



Council Agenda

Tuesday, May 17, 2016

6:30 p.m.

Council Chambers

Pages

1. Call to Order
2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act
3. Motion to Convene into Closed Session
 - a. Minutes of the Previous Meeting May 3, 2016
 - b. Labour relations or employee negotiations; Building Services Staffing
 - c. Disposition of Property, Palmerston Industrial Park
4. Motion to Convene into Open Session
5. Minutes of Previous Meeting
 - a. Regular Council Minutes of May 3, 2016 1
6. Additional Items Disclosed as Other Business
7. Resolution Moving Council into Committee of the Whole to Consider Public Meetings, Delegations, Public Question Period, Correspondence, Reports, Motions for Which Notice Has Been Previously Given and Other Business
8. Public Meeting
 - a. ZBA-2016-05: D'Arcey's Sand and Gravel; Part Lot 22, Concession 2 11
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 - a. Volunteer Awards Recognition

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Street in Harriston

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d. Other Business Disclosed as Additional Item

13. Motion to Return To Regular Council

14. Notices of Motion

15. Resolution Adopting Proceedings of Committee of the Whole

16. By-laws

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d.	2016-37, Exempt Part Lot Control 42 and 44 George Street Harriston	222
e.	2016-38, Confirm the Proceeding of the May 17 2016 Committee/Council meeting	224

17. Adjournment



Council Minutes
Tuesday, May 3, 2016 2:30 p.m.
Council Chambers

Council Present:

Mayor George A. Bridge
Deputy Mayor Ron Faulkner
Councillor Mary-Lou Colwell
Councillor Dave Turton
Councillor Judy Dirksen
Councillor Jean Anderson
Councillor Ron Elliott departed at 4:24 p.m.

Staff Present:

Bill White, C.A.O. Clerk
Annilene McRobb, Deputy Clerk, Recording Secretary
Terry Kuipers, Chief Building Official
Belinda Wick-Graham, Business & Economic Manager
Gordon Duff, Treasurer
Brian Hansen, Public Works Director
Matt Lubbers, Recreation Services Manager
Al Carr, Facilities Manager
Stacey Pennington, Building Assistant

1. Call to Order 2:30 p.m.

2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act

Councillor Dirksen declared a pecuniary interest for Item 8 a) - ZBA-2016-01-Marquardt-East Part of Con D Lot 82, Town of Harriston as her business took a crop off the lands last year.

3. Motion to Convene into Closed Session

RESOLUTION: 2016-82

Moved By: Councillor Colwell; Seconded By: Councillor Elliott

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

Labour relations or employee negotiations; C.A.O. Clerk and a proposed or pending disposition of land; Ann Street, Clifford.

Carried

4. Motion to Convene into Open Session

RESOLUTION: 2016-83

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 April 29, 2016

RESOLUTION: 2016-84

Moved By: Deputy Mayor Faulkner; Seconded By: Councillor Anderson
THAT the minutes of the April 19 2016 Council Meeting be approved.

Carried

6. Additional Items Disclosed as Other Business

Councillor Dirksen identified three short items; Councillor Anderson and Councillor Turton have invitations, Deputy Mayor Faulkner an IPM update. Mayor Bridge has one item.

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: 2016-85

Moved By: Councillor Elliott; Seconded By: Councillor Colwell
THAT The Town of Minto Council convenes into Committee of the Whole.

Carried

8. Public Meeting 5:00 p.m.

- a. ZBA-2016-01-Marquardt-East Part of Con D Lot 82, Town of Harriston
Having previously declared a pecuniary interest Councillor Dirksen left her seat for this item. This item was held after business was conducted in Committee of the Whole.

Mayor Bridge called the meeting to order at 5:06 p.m., 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.”

C.A.O. Clerk White described the property location and the purpose of the application to amend the site specific zoning (M1-40(H)) to temporarily allow a monster truck ride business under Section 39(1) of the Planning Act for temporary uses. Other zoning relief may be considered for the proposal where appropriate. Notices were mailed to the property owners within 400 feet or 120 meters of the subject property and to applicable agencies and posted on-site April 13. Written comments were received from Town Staff and Wellington

County Senior Planner Redmond both in attendance at the meeting. C.A.O. Clerk White read a letter received just before the meeting from Donald and Diane Hutchison, Bill and Trudy Schweitzer and John and Ann Neilman with objections to the proposal.

Building Assistant Pennington reviewed the Town staff report. Senior Planner Redmond noted the temporary use under Section 39 of the Planning Act allows Council to rezone land for no more than three years which is a suitable option for lands not yet developed. One renewal for up to three years may be allowed by Council.

Chair Bridge called on the applicant to provide comments regarding the proposed amendment. Murray Marquardt explained his plan to provide rides for children in his Monster Truck to support his adjacent business. Vehicle speed is restricted to less than 16 km/hr, hills are less than 24 inches high and the truck has been e-tested.

With nobody stepping forward to comment in favour of the amendment, Chair Bridge called on anyone wanting to comment in opposition.

1. John and Ann Neilman strongly oppose rezoning due to excessive noise and potential the property would host larger events for more than one Monster truck. They questioned what constitutes as excessive noise, which staff identified as noise "likely to disturb" inhabitants.
2. Andy Kerr, representing neighbouring owner Ken MacMillan, stated when the truck starts it is loud and creates vibration. He asked if there are acceptable vibration and decibels levels. He noted the property is beside a hobby farm currently for sale, and the owners have concerns that this will affect the sale of this property.
3. Jim Geiger, representing Don and Dianne Hutchison, noted the home at 5992 Highway 9 did not receive notice. He asked if other trucks will use the track and raised liability issues which C.A.O. Clerk White summarized from the draft lease.
4. Trudy Van Ooyen (Schweitzer), property owner across the highway from the subject property and noted she is concerned for her livestock and feels that the noise will continuous.

Council asked questions of staff and members of the public. There were concerns about dust and process being followed. C.A.O. Clerk White explained a draft lease was prepared to set the terms by which only one restricted monster truck may be used to give rides.

During his opportunity for rebuttal Mr. Marquardt stated he wants very little noise and no dust as both would affect his current businesses on his property. Council discussed having a chance see the truck running which they would do on their own time.

MOTION: COW 2016- 119

Moved by: Councillor Turton; Seconded by: Deputy Mayor Faulkner

THAT Council directs staff to make changes to the draft lease with the Marquardt to address issues raised by the public and that both the draft lease and temporary use by-law be made available to the public before being considered at the May 17, 2016 Council Meeting.

Carried

Chair Bridge stated if you wish to be notified of the decision of the Council of the Town of Minto in respect to the proposed Zoning By-law Amendment application, you must make a written request to the Clerk of the Town of Minto at 5941 Highway 89, Harriston, NOG 1Z0

or by email at Bwhite@town.minto.on.ca. With no further comments, Chair Bridge adjourned the Public Meeting at 5:48 p.m.

9. Delegations

- a. Doug Anderson, Community Volunteer for 60 years

Mayor Bridge presented Doug Anderson with a certificate acknowledging his sixty years of volunteer work in the Town of Minto.

- b. Ross Wilkie, International Plowing Match Sponsorship

Ross Wilkie challenged Council to consider supporting IPM 2016 as a group by buying a commemorative bench or some other level of sponsorship, and to challenge other local municipalities in the County to meet or beat that sponsorship. Mayor Bridge then presented Ross Wilkie with a certificate acknowledging his ten years volunteering in Minto.

10. Public Question Period - None.

11. Correspondence Received for Information or Requiring Direction of Council

- a. Minister of Labour, Bill 163, the Supporting Ontario's First Responders Act, 2016
- b. M.P. John Nater, Letter to Minister MacAulay, PCFA Forum Spring 2016
- c. Federation of Canadian Municipalities, Public Hearing on the CRTC's Review of Basic Telecommunications Services
- d. Municipality of Dutton Dunwich, Resolution Request Changes to IESO Process
- e. Township of Warwick, Physician Recruitment Resolution (This resolution has been received three times and responded to twice by the Town of Minto)
- f. Township of North Stormont, Resolution re: Ontario Energy Board Generic Proceeding EB 2016-004
- g. AMO, Government Introduces Bill 186 to Implement the Proposed Ontario Retirement Pension Plan Act (ORPP)
- h. Township of South Frontenac, No Wake Resolution
- i. Ministry of Municipal Affairs and Housing, Proclamation of the Infrastructure for Jobs and Prosperity Act, 2015
- j. Township of Southgate, Resolution for Bill 158, Saving the Girl Next Door Act.
- k. City of Welland, Resolution supporting the development of Provincial Legislation for Private Supportive Living Accommodations
- l. Town of Amherstburg, Motion to adopt the City of Windsor's resolution regarding proposed upgrades to the Marathon Petroleum Facility

Councillor Dirksen asked that Council consider supporting item 11 j).

MOTION: COW 2016-103

Moved By: Councillor Dirksen; Seconded By: Councillor Turton

THAT Council receives the correspondence for information and that Council of the Town of Minto support Township of Southgate, Resolution for Bill 158, Saving the Girl Next Door Act.
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 March 10, 2016

MOTION: COW 2016-104

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

THAT Council receives the Jamesway Board Manor Minutes of March 10, 2016 as information.

Carried

- b. Committee Minutes for Approval

- 1. Parks and Recreation Advisory Committee Minutes of April 4, 2016

Recreation Services Manager Lubbers noted the Norgan Board will be debt free by the end of 2016, and its 70th anniversary is in 2017 with early planning underway for an event. The OPP is investigating vehicle damage on playing fields. C.A.O. Clerk White noted the Town closed land purchases of Mill Street Park and Palmerston Trail.

- 2. Minto Trails Committee Meeting Minutes of March 30, 2016

Recreation Services Manager Lubbers summarized the minutes describing a 1.0 metre wide paved roadside route for the Palmerston Trail from the 7th Line and County Road 5 intersection north to the proposed Roundabout at County Road 109, and west into Harriston. The County will pave the route as part of Roundabout construction.

MOTION: COW 2016-105

Moved By: Councillor Elliott; Seconded By: Councillor Anderson

THAT Council receives the Parks & Recreation Advisory Committee Minutes of April 4, 2016 and Minto Trails Committee Minutes of March 30, 2016 and approves all recommendations contained within.

Carried

- 3. Economic Development and Planning Committee Minutes of April 14, 2016

Economic and Business Manager Wick-Graham explained the Libro Prosperity Fund, which is a grant application to develop a local initiative to fit within regional models being discussed.

MOTION: 2016-106

Moved By: Councillor Dirksen; Seconded By: Councillor Turton

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

Carried

- 4. Cultural Roundtable Committee Minutes of April 25, 2016

Economic and Business Manager Wick-Graham noted Wellington County is helping the Palmerston Railway Museum create user friendly space. A meeting is set May 10 to discuss plans and set a steering committee to ready the Museum for IPM. An ad-hoc Heritage Markers Committee is proposed in response to Harriston Historical Society's Council delegation. June 9 is the world premiere of Dream Girl live streamed from New York City to the Norgan and sponsored by WOWSA.

MOTION: COW 2016-107

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

THAT Council receives the Cultural Roundtable Committee Minutes of April 25, 2016 and approves all recommendations contained within.

Carried

c. Staff Reports

1. Recreation Services Manager, Year in Review

Recreation Service Manager Lubbers presented information on Fall- Winter 2015 and Spring 2016 recreation program accomplishments.

MOTION: COW 2016-108

Moved By: Councillor Dirksen; Seconded By: Councillor Anderson

THAT Council receives the Recreation Services Manger's Year in Review.

Carried

2. Facilities Manager, North Gabel Modifications

MOTION: COW 2016-109

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

That Council receives the Report from the Facilities Manager and C.A.O. Clerk dated April 21, 2016 and approves the North Gable Modification be completed by Smith-Peat Roofing And Sheet Metal Ltd.

Carried

3. By-law Enforcement Officer, Updated Dog By-law

MOTION: COW 2016-110

Moved By: Councillor Turton; Seconded By: Councillor Colwell

That the Council of the Town of Minto receives the By-law Enforcement Officer's May 3, 2016 report regarding the updated Dog By-law, and considers the By-Law in open session.

Carried

4. Chief Building Official, Palmerston Sewage Allocation Report

Chief Building Official Kuipers reviewed the report and noted the Palmerston Plant has about ten years sewage capacity to accommodate growth. On-going inflow and infiltration work can increase sewage capacity as does reduced water use.

MOTION: COW 2016-111

Moved By: Councillor Anderson; Seconded By: Councillor Dirksen

That the Council of the Town of Minto accepts the report from the Public Works Director and Chief Building Official dated April 21, 2016 regarding Palmerston Sewage Allocation Report as information.

Carried

5. C.A.O. Clerk, Access Request, Jeff Metzger, Lot 77, Jane Street Palmerston

C.A.O. Clerk White noted a municipal one foot reserve prevents lot development under current agricultural zoning; an agreement is suggested for efficient use of land and services.

MOTION: COW 2016-112

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

That Council receives the C.A.O. Clerk's April 27, 2016 report regarding Access Request, Jeff Metzger, Lot 77, Jane Street Palmerston, and that Council approve in principal access across the one foot reserve and discharge of the easement subject to an agreement being reached with Jeff Metzger to establish a procedure acceptable to Wellington County Planning to allow a house location and servicing that might allow for future urban development.

Carried

6. Treasurer, Connecting Link Fund – Contribution Agreement

Treasurer Duff noted the \$1.9 Million grant for Clifford Elora Street for design and construction work requires the proposed agreement with the Province.

MOTION: COW 2016-113

Moved By: Councillor Turton; Seconded By: Councillor Anderson

THAT Council receives the report from the Treasurer dated April 26, 2016 regarding the Contribution Agreement for the Clifford Connecting Link project and considers a by-law in open session authorizing the Mayor and C.A.O. Clerk to sign the agreement.

Carried

7. Treasurer, Approval of Accounts April 29, 2016

MOTION: COW 2016-114

Moved By: Councillor Anderson; Seconded By: Councillor Dirksen

THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for April 29, 2016 as follows: Administration \$ 277,191.75, People & Property \$ 1,413.33, Building \$ 9,337.72, Economic Development \$ 5,580.76, Incubator \$ 1,186.26, Tourism \$ 2,453.60, Fire \$ 17,712.28, Drains \$10,437.81, Roads \$ 75,187.01, Streetlights \$ 1,367.98, Waste Water \$41,747.49, Water \$55,020.47, Minto in Bloom \$ 241.31, Recreation \$ 7,940.16, Clifford \$ 2,015.30, Harriston \$ 11,146.41, Palmerston \$18,283.19, Norgan \$ 5,427.53.

Carried

8. Road Foreman, Wellington County Local Roads Maintenance Agreement

MOTION: COW 2016-115

Moved By: Deputy Mayor Faulkner; Seconded By: Mayor Bridge

THAT Council of the Town of Minto receives the Road Foreman's Report dated April 7, 2016 regarding Wellington County Local Roads Maintenance Agreement and that a by-law authorizing execution of the standard agreement with Wellington County regarding rural, semi urban and urban road maintenance responsibilities.

Carried

9. Roads Foreman, Municipal Drain #39 Improvement

MOTION: COW 2016-116

Moved By: Councillor Colwell; Seconded By: Councillor Dirksen

That the Council of the Town of Minto receives the Road Foreman's report regarding the Municipal Drain Petition and Improvement under Section 78 of the *Drainage Act* and appoints Dietrich Engineering Limited to represent the Town's interest in this regard.

Carried

10. Road Foreman, Request for Quotation for Trucks

MOTION: COW 2016-117

Moved By: Councillor Anderson; Seconded By: Councillor Colwell

That Council of the Town of Minto receives this report regarding RFQs 2016-09, 10 for trucks from the Public Works Director and approves the purchase of the new vehicles from Leslie Motors, Harriston.

Carried

11. Director of Public Works and Road Foreman, Asphalt Tender Results

Public Works Director Hansen noted that the Tender came in under the budgeted amount.

MOTION: COW 2016-118

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

That Council receives the April 28, 2016 report from the Public Works Director regarding Tender 2016-08 'Asphalt' and approves the hiring of The Murray Group Limited at the combined tender price of \$476,164.80, excluding HST.

Carried

d. Other Business Disclosed as Additional Item

Councillor Dirksen reminded all that the Minto Rural Health Centre opens Wednesday May 4 at 10:30 a.m., the Radio-a-thon is on May 12 and the Hospital Gala in Palmerston is on May 28.

Councillor Anderson invited everyone to attend the re-dedication of the Harriston Fire Fighter Fire Cairn Sunday May 15 at 3 pm at the Harriston Lions Medical Centre.

Councillor Turton reminded all of the Earth Day Clean up hosted by Norwell CELP this Saturday May 7 10 a.m. at the IODE Park in Harriston.

Deputy Mayor Faulkner advised IPM 2016's first presentation to local Councils in the County is Wednesday May 4 at Guelph Eramosa. Grand River Agricultural Society donated \$10,000 to IPM.

Mayor Bridge stated the Green Legacy tree give away on Saturday April 30 was a success, with donations being made to Minto Foodbanks and Horticultural Societies. He also attended the "Trees and Quackers" event in Clifford.

13. Motion to Return To Regular Council

RESOLUTION: 2016-86

Moved By: Councillor Dirksen; Seconded By: Councillor Turton

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

Carried

14. Notices of Motion - None

15. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION: 2016-87

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

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

Carried

16. By-laws

- a. 2016-29, to authorize the Mayor and C.A.O. Clerk to execute a Road Maintenance Agreement with the County of Wellington

RESOLUTION: 2016-88

Moved By: Councillor Colwell; Seconded By: Councillor Elliott

THAT By-law 2016-29, to authorize the Mayor and C.A.O. Clerk to execute a Road Maintenance Agreement with the County of Wellington; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- b. 2016-30, to authorize the Mayor and C.A.O. Clerk to execute a Connecting Links Program Contribution Agreement with The Minister of Transportation

RESOLUTION: 2016-89

Moved By: Councillor Turton; Seconded By: Councillor Dirksen

THAT By-law 2016-30, to authorize the Mayor and C.A.O. Clerk to execute a Connecting Links Program Contribution Agreement with the Minister of Transportation; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- c. 2016-31, to Regulate and License the Keeping of Dogs and Dog Kennels in the Town of Minto

RESOLUTION: 2016-90

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

THAT By-law 2016-31, to Regulate and License the Keeping of Dogs and Dog Kennels in the Town of Minto; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- d. 2016-32, Bylaw to amend Fees and Charges By-law, Schedule G Dog Licensing Charges and Fees

RESOLUTION: 2016-91

Moved By: Councillor Elliott; Seconded By: Councillor Colwell

THAT By-law 2016-32, Bylaw to amend Fees and Charges By-law, Schedule G Dog Licensing; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- e. 2016-33, amend Zoning By-law 01-86, Marquardt, East Part of Con D Lot 82, Harriston
As per **MOTION COW 2016-119** this item is tabled until the May 17, 2016 Council meeting.

- f. 2016-34, Confirm the Proceeding of the May 3 2016 Committee/Council meeting

RESOLUTION: 2016-92

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

THAT By-law 2016-34; 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 5: 56 p.m.

RESOLUTION: 2016-93

Moved By: Councillor Colwell; Seconded By: Councillor Elliott

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

Carried

Mayor George A. Bridge

C.A.O. Clerk Bill White



THE COUNCIL OF THE TOWN OF MINTO

PUBLIC MEETING AGENDA

ZBA-2016-05: D'Arcey's Sand and Gravel

Applicant: Ron Davidson Land Use Planning Consultant Inc.

Tuesday May 17th, 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 22, Concession 2, Town of Minto.

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

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Town of Minto before the By-law is passed, the person or public body is not entitled to appeal the decision of the Town of Minto to the Ontario Municipal Board and the person or public body may not be added as a party to the hearing of the appeal before the Board unless, in the opinion of the Board, there are reasonable grounds to do so.

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

The property subject to the proposed amendment is located on Part Lot 82, Concession D, municipally know as 5991 3rd Line, Town of Minto.

The Purpose and Effect of the proposed amendment is to revise the current Extractive Industrial (EI) Zone on the subject land, to allow for the storage and recycling of used asphalt and concrete within an existing pit. The applicant has also applied to the Ministry of Natural Resources and Forestry to have the aggregate license on the subject land amended for this same purpose.

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 April 26th 2016. The following comments were received:

- a) Town of Minto staff
 - Building Assistant's report attached
- b) Mark Van Patter, Manager of Planning and Environment, report attached
- c) Maitland Valley Conservation Authority (attached)

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To Consider an Amendment
to the Town of Minto Zoning By-law No. 01-86 for property
located at Part Lot 22, Concession 2

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- d) Ron Davidson, Land Use Planning Consultant Inc.
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.
 10. If there are no further comments, Chair Bridge will adjourn this Public Meeting.



Town of Minto

DATE: May 6 2016

TO: Mayor Bridge and Members of Council

FROM: Stacey Pennington, Building Assistant

RE: ZBA-2016-05-Ron Davidson Land Use Planning Consultants
Inc. D'Arcey's Sand and Gravel: Part Lot 22 Con 2

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 for the proposed amendment is located on Part Lot 22, Concession 2, Town of Minto. The property is approximately 36.18 hectares (89.38 acres) in size. The entire property is shown in the map to the right. The lands subject to the amendment are mapped out below. The Official Plan Designation of the subject lands is Prime Agriculture; the zoning is EI - Extractive Industrial Zone.

The purpose of the application is to amend the current EI zoning to allow for the storage of used asphalt and concrete for recycling purposes within the existing licensed pit. An estimated 1000 tonne stockpile of milled asphalt has been stored on the property for 6 years.



Darcey's Sand and Gravel has been utilizing the pit under a lease agreement over the last few years. When they have recently purchased the property, they were advised by the Ministry of Natural Resources and Forestry (MNR) that the current pit must comply with the Natural Resource Act license in order to transfer the license to the new owner. The current license granted for the property does not allow the storage of recycling road material. The ministry may amend the license to allow for the storage if this zoning bylaw amendment is passed.

Although the current zoning permits a licensed extractive pit or quarry, an aggregate transfer station or a temporary asphalt plant. This particular storage does not comply with our current Zoning By-law. The property is designated a Mineral Aggregate Area under the County of Wellington Official Plan. Under 6.6.4 c) stockpiling would be a permitted ancillary use, conditional upon policies under Section 6.6.7:

- a) The protection of adjoining lands from the negative effects of a reduced water supply, noise, dust, odour, lighting and unsightly storage;

- b) The protection of the environment from negative effect of dust, chemical spills, run-off or contaminated surface of ground water; and,
- c) Ensuring that access can be obtained directly to a road capable of carrying the anticipated truck traffic.

Compliance with the policies are outlined below:

- Under the Natural Resources Act License protect the neighbouring dwelling from the pit by prohibiting pit activity within 150m. In addition, a berm, a building and landscaping provide additional separations between the uses.
- The site plan conforms to MNRF required setback of 2.0 meters for the stockpiling of used asphalt and concrete.
- The increase in activity will be marginal compared to the quantities outlined in the license. The license allows for 150,000 tonnes of sand and gravel extraction and crushing, and the storage and crushing of asphalt would be approximately 1000 tonnes.

COMMENTS

Staff in Clerks, Public Works, and Building reviewed the application, and the impact of the rezoning. The following information was provided.

Building & Zoning

The Town of Minto By-law 01-86 Section 26 EI – Extractive Industrial Zone requires a minimum setback of 30.0m (98.4 ft) of any zone boundary. On the submitted sketch the approximate location of the stockpiles, as shown in red on the site plan to the right, is just over 15m from the zone boundary.

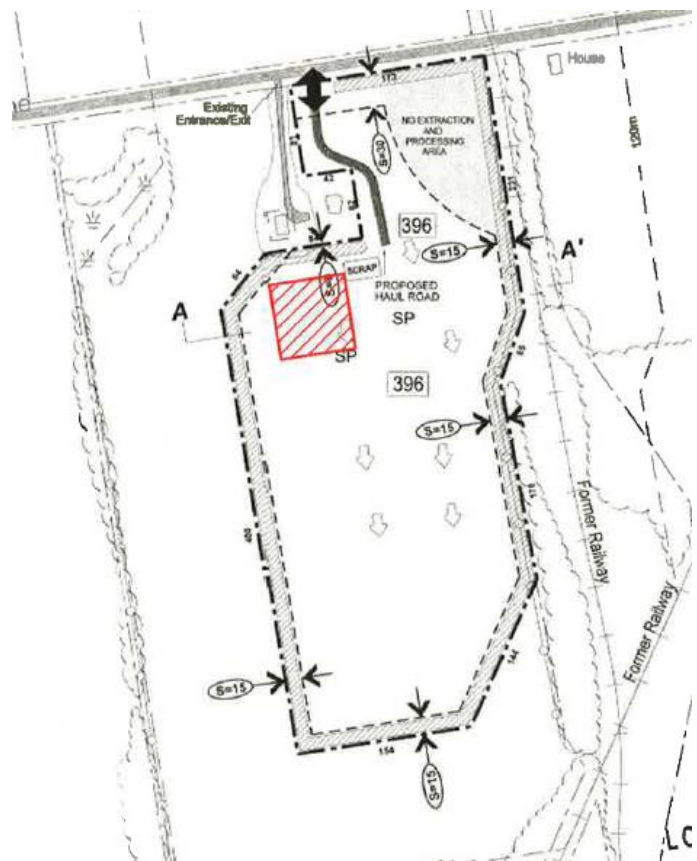
RECOMMENDATION

THAT Council of the Town of Minto receives the Building Assistants report on the proposed rezoning for Part Lot 22, Concession 2, and considers passing a by-law in open session.

ATTACHMENTS

Planners Comments, Mark Van Patter, Manager of Planning and Environment, County of Wellington, May 13, 2016.

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

May 13, 2016

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

Dear Mr. White:

Re: Planning Comments
D'Arcey Gravel Pit – Recycling of Asphalt and Concrete
Zoning By-law Amendment

PLANNING OPINION

The rezoning would permit the additional use of recycling of asphalt, concrete, bricks, and similar inert materials in an existing gravel pit. A relatively small area within the pit would be used for the stockpiling this material, which would be blended with sand and gravel. The Ministry of Natural Resources and Forestry will require a major site plan amendment to the license once the rezoning is approved. I do not have any concerns at this point.

LOCATION OF THE SUBJECT LAND

The property subject to the proposed amendment is located on Lot 22, Concession 2, with a municipal address of 5991 3rd Line. The area to be rezoned is 12.24 ha in size; the property is about 33.9 hectares. Both are shown on the air photo next page – red line for property boundary; black line for zoning boundary.

THE PURPOSE AND EFFECT OF THE APPLICATION

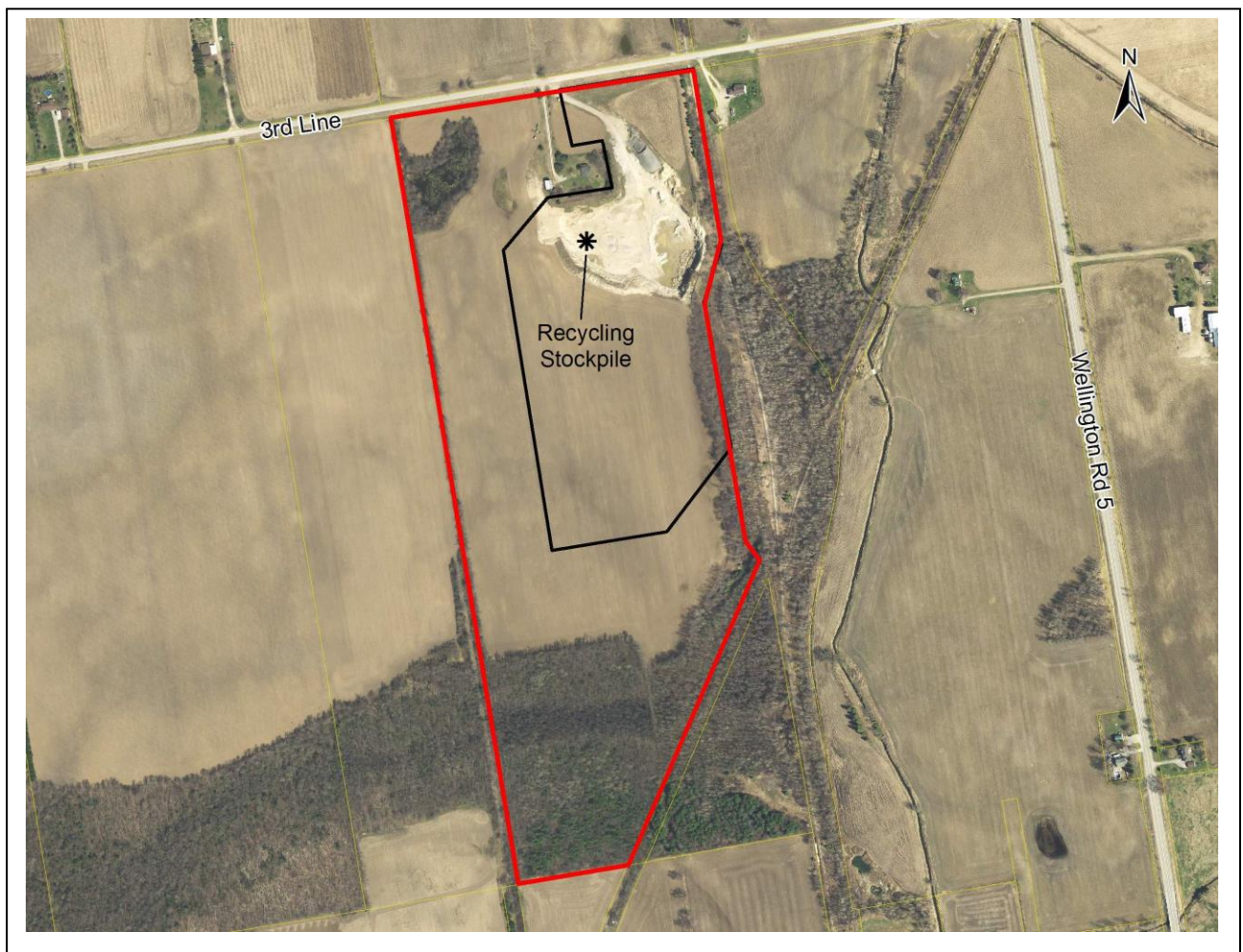
The purpose and effect of the proposed amendment is to amend the current Extractive Industrial (EI) Zone, to allow for the storage and recycling of used asphalt and concrete within an existing pit. The applicant has also applied to the Ministry of Natural Resources and Forestry (MNRF) to have the aggregate license on the subject land amended for this purpose.

BACKGROUND

Official Plan and Zoning By-law amendments were approved for this property in 2009, to permit aggregate extraction. The pit license from the MNRF permits 150,000 tonnes to be extracted per year.

The property has recently been sold to D'Arcey Sand and Gravel Ltd. In order for the license to be transferred to the new owner, zoning compliance is required. As the current zoning does not permit the recycling of off-site materials, an amendment to the by-law is required to permit this accessory use.

The applicant's planner Ron Davidson has provided a planning report on the application. He indicates that approximately 1,000 tonnes of used asphalt and concrete will be recycled per year. Relatively speaking, this is quite a small amount.



PROVINCIAL POLICY STATEMENT (PPS)

Section 2.5.2.3 of the PPS states that, *“mineral aggregate resource conservation shall be undertaken, including through the use of accessory aggregate recycling facilities within operations, wherever feasible.”*

WELLINGTON COUNTY OFFICIAL PLAN

The subject property is located within the PRIME AGRICULTURAL designation of the County Official Plan. Section 6.6.4 (c) of the Official Plan permits ancillary uses such as ...stockpiling and blending of aggregates with such materials as ...recycled road material.

TOWN OF MINTO ZONING BY-LAW

The northeastern portion the property is zoned Extractive Industrial (EI) – black line in above air photo. The rest of the property is zoned Agricultural (A) and Agricultural Exception (A-1) [i.e. new livestock operations not permitted too close to Palmerston].

MNRF PIT LICENSE

The area zoned EI is also licensed for a gravel pit by the MNRF. If the current rezoning application is approved by Minto, then the pit license would have to go through a major amendment process to the site plan, to permit the recycling.

PLANNING CONSIDERATIONS

Recycling Use

The province is definitely encouraging the recycling of aggregate materials. It only makes sense, rather than going to landfills. Closer to the Toronto region, there have been some concerns with the potential for contaminated materials entering a gravel pit. In the current application, I don't have any concerns with this, given the small scale and the distance away from large urban centres.

Activities within the pit are regulated by the MNRF. Last year on a similar rezoning in Mapleton, I asked MNRF to comment on its responsibility, via the site plan amendment process and license, to make sure that proper recycling standards are followed. Kristy Sutherland, Aggregate Technical Specialist, responded with the following:

“You are correct, the Ministry would enforce these standards. As mentioned in my voicemail, the following wording would be included on the site plan:

1. Recycling of [insert material types, e.g. asphalt, concrete, glass, etc.] will be permitted on this site.

2. Recyclable asphalt materials will not be stockpiled within: 30m of any water body or man-made pond; or 2 m of the surface of the established water table.

3. Any rebar and other structural metal must be removed from the recycled material during processing and placed in a designated scrap pile on site which will be removed on an on-going basis.

4. Removal of recycled aggregate is to be ongoing.

5. Once the aggregate on site has been depleted there will be no further importation of recyclable materials permitted.

6. Once final rehabilitation has been completed and approved in accordance with the site plan, all recycling operations must cease.

Note: Approved recycling areas must be shown as a separate specific delineated area on the site plan.”

Compatibility with Neighbours

The closest dwelling is at 6005 3rd Line, immediately east of the rail trail and the subject property. Mr. Davidson's report indicates that the pit license operational plan does not allow for any pit activity within 150 metres of this dwelling. I do not see any compatibility issues arising from the addition of the recycling use to the existing licensed gravel pit.

DRAFT ZONING BY-LAW AMENDMENT

I have attached a draft zoning by-law amendment for Council's review. The property is to be zoned Extractive Industrial Exception (EI-112) to permit the additional use of recycling.


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

Sincerely,



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

C: Ron Davidson, applicant's planner
Brandi Walter, MVCA

 This message was sent with High importance.

From: Brandi Walter <bwalter@mvca.on.ca>
To: ronaldavidson@rogers.com
Cc: Bill White; Mark Van Patter
Subject: ZBA: 5991 3rd Line

Sent: Thu 12/05/2016 3:33 PM

Dear Ron,

I have received notice of ZBA for the above noted property to allow for the storage and recycling of used asphalt and concrete within an existing pit. As you may be aware, MVCA provides comments on *Planning Act* applications with regard for natural hazards, natural heritage and natural resources, including groundwater as per our Memorandum of Agreement for plan review with the County of Wellington.

Page 7, paragraph 4 of your report (dated April 14, 2016) states that “the storage of recyclable road materials on the site should have no impact on surface water, ground water or the natural environment.” Can you provide me with the report that was undertaken to conclude as such? Your earliest attention to this matter would be greatly appreciated. I am required to provide my comments to the Town of Minto prior to the Public Meeting on May 17, 2016.

Kind Regards,

Brandi Walter
Environmental Planner, Regulations Officer
MAITLAND VALLEY CONSERVATION AUTHORITY
519-335-3557; bwalter@mvca.on.ca

From: RON DAVIDSON <ronalddavidson@rogers.com>
To: Mark Van Patter; Stacey Pennington; Bill White; Annlene McRobb; D'Arcey Sand and Gravel
Cc: 'Brandi Walter'
Subject: Re: D'Arcey Gravel Pit Recycling
Message  D'Arcey Sand and Gravel.doc (1 MB)

Sent: Fri 13/05/2016 10:01 AM

Mark, thank you for sending along your report.

Brandi: With regard to your question of yesterday about my report stating that the recycling "should have no impact on surface water, ground water or the natural environment", I offer the following:

The Aggregate Resource Act (ARA) was enacted in the early 1990's and included a policy that requires the storage of asphalt and concrete to be located 2 metres above the established water table. Other activities in a pit (Above the Water Table) are permitted no closer than 1.5 metres. The extra 0.5 metre buffer was included at the request of MOEE. The Ministry did not want to be involved with every amendment to an ARA site plan, and advised MNR that a 2 metre buffer "across the board" would suffice. Based on this, Mr. D'Arcey's Operational Plan will be amended to require a 2 metre buffer. There is no reason to suggest that the proposed storage would cause a problem with the water table, unless the MOECC is wrong. With regard to surface water concerns, the stormwater from the pit will not be directed into a watercourse, but rather will infiltrate into the ground. Some people may perceive the storage of asphalt or concrete to pose a possible threat to the groundwater. That would suggest that we should also be concerned about asphalt or concrete roads, driveways, parking lots, etc. and not just piles of recycled materials. I hope this helps.

