:

The Tile Loan Program is operational for the 2016/17 fiscal year. Please keep this letter for future reference and share it with anyone else in your municipality that may be involved in this program including your tile inspector.

Through this program, landowners can access loan funding through their local municipality for the installation of tile drainage systems on their agricultural land. Tile loans continue to be available at a 6% interest rate for a ten-year term. The maximum amount of loan available to an individual farmer in one year has been maintained at \$50,000. The first debentures will be purchased on May 1, 2016.

Please note the information on the following two pages. The first page provides additional details about the Tile Loan Program. Ministry program contacts are listed on the second page along with instructions on calculating loan amounts and repayments. I also encourage you to view the drainage information located on the drainage page of the Ministry website:

**[www.ontario.ca/drainage](http://www.ontario.ca/drainage)**

Questions about the Tile Loan Program may be directed to Sid Vander Veen at 519-826-3552 or by email at [sid.vanderveen@ontario.ca](mailto:sid.vanderveen@ontario.ca).

Sincerely,

Len Senyshyn, Manager  
Approvals, Certification and Licensing Unit  
Environmental Management Branch



## **2016/2017 TILE LOAN PROGRAM**

**LOAN DETAILS:** The *Tile Drainage Act* allows municipalities to sell debentures to the Province to fund the installation of tile drainage on private agricultural land. The following is a list of some of the requirements of the Tile Loan Program:

- A municipality may only offer to sell one debenture per month to the Province
- The debenture must be dated for the first of the month
- The debenture can provide for the funding of multiple tile loans.
- The term of the loan is 10 years and the repayment is due annually.
- The interest rate for the loans issued under this Program will be at 6%, fixed for the 10-year term of the loan.
- Interest is compounded annually and the loan can be paid at any time without penalty.
- An individual farmer can receive a loan of 75% of the cost of the tile drainage work, subject to the loan limit policy below.

**LOAN LIMIT:** A Ministry policy limits the amount of loan available to a farmer each year. The policy reads as follows: “*The sum of all loans issued in any fiscal year, to an individual, as an individual, or in his role in a partnership or corporation shall not exceed \$50,000*”. Therefore, farmers may obtain a loan for the lesser of: (a) amount applied for by the farmer; (b) 75% of the value of the tile drainage work performed; or (c) \$50,000.

Further, when the tile loan program is used in conjunction with any other provincial program to fund the installation of tile drainage on agricultural land, the total provincial funding must not exceed 100% of the total cost of installing the tile drainage system.

**INELIGIBLE COSTS:** The following costs cannot be included as part of a tile loan application:

- Any costs incurred off the farm property;
- Any costs not related to the tile drainage system;
- HST cost since farmers receive a full rebate of the HST;
- Any illegal work; e.g. tile drainage work installed outside of the requirement of the *Agricultural Tile Drainage Installation Act*.

**PROGRAM TERM:** With this announcement of the continuation of the Tile Loan Program, our Ministry can begin purchasing tile drainage debentures from municipalities on May 1, 2016. These program details remain in effect until March 1, 2017 which is the last date that the Ministry can purchase debentures in the 2016/17 fiscal year.

**DEBENTURE INFORMATION:** All debentures and loans must be dated for the first of the month. Therefore, in order for our Ministry to process a debenture and have the cheque returned to the municipality by the first of the month, the debenture package must be received before the 19<sup>th</sup> of the previous month.

**AVAILABILITY OF FUNDS:** The tile drainage loan funds are available on a first come, first served basis for the full fiscal year. If program usage this year happens to be higher than anticipated, we will send you a letter indicating how the remainder of the program funds will be managed to control spending within our budget.

**FOR MORE INFORMATION:**

- Refer to the “Guidelines for the Tile Loan Program”, available from Ministry staff.
- Review the Ministry website: [www.ontario.ca/drainage](http://www.ontario.ca/drainage)
- Contact the appropriate Ministry staff (see below)

**CALCULATION OF ANNUAL TILE LOAN REPAYMENT**

The easiest method of determining the amount of the loan and the annual loan repayment amount is by using the Tile Loan Calculator located on the Ministry website: [www.ontario.ca/drainage](http://www.ontario.ca/drainage)

**TILE DRAINAGE DEBENTURE PACKAGE GENERATOR**

The “Tile Drainage Debenture Package Generator” is an Excel spreadsheet tool that will help municipalities in completing the documentation required for the Tile Loan Program. This tool has been designed to generate debenture packages for lower tier municipalities that sell debentures directly to the Province. Therefore, this tool is not intended to be used by lower tier municipalities located within Regional Municipalities or the County of Oxford.

The current version of the Tile Debenture Package Generator is titled “TDA Debenture Package Generator – 2015 01.xls.” If your municipality would like the current version of this spreadsheet tool, please email Becky Curran as indicated below.

**CONTACTS:**

⇒ For information on preparing or processing tile drainage debenture packages:

Andy Kester	or	Becky Curran
Phone: 519-826-3551		Phone: 519-826-4049
Email: <a href="mailto:andy.kester@ontario.ca">andy.kester@ontario.ca</a>		Email: <a href="mailto:becky.curran@ontario.ca">becky.curran@ontario.ca</a>

⇒ For information about tile loan invoicing and repayments:

Tanya Timony, Ontario Shared Services,  
Phone: 705-564-8962      Fax: 705-564-7062  
Email: [tanya.timony@ontario.ca](mailto:tanya.timony@ontario.ca)

⇒ For information on the management of the Tile Loan Program:

Sid Vander Veen, Ministry of Agriculture, Food and Rural Affairs  
Phone: 519-826-3552      Email: [sid.vanderveen@ontario.ca](mailto:sid.vanderveen@ontario.ca)

**MAILING ADDRESS:**

Mail or courier debenture packages to:

Drainage Unit, Environmental Management Branch  
Ministry of Agriculture, Food and Rural Affairs  
3rd Floor SE, 1 Stone Road West  
Guelph, Ontario, N1G 4Y2      Fax: 519-826-3259

April 04, 2016

VIA Email

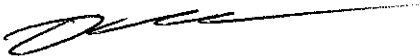
To: Southwestern Ontario Municipalities

**RE: MEMORANDUM - OPAL Request for Resolution**

Please find attached the resolution approved by the Council of the Town of Tillsonburg at their Regular Council meeting held on March 29, 2016.

Should you have any questions or concerns regarding this matter, please do not hesitate to contact me.

Sincerely,



Donna Wilson  
Town Clerk

Attachment: Resolution of Town of Tillsonburg Council

TS/DW

Moved By: Councillor Esseltine

Seconded By: Councillor Stephenson

***WHEREAS the Town of Tillsonburg supports Oxford County's Sustainability Plan including the Zero Waste objective by 2025;***

***AND WHEREAS Tillsonburg stands united with Oxford County in declaring the county and its municipalities unwilling hosts to garbage from areas beyond their municipal boundaries;***

***AND WHEREAS all local governments need to take responsibility for waste created within their borders while avoid the exportation of waste to other municipalities;***

***AND WHEREAS any and all regulations, practices and best available technologies shall be used to reduce the generation of waste and ultimately to ensure the elimination of the movement of waste across municipal borders and its resulting impact on the health of area residents and the environment;***

***THEREFORE be it resolved, That the Town of Tillsonburg endorses the material as presented by the Oxford People Against Landfill (OPAL) delegation on March 14, 2016;***

***THAT the Town strongly encourages the Province and other private and public sector partners to ensure waste generation is minimized and stays within the municipal area where it is generated, and finally;***

***THAT a copy of this Resolution be forwarded to Premier Kathleen Wynne, Minister Glen Murray (MOECC), MPP Ernie Hardeman, Southwestern Ontario municipalities, the County of Oxford, and OPAL.***

Motion Carried

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**CORPORATE OFFICE**

200 Broadway, Tillsonburg, Ontario, N4G 5A7, Telephone # (519) 842-6428, Fax # (519) 842-9431

Web: [www.town.tillsonburg.on.ca](http://www.town.tillsonburg.on.ca)



## THE CORPORATION OF THE TOWNSHIP OF TAY

450 Park St.  
P.O. Box 100  
Victoria Harbour, ON L0K 2A0  
Telephone (705) 534-7248  
Facsimile (705) 534-4493  
[www.tay.ca](http://www.tay.ca)

March 31, 2016

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

Dear Premier Wynne,

### **RE: Insurance Costs**

---

At its meeting of March 9, 2016, the Council of the Township of Tay reviewed correspondence from Township of Oro-Medonte regarding escalating municipal insurance premiums and liability claims.

Following discussion, the County of the Township of Tay passed the following motion at their March 23, 2016 Council meeting:

**Whereas municipal insurance premiums and liability claims have increased significantly over the years;**

**And whereas the Township of Tay's liability insurance premiums have increased more than \$168,733 since 2006, being an increase of 234%;**

**And whereas the joint and several liability provision frequently allocates risk to municipal governments who are usually considered to be the "deepest pockets" in a dispute. If the defendant has become insolvent, the joint and several liability provision means that the plaintiff may recover all of their costs from the municipal government;**

**And whereas municipalities have petitioned the province to address joint and several liability reform, which is a primary contributor to rising premiums;**

**And whereas municipalities cannot afford to wait any longer for insurance reform policies;**

**Now therefore be it resolved that the Council of The Corporation of the**

Cont'd...



Township of Tay appeals to the provincial government to protect taxpayers from high property taxes by implementing a comprehensive, long-term solution insurance reforms, including joint and several liability, for municipalities, addressing the alarming rise in insurance premiums due to rising litigation and claim costs;

And that this resolution be circulated, under the Mayor's signature, to Kathleen Wynne, Premier of Ontario, Minister McMeekin, Minister of Municipal Affairs and Housing, Patrick Brown, MPP Simcoe North, the County of Simcoe, the Cities of Barrie and Orillia, Simcoe County Municipalities, and all other Ontario Municipalities, and AMO for their support.

Carried.

Sincerely,

A handwritten signature in cursive script that reads "Scott Warnock".

Mayor Scott Warnock

**DISCLAIMER**

This material is provided under contract as a paid service by the originating organization and does not necessarily reflect the view or positions of the Association of Municipalities of Ontario (AMO), its subsidiary companies, officers, directors or agents.

# MUNICIPAL SUMMIT

Municipalities working together for OMB reform

You are invited to attend the

## **Municipal Summit on OMB Reform - Process and Power**

### *Municipal Representatives For OMB Reform*

- Saturday, May 14, 2016
  - 9 am to 4 pm
- Markham Civic Centre, 101 Town Centre Blvd., Markham

9:00AM – 9:45AM	Registration (Elected Officials Only) - FREE
9:45AM – 10:00AM	Opening Remarks
10:00AM – 12:00AM	Round Table Discussion
<b>ROUND TABLE DISCUSSION INVITED SPEAKERS</b>	
<ul style="list-style-type: none"><li>• John Chipman – Author “Law Unto Itself”, former editor of the Ontario Municipal Board Reports</li><li>• Helen Cooper – Former Mayor of Kingston, Chair of the Ontario Municipal Board, AMO President</li><li>• Leo Longo – Senior Partner Aird &amp; Berlis LLP, member A&amp;B Municipal and Land Use Planning Group</li><li>• Val Shuttleworth – Chief Planner for York Region, leads Planning and Economic Development Branch</li><li>• Joe Vaccaro – CEO of the Ontario Home Builders Association (BILD)</li></ul>	
12:00AM – 1:30AM	Breakout Session with lunch provided Individual group discussions of various OMB Reform Issues; Identify preferred actions and/or solutions
1:30PM – 1:45PM	Break
1:45PM – 2:45PM	Summary Moderated discussion on breakout session results; Next steps
2:45PM – 3:00PM	Closing Remarks - Working Group Chair
3:00PM – 4:00PM	Post-Summit Networking Attendees and Organizers

***We look forward to your attendance – Together we will make a difference!***

Please RSVP your attendance by May 10 to: [TMrakas@aurora.ca](mailto:TMrakas@aurora.ca)

For further information, please contact:

Tom Mrakas - Councillor, Town of Aurora – (1) 289-879-2176

Please distribute these links to your constituents and colleagues:

- Facebook page: <https://www.facebook.com/OMBreform/>
- Petition: <http://www.gopetition.com/petitions/omb-reform1.html>

Approved by the Working Group for the Municipal Task Force for OMB Reform

**Minister  
Responsible for  
Seniors Affairs**

6<sup>th</sup> Floor  
400 University Avenue  
Toronto ON M7A 2R9  
Tel.: (416) 314-9710

**Ministre délégué  
aux Affaires des  
personnes âgées**

6<sup>e</sup> étage  
400, avenue University  
Toronto ON M7A 2R9  
Tél.: (416) 314-9710



April 2016

RECEIVED APR 12 2016

Dear Friends,

It is my pleasure to invite you to submit a nomination for the **Senior Achievement Award**.

Each year, the program recognizes extraordinary seniors who, after the age of 65, have made significant contributions to their community and/or province.

**To make a nomination:**

1. Visit [ontario.ca/honoursandawards](http://ontario.ca/honoursandawards) and click on the Senior Achievement Award link.
2. Download the appropriate PDF form.
3. Read the eligibility criteria and instructions carefully.
4. Fill out the form and submit it with your supporting material. Instructions for submitting your nomination can be found on the website under the "How to Nominate" section.

**The deadline for nominations is June 15, 2016.**

Did you know that June is Seniors' Month in Ontario? This year's theme is "Seniors Making a Difference." Take this opportunity to showcase how seniors are making a difference in your community! For more information about Seniors' Month, visit [ontario.ca/seniorsmonth](http://ontario.ca/seniorsmonth).

If you have questions or require a copy of the nomination form to be mailed to you, contact the Ontario Honours and Awards Secretariat:

Email: [ontariohonoursandawards@ontario.ca](mailto:ontariohonoursandawards@ontario.ca)  
Phone: 416 314-7526  
Toll-free: 1 877-832-8622  
TTY: 416 327-2391

Thank you in advance for taking the time to consider putting forward the name of a special senior in your community.

Sincerely,

A handwritten signature in cursive script, reading "Mario Sergio".

The Honourable Mario Sergio  
Minister

**Minister  
Responsible for  
Seniors Affairs**

6<sup>th</sup> Floor  
400 University Avenue  
Toronto ON M7A 2R9  
Tel.: (416) 314-9710  
Fax: (416) 325-4787

**Ministre délégué  
aux Affaires des  
personnes âgées**

6<sup>e</sup> étage  
400, avenue University  
Toronto ON M7A 2R9  
Tél.: (416) 314-9710  
Télééc.: (416) 325-4787



RECEIVED APR 12 2016

April, 2016

Dear Mayor or Reeve,

With summer just around the corner, I trust many of you are not only thinking about the warmer weather, but also planning for Seniors' Month.

June marks the 32<sup>nd</sup> anniversary of Seniors' Month in Ontario. To recognize the important role seniors play in our communities, this year's theme is, "Seniors Making a Difference."

We want to put the spotlight on the ways that seniors have built our communities and continue to contribute their time and talents today in many ways.

To help spread the word, enclosed is this year's poster for you to share and post.

In addition to English and French, the poster is again available in five other languages: Spanish, Chinese, Italian, Punjabi and Portuguese. To download electronic copies of these posters, please visit the Ontario Seniors' Secretariat website at [www.ontario.ca/seniorsmonth](http://www.ontario.ca/seniorsmonth).

If you would like a printed copy of the additional languages, please send an email with the languages you prefer, the amount, along with your full mailing address to: [infoseniors@ontario.ca](mailto:infoseniors@ontario.ca) (while quantities last).

I would also like you to get involved on Twitter this year. If you haven't followed us yet, please do so [@OntSeniors](https://twitter.com/OntSeniors). We are encouraging Ontarians who know a senior "making a difference" to take a photo of them in action. Simply tweet the photo to [@OntSeniors](https://twitter.com/OntSeniors), and use the hashtag [#VibrantSeniors](https://twitter.com/OntSeniors). We look forward to sharing the many photos we will receive from across the province during Seniors' Month.

To follow up on my previous correspondence, I'd like to remind you that each year municipalities have the opportunity to pay tribute to one outstanding senior with the Senior of the Year Award. I encourage you to submit a nomination before April 30, 2016 and during Seniors' Month, showcase how your seniors are making a difference in your community. For more information about this award, please visit [www.ontario.ca/honoursandawards](http://www.ontario.ca/honoursandawards) and click on the Senior of the Year Award link.

Finally, I continue to encourage everyone to celebrate this month by proclaiming June as Seniors' Month and by hosting an event. Please contact us at [infoseniors@ontario.ca](mailto:infoseniors@ontario.ca) if you would like to share your event on the Ontario Seniors' Secretariat website, which can be found at: [www.ontario.ca/seniors](http://www.ontario.ca/seniors).

Thank you for your continued support and for celebrating Seniors' Month in your community.