Ron

Ron Davidson
Land Use Planning Consultant Inc.
265 Beattie Street
Owen Sound, ON
N4K 6X2
Tel: 519 371-6829
Fax: 519 371-3131

MEMORANDUM

TO: Bill White, CAO/Clerk
CC: Mark Van Patter, Planner, County of Wellington
D'Arcey Sand & Gravel Ltd., Applicant
FROM: Brandi Walter, Environmental Planner / Regulations Officer
Maitland Valley Conservation Authority (MVCA)
DATE: May 16, 2016
SUBJECT: Application for Zoning By-law Amendment
Lot 22, Concession 2, Town of Minto, County of Wellington
5991 3rd Line

The Maitland Valley Conservation Authority (MVCA) has reviewed the above-noted application for zoning by-law amendment with respect to Provincial and Authority Policies and associated mapping related to Natural Heritage and Natural Hazards features; and in accordance with our Memorandum of Agreement for plan review with County of Wellington. Based on our review, we offer the following comments.

It is our understanding the purpose of the application is to revise the current Extractive Industrial (EI) Zone on the subject land, to allow for the storage and recycling of used asphalt and concrete within an existing pit. The applicant has also applied to the Ministry of Natural Resources and Forestry to have the aggregate license on the subject land amended for this same purpose.

Natural Heritage:

Located on the subject property is wetland and significant woodland; there is also significant woodland adjacent to the subject property.

Natural Hazards:

Wetlands are flood prone lands that generally feature unstable organic soils. As such, the subject property may be affected by flooding hazards and hazard lands (unstable soils). In general, the Provincial Policy Statement (PPS, 2014) does not support development in hazard lands.

MVCA Ontario Regulation 164/06:

Wetlands plus 30 meters adjacent to the wetland boundary are MVCA regulated areas, pursuant to Ontario Regulation 164/06 (Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Regulation) made under Section 28 of the Conservation Authorities Act, as amended. Subject to the Regulation, development (construction, reconstruction, filling, site grading), interference in any way, and alteration within a MVCA regulated area requires the approval of MVCA prior to undertaking the work.

Groundwater and Surface Water Resources:

The subject property is not affected by a Drinking Water Source Protection Area or a Significant Groundwater Recharge area identified by the Ausable Bayfield Maitland Valley Source Protection Authority.

Recommendation:

The proposed location for the Recyclable Asphalt and Concrete Stockpiles as identified of Figure 3 attached to the application for zoning by-law amendment is not affected by natural hazards and should not have an impact on the natural heritage features on and adjacent to the property. Also the proposed stockpile location is also not affected by a MVCA Regulated Area or a Drinking Water Source Protection Area.

As such, MVCA has no objection to this application. It is our opinion, the application is in conformance with the natural heritage and natural hazard policies of the PPS, 2014.

Thank you for the opportunity to comment at this time. We have not received \$225.00 payment for our review of this application. As such, we will invoice the applicant directly. Feel free to contact this office if you have any questions.



TOWN OF MINTO

MUNICIPAL SERVICING AND DESIGN STANDARDS

Updated – April, 2016

PART I

MANUAL OF PROCEDURE AND DESIGN CRITERIA FOR MUNICIPAL SERVICING STANDARDS

Municipal servicing includes all works on existing and future Municipal Right-of-Ways, properties and easements.

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MANUAL OF MUNICIPAL SERVICING AND DESIGN STANDARDS

THE CORPORATION OF THE TOWN OF MINTO

1.0 GENERAL REQUIREMENTS

The Town of Minto has adopted the following procedure for development of private lands requiring the design, construction and approval of Municipal Services. This policy applies to developers that require site plan approval from the Town under Section 40 of the Planning Act, or for a subdivision approval under Section 50 of the Planning Act. A subdivision approval can include severance or consent agreement where municipal services are extended to service a lot or lot(s) on an existing road allowance, or a draft plan of subdivision where a subdivision agreement is signed to provide full municipal services on new road allowances created through the draft plan process.

1.1 PRE-CONSULTATION

Prior to the Town reviewing any projects requiring site plan, severance or subdivision approval the Town, at its sole discretion, may require the Developer to provide a pre-servicing report which discusses the requirements for the project. The report will cover but is not necessarily limited to the following items:

- a) Reference to the Town's Municipal Servicing Standards in effect at the time of the report;
- b) Location of the water supply, storm drainage outlet and sanitary sewer outlet for the project in keeping with the Town's current municipal requirements;
- c) Any special requirements with respect to the services to be provided or a change in the Town's normal servicing requirements;
- d) Easements which are known to be required by the Town and such other legal and property matters as the Town may be aware of at the time; The Town will provide plan and profile drawings of existing services where available to assist with preparing the pre-consultation report. For straight forward projects this step may be combined with the Plan Submission stage with written or email approval from the Town.

1.2 DELIVERABLES

All Municipal Servicing requiring an extension to existing municipal services or opening up new serviced lands shall be undertaken and/or supervised by a Professional Engineer (Engineer) registered with the Professional Engineers of Ontario, or a Consulting Engineering Firm authorized to practice in the province. All designs and drawings are to be in metric units.

1.2.1 Plan Submission

The Engineer shall submit digital, copies of plans, specifications and pertinent design calculations for the proposed Municipal Services in accordance with the requirements of the Town. One hard copy of the drawings and calculations shall be supplied with the digital submission.

- a) Where applicable, the plans to be submitted shall include the following:
 - i) A copy of the plan for registration in the case of a subdivision or such other legal survey plan(s) as may be available; the digital plans, specifications and other documentation submitted will be reviewed by the Town through its development Committee of staff consisting of the Public Works Director, Chief Building Official, Water Foreman, Sewer Foreman, Road and Drainage Superintendent, Town appointed Consulting Engineer and other staff necessary for thorough review of the project. Where necessary, written comments in email on the digital plans will be returned to the Consulting Engineer noting any required revisions with a view to minimizing the number of changes to the plan and in particularly the number of printed plans prepared for the project.;
 - ii) General plan(s) of the project showing all municipal services;
 - iii) Area grading plan showing all road and lot drainage provisions including adjacent properties;
 - iv) A storm sewer drainage and storm water management plan including the entire area to be drained;
 - v) A sanitary sewer drainage plan including the entire area to be serviced;
 - vi) Plan and profile of all proposed streets and services;
 - vii) Plans showing miscellaneous details;
 - viii) Landscape plans;
 - ix) Tree and plant preservation plans;
 - x) Sediment and erosion control plans;
 - xi) Utility servicing plans including lighting;
 - xii) Such other plans as may be required for Site Plan/Subdivision Agreements.
- b) Where applicable the design calculations shall include:
 - i) Storm sewer design sheet;
 - ii) Stormwater Management Report;

- iii) Sanitary sewer design sheet;
- iv) Design notes on pipe strengths and bedding requirements;
- v) Water distribution and fire flow calculations;
- vi) Lighting design including photometric calculations;
- vii) Geotechnical report including recommendations for roadways, parking lots, driveways, groundwater levels and sub-drain requirements;
- viii) Traffic and noise abatement studies;
- ix) Detailed cost breakdown of all Municipal Services to be provided.

The plans, specifications and other documentation submitted will be reviewed by the Town. Where necessary, one copy of information submitted will be returned to the Consulting Engineer noting any required revisions.

Where applicable, the Town will require copies of the approvals from the appropriate regulatory agencies: Ministry of Environment and Climate Change (MOECC); Maitland Valley Conservation Authority (MVCA); Saugeen Conservation Authority (SVCA); Ministry of Transportation (MTO); County of Wellington.

No construction work shall begin on any project until the developer has provided written proof to the satisfaction of the Town that approvals have been received from the regulatory agencies and the requirements of the subdivision or development agreement have been complied with.

The Engineer or Consulting Engineering Firm responsible for the works shall be required to provide full-time inspection during construction. The Engineer shall also be responsible for the submission of AutoCAD drawings to make a complete set of "As Recorded" drawings, following the completion of the works. Drawings are to be on 24" x 36" (610 mm x 915 mm) sheets. If items described in the drawings approved by the Town were constructed in variance to the designs illustrated in the approved proposed construction drawings, then the "As Recorded" submissions should be revised and/or edited to accurately reflect how the work in question was actually built. "As Recorded" drawings should also include: locations and inverts of sanitary and storm services; locations of water services.

The Engineer or Consulting Engineering Firm responsible for the project shall coordinate with the Town all necessary inspections during the maintenance period.

1.3 ACCEPTANCE OF SERVICES

1.3.1 Preliminary Acceptance

New services installed under this policy shall be secured in a servicing/subdivision and/or site plan agreement to the satisfaction of the Town.

- a) The Consulting Engineers for the Town and Westario Power or Hydro One have recommended approval to the Town of the written certification from the Developer's Consulting Engineer that all such services have been constructed and installed in accordance with the approved plans, specifications and the agreements; and
- b) The Developer has paid all monies payable by them to the Town and Westario Power or Hydro One.

Following which Town Council may, by resolution, grant *Preliminary Acceptance* of the applicable services and thereafter the said services shall be subject to the one-year guarantee and maintenance period.

Applicable services for *Preliminary Acceptance* are as follows:

- i) All underground services including sanitary sewers, storm sewers, stormwater management facility (if applicable) and watermain;
- ii) all roads including curbs and base asphalt;
- iii) stop signs at street intersections;
- iv) final grading, topsoil and seeding of parks.

1.3.2 Final Acceptance

Following which Town Council may by resolution grant *Final Acceptance* of all or part of the applicable services constituting a stage of servicing at a date at least one year after the date of the Preliminary Acceptance for such services, provided the Developer has paid all monies payable by them to the Town and Westario Power or Hydro One, and the Consulting Engineer for Town and Westario Power or Hydro One:

- a) Is satisfied the applicable services have been completely installed;
- b) Is satisfied that no repairs or maintenance work on the applicable services remains to be completed;

- c) Is satisfied that all standard iron bars, concrete monuments or monumentation of higher standard which were disturbed in the course of building, have been restored by or at the expense of the Developer and that a certificate from the Ontario Land Surveyor or other evidence satisfactory to the Town's solicitor has been provided to confirm that all such monumentation has been located and, where necessary, replaced;
- d) Has approved the formal certification from the Developer's Consulting Engineers to the Town and Westario Power or Hydro One certifying that all applicable works and services have been completely installed in accordance with the approved plans, specifications and the agreements; and
- e) Has received similar copy of all "As Recorded" drawings and electronic copy thereof including the Approved Grading plan.

No operation of, or connection to, existing municipal services without prior approval from the Town of Minto Public Works Department will be permitted.

For items not specifically covered by the Municipal Standards, the minimum criteria to be used will be referenced in the Ontario Provincial Standard Drawings (OPSD), Ontario Provincial Standard Specifications (OPSS), Ministry of Environment and Climate Change (MOECC), Ministry of Transportation (MTO), or other recognized authority, and when conflicts arise, the Town's decision will be binding.

All construction works shall be completed by Contractors approved by the Town. The Town will require an appropriate financial security to be provided by any developer extending or installing municipal services as a condition of signing any agreement under this policy. Such security may be kept and returned in part after preliminary acceptance and following final acceptance. In addition, the Town will generally require ten percent (10%) of the original security during a two (2) year maintenance period after final acceptance.

2.0 PLAN AND DRAWING SPECIFICATIONS

The plans and drawings shall be prepared as follows:

2.1 GENERAL PLAN DRAWINGS

- a) Minimum scale of 1:1000.
- b) Indicate a north arrow and construction north arrow.
- c) Show a title block.
- d) All survey elevations should be referred to a metric geodetic benchmark.
- e) Show all the existing and proposed lots, blocks, easements, road allowances and street names.
- f) Show all existing and proposed curbs and sidewalks.
- g) Show the direction of flow for all existing and proposed sewers and ditches.
- h) Show all existing and proposed sewer sizes, maintenance holes, catchbasins and stormwater detention areas.
- i) Show all existing and proposed watermain sizes including valves and hydrants.
- j) Show all existing and proposed services and utilities.
- k) Show all existing structures, vegetation, natural features on, or adjacent to the subject property.
- l) Show proposed phasing.
- m) Show all abutting properties and land usage.
- n) Show a table for a list of revisions.

2.2 PLAN AND PROFILE DRAWINGS

The plan and profile drawings shall be prepared in accordance with the Standard Drawings, to the satisfaction of the Town, and as follows:

- a) All plans and profiles must be drawn at a minimum scale of 1:500 horizontally and 1:50 vertically.
- b) Indicate a north arrow.

- c) Show a title block and key plan.
- d) All elevations should be referred to a metric geodetic municipal benchmark.
- e) Show all existing and proposed lots, blocks, easements, road allowances and street names.
- f) Show all existing and proposed curbs and sidewalks.
- g) All existing basement elevations must be shown on the profile (where applicable).
- h) Show all existing and proposed sewer and watermain lengths, types and class of pipe, type of pipe bedding, grades and direction of flow, roadways, and include all services on both plan and profile drawings.
- i) Show all existing structures, landscaping, natural features on, or adjacent to the subject property.
- j) Show dimensions and curb radii.
- k) Where the plans are amended or revised after they have been approved by the Town Engineer, the date of amendment or revision shall be noted in the table for the list of revisions on the plan, and resubmitted to the Town Engineer.

2.3 LOT GRADING PLAN DRAWINGS

Refer to Section 7.0

3.0 SANITARY SEWERS

3.1 APPROVAL OF DESIGN/PLANS

Plans of the entire system shall be submitted to the Ministry of the Environment and the Municipal Engineer for approval. This submission shall consist of an overall plan, a plan and profile of each main sewer drawn to the same scale as the roads, together with typical details of house service connections, pipe bedding, manhole covers, all special bends and connections and other appurtenances. Approval for construction will not be given until the Certificate of Approval for both sewers and sewage treatment facilities has been received from the Ministry of the Environment and Climate Change.

3.2 SEWER DESIGN

3.2.1 Pipe Sizing

- a) Minimum Size - Sewermain or Collector:
 - i) 200 mm
 - ii) Decreases in pipe size from upstream to downstream will not be permitted.
 - iii) Sanitary sewers with service connections to each lot or block shall be provided in accordance with the Ministry of Environment and Climate Change Guidelines and the following Town of Minto design criteria.
 - iv) All sanitary sewers shall be designed so that the hydraulic gradeline under peak flow condition is equal to or below the obvert of the pipe. Velocities shall be sufficient for self-cleansing in the mains.
- b) Sizing - Sewermain or Collector:
 - i) Sewer Capacity: Manning's Formula (full flow)

$$Q = VA = \left(\frac{1.49}{n}\right) AR^{\frac{2}{3}} S^{\frac{1}{2}}$$

Where;

Q = Flow Rate (m³/s)

V = Velocity (m/s)

A = Flow Area (m²)

n = Manning's Roughness Coefficient (unitless)

R = Hydraulic Radius (m)

S = Pipe Slope (m/m)

- c) Population:
 - i) Based on Official Plan and Zoning By-Law maximum densities or;
 - ii) Residential - Maximum Densities from Official Plan or Zoning By-Law or other criteria as determined from capacities of existing trunk services and facilities.
- d) Domestic Flows: 450 L/cap.d. (litres per capita per day) for New Design
- e) Extraneous Flows: 0.15 L/ha.s (litres per hectare per second)
- f) Peaking Factor:
 - i) Commercial peaking factor of 1.0
 - ii) Residential (Harmon Formula) $M = 1 + \frac{14}{4 + Pop^{0.5}}$
 - iii) Industrial: Taken from Appendix “B” of the Ministry of Environment and Climate Change Guidelines.
- g) Minimum Velocity: 0.6 m/s based on actual flow
- h) Maximum Velocity: 3.0 m/s
- i) Pipe Roughness: Manning’s “n” value 0.013 for concrete and PVC pipes.

3.3 SEWER CONSTRUCTION

3.3.1 Pipe Material

- a) All sewer mains shall be PVC SDR 35, unless otherwise approved by the Town’s Engineer. For a list of approved product types and connections, refer to Table 2 in Appendix “B”.

3.3.2 Pipe Location

- a) All sewer mains shall be located within the centre line of the roadway as shown on the Town of Minto typical road cross-sections. Refer to Standard Drawings R1 and R2 in Appendix “A”.

3.3.3 Pipe Depth

- a) 2.0 m minimum depth of cover
- b) Where minimum depth of cover cannot be achieved, pipe insulation shall be required in accordance with Standard Drawing S4 in Appendix “A”.

3.3.4 Pipe Bedding

- a) Minimum bedding at the discretion of public works and is dependent upon flexible or rigid pipe.
- b) Refer to Table 1 in Appendix “A” for applicable Ontario Provincial Standard Drawings.

3.3.5 Manhole Connections

- a) Minimum Spacing is 100 m for pipes up to 1200 mm diameter.
- b) Minimum of 1200 mm manhole diameter or as manufacturer’s specifications.
- c) Pre-benched structures to be used where possible.
- d) Approved “Kor-N-Seal” pipe adaptors shall be used for the connection of all pipes at maintenance holes.
- e) Drop structure required where the inlet and outlet inverts differ by more than 0.9 m.
- f) Invert Drops: Determined by hydraulic calculations for all junctions and transition maintenance holes.

For all others:

0° Turn	20 mm
10° – 45° Turn	50 mm
46° – 90° Turn	80 mm

3.3.6 Manhole Adjustments

- a) Castings to be left at base asphalt elevation and adjusted to finished elevation prior to surface asphalt.
- b) Precast concrete adjustment units to be used complete with “Denso” tape along joints.
- c) Minimum 150 mm adjustment allowance
- d) Maximum 300 mm adjustment allowance
- e) No brick, block or steel lift rings permitted

3.4 SERVICE CONNECTIONS

3.4.1 General Criteria

- a) Minimum grade on service pipes 2%; maximum 8%
- b) All connections to be made with an approved manufactured prefabricated “Tee” or approved equivalent unless connecting to an existing main, where stainless steel straps and saddle may be permitted. Refer to Table 1 in Appendix “A” for applicable Ontario Provincial Standards Drawings.
- c) Maintenance hole or clean-outs are required at property line where individual services from the Municipal system are not provided for all of the following development types:
 - i) Residential – clean-out
 - ii) Multiple Residential – manhole
 - iii) Commercial – clean-out
 - iv) Industrial – manhole
 - v) Institutional – manhole

3.4.2 Pipe Sizing

- a) Minimum 125 mm or match to existing for:
 - i) Residential (single detached, semi-detached, townhouses)
- b) Minimum 125 mm for:
 - i) Commercial;
 - ii) Industrial;
 - iii) Condominium and;
 - iv) Institutional
- c) Decreases in pipe size from upstream to downstream will not be permitted.

3.4.3 Pipe Material

- a) All sanitary services shall be PVC DR 28, unless otherwise approved by the Town’s Engineer. For a list of approved product types and connections, refer to Table 2 in Appendix “B”.

3.4.4 Pipe Location

- a) All residential units including; single detached, semi-detached, row or block townhouses shall be located 1.5 m to the left (facing property) of the centre of the lot and 1.5 m to the left of the water service. The minimum separation between services at property line shall be 1.5 m. Refer to Standard Drawings S1 and S2 in Appendix "A" for service layouts.
- b) All commercial, industrial and institutional service to be located to the left (facing property) of the watermain. The minimum separation between services at property line shall be 1.5 m.

3.5 INSPECTIONS

Closed circuit T.V. (CCTV) inspections will be required at the following three (3) intervals:

- a) Prior to Preliminary Acceptance (after base asphalt and curb is placed), this also includes services to Property Line.
- b) Prior to surface asphalt
- c) Prior to Final Acceptance of Development

Additional closed circuit T.V. (CCTV) inspections of services maybe required prior to occupancy of building.

3.6 TESTING AND FLUSHING

Maintenance Holes shall be tested in accordance with the most updated version of OPSS 407.

Sanitary sewers shall be tested in accordance with OPSS 410.

4.0 STORM DRAINAGE

4.1 APPROVAL OF DESIGN/PLANS

Storm drainage systems including lot grading, catchbasins and piped outlets shall be designed with consideration being given to Major and Minor systems. Minor systems are to be conveyed to the receiver (stormwater management facility or watercourse) via sewers. Major flows are to be conveyed via adequate overland flow routes.

The storm drainage system shall adhere to the Ministry of Environment and Climate Change Guidelines and the following Town of Minto design criteria. Approval for construction will not be given until the Certificate of Approval for the sewers has been received from the Ministry of the Environment and all other applicable government agency approvals has been received.

4.2 DESIGN CRITERIA

4.2.1 Rainfall Data

Rainfall data is to be generated using the Ontario Ministry of Transportation - MTO IDF Curve Look-Up website for the specific development site location.

Website is as follows:

http://www.mto.gov.on.ca/IDF_Curves/map_acquisition.shtml

4.2.2 Design Storm

The stormwater management system shall be designed using MIDUSS Hydrologic Modeling Software or an alternate approved hydrologic model. The Developer's Engineer shall use the 3 hour Chicago storm distribution or the 6 hour SCS Type II distribution, depending on developments location within the local conservation authority (See part c)). Post-development runoff flows shall be controlled to pre-development levels for rainfall events with return periods between 5 year and 100 year storm events. The design of the stormwater management system shall be in accordance with the latest version of the "Stormwater Management Practices, Planning and Design Manual", as prepared by the Ministry of the Environment and Climate Change. The Minor and Major storm systems shall be designed as follows;

- a) Minor System:
 - i) 1/5 Year storm local sewers
 - ii) 1/10 Year storm for driveway culverts for rural systems
 - iii) 1/10 Year storm for downtown business commercial development and trunk collector sewers
 - iv) 1/25 Year storm for road culverts for rural systems

- b) Major System:
 - i) 1/100 Year for overland flow routes
- c) Rainfall Distribution: 3 hour Chicago (MVCA Watersheds)
6 hour SCS Type II (SVCA Watersheds)
- d) Runoff Coefficients: the drainage area shall include all lands which will outlet through one common system. The design shall take into consideration the eventual use of all the lands within the drainage area and assign the appropriate coefficient to the lands based on the designation in the Official Plan. Run-off coefficients to be used in storm sewer design with the Rational Method within the following ranges:
 - i) Asphalt, concrete, roof areas 0.90 – 1.00
 - ii) Grassed areas, parkland, agricultural 0.15 – 0.35
 - iii) Commercial 0.75 – 0.85
 - iv) Industrial 0.65 – 0.75
 - v) Residential:
 - Single Family 0.40 – 0.45
 - Semi-detached 0.45 – 0.60
 - Row housing, Town housing 0.50 – 0.70
 - Apartments 0.60 – 0.75
 - Institutional 0.40 – 0.75
- e) Time of Concentration:
 - i) Major System: Bransby Williams 10 minute minimum
 - ii) Minor System: Bransby Williams 10 minute minimum

4.3 SEWER DESIGN

4.3.1 Pipe Bedding

- a) Pipe Roughness:
 - i) Manning's "n" value, 0.013 for concrete, and PVC pipes.
 - ii) Manning's "n" value, 0.024 for corrugated steel pipes.

- b) Manning's Formula (full flow):

$$Q = VA = \left(\frac{1.49}{n}\right) AR^{\frac{2}{3}} S^{\frac{1}{2}}$$

Where;

Q = Flow Rate (m³/s)

V = Velocity (m/s)

A = Flow Area (m²)

n = Manning's Roughness Coefficient (unitless)

R = Hydraulic Radius (m)

S = Pipe Slope (m/m)

- c) Culverts: MTO Drainage Manual, Section 'D'
- d) Maximum allowable pipe velocity: 6.0 m/s

4.4 STORM SEWER CONSTRUCTION

4.4.1 Pipe Location

- a) Storm sewer shall be located within the street, with lateral connections to the catchbasins located along gutter lines and in accordance with the Town of Minto typical road cross-sections. Refer to Standard Drawing R1 in Appendix "A".

4.4.2 Pipe Material

- a) For a list of approved product types and connections, refer to Table 2 in Appendix "B".

4.4.3 Pipe Bedding

- a) Refer to Table 1 in Appendix "A" for applicable Ontario Provincial Standard Drawings.

4.4.4 Pipe Depth

- a) 1.2 m minimum depth of cover
- b) Where minimum depth of cover cannot be achieved, pipe insulation shall be required in accordance with Standard Drawing S4 in Appendix "A".

4.4.5 Pipe Slope

- a) Regardless of flow velocities obtained, the minimum design grades for pipe storm sewer shall be as follows:

Sewer Size (mm)	Minimum Slope in metres Per 100 metres
300	0.22
350	0.17
375	0.15
400	0.14
450	0.12
525	0.10
600	0.08

4.4.6 Maintenance Hole/Catchbasin Size/Spacing

- a) Manhole Spacing:
- i) 100 m for pipes up to 1200 mm diameter.
 - ii) 150 mm for pipes greater than 1200 mm diameter
- b) Catchbasin Spacing:
- i) 75 m maximum except at intersections where no surface drainage across intersecting streets will be permitted.
- c) In-Line Drain Spacing:
- i) Where storm sewers are extended along rear yard swales behind multiple unit blocks, in-line drains are to be installed every two (2) units, located 1.0 m upstream of lot line.
- d) Twin Inlet Catchbasins:
- i) Required at all sag points
- e) Minimum Size:
- i) Maintenance Holes shall be a minimum of 1200 mm diameter or as manufacturer's specifications.
 - ii) 200 mm diameter where only lot services are connected for residential.

- iii) Trunk - 300 mm
- iv) Single Catchbasin leads - 250 mm
- v) Twin Inlet Catchbasin leads - 300 mm
- vi) Culvert - 450 mm diameter
- f) Blind Connections:
 - i) Not permitted to storm sewers under 900 mm diameter.
- g) Sumps:
 - i) 450 mm diameter pipes and under require 600 mm sump in catchbasins and maintenance holes.
- h) Benching:
 - i) Required for pipes over 450 mm diameter

4.4.7 Manhole Connections

- a) Brick, block and non-shrink grout shall be used for the connection of all pipes at structures.

4.4.8 Manhole Adjustments

- a) Castings to be left at base asphalt elevation and adjusted to finished elevation prior to surface asphalt.
- b) Precast concrete adjustment units to be used.
- c) Minimum 150 mm adjustment allowance.
- d) Maximum 300 mm adjustment allowance.
- e) No brick block or steel lift rings permitted.
- f) All lots to have service connection for foundation drain sump pumps. Gravity connections at building are not permitted except where foundation drain is 0.5 m higher than street property line elevation. Refer to Standard Drawing S3 in Appendix "A".

4.5 SERVICE CONNECTIONS

- a) Service Pipe:
 - i) Minimum size - 100 mm
 - ii) Minimum Grade - 1%
 - iii) Minimum depth at Property Line - 1.2 m
 - iv) Services to be located 1.5 m minimum from side lot line, for singles locate on low side of lot. One (1) service/residential unit for singles, semis, row or block townhouses. Refer to Standard Drawing S1 and S2 in Appendix "A" for service layout.
- b) Roof Drains: All roof drains shall discharge to surface a minimum of 5.0 m back from street property line.
- c) Storm Sewer Outlets: Suitable bank and stream bottom erosion protection must be provided, ie. Headwalls, rip rap, CSP end section, etc.
- d) Sub-drain: 6.0 m – 100 mm diameter geotextile wrapped subdrain required upstream of all storm structures and in both directions at sags in the road profile. Additional subdrain as required by geotechnical consultant.

4.6 STORMWATER MANAGEMENT REQUIREMENTS

- a) Quality Control: In accordance with the latest version of "Stormwater Management Planning and Design Manual", March 2003 by the Ministry of Environment and Climate Change or most recent version thereof.
- b) Quantity Control: Control of post-development runoff flows to pre-development levels for rainfall events with return periods between 5 and 100 years. Over-control maybe required to satisfy downstream constraints.
- c) All hazard lands, wetlands, Environmentally Sensitive Areas (ESAs), Areas of Natural or Scientific Interests (ANSIs) and floodlines are to be identified on drawings.

- d) Facility configuration and landscaping to incorporate design recommendations outlined in the document entitled “Stormwater Management Planning and Design Manual, March 2003 as adopted by the Maitland Valley Conservation Authority (MVCA) and Saugeen Valley Conservation Authority (SVCA). A copy of the document is available upon request.
- e) Sediment/Erosion Control: Detailed plan to be submitted for approval.
- f) All Stormwater Management Facilities shall be subject to Class Environmental Assessment requirements which includes; Ministry of Environment and Climate Change (MOECC) and Maitland Valley Conservation Authority (MVCA) or Saugeen Valley Conservation Authority (SVCA) approvals.
- g) Fencing: 1.5 m minimum high galvanized chain link fence will be required on property line where residential property abuts stormwater management facilities.

5.0 WATERMAINS

5.1 DESIGN CRITERIA

Details not included in notes below are shown on the Town of Minto Standard Drawings.

The Developer's contractor shall not operate any valve or hydrant on the existing water distribution system without prior approval from the Town of Minto Public Works Department.

Watermains with services to each lot or block shall be provided in accordance with the Ministry of Environment and Climate Change (MOECC) Guidelines and the following Town of Minto design criteria:

5.1.1 Pipe Sizing

- | | | |
|----|-----------------|---|
| a) | Capacity: | Hazen-Williams formula in accordance with current Ministry of Environment and Climate Change design criteria. |
| b) | Population: | Refer to Part 3.2.1 – Pipe Sizing in Section - 3.0 Sanitary Sewers. |
| c) | Design Flow: | Greater of Maximum Daily Demand plus Fire Flow or peak demand flow. |
| d) | Average Day: | 450 L/cap.d (litres per capita per day) |
| e) | Peaking Factor: | In accordance with current Ministry of Environment and Climate Change design criteria (maximum peaking factor 4.0). |
| f) | Minimum Size: | 150 mm diameter watermain |
| g) | Minimum Depth: | 2.0 m for mains and services |

5.1.2 Pipe Location

- | | |
|----|---|
| a) | Storm sewer shall be located within the street, with lateral connections to the catchbasins located along gutter lines and in accordance with the Town of Minto typical road cross-sections. Refer to Appendix “A” - Standard Drawing R1. |
|----|---|

5.1.3 Pipe Material

- | | |
|----|---------------------------------|
| a) | Refer to Appendix “B” - Table 2 |
|----|---------------------------------|

5.1.4 Pipe Bedding

- | | |
|----|---------------------------------|
| a) | Refer to Appendix “A” - Table 1 |
|----|---------------------------------|

5.1.5 Valves and Fittings

- a) Fittings:
 - i) Ductile Iron, mechanical joint, AWWA C110 approved, pressure rating 1035 kPa.
- b) Valves:
 - i) Same as the number of streets at an intersection with valve located at extension of Property Line of intersecting street.
 - ii) Maximum 200 m spacing on straight runs.
 - iii) Maximum 250 m spacing on trunk lines.
 - iv) Chambers will be required for all valves over 300 mm diameter (OPSD-1101.01)
- c) Valve Type: Refer to Appendix "B" - Table 2
- d) Valve Boxes: Refer to Appendix "B" - Table 2 and Appendix "A" - Standard Drawing W2

5.1.6 Hydrants

- a) Hydrant Type:
 - i) Refer to Appendix "B" - Table 2 and Appendix "A" - Standard Drawing W3
 - ii) All hydrants to be painted Red with Black Storz cap, and Yellow Bonnets.
 - iii) Anchor tees to be used with hydrant installation.
- b) Hydrant Spacing: 150 m maximum

5.1.7 Service Connections

- a) Service Pipe:
 - i) Minimum 25 mm diameter service or match existing, whichever is greater.
 - ii) Multiple Residential up to 6 units to be a minimum 32 mm diameter service greater than 6 units is to be a minimum 50 mm diameter service.
 - iii) Industrial developments to be a minimum 50 mm service unless water demand calculations are shown.

- iv) Domestic fire flow requirements may increase minimum size. Where size is increased for fire flows then a separate 25 mm diameter service for potable water use shall be installed a minimum of 15 m from the building.
- v) All services to be Municipex, Series 200 polyethylene – 200 psi rated pipe or Type “K” copper; unless otherwise approved by the Town of Minto Public Works Department.
- vi) 75 mm PVC sleeves, 300 mm maximum length, are required where curb stops are located in driveways.
- vii) Temporary plastic blow-off pipes are required for all unconnected services.
- viii) Water meter installation, Refer to Appendix “A” - Standard Drawing W6.
- ix) Refer to Appendix “B” - Table 2

5.1.8 Anodes and Mechanical Joints

- a) Anodes:
 - i) DZP-24, 10.9 kg shall be installed on all connections to existing iron watermain.
 - ii) DZP-12, 5.4 kg shall be installed on all iron fittings, valves etc.
 - iii) Sacrificial Zinc nuts
- b) Mechanical Joint Restraints:
 - i) “Grip Ring” Pipe Restraint manufactured by Romac Industries Inc.
 - ii) Uni-Flange Series 1300 manufactured by Ford Meter Box Company Inc.
 - iii) “MJ Field Lok”, Series PV manufactured by Clow Canada.
 - iv) Series 350 Restrainers manufactured by Clow Canada.

5.2 TESTING PROCEDURES

Refer to Appendix “C”

6.0 ROADWAYS / DRIVEWAY ENTRANCES

6.1 DESIGN CRITERIA

The following Town of Minto Road Design Criteria for residential roads applies to local and collector streets.

6.1.1 Standard Road Section

- a) The residential roadway section is shown on Standard Drawings R1 in Appendix “A”. This section designates standard location for all Municipal Services and other utilities.

6.1.2 Road Geometric Standards

- a) Streets with 20 m Right-Of-Way will have a minimum pavement width of 8.5 m. This width does not include the concrete gutter.
- b) The minimum pavement radii for intersections shall be 10.0 m and 16.8 m on a cul-de-sac with an island and 13.0 m on a cul-de-sac without an island (permanent or temporary).
- c) The minimum property radius on a cul-de-sac shall be 20.0 m.

6.1.3 Driveway Entrance Geometric Standards

- a) Multiple Residential, Condominiums and Institutional developments;
 - i) Minimum entrance width with no “on street parking” = 6.0 metres
 - ii) Minimum entrance width with “on street parking” = 8.0 metres
 - iii) Minimum entrance radii = 9.0 metres
 - iv) Signage to be in accordance with Ontario Traffic Manual Book 5
 - v) Where applicable, sidewalk permitted through entrance with a minimum concrete thickness of 150 mm.
- b) Industrial developments;
 - i) Minimum entrance width = 8.0 metres
 - ii) Maximum entrance width = 15.0 metres
 - iii) Minimum entrance radii = 15.0 metres
 - iv) Signage to be in accordance with Ontario Traffic Manual Book 5
 - v) No sidewalk through entrances
- c) Commercial developments;
 - i) Minimum entrance width = 6.0 metres
 - ii) Minimum entrance width for trucks = 8.0 metres
 - iii) Minimum entrance radii = 15.0 metres
 - iv) Signage to be in accordance with Ontario Traffic Manual Book 5

- v) Where applicable, sidewalk permitted through entrance with a minimum concrete thickness of 150 mm.

6.1.4 Rural Road Section

- a) The rural road section is shown on Standard Drawing R2 in Appendix “A”. In the case of rural roads located away from urban centres and mainly used by local traffic, the Town will consider for local development, reducing the rural standards to match existing conditions of roads in that specific area.
- b) The following standards are to be followed, however, specific conditions may warrant some change. Any change will require approval from the Town of Minto.
- c) Minimum Grade: To maintain 0.5% minimum on gutter grade.
- d) Maximum Grade: 8.0 %
- e) Vertical Curves: Vertical curves to effect gradual change between tangent grades are to be used in accordance with the MTO Geometric Design Standards.
- f) Horizontal Curves: Use in accordance to MTO Geometric Design Standards.
- g) Cross Fall: 2.0 % minimum
- h) Asphalt Depth:
 - i) 90 mm Minimum (50 mm HL 4 and 40 mm HL 3 compacted) on Local Residential.
 - ii) 100 mm Minimum (60 mm HL 4 and 40 mm HL 3 compacted) on Collector and Arterial.
 - iii) 50 mm HL 4 on temporary cul-de-sac or temporary access roads.
- i) Granular Depth:
 - i) 150 mm Granular “A”
 - ii) 450 mm Granular “B”

Note: Depending on soil conditions and a geotechnical report, but no less than

6.1.5 Curb and Gutter

- a) Concrete Curb and Gutter shall be constructed on both sides of all streets in accordance with Table 1 and Standard Drawing R1 and R2 of Appendix “A”.
- b) Driveway cuts shall not be made until after building foundation is constructed. All cuts shall be mechanically cut in accordance with specifications approved by the Town of Minto.
- c) Driveway ramps between back of curb and sidewalk or Property Line where there is no sidewalk shall be paved with 50 mm Hot Mix Asphalt HL 3F (compacted).

6.1.6 Sidewalks

- a) Concrete sidewalks 1.5 m wide shall be provided on both sides of residential collector and arterial streets and one side on residential local streets. Hand railings shall be provided where three (3) or more steps are required. Ramps shall be provided at all intersections with curb. Minimum 100 mm depth of Granular “A” base and 125 mm thickness of concrete unless through an entrance than 150 mm thickness is required. Expansion joint material is to be bituminous impregnated fibreboard. Concrete shall be in accordance with OPSS 351.

6.1.7 Walkways

- a) Pedestrian walkways shall be concrete, 1.8 m wide with 1.5 m minimum height galvanized chain link fence on each side within property limits. Minimum Right-Of-Way width is to be 6.0 m. Bollards are to be installed 1.1 m either side of centre of walkway, at both ends of the walkway. Bollards are to be 150 mm x 150 mm x 2.4 m pressure treated wood exposed and buried 1.2 m.
- b) Minimum Right-Of-Way to be increased to 9.0 m where servicing and walkway exist through same corridor.

6.1.8 Boulevards

- a) All boulevards shall be graded, topsoiled with a minimum depth of 200 mm and sodded from the property line to the back of curb.

6.1.9 Traffic Control and Street Name Signs

- a) Traffic control signs will be provided at locations designed by the Town and shall be in accordance with the “Ontario Traffic Manual – Book 5”. Traffic signs and posts will be provided and installed by the Municipality at the Developer’s expense.

- b) Street name sign will be provided at locations designated by the Town and will have a green background and white lettering (both sides), reflectorized and mounted on galvanized steel 60 mm diameter x 3.2 m posts in accordance with the Town of Minto specifications. Where streets are named after Veterans they will be white background, green lettering and red poppy (green centre) at left side of sign. At each intersection there shall be erected an approved double unit street name sign.

6.1.10 Daylighting Triangle

- a) Refer to Town of Minto Zoning By-law

6.1.11 Parking

- a) Refer to Town of Minto Zoning By-law

6.1.12 Easements

- a) Minimum 6.0 m easements required for single municipal services, minimum 9.0 m easements required for two (2) municipal services. Where more than two (2) services are to be accommodated by an easement consult with the Town for specific easement requirements.
- b) For rear yard storm sewers 300 mm diameter or less, and catchbasins, minimum easement width to be 3.0 m, with centre of catchbasin offset 1.0 m upstream of property line. For storm sewers larger than 300 mm diameter consult with Town for specific easement requirements.

7.0 LOT GRADING

7.1 LOT GRADING PLANS

Lot grading plans shall be prepared in accordance with the Standard Drawings G1 and G2 of Appendix “A” to the satisfaction of the Town and as follows:

- a) Lot Grading Plans must be drawn at a minimum scale of 1:500.
- b) Indicate a north arrow.
- c) Show a title block including date, name of consultant and owner.
- d) All elevations should be referenced to a metric geodetic municipal benchmark.
- e) Show all existing and proposed lot numbers and blocks.
- f) Show all proposed rear lot catchbasins, pipes, top of grate elevations and inverts and easements.
- g) Show a table for a list of revisions.
- h) Show existing contours.
- i) Show existing and proposed elevations at lot corners.
- j) Show adjacent topography and drainage patterns.
- k) Show all existing structures, landscaping, natural features on, or adjacent to the subject property.
- l) Indicate specified house grade, top of foundation elevations, steps in foundation, low openings and garage floor elevations including proposed driveway grade.
- m) Show proposed road grades and elevations on all streets with arrows indicating direction of slope.
- n) Show proposed elevations along boundary of all blocks abutting single family and semi-detached lots in the development.
- o) The approval of a drainage plan is related to drainage only. It is the responsibility of the Developer to ensure that the drainage plan compliments the land and suits the houses to be constructed.
- p) Show all temporary erosion control measures to be in place during the construction period and permanent erosion control works to be left in place after construction.

- q) The maximum side slopes on swales should be 3 horizontal to 1 vertical. All swales must have a minimum depth of 150 mm. swales within the development are to be centered on property lines. Swales abutting existing properties are to be constructed entirely within development lands.
- r) The maximum slope of all embankments should be 3:1. Where grades greater than 3:1 are proposed a retaining wall should be constructed. All 3:1 or steeper are to be indicated on the plan, clearly defining the limits of the slope.
- s) The proposed direction of overland flow shall be indicated on the plans by arrows. High points and all changes in grade are to be clearly noted on the plan, with spot elevations.
- t) The Town Engineer may require details of all terracing and slope treatment and in depth cross-sections to be provided, with the lot grading plan.
- u) All Regional Flood and Fill Lines, verified by the Conservation Authority, must be indicated on lot grading plans where developments are adjacent to existing watercourses.
- v) Topsoil shall be stripped in all cut and fill areas and stockpiled for reuse during final lot grading operations.
- w) Multiple unit blocks are subject to approval through the site plan approval process, individual site plan agreements are required for each block.
- x) Show existing and proposed fencing.

7.2 DRAINAGE PLANS

The Drainage Plan shall indicate the proposed grading of all the lands to be developed and how all the lands adjacent to the subdivision which drain through the property are to be provided.

8.0 UTILITIES AND STREET LIGHTING

8.1 UTILITIES

All Hydro (Westario and Hydro One), Bell, Wightman, Eastlink and other utilities shall be underground and placed in accordance with current Hydro Servicing Standards, current Ontario Electrical Safety Code as set out by the Electrical Safety Authority, Bell Canada and/or local utility company regulations and standards, as well as Ontario Provincial Standards.

8.2 STREET LIGHTING

All developments shall be provided with street lighting in accordance with the current municipal requirements as follows:

- a) The minimum standard for street lighting shall be 46 Watt LED Lamp set on 9 metre concrete poles, or as directed by the Town. Each light must be controlled by dusk to dawn photo-electrical cell. Power feed shall be completely underground. The lights shall generally be placed to the outside of the curved roads. The maximum allowable spacing along the street between the lights shall be based on Road Classification. Particular care shall be taken to adequately illuminate the intersections and cul-de-sacs.
- b) Street Light Details:
 - i) Luminaries for local roadways will be a decorative, Contempo, post top.
 - ii) Luminaries for collector roadways will be cobra-head.

Satisfactory evidence that the Developer has entered into an agreement providing for the installation of underground hydro and street lighting must be submitted to the Town prior to the execution of a Subdivision Agreement.

For detailed specifications refer to Westario Power of Hydro One.

9.0 LANDSCAPING

9.1 BOULEVARDS

- a) All boulevards shall have a minimum depth of 200 mm topsoil plus sod.

9.2 PARKS

- a) All parks shall have a minimum depth of 200 mm topsoil, seed and mulch.
- b) Seed mix shall be as follows:

Type	Amount
Nu Blue Kentucky Bluegrass	25%
Baren Kentucky Bluegrass	25%
Herald Creeping Red Fescue	15%
Wilma Chewing Fescue	10%
Pinnacle Turf Type Per Rye	25%

- c) All topsoil shall be in conformance with OPSS 570.

9.3 TREES

- a) Trees shall be placed in front of every lot on the Municipal Right-Of-Way at a location 300 mm from the street property Line.
- b) On corner lots a tree shall be planted every 15 m on the adjacent sideyard of the flanking street.
- c) Trees are to be planted so as not to interfere with other street functions or services when the tree matures. Where it is not possible to conform with the foregoing, the trees shall be planted at alternate locations approved by the Town.
- d) Planting of trees shall be as detailed on Standard Drawings L1 of Appendix "A". They shall be watered at time of planting and every two (2) weeks thereafter up to the expiration of the guarantee period. The guarantee period shall be one (1) year from the date of planting and the period for planting shall be Spring and Fall only.

- e) All trees shall be No. 1 nursery stock, 2.5 m minimum height with a minimum caliper of 60 mm measured 300 mm above ground level.
- f) All tree species shall be approved by the Town.
- g) All areas for planting shall be stabilized with sod or seed as required, prior to planting of trees.

9.4 PARK AND RECREATIONAL AREAS

- a) The Town may request that the Park or Recreation Areas dedicated for a development be provided with a suitable entrance and graded and seeded so that they are suitable for recreational use.
- b) The area to be dedicated for park use shall be reviewed with the Town on submission of the Preliminary Draft Plan. Requirements for entrances, services, grading and seeding will be finalized at time of engineering drawing review. The Town may also request that a different area than that proposed by the Developer be set aside for a park due to the physical features of the site.
- c) Where park land abuts private lands a 1.5 m high galvanized chain link fence shall be installed.

10.0 SPECIFICATIONS

All Municipal Services shall be constructed in accordance with specifications approved by the Town of Minto.

For partial list refer to Appendix "A" - Table 1, Standard Drawings and Appendix "B" - Table 2, Approved Material and Product List.

11.0 STANDARD SUBDIVISION / SITE PLAN AGREEMENT

Standard subdivision design review checklist used by the Town for the review of engineering drawings is attached with this Manual; Refer to Appendix “D”. This list may assist the design engineer with main items required for submission to the Town.

Appendix “A”

Standard Drawings

APPENDIX "A" - STANDARD DRAWINGS

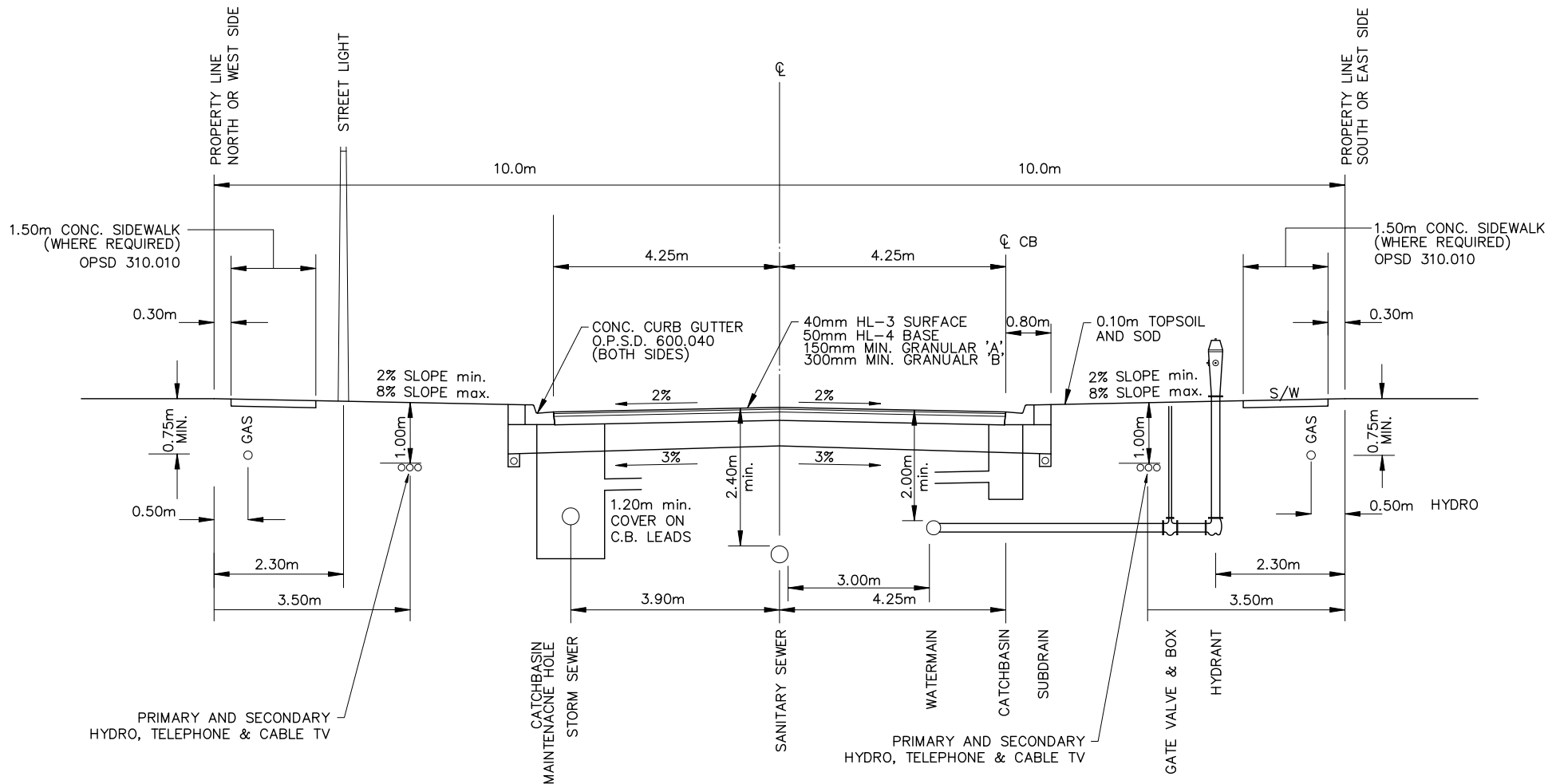
Where the Ontario Provincial Standard Drawing No. has been indicated, this Standard shall apply. Where a Town of Minto Standard Drawing No. has been indicated in addition to the Ontario Provincial Standard Drawing No., the latter shall be read in conjunction with the Town of Minto Standard. Should there be an inconsistency between the Standards, The Town of Minto Standard shall take precedence.

The Town of Minto reserves the right to update its Standards from time to time and any person using them should ensure they have a copy of the current listing prior to proceeding with a project.

In all cases, the latest revisions of the Standard Drawings as of the date the design is completed shall be used. For The Town of Minto Standards, the Standard number includes the month and year of the latest revision of the Standard.

<u>TABLE 1: STANDARD DRAWINGS</u>			
TITLE	ONTARIO PROVINCIAL STANDARD DRAWING	Town of Minto STANDARD	REVISIONS AND UPDATES
Pipe Bedding-Granular 'A' Cover Material-Granular 'A' or sand	802.010,802.013, 802.030 to 802.033.		
M.H. Frame and Cover			
a) Standard-Sanitary	401.010 (Type "A")	-	
b) Standard-Storm	401.010 (Type "B")	-	
c) Watertight-Sanitary	401.030	-	
Catchbasin Frame and Grate	400.11	-	
Ditch Inlet Catchbasin Frame and Grate	403.01	Special where required	
M.H. Steps	405.010 (Hollow Aluminium)	-	
Safety Platform, Aluminum	404.02		
Sewer Service Connections	1006.010, 1006.020	-	
M.H. (precast)	Section 700	-	
Catchbasins (precast)	Section 700	-	
Catchbasin M.H. (precast)	Section 700	-	
M.H. Benching	701.021	-	
Internal Drop Structure for Existing M.H.	1003.03		
Water Service	1104.010, 1104.020	-	
25 mm Blow Off Installation	-	W1	Rev. 0, March '16
Valve and Box	1101.02	W2	Rev. 0, March '16
Hydrant Setting	1105.01	W3	Rev. 0, March '16
Connection of New Watermain to Existing Watermain	-	W4	Rev. 0, March '16
Connection of New Watermain to Existing Watermain	-	W5	Rev. 0, March '16
Typical Water Meter Installation		W6	Rev. 0, March '16
Air-Vacuum Release Valve Chamber		W7	Rev. 0, March '16
Thrust Blocks	1103.010, 1103.020	-	
20 m Right-Of-Way	-	R1	Rev. 0, March '16
Typical Rural Section	-	R2	Rev. 0, March '16

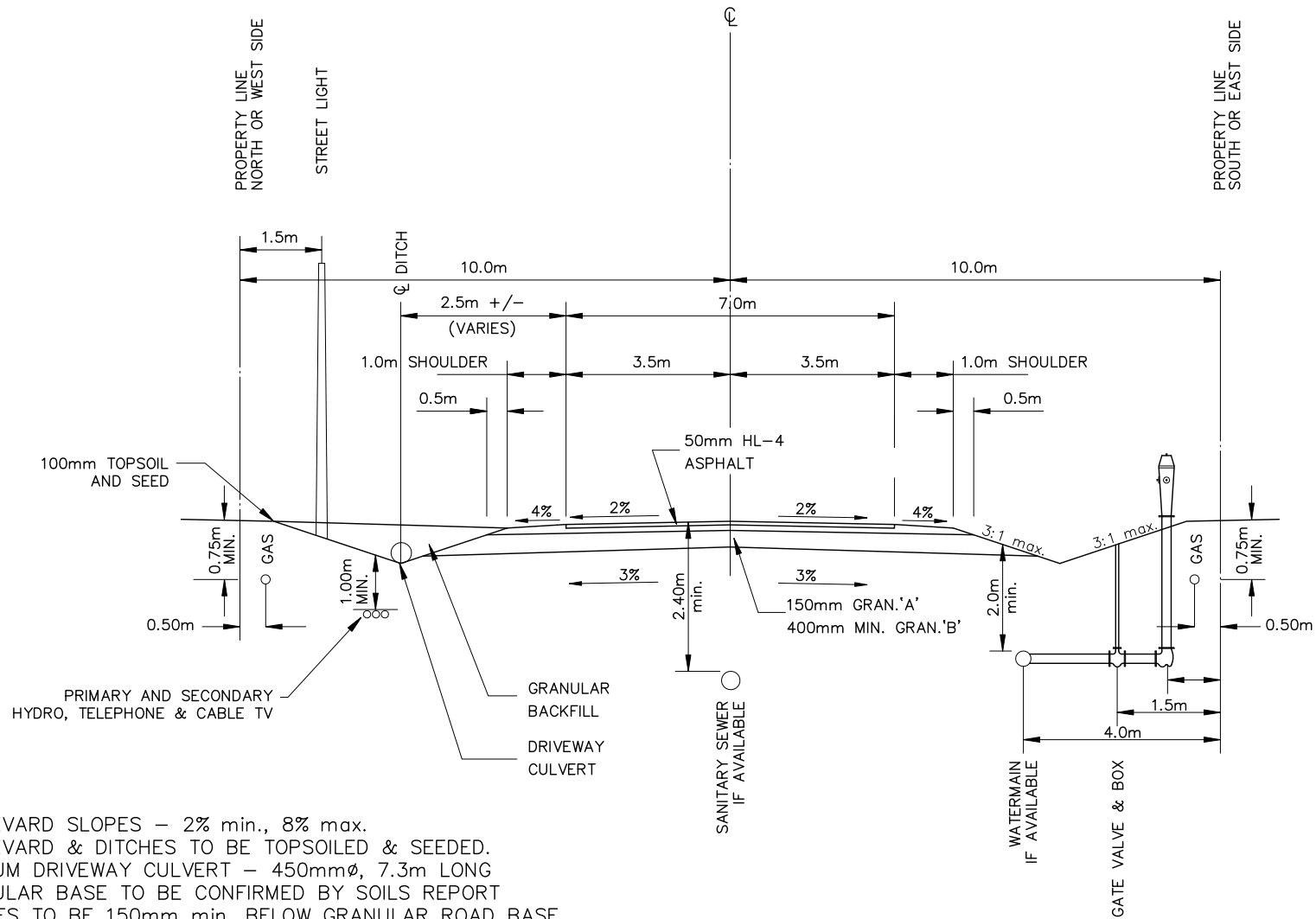
TABLE 1: STANDARD DRAWINGS			
TITLE	ONTARIO PROVINCIAL STANDARD DRAWING	Town of Minto STANDARD	REVISIONS AND UPDATES
Concrete Sidewalk (125 mm Concrete) (100 mm Granular "A" minimum)	310.01	-	
Sidewalk Ramps	310.03	-	
Barrier Curb and Gutter	600.04	-	
Barrier Curb	600.11	-	
Asphalt Gutter	601.01	-	
Lot Grading Plan - General	-	G1	Rev. 0, March '16
Lot Grading Plan - Townhouse	-	G2	Rev. 0, March '16
Typical Servicing Layout - Single and Semi-Detached	-	S1	Rev. 0, March '16
Typical Servicing Layout - Townhouse	-	S2	Rev. 0, March '16
Sump Pump / Storm Connection	-	S3	Rev. 0, March '16
Typical Insulation Detail	-	S4	Rev. 0, March '16
Deciduous Tree Planting Detail	-	L1	Rev. 0, March '16



NOTES:

1. TOPSOIL TO BE REMOVED TO ITS FULL DEPTH ALONG ENTIRE WIDTH OF ROAD BETWEEN CURBS
2. BOULEVARD TO BE FULLY SODDED AS SPECIFIED
3. ROAD CROSSING DEPTHS FOR UTILITIES
 - HYDRO 1.2m
 - TELEPHONE, UNION GAS, CABLE TV 1.0m
 - WATER 2.00m
4. ALL WATER SERVICE BOXES TO BE SET AT PROPERTY LINE
5. ROAD RECONSTRUCTION DESIGN TO BE CONFIRMED BY GEOTECHNICAL DESIGN

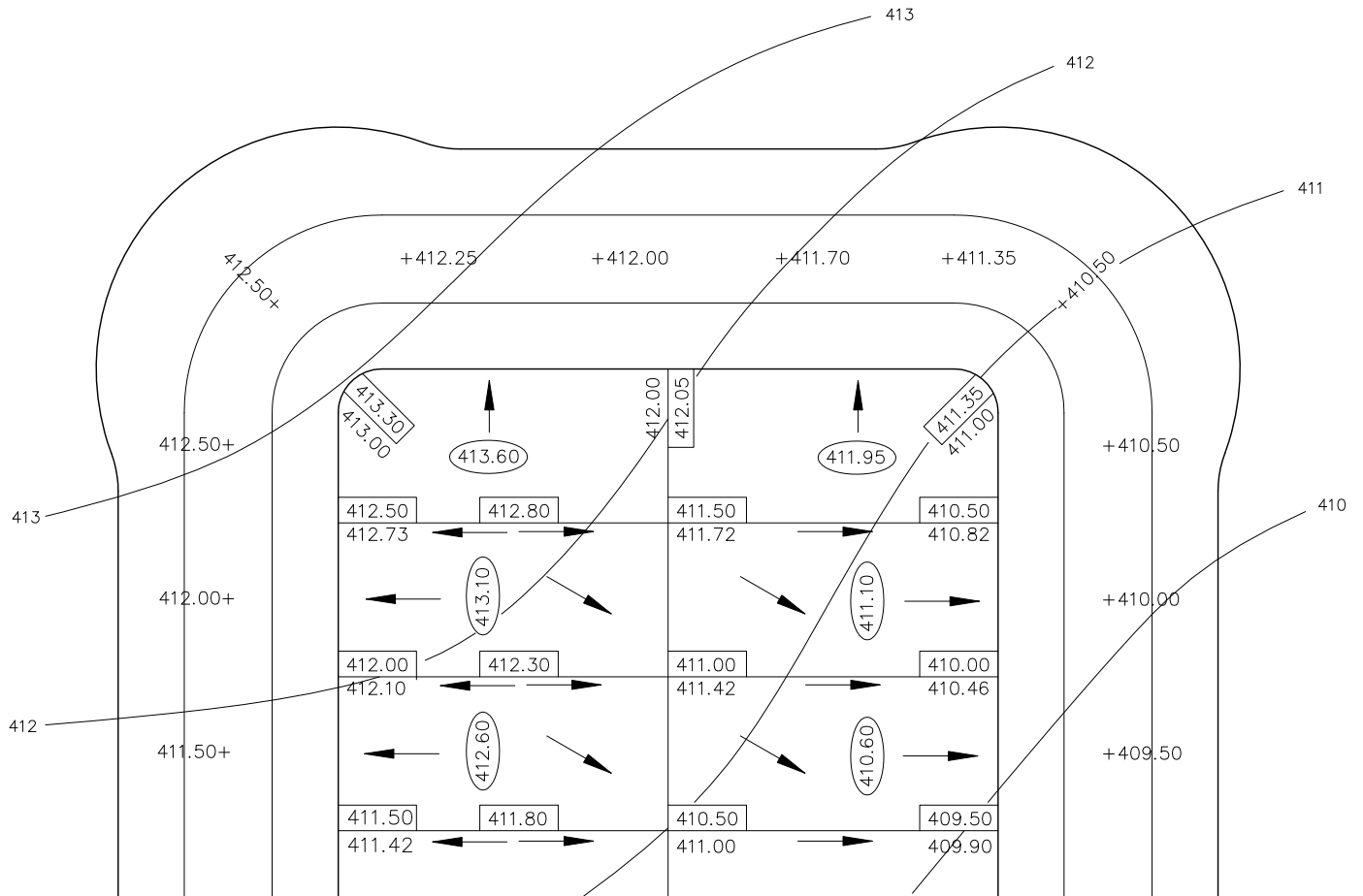
TOWN OF MINTO	DATE MARCH, 2016	REV. 0
STANDARD CROSS-SECTION LOCAL STREET — 20.0m R.O.W.	STD. R1	



NOTES:

1. BOULEVARD SLOPES - 2% min., 8% max.
2. BOULEVARD & DITCHES TO BE TOPSOILED & SEEDED.
3. MINIMUM DRIVEWAY CULVERT - 450mm ϕ , 7.3m LONG
4. GRANULAR BASE TO BE CONFIRMED BY SOILS REPORT
5. DITCHES TO BE 150mm min. BELOW GRANULAR ROAD BASE.
6. MINIMUM ROAD GRADE - 0.50%
7. MAXIMUM ROAD GRADE - 8.0%
8. TREES TO BE PLANTED EVERY 20m ALONG BOTH SIDES OF ROAD ALLOWANCE.
9. STREET LIGHTING TO BE PROVIDED ON ONE SIDE OF ALL ROADWAYS.
10. ALL HYDRO, BELL AND OTHER UTILITIES TO BE UNDERGROUND.

TOWN OF MINTO	DATE MARCH, 2016	REV. 0
STANDARD CROSS-SECTION RURAL ROAD - 20.0m R.O.W.	STD. R2	



LEGEND

412.73

EXISTING LOT
CORNER ELEV.

412

EXISTING CONTOURS
@ 1m OR LESS

+410.50

PROPOSED \varnothing ROAD
ELEV. @ 20m STA.

411.45

PROPOSED LOT
CORNER ELEV.

→

PROPOSED SURFACE
DRAINAGE & DIRECTION

411.95

PROPOSED ELEVATION
OF TOP OF FOUNDATION

REQUIREMENTS

DRIVEWAY GRADES 1% – 6%

WALKWAY GRADES 2% – 6%

LOT GRADES 2% – 6%

BUILDING GRADE 450mm HIGHER
THAN HIGHEST FRONT LOT CORNER

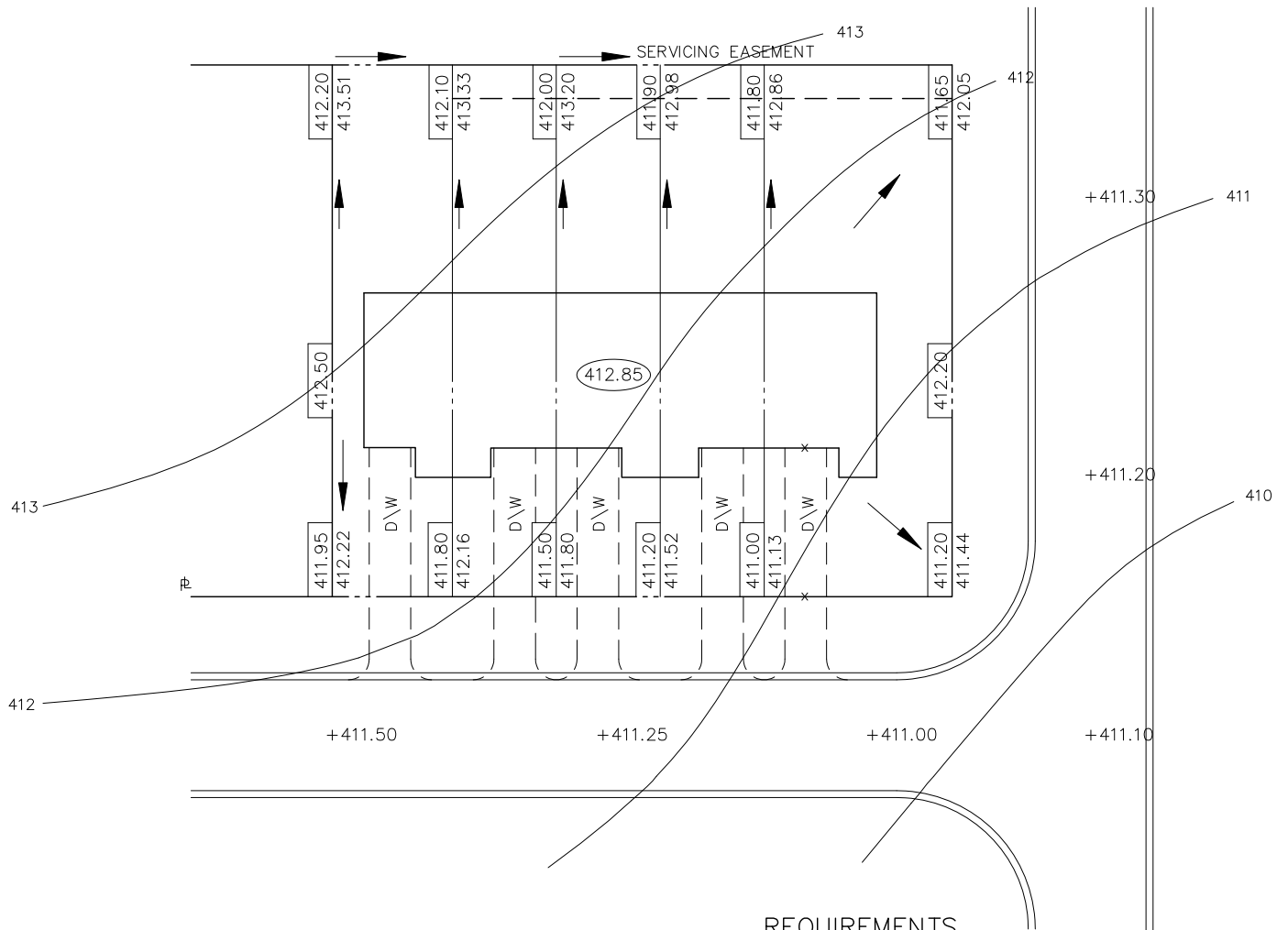
ALL SIDE & REAR YARD SWALES TO
BE ON LOT LINES, MIN. GRADE 2%,
MIN. DEPTH 150mm, MAX. SLOPE 3:1

MAX. DISTANCE WITHOUT CATCHBASIN
TO BE 75m.

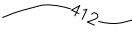

PROPOSED GRADE AT BUILDING TO BE
MIN. 150mm LOWER THAN PROPOSED
TOP OF FOUNDATION ELEVATION

HIGH GROUND WATER ELEVATIONS
TO BE SHOWN.

TOWN OF MINTO	DATE MARCH, 2016	REV. 0
LOT GRADING PLAN GENERAL	STD. G1	



LEGEND

412.73	EXISTING LOT CORNER ELEV.
	EXISTING CONTOURS @ 1m OR LESS
+410.50	PROPOSED \varnothing ROAD ELEV. @ 20m STA.
411.45	PROPOSED LOT CORNER ELEV.
	PROPOSED SURFACE DRAINAGE & DIRECTION
411.95	PROPOSED ELEVATION OF TOP OF FOUNDATION

REQUIREMENTS

DRIVEWAY GRADES 1% – 6%

WALKWAY GRADES 2% – 6%

LOT GRADES 2% – 6%

BUILDING GRADE 450mm HIGHER THAN HIGHEST FRONT LOT CORNER

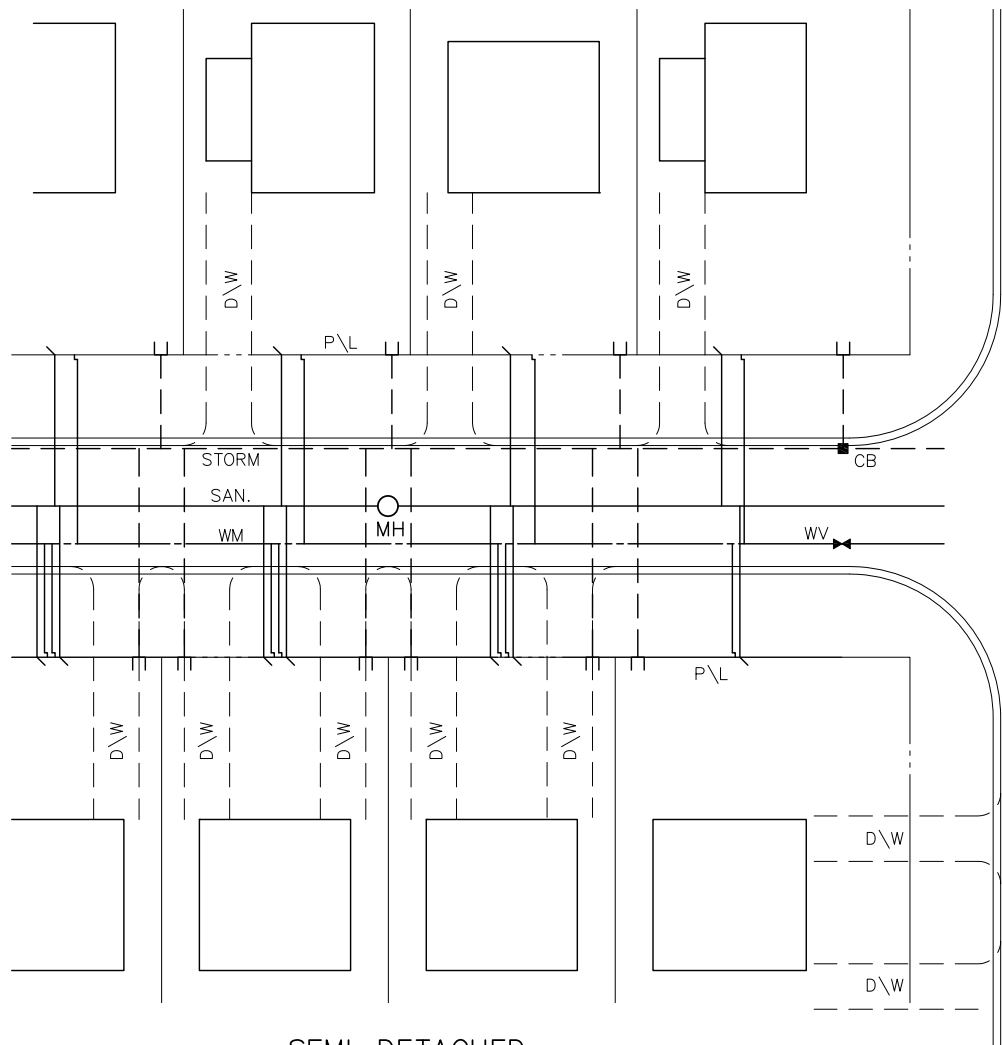
ALL SIDE & REAR YARD SWALES TO BE ON LOT LINES, MIN. GRADE 2%, MIN. DEPTH 150mm, MAX. SLOPE 3:1

PROPOSED GRADE AT BUILDING TO BE MIN. 150mm LOWER THAN PROPOSED TOP OF FOUNDATION

HIGH GROUND WATER ELEVATIONS TO BE SHOWN.

TOWN OF MINTO	DATE MARCH, 2016	REV. 0
LOT GRADING PLAN TOWNHOUSE	STD. G2	

SINGLE FAMILY

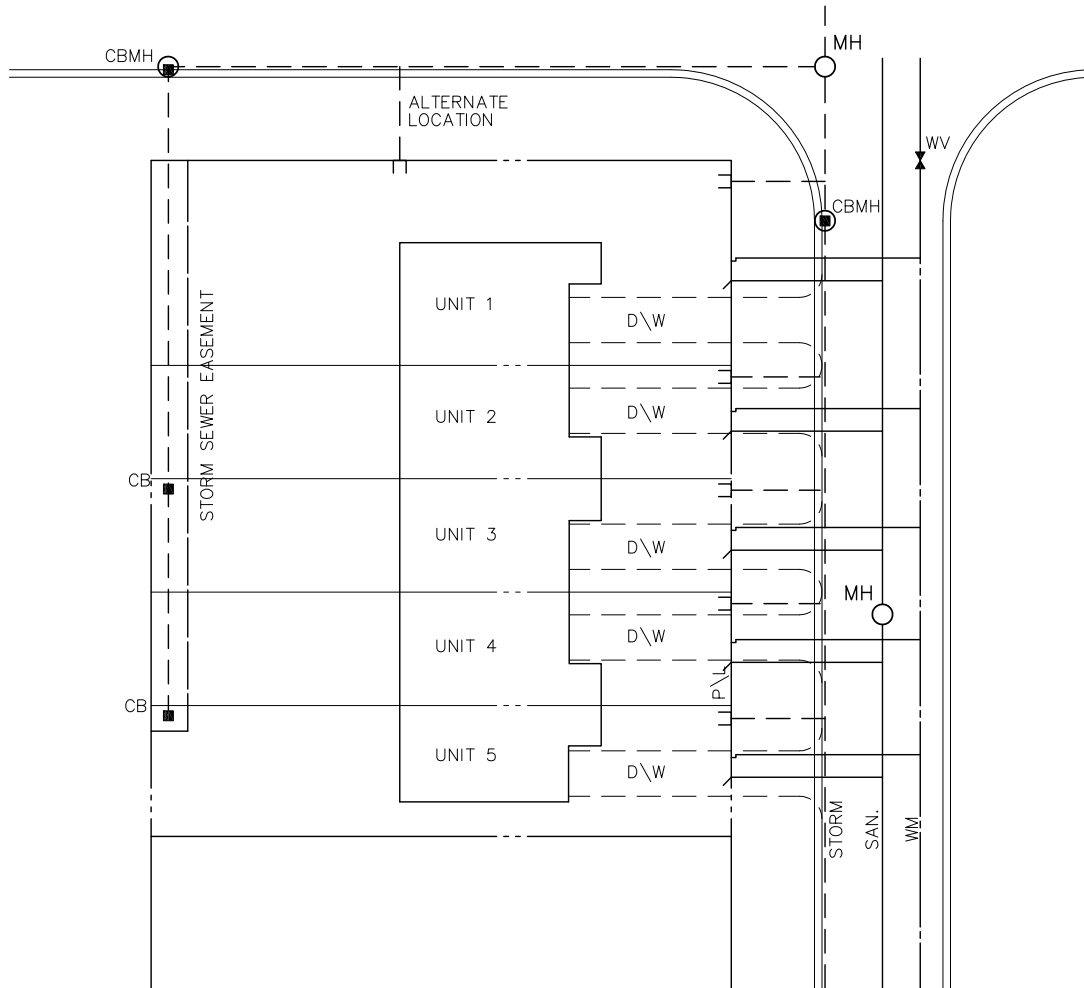


SEMI-DETACHED

NOTES:

1. 1.0m min. BETWEEN SEWER & WATER SERVICE CONNECTIONS AT CENTRE OF LOT.
2. STORM SEWER SERVICES 1.5m min. FROM SIDE LOT LINE FOR SINGLE FAMILY.
3. WATERMAIN VALVES, HYDRANTS & CATCHBASINS NOT TO BE LOCATED IN WALKWAYS OR DRIVEWAYS.
4. ALL SERVICES TO RUN IN A STRAIGHT LINE, PERPENDICULAR TO CL OF ROAD FROM MAIN TO PROPERTY LINE.