Sincerely,

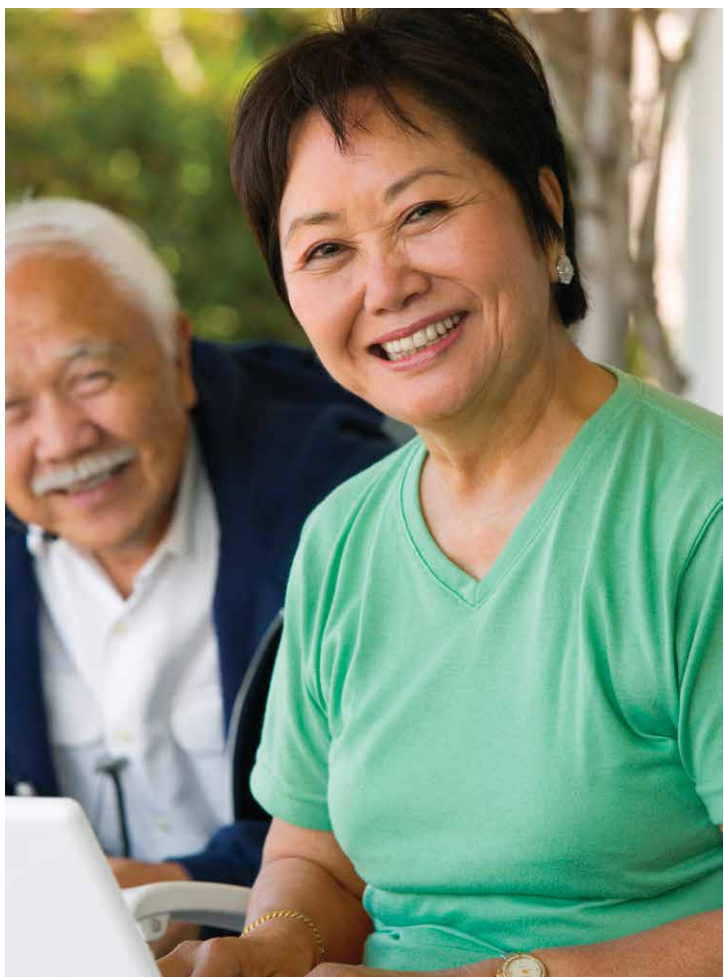
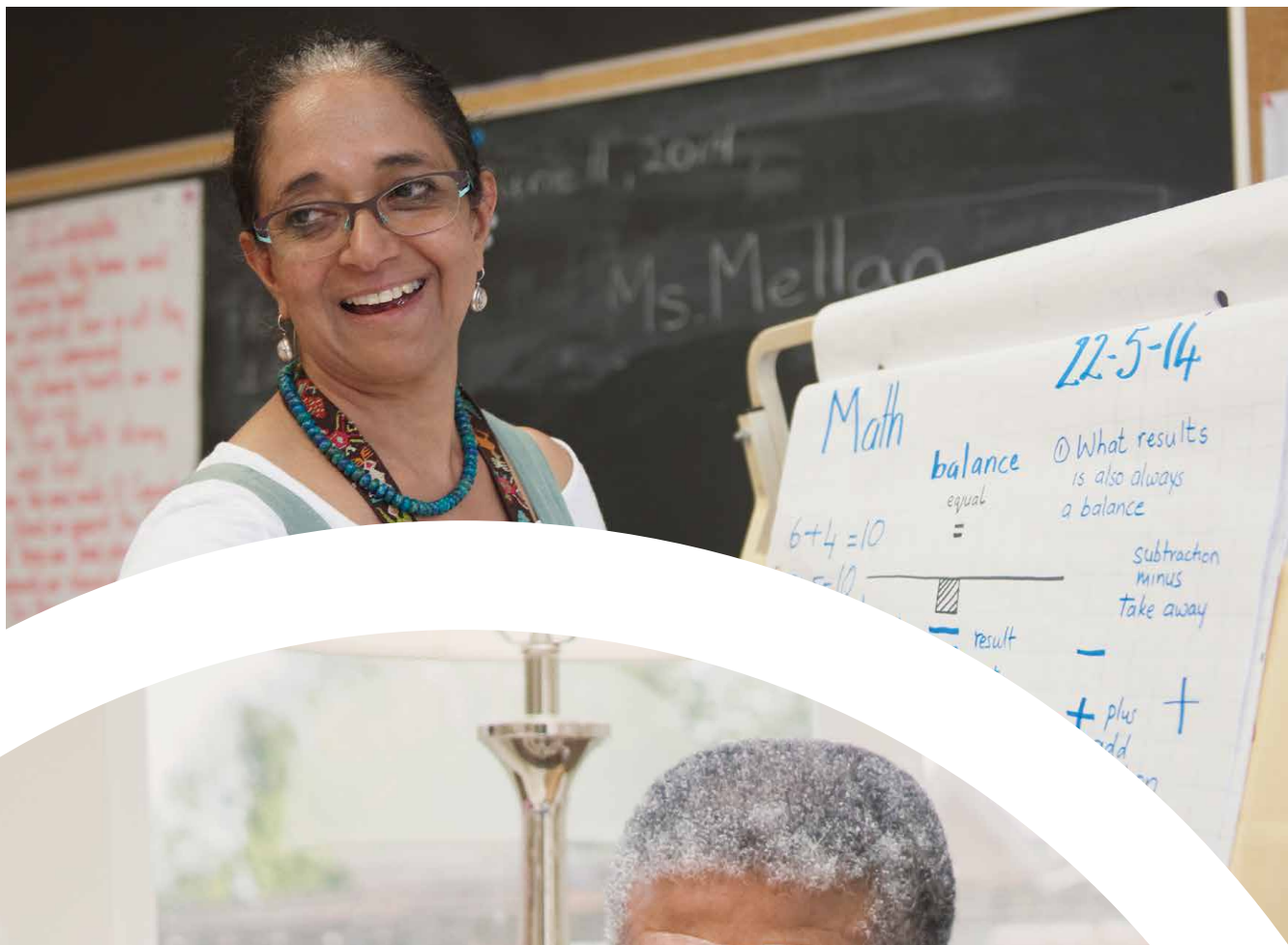
A handwritten signature in black ink that reads "Mario Sergio".

Mario Sergio, Minister

Enclosure



# SENIORS' MONTH



SENIORS  
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2016



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**From:** AMO Communications [<mailto:communicate@amo.on.ca>]  
**Sent:** April-12-16 3:18 PM  
**To:** Bill White  
**Subject:** AMO Policy Update - Bill 151 Waste-Free Ontario Now Sent to Standing Committee

April 12, 2016

## **Bill 151 Waste-Free Ontario now sent to Standing Committee**

Last week, Bill 151, *The Waste-Free Ontario Act*, passed second reading with unanimous support from all three parties and has been referred to the Standing Committee on Social Policy for public consultations and clause-by-clause hearings for April 18<sup>th</sup> and 19<sup>th</sup> (see [Standing Committee - Waste-Free Ontario Act, 2016](#)).

The draft legislation is high-level enabling legislation that will see much of the details on how services will be funded and delivered determined once the legislation is passed through Provincial Policy Statements and Regulations. AMO, City of Toronto, Regional Public Works Commissioners of Ontario, and the Municipal Waste Association submitted a comprehensive municipal sector submission on the Bill in response to the posting on the Environmental Bill of Rights (EBR) Registry ([EBR Registry Number 012-5832, Waste-Free Ontario Act, 2016 - Bill 151](#)).

We urge any interested Mayors, Heads of Council, Public Works Chairs or other interested elected officials to register with the Clerk of the Committee to be considered to speak to the Bill. Additionally, written submissions to the Committee will be important to ensure municipal governments' perspective on the Bill are heard.

To assist with your oral or written submissions to Committee, we developed an outline of the key municipal concerns on Bill 151 that your municipality can use as a baseline for your specific submission. We have also included the specific amendments AMO has developed that can be an appendix to your submission.

### **The Municipal Perspective**

- Municipal governments have long advocated for a new legislative framework for waste diversion. We are encouraged that Bill 151 has passed through second reading.
- We strongly support the Province's legislative intent to move towards producers fully funding the end-of-life costs associated with managing products and packaging rather than relying on the property tax base to fund these costs. However, a number of issues need to be addressed in the legislation now as opposed to through future policy statements and regulations.
- Our primary concern is that Bill 151 does not provide the municipal sector with any ability to protect our interests in the operation and funding of our integrated waste management systems. Municipal governments will still be required to operate and fund the integrated waste management system for all materials that are not designated and materials that end up in our waste and/or litter streams. Given the impact new programs and recovery schemes will have on the systems we manage and pay for, municipal governments require a seat at the table when decisions are being made about these programs – both during the transition and after the legislation is in force.
- Currently, the language used in section 11 of the *Waste Diversion Transition Act, 2015* (WDTA) to describe payments from producers to municipalities for provision of the Blue Box program, is identical to section 25(5) of the *Waste Diversion Act, 2002*. This language of "Stewardship Obligation" has been interpreted differently by municipal governments and stewards, resulting in a costly arbitration in 2014 and remains in dispute between the parties. We implore the members of the Standing Committee to amend the language and take advantage of this great opportunity to finally fix this constant and unproductive conflict.
- Critical amendments to Bill 151 are needed to ensure municipal governments' concerns are addressed:

- to protect residents'/municipal taxpayers' interests;
- to protect the integrity of the integrated municipal waste systems; and
- to stop the on-going challenges with receiving what municipal governments are owed during the transition period.

### **The Municipal "Ask"**

- We are asking the Committee to ensure that the legislation presents a fair and balanced approach for municipal governments.
- A fair and balanced approach would be achieved through changes to section 11, the establishment of a Municipal Advisory Body and other specific amendments to the WDTA and the *Resource Recovery and Circular Economy, 2015*.
- We have provided the Committee with a list of 13 draft Bill 151 amendments. We hope this wording will be used in clause-by-clause review and amendments to the Bill during the Committee process.

**Note:** Draft Amendments are included as an [appendix](#).

**AMO Contact:** Dave Gordon, Senior Advisor, Waste Diversion, E-mail: [dgordon@amo.on.ca](mailto:dgordon@amo.on.ca), 416.971.9856 ext. 371.

# SAUGEEN VALLEY CONSERVATION AUTHORITY

# MINUTES

Conservation through Cooperation

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**MEETING:** Authority  
**DATE:** Thursday, February 25, 2016  
**TIME:** 1:00 pm  
**LOCATION:** Administration Office, Formosa

**CHAIR:** Luke Charbonneau

**MEMBERS PRESENT:** John Bell, Barbara Dobreen, Brian Gamble, Dan Gieruszak, Steve McCabe, Sue Paterson, Andrew White

**MEMBERS ABSENT WITH REGRET:** Robert Buckle, Maureen Couture, Kevin Eccles, Wilf Gamble, Stewart Halliday, Dan Kerr, Mike Smith

**OTHERS PRESENT:** Wayne Brohman, General Manager/Secretary-Treasurer  
Carl Seider, Project Manager, Drinking Water Source Protection  
Emily Vandermeulen, Program Supervisor, Drinking Water Source Protection  
Heather Malcolmson, Director, Source Protection Programs Branch, MOECC  
Teresa McLellan, Liaison Officer, Source Protection Programs Branch, MOECC  
Erin Harkins, Review Coordinator, Source Protection Programs Branch, MOECC  
Jo-Anne Harbinson, Manager, Water Resources & Stewardship Services  
Erik Downing, Manager, Planning & Regulations  
Les McKay, Manager, IT  
Gary Senior, Sr. Manager, Flood Warning & Land Management  
Shannon Wood, Manager, Communications  
Catherine Billings, Communications Assistant  
Jack MacLeod, Chair, Saugeen Valley Conservation Foundation  
Catherine Dickison, Vice-Chair, Saugeen Valley Conservation Foundation  
Janice Hagan, Recording Secretary  
Guests and Members of the Press

## CALL TO ORDER & CHAIR'S WELCOME

Chair Luke Charbonneau called the meeting to order at 1:03 pm.



**1. Adoption of the Agenda**

Item #4 of the agenda was amended to include staff appreciation.

**MOTION #G16-20**

Moved by Dan Gieruszak

Seconded by Sue Paterson

THAT the agenda be adopted as amended.

**Carried**

**2. Declaration of Pecuniary Interest**

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

**3. Minutes of the Authority Meeting – January 15, 2016**

**MOTION #G16-21**

Moved by Andrew White

Seconded by John Bell

THAT the minutes of the Authority meeting, held on January 15, 2016 be adopted as circulated.

**Carried**

**4. Presentations**

a. Volunteer, Sponsor & Staff Appreciation

The following Staff Appreciation Awards were presented by Luke Charbonneau to Long Serving employees of SVCA:

- Twenty-five Year Service Award (Watch): Jo-Anne Harbinson, Manager, Water Resources & Stewardship Services.
- Fifteen Year Service Award (Plaque): Ron Kaufman, Superintendent of Saugeen Bluffs Conservation Area [not in attendance].

The following major sponsors of SVCA were recognized by Luke Charbonneau, and representatives in attendance were presented with a plaque for their financial contribution to SVCA:

Bruce Power, Community Foundation Grey Bruce, Enbridge, Grey Bruce Sustainability Network, RBC Foundation – Bluewater Fund, Stewardship Grey Bruce, John Sutherland & Sons Ins., TD Friends of the Environment, Walkerton Rotary Club.

The following major volunteers of SVCA were recognized and those in attendance were presented with a bottle of maple syrup:

Ontario Steelheader's Association, Kincardine Ski Club, Melissa Henkusens & Julie Henhoeffler, Gary Senior, Jack MacLeod, Catherine Dickison, and Marian Wersch (*in memoriam*).

The following SVCF major sponsors were recognized by Jack MacLeod, SVCF Chair and Catherine Dickison SVCF Vice-Chair and representatives in attendance were presented with a plaque:

Bruce Power, Bruce Telecom, Grants Independent, Love's Sweetness Maple Syrup, Ontario Power Generation, Ross Young Bus Lines, Scotia Bank, The Post, Trillium Mutual Insurance Company.

The following SVCF major volunteers were recognized by Jack MacLeod, SVCF Chair and Catherine Dickinson SVCF Vice-Chair and those in attendance were presented with a bottle of maple syrup:

Lin Fleming, Sam Fraser, Johanna Hardy & Family, Faye Moore, Bryce Johnson, John & Jeanne Kuntz, MaryAnn Kroetsch, Helen Grubb, Marlene Montag, The Martyn Family, Jim & Barbara Potts, The Ward Family, Sharon Yorke, Lucy Luyten, & Brian Oberle.

A coffee break was called at 1:30pm.

Chair Luke Charbonneau called the meeting back to order at 1:38pm

b. Source Water Protection Plan Amendment

Carl Seider welcomed Heather Malcolmson, Teresa McLellan, and Erin Harkins in attendance from MOECC. Mr. Seider gave a presentation on the SWP plan amendment and highlighted the Timeline of Intake Protection Zone 3 Events-based Area Delineation Work. His presentation is attached to the office copy of these Minutes. He told the Authority that the next steps are public consultations. The Chair presented the Authority members with a letter he had drafted regarding the amendments and told them they needed to determine if appropriate steps had been taken. Heather Malcolmson told the Authority that it was not the role of the MOECC to check for agreements and approvals by the Authority at each step but it was the assumption of MOECC that this was already in effect once it was presented to them. Further discussion on the Plan Amendment will take place at the next Source Protection Management meeting.

**5. Matters arising from the Minutes**

a. Administration Resolutions

A copy of the updated Administration Resolutions was distributed to each Authority Member.

b. Planning & Regulations Policy Document

Erik Downing told the Authority that the next step in the creation of the Planning & Regulations Policy document was public consultations. He gave the Members a list of possible community groups that may want to contribute ideas to the policy document. The Members discussed the possibility of hiring an external consultant to carry out the process in order to avoid unnecessary taxation on SVCA staff. Erik assured the Authority that SVCA staff would like to be involved in shaping the Policy document. After discussion, the Authority members made the following resolution:

**MOTION #G16-22**

Moved by John Bell

Seconded by Barbara Dobreen

THAT the Authority members refer the Planning & Regulations consultation process to the Executive Committee; and further,

THAT the Executive Committee report back to the Full Authority.

**Carried**

c. Customer Service Survey

A hard copy of the Customer Service Survey report was handed out to each of the Members for their information.

d. Staff Performance Reviews and Salary Grid Movement

This item is discussed under New Business below (8c).

**6. Correspondence**

- Copy of Resolution 15-25 from the Corporation of the Municipality of Brockton regarding the Phragmites issue was **noted and filed**.
- Copy of Letter from Dick Hibma, Chair, Grey Sauble Conservation Authority, written to Premier Kathleen Wynne, regarding the Phragmites issue was **noted and filed**.
- Letter from Raylene Martell, Clerk, Township of Southgate, responding to the letter from SVCA regarding the Phragmites issue was **noted and filed**.
- Letter from the Honourable Jane Philpott, Minister of Health, responding to the letter from SVCA regarding the Phragmites issue was **noted and filed**.
- Letter from B.Funes, Executive Correspondence Officer, on behalf of the Right Honourable Justin Trudeau, Prime Minister of Canada, responding to the letter from SVCA regarding the Phragmites issue was **noted and filed**.

**7. Reports**

a. Finance Report

Wayne Brohman reviewed the highlights of the Finance Report.

**MOTION #G16-23**

Moved by Steve McCabe

Seconded by Barbara Dobreen

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

THAT the Accounts Payable, totaling \$298,147.14 be approved as distributed.

**Carried**

b. Reserve Report

Wayne Brohman reviewed the highlights of the Reserve Report.

**MOTION #G16-24**

Moved by Barbara Dobreen

Seconded by Andrew White

THAT appropriations to and from reserves as at December 31, 2015 be approved as distributed.

**Carried**

c. Program Report

**MOTION #G16-25**

Moved by Andrew White

Seconded by Steve McCabe

THAT the Program Report be adopted as presented.

**Carried**

d. Planning and Regulations Action Items

Due to time constraints, the Chair postponed this item to the next scheduled meeting of the Authority.

**8. New Business**

a. Planning & Regulations File Tracking System

Les McKay demonstrated how the file tracking system will work once it is completed. He explained that SVCA staff currently use Microsoft SharePoint software as a database system which will be the software platform for the new file tracking system. After extensive consultation with Staff in the Planning & Regulations department, he has developed InfoPath files to store permit information and all relevant information pertaining to the department. He also explained that old permit files are being scanned and stored as digital files to allow for easier access. There was a brief discussion about the advantages of upgraded Digital Elevation Modeling [DEM] software. The Chair asked that a report on DEM be provided at the next Authority meeting. The Chair thanked Les for all of the efforts being put into this project so far.

Les McKay and Erik Downing left the meeting at 3:10 pm.

b. Agricultural Advisory Committee

Wayne Brohman presented a draft copy of the Terms of Reference for governance of the proposed adhoc Agricultural Advisory Committee.

**MOTION #G16-26**

Moved by Steve McCabe

Seconded by John Bell

THAT an Ad-Hoc Advisory Committee be struck; and further

THAT the Authority adopt the amended draft Terms of Reference for the Agricultural Ad-Hoc Advisory Committee as presented to the Authority on February 25, 2016.

**Carried**

c. Staff Performance Reviews and Salary Grid Movement

Due to time constraints, the Chair postponed this item to the next scheduled meeting of the Authority.

d. Bluffs Campground update, Business/Marketing Plan

Shannon Wood gave a brief synopsis of the Bluffs Campground Business/Marketing plan which included the addition of horse camping. This plan was discussed at the Executive meeting, February 17, 2016 and the recommendation was made that the Authority pursue this as an effective plan. Time constraints did not allow for Shannon to share her presentation but this will be added to the agenda for the next scheduled Authority meeting. The Members congratulated Shannon and staff for their hard work, creativity, and obvious enthusiasm.