TOWN OF MINTO	DATE MARCH, 2016	REV. 0
TYPICAL SERVICING LAYOUT SINGLE AND SEMI-DETACHED	STD. S1	

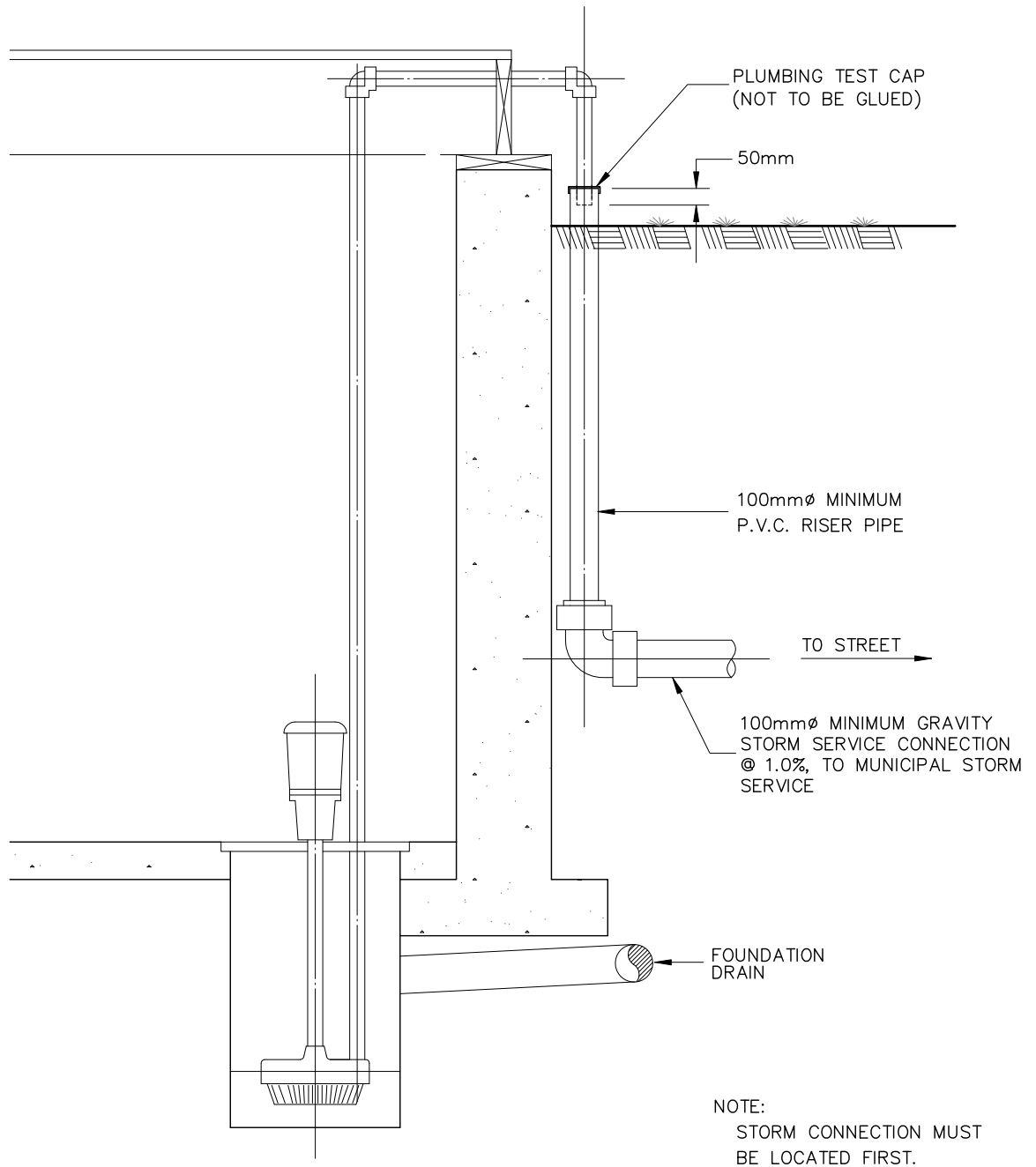


TOWNHOUSE

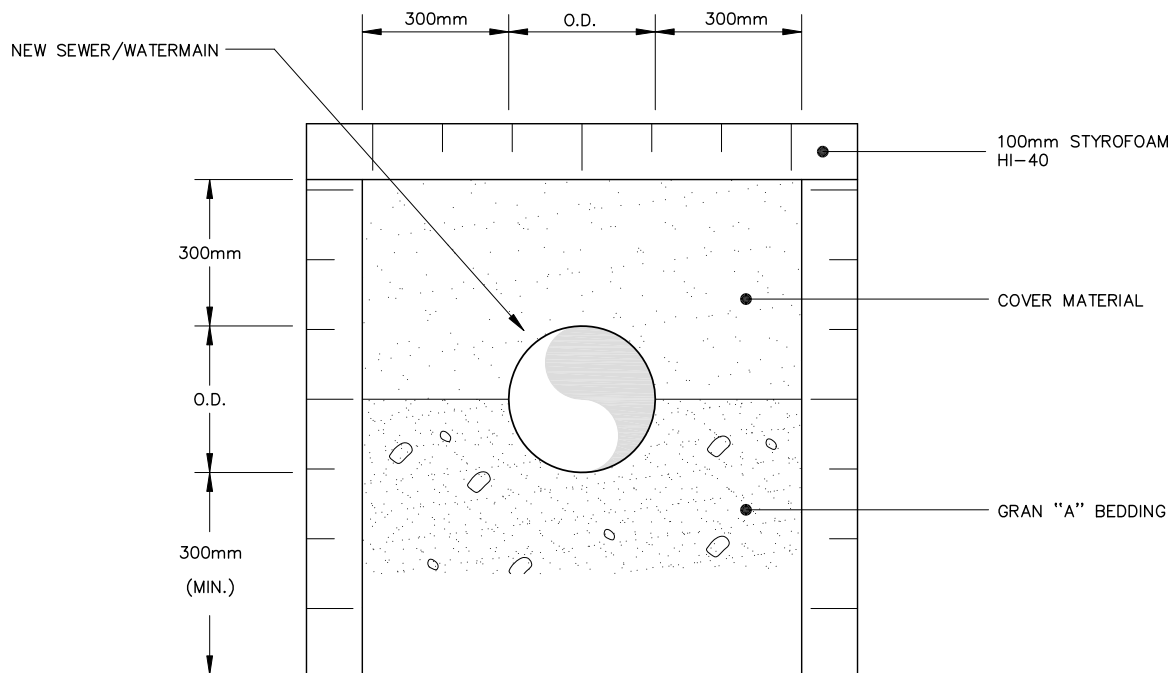
NOTES:

1. 1.0m min. BETWEEN SEWER & WATER SERVICE CONNECTIONS AT CENTRE OF LOT.
2. STORM SEWER SERVICES 1.5m min. FROM LOW SIDE LOT LINE.
3. WATERMAIN VALVES, HYDRANTS & CATCHBASINS NOT TO BE LOCATED IN WALKWAYS OR DRIVEWAYS.
4. ALL SERVICES TO RUN IN A STRAIGHT LINE, PERPENDICULAR TO ϕ OF ROAD FROM MAIN TO PROPERTY LINE.
5. NUMBER OF TOWNHOUSE UNITS MAY VARY.
6. WHERE TOWNHOUSE BLOCK IS ADJACENT TO SINGLE FAMILY HOUSING, 1.8m HIGH BOARD FENCING WILL BE REQUIRED ALONG COMMON PROPERTY LINE

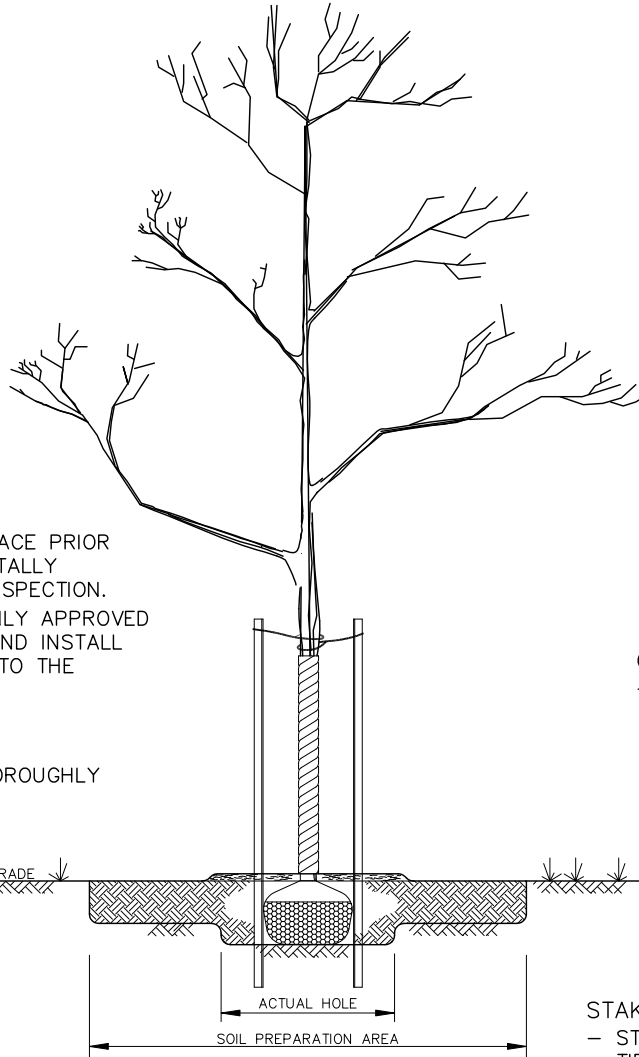
TOWN OF MINTO	DATE MARCH, 2016	REV. 0
TYPICAL SERVICING LAYOUT TOWNHOUSE	STD. S2	



TOWN OF MINTO	DATE MARCH, 2016	REV. 0
SUMP PUMP TO STORM SEWER CONNECTION	STD. S3	



TOWN OF MINTO	DATE MARCH, 2016	REV. 0
TYPICAL PIPE INSULATION DETAIL	STD. S4	



SOIL AMENDMENT:

- EXISTING TOPSOIL TO BE AMENDED WITH TRIPLE-MIX WHERE REQUIRED.

PLANTING SOIL:

- HOLE TO BE BACKFILLED AND CONCURRENTLY TAMPED AND WATERED TO ELIMINATE AIR POCKETS.

PLANTING DEPTH:

- IN HEAVY CLAY OR POORLY DRAINED SOIL, ALL WOODY PLANTS TO BE PLACED SO THAT THE ROOT COLLAR IS POSITIONED 75mm–100mm HIGHER THAN SURROUNDING GRADE.

CROWN PRUNING:

- PRUNE AT PLANTING TO CAREFULLY REMOVE DEAD, BROKEN, DAMAGED & INTERFERING BRANCHES, DOUBLE LEADERS & NARROW ANGLE BRANCH UNIONS. THIN HEAD WHEN & WHERE APPLICABLE.

TRUNK PROTECTION:

- TRUNK WRAPPING IN PLACE PRIOR TO PLANTING TO BE TOTALLY REMOVED FOR TRUNK INSPECTION.
- WHEN REQUIRED USE ONLY APPROVED TREE WRAP MATERIAL AND INSTALL FROM THE GROUND UP TO THE LOWEST BRANCHES.

WATERING:

- ENSURE TREES ARE THOROUGHLY WATERED AT PLANTING.

MULCHING:

- MULCH WITH SHREDDED BARK OR COMPOSTED HARDWOOD CHIPS TO A MAXIMUM DEPTH OF 100mm, OVER AN AREA OF THE ROOTBALL. KEEP MULCH 150mm AWAY FROM TRUNK.
- FOR OTHER TYPES OF MULCHING, REFER TO SPECIFICATIONS.

PLANTING AREA:

- ACTUAL HOLE TO BE 300mm WIDER AROUND PERIMETER OF ROOTBALL.
- SOIL PREPARATION AREA TO BE 5X ROOTBALL DIAMETER.
- SCARIFY SOIL PREPARATION TO A DEPTH OF 300mm FOR AERATION.

STAKES AND TIES:

- STAKE IMMEDIATELY.
- TIE USING BIODEGRADABLE MATERIAL SUCH AS FOLDED BURLAP, ETC.
- STAKES TO BE PLACED TO PREVENT DAMAGE TO ADJACENT BRANCHES.
- USE 50mm x 50mm x 2m WOOD STAKES OR METAL T-BARS DRIVEN SECURELY INTO GROUND. ALIGN STAKES WITH PREVAILING WINDS.
- APPLY RODENT PROTECTION WHERE REQUIRED.

ROOTBALL, BURLAP, TWINE:

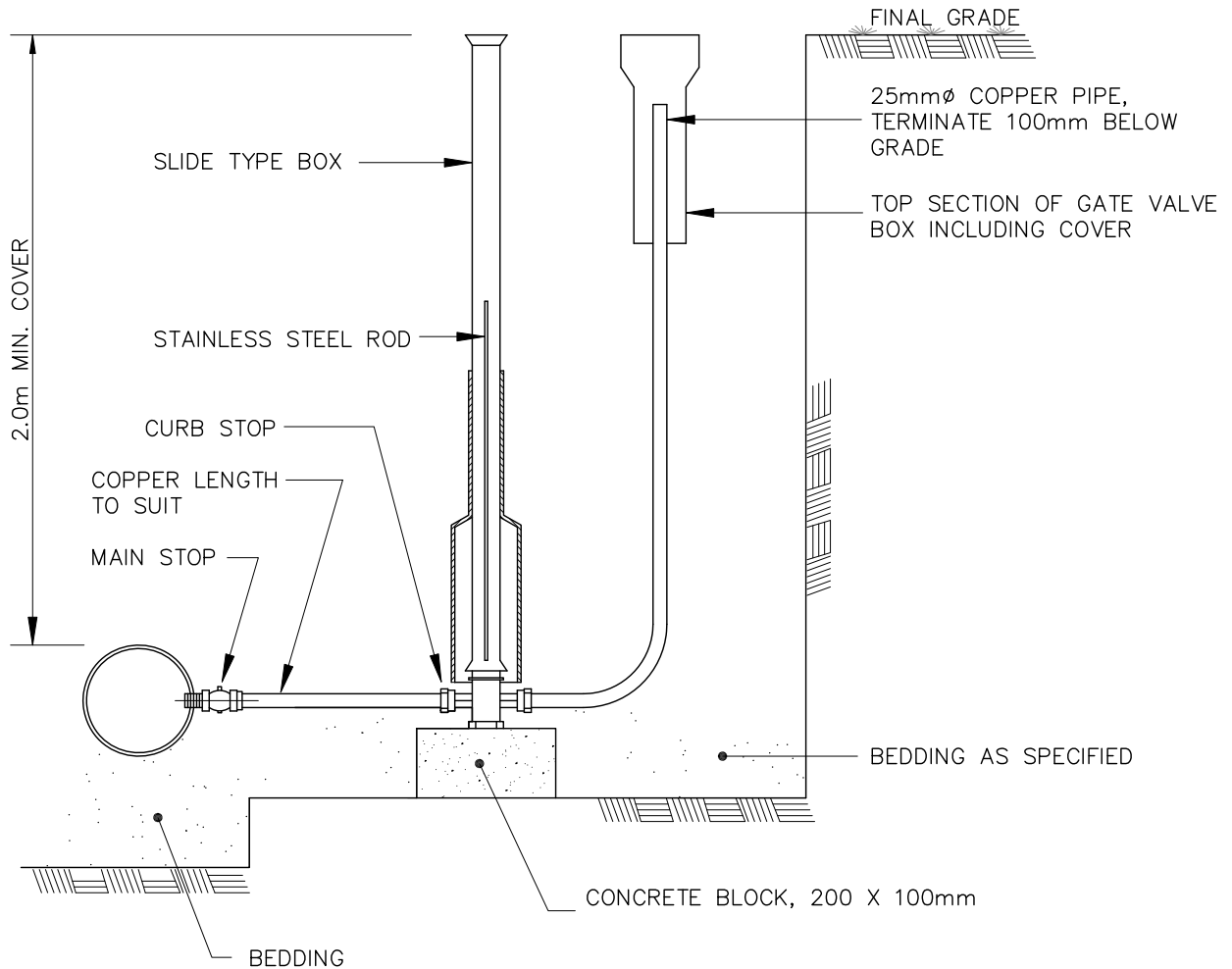
- CUT AND REMOVE ALL WIRE, ROPE, BURLAP AND TWINE FROM AROUND TRUNK AND THE TOP 1/3 OF THE ROOTBALL.

IMPORTANT:

SOME OR ALL NOTES MAY NOT APPLY TO THE SPECIAL REQUIREMENTS OF A SPECIES OR A PLANTING ENVIRONMENT.

BACKGROUND INFORMATION PROVIDED FROM LANDSCAPE ONTARIO.
DRAWING PROVIDED BY TRITON ENGINEERING SERVICES LIMITED.

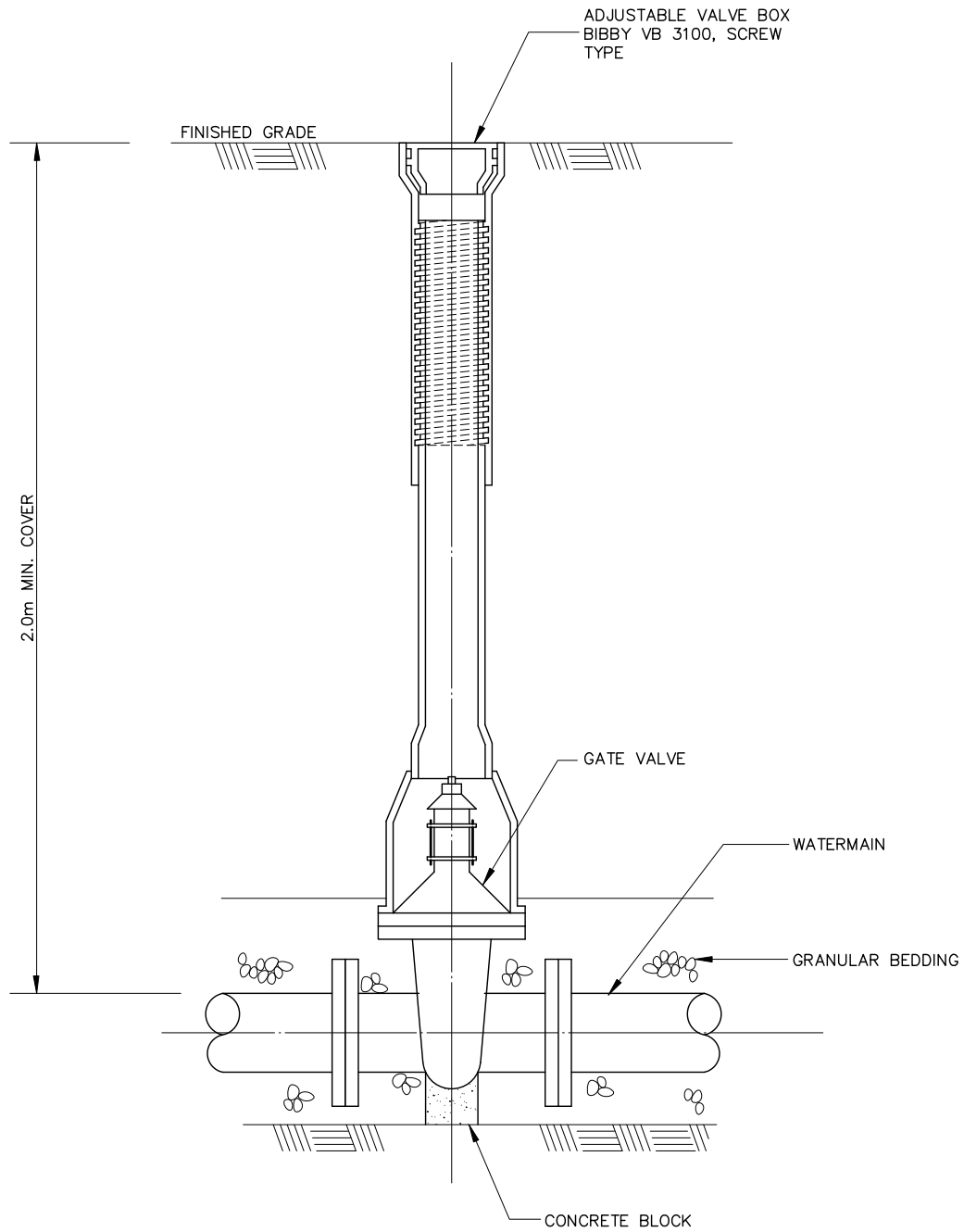
TOWN OF MINTO	DATE APRIL, 2015	REV. 0
DECIDUOUS TREE PLANTING DETAIL	STD. L1	



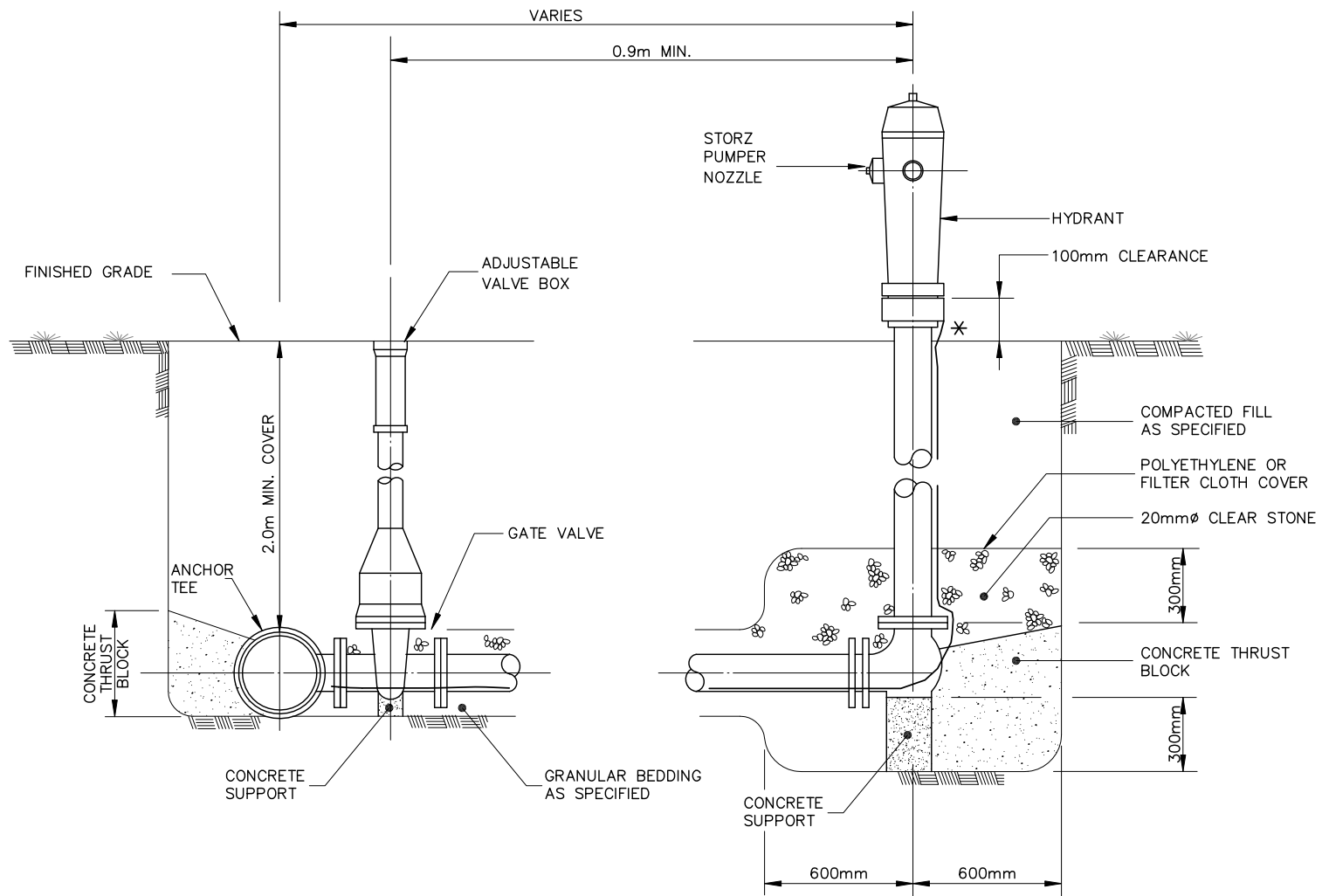
NOTES:

1. SADDLES SHALL BE USED FOR PLASTIC PIPE.
2. ALL DIMENSIONS ARE IN MILLIMETRES OR METRES UNLESS OTHERWISE SHOWN.

TOWN OF MINTO	DATE MARCH, 2016	REV. 0
25mm BLOW OFF INSTALLATION	STD. W1	



TOWN OF MINTO	DATE MARCH, 2016	REV. 0
VALVE AND VALVE BOX	STD. W2	

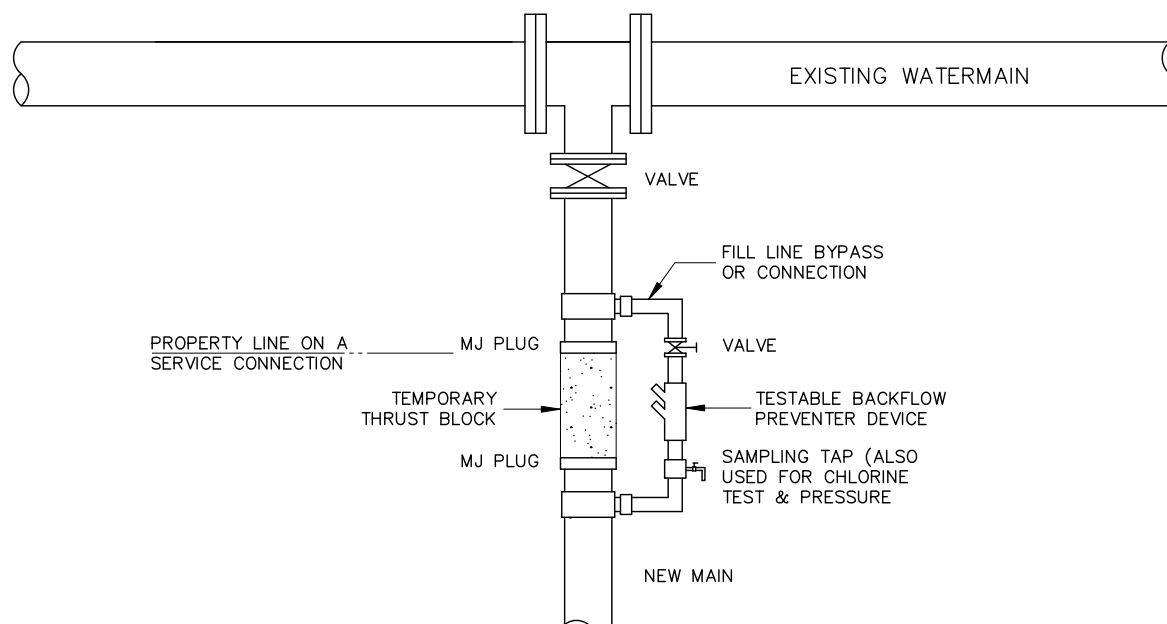


NOTE:

HYDRANT TO BE SET PLUMB
WITH EXTENSIONS TO SUIT DEPTH
OF LEAD. LEAD TO BE SET LEVEL.

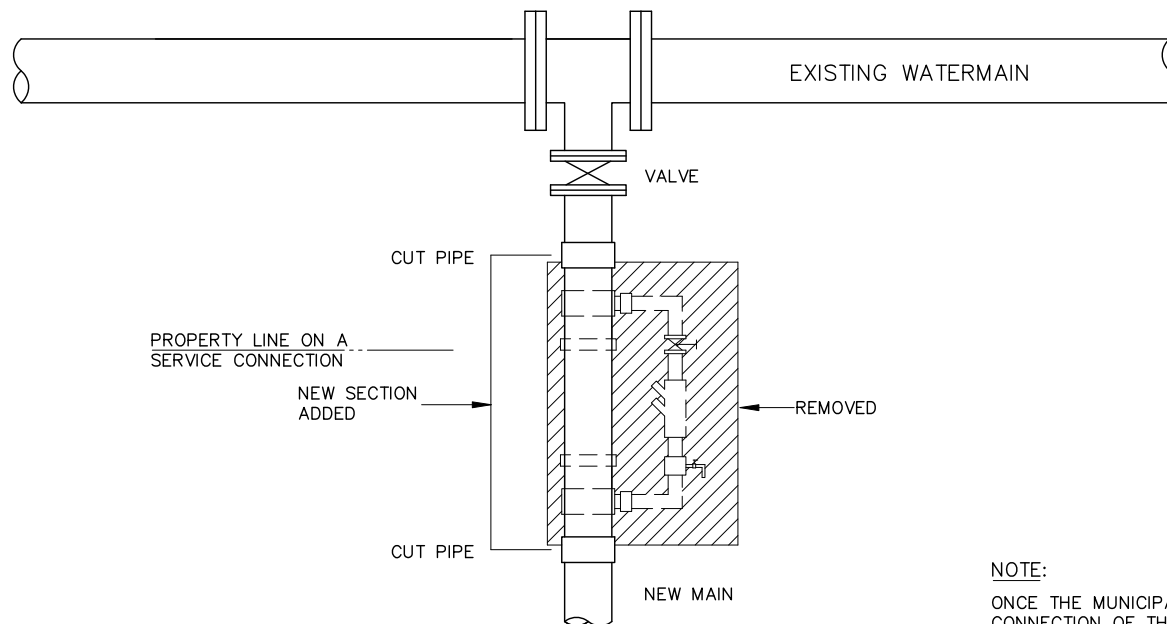
* CONNECT TRACER WIRE
TO UNDERSIDE OF LOWER
FLANGE OF FIRE HYDRANT
AND TO BE MADE ACCESSIBLE

TOWN OF MINTO	DATE MARCH, 2016	REV. 0
HYDRANT SET	STD. W3	



TYPICAL TEMPORARY CONNECTION
ON WATERMAINS OR SERVICES
100mm OR LARGER

TOWN OF MINTO	DATE MARCH, 2016	REV. 0
CONNECTION OF NEW WATERMAIN TO EXISTING WATERMAIN	STD. W4	

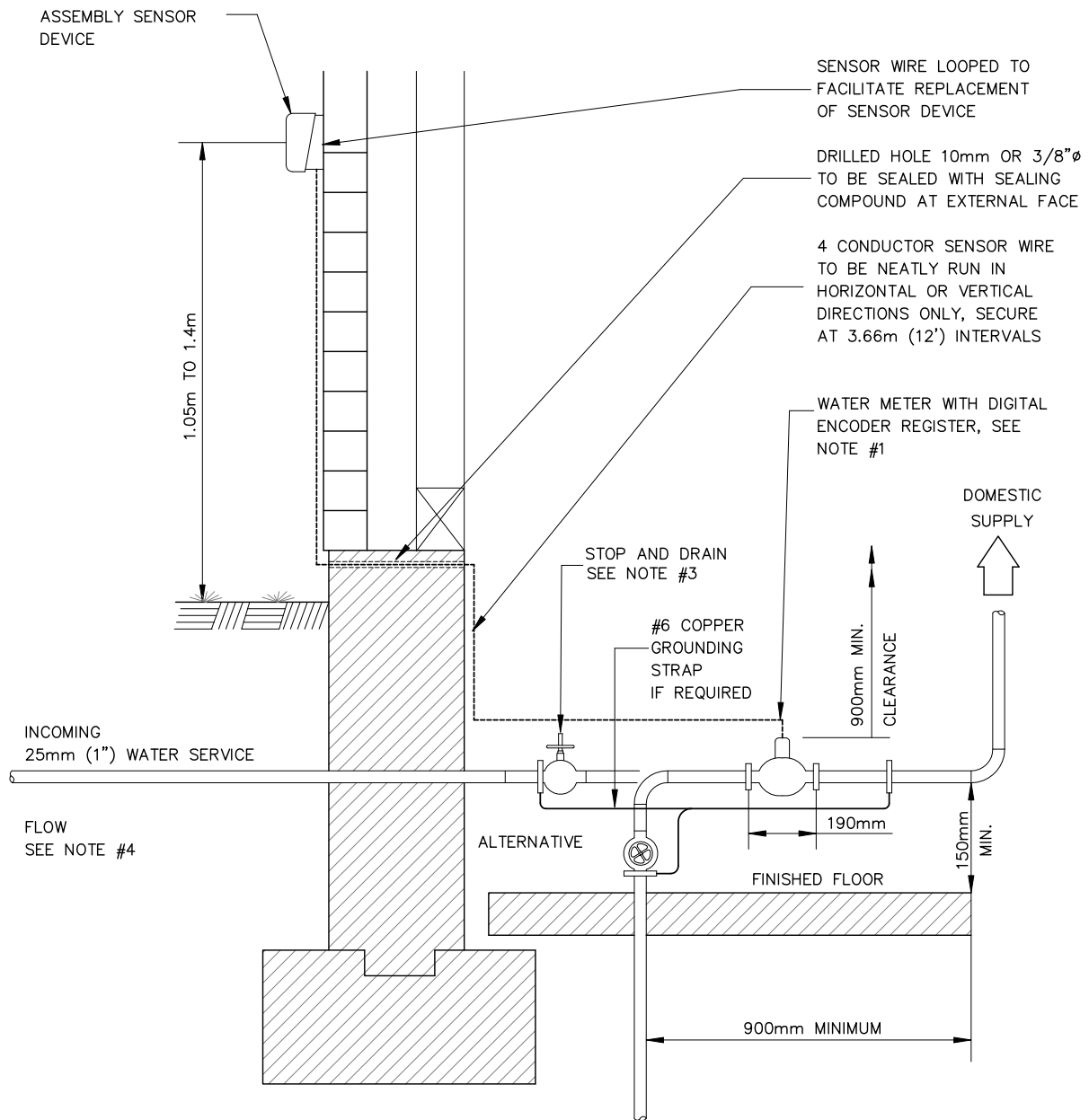


TYPICAL TEMPORARY CONNECTION
ON WATERMAINS OR SERVICES
100mm OR LARGER

NOTE:

ONCE THE MUNICIPALITY AUTHORIZES FOR THE CONNECTION OF THE NEW MAIN TO THE EXISTING WATERWORKS SYSTEM, THE PERFORATED SECTIONS OF THE MAIN FOR THE JUMPER LINE MAY BE CUT OFF AT THE INDICATED LOCATIONS, THE JUMPER LINE REMOVED AND A NEW SECTION OF MAIN ADDED.