**MOTION #G16-27**

Moved by Barbara Dobreen

Seconded by Steve McCabe

THAT the Authority accept the Bluffs Campground Business/Marketing Plan as presented on February 25, 2016; and further

THAT SVCA Staff be authorized to proceed to implement the initiatives set out in the plan.

**Carried**

**9. Other Business**

a. Planning & Regulations Customer Service Survey Update

Due to time constraints, the Chair postponed this item to the next scheduled meeting of the Authority.

b. Chatsworth Road Issue

Brian Gamble reviewed the Town of Chatsworth road allowance issue regarding Lot 69, Concession 2. He told the Authority that there had been previous discussions regarding the request to transfer a portion of SVCA property to the Town of Chatsworth in order to straighten the road. The Chair would like to discuss the issue further and postponed any resolution to the next scheduled Authority meeting. Wayne Brohman was directed to prepare a report for the next Authority meeting.

**MOTION #G16-28**

Moved by John Bell

Seconded by Sue Paterson

THAT the Authority directs SVCA staff to return with a report to Authority members on Concession 2, Town of Chatsworth.

**Carried**

c. News Articles

The GM/S-T submitted articles from local newspapers regarding the SVCA for the purpose of keeping the Authority members up to date on current events. There were no questions related to the news articles.

**10. Closed Session – Personnel Matter**

**MOTION #G16-29**

Moved by Barbara Dobreen

Seconded by Dan Gieruszek

THAT the Authority Members move to Closed session, In Camera, to discuss a personnel matter; and further

THAT Janice Hagan remain in the meeting.

**Carried**

**MOTION #G16-33**

Moved by Andrew White

Seconded by John Bell

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

**Carried**

Only those items identified on the agenda were discussed in Closed Session. There were no actions to report from the Closed Session, In Camera.

There being no further business, the meeting adjourned at 4:10 pm on motion of Steve McCabe.



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Luke Charbonneau  
Chair



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Janice Hagan  
Recording Secretary



## Building Permit Monthly Review

Period Ending - March 31, 2016

	2016		2015	
PERMIT TYPE	PERMITS ISSUED	DOLLAR VALUE	PERMITS ISSUED	DOLLAR VALUE
Single Family Dwelling	2	\$ 479,000.00	3	\$ 880,000.00
Multiple Family Dwelling	0	\$ -	0	\$ -
Accessory Apartments	0	\$ -	0	\$ -
Residential Additions/Renovations	2	\$ 378,000.00	2	\$ 209,000.00
Residential Accessory Structures	2	\$ 1,000.00	0	\$ -
Residential Pool Enclosures/Decks	1	\$ 7,000.00	0	\$ -
Commercial Permits	0	\$ -	1	\$ 22,000.00
Industrial	2	\$ 220,000.00	1	\$ 150,000.00
Institutional	0	\$ -	1	\$ 2,750,000.00
Agricultural	2	\$ 185,000.00	5	\$ 1,278,000.00
Sewage Systems	0	\$ -	2	\$ 18,000.00
Demolitions	2	\$ 3,000.00	1	\$ 5,000.00
<b>Monthly Total</b>	13	\$ 1,273,000.00	16	\$ 5,312,000.00
<b>Total Year to Date</b>	25	\$ 1,992,000.00	24	\$ 5,553,000.00



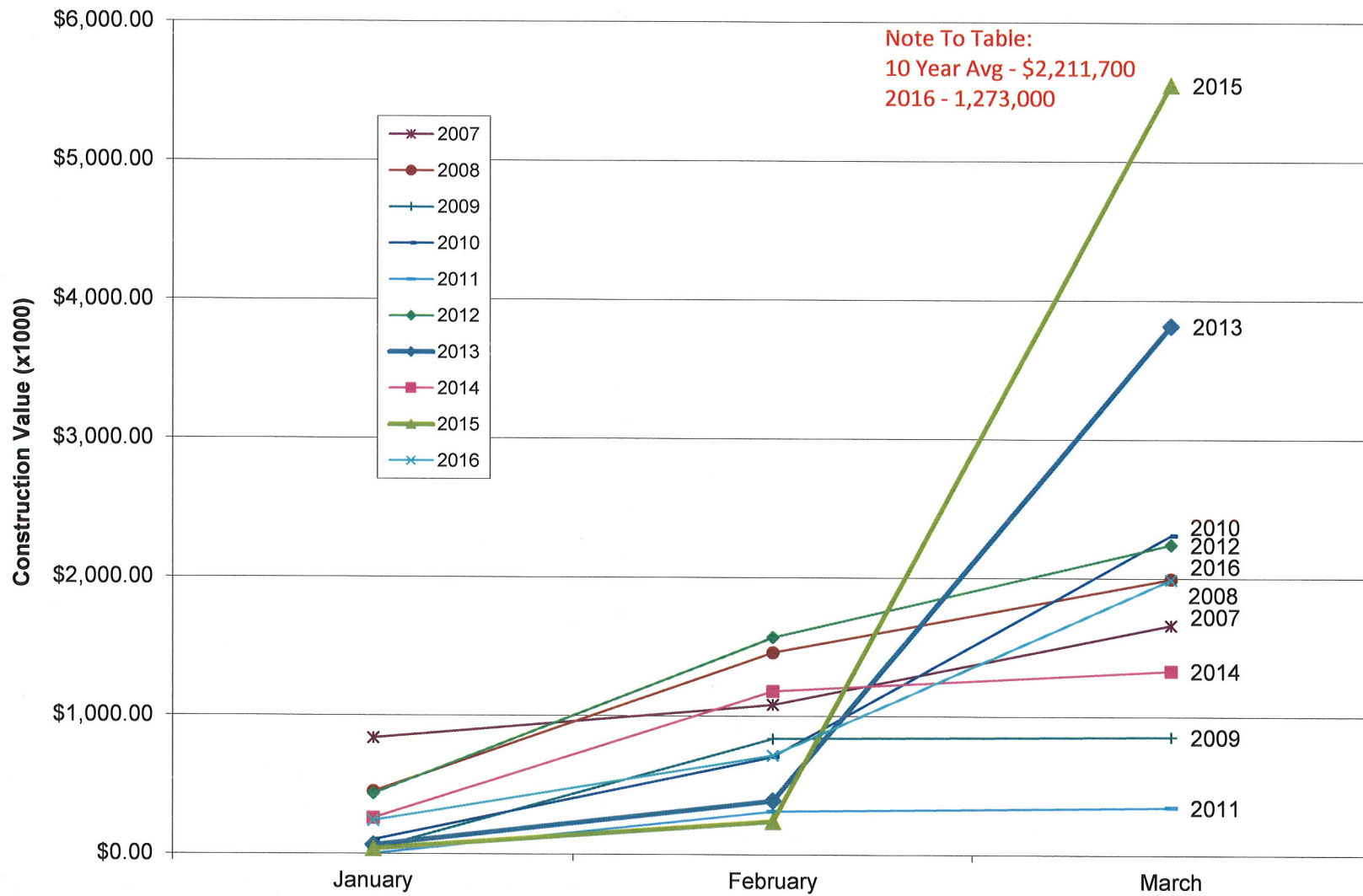
## Building Permit Year-To-Date Report

Year-To-Date Ending March 31, 2016

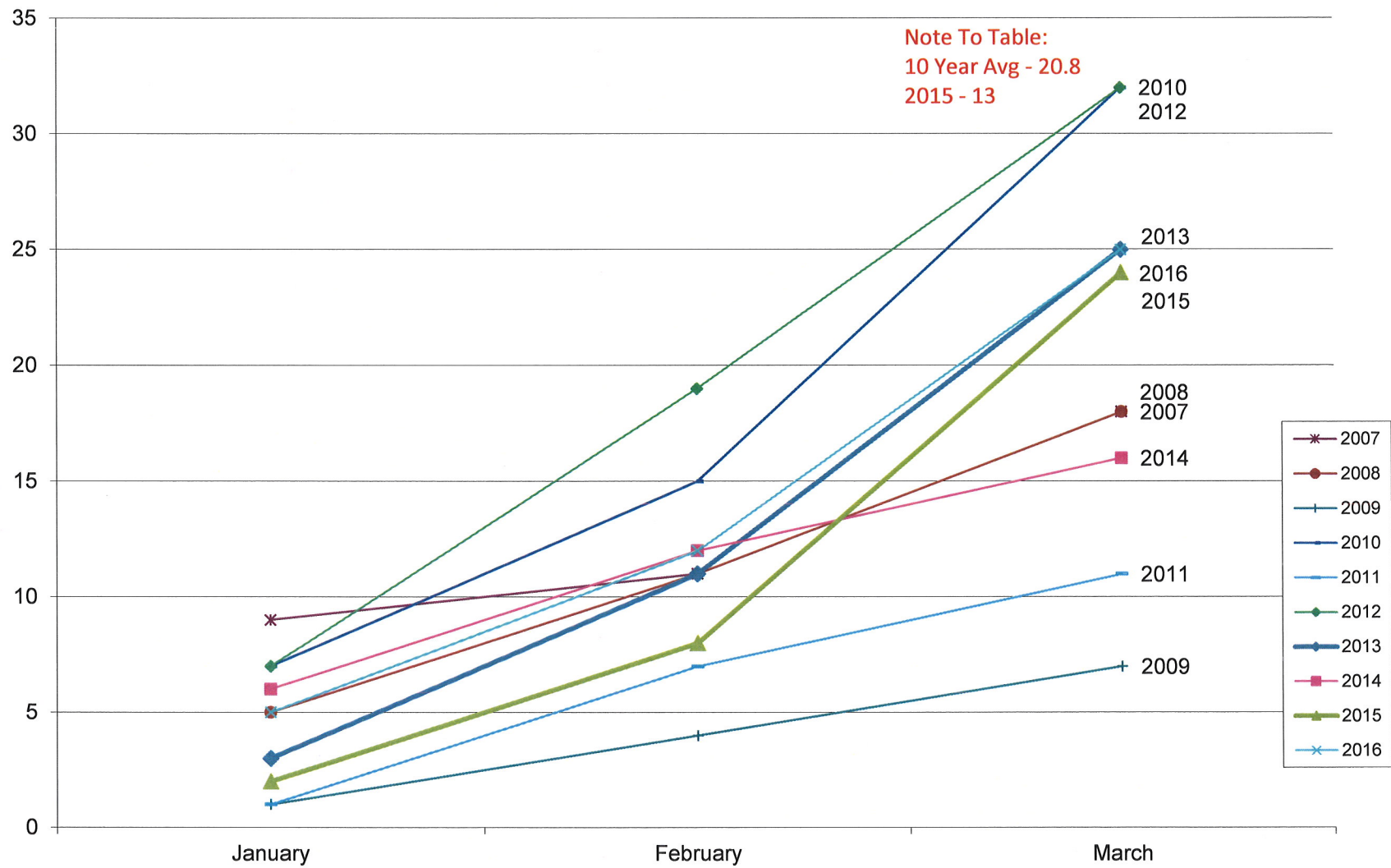
	2016		2015	
PERMIT TYPE	PERMITS ISSUED	DOLLAR VALUE	PERMITS ISSUED	DOLLAR VALUE
Single Family Dwelling	3	\$ 879,000.00	3	\$ 880,000.00
Multiple Family Dwelling	0	\$ -	0	\$ -
Accessory Apartments	0	\$ -	0	\$ -
Residential Additions/Renovations	7	\$ 521,000.00	6	\$ 297,000.00
Residential Accessory Structures	4	\$ 54,000.00	1	\$ 40,000.00
Residential Pool Enclosures/Decks	1	\$ 7,000.00	0	\$ -
Commercial Permits	0	\$ -	3	\$ 25,000.00
Industrial	3	\$ 250,000.00	1	\$ 150,000.00
Institutional	0	\$ -	1	\$ 2,750,000.00
Agricultural	4	\$ 268,000.00	6	\$ 1,388,000.00
Sewage Systems	1	\$ 10,000.00	2	\$ 18,000.00
Demolitions	2	\$ 3,000.00	1	\$ 5,000.00
<b>Total</b>	<b>22</b>	<b>\$ 1,992,000.00</b>	<b>24</b>	<b>\$ 5,553,000.00</b>



# 10 Year Construction Value



# 10 Year Permit Numbers





## TOWN OF MINTO

DATE: April 13, 2016

REPORT TO: Mayor and Council

FROM: Terry Kuipers

SUBJECT: Municipal Parking Lots - Palmerston

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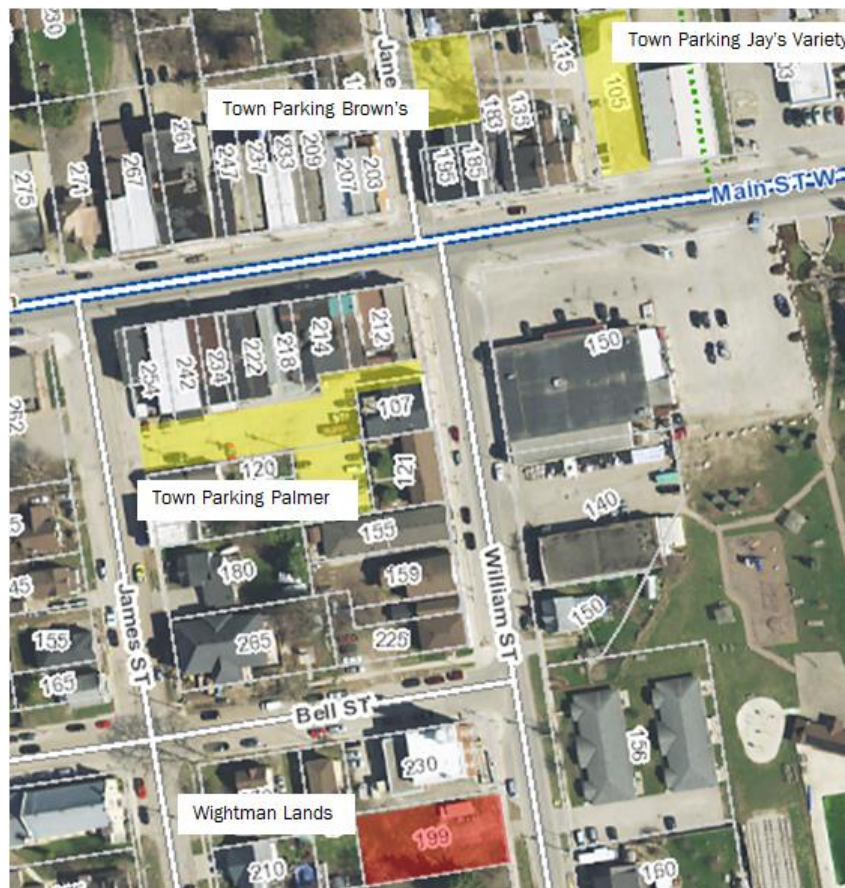
### **STRATEGIC PLAN:**

6.8 Implement planning standards for healthy community development including such tools as physical activity plans, walkable communities, remediation of contaminated sites, active transportation and similar.

### **BACKGROUND:**

The Town of Minto owns 4 municipal parking lots within the former Town of Palmerston. Currently, 2 of the municipal lots are being utilized as Paid Parking for the tenants of the surrounding business owners, employees and tenants. As Council is aware, several of the downtown buildings, some of which have been vacant for several years, are undergoing renovations, and are nearing completion. This is causing a need for additional parking spaces for these buildings.

The Town currently rents out 32 parking spaces, 22 of which are in the parking lot behind the former Palmer Hotel (the Palmer Parking Lot), and 10 are behind Brown's Insurance (Brown's Parking Lot). Renting out these out generates \$150.00 per year per space, which does not cover the snow removal and maintenance, but does offset some Town expenses.



**COMMENTS:**

Town Staff have received numerous requests for parking spaces from tenants and owners from existing occupied buildings as well as those undergoing renovations. In addition to the spaces provided in the Palmer and Brown parking lots, requests have been submitted for 11 additional parking spaces, and staff anticipates a future demand for 3 additional spaces once renovations in one of the buildings is completed.

Staff presented options to the Economic Development Committee for additional parking and the preferable location would be to lease the spaces in the parking lot between Rock's Antiques and Jay's Variety, which has been recently repaired and asphalted. Staff measured the parking lot and determined that 9 parking spaces could be provided adjacent to Rock's Antiques and 5 spaces along the rear of the parking lot. The side of the Jay's Variety building contains 3 store fronts, and staff did not to place the spaces there to avoid conflict with future businesses.



This parking lot is being used by both employees of area businesses as well as patrons of these businesses. There still will be room in the parking lot for these persons to park, as well as the Municipal Parking lot across Main Street, adjacent to Foodland.

The Committee endorsed staff's proposal, and recommends that staff notify local property/business owners of this approach to avoid any problems with the implantation of this proposal.

One option is to look at parking on the Wightman property located further south on William Street. Staff has started discussion with them on whether this might be suitable for future parking

**FINANCIAL CONSIDERATIONS:**

To implement the recommendations, it will cost approximately \$1000.00 for the 14 new "Permit Parking Only" signs and posts. The lining of the parking lot has been included with the budget of Public Works.

**RECOMMENDATION:**

THAT Council accepts the Chief Building Official 'Municipal Parking Lots – Palmerston report and directs staff to line and sign the parking lot as outlined in the above report, and assigns these spaces as paid parking spaces.

Terry Kuipers, C.B.C.O  
Chief Building Official

**TOWN OF MINTO**

**DATE:** April 14, 2106  
**REPORT TO:** Mayor and Council  
**FROM:** Annilene McRobb, Deputy Clerk  
**SUBJECT:** 2016 Earth Day Clean-up Donation

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**STRATEGIC PLAN:**

Promote urban forestry, low maintenance landscaping and park development to create more environmentally diverse green spaces including pursuing small plots/community gardens/remote plots in public space.

**BACKGROUND:**

The Community Environmental Leadership Program (CELP) is an enrichment program offered to 24 grade 10 students at Norwell DSS during the winter semester. Students attend school at a wilderness site that serves as their classroom. Students develop their leadership and advocacy skills through active participation in extended wilderness trips. Students also work closely within their community on significant community based environmental projects. Each year the students from CELP work with the Harriston Trail Association in planning and implementing an Earth Day clean up in Harriston. The Town of Minto Council has supported this program every year with the donation of BBQ supplies (hot dogs, buns, condiments and drinks etc) for the volunteers as well as tipping fees for garbage collected.