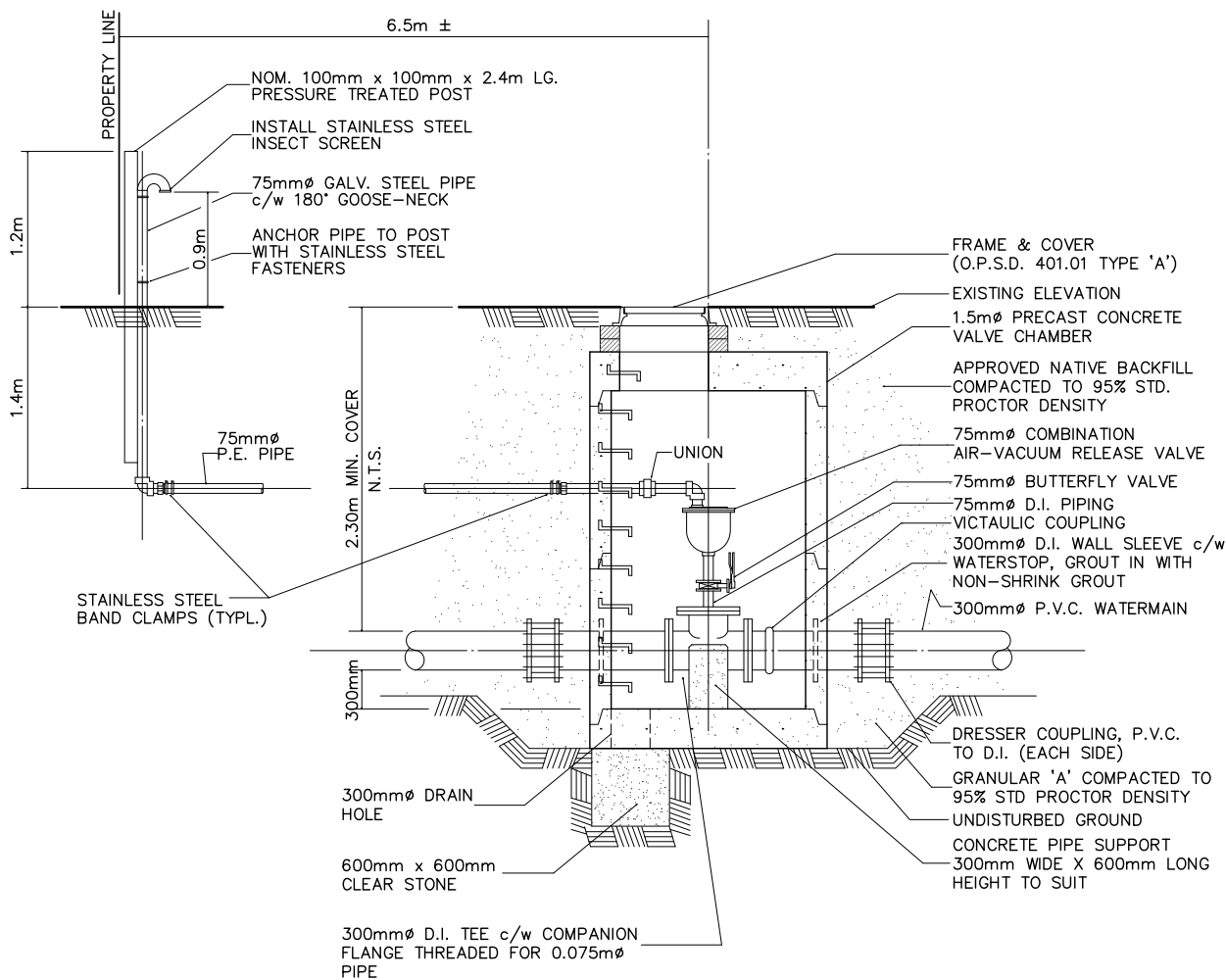
TOWN OF MINTO	DATE MARCH, 2016	REV. 0
CONNECTION OF NEW WATERMAIN TO EXISTING WATERMAIN	STD. W5	



NOTES:

1. - METER SHALL BE ONE TRADE SIZE SMALLER THAN SERVICE PIPE. REGISTRATION IN CUBIC METRES. THREADED CONNECTIONS.
2. - SUPPLY AND INSTALL REMOTE READOUT DEVICE ON OUTSIDE WALL WITHIN 2.0m OF THE FRONT WALL AND ON THE SAME SIDE AS THE HYDRO METER. REMOTE READOUT DEVICE SHALL BE SUITABLE FOR TOUCH READ AUTOMATED READING AND BILLING SYSTEM.
3. - STOP AND DRAIN VALVE TO BE THE SAME SIZE AS INCOMING PIPE.
4. - METER SHALL BE INSTALLED USING THREADED CONNECTIONS ONLY.

TOWN OF MINTO	DATE MARCH, 2016	REV. 0
TYPICAL WATER METER INSTALLATION	STD. W6	



NOTE: - D.I. FITTINGS AND PIPE SHALL BE TREATED WITH
'DENSO' PETROLATUM CORROSION PROTECTION SYSTEM.
- DRESSER COUPLINGS TO HAVE STAINLESS STEEL BOLTS,
WASHERS & NUTS.
- FOR GENERAL ARRANGEMENT SEE SECTIONAL PLAN ABOVE.

TOWN OF MINTO	DATE MARCH, 2016	REV. 0
AIR-VACUUM RELEASE VALVE CHAMBER	STD. W7	

Appendix “B”

Material and Product List

TABLE 2: APPROVED MATERIAL AND PRODUCT LIST		
SERVICE	ITEM	APPROVED PRODUCTS
SANITARY	Sewer Pipe	PVC SDR 35 up to 375mm diameter pipe Concrete CSA#A257.1/A257.2
	Service Pipe	PVC SDR 28
	Connections	Kor-N-Seal (manholes) prefab tees or Kor-N-Tee (services)
	Adjustments	150mm Min. and 300mm max concrete riser complete with "Denso" tape along all joints
STORM	Sewer Pipe	375 mm diameter or less: PVC SDR 35 <ul style="list-style-type: none"> - IPEX "Ultra Rib" - Loc Pipe "Loc PVC" - Concrete-CSA A257.1 (non-reinforced) and A257.2 (reinforced). - HDPE Boss 2000, 320 kPa stiffness c/w Ultra Stab 75 joint - Royal Rib "Korflo" 450 mm diameter or greater: <ul style="list-style-type: none"> - Concrete-CSA A257.1 (non-reinforced) and A257.2 (reinforced). Leads to rear yard catchbasins are to be concrete.
	Service Pipe	PVC SDR 28
	Connections	Kor-N-Seal (PVC) Adaptor with band (ribbed) prefab tee or Kor-N-Tee (services)
	Culverts	- Galvanized CSP, minimum 1.6 mm thickness with 0.3m min. cover - HDPE corrugated Boss 2000, 320 kPa stiffness c/w Ultra Stab 75 joint with 0.6m min. cover
WATER PIPE	Watermain	C900 PVC Class 150 (DR 18), B 137.3 with Ring-Tite joints and Tracer Wire.
	Valves	Mueller Resilient Wedge Gate Valve AWWA C-509, mechanical joint with: <ul style="list-style-type: none"> - fusion-bonded epoxy coating - bronze stem - open counter clockwise or; Clow Resilient Wedge Gate Valve AWWA C-509, F-6100 mechanical joint with: <ul style="list-style-type: none"> - fusion-bonded epoxy coating - bronze stem - open counter clockwise

TABLE 2: APPROVED MATERIAL AND PRODUCT LIST

SERVICE	ITEM	APPROVED PRODUCTS
WATER PIPE	Hydrants	<p>All with "Storz" pumper connection and open counter clockwise</p> <ul style="list-style-type: none"> - Canada Valve, Century - Canada Valve, B-50-B-24 (specific heritage locations) - Clow Canada, Brigadier Series M-67-B
	Corporation Stop	<ul style="list-style-type: none"> - Series FB1000 (no lead), AWWA x copper compression assembly by Ford Meter Box Company Inc. - Cambridge Brass, Ball Style, Series 301, AWWA x CB assembly - Mueller Canada, Mueller 300 Ball Type, B-25008, AWWA x Mueller"CC"
	Curb Stop	<p>All rod and pin shall be Stainless Steel</p> <ul style="list-style-type: none"> - Series B44 (no lead), copper compression x copper compression by Ford Meter Box Company Inc. - Cambridge Brass, Ball Style, Series 202, CB Compression x CB Compression - Mueller Canada, Mueller 300 Ball Type, B-25209, Mueller"CC" x Mueller"CC" assembly
	Saddle	<ul style="list-style-type: none"> - FS 323 (stainless, double bolt) by Ford Meter Box Company Inc. - Cambridge Brass, Series 403 Stainless Steel Type 304 Double Bolt, AWWA Thread - Robar 2616DB, AWWA Thread
	Anodes	<ul style="list-style-type: none"> - DZP-24, 10.9 kg installed on iron watermain - DZP-12, 5.4 kg installed on iron fittings and valves etc - Sacrificial Zinc nuts
	Mechanical Joint Restraints	<ul style="list-style-type: none"> - "Grip Ring" pipe restrainer manufactured by Romac Industries - Uni-Flange Series 1300 manufactured by Ford Meter Box Company, Inc. - "MJ Field Lok", Series PV manufactured by Clow Canada - Series 350 Restrainers manufactured by Clow Canada - Series 2000PV manufactured by EBAA Iron Sales Inc.
	Tracer Wire	<ul style="list-style-type: none"> - 12 gauge wire, 7 strand copper with plastic coating attached to underside of bottom flange of Fire Hydrant (Std. Dwg. No. W3).
	Water Service Material	<ul style="list-style-type: none"> - Municipex plastic, manufactured by REHAU Unlimited Polymer Solutions - Poly Series 200 or; - Copper seamless Type "K"
	Water Meters	<ul style="list-style-type: none"> - T-10 I900T by Neptune Technology Group

Appendix “C”

Water Works Testing Procedures

1. *Temporary watermain connection shall be as follows:*

- a) No new watermain shall be connected to an existing watermain until all testing procedures have been completed and approved by the Town of Minto Public Works Department.
- b) The new watermain shall be kept isolated from the existing waterworks system using a physical separation until satisfactory bacteriological testing has been completed and accepted by the Town. Water required to fill the new main for hydrostatic pressure testing, disinfection and flushing shall be supplied through a temporary connection between the existing water system and the new main (refer to Standard Drawing W4 and W5). The temporary connection shall include an appropriate and approved cross-connection control device (reduced pressure zone backflow preventer or a double check valve assembly). Public Works Department will require written certification of the backflow preventer operation is in accordance with CAN/Canadian Standard Association – B64 Series Manual.
- c) At the beginning of each new watermain installation, a minimum of one (1) swab shall be installed. Swabbing of the new watermain shall be completed prior to hydrostatic testing.

2. *Hydrostatic Testing (Reference OPSS – 701.07.22):*

- a) Hydrostatic testing shall be conducted under the supervision of the Town of Minto Public Works Department upon completion of the watermain including services and backfilling.
- b) A test section shall be either a section between valves or the completed watermain.
- c) Test pressure shall be 1035 kPa.
- d) The test section shall be filled slowly with water and all air shall be removed from the pipeline. A twenty-four (24) hour absorption period may be allowed before starting the test. The test section shall be subjected to the specified continuous test pressure for two (2) hours.
- e) The leakage is the amount of water added to the test section to maintain the specified test pressure for the test duration. The measured leakage shall be compared with the allowable leakage as calculated for the test section. The allowable leakage is 0.082 litres per millimeter of pipe diameter per kilometer of watermain for the two (2) hour test period.
- f) If the measured leakage exceeds the allowable leakage, all leaks shall be located and repaired and the test section shall be retested until a satisfactory result is obtained.
- g) **Watermain Pressure Test Form shall be completed for all installations. Form is as shown on the last page of this Appendix.**

3. *Flushing and Disinfecting Watermains (Reference OPSS – 701.07.23):*

- a) Flushing and disinfecting operations shall be conducted under the supervision of the Town of Minto Public Works Department. The Public Works shall be notified at least two (2) business days in advance of the proposed date on which flushing and disinfecting operations are to commence.
- b) Liquid chlorine solution shall be introduced so that the chlorine is distributed throughout the section being disinfected. The chlorine shall be applied so that the chlorine concentration is 50 mg/L minimum throughout the section. The system shall be left charged with the chlorine solution for twenty-four (24) hours.

TABLE 1: CHLORINE CONCENTRATIONS AND CONTACT TIMES FOR NEW WATERMAINS			
Disinfection Method	Minimum Contact Time	Initial Chlorine Concentration	Maximum Allowable Decrease in Chlorine Concentration
Tablet or Continuous Feed	24 hours	≥ 25 mg/L	40% of Initial Chlorine Concentration to a Maximum of 50 mg/L

- c) Sampling and testing for chlorine residual will be carried out by the Town of Minto Public Works Department. The chlorine residual will be tested in the section after twenty-four (24) hours. If tests indicate a chlorine residual of 25 mg/L minimum, the section shall be flushed completely and recharged with water normal to the operation of the system. If the test does not meet the requirements, the chlorination procedure shall be repeated until satisfactory results are obtained.
- d) Watermain shall be flushed in a sequence approved by the Town of Minto Public Works Department. The Public Works may permit or require the flushing to be carried out in stages as sections of the system are completed. Flushed sections shall be protected from contamination.
- e) The Contractor shall provide acceptable equipment and chemical additives to dechlorinate the water that must be wasted. Chlorinated water discharged to the sanitary sewer shall be discharged at such a low flow rate or dechlorinated prior to discharge so that there is no possibility of chlorine residual remaining in the wastewater when it reached the waste water treatment plant. Total residual chlorine in water discharged into storm sewers, drainage ditches or watercourses shall not exceed 0.2 mg/L.

- f) Recharge the watermain with Municipal water and flush via a 20 mm maximum diameter pipe for twenty-four (24) hours.
- g) After final flushing, and before the watermain is approved for connection of the new main to the existing water system two (2) consecutive sets of water samples, taken at least twenty-four (24) hours apart, shall be collected, every 350 metres, plus from the end of the line and from each branch. Certified staff from the Public Works Department shall collect for bacteriological samples.
- h) All water samples will be collected by the Town of Minto Public Works Department and analyzed by a certified laboratory. Two (2) – 200 ml bacteriological sample (bottles supplied by the Town – ONLY) must be obtained at each location. The sample form is to be filled out requesting for PA and background analysis and is to include the samplers license number. Each sample collected must include a “Total and Free Chlorine residual” reading.
- i) The Town will pay Laboratory expenses for the initial first set of sampling required for bacteriological results. If the disinfection fails to produce satisfactory samples, disinfection and testing shall be repeated at the contractor’s expense including water usage until satisfactory samples have been obtained.
- j) The Town of Minto minimum requirements for acceptability of bacteriological tests are:

E-coli Coliform	0 CFU/100 ml
Total Coliform	0 CFU/100 ml
Background	not greater than 25 CFU/100 ml

4. *Commissioning of New Main*

- a) When all of the tests including the bacteriological samples are satisfactory, approval from the Public Works Department for the main to be connected to the existing water system must be obtained.
- b) All new piping and appurtenances placed in the connection of the new main and existing waterworks system must be disinfected with a 1.0% solution of sodium hypochlorite or equivalent method.
- c) The system shall not be put into operation until clearance has been given by the Town of Minto Public Works Department.



Town of Minto

Watermain Pressure Test Form

(To Be Completed For All New Installations)

Project: _____ Contract No: _____

Area: _____ Date: _____

Contractor: _____

Required Test Pressure: _____

Pipe Material: _____

Diameter (mm): _____

Length Tested: _____

Allowable Leakage in litres = 0.082 x _____ Dia.(mm) x _____ Length (m) FOR 2 HOURS
(OPSS 441.07.24.03) 1000

Minimum time test required (hours): _____

Maximum volume loss allowed for (hours): _____ (litres): _____

Actual period of time the main was under pressure (hours): _____

Actual measured volume loss (litres): _____

Test Results: Satisfactory ☐ Unsatisfactory ☐

Comments:

Public Work's
Signature

Contractor's
Signature

Inspector's
Signature

Appendix “D”

Subdivision Design Review Checklist

**SUBDIVISION DESIGN REVIEW
CHECK LIST**

Project No.:

Submission No.:

Review Date:

Project Name:

Reviewed By:

SANITARY:

- | | | | |
|-------------------|---------------------------------------|---|--|
| Maintenance Hole: | <input type="checkbox"/> Spacing | <input type="checkbox"/> Sizing | <input type="checkbox"/> Location |
| | <input type="checkbox"/> Type | <input type="checkbox"/> Drop Structure | <input type="checkbox"/> Safety Grate |
| | <input type="checkbox"/> Benching | <input type="checkbox"/> Steps | <input type="checkbox"/> Frame and Cover |
| Sewer: | <input type="checkbox"/> Design Flows | <input type="checkbox"/> Sizing | <input type="checkbox"/> Depth |
| | <input type="checkbox"/> Clearance | <input type="checkbox"/> Type | <input type="checkbox"/> Bedding |
| Services: | <input type="checkbox"/> Type | | |

Comments:

WATER:

- | | | | |
|------------|---------------------------------------|----------------------------------|--------------------------------------|
| Watermain: | <input type="checkbox"/> Design Flows | <input type="checkbox"/> Sizing | <input type="checkbox"/> Depth |
| | <input type="checkbox"/> Type | <input type="checkbox"/> Bedding | <input type="checkbox"/> Tracer Wire |
| Hydrants: | <input type="checkbox"/> Type | <input type="checkbox"/> Spacing | <input type="checkbox"/> Location |
| Valves: | <input type="checkbox"/> Type | <input type="checkbox"/> Spacing | <input type="checkbox"/> Location |
| Services: | <input type="checkbox"/> Sizing | <input type="checkbox"/> Type | <input type="checkbox"/> Location |

Comments:

STORM:

Maintenance Hole/Catchbasins:

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> Spacing | <input type="checkbox"/> Sizing | <input type="checkbox"/> Location |
| <input type="checkbox"/> Type | <input type="checkbox"/> Inlet Capacity | <input type="checkbox"/> Safety Grate |
| <input type="checkbox"/> Frame and Grate/Cover | | |

Sewer:	<input type="checkbox"/> Design Flow	<input type="checkbox"/> Sizing	<input type="checkbox"/> Depth
	<input type="checkbox"/> Type	<input type="checkbox"/> Bedding	

Major:	<input type="checkbox"/> Design Flow	<input type="checkbox"/> Sizing	<input type="checkbox"/> Location
--------	--------------------------------------	---------------------------------	-----------------------------------

Comments:

STORMWATER MANAGEMENT:

Quantity:	<input type="checkbox"/> Conservation Authority	<input type="checkbox"/> Requirements	<input type="checkbox"/> Modelling
	<input type="checkbox"/> Pond Design	<input type="checkbox"/> Storm	

Quality:	<input type="checkbox"/> Requirements	<input type="checkbox"/> Pond Design
----------	---------------------------------------	--------------------------------------

Comments:

SEDIMENT/EROSION CONTROL:

Sediment:	<input type="checkbox"/> Silt Fence	<input type="checkbox"/> Straw Bales	<input type="checkbox"/> Pond
	<input type="checkbox"/> Stockpiles	<input type="checkbox"/> Catchbasin Covers	

Erosion:	<input type="checkbox"/> Ditch Inverts	<input type="checkbox"/> Culvert Ends	<input type="checkbox"/> Storm Outlet
----------	--	---------------------------------------	---------------------------------------

Comments:

ROAD:

X-Sections, Alignment, and Geometrics:

- | | | |
|---------------------------------------|---|----------------------------------|
| <input type="checkbox"/> Type | <input type="checkbox"/> Grades | <input type="checkbox"/> Curb |
| <input type="checkbox"/> Granular "A" | <input type="checkbox"/> Granular "B" | <input type="checkbox"/> Asphalt |
| <input type="checkbox"/> Subdrain | <input type="checkbox"/> Sidewalk | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Radius | <input type="checkbox"/> Sight Distance | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Grading | <input type="checkbox"/> Lighting | |

Comments:

LOT GRADING:

- | | | | |
|-----------|--|--|---|
| Drainage: | <input type="checkbox"/> Min./Max. Slopes | <input type="checkbox"/> Swales | <input type="checkbox"/> Building Clearance |
| | <input type="checkbox"/> Roof Leaders | <input type="checkbox"/> Existing Elevations | |
| Building: | <input type="checkbox"/> T/Foundation Elev. | <input type="checkbox"/> B/Floor Elev. | <input type="checkbox"/> Garage Floor Elev. |
| | <input type="checkbox"/> Regional Floodlines | | |

Comments:

UTILITIES:

- | | | | |
|--------------------|--------------------------------|-------------------------------|--------------------------------|
| Existing/Proposed: | <input type="checkbox"/> Gas | <input type="checkbox"/> Bell | <input type="checkbox"/> Cable |
| | <input type="checkbox"/> Hydro | | |

Comments:

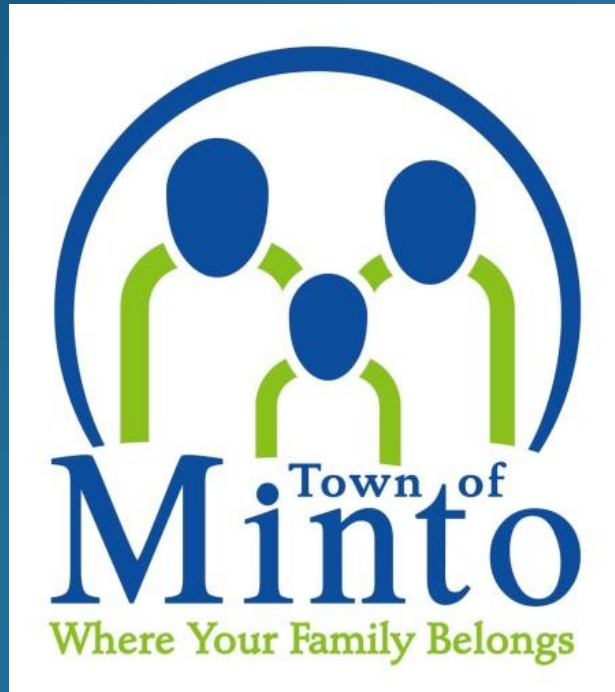
DRAFT PLAN CONDITIONS:

- ☐ Are conditions satisfied?

MISCELLANEOUS:

- | | |
|--|---|
| <input type="checkbox"/> Status of Municipal Infrastructure Regarding Class EA Process | |
| <input type="checkbox"/> Geotechnical Report | <input type="checkbox"/> Agency Approvals |
| <input type="checkbox"/> Electrical/Lighting | |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Fencing |

Comments:



UPDATE TO MUNICIPAL SERVICING & DESIGN STANDARDS

What are Municipal Standards?

- Creates a Benchmark and Guide for Development and Reconstruction projects
- Ensures the use of specific approved construction materials
- Ensures fulfillment of necessary Approvals and Government policies. (Town, County, MOECC, MTO, MVCA, SVCA, etc.)

Why are they Important?

- Ensures consistency throughout Municipality when development occurs
- Allows for ease of development by clearly outlining design expectations
- Allows quicker submission turn-around by Municipal Staff
- Results in lower development review charges to developers

What's Included?

Design Criteria and Installation Procedures for;

- Roads and Drainage
- Sanitary Sewers
- Watermain
- Lot Grading
- Utilities
- Street lighting
- Landscaping
- Other Related Specifications

Summary of Major Updates

- Update to the general requirements and expectations for the site plan approval process
- The addition of 16 standardized drawings
- A list of all applicable Ontario Provincial Standard and Town of Minto Standard drawings
- A list of acceptable infrastructural products and materials

Standard Drawings List

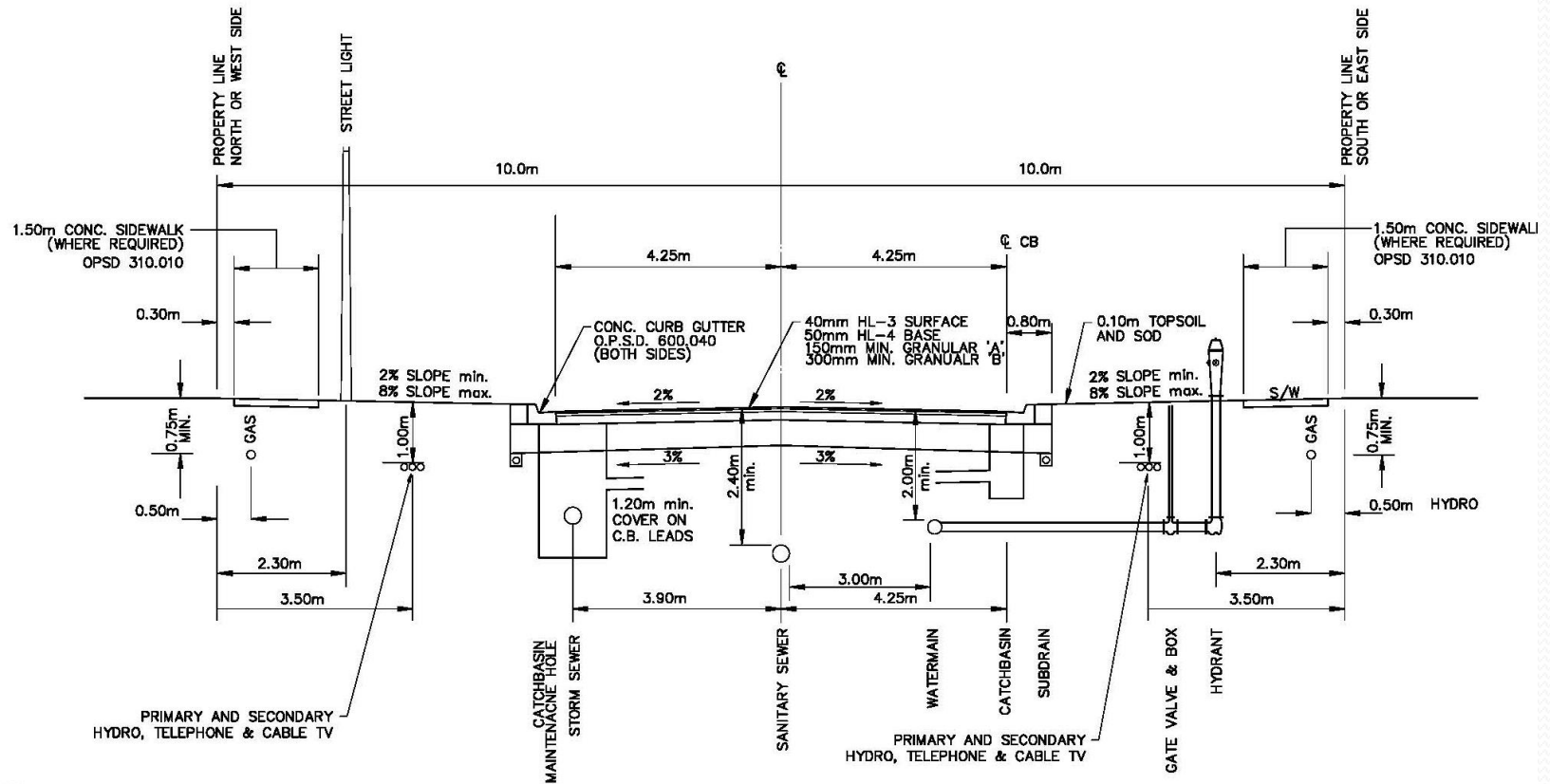
TITLE	ONTARIO PROVINCIAL STANDARD DRAWING	Town of Minto STANDARD	REVISIONS AND UPDATES
Pipe Bedding-Granular 'A' Cover Material-Granular 'A' or sand	802.010, 802.013, 802.030 to 802.033.		
M.H. Frame and Cover a) Standard-Sanitary b) Standard-Storm c) Watertight-Sanitary	401.010 (Type "A") 401.010 (Type "B") 401.030	- - -	
Catchbasin Frame and Grate	400.11	-	
Ditch Inlet Catchbasin Frame and Grate	403.01	Special where required	
M.H. Steps	405.010 (Hollow Aluminium)	-	
Safety Platform, Aluminum	404.02		
Sewer Service Connections	1006.010, 1006.020	-	
M.H. (precast)	Section 700	-	
Catchbasins (precast)	Section 700	-	
Catchbasin M.H. (precast)	Section 700	-	
M.H. Benching	701.021	-	
Internal Drop Structure for Existing M.H.	1003.03		
Water Service	1104.010, 1104.020	-	
25 mm Blow Off Installation	-	W1	Rev. 0, March '16
Valve and Box	1101.02	W2	Rev. 0, March '16
Hydrant Setting	1105.01	W3	Rev. 0, March '16
Connection of New Watermain to Existing Watermain	-	W4	Rev. 0, March '16
Connection of New Watermain to Existing Watermain	-	W5	Rev. 0, March '16
Typical Water Meter Installation		W6	Rev. 0, March '16
Air-Vacuum Release Valve Chamber		W7	Rev. 0, March '16
Thrust Blocks	1103.010, 1103.020	-	
20 m Right-Of-Way	-	R1	Rev. 0, March '16
Typical Rural Section	-	R2	Rev. 0, March '16
Concrete Sidewalk (125 mm Concrete) (100 mm Granular "A" minimum)	310.01	-	
Sidewalk Ramps	310.03	-	
Barrier Curb and Gutter	600.04	-	
Barrier Curb	600.11	-	
Asphalt Gutter	601.01	-	
Lot Grading Plan - General	-	G1	Rev. 0, March '16
Lot Grading Plan - Townhouse	-	G2	Rev. 0, March '16
Typical Servicing Layout - Single and Semi-Detached	-	S1	Rev. 0, March '16
Typical Servicing Layout - Townhouse	-	S2	Rev. 0, March '16
Sump Pump / Storm Connection	-	S3	Rev. 0, March '16
Typical Insulation Detail	-	S4	Rev. 0, March '16
Deciduous Tree Planting Detail		L1	Rev. 0, March '16

Approved Material and Product List

SERVICE	ITEM	APPROVED PRODUCTS
SANITARY	Sewer Pipe	PVC SDR 35 up to 375mm diameter pipe Concrete CSA#A257.1/A257.2
	Service Pipe	PVC SDR 28
	Connections	Kor-N-Seal (manholes) prefab tees or Kor-N-Tee (services)
	Adjustments	150mm Min. and 300mm max concrete riser complete with "Denso" tape along all joints
STORM	Sewer Pipe	375 mm diameter or less: PVC SDR 35 <ul style="list-style-type: none"> - IPEX "Ultra Rib" - Loc Pipe "Loc PVC" - Concrete-CSA A257.1 (non-reinforced) and A257.2 (reinforced). - HDPE Boss 2000, 320 kPa stiffness c/w Ultra Stab 75 joint - Royal Rib "Korflo" 450 mm diameter or greater: <ul style="list-style-type: none"> - Concrete-CSA A257.1 (non-reinforced) and A257.2 (reinforced). Leads to rear yard catchbasins are to be concrete.
	Service Pipe	PVC SDR 28
	Connections	Kor-N-Seal (PVC) Adaptor with band (ribbed) prefab tee or Kor-N-Tee (services)
	Culverts	- Galvanized CSP, minimum 1.6 mm thickness with 0.3m min. cover - HDPE corrugated Boss 2000, 320 kPa stiffness c/w Ultra Stab 75 joint with 0.6m min. cover
	Watermain	C900 PVC Class 150 (DR 18), B 137.3 with Ring-Tite joints and Tracer Wire.
	Valves	Mueller Resilient Wedge Gate Valve AWWA C-509, mechanical joint with: <ul style="list-style-type: none"> - fusion-bonded epoxy coating - bronze stem - open counter clockwise or; Clow Resilient Wedge Gate Valve AWWA C-509, F-6100 mechanical joint with: <ul style="list-style-type: none"> - fusion-bonded epoxy coating - bronze stem - open counter clockwise

SERVICE	ITEM	APPROVED PRODUCTS
WATER PIPE	Hydrants	All with "Storz" pumper connection and open counter clockwise <ul style="list-style-type: none"> - Canada Valve, Century - Canada Valve, B-50-B-24 (specific heritage locations) - Clow Canada, Brigadier Series M-67-B
	Corporation Stop	<ul style="list-style-type: none"> - Series FB1000 (no lead), AWWA x copper compression assembly by Ford Meter Box Company Inc. - Cambridge Brass, Ball Style, Series 301, AWWA x CB assembly - Mueller Canada, Mueller 300 Ball Type, B-25008, AWWA x Mueller"CC"
	Curb Stop	All rod and pin shall be Stainless Steel <ul style="list-style-type: none"> - Series B44 (no lead), copper compression x copper compression by Ford Meter Box Company Inc. - Cambridge Brass, Ball Style, Series 202, CB Compression x CB Compression - Mueller Canada, Mueller 300 Ball Type, B-25209, Mueller"CC" x Mueller"CC" assembly
	Saddle	<ul style="list-style-type: none"> - FS 323 (stainless, double bolt) by Ford Meter Box Company Inc. - Cambridge Brass, Series 403 Stainless Steel Type 304 Double Bolt, AWWA Thread - Robar 2616DB, AWWA Thread
	Anodes	<ul style="list-style-type: none"> - DZP-24, 10.9 kg installed on iron watermain - DZP-12, 5.4 kg installed on iron fittings and valves etc - Sacrificial Zinc nuts
	Mechanical Joint Restraints	<ul style="list-style-type: none"> - "Grip Ring" pipe restrainer manufactured by Romac Industries - Uni-Flange Series 1300 manufactured by Ford Meter Box Company, Inc. - "MJ Field Lok", Series PV manufactured by Clow Canada - Series 350 Restrainers manufactured by Clow Canada - Series 2000PV manufactured by EBAA Iron Sales Inc.
	Tracer Wire	<ul style="list-style-type: none"> - 12 gauge wire, 7 strand copper with plastic coating attached to underside of bottom flange of Fire Hydrant (Std. Dwg. No. W3).
	Water Service Material	<ul style="list-style-type: none"> - Municipex plastic, manufactured by REHAU - Unlimited Polymer Solutions - Poly Series 200 or; - Copper seamless Type "K"
	Water Meters	<ul style="list-style-type: none"> - T-10 I900T by Neptune Technology Group

Standard Road Section Drawing



NOTES:

1. TOPSOIL TO BE REMOVED TO ITS FULL DEPTH ALONG ENTIRE WIDTH OF ROAD BETWEEN CURBS
2. BOULEVARD TO BE FULLY SODDED AS SPECIFIED
3. ROAD CROSSING DEPTHS FOR UTILITIES – HYDRO 1.2m
– TELEPHONE, UNION GAS, CABLE TV 1.0m
– WATER 2.00m
4. ALL WATER SERVICE BOXES TO BE SET AT PROPERTY LINE
5. ROAD RECONSTRUCTION DESIGN TO BE CONFIRMED BY GEOTECHNICAL DESIGN

98

TOWN OF MINTO	DATE MARCH, 2016	REV. 0
STANDARD CROSS-SECTION LOCAL STREET – 20.0m R.O.W.	STD. R1	

**McLaughlin Farms
6180 5th Line
R. R. #3
Palmerston, On
N0G 2P0
(519)343-3526**

May 2, 2016

Bill White
CAO
Town of Minto

Re: April 22nd tractor trailer rollover

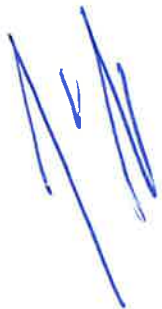
Bill:

I would like to thank Mike McIsaac for all his help Friday and Saturday, April 22 and 23 with the clean up after our tractor trailer rollover and fertilizer spill. I especially appreciate the hours he spent late Friday night waiting for the environmental department to arrive.

His professionalism in dealing with this accident is greatly appreciated.

Yours sincerely,

Jim McLaughlin
Owner
McLaughlin Farms



ONTARIO ENERGY BOARD NOTICE TO CUSTOMERS OF UNION GAS LIMITED

Union Gas Limited has applied to dispose of certain account balances and for approval of the amount of its earnings that it must share with customers.

Learn more. Have your say.

Union Gas Limited has applied to the Ontario Energy Board for approval to dispose of amounts recorded in certain 2015 deferral accounts and for approval of its earnings sharing amount. If its application is approved, Union Gas Limited says that it would have the following impact on typical customers over the six month period from October 1, 2016 to March 31, 2017:

- For residential customers in Southern Ontario (Windsor to Hamilton), a charge of \$7.13.
- For residential customers in all other areas, a charge of \$19.47.

Other customers, including businesses, may also be affected.

THE ONTARIO ENERGY BOARD WILL HOLD A PUBLIC HEARING

The Ontario Energy Board (OEB) will hold a public hearing to consider the application filed by Union Gas Limited. We will question Union Gas Limited on its case. We will also hear arguments from individuals and from groups that represent Union Gas Limited's customers. At the end of this hearing, the OEB will decide whether the amounts requested in the application will be approved.

The OEB is an independent and impartial public agency. We make decisions that serve the public interest. Our goal is to promote a financially viable and efficient energy sector that provides you with reliable energy services at a reasonable cost.

BE INFORMED AND HAVE YOUR SAY

You have the right to information regarding this application and to be involved in the process.

- You can review Union Gas Limited's application on the OEB's website now.
- You can file a letter with your comments, which will be considered during the hearing.
- You can become an active participant (called an intervenor). Apply by **May 16, 2016** or the hearing will go ahead without you and you will not receive any further notice of the proceeding.
- At the end of the process, you can review the OEB's decision and its reasons on our website.

LEARN MORE

Our file number for this case is **EB-2016-0118**. To learn more about this hearing, find instructions on how to file letters or become an intervenor, or to access any document related to this case please select the file number **EB-2016-0118** from the list on the OEB website: www.ontarioenergyboard.ca/notice. You can also phone our Consumer Relations Centre at 1-877-632-2727 with any questions.

ORAL VS. WRITTEN HEARINGS

There are two types of OEB hearings – oral and written. The OEB will determine at a later date whether to proceed by way of a written or oral hearing. If you think an oral hearing is needed, you can write to the OEB to explain why by **May 16, 2016**.

PRIVACY

If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. However, your personal telephone number, home address and email address will be removed. If you are a business, all your information will remain public. If you apply to become an intervenor, all information will be public.

This rate hearing will be held under section 36 of the Ontario Energy Board Act, S.O. 1998 c.15 (Schedule B).