**COMMENTS:**

The Community Environmental Leadership Program is a great supporter and planner of Environmental Events in Minto. For such a small financial amount, we are supporting the clean-up of one of our communities. Staff and Council are encouraged to volunteer their time to participate in this community event. Earth Day Clean-up takes place on Saturday May 7, 2016 at 10 am at the IODE Park Gazebo Harriston. (see attached letter)

**FINANCIAL CONSIDERATIONS:**

The Town donated supplies and tipping fees in 2015 for \$49.86 so the budget should not exceed \$100.

**RECOMMENDATION:**

THAT Council receives the report dated April 14, 2015 from the Deputy Clerk regarding the 2016 Earth Day Clean-up Donation and approve the donation of BBQ supplies and tipping fees to the Community Environmental Leadership Program up to \$100.

Annilene McRobb  
Deputy Clerk



April 13th, 2016

Mayor Bridge and Members of Council:

I am a member of the 2016 CELP program at Norwell District Secondary School and I am organizing the Harriston Earth Day Cleanup this year. On Saturday May 7th, we are asking members of the Minto Community to meet at the IODE Gazebo in Harriston at 10 am to clean up the trails and parks. This is a rain or shine event, and will help show community pride and keep our environment clean and healthy. Following the clean up, we host a free BBQ lunch for the volunteers as a thank you for their time and effort. We are a small group with limited resources and once again this year ask for your financial assistance in order to purchase the food as well as tipping fees for all garbage collected.

We invite you and your families to join us in showing your community support by participating in this important yearly event, many hands make light work for all. As a CELP student, my goal is to make a difference in my community and make a positive impact on our environment. Together as a community, we can make this one of the best Earth Days yet!

I look forward to your response.

Sincerely,

Emma McRobb  
CELP Student



## TOWN OF MINTO

**DATE:** April 4, 2016  
**REPORT TO:** Mayor and Council  
**FROM:** Bill White, C.A.O. Clerk  
**SUBJECT:** Harriston Lawn Bowling Agreement

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### **STRATEGIC PLAN:**

Maintain and enhance recreation opportunities to benefit persons of all ages and abilities using existing well maintained parks and facilities, and ensure the location, supply and availability of major facilities considering the cost as well as community development benefits.

### **BACKGROUND**

Since fall 2014 staff has been in discussion with members of the Harriston Lawn Bowling Club about future operations. The group continues to maintain and use the facility on Arthur Street but has sustainability concerns mainly due to costs for insurance and property taxes. The remaining members agreed that the lands could be transferred to

the Town and that Lawn Bowling would run as a municipal program.



In the course of preparing an agreement to present to Council it was determined the land was transferred to the Harriston Lawn Bowling Club in November 27, 1920. The Club dissolved sometime in January 1963 although members continued to operate on the property as if the Club was still in place. The Club is still listed as owner on the tax roll.

The Town's Lawyer advised the Public Guardian and Trustee for the Province of Ontario is technically owns the land. The agency would not agree to transfer the land to the Town unless there was clear notice to remaining members that the Town was assuming ownership of the land, and an agreement on future use. Ray Harris has been the local contact and has supported the process through contacts with staff and the Town lawyer.

The attached agreement has been negotiated with the Public Guardian and Trustee with the following terms:

- The Public Guardian and Trustee consents to transfer to the Town at a nominal fee for public benefit as parkland
- Acknowledgement of the floodway zoning

- Town can use for recreation activities such as lawn bowling and enjoyment of the river, parkland and may do work flood and erosion control work to preserve as park
- Town cannot sell the lands for other purposes without consent of Public Guardian and Trustee
- If the lands are transferred or ceased to be used for parkland purposes fair market value is to be paid

Once the transfer is complete the Town will own the land and will reach an agreement with the remaining lawn bowlers on a suitable program so they can continue this activity.

#### **COMMENTS:**

When staff began this process staff had no idea that the Public Guardian and Trustee would be acting as owner for the lands. This is because the Lawn Bowling Club has not had status for 52 years. Individuals have been paying taxes, maintaining the lands and running lawn bowling since that time.



The lands highest and best use is the current lawn bowling use, although the Trustee seems to be approaching this arrangement as if the Town was attempting to acquire development land. The Floodway zoning prevents site redevelopment for any other use. Staff believes the agreement with the Public Guardian and Trustee is unnecessarily restrictive, but recommends it be signed so the transaction can conclude and the Town takes ownership of the land to support lawn bowling for so long as there are interested participants.

If lawn bowling were to discontinue, the infrastructure would be removed and the lands naturalized as parkland. The lands may also have value for future road widening, intersection improvements or bridge repairs

#### **FINANCIAL CONSIDERATIONS:**

Additional legal fees, above the \$9,500 reported at budget, will be needed to finish this transaction. The Public Guardian and Trustee was not interested in sharing in these costs.

#### **RECOMMENDATION:**

THAT Council receives the C.A.O. Clerk's April 4, 2016 report regarding Harriston Lawn Bowling Agreement with Ontario's Public Guardian and Trustee and agrees in principle to the draft agreement subject to the terms being finalized to the satisfaction of the Town Solicitor and a by-law being passed authorizing signature by Town officials.

Bill White, CAO/Clerk



**DRAFT**

**AGREEMENT** made at Toronto this      day of      , 2016

BETWEEN:

PUBLIC GUARDIAN AND TRUSTEE

PARTY OF THE FIRST PART

- and -

THE CORPORATION OF THE TOWN OF MINTO

PARTY OF THE SECOND PART

**WHEREAS** the land legally described as LT 26 S/S ARTHUR ST PL VILLAGE OF HARRISTON MINTO; MINTO, being the land under PIN 71030-0112 LT, Land Registry Office No. 61, was registered in the name of The Harriston Bowling Association of the Town of Harriston pursuant to Transfer No. 3602 dated November 27, ~~1929~~2008, and was forfeit to the Crown in right of Ontario ("the Crown") upon the dissolution of XXXXXXXXXXXXXXXX on January 14, 1963;

**AND WHEREAS** the land legally described as LT 25 S/S ARTHUR ST PL VILLAGE OF HARRISTON MINTO; MINTO, being the land under PIN 71030-0023 LT, Land Registry Office No. 61, was registered in the name of The Harrison Lawn Bowling Club pursuant to Transfer No. 4458 dated July 3, 1920, and was forfeit to the Crown upon the dissolution of XXXXXXXXXXXXXXXX on January 14, 1963;

[Modify the first two recitals to reflect any court order declaring escheat of one parcel and correction of the name of the other or correcting both names and declaring escheat.]

**AND WHEREAS** the aforementioned parcels of land (hereinafter collectively referred to as the "lands ") have been used for lawn bowling by residents in the local community for decades;

**AND WHEREAS** the members of the Harriston Lawn Bowling Club (“the Club”) asked ~~The~~<sup>the</sup> Corporation of the Town of Minto (~~“(the “Town”))~~) to acquire the lands and maintain the lawn bowling facilities and the Town agreed to accept the land on those terms before the Town and the Club realized that the lands had forfeited to the Crown;

**AND WHEREAS** the Public Guardian and Trustee (“the PGT”) has statutory authority to take possession of the forfeited lands under s. 1(1) of the *Escheats Act*, R.S.O. 1990, c. E.20 and to transfer the lands at such price and on such terms as seem proper; and

**AND WHEREAS** the PGT is willing to transfer the lands to the Town so that the public may derive a permanent benefit from the ongoing use of the lands as parkland~~and~~;

**AND WHEREAS the lands are situated in a floodway and in a floodway zone pursuant to the Town’s Zoning By-law No. 01-86;**

**AND WHEREAS** a municipal corporation may receive, hold and enjoy real or personal property granted to it for a charitable purpose upon the terms expressed in the grant pursuant to subsection 9(1) of the *Charities Accounting Act*;

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the payment of two dollars (\$2.00) and other good and valuable consideration, the receipt and sufficiency of which is by the PGT hereby acknowledged, the parties hereto agree as follows:

#### Transfer

1. The PGT agrees to transfer the lands to the Town on an “as is, where is” basis as to both the property and the state and quality of title for the nominal consideration of \$2.00 to be held and used exclusively as public parkland for the use and benefit of the public and the Town agrees to accept the lands on these terms.

#### Conservation and restriction

2. The Town agrees to conserve the lands for public parkland purposes and to not use the lands for other purposes.
3. The parkland uses of the lands may include recreational activities consistent with a public park including lawn bowling and enjoyment of the riverfront.

4. The Town may carry out work on the lands for one or more non-commercial, valid municipal purposes, including (without limitation):

a. “work” as defined at section 1 of O. Reg. 586/06, as amended; and

b. work respecting drainage or flood control, in accordance with s. 11 of the  
Municipal Act, 2001, S.O. 2001, c. 25, as amended;

provided that such work is consistent with the continued conservation of the  
lands for public parkland purposes.

4.5. The Town agrees to the registration on title of such notices or other instruments as the PGT may require as and by way of notice, evidence or further assurance of the terms set forth in this Agreement, and the Town hereby agrees to sign all such instruments and make all such further assurances, at the request of the PGT and at no further expense to PGT, as may be necessary or desirable to accomplish same.

5.6. The Town agrees to take such steps as are required to dedicate and conserve the lands as parkland.

#### No conveyance

6.7. The Town agrees that it will not convey the lands to another person or entity without the consent of the PGT and without providing for the continued use as parkland because the Town holds the lands for the permanent use and benefit of the public as parkland.

#### Cessation of Use

7.8. The Town agrees that if it proposes to cease using the land for public parkland purposes, it shall provide notice to the PGT and pay to the PGT, for and benefit of the Crown, the fair market value of the land as of the date of the change in use. The Town agrees it will make the payment within 60 days of the date that the parkland use ceases. If the parties cannot agree on the value of the land, the parties agree to select and jointly pay for a qualified appraiser to assess the value of the land. The PGT agrees that it will remove any registrations from title that were registered as contemplated under s. 4 of this agreement relating to the restriction on the use of the land within 30 days after receiving from the Town of the amount the parties agree to in payment for the land.

#### General

8.9. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario, Canada;

9.10. This Agreement may be enforced by the PGT.

~~10.11.~~ This Agreement shall be binding upon the parties hereto and their respective successors and permitted assigns;

~~11.12.~~ This Agreement shall come into force as of the date set forth on the first page of this Agreement and shall survive the transfer of the lands to the municipality pursuant to paragraph one of this Agreement;

~~12.13.~~ This Agreement may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original and all of which counterparts, taken together, shall constitute one and the same instrument;

~~13.14.~~ This Agreement shall constitute the entire Agreement between the parties hereto with respect to the subject matter hereof.

IN WITNESS WHEREOF the parties hereto have executed this Agreement by their authorized representatives.

**PUBLIC GUARDIAN AND TRUSTEE**

By: \_\_\_\_\_  
Name:  
Title:

I have authority to bind the Corporation.

**THE CORPORATION OF THE TOWN OF MINTO**

By: \_\_\_\_\_  
Name:  
Title:

I have authority to bind the Corporation.



## **TOWN OF MINTO**

**DATE:** April 12, 2016

**REPORT TO:** Mayor and Council

**FROM:** Bill White, CAO/Clerk

**SUBJECT:** Agreement for Consulting Services Triton Engineering

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### **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**

In response to a proposal call for consulting engineering services in February Council passed the following resolution at its March 29 meeting:

#### **COW 2016-088**

**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.**

A draft agreement was sent to Triton April 7 for review and staff is advised they are satisfied with the applicable terms. There is a by-law on the agenda to authorize signing of the agreement which is summarized as follows:

1. Primary contact Paul Ziegler based out of Harriston office to manage Triton's relationship with the Town of Minto.
2. Contract includes a draft Town policy for engaging consulting engineering advice (similar to legal advice).
3. C.A.O Clerk, Public Works Director or Mayor approval needed for Senior Managers to seek consulting advice.
4. Council to approval all reports and studies needed to manage Town operations and finance.
5. Invoicing through Public Works Director for cost control.
6. Before getting consulting advice staff must assess the situation to ensure conversations with engineering consultants are effective and efficient.
7. Advice on a wide range of municipal legislation may be needed. For Planning Act matters County Planners should be consulted before taking legal advice. For contaminated sites legal advice should be considered with consulting engineering information.
8. Consulting work includes the following:
  - a) Capital project design, review, tendering, project management, and approvals including assistance with grant applications.
  - b) Plan review, evaluation and comment for 20 to 40 applications annually upon request.

- c) Waste water treatment facility advice respecting operation (Palmerston, Harriston, Clifford), capital improvements, approvals as requested and sewage collection system maintenance and improvements upon request.
  - d) Water treatment plant advice respecting operation (Minto Pines, Palmerston, Harriston, Clifford) capital improvements, approvals as requested, and water distribution system maintenance and improvements upon request.
  - e) Rural road, culvert and bridge maintenance and design as needed.
  - f) Drainage Act pertaining to municipal drains; storm water management.
  - g) Facilitating and/or completing of annual bridge and culvert inspections and roads needs study as per MTO Criteria.
  - h) Other duties as may be needed from time to time including structural engineering, qualified persons contaminated sites, traffic, and similar more specialized services.
1. Five year term, 90 day option to cancel, renews from year to year upon expiry to maximum of eight before new RFP required.
  2. Triton may assign work internally as needed to provide advice encouraging use of more junior people where appropriate to help control costs.
  3. Staff to meet with Triton to kick off consulting agreement after which at least one annual report will be given to Council.
  4. Fees are set based on averages quoted in RFP. Triton to engage a consulting engineer to conduct Drainage Act and manage that contract at no cost to Town.
  5. Triton will not charge for any disbursements except for Ministry of Environment application approvals, public notices the Town could have given, and one-time equipment or laboratory fees not normally associated by Triton where agreed to in writing. Mileage, copies, postage, long distance, travel and similar are not chargeable.
  6. Triton saves Town harmless for any work conducted by them on the Town's behalf; as per RFP provides \$5 million comprehensive liability; \$2 million errors and omissions and \$2 million automobile liability within 14 days of contract award.
  7. Triton follows Town customer service goals as outlined in municipal strategic plan.

#### **COMMENTS:**

Staff is confident Minto will be well served by identifying a single consulting engineering firm to represent the Town's interests. Triton has many local staff members and a recent track record of excellence including Harriston Elora Street reconstruction in 2015. With local contacts and office the Town can expect prompt and effective consulting services at a reasonable cost. The fees charged under the agreement are the exact same bid amounts for these services in the RFP. There are no disbursement charges to the Town as spelled out in the agreement except for one-time extraordinary things agreed to in writing.

#### **FINANCIAL CONSIDERATIONS:**

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 agreement will ensure better cost control through the Public Works Director and C.A.O. Clerk with

#### **RECOMMENDATION:**

THAT Council receives the report from the C.A.O. Clerk dated April 12, 2016 regarding Agreement for Consulting Services Triton Engineering and considers a by-law in open session authorizing the Mayor and Treasurer Deputy C.A.O to sign the agreement.

Bill White, C.A.O. Clerk

**TOWN OF MINTO****DATE:** April 14, 2016**REPORT TO:** Mayor and Council**FROM:** Gordon Duff, Treasurer**SUBJECT:** Approval of Accounts March 30 and April 14, 2016**STRATEGIC PLAN:**

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

**BACKGROUND**

The following is a summary of accounts by Department paid for March 30, 2016:

Administration	\$ 101,063.72
People & Property	527.76
Health & Safety	
Health Services	
Building	940.74
Economic Development	2,846.27
Incubator	824.01
Tourism	873.49
Fire	8,244.54
Drains	
Roads	34,186.11
Cemetery	115,000.00
Streetlights	10,995.93
Waste Water	42,379.83
Water	15,222.48
Minto in Bloom	
Recreation	4,590.20
Clifford	13,025.39
Harriston	8,757.17
Palmerston	8,785.15
Norgan	2,911.16
	\$ 371,173.95

The following is a summary of accounts by Department paid for April 14, 2016:



Administration	\$ 112,242.59
People & Property	109,960.00
Economic Development	12,775.12
Incubator	952.50
Tourism	22.54
Fire	300,563.54
Roads	164,389.07
Cemetery	158.20
Streetlights	9,872.88
Waste Water	78,674.05
Water	23,984.69
Recreation	1,907.22
Clifford	11,242.34
Harriston	12,652.71
Palmerston	27,132.16
Norgan	7,336.57
	\$ 873,866.18

**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 30 & April 14, 2016, regarding Approval of Accounts, and approves the Town of Minto accounts by Department for February, March, and April 2016.

Gordon Duff, Treasurer



## TOWN OF MINTO

**DATE:** April 5, 2016  
**REPORT TO:** Mayor and Council  
**FROM:** Gordon Duff, Treasurer  
**SUBJECT:** Water and Wastewater Rate Review

### **STRATEGIC PLAN:**

11.1 Implement financial plans to ensure water distribution and treatment, and sewage collection and treatment systems are operated effectively and efficiently, costs are allocated fairly based on residential and non-residential metered rates and operations, maintenance and future capital replacement is planned for and financed.

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

### **BACKGROUND:**

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

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

### **COMMENTS:**

In response to a February 22, 2016 report, Watson and Associates Economists Ltd. were asked to prepare a modified rate schedule, which would achieve the requirement of full cost recovery in water and wastewater operations and address a substantial drop in water and wastewater revenue (see Table 5):

Table 5  
 Town of Minto  
 Comparison of Customers' Bi-Monthly Bill

	m <sup>3</sup> per 2 Months	Bi-Monthly Bill Analysis		
		2014 Equivalent Bill (before rate structure change)	2015 Current Rates	2016 Proposed Rates
Average Residential Home	25.7	\$ 212.50	\$ 165.85	\$ 195.76
Residential Home - Low Consumption	18.0	\$ 212.50	\$ 131.74	\$ 159.88
Residential Home - Med. Consumption	38.9	\$ 212.50	\$ 224.33	\$ 257.27
Residential - 12 units	240.0	\$ 1,458.48	\$ 1,503.20	\$ 1,562.40
Non-Residential - Low Consumption	25.0	\$ 262.00	\$ 190.75	\$ 200.50
Non-Residential - Medium Consumption	265.0	\$ 877.45	\$ 1,238.50	\$ 1,301.80
Non-Residential - High Consumption	3,450.0	\$ 10,882.50	\$ 10,628.50	\$ 10,086.00

The need to adjust water and wastewater rates was discussed at Council and in several articles in the media. Citizens were encouraged to attend the Budget Open House held on March 15, 2016 to ask questions and express any concerns. A few people did attend and staff and Council explained the changes. Almost all who indicated concern had much less concern when it was confirmed that not all users would be increased to what had been identified as an average user at that time.