Perth Office
59 Lorne Avenue East, Unit A
Stratford, Ontario K5A 6S4
Tel: 519-273-1400
Fax: 519-273-9045



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

John Nater

Member of Parliament
Perth—Wellington

Ottawa Office
House of Commons
Ottawa, Ontario K1A 0A6
Tel. : 613-992-6124
Fax: 613-998-7902

Wellington Office
39 Elora Street South, Unit 1
Harriston, Ontario N0G 1Z0
Tel.: 519-338-3589
Fax.: 519-338-5615

Online
E-Mail: John.Nater@parl.gc.ca
Website: johnnater.ca

May 6, 2016

Dr. Martha Rogers
Director of Education
Upper Grand District School Board
500 Victoria Road North
Guelph, ON N1E 6K2
Sue.krueger@ugdsb.on.ca

Dear Dr. Rogers,

I am writing to you today concerning the Upper Grand District School Board's impending decision concerning French Immersion classes in my riding of Perth—Wellington.

In one of my many roles as a Parliamentarian, I serve as the Vice Chair of the Standing Committee on Official Languages. As such, I take a special interest in second language education.

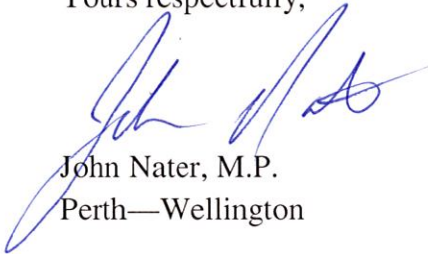
I would encourage the board to consider options other than capping admission at 25 students at Palmerston Public School. In an increasingly global world, the ability to communicate in more than one language is essential. Demand for French Immersion programming will only increase.

The federal government has recognized the importance of French language classes. Since 2013, the Government of Canada has contributed \$79 million annually to the Province of Ontario for Minority-Language Education and Second-Language Instruction.

...2/

I would encourage the Upper Grand District School Board to examine all options before making a decision.

Yours respectfully,

A handwritten signature in blue ink, appearing to read 'John Nater', is written over the printed name.

John Nater, M.P.
Perth—Wellington

cc. The Honourable Michael Chong, P.C. M.P.
cc. Concerned Community Members
cc. Town of Minto

Perth Office
59 Lorne Avenue East, Unit A
Stratford, Ontario K5A 6S4
Tel: 519-273-1400
Fax: 519-273-9045



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

John Nater

Member of Parliament
Perth—Wellington

Ottawa Office
House of Commons
Ottawa, Ontario K1A 0A6
Tel.: 613-992-6124
Fax: 613-998-7902

Wellington Office
39 Elora Street South, Unit 1
Harriston, Ontario N0G 1Z0
Tel.: 519-338-3589
Fax.: 519-338-5615

Online
E-Mail: John.Nater@parl.gc.ca
Website: johnnater.ca

May 6, 2016

Mark Bailey
Chair of the Board Trustees
Upper Grand District School Board
500 Victoria Road North
Guelph, ON N1E 6K2
Mark.bailey@ugdsb.on.ca

Dear Mr. Bailey,

I am writing to you today concerning the Upper Grand District School Board's impending decision concerning French Immersion classes in my riding of Perth—Wellington.

In one of my many roles as a Parliamentarian, I serve as the Vice Chair of the Standing Committee on Official Languages. As such, I take a special interest in second language education.

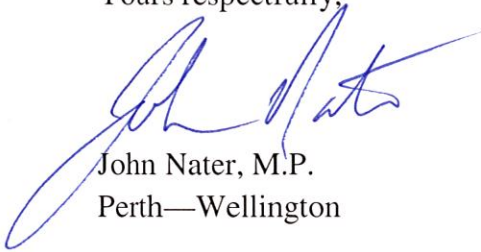
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...2/

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Yours respectfully,

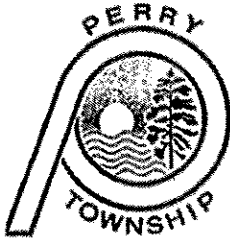
A handwritten signature in blue ink, appearing to read 'John Nater', with a long horizontal stroke extending to the right.

John Nater, M.P.
Perth—Wellington

cc. The Honourable Michael Chong, P.C. M.P.

cc. Concerned Community Members

cc. Town of Minto



The Corporation of the Township of Perry

Box 70 1695 Emsdale Road Emsdale, Ontario P0A 1J0

Date: May 4, 2016

Resolution No.: 2016- 169

Moved By:

Les Rowley

Seconded By:

J. Marshall

WHEREAS the Office of Boating Safety, which administers the Vessel Operation Restriction Regulations (VORRS) pursuant to the Canada Shipping Act, 2001, has advised that the issue of "No Wake" is currently addressed by limiting the speed or power of a vessel;

AND WHEREAS the Office of Boating Safety has advised that "No Wake" is not a restriction found in the Canada Shipping Act, 2001, or its regulations and therefore is not enforceable restriction;

AND WHEREAS a boat's wake can do a great deal of damage, including:

- The erosion of shorelines
- The swamping of nests of loons and other waterfowls
- The damaging of docks and vessels moored at docks and at marina gas pumps
- The danger to swimmers
- The interference with safe navigation
- The disruption of wetland habitat
- The upsetting of canoes and small boats, especially in narrow channels

BE IT RESOLVED THAT the Council of the Township of Perry requests the Honourable Marc Garneau, Minister of Transport, to address this dangerous and harmful situation, by implementing legislation that would provide authorities with the ability to enforce a "No Wake" restriction in Ontario's navigable waters;

Carried: ✓

Defeated: _____

Norm Hofstetter

Norm Hofstetter, Mayor

RECORDED VOTE

Council		For	Against
Councillors	Jim Cushman		
	Margaret Ann MacPhail		
	Jeff Marshall		
	Les Rowley		
Mayor	Norm Hofstetter		

Administration

Office of the Regional Clerk

1815 Sir Isaac Brock Way, PO Box 1042, Thorold, ON L2V 4T7

Telephone: 905-685-4225 Toll-free: 1-800-263-7215 Fax: 905-687-4977

www.niagararegion.ca

May 9, 2016

The Honourable Dr. Jane Philpotts
Health Canada
70 Colombine Driveway
Tunney's Pasture
Ottawa, ON K1A 0K9

Sent via email:hon.jane.philpott@canada.ca

The Honourable Dr. Eric Hoskins
Ministry of Health and Long Term Care
10th Floor, Hepburn Block
80 Grosvenor Street
Toronto, ON M7A 2C4

Sent via email:ehoskins.mpp@liberal.ola.org

RE: Lyme Disease
Minute Item 9.3, CL 6-2016, April 28, 2016

Dear Ministers:

Regional Council at its meeting held on April 28, 2016, passed the following resolution:

Whereas the number of cases of ticks positive for Lyme disease is increasing throughout Ontario and specifically in Niagara Region;

Whereas the laboratory testing for and diagnosis of Lyme disease is sub-optimal;
and

Whereas there are chronic sufferers of long term consequences of this disease.

NOW THEREFORE BE IT RESOLVED:

1. That Niagara Region **REQUEST** the Province of Ontario to increase funding for research aimed to enhance the testing for Lyme disease;
2. That Niagara Region **REQUEST** the Government of Canada to increase funding for research aimed to enhance the testing for Lyme disease and determine better treatment for long term outcomes of Lyme disease;
3. That this resolution **BE FORWARDED** to all Municipalities in Ontario for their endorsement; and
4. That this resolution **BE FORWARDED** to the Premier of Ontario, the Minister of Health and local Members of Provincial Parliament.

.../2

Please do not hesitate to contact me should you have any questions.

Yours truly,



Ralph Walton
Regional Clerk

cc: The Honourable K. Wynne, Premier of Ontario *Sent via email: kwynne.mpp@liberal.ola.org*
W. Gates, MPP (Niagara Falls) *Sent via email: w gates-co@ndp.on.ca*
The Honourable R. Nicholson, MP (Niagara Falls) *Sent via email: rob.nicholson@parl.gc.ca*
T. Hudak, MPP (Niagara West) *Sent via email: tim.hudakco@pc.ola.org*
D. Allison, MP (Niagara West) *Sent via email: dean.allison@parl.gc.ca*
The Honourable J. Bradley, MPP (St. Catharines) *Sent via email: jbradley.mpp.co@liberal.ola.org*
C. Bittle, MP (St. Catharines) *Sent via email: chris.bittle@parl.gc.ca*
C. Forster, MPP (Welland) *Sent via email: cforster-op@ndp.on.ca*
V. Badawey, MP (Niagara Centre) *Sent via email: vance.badawey@parl.gc.ca*
All Ontario Municipalities *Sent via email*



6 May, 2016

Honourable Kathleen Wynne, Premier
Legislative Bldg, Rm. 281
Queen's Park
Toronto, ON M7A 1A1

Dear Premier Wynne:

Please be advised that the Council of the Corporation of the County of Huron passed the following motion at the Sixth Session of Council on 4 May, 2016:

MOTION: #116-16

Moved by: Councillor Fergusson and Seconded by: Councillor Hessel

THAT:

The Council of the County of Huron supports the correspondence from the Municipality of South Dundas:

WHEREAS in the 2016 Ontario Budget, the government of Ontario has suspended current intake of applications to the Rural Economic Development program and has indicated that it plans to integrate the program into the Jobs and Prosperity Fund;

WHEREAS the Jobs and Prosperity Fund is narrowly focused and is restricted to private sector organizations and industry partners, which prevents access to funding for rural municipalities and others who formerly benefitted from the Rural Economic Development Program. The emphasis on large projects that meet either of minimum \$5 million or \$10 million in eligible project costs thresholds, will significantly restrict benefits from this fund;

WHEREAS in contrast, the Rural Economic Development Program supported a number of capacity building projects including but not limited to Business Retention and Expansion' and 'Downtown Revitalization' projects and Economic Development Strategic Planning projects for small rural municipalities who were looking to improve their local economy. Also of note is that because the Jobs and Prosperity Fund is not specifically designated for rural areas, that funds from this program will likely favour more urban areas of the province.

NOW THEREFORE BE IT RESOLVED THAT THE Council of the County of Huron asks the government of Ontario to reconsider the suspension of and the integration of the

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Rural Economic Development Program into the Jobs and Prosperity Fund with the view to ensuring that Rural Economic Development Program stays as an intricate funding program of the Province that will support capacity building and foster economic growth in rural municipalities in Ontario.

BE IT FURTHER RESOLVED THAT this resolution be circulated to all municipal and regional councils in Ontario requesting that they endorse and support this resolution and communicate their support to the Premier and the Minister of Agriculture, Food and Rural Affairs.

CARRIED

Thank you for receiving our correspondence and considering this request.

Sincerely,

Paul Gowing
Warden

Cc: Minister Jeff Leal, Ministry of Agriculture, Food and Rural Affairs, municipal and regional councils

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6 May, 2016

All Members of the Provincial Parliament
Legislative Bldg, Rm 104
111 Wellesley St W
Toronto ON M7A 1A2

Attention of:
Deborah Deller
Legislative Clerk

Dear Members:

Please be advised that the Council of the Corporation of the County of Huron passed the following motion at the Sixth Session of Council on 4 May, 2016:

MOTION: #118-16

Moved by: Councillor Donnelly and Seconded by: Councillor Steffler

THAT:

The Council of the County of Huron supports the following resolution:

Whereas human trafficking is a heinous crime that has been referred to as modern day slavery; and

Whereas traffickers recruit, transport, harbour and control the girl next door for sexual exploitation or forced labour; and

Whereas it is one of the fastest growing crimes that starts and stays in Canada, targeting victims - 90 percent of which are Canadian-born and predominantly female, averaging the age of 14; and

Whereas Ontario is a major hub of human trafficking in Canada, and victims are lured, manipulated and coerced, often over the internet from every part of Ontario; and

Whereas human trafficking is in our neighbourhoods and our communities;

Therefore be it resolved that the Council of the Municipality of Trent Lakes support Bill 158, Saving the Girl Next Door Act, 2016, support MPP Laurie Scott's motion for a multi-jurisdictional and coordinated task force of law enforcement agencies, Crown prosecutors, judges, victims' services and frontline agencies; and

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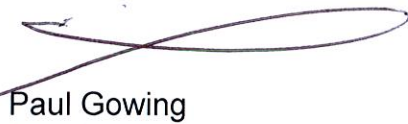


That a copy of this resolution be forwarded to all Members of Provincial Parliament and municipalities.

CARRIED

Thank you for receiving our correspondence and considering this request.

Sincerely,



Paul Gowing
Warden

cc Municipalities Ontario

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6 May, 2016

Minister Bob Chiarelli
Ministry of Energy
4, Hearst Block, 900 Bay St, Toronto,
ON M7A 2E1

Dear Minister Chiarelli:

Please be advised that the Council of the Corporation of the County of Huron passed the following motion at the Sixth Session of Council on 4 May, 2016:

MOTION: #117-16

Moved by: Councillor Watt and Seconded by: Councillor Vincent

THAT:

The Council of the County of Huron supports correspondence from the Township of North Frontenac:

WHEREAS the Independent Electrical System Operator has requested input on the RFP process used to award renewable energy contracts;

AND WHEREAS the government indicated that new contracts would be directed to willing host communities with the Minister of Energy indicating on March 7 that it would be 'almost impossible' for a contract to be granted under the current process without municipal agreement;

AND WHEREAS three of the five contracts announced on March 10 2016 did not have municipal support for the project;

AND WHEREAS the current process does not meet the government's standards for openness and transparency because municipal Councils are asked to support power projects based on little or no detail and further, the recipient municipalities are unable to determine the basis on which individual contracts were awarded;

AND WHEREAS the province has not demonstrated that renewable energy projects are of sufficient strategic importance in meeting Ontario's electricity generation requirements and/or carbon emission reduction targets to warrant the province taking action to override municipal decisions;

THEREFORE BE IT RESOLVED THAT the Council of the County of Huron requests:

1. That the Municipal Support Resolution become a mandatory requirement in the IESO process;

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2. That the rules be amended to require that the resolution related to this support must be considered in an open Council meeting held after the community engagement meeting organized by the proponent;
3. That full details of the project, including siting of project elements and site consideration reports, are required to be made available at the community engagement meeting and to the Council before the resolution is considered;
4. That the terms of any municipal agreement related to the project also need be discussed in open Council and that such agreements cannot contain terms that limit the municipality's ability to exercise Municipal Act powers relative to the project;
5. That the process includes the requirement for the municipality to provide comments on the project directly to the IESO;
6. That any points for Aboriginal participation in a given power project be limited to the First Nation who has a comprehensive claim on the land where the project will be built;
7. That any announcement of the successful bidders includes an explanation of the points awarded to each bid.

AND THAT this Resolution be provided to the President of IESO; Minister of Energy; All Municipalities within the Province; MPP; and AMO.

CARRIED

Thank you for receiving our correspondence and considering this request.

Sincerely,

Paul Gowing
Warden

Cc; President IESO, Municipalities Ontario, MPP and AMO

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6 May, 2016

Honourable Kathleen Wynne, Premier
Legislative Bldg, Rm. 281
Queen's Park
Toronto, ON M7A 1A1

Dear Premier Wynne:

Re: Ontario Imagery Strategy

Please be advised that the Council of the Corporation of the County of Huron passed the following motion at the Sixth Session of Council on 4 May, 2016:

MOTION: #115-16

Moved by: Councillor Frayne and Seconded by: Councillor Hessel

THAT:

The Council of the County of Huron supports the following motion from the Municipality of Bluewater:

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

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

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

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

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

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

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Now Therefore Be It Resolved that the Council of the Municipality of Bluewater hereby requests that the Minister of Health and Long Term Care reinstate incentives for physicians to practice in rural areas of Ontario, and that the minister return to the table with Ontario's doctors and work together through mediation-arbitration to reach a fair deal that protects the quality, patient-focused care Ontario families deserve;
And Be It Further Resolved that copies of this resolution be sent to the Premier of Ontario, the federal and provincial Ministers of Health, the Ontario College of Physicians and Surgeons, and all municipalities in Ontario.

CARRIED

Thank you for receiving our correspondence and considering this request.

Sincerely,



Paul Gowing
Warden

Cc: Municipalities Ontario; Dr Eric Hoskins, Minister Health and Long-Term Care;
College of Physicians and Surgeons of Ontario; Honourable Jane Philpott, Minister of Health.

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Legal & Legislative Services
Stephen M. A. Huycke
905-726-4771
townclerk@aurora.ca

Town of Aurora
100 John West Way, Box 1000
Aurora, ON L4G 6J1

May 6, 2016

DELIVERED BY E-MAIL

ALL ONTARIO MUNICIPALITIES

Re: Town of Aurora Council Resolution of April 26, 2016, Re: Item 1(17) Memorandum from Mayor Dawe, Re: Correspondence from MPP Laurie Scott – Proposed Bill 158 – Human Trafficking

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

THAT the correspondence from MPP Laurie Scott – Proposed Bill 158 – Human Trafficking be received; and

THAT the Town of Aurora supports Bill 158, Saving the Girl Next Door Act, 2016, and supports MPP Laurie Scott's motion for a multi-jurisdictional and coordinated task force of law enforcement agencies, Crown prosecutors, judges, victims' services and frontline agencies; and

THAT a copy of this resolution be forwarded to all Members of Provincial Parliament and municipalities.

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

Yours sincerely,

Stephen M. A. Huycke
Acting Director of Legal & Legislative Services/Town Clerk
The Corporation of the Town of Aurora

SMH/sy



Corporation of the
Township of Dorion

DORION, ONTARIO
POT 1K0

Email: mavis@doriontownship.ca

PHONE: 807-857-2289

FAX: 807-857-2203

www.doriontownship.ca

RESOLUTION OF SUPPORT

DATE: May 10, 2016
FROM: Mavis Harris, Clerk-Treasurer
RE: Human Trafficking Resolution

In response to correspondence received from Laurie Scott, MPP, Council of the Corporation of the Township of Dorion passed the following resolution at the May 3, 2016 regular Council meeting.

Moved by: Kim K Brown
Seconded by: Robert Beatty

WHEREAS human trafficking is a heinous crime that has been referred to as modern day slavery; and

WHEREAS traffickers recruit, transport, harbor and control the girl next door for sexual exploitation or forced labour; and

WHEREAS it is one of the fastest growing crimes that starts and stays in Canada, targeting victims – 90 percent of which are Canadian-born and predominantly female, averaging the age of 14; and

WHEREAS Ontario is a major hub of human trafficking in Canada, and victims are lured, manipulated and coerced, often over the internet from every part of Ontario; and

WHEREAS human trafficking is in our neighbourhoods and our communities;

THEREFORE BE IT resolved that the Council of the Corporation of the Township of Dorion support Bill 158, *Saving the Girl Next Door Act, 2016*, support MPP Laurie Scott's motion for a multi-jurisdictional and coordinated task force of law enforcement agencies, Crown prosecutors, judges victims' services and frontline agencies; and

THAT a copy of this resolution be forwarded to all Members of Provincial Parliament and municipalities.

CARRIED ~ Resolution No. 16-144

Regards:

Mavis Harris, Clerk-Treasurer

MAITLAND SOURCE PROTECTION AUTHORITY MEETING #2/15

May 20, 2015

DIRECTORS PRESENT:

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

ABSENT WITH REGRETS:

Wilf Gamble, Roger Watt

STAFF PRESENT:

Phil Beard, General Manager/Secretary-Treasurer
Danielle Livingston, Financial Services Coordinator
Stephen Jackson, Flood/Erosion Safety Coordinator
Stewart Lockie, Conservation Areas Coordinator
Jayne Thompson, Communications Coordinator
Geoff King, Stewardship Services Coordinator

The MSPA meeting was called to order by Chair Art Versteeg at 7:00 pm.

- a) Approval of the Minutes of the Maitland Source Protection Authority Meeting #1/15 held on March 18, 2015 (attached)

Motion MSPA #1/15

Moved by: Jim Campbell

Seconded by: Alvin McLellan

THAT the minutes of the Maitland Source Protection Authority meeting held on March 18, 2015 be approved as circulated.

(carried)

- b) Draft Minutes Joint Management Committee Meeting #2/15 held on May 4, 2015 (attached)



Motion MSPA #2/15

Moved by: Jim Campbell

Seconded by: Alison Lobb

THAT the minutes of the Joint Management Committee meeting held on May 4, 2015 be accepted as circulated.

(carried)

- c) Proposed Amendments to the Agreement between ABSPA and MSPA re: Drinking Water Source Protection Project - Report #3/15 (attached)

Phil Beard GM/ST reviewed the proposed changes to the joint agreement as outlined in report #3/15. The Joint Management Committee has recommended that both Boards approve the proposed agreement as the changes are consistent with the principles established by the Board.

Motion MSPA #3/15

Moved by: Deb Shewfelt

Seconded by: Alison Lobb

THAT the agreement between the Maitland Source Protection Authority and the Ausable-Bayfield Source Protection Authority be approved as outlined in the attached agreement.

(carried)

- d) Adjournment

Motion MSPA #4/15


Moved by: Paul Gowing

Seconded by: David Turton

(carried)

THAT the Maitland Source Protection Authority meeting be adjourned.

The meeting adjourned at 7:05 pm.


Art Versteeg
Chair


Danielle Livingston
Recording Secretary

Board of Directors Meeting #3/16

March 16, 2016

DIRECTORS PRESENT:

Art Versteeg, Jim Campbell, Deb Shewfelt, Wilf Gamble, Alison Lobb, Alvin McLellan, Matt Duncan, Roger Watt, Paul Gowing, Bob Burtenshaw

ABSENT WITH REGRETS:

David Turton

STAFF PRESENT:

Phil Beard, General Manager/Secretary-Treasurer
Danielle Livingston, Financial Services Coordinator
Stewart Lockie, Conservation Areas Coordinator
Stephen Jackson, Flood/Erosion Safety Coordinator
Jason Moir, FRCA Supervisor
Brandi Walter, Environmental Planner/Regulations Officer
Erica Ogden, Planning and Regulations Assistant
Hayley Murray, Stewardship Project Assistant
Sarah Fleischhauer, Restoration Technician

COMMUNITY ATTENDEES:

Paul Seebach, Auditor of Vodden Bender & Seebach

1. Call to Order

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

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.



3. Presentations

a) Staff Service Awards

Art Versteeg, Chair congratulated and thanked the following staff for their years of dedication and employment by presenting them with service awards and outlining the history of their individual roles with the Maitland Valley Conservation Authority.

Brandi Walter, Environmental Planner/Regulations Officer: 5 years
Jason Moir, Superintendent-Falls Reserve Conservation Area: 10 years
Stewart Lockie, Conservation Areas Coordinator: 20 years

b) Introduction of Staff

The following new staff members introduced themselves to the Board of Directors and outlined their skills, experience and explained the focus of their work that they will be directing their time to in 2016.

Hayley Murray, Stewardship Project Assistant Garvey Glen Watershed Project
Sarah Fleischhauer, Restoration Technician: Garvey Glen Watershed Project
Erica Ogden, Planning/Regulations Assistant

Chair Art Versteeg welcomed the new staff members to the Maitland Valley Conservation Authority and expressed gratitude to have these staff members on board.

4. Minutes

The minutes from the Board of Director's and the Board Hearing meetings #1/16 held on January 27, 2016 as well as the Annual Meeting #2/16 held on February 17, 2016 have been circulated to the Director's for their information and approval. The Director's agreed with the minutes and the following motion was made.

Motion FA #24/16

Moved by: Roger Watt

Seconded by: Jim Campbell

THAT the minutes from the Board of Director's and the Board Hearing meetings #1/16 held on January 27, 2016 and the annual meeting #2/16 held on February 17, 2016 be approved.

(carried)

5. Business Requiring Decision/Direction

i) 2015 Auditors Report: Report #13/16 (attached)

Paul Seebach of Vodden Bender & Seebach presented the 2015 Financial Statement to the Director's and invited questions and feedback.

The Director's agreed with the report and the following motion was made.

Motion FA #25/16**Moved by: Deb Shewfelt****Seconded by: Paul Gowing****THAT** the Auditor's report be accepted as presented.**(carried)**ii) 2016 Work Plan and Budget: **Report 14A/16 & 14B/16** (attached)

Presented by Phil Beard, this report outlined the major items of business to cover in 2016 to help finalize the work plan for the Board of Director's.

The Director's agreed with the report and made this motion.

Motion FA #26/16**Moved by: Alison Lobb****Seconded by: Matt Duncan****THAT** the work plan for 2016 be adopted as outlined in report #14A/15.**(carried)**

Report 14B/16 was presented by Phil Beard to inform the Directors of the changes made to the draft budget and to finalize the 2016 budget and gain levy approval.

a) 2016 Levy Approval

Municipality	Director	% Assessment Value	In Favour	Not In Favour	Absent
ACW	Roger	12.22	√		
Central Huron	Alison	10.42	√		
Goderich	Deb	12.45	√		
Howick	Art	3.98	√		
Huron East	Alvin	9.89	√		
Huron Kinloss	Wilf	6.96	√		
Mapleton	Dave	.82			√
Minto	Dave	6.93			√
Morris Turnbury	Paul	4.68	√		
North Huron	Jim	6.33	√		
North Perth	Matt	20.35	√		
Perth East	Bob	1.70	√		
South Bruce	Wilf	.07	√		
Wellington North	Dave	2.75			√
West Perth	Bob	.45	√		

The results of the recorded vote were 89.5% in favour of Motion #27/16 with 0% not in favour and 10.5% absent. Therefore the motion carried.

Motion FA #27/16

Moved by: Roger Watt

Seconded by: Bob Burtenshaw

THAT the matching and non-matching levy be approved at \$1,300,049 for 2016; **AND THAT** the levy be apportioned to each municipality in accordance with the 2016 levy schedule.

(carried)

b) 2016 Budget Approval

Motion FA #28/16

Moved by: Alvin McLellan

Seconded by: Alison Lobb

THAT the 2016 budget be approved as outlined in Report #14B/16.

(carried)

iii) Request for Compensation for Flood Damages-Port Albert: **Report 15/16** (attached)

Flood/Erosion Safety Coordinator Stephen Jackson presented this report to obtain direction on how to proceed with a request from a Port Albert property owner.

Following lengthy discussion, this motion was made.

Motion FA #29/16

Moved by: Alison Lobb

Seconded by: Wilf Gamble

THAT the owners be advised that MVCA is not responsible for providing compensation for the flood damages to their property and therefore will not be providing any compensation for the damage to their driveway.

(carried)

iv) Appointments to Committees: **Report 16/16** (attached)

The purpose of this report was to establish appointments to projects committees and organizations within the Maitland Valley Conservation Authority. These included:

- Conservation Ontario
- Maitland Conservation Foundation
- John Hindmarsh Environmental Trust Fund
- MVCA Personnel Committee.
- Huron County Water Protection Committee
- Carbon Footprint Initiative Leadership Team

Following discussion, this motion was made.

Motion FA #30/16

Moved by: Alison Lobb

Seconded by: Jim Campbell

THAT Art Versteeg be appointed as the MVCA delegate to Conservation Ontario; **AND THAT** Jim Campbell and Deb Shewfelt be appointed as the alternates for 2016.

FURTHER THAT Deb Shewfelt be appointed to the Board of Directors of the Maitland Conservation Foundation for 2016.

AND FURTHER THAT Alison Lobb be appointed to the John Hindmarsh Environmental Trust Fund Board for 2016.

AND FURTHER THAT Roger Watt be appointed to the Personnel Committee for 2016.

AND FURTHER THAT Deb Shewfelt be appointed as the MVCA's representative to the Huron County Water Protection Steering Committee for 2016.

AND FURTHER THAT Deb Shewfelt be appointed to the Carbon Footprint Initiative Leadership Team for 2016.

AND FURTHER THAT Deb Shewfelt, Alison Lobb and Roger Watt be appointed to the Shoreline Working Group in 2016.

(carried)

v) Appointment of Bank/Solicitors: **Report 17/16** (attached)

Following review of this report to obtain approval from the Board to appoint organizations for financial and legal business in 2016, this motion was made.

Motion FA #31/16

Moved by: Alison Lobb

Seconded by: Deb Shewfelt

THAT the authority's banking transactions be handled by the Wingham and Goderich branches of the Canadian Imperial Bank of Commerce; **AND THAT** investments be made at the financial institutions offering the most favourable rate of interest to the maximum of the guaranteed limits set by the Canadian Depository Act; **AND FURTHER THAT** the authority approve a bank borrowing by-law of \$200,000 for 2016 on revolving credit at the Canadian Imperial Bank of Commerce, Wingham Branch.

(carried)

Motion FA #32/16

Moved by: Jim Campbell

Seconded by: Alvin McLellan

THAT the following solicitors be appointed to handle legal transactions of the Conservation Authority for 2016: Darrell N. Hawreliak Professional Corporation, Kitchener and Mark Reimenschneider, Due Process Legal Services, Dunsford.

(carried)

6. Consent Agenda

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

- i) Revenue/Expenditure Reports for January/February: **Report #18/16** (attached)
- ii) Funding Agreements signed in the past month: **Report #19/16** (attached)

This motion followed.

Motion FA #33/16

Moved by: Roger Watt

Seconded by: Wilf Gamble

THAT reports #18/16 through #19/16 along with their respective recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

(carried)

7. Correspondence

- i) Letters from Municipalities Re: Appointments to the MVCA Board of Director's and the Maitland Source Protection Authority Board for 2016:

Central Huron:	Alison Lobb
Huron East:	Alvin McLellan
Howick:	Art Versteeg
Perth East:	Bob Burtenshaw
West Perth:	Bob Burtenshaw
Minto:	David Turton
Wellington North:	David Turton
Mapleton:	David Turton
Goderich:	Deb Shewfelt
North Huron:	Jim Campbell
North Perth:	Matt Duncan
Morris-Turnberry:	Paul Gowing
ACW:	Roger Watt
Huron-Kinloss:	Wilf Gamble
South Bruce:	Wilf Gamble

- ii) Letters from Municipalities Re: 2016 Priorities, Budget and Levy:

Morris-Turnberry:	approved
ACW:	approved
Huron East:	approved

iii) Letter from Ministry of Natural Resources and Forestry Re: phragmites

iv) Letter from Conservation Ontario Re: Conservation Authorities supporting Federal Government priorities in managing extreme weather and green infrastructure partnerships in Ontario

- vi) Email from Conservation Ontario Re: 2016 Budget – Cap and Trade response (attached)

8. Reports

Chair Art Versteeg reported that he, Director Deb Shewfelt and GM/ST Phil Beard attended Conservation Ontario's first Queen's Park day held in Toronto on March 10, 2016. Art noted that it was well attended by MPPs, as well as Directors and staff from Conservation Authority's across Ontario.

The annual General Meeting for the Maitland Conservation Foundation is being held at the Wroxeter Hall tomorrow evening. Vince Judge will be retiring from the Foundation after serving for 40 years.

Director Paul Gowing reported that at the Morris Turnberry Council Meeting held on Tuesday the Bluevale Recreation Committee expressed an interest to repair and clean up the dock at the Bluevale Conservation Area.

9. Review of Meeting Objectives/Follow-up Actions/Next meeting: April 20, 2016 7:00pm

The meeting objectives were met which included obtaining direction from the Board on the 2016 work plan, budget and levy approval as well as committee appointments for 2016.

The next Board meeting will be held at the MVCA office on April 20, 2016 at 7:00 pm.

10. Adjournment

The meeting adjourned at 8:11 pm with this motion.

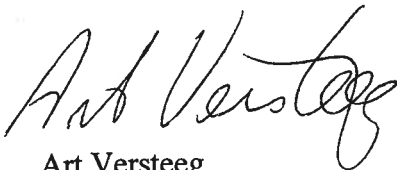
Motion FA #34/16

Moved by: Alison Lobb

Seconded by: Matt Duncan

THAT the meeting be adjourned.

(carried)



Art Versteeg
Chair



Danielle Livingston
Recording Secretary



**Minutes
Trees for Minto
Tuesday March 31, 2016**

Attendance: Jared James, Judy Dirksen, Mark Van Patter, Annilene McRobb, Rob Johnson, Edwin Martin, Paul Martin, Jonas Martin, Bert Von Westerholt Melvin Steckle and Earl Schneider

Absent: Erin Dolmage, Ron Faulkner, Paul Richard, Michael Hendricks, Jonas Martin, George Bridge, and Terry Fisk

1. **Call to Order** Chair Jared James called the meeting to order at 7:39 p.m.
2. **Minutes of the Previous Meeting**
 - a) Minutes of February 18, 2016

Moved by: Judy Dirksen

Seconded by: Mark Van Patter

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

3. Reports

a) Letter to the Landowners

Chair James stated that letters was sent out with the brochures to 119 landowners, three people responded and James went out on site visits at each site. Two are quite simple: Landowner on 10th line 10 spruce for a wind barrier may be looking at a living snow fence in his laneway and filling out the tree line at a later date. Do not require help planting. Landowner on County Road 6 has a 4 acre property and would like 20 mixed hardwood to fill in some gaps and shrubs for the back of the property, may be able to use the neighbors' dogwood for the back of the property. Do not require help planting.

Landowner on the 10th Line is looking for 30 Spruce to create a windbreak on his property.

Landowner on Wellington Road 3 has already order 500 trees and looking for more yet as she would like to go around the perimeter of her property. This may be a great project for us, in conjunction with CELP. This will be our pilot project for this year and will do a couple smaller projects.

Bert Von Westerholt noted that he may have a place to plant 665 trees on his property along the railway (plugs), this may also be a CELP Project.

Earl Schneider noted that he would like to have trees planted on two properties as well.

Rob noted that there must be \$2 million liability insurance for school students to attend homeowners may be able to get a rider to cover for the days the students would be attending.

Due to the fact of lower nursery stock, we may wish to do the door knocking this summer for next Spring planting.

b) Next Steps

- Mark to check out the Rural Water Quality Program and report back to the Committee.

-

4. New Business

Plowing Match Mark Van Patter brought forward information regarding the County tent and noted that we may be able to place the banners and tree information displays, Annilene will speak with Belinda on having this information placed in this tent.

Rob is applying for a Trillium Foundation grant to develop demonstration plots within the County; he requires an agency for the application. Because Minto is under 20,000 in population, the town may be able to be the receiver of the funds wind breaks fences, inter cropping etc. The application is due in June. We will be looking for landowners to host these demonstration plots within the County. Mark will send out the brochure to the Committee members on Agri Forestry for the members to consider. Committee members discussed attending any demonstration plots that may be already in effect.

5. Next Meeting

Wednesday June 22, 2016 at 7:30 p.m.

6. Adjournment

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

Minutes of May 10, 2016
Palmerston Railway Heritage Museum Information Meeting
Palmerston Library Community Room 6:30 p.m.

Present: Mayor George Bridge, Councillor Mary Lou Colwell, Chad Martin (via Skype), Tyler Prins, Delanie Toner, Bob McEachern, Susan Welsh, Lou Logan, Reg Dineen, Curly Wright, Shirley Wright, Peyton O'Brien, Wayne Martin, Heather Watterworth, Andrew Gowan, Mark Robinson, Recreation Facilities Manager Al Carr & Manager of Economic Development Belinda Wick-Graham.

Mayor George Bridge opened the meeting at 6:34 pm and welcomed those in attendance. Roundtable introductions were made.

Mayor Bridge explained that the Palmerston Railway Heritage Museum is a treasure within Palmerston and the Town of Minto. The Town of Minto has invested a lot of money into the Museum and Park. Mayor Bridge thanked Bob McEachern, the Palmerston Lions and the many other volunteers who have put time, money and energy into the rehabilitation of the Museum and Park.

Mayor Bridge explained that the Wellington County Museum & Archives has hired a Community Outreach person that has been tasked with assisting heritage groups within the County. As a result Mayor Bridge reached out to Janice Hindley, Administrator with the Wellington County Museum & Archives. Ms. Hindley came up to the Palmerston Railway Museum on March 29, 2016 and met with Bob McEachern and Mayor Bridge to discuss future plans for the station, outbuildings and park. A detailed report was prepared by Ms. Hindley and distributed to those in attendance. A copy of the report is attached as "Schedule A"

Wick-Graham reported that in May 2015 a group of economic development professionals taking part in the University of Waterloo Economic Developers Association of Canada accreditation course visited the Palmerston Railway Heritage Museum and provided a report back on their first impressions and suggestions for moving forward. A copy of this presentation is attached as "Schedule B".

Mayor Bridge highlighted that a Steering Committee of six people would be formed to move the plan forward. This Committee would be a sub-committee of the Town of Minto Cultural Roundtable. This Committee would be responsible for developing a terms of reference and establishing an operational structure and action plan. The Steering Committee will also be looking at a bus trip to other railway museums.

Bob McEachern expressed concern that items have been given to the museum and people trusted him to keep the items in the community. He was concerned that a lot of people might be upset if the items are stored in Elora. Mayor Bridge noted that the County Museum and Archives staff can assist us with cataloging the items and store them in a proper air controlled facility. That the Railway Museum would still own them and we would be able to circulate items into and out of the Railway Museum to keep the displays new and interesting. Chad Martin highlighted that moving forward the Railway Museum should have a Collections Management Policy as well as a Donor Form. Ms. Hindley has already supplied us with a Donor Form that could be used. Delanie Toner asked if the items could be stored upstairs and those in attendance

Minutes of May 10, 2016
Palmerston Railway Heritage Museum Information Meeting
Palmerston Library Community Room 6:30 p.m.

wondered if the Library shelving that was used downtown for the temporary location could be moved over to the Museum. Chad offered to assist with designing a layout and storage options.

Andrew Gowan suggested that our collections could be put out on loan to other museums and act as a rolling museum, which would spread the word about Palmerston's Railway history and Museum. Andrew believes that our goal with the Museum should be to attract tourists to the community.