The adjustments to the rate schedule have been incorporated in Schedule I of the Minto Fees and Charges By-Law which is to be considered by Council.

**FINANCIAL CONSIDERATIONS:**

The rates shown in Table 5 are slightly lower than was proposed in February. For example a home consuming 25.7 cubic metres every two months would pay \$195.76 instead of \$199.87 proposed in February. If present rates are not increased, an already tight cash position will further deteriorate and the Town will lose the ability to fund long term capital to maintain the system.

**RECOMMENDATION:**

THAT Council receives the April 5, 2016 Treasurer's Report regarding Water and Wastewater Rate Review, and consider the adoption of the amendments to Schedule I of the Fees and Charges By-Law in open session.

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Gordon Duff, CPA, CGA  
Treasurer

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## Memorandum

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To:	Town of Minto	Fax	<input type="checkbox"/>
From:	Watson & Associates Economists Ltd.	Courier	<input type="checkbox"/>
Date:	April 5, 2016	Mail	<input type="checkbox"/>
Re:	Water & Wastewater Consumption and Rate Update	e-mail	<input checked="" type="checkbox"/>

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

### Methodology

- Received latest meter consumption readings for Palmerston (up to December 2015 to January 2016 cycle) and Clifford, Harriston, and Minto Pines (up to November 2015 to December 2015 cycle).
- Compiled cubic metre consumption figures for all consumers and pro-rated consumption to an estimated annual figure, split into estimated consumption among consumption blocks based on the Town's current rate structure. Through discussions with Town staff, an additional block (block 4) was created for customers consuming over 3,000 cubic metres per billing cycle.
  - Readings from the billing cycles where the billing structure switched to a metered consumption approach were utilized for June 2015 to January 2016 in Palmerston and for July 2015 to December 2015 for Clifford, Harriston and Minto Pines.
  - Each customer's consumption in the selected billing cycles were allocated into four blocks:
    - Block 1 – Up to 250 cubic metres per billing cycle;
    - Block 2 – Over 250 and up to 500 cubic metres per billing cycle;
    - Block 3 – Over 500 and up to 3,000 cubic metres per billing cycle; and
    - Block 4 – Over 3,000 cubic metres per billing cycle.
  - Every customer's consumption in each block was pro-rated from the selected billing cycles, resulting in an annual consumption figure for all blocks and for

each customer. These figures provides an estimate of the total annual water consumption for each consumption block.

- The number of metered customers, broken down by meter size, was collected from the latest billing data provided by the Town.
- The amount necessary to be recovered by consumption billing for water and wastewater were calculated.
- The total water and wastewater billings required from the 2015 Rate Study were adjusted to account for new base charge revenue estimates.
- Updated water and wastewater rate forecasts were calculated such that the base charge rates for customers on ¾" meters were increased (in comparison to 2015 Rate Study projections). Rates for Blocks 1-3 were adjusted from the 2015 Rate Study to accommodate the addition of Block 4 and the new consumption estimates.

## Conclusions

The updated pro-rated annual consumption estimates overall are relatively similar to those presented in the 2015 Rate Study; however, the allocation of consumption in each of the Blocks has varied significantly. This is expected as consumers shift their consumption patterns in response to usage based water and wastewater rates. Table 1 below illustrates a comparison of consumption by block. Consumption increased dramatically from those presented in the February 22, 2016 Memo due to corrections to a large consuming non-residential customer's meter and resulting billing data.

**Table 1**  
**Town of Minto**  
**Comparison of 2015 Consumption Estimates**

<b>Blocks (per billing cycle)</b>	<b>2015 Rate Study</b>	<b>Prior Memo (pro-rated)</b>	<b>Updated (pro-rated)</b>
<b>≤250 m<sup>3</sup></b>	543,227	403,821	403,571
<b>&gt;250 to ≤500 m<sup>3</sup></b>	3,953	32,492	32,242
<b>&gt;500 to ≤3,000 m<sup>3</sup></b>	13,769	80,360	81,578
<b>&gt;3,000 m<sup>3</sup></b>	-	-	54,050
<b>Total Consumption (m<sup>3</sup>)</b>	<b>560,949</b>	<b>516,673</b>	<b>571,440</b>

Overall, there was an increase of approximately 10,492 cubic meters compared to the 2015 Rate Study, with increases to the amounts anticipated in Block 2 and Block 3, of 28,539 and 67,808, respectively. However, consumption estimates for Block 1 resulted in a decrease of 139,656 cubic metres.

The updated rate forecasts for water and wastewater are located in the following Tables 2 and 3, below:

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

Description	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Total Water Consumption Recovery		942,882	1,040,357	1,134,060	1,221,651	1,314,122	1,413,023	1,518,793	1,631,397	1,751,248
Total Consumption (m <sup>3</sup> )		579,376	587,598	595,819	604,041	611,954	620,022	628,243	636,465	644,686
Total Meters		2,217	2,270	2,324	2,377	2,429	2,481	2,534	2,588	2,641
<b>Total Consumption:</b>										
Up to 250 m <sup>3</sup>		411,507	419,729	427,950	436,171	444,085	452,153	460,374	468,596	476,817
Between 250-500 m <sup>3</sup>		32,242	32,242	32,242	32,242	32,242	32,242	32,242	32,242	32,242
Between 501-3,000 m <sup>3</sup>		81,578	81,578	81,578	81,578	81,578	81,578	81,578	81,578	81,578
Over 3,000 m <sup>3</sup>		54,050	54,050	54,050	54,050	54,050	54,050	54,050	54,050	54,050
<b>Block Rates:</b>										
Up to 250 m <sup>3</sup>	\$ 1.81	\$ 1.88	\$ 2.05	\$ 2.21	\$ 2.34	\$ 2.49	\$ 2.64	\$ 2.80	\$ 2.96	\$ 3.14
Between 251-500 m <sup>3</sup>	\$ 1.40	\$ 1.44	\$ 1.54	\$ 1.62	\$ 1.70	\$ 1.79	\$ 1.88	\$ 1.97	\$ 2.07	\$ 2.17
Between 501-3,000 m <sup>3</sup>	\$ 1.20	\$ 1.24	\$ 1.32	\$ 1.39	\$ 1.46	\$ 1.53	\$ 1.61	\$ 1.69	\$ 1.77	\$ 1.86
Over 3,000 m <sup>3</sup>		\$ 0.41	\$ 0.44	\$ 0.46	\$ 0.48	\$ 0.50	\$ 0.53	\$ 0.56	\$ 0.58	\$ 0.61
<b>Annual Percentage Change - Block 1</b>		<b>3.6%</b>	<b>8.9%</b>	<b>7.7%</b>	<b>6.2%</b>	<b>6.1%</b>	<b>6.1%</b>	<b>6.0%</b>	<b>6.0%</b>	<b>5.9%</b>
<b>Annual Percentage Change - Block 2</b>		<b>3.0%</b>	<b>7.0%</b>	<b>5.0%</b>	<b>5.0%</b>	<b>5.0%</b>	<b>5.0%</b>	<b>5.0%</b>	<b>5.0%</b>	<b>5.0%</b>
<b>Annual Percentage Change - Block 3</b>		<b>3.0%</b>	<b>7.0%</b>	<b>5.0%</b>	<b>5.0%</b>	<b>5.0%</b>	<b>5.0%</b>	<b>5.0%</b>	<b>5.0%</b>	<b>5.0%</b>
<b>Annual Percentage Change - Block 4</b>			<b>7.0%</b>	<b>5.0%</b>	<b>5.0%</b>	<b>5.0%</b>	<b>5.0%</b>	<b>5.0%</b>	<b>5.0%</b>	<b>5.0%</b>

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

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

Description	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Total Wastewater Consumption Recovery		1,381,664	1,447,831	1,516,407	1,587,470	1,660,045	1,726,579	1,795,644	1,847,017	1,899,245
Total Consumption (m <sup>3</sup> )		579,376	587,598	595,819	604,041	611,954	620,022	628,243	636,465	644,686
Total Meters		2,108	2,161	2,215	2,268	2,320	2,372	2,425	2,479	2,532
<b>Total Consumption:</b>										
Up to 250 m <sup>3</sup>		411,507	419,729	427,950	436,171	444,085	452,153	460,374	468,596	476,817
Between 250-500 m <sup>3</sup>		32,242	32,242	32,242	32,242	32,242	32,242	32,242	32,242	32,242
Between 501-3,000 m <sup>3</sup>		81,578	81,578	81,578	81,578	81,578	81,578	81,578	81,578	81,578
Over 3,000 m <sup>3</sup>		54,050	54,050	54,050	54,050	54,050	54,050	54,050	54,050	54,050
<b>Block Rates:</b>										
Up to 250 m <sup>3</sup>	\$ 2.62	\$ 2.78	\$ 2.87	\$ 2.96	\$ 3.06	\$ 3.15	\$ 3.23	\$ 3.31	\$ 3.36	\$ 3.40
Between 251-500 m <sup>3</sup>	\$ 2.00	\$ 2.08	\$ 2.13	\$ 2.19	\$ 2.24	\$ 2.30	\$ 2.34	\$ 2.39	\$ 2.41	\$ 2.43
Between 501-3,000 m <sup>3</sup>	\$ 1.70	\$ 1.77	\$ 1.81	\$ 1.86	\$ 1.90	\$ 1.95	\$ 1.99	\$ 2.03	\$ 2.05	\$ 2.06
Over 3,000 m <sup>3</sup>		\$ 0.47	\$ 0.48	\$ 0.49	\$ 0.51	\$ 0.52	\$ 0.53	\$ 0.54	\$ 0.54	\$ 0.55
<b>Annual Percentage Change - Block 1</b>		<b>6.0%</b>	<b>3.2%</b>	<b>3.2%</b>	<b>3.1%</b>	<b>3.1%</b>	<b>2.5%</b>	<b>2.5%</b>	<b>1.4%</b>	<b>1.4%</b>
<b>Annual Percentage Change - Block 2</b>		<b>4.0%</b>	<b>2.5%</b>	<b>2.5%</b>	<b>2.5%</b>	<b>2.5%</b>	<b>2.0%</b>	<b>2.0%</b>	<b>0.8%</b>	<b>0.8%</b>
<b>Annual Percentage Change - Block 3</b>		<b>4.0%</b>	<b>2.5%</b>	<b>2.5%</b>	<b>2.5%</b>	<b>2.5%</b>	<b>2.0%</b>	<b>2.0%</b>	<b>0.8%</b>	<b>0.8%</b>
<b>Annual Percentage Change - Block 4</b>			<b>2.5%</b>	<b>2.5%</b>	<b>2.5%</b>	<b>2.5%</b>	<b>2.0%</b>	<b>2.0%</b>	<b>0.8%</b>	<b>0.8%</b>

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

The following table (Table 4) illustrates a summary of monthly base charge and per cubic meter consumptive rates calculated in the 2015 Rate Study and those calculated within.

**Table 4**  
**Town of Minto**  
**Comparison of 2016 Base Charge (monthly) & Consumptive Rates (per cubic meter)**

	2015 Rate Study	Proposed Rates
<b>Water Rates</b>		
5/8" or 3/4" Monthly Base Charge	14.00	19.00
≤250 m <sup>3</sup>	1.96	1.88
>250 to ≤500 m <sup>3</sup>	1.51	1.44
>500 to ≤3,000 m <sup>3</sup>	1.30	1.24
>3,000 m <sup>3</sup>	-	0.41
<b>Wastewater Rates</b>		
5/8" or 3/4" Monthly Base Charge	14.00	19.00
≤250 m <sup>3</sup>	2.69	2.78
>250 to ≤500 m <sup>3</sup>	2.05	2.08
>500 to ≤3,000 m <sup>3</sup>	1.74	1.77
>3,000 m <sup>3</sup>	-	0.47

Table 5 provides an overview of the total bi-monthly bill by customer types under past and proposed rate structures.

**Table 5**  
**Town of Minto**  
**Comparison of Customers' Bi-Monthly Bill**

	m <sup>3</sup> per 2 Months	Bi-Monthly Bill Analysis		
		2014 Equivalent Bill (before rate structure change)	2015 Current Rates	2016 Proposed Rates
Average Residential Home	25.7	\$ 212.50	\$ 165.85	\$ 195.76
Residential Home - Low Consumption	18.0	\$ 212.50	\$ 131.74	\$ 159.88
Residential Home - Med. Consumption	38.9	\$ 212.50	\$ 224.33	\$ 257.27
Residential - 12 units	240.0	\$ 1,458.48	\$ 1,503.20	\$ 1,562.40
Non-Residential - Low Consumption	25.0	\$ 262.00	\$ 190.75	\$ 200.50
Non-Residential - Medium Consumption	265.0	\$ 877.45	\$ 1,238.50	\$ 1,301.80
Non-Residential - High Consumption	3,450.0	\$ 10,882.50	\$10,628.50	\$ 10,086.00



## **Recommendations**

- That Council approve the use of the proposed rate adjustments;
- That Council approve the 2016 water and wastewater rates and implementation schedule as shown in Tables 2 and 3.



## **TOWN OF MINTO**

**DATE:** April 13, 2016  
**REPORT TO:** Mayor and Council  
**FROM:** Mike McIsaac, Road Foreman  
**SUBJECT:** Request for Quotation for Sidewalks

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### **STRATEGIC PLAN**

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

### **BACKGROUND**

Request for quotation for Remove, Dispose, Replace Sidewalk were sent out to close April 13, 2016. Seven submissions were received with prices ranging from \$24.83 per Linear Foot to \$53.00 per Linear Foot from the following companies:

- Arbro Excavating 2001 Ltd. (Mt. Forest)
- Reeves Construction (Mt Forest)
- C&G Concrete (Shelburne)
- Discount Drain (London)
- Wellington Cons. Contractors Inc. (Palmerston)
- Autoform Contracting London Ltd. (London)
- Countryside Concrete Inc. (Harriston).

### **COMMENTS:**

Staff has reviewed the seven submissions. Four were found to be ineligible due to not following all of the required submission instructions. Arbro Excavating 2001 Ltd has submitted an eligible price of \$24.83 per Linear Foot which is the lowest bid.

Arbro Excavating is a well-established, local company from Wellington North. Staff has good working experience with this company. With this contract new five foot wide sidewalks will be installed in various locations predetermined by the Annual Sidewalk Inspections, complaint based and high volume pedestrian use areas.

### **FINANCIAL CONSIDERATIONS**

To be completed within 2016 Operating and Capital Budgeted amounts.

### **RECOMMENDATION**

THAT Council receives the report from the Public Works Director and Road Foreman dated April 13, 2016, regarding RFQ #2016-06 for Remove, Dispose, Replace Sidewalk and approves the awarding to Arbro Excavating 2001 Ltd. at the price of \$24.83 per linear foot plus HST.

Mike McIsaac  
Road Foreman

Brian Hansen  
Public Works Director



## TOWN OF MINTO

**DATE:** April 8, 2016  
**REPORT TO:** Mayor Bridge and Members Council  
**FROM:** Mike McIsaac, Roads Foreman  
**SUBJECT:** Stop Sign Queen Street and Walker

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### **STRATEGIC PLAN:**

5.8 Ensure operations, facilities and programs operate efficiently and effectively through a business plan process implemented at budget.

### **BACKGROUND:**

At the June 3, 2011 meeting the previous Council passed the following motion in response to a petition from the neighborhood from five residents and a report from Public Works:

### **MOTION: COW-016-2011**

**THAT** The Town of Minto Public Works Director review and proceed with a three way stop at the intersection of Walker Street and Queen Street , Palmerston if appropriate.

By-law 2011-069 was approved July 5, 2011 creating a legal three way stop at the intersection. The map below gives you an idea of the intersection.



Queen Street heads southerly up a hill into North Perth. Between Caven Street to the north and the Town Line there are about 22 homes. There is a sidewalk on the west side of Queen Street from Caven to Walker. Vehicles leaving Palmerston begin to speed up from this intersection to navigate the hill and head into North Perth. Vehicles coming into Palmerston are often at a high rate of speed coming down the hill. This causes difficulties for residents entering and exiting their driveways.

The OPP enforces speeding and no-stopping from time to time at this intersection. This can temporarily improve conditions. There is evidence stop signs are ignored or missed altogether which is a safety concern. Staff spoke to area resident Andrew Lang who wants a solution that

involves people obeying the stop sign, sidewalks and other means to increase public safety.

### **COMMENTS:**

This section of Queen Street requires road, sewer and water upgrades within a five year period. It carries farm vehicles in and out of Palmerston and is used by people heading south to Listowel as an alternate Highway 23. This road may be a candidate for sidewalks at

least on one side. The stop signs restrict traffic flow and access to downtown Palmerston reducing the function of the road.

Ontario Traffic Manual Book 5 states an all-way controlled intersection should meet certain minimum requirements. All-way stop control may be considered on roads where total vehicle volumes on all streets exceeds 350 cars for the highest hour recorded. There are also rules for split of traffic between intersecting roads. This intersection does not meet volume requirements to warrant a three way stop.

Book 5 also has an all way stop collision warrant requiring a stop sign if accident frequency averages of four collisions per year over a three year period. Only accidents susceptible to relief through multi-way stop control must be counted such as right angle turning type collisions). Included in the standard are locations where visibility limits safe approach speed to less than 15km/h and creates unreasonable accident potential. Special advance warning or overhead flashing lights may be needed to augment stop signs if vertical or horizontal alignment is a factor. These conditions do not exist at this intersection.

Finally, Book 5 states all way stops should not be used where the protection of pedestrians, school children in particular, is a prime concern as this can usually be addressed by other means. Stop signs are not suitable speed control devices and should not be used to slow traffic movement in residential areas.