Bob McEachern thought a model railway display would be a great addition to attract people.

Mayor Bridge highlighted that culture and recreation grants would be coming forward and we need to be prepared to apply for them. He also believes we can host a variety of events and programs at the Museum that would also raise money for the Museum.

Everyone in attendance agreed that we have a short amount of time before the plowing match to get the museum into shape and action needs to happen immediately. Mayor Bridge and Council will be appointing the Steering Committee at the May 17, 2016 Council meeting.

Adjournment at 7:35 pm

Steering Committee Meeting: May 24, 2016 at 6:30 pm at the Palmerston Library Community Room

Belinda Wick-Graham
Manager of Economic Development

Minutes of May 10, 2016
Palmerston Railway Heritage Museum Information Meeting
Palmerston Library Community Room 6:30 p.m.

Schedule A

PALMERSON RAILWAY STATION REPORT

On March 29, 2016, staff from the Wellington County Museum and Archives were invited to tour the railway station and meet with Warden George Bridge and Bob McEachern to discuss future plans for the station, outbuildings, and the park. WCMA staff was asked for their advice and assistance to move forward and meet the objectives for the station as set by the Town.

In our opinion, the station, boxcars, crew building and surrounding park are wonderful treasures that hold unlimited potential in terms of cultural tourism and recreation for not only the Town but for the County. The railway station houses a tremendous collection of archival material (paper, photographs, microfilm, books) and artifacts (objects) not only related to the railway but to a wide variety of subjects connected to Palmerston's history, as well as Minto's and the County's history. We believe that to develop the station, its outbuildings and boxcars to their full potential would be a three to five year process. The WCMA is available to **assist** with advice, expertise, sharing resources, designing space and programmes, and letters of support for grant applications that the Town may submit.

This report contains staff suggestions based on our visit to the Palmerston Railway Museum.

Stage 1: 2016: Objective

- Open the three main rooms (ladies' waiting room, main waiting room, telegraph room) as an operating museum showcasing Palmerston and Wellington County railway history circa 1920s(date has not been determined yet) for September 2016 so that tours from the IPM can come through and experience the heritage site.

Issues to be addressed in Stage 1

- **Clear the space in the main waiting room of all items** including the five large display cases; the vertical and lateral file cases; framed art and prints on the walls; gift shop items; the large artifact on the floor; the slanted oak desk from the post office; tables and chairs; etc. Everything needs to be cleared out and stored and then selected items will be returned based on the design plan.
- Prepare a visual design of the interpretive areas showing where the stove, chairs, benches, trunks, suitcase, display cases, baggage carts, etc. would be placed for best traffic flow. It is critical that the interpretive plan be focused and clearly defined.
- TV monitors featuring looped DVDs are an excellent way to show scanned images of photos, documents, movies, artifacts strictly relating to the railway.
- Sounds of the train whistle and the conductors calling out "all aboard" or other announcements can be set with a motion sensor.
- Obtain quotes to replicate the bench in the main waiting room and the bench seating in the ladies' waiting room.
- Electric baseboard heaters in waiting rooms should at least be painted out in a colour that blends into the walls.

Minutes of May 10, 2016
Palmerston Railway Heritage Museum Information Meeting
Palmerston Library Community Room 6:30 p.m.

- Remove the window blinds from the waiting rooms.
- Source mannequins and clothing
- Create a dedicated gift shop area.
- Consolidate all research material into the research/genealogy room.
- Identify from inventory which relevant artifacts will be displayed. It is important that non-railway material is cleared out of the rooms and that the focus is kept very narrow.
- **Clear out the space in the telegraph room** including the removal of the “modern” table and chairs. Develop a visual design for the space and determine which artifacts are relevant to that room and will be displayed based on what that room is interpreting ie. telegraph office, ticket sales.
- Inventory artifacts from the three rooms that will be on display.

Stage 2: 2017/2018: Objectives

Objective 1: Develop a dedicated research room in the existing computer room

Issues to be addressed:

- **Clear the space** of all unused, obsolete equipment.
- Inventory, store and possibly transfer archival material to the WCMA with copies provided to Minto for the research room.
- Digitize relevant collections, starting with railway history material, with the goal of making the railway collection available online. Collections on other subjects should not take priority until the railway collection has been digitized first.
- Determine the purpose and scope of the research room. Will it contain or provide access to railway history, Minto history, property history, genealogy? The design of the room will come from the stated purpose and scope.
- Temperature and humidity controls required if original archival material is stored in this room (ie. newspapers, books, photographs, microfilm, etc.)
- Prepare a visual design for the space based on the purpose and scope. Appropriate shelving, work tables and chairs need to be sourced.

Objective 2: Determine Operating Framework

Issues to be addressed:

- Determine whether or not the Railway Station will operate seasonally (ie. May through October like the WCMA's Barn); the weekly hours of operation or will it be weekend only, and admission (ie. admission by donation and set fees for special events/programmes?)
- Funding sources
- Staffing levels/Governance ie. committee
- Partnerships
- Collection policy and procedures for donations

Minutes of May 10, 2016
Palmerston Railway Heritage Museum Information Meeting
Palmerston Library Community Room 6:30 p.m.

- Consider a Business Plan

Objective 3: Develop public and school programming

Issues to be addressed:

- Which schools are attending now and what is provided to them?
- Develop curriculum based school programmes for elementary and high schools
- Set admission fee for school programmes
- The railway station and park hold tremendous potential for family/public programmes. Special Railway weekends/festival, scavenger hunts, morse code demonstrations, handcar races, guest speakers, costumed interpreters for special days, hands-on activities, music, downtown walking tours, etc. Consider what other area railway museums provide and adapt great ideas to the Palmerston site (Doon Heritage Village, Markham, St.Thomas, etc.)

Objective 4: Develop the Cook Car, Box Car and Crew Station into public sites with exhibits and activities connected to those offered at the Main Station

Issues to be addressed:

- Clear the Crew Station space of all items, and store or transfer non-railway artifacts and material.
- Inventory railway artifacts and material into the collection database.
- Determine a visual plan for the space.
- Select relevant artifacts for display based on the interpretive purpose of the space.
- Determine how the Box Car and Cook Car will be used.
- Accessibility into the Cars.

Thank you for the opportunity to tour the Palmerston Railway Museum and Park, and we look forward to assisting you with this project.



Janice Hindley
Administrator, Wellington Place, Museum and Archives

Minutes of May 10, 2016
Palmerston Railway Heritage Museum Information Meeting
Palmerston Library Community Room 6:30 p.m.

Schedule B

Palmerston Railway Heritage Museum and Lion's Heritage Park

First Impressions



Agenda

- Overview
- Strengths
- Weaknesses
- Challenges
- Recommendations
- Where do we go from here?

Overview

Lions Heritage Park

What is your vision/mission statement for your business?

What are your goals?

What are your strengths?

What are your weaknesses?

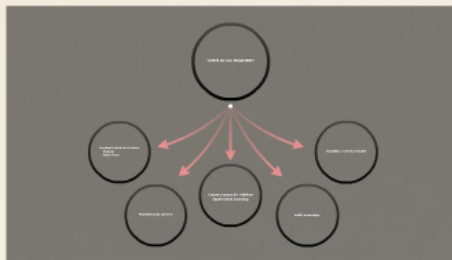
Palmerston Railway Heritage Museum

What is your vision/mission statement for your business?

What are your goals?

What are your strengths?

What are your weaknesses?



REVENUE SOURCE

- You have Value
- Pay per visit
- Admission fee
- Value added Events
- Grants
- Concessions
- Merch
- Themed Merchandising
- Conductor's Hat
- Rent your own train

MARKETING

81 Things to do!

- Leverage Free to Use Marketing
- Facebook
- Social Media
- Word of Mouth
- Creation of In-House Marketing Material
- Reviews
- School Distribution
- Community Involvement
- Improved Event Marketing

WEBSITE

- A website is worth 1000 words
- Create community links
- Attract in the world's largest market
- Train Enthusiasts and Family Fun
- High Impact Search Engine
- Increased Revenue Impact

EXPERIENTIAL

Kids Love Trains

- A museum product is what you buy while on experience is what you remember
- Great experience is available - Let's leverage it
- Board Cars
- Tractor Train
- Water Atmosphere
- Model Train
- Photo Booths
- Train Ticket Museum
- Make it a memory
- The long and short experience

TARGET MARKET

We Want You!

FOCUS

- If you change two variables you will focus them more
- What are your top ten railway vehicles?
- Create a page
- Create a feature
- Open doors
- Lower your hourly overheads

STRENGTHS

- Peoples and Connections
- Physical Assets
- Existing Product

WEAKNESSES

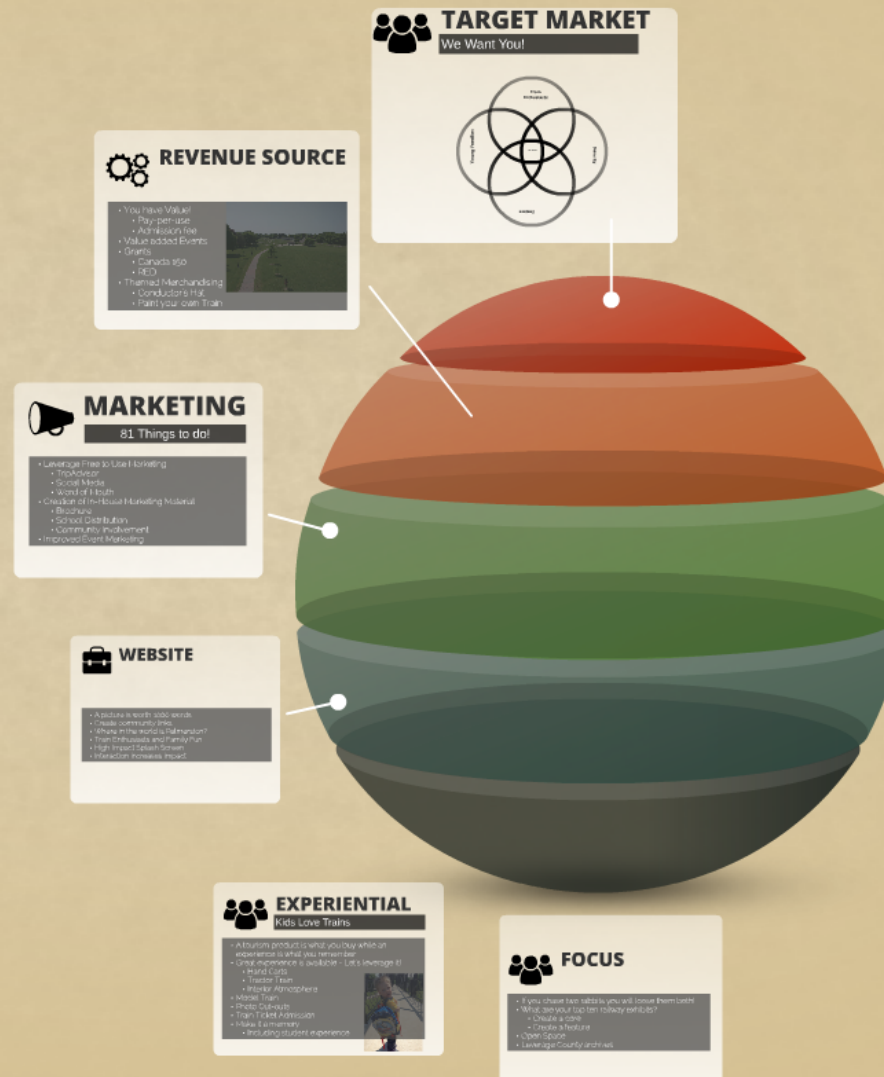
- Web Presence
- Struggles with younger generation
- Volunteer Fatigue
- Awareness
- Revenue

CHALLENGES

- Bob's Retirement
- Trip Advisor/Online Profile
- Declining Volunteerism
- Potential for change in Community and Political Landscape
- Financial Sustainability

Palmerston Railway Heritage Museum and Lion's Heritage Park

First Impressions





Agenda

- Overview
- Strengths
- Weakness
- Challenges
- Recommendations
- Where do we go from here?



Lions H

- First Im
- Web
- Spac
- Mark



Overview



Lions Heritage Park

Palmerston Railway Heritage Museum

- **First Impression evaluation in regards to:**

- Website
- Space
- Marketing Materials

- **Suggestion to enhance:**

- Physical Space
- Special Events
- Programs

Identify the gaps in marketing for both the park and museum as well as suggest new approaches

Lions Heritage Park

Palmerston Railway Heritage Museum

- **First Impression evaluation in regards to:**

- **Website**
- **Space**
- **Marketing Materials**

- **Suggestion to enhance:**

- **Physical Space**
- **Special Events**
- **Programs**

Identify the gaps in marketing for both the park and museum as well as suggest new approaches

STRENGTHS

**Peoples and
Connections**

Physical Assets

Existing Product



WEAKNESSES

Web Presence

Struggles with younger generation

Volunteer Fatigue

Awareness

Revenue



CHALLENGES

Bob's Retirement

Trip Advisor/Online Profile

Declining Volunteerism

**Potential for change in
Community and Political
Landscape**

Financial Sustainability





WEBSITE

- A picture is worth 1000 words
- Create community links
- Where in the world is Palmerston?
- Train Enthusiasts and Family Fun
- High Impact Splash Screen
- Interaction increases impact



MARKETING

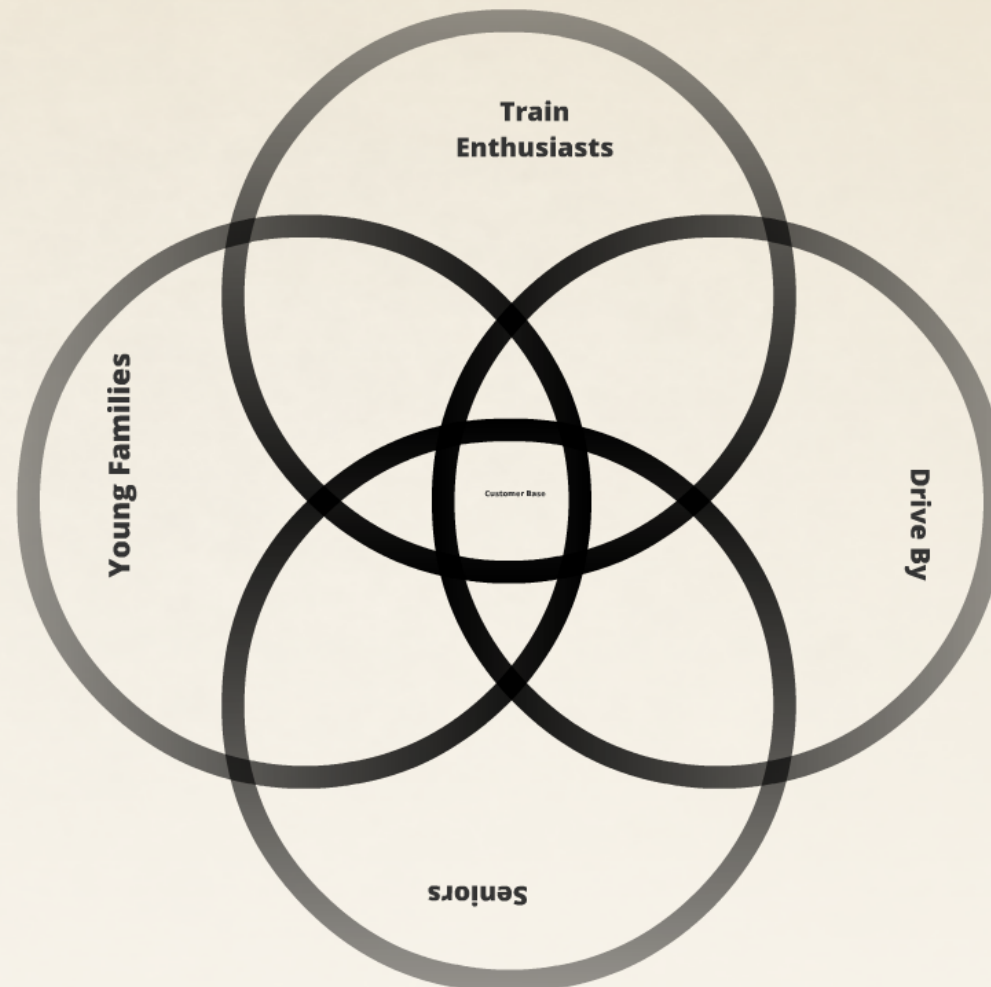
81 Things to do!

- Leverage Free to Use Marketing
 - TripAdvisor
 - Social Media
 - Word of Mouth
- Creation of In-House Marketing Material
 - Brochure
 - School Distribution
 - Community Involvement
- Improved Event Marketing

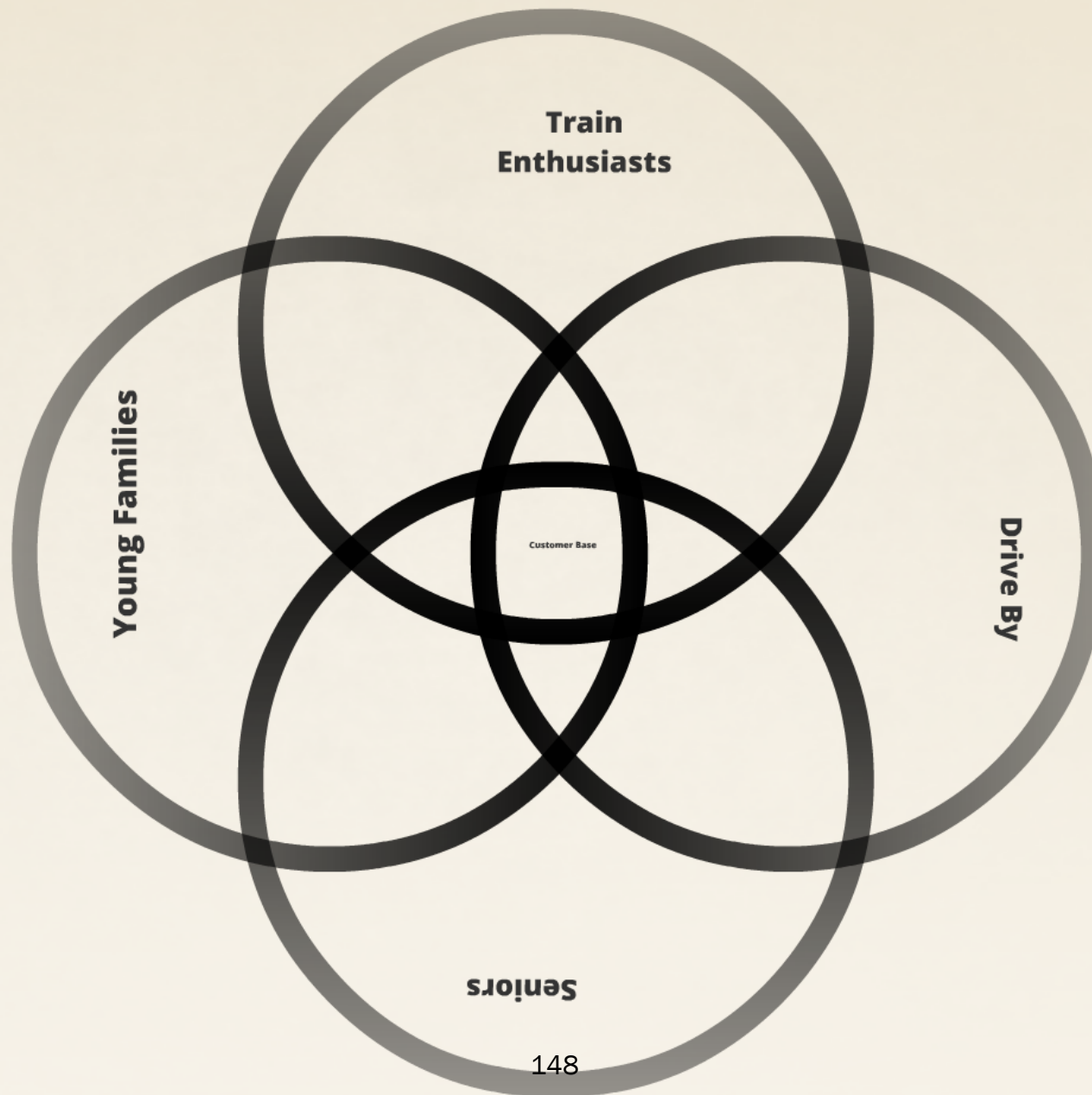


TARGET MARKET

We Want You!



We Want You!





**Train
Enthusiasts**

Young Families

Drive By

Customer Base

Drive By

**Train
Enthusiasts**

Seniors

Customer Base



Seniors

Drive By

Young Families

Customer Base



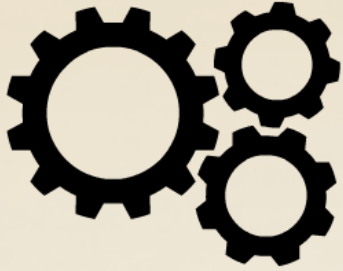
Young Families

Seniors

**Train
Enthusiasts**

Customer Base

Customer Base



REVENUE SOURCE

- You have Value!
 - Pay-per-use
 - Admission fee
- Value added Events
- Grants
 - Canada 150
 - RED
- Themed Merchandising
 - Conductor's Hat
 - Paint your own Train





FOCUS

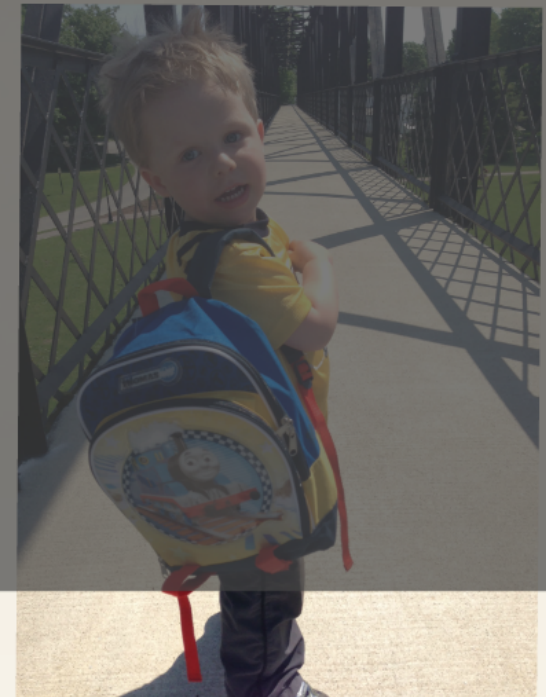
- If you chase two rabbits you will loose them both!
- What are your top ten railway exhibits?
 - Create a core
 - Create a feature
- Open Space
- Leverage County archives

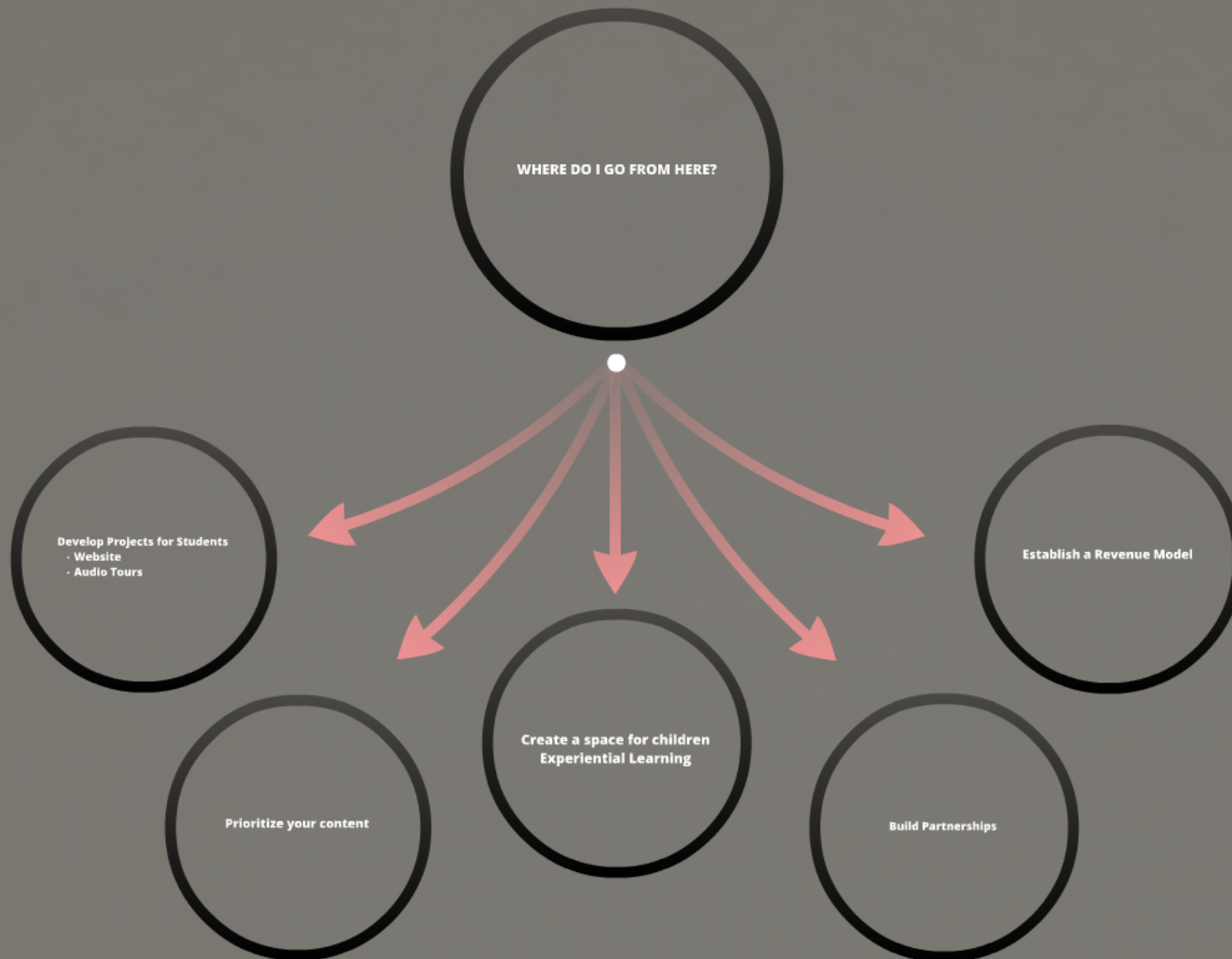


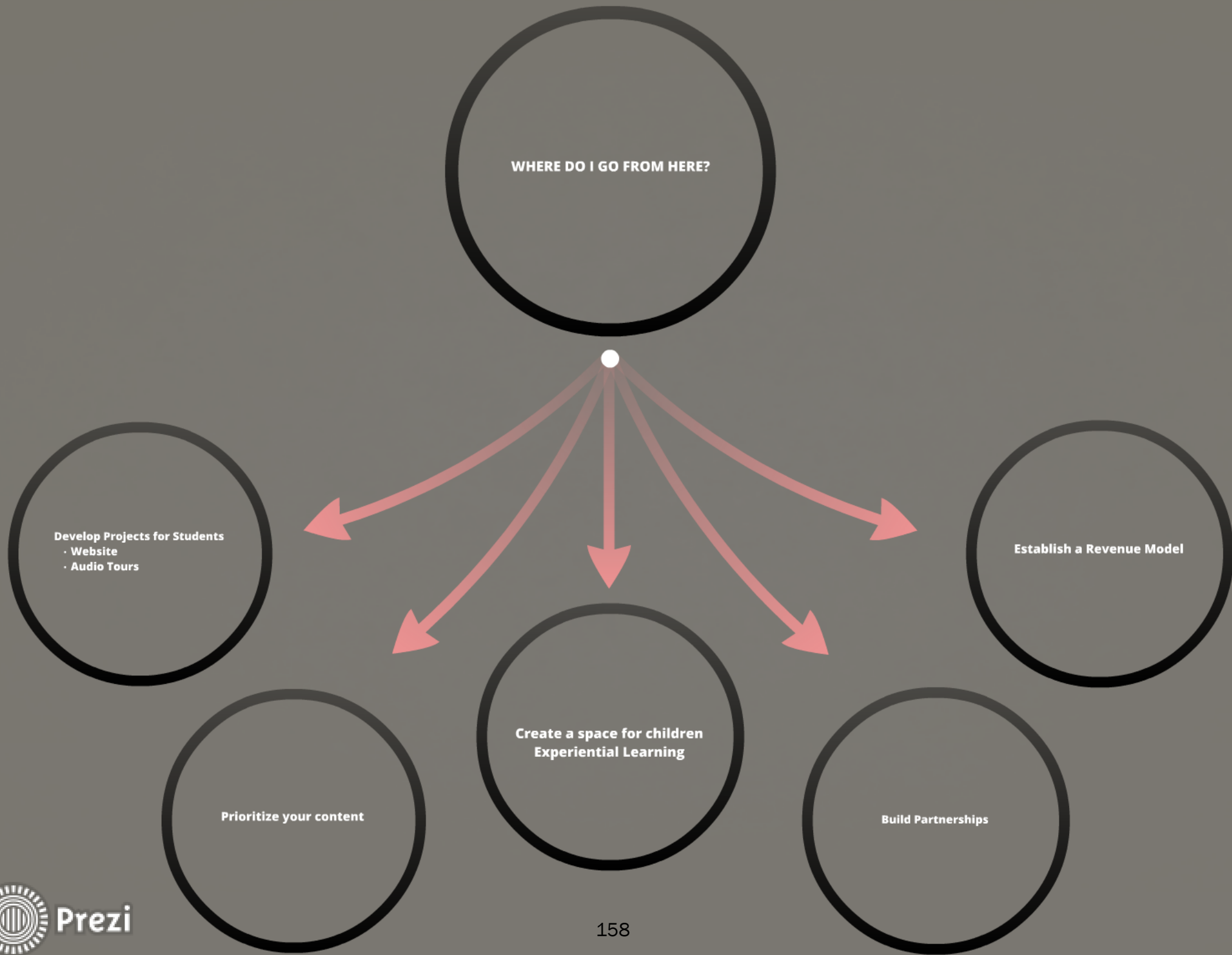
EXPERIENTIAL

Kids Love Trains

- A tourism product is what you buy while an experience is what you remember
- Great experience is available - Let's leverage it!
 - Hand Carts
 - Tractor Train
 - Interior Atmosphere
- Model Train
- Photo Cut-outs
- Train Ticket Admission
- Make it a memory
 - Including student experience







WHERE DO I GO FROM HERE?



Develop Projects for Students

- **Website**
- **Audio Tours**

Prioritize your content



**Create a space for children
Experiential Learning**

Build Partnerships



Establish a Revenue Model

Palmerston Railway Heritage Museum and Lion's Heritage Park

First Impressions



Agenda

- Overview
- Strengths
- Weaknesses
- Challenges
- Recommendations
- Where do we go from here?

Overview

Lions Heritage Park

• First experience in the park is the museum

• Museum is the first experience in the park

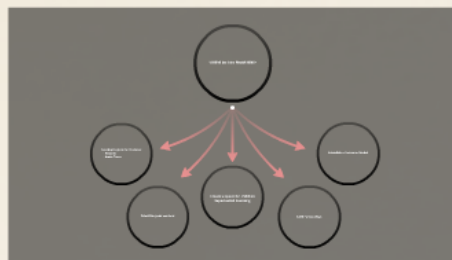
• Museum is the first experience in the park

Palmerston Railway Heritage Museum

• Museum is the first experience in the park

• Museum is the first experience in the park

• Museum is the first experience in the park



REVENUE SOURCE

- You have Value
- Pay-per-use
- Admission fee
- Value-added Events
- Grants
- Grants 150
- RFP
- Themed Merchandising
- Conductor's Hat
- Bath your own Train

MARKETING

81 Things to do!

- Leverage Free to Use Marketing
- TripAdvisor
- Social Media
- Word of Mouth
- Checklist of Potential Marketing Material
- Brochure
- School Distribution
- Community Involvement
- Improved Event Marketing

WEBSITE

- Absolute search 100% score
- Needs overview page
- Where in the world is Palmerston?
- Train Database and Entry Form
- High Impact Splash Screen
- Interactive Timeline

EXPERIENTIAL

Kids Love Trains

- A Museum product is what you buy when an experience is what you remember
- Great experience is available - Use it to leverage it
- Hand Cards
- Train Ticket
- Visitor Atmosphere
- Mobile Train
- Photo Cupcake
- Train Ticket Atmosphere
- Mobile Summary
- Including student experience

TARGET MARKET

We Want You!