A three way stop at this intersection is not justified by traffic volume or collision warrants, and also not an effective method to control speed in residential areas according to Provincial standards. However, many communities use stop signs as a way to address safety concerns and to slow traffic down. Given the information in Book 5, it would be appropriate for Council to look at options for the street such as:

1. Have Triton engineering assess and advise of any technical solutions that might calm traffic or improve safety such as signage, speed reductions, sidewalks or similar. Include these recommendations at the time of road reconstruction for this area
2. Initiate a public meeting to start a process to repeal the by-law to remove the stop signs on Queen St
3. Ask the OPP to enforce more actively at the intersection
4. Paint stop bars, increase the size of the stop signs or some other approved standard method to make the sign more obvious as well as trim the current tree canopy to increase natural light to this area to increase resident and vehicular visibility

#### **FINANCIAL CONSIDERATIONS:**

Traffic engineering advice can be obtained from Triton Engineering for less than \$145 per hour which can be funded through existing budget items.

#### **RECOMMENDATION:**

That Council receives the Stop Sign Queen Street and Walker Road report from the Road Foreman and directs staff to look at ways to increase safety with the Town's Engineering consultant and identify technical issues and solutions in report, and that staff meet with area residents once report is ready to discuss solutions and make a recommendation to Council.

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Mike McIsaac, Road Foreman

**The Corporation of the Town of Minto**  
**By-law No. 2016-22**

to authorize the Mayor and CAO Clerk to execute an Agreement between  
the Township of Southgate, the Town of Minto and the Township of  
Wellington North with respect to “Butter Tarts and Buggies”

**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 the Corporation of the Township of Southgate and the Corporation of the Township of Wellington North 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 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 19<sup>th</sup> day of April, 2016.

\_\_\_\_\_  
Mayor George A. Bridge

\_\_\_\_\_  
Deputy C.A.O. Clerk Gordon Duff

The Corporation of the Town of Minto  
By-Law No. 2016-23

By-law To Amend the Fees and Charges  
By-law to apply metered rates  
for the use of Water and Sewer

**WHEREAS** section 11 and Part III of the Municipal Act, 2001 authorize a municipality to pass by-laws respecting matters within the sphere of jurisdiction of public utilities;

**AND WHEREAS** section 391 of the Municipal Act, 2001 authorizes a municipality to pass by-laws imposing fees and charges for the use of waste management systems, use of sewage systems or the consumption of water;

**AND WHEREAS** notice of proposed fee increase for Water and Sewer Rates was given in accordance with the Town's Notice By-law 2011-92,

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

1. That Schedule "I" of By-law 2016-12 is repealed and replaced with Schedule "I" Water and Sewer Charges as attached to this By-law.
2. This By-law shall come into force and takes effect on the 1<sup>st</sup> of April, 2016.

Read a first, second, third time and passed in open Council this 19<sup>th</sup> day of April, 2016.

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Mayor – George A. Bridge

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Deputy C.A.O. Clerk – Gordon Duff

The Corporation of the Town of Minto
By-Law No. 2016-23
Schedule “I”
Water and Sewer Charges and Fees

Commencing the first complete billing of each calendar year.

1. Monthly non metered rates:

WATER	48.75
SEWER	57.50

2. Monthly Billing Amount Formula

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

Monthly billing amount= Administrative Charge + Volume Charges + Per Unit Charges  
as per Part a) below as per Part b) below as per Part c) below  
if applicable

a) Administration Charges:

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

Meter Size	\$Water	\$Sewer	\$Water	\$Sewer	\$Water	\$Sewer	\$Water	\$Sewer	\$Water	\$Sewer
	2016		2017		2018		2019		2020	
¾”	19.00	19.00	20.00	20.00	21.00	21.00	22.00	22.00	23.00	23.00
1”	21.00	21.00	22.00	22.00	23.00	23.00	24.00	24.00	25.00	25.00
1 ½”	25.00	25.00	26.00	26.00	27.00	27.00	28.00	28.00	29.00	29.00
2”	30.00	30.00	31.00	31.00	32.00	32.00	33.00	33.00	34.00	34.00
3”	32.50	32.50	33.50	33.50	34.50	34.50	35.50	35.50	36.50	36.50
4” +	40.00	40.00	41.00	41.00	42.00	42.00	43.00	43.00	44.00	44.00

b) Volume Charges

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

Water / m3	2016	2017	2018	2019	2020
0 – 250	1.88	2.05	2.21	2.34	2.49
251 – 500	1.44	1.54	1.62	1.70	1.79
501 - 3000	1.24	1.32	1.39	1.46	1.53
3001 +	0.41	0.44	0.46	0.48	0.50

Sewer / m3	2016	2017	2018	2019	2020
0 – 250	2.78	2.87	2.96	3.06	3.15
251 – 500	2.08	2.13	2.19	2.24	2.30
501 - 3000	1.77	1.81	1.86	1.90	1.95
3001 +	0.47	0.48	0.49	0.51	0.52

c) Monthly Per Unit Charges for Multiple Units:

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

### **3. Tap In Charges**

- a) The minimum charge to connect a lateral water service up to one inch in diameter into a municipal water main shall be \$1,150.00 (plus HST). To connect a lateral service over one inch, the cost shall be based on the applicable time and material for the lateral installation including restoration from the water main to the property line (plus HST).
- b) The charge to connect a sanitary sewer lateral shall be based on applicable time and material for installation, plus restoration, from sanitary main to the lot line (plus HST).

### **4. Service Charge**

- a) A charge of \$75.00 (plus HST) shall be payable for same day disconnecting and reconnecting.
- b) The charge of \$75.00 (plus HST) shall be levied for disconnecting water and a further charge of \$75.00 (plus HST) shall be levied for reconnection.
- c) In addition to applicable charges above a service charge of \$100.00 (plus HST) shall apply where water is to be disconnected or connected

### **5. Broken Water Meter**

Time and Material (plus HST)

### **6. Bulk Water Charges**

- a) A charge of \$75.00 (plus HST) shall be payable for Hook Up & Disconnect each day of bulk water transfer.
- b) A volume charge per cubic meter shall be levied as per Section 1. b) of this By-Law.

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



The Corporation of the Town of Minto  
By-law No. 2016-24

to Authorize the Purchasing of Property  
From the Palmerston Trail Association Inc

WHEREAS the Corporation of the Town of Minto has, pursuant to Sections 8, 9, 10 and 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended has the authority to purchase property on behalf of the municipally;

AND WHEREAS subsection 23.1(1) of the Act authorizes the Town to delegate its powers and duties under the Act to a person or body;

AND WHEREAS the Palmerston Trail Association Inc is the owner of the lands described in the agreement of purchase and sale attached as Schedule “A” to this By-law;

AND WHEREAS the Town of Minto wishes to purchase, for a nominal amount, the Subject Property described in the agreement of purchase and sale attached as Schedule “A” to this By-law.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF MINTO ENACTS AS FOLLOWS:**

1. That the Mayor and Clerk are hereby authorized to execute any and all documents in regard to the above noted purchase.
2. That Agreement of Purchase and Sale attached as Schedule “A” shall form part of this By-law.
3. This By-law shall come into full force and effect upon final passing thereof.

Read a first, second, third time and passed in open Council this 19<sup>th</sup> day of April, 2016.

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Mayor - George A. Bridge

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Deputy C.A.O. Clerk – Gordon Duff

**AGREEMENT OF PURCHASE AND SALE (hereinafter called the "APS")**  
this 15<sup>th</sup> day of April, 2016.

BETWEEN:

THE CORPORATION OF THE TOWN OF MINTO  
(hereinafter called the "Purchaser")

-and-

PALMERSTON TRAIL ASSOCIATION INC.  
(hereinafter called the "Vendor")

**WHEREAS** the Vendor is the owner, in fee simple, of the lands and premises described in Schedule "A" (the "Property");

**NOW THEREFORE IN CONSIDERATION** of the mutual covenants and promises in this Agreement, the parties agree as follows:

**SECTION I  
GENERAL**

1. The Purchaser agrees to purchase the Property and the Vendor agrees to sell the Property according to the terms of this Agreement.
2. In consideration of the agreement referred to in the preceding paragraph, the Purchaser shall pay a total Purchase Price of Two Dollars (\$2.00) shall be paid to the Vendor on the Completion Date, by certified cheque.

**SECTION II  
PURCHASE OF PROPERTY**

3. Deed
  - (a) The Vendor agrees to deed or transfer the Property to the Purchaser subject to the terms of this Agreement.
4. Completion Date
  - (a) The closing of this transaction shall take place forty-five (45) days from the date of execution of the APS, or such other date as mutually agreed upon (the "Completion Date") at which time possession of the Property in "as is, where is" condition shall be given to the Purchaser other than as provided in this APS. The Vendor acknowledges that it has the right and authority to sell the Property.

5. Council Approval

- (a) This transaction is subject to compliance with Section 270 of the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended and the approval of the Council of The Corporation of the Town of Minto in its sole and absolute discretion by by-law. Council approval shall be obtained on or before the Completion Date, or this agreement will be null and void and the deposit returned without interest or deduction.

6. Documents, Reports and Information

- (a) The Vendor will produce and deliver to the Purchaser within thirty (30) days of the execution of the APS any documents, reports or information in its possession in respect to the Property. The Purchaser agrees to return all of the above documentation to the Vendor if this transaction is not completed.

### SECTION III CONDITIONS, REPRESENTATIONS AND WARRANTIES

7. “As Is” Condition

- (a) The Purchaser acknowledges that it is acquiring the Property in an “as is” condition and that it must satisfy itself within thirty (30) days of the execution of the APS regarding the condition of the Property including, but not limited to, all existing physical conditions of this Property, environmental conditions, fitness for any purpose, suitability for construction, soil bearing capacity for any building proposed, and the availability of municipal services and utilities necessary for the Purchaser’s proposed use of the Property. The Purchaser acknowledges that the Vendor shall not be responsible for any physical deficiencies of this Property or for any past, present or future environmental liabilities and hereby waives any claims against the Vendor in respect of any environmental liabilities on this Property. The Purchaser agrees to sign a release and indemnity in favour of the Vendor on or before closing with respect to matters set out in the preceding sentence. If the Purchaser is for any reason whatsoever dissatisfied with the Property, it shall deliver written notice to that effect to the Vendor by no later than the time specified herein, and this Agreement shall be terminated and the deposit shall be returned to the Purchaser without interest or deduction. If the Vendor is notified that the condition of the Property is not satisfactory, then the Purchaser shall, prior to receiving its deposit monies back and prior to being entitled to a full release from the Vendor with respect to this Agreement, restore the Property to its original condition as it existed prior to such testing or inspection by the Purchaser, at the Purchaser’s sole expense. If the Purchaser fails to deliver written notice to the Vendor within the time specified herein regarding this condition, this condition shall be deemed to have been waived by the Purchaser.

8. Investigation by the Purchaser

- (a) The Purchaser acknowledges having inspected the Property prior to executing the APS and understands that upon the execution by the parties of this APS, and subject to any conditions herein, there shall be a binding agreement of purchase and sale between the Purchaser and the Vendor. It shall be the Purchaser’s responsibility to provide, at its own expense, any soil bearing capacity tests or environmental inspection, as may be required or desired, and the Vendor shall grant the Purchaser access for such testing or inspection at all reasonable times, on reasonable notice, for the purpose of conducting reasonable inspections.

9. Future Use

- (a) The Vendor advises there is no condition, express or implied, representation or warranty of any kind that the future intended use of the Property by the Purchaser is or will be lawful except as may be specifically stipulated elsewhere in this Agreement. The Purchaser agrees that the lands are being purchased for the purposes of a public trail, and that should the Purchaser being the TOWN OF MINTO receive a bona fide offer to purchase any part of the lands for a use other than public trail, the Vendor being the PALMERSTON TRAIL ASSOCIATION INC. shall have the right to elect to purchase the same lands under the same terms and conditions outlined in the said bona fide offer. The Town agrees to provide a copy of any bona fide offer to the Vendor along with minimum 30 days' notice within which the Vendor may choose to exercise its right to purchase. If after receiving notice the Vendor does not exercise its right to purchase the lands within 30 days, the Purchaser has the right to conclude the sale as per the original bona fide offer and the Vendor PALMERSTON TRAIL ASSOCIATION shall have no further right to the lands whatsoever. The terms of this paragraph 9(a) shall survive closing of this transaction.

**SECTION IV  
PRIOR TO COMPLETION DATE**

10. Purchaser May Inspect the Property

- (a) The Purchaser, its agents and contractors shall be permitted to inspect the Property and the buildings as frequently as is reasonably necessary between the date of acceptance hereof and the Completion Date at reasonable times and upon reasonable notice to the Vendor.

11. Insurance

- (a) Pending closing, the Vendor shall hold all insurance policies and the proceeds thereof in trust for the parties as their interest may appear and in the event of damage to the Property. The Purchaser may elect to either receive the proceeds of the insurance and complete the purchase or to cancel the APS and have all the deposit monies paid to the Vendor returned together with all interest earned thereon without deduction.

**SECTION V  
COMPLETING THE TRANSACTION**

12. Deed

- (a) The Deed or Transfer of the Property will be prepared at the expense of the Purchaser in a form acceptable to the solicitors for the Purchaser and the Purchaser will pay all Land Transfer Tax, Harmonized Sales Tax and other costs in connection with the registration of it.

13. Electronic Registration

- (a) The parties agree that the transaction shall be completed by electronic registration pursuant to Part III of the Land Registration Reform Act, R.S.O. 1990, c.L.4 as amended. The parties acknowledge and agree that the delivery and release of documents may, at the discretion of the lawyer: a) not occur contemporaneously with the registration of the transfer/deed and other registerable documentation, and b) be subject to conditions whereby the lawyer receiving documents and/or

money will be required to hold them in trust and not release them except in accordance with the terms of a written agreement between the lawyers entered into in the form of the Document Registration Agreement adopted by the Joint LSUC-OBOA Committee on Elective Registration of Title Documents.

14. Letters and Reports from Officials of the Vendor
  - (a) On or before the requisition date, the Vendor agrees to provide to the Purchaser, at the Vendor's expense, letters or reports from the Fire Chief of the Town of Minto and the Building and Zoning Department of the Town of Minto regarding the status of compliance with all codes, by-laws, rules and regulations with respect to the Property and the buildings located thereon.
15. Examination of Title
  - (a) Title to the Property shall be good and marketable and free from all encumbrances except for any service easements or rights-of-way to be reserved in favour of the Vendor and for any easements or rights-of-way registered on title and any minor encroachments shown on the survey or Reference Plan delivered to the Purchaser.
  - (b) The Purchaser is allowed thirty (30) days from the execution of the APS to examine the title to the Property. If on or before this date the Purchaser furnishes the Vendor in writing with any valid objections: to the title; to any undisclosed outstanding work orders; to undisclosed non-compliance with the municipal by-laws or covenants and restrictions which run with the land and cannot be resolved before the Completion Date; as to any objection of which the Vendor shall be unable to remedy or correct by the Completion Date and which the Purchaser will not waive, then this APS shall, notwithstanding any intermediate acts or negotiations, be terminated and the deposit shall be returned to the Purchaser without deduction and the Vendor and the Purchaser shall not be liable for any costs, damages, compensation or expenses.
16. Vendor to Discharge all Encumbrances
  - (a) The Vendor agrees to obtain and register at its own expense, on or before the Completion Date, a discharge of all liens, encumbrances, agreements and mortgages now registered against the Property and not assumed by the Purchaser. The Vendor further covenants and agrees to discharge, on or before the Completion Date, any and all liens, chattel mortgages, assignments or any other security interest given by the Vendor against its personal Property.
17. Adjustments
  - (a) The Vendor agrees that all security deposits, if any, held by the Vendor including interest thereon shall be credited to the Purchaser in the Statement of Adjustments prepared for the Completion Date.
  - (b) Any rents, mortgage, interest, taxes, local improvements, water and assessment rates shall be apportioned and allowed to the Completion Date, the day itself to be apportioned to the Purchaser.
18. Deliveries by the Vendor To The Purchaser on Closing
  - (a) The Vendor covenants and agrees to deliver to the Purchaser on the Completion Date, all such deliveries to be a condition of the Purchaser's obligation to close this transaction, the following:
    - (i) A deed of the Property;

- (ii) Any survey or reference plan of the Property in the possession of the Vendor;
- (iii) A Statutory Declaration by an authorized officer of the Vendor stating that accurateness and truthfulness of all of the representations and warranties;
- (iv) A Statutory Declaration by an authorized officer of the Vendor as to possession of the Property in a form acceptable to the solicitors for the Purchaser;
- (v) A Statutory Declaration by an authorized officer of the Vendor that it is not now, and upon completion will not be, a “non-resident person” within the meaning and for the purpose of Section 116 of the Income Tax Act, R.S.C., 1985, c. 1 (5th Supp.) as amended;
- (vi) Certified copies of all appropriate Certificates, By-Laws and other documents of Vendor authorizing the transaction herein; and
- (vii) Such further documentation and assurances as the Purchaser may reasonably require to complete the transaction contemplated by the APS.

19. Harmonized Sales Tax

- (a) The parties hereto acknowledge and agree that the transaction contemplated herein is subject to the Harmonized Sales Tax (HST) under the Excise Tax Act, R.S.C., 1985, c. E-15 (the “Act”) and that the Purchase Price does not include HST. The Vendor shall provide the Purchaser with its HST Business Number. The Purchaser shall pay to the Vendor any HST imposed under the Act payable in connection with the transfer of the Property to the Purchaser, or as it may direct, unless the Purchaser or its nominee, or its assignee, provides:
  - (i) A certificate on or before the Completion Date containing a representation and warranty to the Vendor that:
    - (1) It is registered for the purpose of the HST on the Completion Date and specifying the HST registration number;
    - (2) It will self-assess the HST on its GST/HST return or file the prescribed form pursuant to subsection 228(4) of the Act in connection with the purchase of the Property; and
    - (3) The Property transferred pursuant to this APS is being purchased by the Purchaser, or its nominee or assignee, as principal for its own account and is not being purchased by the Purchaser as agent, trustee or otherwise on behalf of or for another person, and does not constitute a supply of residential complex made to an individual for the purpose of paragraph 221 (2)(b) of the Act.
    - (4) An indemnity, indemnifying and saving harmless the vendor from any HST payable on this transaction and penalty and interest relating to HST; and
    - (5) A notarial true copy of its HST registration confirmation.

SECTION VI  
MISCELLANEOUS

20. Entire Agreement

- (a) There is no representation, warranty, collateral agreement or condition affecting this Agreement of the Property other than expressed herein.

21. Tender

- (a) Any tender of documents or moneys hereunder may be made upon the solicitor acting for the party upon whom tender is desired, and it shall be sufficient that a negotiable, certified cheque may be tendered instead of cash.

22. Time of Essence

- (a) Time shall be of the essence of this Agreement.

23. Planning Act

- (a) This Agreement shall be effective only if the provisions of Section 50 of the Planning Act, R.S.O. 1990, c.P.13, as amended are complied with.

24. Notices

- (a) All notices in this Agreement shall be in writing and shall be deemed to have been given if delivered by hand or mailed by ordinary mail, postage prepaid, addressed to the solicitor for the person to whom such notice is intended to be given at the following address:

**Solicitors for the Vendor:**

Duncan, Linton LLP  
ATTENTION: J. David Linton  
45 Erb Street West  
P. O. Box 457  
Waterloo, ON N2J 4B5  
Fax: (519) 886-8651

**Solicitors for the Purchaser:**

Duncan, Linton LLP  
ATTENTION: Patrick J. Kraemer  
45 Erb Street West  
P. O. Box 457  
Waterloo, ON N2J 4B5  
Fax: (519) 886-8651

If mailed, such notices must also be given by facsimile transmission on the date it was so mailed. If so given, such notices shall be deemed to have been received on the first business day following the date it was delivered or marked mailed out.

25. Successors and Assigns

- (a) The Purchaser shall be permitted to assign all of its right, title and interest in and to this APS with the Vendor's written approval which shall not be unreasonably withheld. Subject to the restrictions in the preceding sentence, the Vendor agrees to engross the Transfer/Deed of Land as directed by the Purchase on the completion Date as the Purchaser may elect, and the Vendor agrees to complete the transaction contemplated by this APS on the Completion Date with such assignee or nominee. The Purchaser is released from all liability hereunder, if it assigns its interest in this APS. This Agreement shall be binding upon the parties hereto and their respective successors and assigns.

26. Schedules

(a) The following Schedules shall form an integral part of this Agreement:

(i) Schedule "A" Description of Property

27. Acceptance by Fax

(a) The Purchaser and Vendor acknowledge and agree that the communication of this Agreement of Purchase and Sale may be transmitted by way of a facsimile machine, and that they agree to accept such signatures and documents to be legal and binding upon them.

28. Counterparts

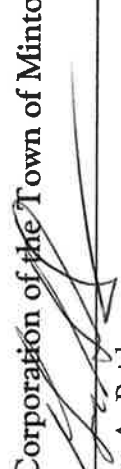
(a) This agreement may be signed in any number of counterparts, each of which is considered to be an original, and all of which are considered to be the same documents.

29. Severability

(a) If any provision of this Agreement, or the application thereof to any circumstances, shall be held to be invalid or unenforceable, then the remaining provisions of this Agreement, or the application thereof to other circumstances, shall not be affected, and shall be valid and enforceable.

IN WITNESS WHEREOF the parties have executed this Agreement.

The Corporation of the Town of Minto

  
George A. Bridge  
Mayor


  
Bill White  
Clerk

We have authority to bind the Corporation of the Town of Minto.

Palmerston Trail Association Inc.

Per: 

Name: ~~David Burns~~  
Title: President



Name: Susan Forbes  
Title: Secretary

I/We have authority to bind the Corporation.



SCHEDULE “A”  
LEGAL DESCRIPTION OF LANDS

ALL AND SINGULAR that certain parcel or tract of land and premises situated, lying and being in the Town of Minto in the County of Wellington, being comprised of:

PT LT 21 CON 1 MINTO; PT LT 22 CON 1 MINTO; PT LT 21 CON 2 MINTO; PT LT 22 CON 2 MINTO PTS 2, 3, & 4, 61R8423; MINTO  
PIN NO.: 71033-0263 (LT)

-AND-

PT LT 22 CON 1 MINTO PT 5, 61R8423; MINTO  
PIN NO.: 71033-0268 (LT)

-AND-

PT PKLT 19 SURVEY KIRK'S (21-1) MINTO; PT PKLT 20 SURVEY KIRK'S (21-1) MINTO;  
PT LKLT 21 SURVEY KIRK'S (21-1) MINTO; MINTO  
PIN NO.: 71033-0241 (R)

-AND-

PT LT 22 CON 3 MINTO AS IN WN1945; PT LT 22 CON 4 MINTO AS IN WN1944 & WN3862; MINTO  
PIN NO.: 71032-0031 (LT)

-AND-

PT LT 22 CON 5 MINTO; PT LT 22 CON 6 MINTO AS IN WV1947 & WN2473; MINTO  
PIN NO.: 71032-0014 (LT)

The Corporation of the Town of Minto  
By-law No. 2016-25

to Authorize an agreement with the Public Guardian and Trustee,  
regarding the Town acquiring ownership of the Harriston Lawn Bowling  
lands at 43 Arthur Street West, Harriston

WHEREAS the Corporation of the Town of Minto has, pursuant to Sections 8, 9, 10 and 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended has the authority to purchase property on behalf of the municipality;

AND WHEREAS subsection 23.1(1) of the Act authorizes the Town to delegate its powers and duties under the Act to a person or body;

AND WHEREAS the Public Guardian and Trustee became the owner of the lands known as the Harriston Lawn Bowling Club located at 43 Arthur Street West in Harriston as a result of the discontinuation of the Club and pursuant to the agreement attached as Schedule “A” to this By-law agrees to convey the lands to the Town:

AND WHEREAS the Town of Minto is willing to accept the conditions for ownership of the lands as set out in the agreement attached as Schedule “A” to this By-law.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF MINTO  
ENACTS AS FOLLOWS:**

1. That the Mayor and Clerk are hereby authorized to execute any and all documents in regard to the acquisition of the Harriston Lawn Bowling lands at 43 Arthur Street upon final review by Town legal counsel including the Agreement with the Public Guardian and Trustee attached as Schedule “A” to this by-law.
2. That Schedule “A” attached hereto shall form part of this By-law.
3. This By-law shall come into full force and effect upon final passing thereof.

Read a first, second, third time and passed in open Council this 19<sup>th</sup> day of April, 2016.

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Mayor - George A. Bridge

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Deputy C.A.O. Clerk – Gordon Duff

**The Corporation of the Town of Minto**  
**By-law No. 2016-26**

to authorize the Mayor and CAO Clerk to execute a Consulting Engineering  
Services Agreement between the Corporation of the Town of Minto Triton  
Engineering Services Ltd

**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 Triton Engineering Services Ltd for Consultant Engineering Services 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 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 19<sup>th</sup> day of April, 2016.

\_\_\_\_\_  
Mayor George A. Bridge

\_\_\_\_\_  
Deputy C.A.O. Clerk Gordon Duff

## **CONSULTING ENGINEERING SERVICES AGREEMENT**

**THIS AGREEMENT MADE** this 15<sup>h</sup> day of April, 2016.

### **BETWEEN:**

**The Corporation of the Town of Minto**

a municipal corporation incorporated pursuant to the laws of the Province of Ontario ("Minto")

-and-

**Triton Engineering Services Limited**

a professional consulting engineering firm operated according to the laws of the Province of Ontario  
("Triton")

### **WHEREAS:**

1. Minto issued Request for Proposal for Engineering Services PW2016-05 (the "RFP");  
  
and
2. Triton submitted the successful proposal in response to the RFP dated March 23, 2016 (the "Triton Submission").

**NOW THEREFORE THIS AGREEMENT WITNESSES THAT** in consideration of the mutual covenants and agreements herein contained, and subject to the terms and conditions set out in this Agreement, the parties hereto hereby agree as follows:

1. The terms and conditions of the RFP as well as the Use of Consulting Engineers Policy, attached as Schedule A, shall form part of and apply to this Agreement. Any term not specifically defined in this Agreement shall have the same meaning as provided in the RFP.
2. Triton is retained to provide professional consulting engineering services as set out in the RFP and as may be requested from time to time by Minto. Triton's Agreement with the Town is exclusive to the degree that Minto will notify Triton of any other professional consulting engineering firm is to be retained on matters arising during the term of this Agreement.
3. The primary contact and associated Team Members representing Triton and responsible for much of the consulting work for Minto are as follows:

Paul Ziegler – Principal and primary contact for Minto Council and staff  
Christine Furlong – Senior Engineer

David Donaldson – Senior Engineer  
Chris Clark – Project Manager  
Jeremy Gibson – Site Inspector

4. The primary contact will manage Triton's relationship with Minto according to the attached Schedule "A" with the main contacts for Minto being the Chief Administrative Officer/Clerk and or Public Works Director. The parties agree the primary contact for Triton possesses considerable knowledge of Minto's infrastructure and approach to development and that Triton's primary contact shall not change without the written approval of Minto.
5. Triton will assign work internally to the most appropriate team member on a case-by-case basis, considering such factors as the nature of the engineering issue, continuity and familiarity with the relevant department or staff member at Minto, and the level of experience and responsibility required to complete the engineering work as effectively, expeditiously and inexpensively as possible. Junior engineering professionals with lower hourly rates, under the supervision of senior engineering professional, will be utilized as appropriate. Triton will at all times adhere to the average hourly rates provided for in the agreement unless an exception is provided in writing by Minto. Billing will be monthly or in such other fashion as the parties may agree keeping in mind the project and the flow of funds such as grant applications.
6. On a mutually convenient date, representatives of Triton and representatives of Minto will meet to discuss engineering issues facing Minto, the relevant services that Triton provides and how Triton can meet Minto's needs in the most efficient and practical manner. There will be no cost to Minto for this meeting. Following this initial meeting and on occasion through the term of this agreement Triton agrees to provide no less than one annual update to Council through the primary contact on the work completed by Triton, the condition of Town infrastructure, priority projects for the future, and other such matters as may impact Minto's short and long term financial and policy needs. Minto acknowledges that such updates are provided for information purposes only and do not constitute engineering advice unless otherwise stated. Minto agrees that such updates will be scheduled as time permits and with a view to controlling Triton's cost for such sessions.
7. For each file where engineering services are requested, Triton will obtain instructions from Minto. Oral instructions on significant matters will be confirmed in writing.
8. Triton will review every request for engineering services received from Minto within one business day and answer same within a time frame agreed upon by Triton and Minto, depending on its nature.
9. The overall average fees for services rendered for the term of this agreement shall be calculated on the basis set out in Schedule B. These rates shall remain in effect and shall not be increased during the term of the agreement.

10. Minto and Triton acknowledge that the list of engineering services as set out in Schedule B are illustrative of the type of work that falls within each category and are non-exhaustive. The parties agree that Triton shall recommend and secure a consultant to provide work required under the Drainage Act with no additional charge for procuring and managing the relationship between Minto and the firm selected for Drainage Act work. Prior to securing that firm approval in writing shall be obtained from Minto as it pertains to rate and the firm recommended.
11. Triton shall not bill for any disbursements incurred for work under this agreement on behalf of Minto or any office charges allocated to any matter unless such charges will be extra-ordinary and are approved in writing by Minto prior to being incurred. Without limiting the generality of the foregoing extra-ordinary disbursements and charges shall not include long distance calls, faxes, postage, deliveries, travel expenses, photocopies, and similar but may include Ministry of Environment approvals, public notices that can be given by Minto, unusual or one-time equipment or testing or laboratory fees not normally associated with Triton, and other such charges as may be agreed to in writing by the parties.
12. On matters that involve assembling collections of reports, documents or other information Triton may request Minto provide some administrative resources as appropriate to assist with managing costs.
13. Subject to early termination, the Retainer shall commence on the date of execution of this Agreement and shall continue for a term of five (5) years. After which the Agreement shall automatically renew for one year, unless terminated by either party with 90 days written notice, for up to a total of three (3) years additional years maximum at Minto's sole discretion.
14. Minto may terminate the Agreement at any time prior to completion of its term, either in whole or in part, upon 90 days written notice. In the event of early termination, Triton shall receive payment for the services performed to the date Triton's services are terminated and for any services performed after the date of termination.
15. Triton agrees, from time to time, and at all times hereafter, to save, keep harmless and fully indemnify Minto, its successors and assigns, its elected officials, officers, employees and agents, from and against all actions, claims and demands whatsoever which may be brought against or made upon Minto, and against all loss, liability, judgments, claims, reasonable costs, demands or reasonable expenses that Minto may sustain as a result from or arising out of Triton's negligent actions or omissions in carrying out its responsibilities under this Agreement, the RFP and Triton's response to the RFP, including but not limited to Triton's failure to exercise reasonable care, skill or diligence expected of a consulting engineering firm in the performance of any services by it.
16. Without limiting the generality of section 15, Triton agrees to save, keep harmless and fully indemnify Minto, its successors and assigns from and against all actions, claims and demands whatsoever which may be brought against or made upon Minto, its

successors and assigns, its elected officials, officers, employees and agents, for the infringement of or use of any intellectual property rights, including any copyright or patent arising out of the reproduction or use in any manner of any plans, designs, drawings, specifications, information, photographs, data, material, sketches, notes, documents, memoranda or computer software furnished by Triton in the performance of the services.

17. Upon completion of the services, or termination of the Agreement, Triton will return all materials provided by Minto to Triton in the course of the Agreement that contains confidential information of Minto. Triton will also return any materials as requested by Minto.
18. Triton will conduct itself in a professional manner consistent with any and all applicable By-Laws and Rules of Professional Conduct established for professional consulting engineering firms in Ontario and Minto agrees that nothing in this Agreement or instructions on any specific matter obligates Triton to take any steps or actions contrary to such By-laws and Rules.
19. Triton shall provide services in a professional manner, consistent with the standard of care ordinarily exercised by members of the profession, and consistent with the customer service goals set out in the Town Strategic Plan.
20. Schedules A and B form part of this Agreement. This Agreement and the RFP, including the Use of Consulting Engineers Policy, shall form the entire agreement between Minto and Triton concerning the matters set out herein and there are no warranties, representations or other Agreements between the parties in connection with the subject-matter of this Agreement except as specifically set forth herein.
21. Any notice to be given or delivered under this Agreement shall be in writing and sufficiently given by personal delivery or by registered letter, postage prepaid and mailed in a Canadian post office, addressed, in the case of notice to Minto, to

The Corporation of the Town of Minto  
ATTN: CAO/Clerk  
5941 Highway #89, R.R. #1  
Harriston, ON N0G 1Z0

and in the case of notice to Triton

Triton Engineering Services Ltd.  
ATTN: Paul Ziegler  
39 Elora Street South  
Unit 14  
Harriston ON N0G 1Z0

22. If any term, covenant or condition of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the

remainder of this Agreement or the application of such term, covenant or condition to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, covenant or condition of this Agreement shall be separately valid and enforceable to the fullest extent permitted by law.

23. This Agreement may be executed in any number of counterparts with the same effect as if all parties had signed the same document. All counterparts shall be construed together, and shall constitute one and the same agreement.
24. This Agreement is to be governed by and construed according to the laws of the Province of Ontario.
25. Neither this Agreement nor any rights or obligations hereunder shall be assignable by any party without the prior written consent of each of the other parties hereto. Any attempt to assign any of the rights, duties or obligations of this Agreement without written consent is void.
26. Subject to the restrictions on assignment, this Agreement shall enure to the benefit of and be binding upon the parties and their respective successors including any successor formed by reason of amalgamation of any party and permitted assigns. Any and all transfers, assigns or successors of the parties shall be subject to an assumption of the rights and obligations of this Agreement by the new owner thereof as the case may be.

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WITNESS WHEREOF the parties have signed and sealed this Agreement as of the day and year first above written.

**THE CORPORATION OF THE TOWN  
OF MINTO**

Per:

\_\_\_\_\_  
George A. Bridge  
Mayor

Per:

\_\_\_\_\_  
Bill White  
C.A.O. Clerk  
We have the authority to bind the  
Corporation of the Town of Minto.

**TRITON ENGINEERING SERVICES  
LIMITED**

Per:

\_\_\_\_\_  
Name  
Position

Per:

\_\_\_\_\_  
Name  
Position

We have the authority to bind the  
Corporation

## **SCHEDULE A**

### **Use of Consulting Engineers Policy**

#### **Policy Statement:**

Council and senior staff shall require a registered professional consulting engineer to supply services and advice secured by contract or to act for the Town of Minto with respect to specified responsibilities of the Town as set out in this policy.

#### **Purpose:**

To set out the authority and process for the obtaining Consulting Engineering Services as set out in this agreement and referenced in RFP PW2016-05 awarded by Council March 29, 2016.

#### **Actions:**

The Public Work's Department shall manage the contract for the Town's approved Consulting Engineering Services. Senior Staff members may, with the approval of the Chief Administrative Officer/Clerk, Public Works Director or Mayor, seek advice from the contracted consulting engineering firm as per the agreement on file with the Clerk's Department. Members of Council requesting consulting engineering services shall do so by resolution of Council.

Staff will provide the C.A.O. Clerk's Department with a copy of all final reports, studies and opinions received from contracted consulting engineering firm whether provided in written or electronic format which shall be considered records and filed according to the Town's Record Retention By-law

The Public Works Director in Consultation with the C.A.O. Clerk shall ensure that Council approves all final reports and studies necessary to manage the operations and finances of the Town. Engineering reports and studies should be accompanied by a staff report summarizing the material and assisting with Council's decision making.

Invoices for contracted consulting engineering services shall be submitted directly to the Public Works Director and where necessary shall be signed off by the C.A.O. Clerk and Mayor as needed.

Prior to seeking consulting engineering advice the Senior Manager shall research the requirements with applicable staff to gain a general familiarity with the matter at hand so as to ensure conversations with the engineering contact are effective and efficient. The following section summarizes generally when legal advice might be sought on certain matters:

1. Capital project design, review, tendering, project management, and approvals including assistance with grant applications.
2. Plan review, evaluation and comment for 20 to 40 applications annually upon request
3. Waste water treatment facility advice respecting operation (Palmerston, Harriston, Clifford), capital improvements, approvals as requested and sewage collection system maintenance and improvements upon request.

4. Water treatment plant advice respecting operation (Minto Pines, Palmerston, Harriston, Clifford) capital improvements, approvals as requested, and water distribution system maintenance and improvements upon request.
5. Rural road, culvert and bridge maintenance and design as needed.
6. Drainage Act pertaining to municipal drains.
7. Storm water management.
8. Facilitating and/or completing of annual bridge and culvert inspections and roads needs study as per MTO Criteria.
9. Other duties as may be needed from time to time including structural engineering, qualified persons contaminated sites, traffic, and similar more specialized services.  
taxation, drafting of by-laws where necessary, issues of liability

**Responsibility:**

Chief Administrative Officer/Clerk, Public Works Director, Mayor and/or Deputy Mayor, Senior Managers, Clerk's Department, Public Works Department, Registered Professional Consulting Engineer under contract.

**SCHEDULE B**  
**FEEES FOR CONSULTING ENGINEERING SERVICES**

Minto shall pay consulting engineering fees according to the categorization of each matter as follows:

1. Capital project design, review, tendering, project management, approvals assistance with grant applications (Triton shall ensure the annual cost to Minto is equal to or less than the total annual average hourly rate wherever possible)

	Year 1 hourly rate	Year 2 hourly rate	Year 3 hourly rate	Year 4 hourly rate	Year 5 hourly rate	Five Year Average
Primary Contact	\$ 145.38	\$ 145.38	\$ 148.29	\$ 149.77	\$ 151.27	\$ 148.02
Service Provider	\$ 124.62	\$ 124.62	\$ 127.11	\$ 128.38	\$ 129.67	\$ 126.88
Service Provider	\$ 98.86	\$ 100.84	\$ 102.85	\$ 104.91	\$ 107.01	\$ 102.89
Service Provider	\$ 67.08	\$ 68.42	\$ 69.79	\$ 71.19	\$ 72.61	\$ 69.82
Total	\$ 108.99	\$ 109.82	\$ 112.01	\$ 113.56	\$ 115.14	\$ 111.90

2. Plan review, evaluation and comment including meetings with Council (Triton shall ensure the annual cost to Minto is equal to or less than the total annual average hourly rate wherever possible).

	Year 1 hourly rate	Year 2 hourly rate	Year 3 hourly rate	Year 4 hourly rate	Year 5 hourly rate	Five Year Average
Primary Contact	\$ 123.57	\$ 123.57	\$ 126.64	\$ 128.56	\$ 131.13	\$ 126.69
Service Provider	\$ 98.86	\$ 100.84	\$ 102.85	\$ 104.91	\$ 129.67	\$ 107.43
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 111.22	\$ 112.21	\$ 114.75	\$ 116.74	\$ 130.40	\$ 117.06

**Schedule “B”: continued**

3. Waste water treatment facility operation; sewage collection system maintenance Council (Triton shall ensure the annual cost to Minto is equal to or less than the total annual average hourly rate wherever possible).

	Year 1 hourly rate	Year 2 hourly rate	Year 3 hourly rate	Year 4 hourly rate	Year 5 hourly rate	Five Year Average
Primary Contact	\$ 123.57	\$ 123.57	\$ 126.04	\$ 128.56	\$ 131.13	\$ 126.57
Service Provider	\$ 148.98	\$ 148.98	\$ 151.95	\$ 153.48	\$ 155.01	\$ 151.68
Service Provider	\$ 67.08	\$ 68.42	\$ 69.79	\$ 71.19	\$ 72.61	\$ 69.82
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 113.21	\$ 113.66	\$ 115.93	\$ 117.74	\$ 119.58	\$ 116.02

4. Water treatment plant operation (Minto Pines, Palmerston, Harriston, Clifford) and water distribution system maintenance (Triton shall ensure the annual cost to Minto is equal to or less than the total annual average hourly rate wherever possible).

	Year 1 hourly rate	Year 2 hourly rate	Year 3 hourly rate	Year 4 hourly rate	Year 5 hourly rate	Five Year Average
Primary Contact	\$ 123.57	\$ 123.57	\$ 126.04	\$ 128.56	\$ 131.13	\$ 126.57
Service Provider	\$ 148.98	\$ 148.98	\$ 151.95	\$ 153.48	\$ 155.01	\$ 151.68
Service Provider	\$ 67.08	\$ 68.42	\$ 69.79	\$ 71.19	\$ 72.61	\$ 69.82
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 113.21	\$ 113.66	\$ 115.93	\$ 117.74	\$ 119.58	\$ 116.02

**Schedule “B”: continued**

5. Rural road, culvert and bridge maintenance and design as needed (Triton shall ensure the annual cost to Minto is equal to or less than the total annual average hourly rate wherever possible).

	Year 1 hourly rate	Year 2 hourly rate	Year 3 hourly rate	Year 4 hourly rate	Year 5 hourly rate	Five Year Average
Primary Contact	\$ 145.38	\$ 145.38	\$ 148.29	\$ 149.77	\$ 151.27	\$ 148.02
Service Provider	\$ 98.86	\$ 100.84	\$ 102.85	\$ 104.91	\$ 107.01	\$ 102.89
Service Provider	\$ 67.08	\$ 68.42	\$ 69.79	\$ 71.19	\$ 72.61	\$ 69.82
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 103.77	\$ 104.88	\$ 106.98	\$ 108.62	\$ 110.30	\$ 106.91

6. Drainage Act pertaining to municipal drains. Storm Water Management (Triton shall ensure the annual cost to Minto is equal to or less than the total annual average hourly rate wherever possible).

	Year 1 hourly rate	Year 2 hourly rate	Year 3 hourly rate	Year 4 hourly rate	Year 5 hourly rate	Five Year Average
Primary Contact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Triton to secure a registered professional consulting engineering to complete work under the Drainage Act and to insert the applicable hourly rates as needed.

**Schedule “B”: continued**

7. Facilitating and/or completing of annual bridge and culvert inspections and roads needs study as per MTO Criteria (Triton shall ensure the annual cost to the Town is equal to or less than the total annual average hourly rate wherever possible).

	Year 1 hourly rate	Year 2 hourly rate	Year 3 hourly rate	Year 4 hourly rate	Year 5 hourly rate	Five Year Average
Primary Contact	\$ 123.57	\$ 123.57	\$ 126.04	\$ 128.56	\$ 131.13	\$ 126.57
Service Provider	\$ 125.00	\$ 127.50	\$ 130.05	\$ 132.65	\$ 135.30	\$ 130.10
Service Provider	\$ 67.08	\$ 68.42	\$ 69.79	\$ 71.19	\$ 72.61	\$ 69.82
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 105.22	\$ 106.50	\$ 108.63	\$ 110.80	\$ 113.01	\$ 108.83

8. Other duties as may be needed from time to time including structural engineering, qualified persons contaminated sites, traffic, and similar more specialized services (Triton shall ensure the annual cost to the Town is equal to or less than the total annual average hourly rate wherever possible).

	Year 1 hourly rate	Year 2 hourly rate	Year 3 hourly rate	Year 4 hourly rate	Year 5 hourly rate	Five Year Average
Primary Contact	\$ 145.38	\$ 145.38	\$ 148.29	\$ 149.77	\$ 151.27	\$ 148.02
Service Provider	\$ 125.00	\$ 127.50	\$ 130.05	\$ 132.05	\$ 135.30	\$ 129.98
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 135.19	\$ 136.44	\$ 139.17	\$ 140.91	\$ 143.29	\$ 139.00

Note to hourly rates all services:

Triton may add other service providers as to their Team to assist with the required work keeping in mind the need to control costs and wherever possible ensure the average hourly rate for the work is less than or equal to the total provided in the charts above.

OPTION #1

The Corporation of the Town of Minto  
By-law Number 2016-27

To amend Zoning By-law No. 01-86 for the Town of Minto

**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 the Town of Minto Zoning By-law 01-86 is amended by revising the text of Section 36.58 for the Rural Industrial Exception (RIN-58) Zone. It is located on Lot 68, Concession D, Geographic Township of Minto, as shown on Schedule “A”, attached to and forming part of this By-law.
- 2. THAT Section 36.58 of Minto Zoning By-law 01-86 is amending by deleting the text for the Rural Industrial Exception (RIN-58) Zone in its entirety and replacing it with the following text:

**36.58 RIN-58** Notwithstanding the permitted uses of Section 25, the land zoned **RIN-58** may only be used for processing yarn and its fabrication into end products. In addition, some associated uses such as a business office, factory retail sales, storage areas and display area shall be permitted, along with the existing dwelling.

The land zoned **RIN-58** shall be subject to the Regulations of Section 25.2 and applicable regulations of Section 6.

- 3. 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 66-01, as amended.
- 4. 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 19<sup>th</sup> day of April, 2016.

\_\_\_\_\_  
Mayor George A. Bridge

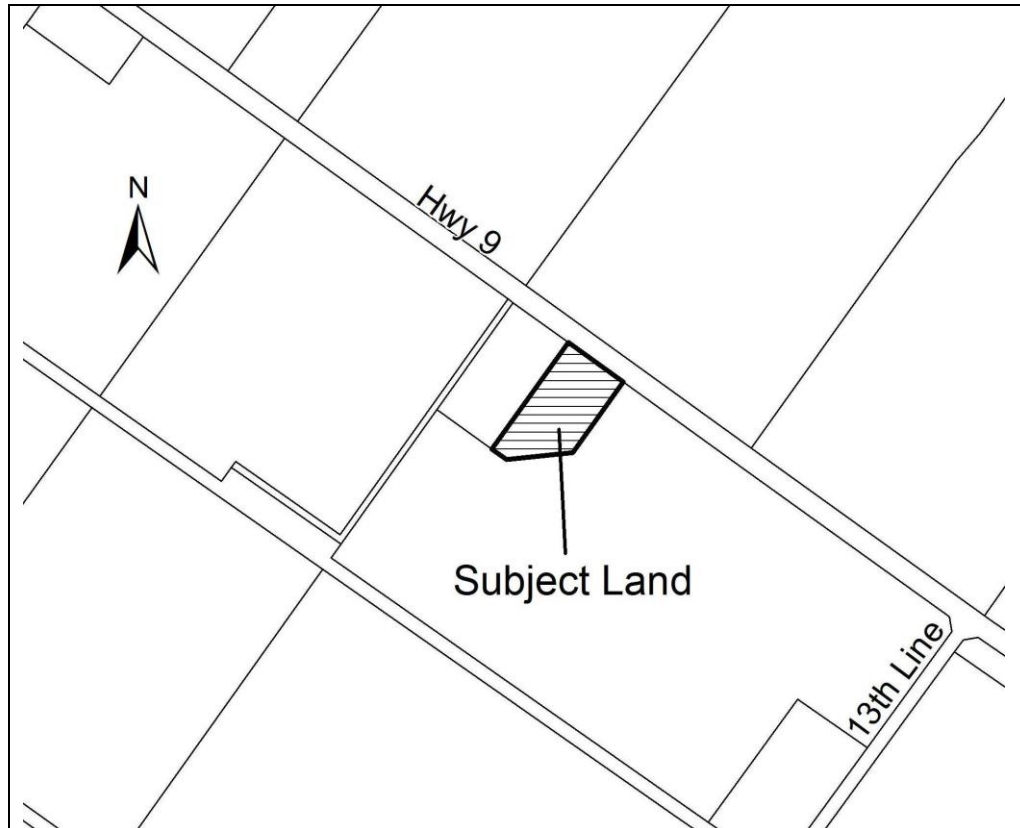
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Deputy C.A.O. Clerk Gordon Duff



# The Town of Minto

By-law Number 2016-27

## Schedule "A"



Revise Text for Rural Industrial Exception (RIN-58) Zone

This is Schedule "A" to By-law\_2016-27

Passed in open Council this 19<sup>th</sup> day of April, 2016

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Mayor George A. Bridge

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Deputy C.A.O. Clerk Gordon Duff

**EXPLANATORY NOTE**  
**BY-LAW Number 2016-27**

**LOCATION OF THE SUBJECT LAND**

The property subject to the proposed amendment is located on Part Lot 68, Concession D, RP 61R-6644; Part 2 with a municipal address of 5509 Highway 9. The property is 1.58 ha (3.9 acres) in size.

**THE PURPOSE AND EFFECT**

The purpose and effect of the proposed amendment is to amend the site specific zoning (RIN-58) on the subject land. The current zoning permits a cabinet manufacturing and assembly operation including associated uses. The applicants are proposing to use the existing structure on the property for a yarn mill, processing of raw fibre, the fabrication of yarn products and limited retail sales. An existing dwelling is also present on the property.

The Corporation of the Town of Minto  
By-law No. 2016-27

A By-law to amend Zoning By-law Number 01-86

**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 the Town of Minto Zoning By-law 01-86 is amended by revising the text of Section 36.58 for the Rural Industrial Exception (RIN-58) Zone. It is located on Lot 68, Concession D, Geographic Township of Minto, as shown on Schedule “A”, attached to and forming part of this By-law.
  
2. THAT Section 36.58 of Minto Zoning By-law 01-86 is amending by deleting the text for the Rural Industrial Exception (RIN-58) Zone in its entirety and replacing it with the following text:

**36.58 RIN-58**                      Notwithstanding the permitted uses of Section 25, the land zoned **RIN-58** may only be used for the following uses:

- An accessory residential use
  
- The processing of yarn and its fabrication into end products and associated uses such as a business office, factory retail sales, storage areas and display area.
  
- The following “dry” industrial uses – builders or contractors yard, business or professional office, custom workshop, service or repair shop, commercial studio, computer programming / data processing establishment, research facility, printing / publishing, veterinarian office.

Dry industrial uses shall not be permitted if they have the potential of being offensive, obnoxious or dangerous to the neighbours or the area by reason of: the emission of light, heat, fumes, noise, vibration, gas, dust, smoke, fire, odour, air or water borne waste or pollution; interference with radio or television; or, the significant increase in vehicle traffic due to frequency of deliveries by commercial carriers or patron parking. Where the Chief Building Official is of the opinion that a dry industrial use may not be in compliance with this regulation, then the proposed use will require an amendment to this by-law.

The land zoned **RIN-58** shall be subject to the Regulations of Section 25.2, applicable regulations of Section 6.

3.        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 66-01, as amended.
  
4.        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 19th day of April, 2016.

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Mayor George A. Bridge

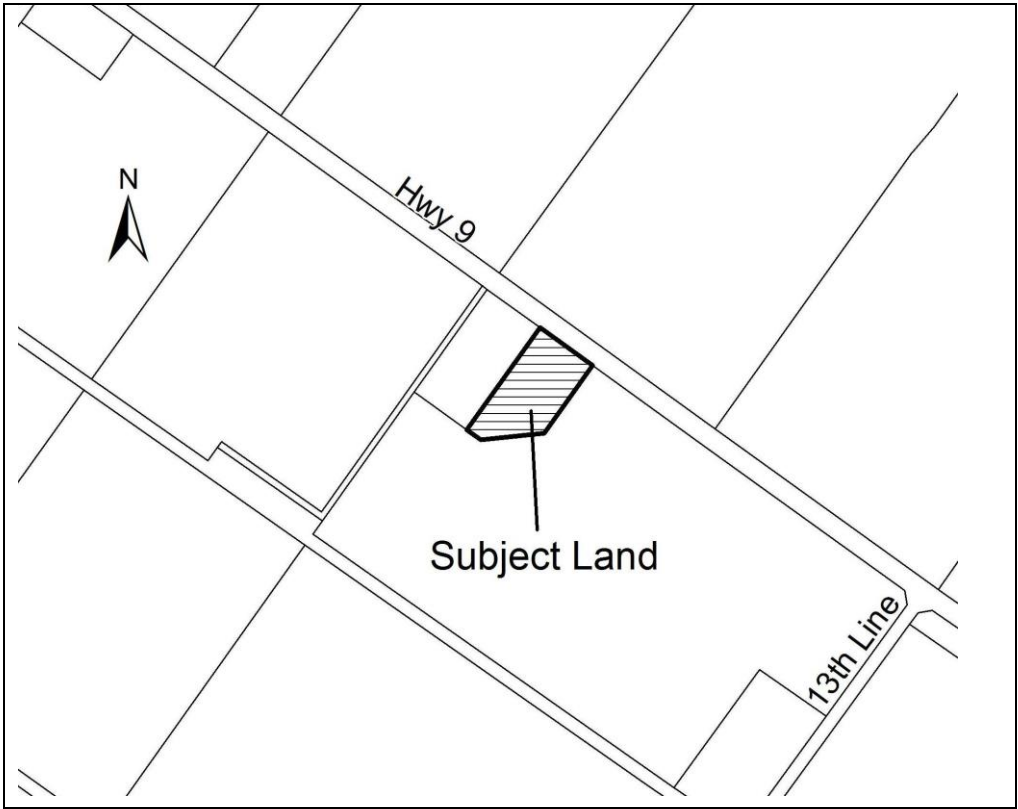
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Deputy Clerk Gordon Duff

THE TOWN OF MINTO

BY-LAW NO 2016-27

Schedule "A"



Revise Text for Rural Industrial Exception (RIN-58) Zone

This is Schedule "A" to By-law 2016-27

Passed this 19th day of April 2016

\_\_\_\_\_  
Mayor George A. Bridge

\_\_\_\_\_  
Deputy Clerk Gordon Duff

**EXPLANATORY NOTE**  
**BY-LAW Number 2016-27**

**LOCATION OF THE SUBJECT LAND**

The property subject to the proposed amendment is located on Part Lot 68, Concession D, RP 61R-6644; Part 2 with a municipal address of 5509 Highway 9. The property is 1.58 ha (3.9 acres) in size.

**THE PURPOSE AND EFFECT**

The purpose and effect of the proposed amendment is to amend the site specific zoning (RIN-58) on the subject land. The current zoning permits a cabinet manufacturing and assembly operation including associated uses. The applicants are proposing to use the existing structure on the property for a yarn mill, processing of raw fibre, the fabrication of yarn products and limited retail sales. A number of other low impact, dry industrial uses are also permitted, provided they do not create a nuisance for neighbours. An existing dwelling is also present on the property.

The Corporation of the Town of Minto  
By-law No. 2016-28

To confirm actions of the Council of the  
Corporation of the Town of Minto  
Respecting a meeting held April 19, 2016

**WHEREAS** the Council of the Town of Minto met on April 19, 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 April 19, 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 Deputy 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 19<sup>th</sup> day of April, 2016.

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Mayor George A. Bridge

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Deputy C.A.O. Clerk Gordon Duff