FOCUS

- If you choose two labels you will know them both
- What, how, and when railway art is to do?
- Create a story
- Create a feature
- Open Square
- Leverage Community art

STRENGTHS

- Peoples and Connections
- Physical Assets
- Existing Product

WEAKNESSES

- Web Presence
- Struggles with younger generation
- Volunteer Fatigue
- Awareness
- Revenue

CHALLENGES

- Bob's Retirement
- Trip Advisor/Online Profile
- Declining Volunteerism
- Potential for change in Community and Political Landscape
- Financial Sustainability



Building Permit Monthly Review

Period Ending - April 30, 2016

	2016		2015	
PERMIT TYPE	PERMITS ISSUED	DOLLAR VALUE	PERMITS ISSUED	DOLLAR VALUE
Single Family Dwelling	2	500,000.00	2	\$ 785,000.00
Multiple Family Dwelling	1	400,000.00	0	\$ -
Accessory Appartments	0	\$ -	0	\$ -
Residential Additions/Renovations	3	290,000.00	7	\$ 102,000.00
Residential Accessory Structures	1	6,000.00	1	\$ 13,000.00
Residential Pool Enclosures/Decks	3	16,000.00	0	\$ -
Commercial Permits	1	200,000.00	0	\$ -
Industrial			0	\$ -
Institutional	1	70,000.00	3	\$ 312,000.00
Agricultural	3	846,000.00	5	\$ 160,000.00
Sewage Systems	3	25,000.00	2	\$ 18,000.00
Demolitions			1	\$ 5,000.00
Monthly Total	18	\$ 2,353,000.00	21	\$ 1,395,000.00
Total Year to Date	43	\$ 4,345,000.00	45	\$ 6,948,000.00

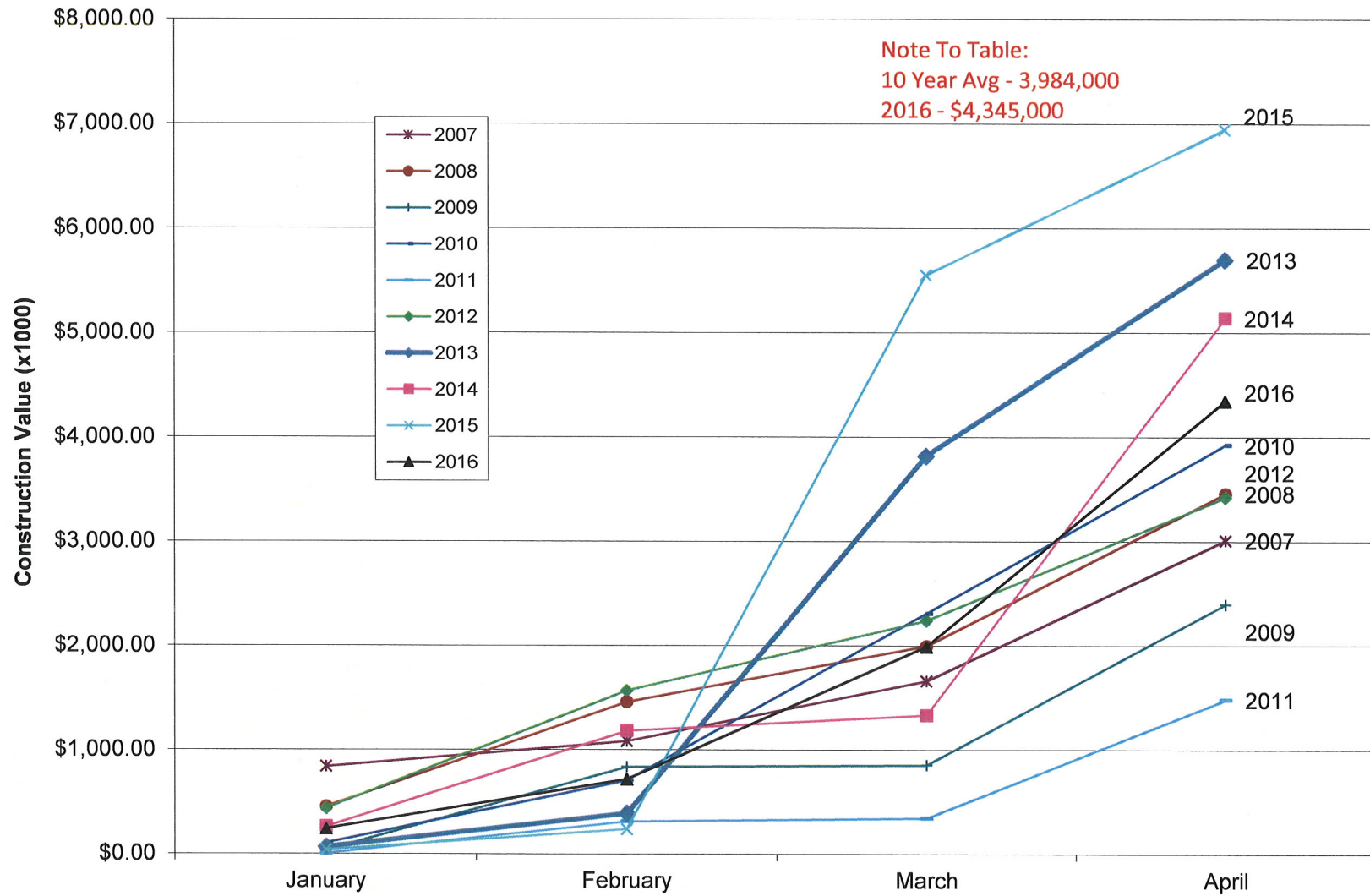


Building Permit Year-To-Date Report

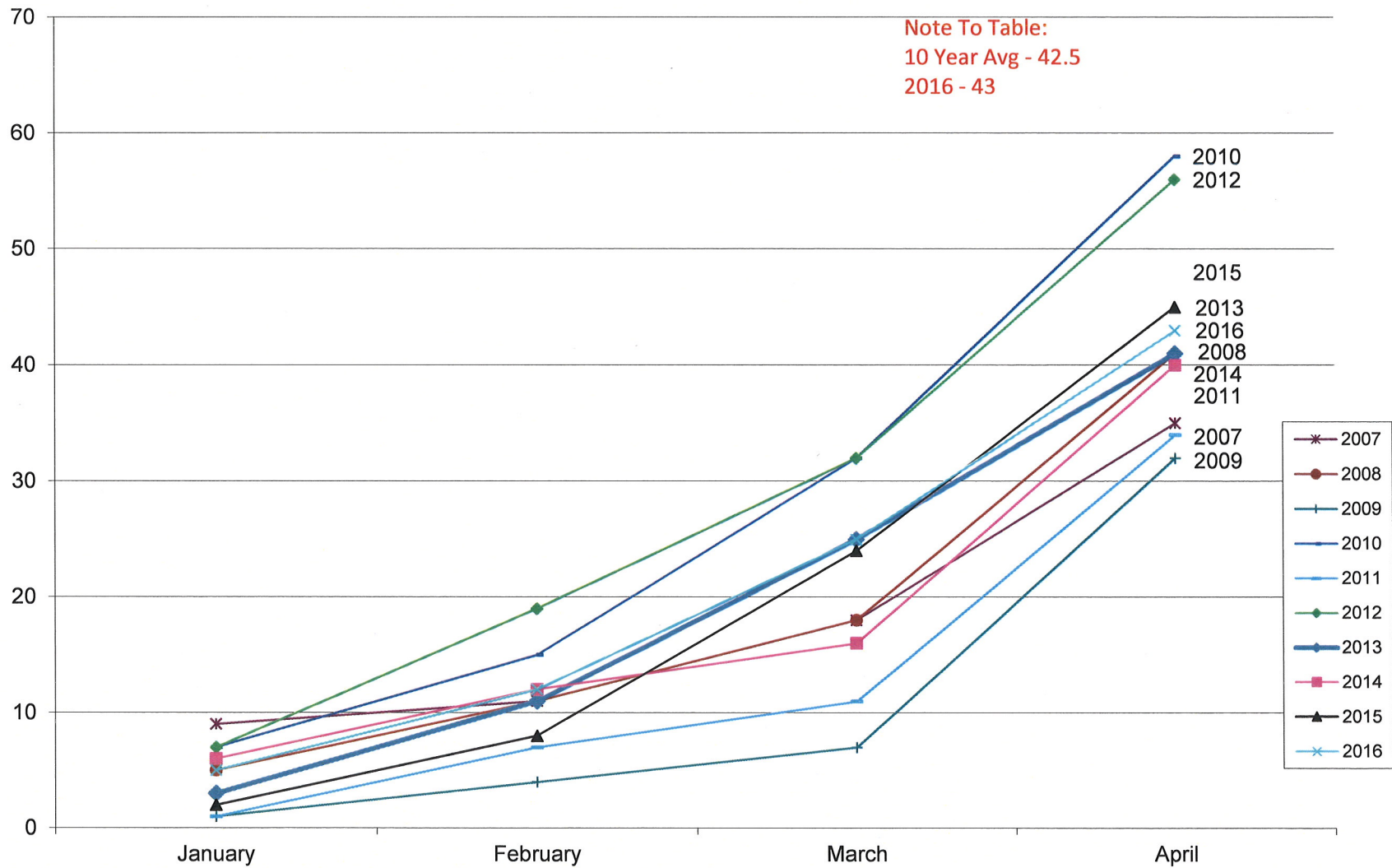
Year-To-Date Ending April 30, 2016

	2016		2015	
PERMIT TYPE	PERMITS ISSUED	DOLLAR VALUE	PERMITS ISSUED	DOLLAR VALUE
Single Family Dwelling	5	\$ 1,379,000.00	5	\$ 1,665,000.00
Multiple Family Dwelling	1	\$ 400,000.00	0	\$ -
Accessory Apartments	0	\$ -		
Residential Additions/Renovations	10	\$ 811,000.00	7	\$ 102,000.00
Residential Accessory Structures	5	\$ 60,000.00	7	\$ 310,000.00
Residential Pool Enclosures/Decks	4	\$ 23,000.00	1	\$ 40,000.00
Commercial Permits	1	\$ 200,000.00	0	\$ -
Industrial	3	\$ 250,000.00	3	\$ 25,000.00
Institutional	1	\$ 70,000.00	4	\$ 462,000.00
Agricultural	7	\$ 1,114,000.00	6	\$ 2,910,000.00
Sewage Systems	4	\$ 35,000.00	8	\$ 1,406,000.00
Demolitions	2	\$ 3,000.00	3	\$ 23,000.00
Total	43	\$ 4,345,000.00	44	\$ 6,943,000.00

10 Year Construction Value



10 Year Permit Numbers





TOWN OF MINTO

DATE: May 11, 2016

REPORT TO: Mayor and Council

FROM: Stacey Pennington, Building Assistant

SUBJECT: Part Lot Control Exemption – Metzger

42 & 44 George Street N Part Park Lot 5, North East of George Street,
being Part 1, Plan 61R-20538

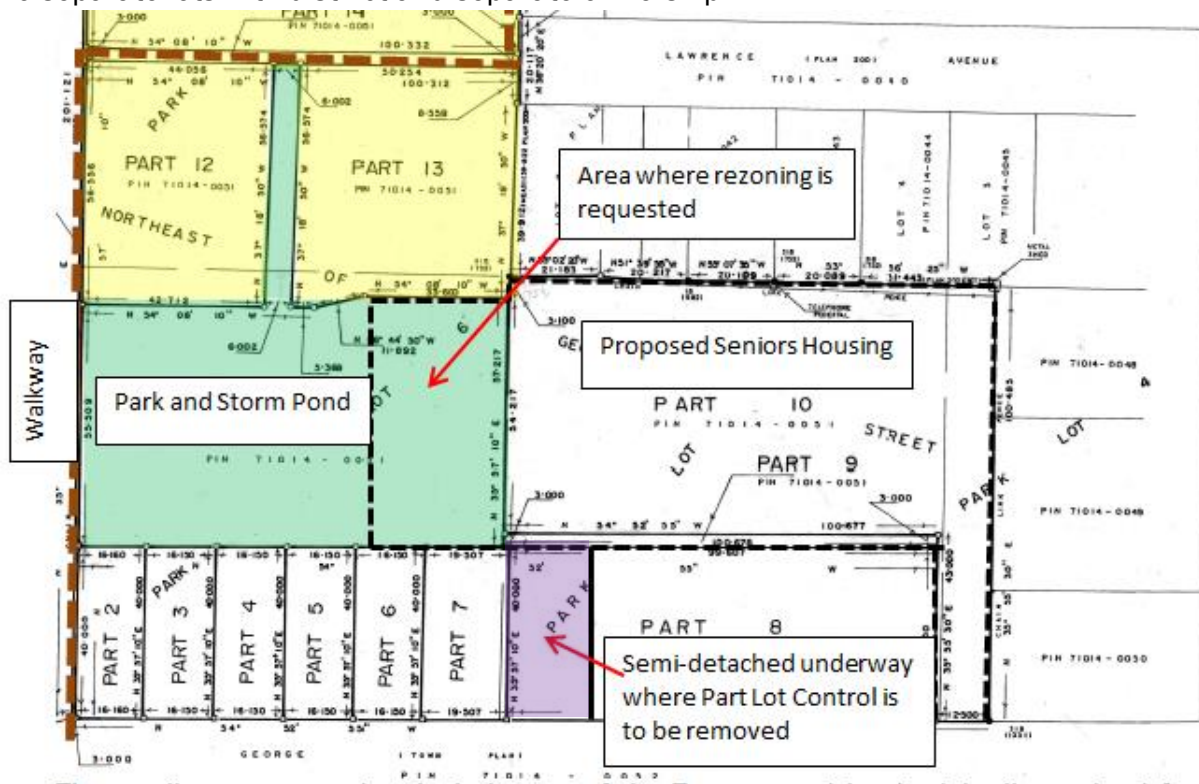
STRATEGIC PLAN

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.

9.1 Establish and maintain streamlined planning approval processes that use innovative and cost effective tools to protect Town and public interest and ensure development proceeds quickly and affordably.

BACKGROUND

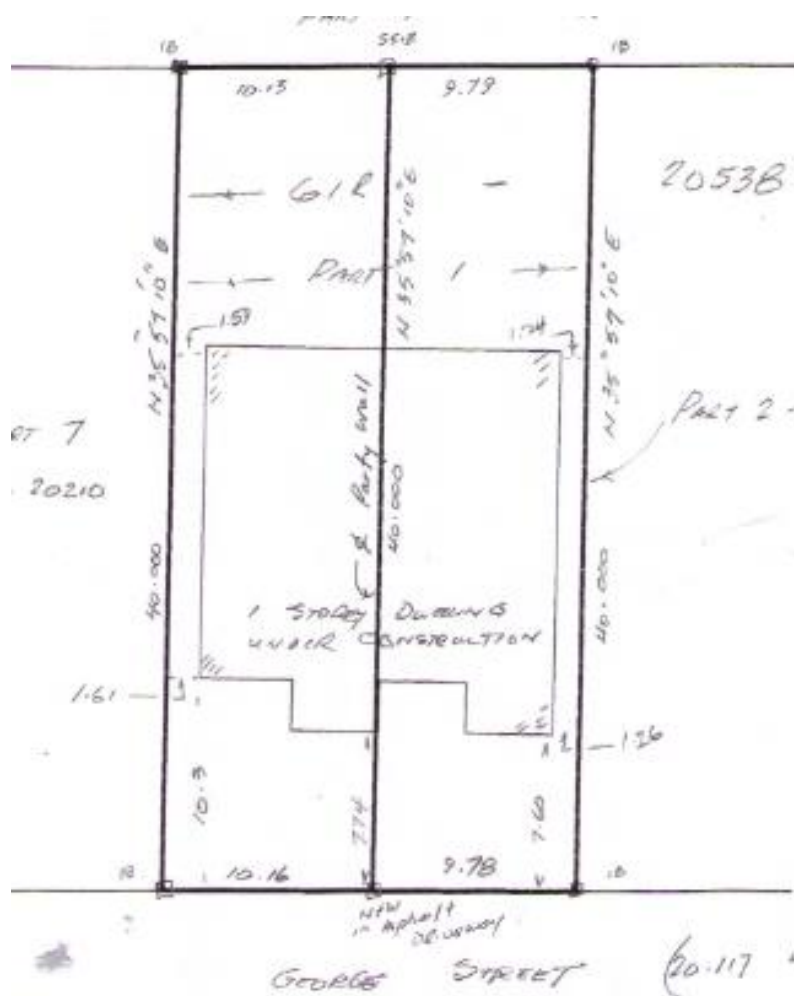
The subject property is currently one parcel, 65.38' x 131.23' in size. The Official Plan Designation is Residential; the current zoning is R2/FF1 – Residential/ Flood Fringe Overlay. The subject property houses semi-detached residential dwellings. The applicant has submitted an application for part lot control and is requesting Council to adopt a by-law to remove part lot control, to allow reconfiguration of the lots and legally split the parcel into two separate lots with distinct and separate ownership.



The procedure to remove part lot control, under the Planning Act, temporarily sets aside requirements that prohibit sale of part of a lot or block of lands without a consent application. The by-law sets a time period within which the land transfers to create the lots can occur. After the by-law expires, the normal requirements of the Planning Act apply and a severance to transfer land would be needed.

The purpose of the part lot control process is to allow lots to be divided for existing uses to be divided. This process is common with new construction of semi-detached units or town houses where the building is constructed prior to determining the lot line.

Attached is a copy of a letter from Fallis, Fallis and McMillan advising of the appropriateness of Part Lot Control application. The sketch prepared by a land surveyor shows the location of the semi-detached dwellings under construction will comply with required zoning.



The applicant has paid the applicable fees for the Part Lot Control Exemption Application.

THAT Council of the Town of Minto receives the Building Assistants report dated May 11, 2016 regarding the Part Lot Control Exemption Application for the parcel located at 42 & 44 George Street North, Harriston, for information, and considers passing a bylaw in open session.

Site Survey
Letter addressed to Bill White, dated
May 9 2016, Fallis, Fallis and
McMillan

Stacey Pennington
Building Assistant

**FALLIS
FALLIS &
McMILLAN**

BARRISTERS, SOLICITORS & NOTARIES

TELEPHONE (519) 343-3527

FAX (519) 343-3528

CLAUDE E. FALLIS, LL.B., Q.C. (1910 - 1999)
PETER T. FALLIS, B.A., LL.B.
ERNEST J. McMILLAN, B.A., LL.B.
ALEXANDRA A. FERRIER, B.S., M.A., J.D.

RECEIVED May 8 2016

233 MAIN STREET WEST
P.O. BOX 753
PALMERSTON, ONTARIO
N0G 2P0
Email: fallis1@bellnet.ca

9 May 2016

BY FAX TO 519-338-2005

Town of Minto
R.R. 1
HARRISTON, Ontario N0G 1Z0

ATTENTION: Bill White

Dear Sir:

RE: J & J Metzger Construction Ltd. s/t Turner
Application for Exemption from Part Lot Control Bylaw

Please be advised that we are the solicitors for J & J Metzger Construction Ltd. who are in the process of selling property to Mr. and Mrs. Richard Turner being Part Park Lot 5, on the northeast side of George Street and being Part of Part 1 on Plan 61R-20538 and which property is now known municipally as 44 George Street North, Harriston.

It is our understanding that our client prepared and submitted to the municipality an Application under Section 50 (7) of The Planning Act to designate Part 1 on the plan (and possibility other parts on the plan) as being areas exempt from Part Lot Control under The Planning Act.

As you are aware, the dwelling constructed on the lot and the dwellings proposed to be constructed on the other parts of the reference plan are duplexes and the intent of the developers is to sell separately each one-half of the duplexes.

We understand that a question was raised by yourself or someone in your office of the appropriateness of the Application in light of the provisions of The Planning Act that indicates that a Part Lot Control Exemption Bylaw only applies to property that is within a plan of subdivision as referred to in subsection (5) of Section 50. As you are no doubt aware the Part Lot Control Provision set out in subsection 5 of Section 50 refers to land that is "within a plan of subdivision registered before or after the coming in to force of this section" (underling is mine). As you are no doubt aware, the property in question being on the northeast side of George Street in the Town of Harriston

Town of Minto

- 2 -

May 9, 2016

is Part of Park Lot 5 which is a Lot in the original "Town Plan of Harriston". It is our position and the view of other solicitors in the area that the Town Plan for Harriston is a plan of subdivision within the meaning of The Planning Act. As such, it would appear that the option of a Part Lot Control Exemption By-law is available for the property in question.

We understand that our clients are in the process of having a reference plan of survey completed which would actually depict each half of the duplexes for the purposes of providing the required legal description for conveying purposes so that this transaction can proceed.

It is our understanding that the Municipality has a council meeting scheduled for May 17, 2016 and it would be appreciated if this Application can be dealt with on that date.

We would of course be pleased to discuss this matter with you or the municipal solicitor should you wish to obtain his opinion on this issue.


We look forward to hearing from you. We remain,

Yours very truly,

FALLIS, FALLIS & McMILLAN, per:

*Dictated by Ernest J. McMillan but
signed in his absence to avoid delay.*

EJM:ew

Ernest J. McMillan 



TOWN OF MINTO

DATE:

May 11 2016

TO:

Mayor and Council

FROM:

Stacey Pennington, Building Assistant

Supported by Bill White, CAO Clerk

SUBJECT:

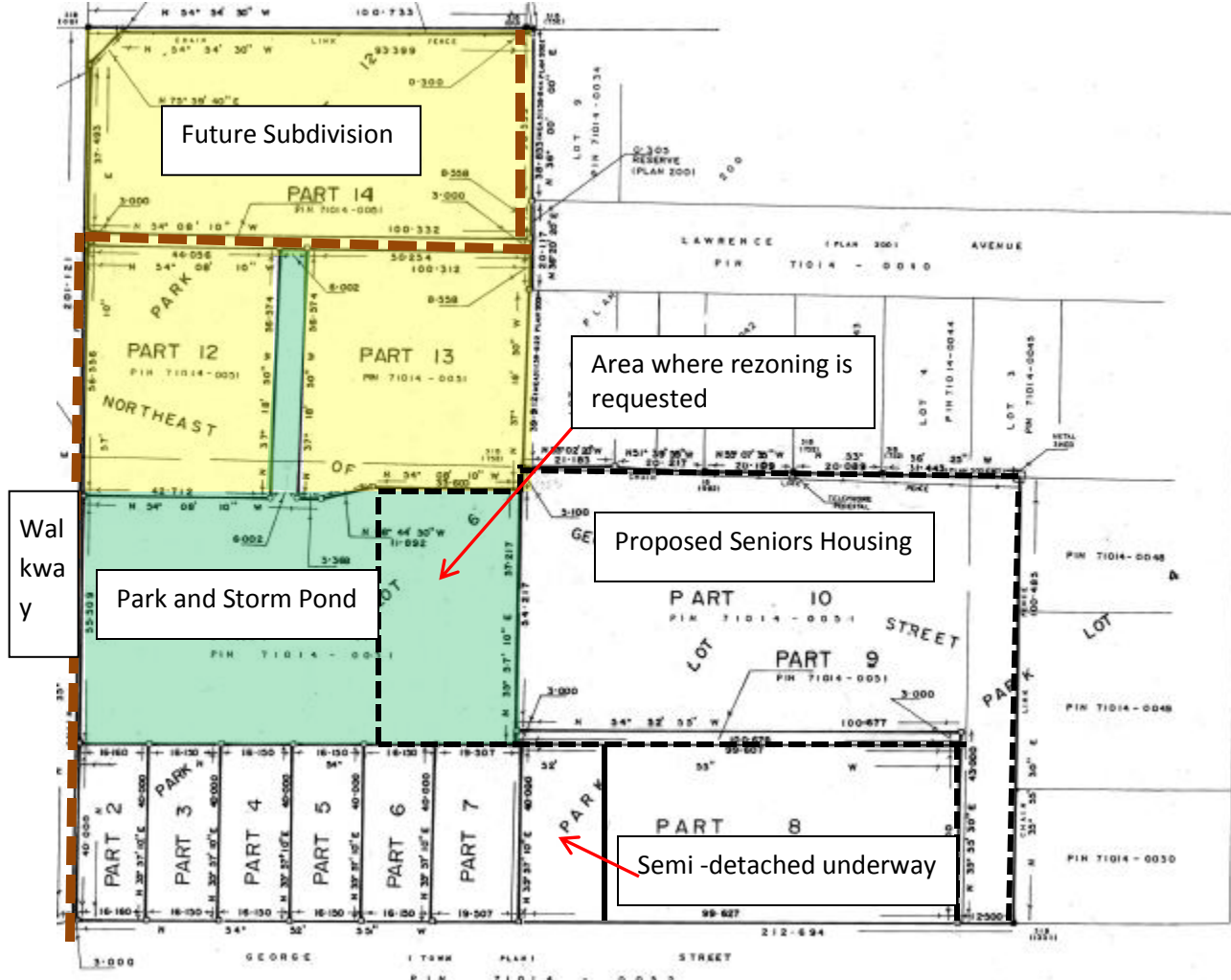
Site Plan Approval Metzger,
24 George Street N, Harriston

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

Metzger Heating and Metzger Electric, own the former Harriston Senior School property in the Harriston, legally described as Parts 8 & 9, Part Park Lots 4 & 5 RP 61R20210.



The applicant proposed to include part of the Town owned land originally retained for a stormwater pond and park in their senior's housing development.

Site plan approval is requested to assess Council's position on the idea of including these additional lands in the proposed cluster of senior's town houses. The development would consist of 3 fourplexes, 3 triplexes and one semidetached dwelling, totaling 23 units. The original proposal had 19 units on the original Part 10.

COMMENTS

Town staff met to review the application. The following comments were received:

Public Works

- The 6" waterline and 8' sanitary sewer are appropriate for the development.
- Detailed storm water management annaylis is yet to be submitted.

Fire

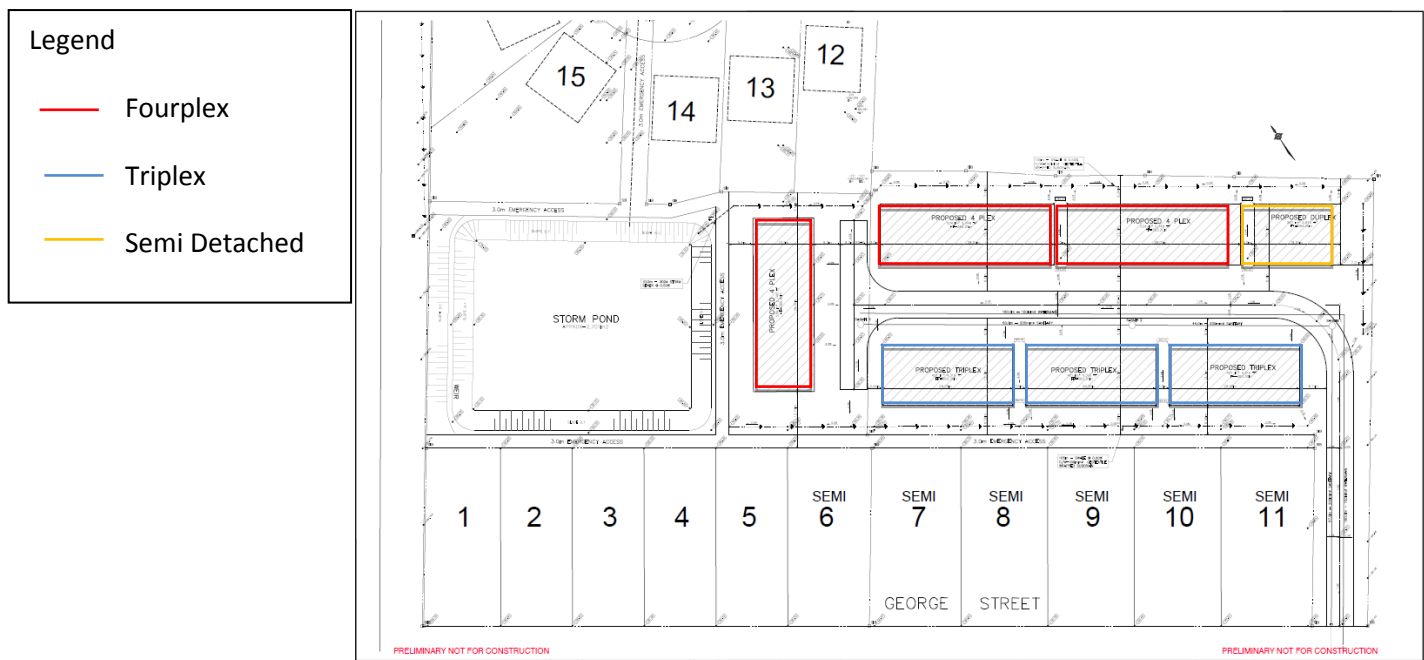
There is no hydrant located on the plan. At least one is required. It is suggested to located the hydrant on the inside of the hammerhead on the west corner. This would keep the number of hydrants to one, which is ideal for the unlooped water service.

Building/Zoning

A zoning by-law amendment application has been submitted to rezone the subject lands. The town owned portion will have to be rezoned from OS – Open Space to a site specific R2 zoning or an R3 zoning to allow for the development. There will be relief sought as outlined in the table below:

Section	Description	Required	Proposed
13.2.2.4	Rear Yard Setback	7.6m (24.9 ft.)	5.64m (18.51 ft.)
13.2.2.9 (a)	Distance between building faces	18.3m (60.0 ft.)	18.0m (59.06 ft.)
13.2.2.9 (c)	Distance between building sides	9.1m (31.0 ft.)	3.0m (9.84 ft.)

A public meeting on the proposed zoning is set for Tuesday June 7. The proposed site plan is shown below.



The layout of the original senior school was worked out over several months following public meetings, discussions with the developer and technical review. If this change is considered it is important the combined park and storm pond be sufficient to support the development.

The size of the open space is greater than what might be acquired in a traditional subdivision (5% of the total land area), and the school to the north also functions as open space for the neighbourhood. The senior's townhouse layout is more efficient with units at the end of the private roadway, but this could also be accomplished by removing some of the units, and constructing a shorter length of road.

FINANCIAL CONSIDERATIONS

The proposed owner has submitted a site plan application with the required fees and deposit. There has been no discussion on a price for the land transfer. If Council agrees to the transfer, and zoning is approved, a site plan agreement will be needed to confirm construction occurs according to the final approved drawing.

RECOMMENDATION:

That Council receive the report from the Building Assistant dated May 11, 2016 regarding Site Plan Approval Metzger, 24 George Street N, Harriston, that Council provide direction in relation to the proposal for the acquisition of Town owned originally slated for a stormwater park and pond, and that site plan approval for the design prepared by Triton Engineering dated May 2016 be conditional upon the following:

1. Final grading, drainage, servicing, sidewalk and landscaping details being submitted for approval by Town staff reflecting the final land boundaries and applicable zoning for the subject lands once decided by Council; and
2. Execution of a site plan agreement pertaining to the revised drawings, land boundaries (if changed) and zoning (if amended) to the satisfaction of the Town.

Stacey Pennington
Building Assistant

Supported By:
Bill White
CAO/Clerk



TOWN OF MINTO

DATE: May 12, 2016
REPORT TO: Mayor and Council
FROM: Bill White, C.A.O. Clerk
SUBJECT: Proposed Draft Tree Policy

STRATEGIC PLAN:

- 10.9 Implement the Integrated Community Sustainability Plan, continue to be a leader in Environmental consciousness, and proceed with energy conservation initiatives including 9.7 Promote environmentally friendly development through subdivision and site plan control such as naturalized stormwater management, low maintenance landscaping using native species, and energy and water preservation techniques that enhance design and improve the cosmetics of the community.
- 10.1 Protect natural areas and floodplains, encouraging bio-diversity, and increase public awareness of guidelines for pesticide use, hazardous chemicals, and noxious weeds in residential areas
- 10.2 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.
- 10.9 Implement the Integrated Community Sustainability Plan, continue to be a leader in Environmental consciousness, and proceed with energy conservation initiatives including recognizing employees who develop and implement environmentally friendly practices.

BACKGROUND

Minto appreciates the benefits afforded by trees to people who live here, agriculture and local ecosystems. The Town's 2011 Integrated Sustainability Plan supports reforestation and naturalization to help decrease the Town's ecological footprint. Trees are important for good urban design and contribute to healthier more diversified environments.

Minto has had a tree carvings policy for many years, but has never had a comprehensive policy to help manage tree related issues faced in the municipality on a regular basis. The attached draft policy is designed to assist Council, staff, public and business understand the Town's approach to trees in urban and rural environments.

In summary the policy addresses the following:

- Introduction to the benefit of trees
- Town strategic mission and actions respecting trees and natural environment
- Applicable to public trees and private trees that impact Town lands, but not rural woodlots except those involving Trees for Minto
- Administered by Public Works, Facilities and seasonal Town Landscape Care (TLC) staff
- Definitions of terms such as drip line, public tree, private tree etc. to help understand policy

- Support and funding clauses
- Prohibits public trees from being damaged or destroyed without Town consent and sets basis for restoring damaged trees
- Establishes basis for boulevard and streetscape trees
- Outlines conditions allowing tree removal including naturalized areas and cemeteries to address family plot arrangements
- Includes old tree carving policy
- Sets minimum requirements for Westario and Hydro One annual tree trim program to sustain power supply
- Specifies tree protection practices during construction, prohibited species, and rules for subdivisions and site plan developments.
- Certain requirements for private trees encroaching on public lands or a danger to public.

COMMENTS:

Municipal tree policies are often very detailed prepared by arborists that are expert in the field and have a comprehensive understanding of trees in municipal settings. Many policies in larger municipalities are very detailed and prescriptive with an implementing by-law that allows charges to be laid through enforcement provisions.

The approach in Minto's draft policy is to provide guidance rather than an enforcement tool. The policy outlines ways the Town will further its strategic direction to enhance and maintain strong urban and rural forests.

FINANCIAL CONSIDERATIONS:

The policy was developed in house and includes directions and initiatives currently covered by operating budgets. The policy recommends allowances for tree management in capital projects where needed.

RECOMMENDATION:

That Council receives the C.A.O. Clerk's May 12, 2016 report regarding Proposed Draft Tree Policy, advise of any changes required and provide direction on whether a public meeting should be considered.

Bill White, C.A.O. Clerk

Policy for Retention, Management of Trees in Minto

a. Introduction

Forests in our community have environmental, economic, and social benefits. Trees help reduce air pollutants, provide shade, cooling and wind breaks, and contribute to storm water and soil retention as well as help reduce noise. Trees offer habitat for wildlife, and increase people's psychological well-being. Treed communities look better, while private properties with trees tend to have higher values.

Setting aside the complexity of the "carbon emission and climate change industry", it is accepted science that trees do perform a role in improving air quality by "absorbing" carbon dioxide and converting it to oxygen through the chlorophyll in a tree's leaves. At the very least planting more trees helps keep oxygen levels at a constant safe level in an area where there are exhaust emissions from cars.

Minto appreciates the benefits afforded by trees to people who live here, agriculture and local ecosystems. The Town's 2011 Integrated Sustainability Plan supported reforestation and naturalization as a means to help decrease the Town's ecological footprint. Trees are important for good urban design and contribute to healthier more diversified environments.



The Trees for Minto Committee is now looking at planting trees to the benefit of our rural areas to help with flood and erosion control, wind breaks and similar. The Town has adopted a program that links its fuel consumption with the tree planting program by a voluntary donation of 1cent per kilometer travelled to Trees for Minto.

This policy furthers the Town's strategic goals in protecting and enhancing trees in Minto as set out in the Strategic Plan.

b. Strategic Plan Mission

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

c. Actions

9.7 Promote environmentally friendly development through subdivision and site plan control such as naturalized stormwater management, low maintenance landscaping using native species, and energy and water preservation techniques that enhance design and improve the cosmetics of the community.

10.1 Protect natural areas and floodplains, encouraging bio-diversity, and increase public awareness of guidelines for pesticide use, hazardous chemicals, and noxious weeds in residential areas

10.2 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.

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

d. Applicability

- a) This policy applies to persons within the Town of Minto, Public trees; and Private trees which pose a threat or hazard to public property or persons using public property.
- b) This policy does not apply to trees in private woodlands, or in rural areas except for public or private trees planted under the Trees for Minto program.



e. Administration/Enforcement

The Public Works Director of the Town of Minto is responsible for day-to-day oversight and implementation of this policy through Town Landscape Care (TLC) seasonal staff in the following areas:

- 1. The planting, care, and maintenance of public trees within the urban boundaries of Clifford, Harriston and Palmerston Except in public parks or on trails where this policy shall be administered by the Facilities Manager or designate.
- 2. The pruning or removal of trees in the following areas within the urban boundaries of Clifford, Harriston and Palmerston:
 - a) Public property including downtown streetscapes
 - b) Private property where the branches extend over public property and removal is performed by Municipal employees or contractors;
 - c) On a highway where the branches or any public or private tree extend over a highway and the removal is performed the municipality's employees or contractors.
- 3. Advice and assistance when requested by the Trees for Minto Committee.

The Town may consider a by-law including penalty clauses if necessary to legally implement this policy.

f. Definitions

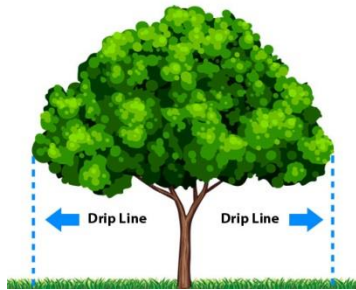
The following definitions apply within this policy.

“Contractor” means a person engaged by the Municipality to perform a specific activity or service, on or at a particular land or premises.

“Council” means the Council for the Corporation of the Town of Minto.

“Destroy” in relation to a tree includes any action which causes or results in the death of a tree, not limited to but including the acts of cutting, burning, knocking over the tree.

“Director” shall mean the Director of Public Works or his/her designate in writing.



“Drip Line” means the area on the ground directly located under the outer circumference of the tree branches.

“Emergency Work” means any work carried out by the Town, a public utility service, or other authority and its contractors, whether above and below ground level, which is work necessary in an emergency situation for maintenance, or to restore or ensure service is maintained.

“Employee” means all employees, servants, and agents of the Town of Minto or contractors hired by the Town including those appointed specifically to maintain trees under Town Landscape Care (TLC).

“Highway” means a common and public highway under the jurisdiction of the Town of Minto and includes any bridge, culvert or other structure forming part of a highway and includes any portion of a highway to the full width thereof

“Improper Pruning” means trimming a tree so as to cause irreversible damage in a manner contrary to Good Arboricultural Practices.

“Injure” includes any act or treatment which causes irreversible damage to a tree.

“Municipal Law Enforcement Officer” means a person appointed as such under this or any bylaw of the Municipality.

“Municipality” as the context requires, means the municipal Corporation of the Town of Minto or the geographical limits of the municipality.

“Naturalized Area” means an area that has been set aside by the municipality for the undisturbed growth of any tree species where the desired effect is that of natural growth of any tree species where the desired effect is that of natural growth, and for the purposes of this bylaw the term will include municipal woodlots and woodlands.

Pest” means any organism including, but not limited to, such things as insects or diseases whether viral, fungal, or bacterial, which directly or indirectly cause irreversible damage to the long-term health, vitality, and integrity of a tree.

“Private Tree” means any tree which has greater than fifty (50) percent of its trunk diameter measured at ground level on private property.

“Public Property” includes a highway, park, public unassumed alley, or any other public place or land owned by, or leased to, or controlled by, or vested in, the Municipality.

“Public Tree” means any tree which has greater than or equal to fifty (50) percent of its trunk diameter measured at ground level on public property, and “public tree” shall be used interchangeably with “municipal tree”, “municipally owned tree”, or “Town owned tree”.

“Removal” means the elimination, in whole or in part, of a tree.

“Tree” means a plant of any species of woody perennial including its root system, which has reached or can reach a height of at least 4.5 metres at physiological maturity.

“Tree Maintenance” includes all operations of watering, trimming, pruning, spraying, injecting, fertilizing, treating, cabling and bracing and any other like activity.

g. Support/Funding/Budget

The Town supports the Wellington County Green Legacy Program through its annual tree Green Legacy Tree Distribution day.

A budget for new and replacement trees, required maintenance and tree removals are considered by Council's during the annual budget. This includes funding in Public Works, Facilities and Trees for Minto. Capital projects are to include allowances for tree management where needed.

The Town will maintain an optional funding program for Trees for Minto whereby one cent per km travelled by Council and staff may be dedicated to Trees for Minto.



Town staff will seek out provincial, federal or county grants and programs, and partnerships with business, service clubs and other organizations that support tree planting and care.

h. Prohibitions Against Injury or Destruction

1. No person shall injure, remove, disturb damage, destroy, cut above or below ground, spray, prune, or alter in any way, a public tree without prior approval of the Director;
2. Where a person reports having injured or damaged a public tree, or where a person is found to have injured or damaged a public tree, the Director or his designate shall request that the person arrange for restoration and/or restitution to compensate for the lost or damaged tree.

i. Boulevards, Naturalizing and Streetscaping

The Municipality will engage in actively planting on the boulevard spaces and naturalizing public parks and spaces where it is appropriate to do so.

When the downtown streetscape of an urban area is redeveloped species shall be sited and installed to suite the unique conditions in the urban areas. The Town shall employ the services of a qualified landscape professional when selecting, and installing downtown streetscape plantings.

Landowners are not permitted to plant trees on Town boulevards in front of private property without prior written consent of the Director, but the Town at its sole discretion may plant a tree on the public boulevard within the municipal right of way.

Any tree planted on public property, with or without the consent of the Director, is the property of the Town, is deemed to be a public tree, and is subject to all terms and

conditions as of this policy. Species selected for boulevards will be smaller slow growth species.

To assist the Town with maintenance of public trees, landowners must notify the Town of any diseased or damaged tree or limb that is likely present a hazard to people or public property. The Town shall document any public notifications of such trees and shall trim or remove diseased or damage as part of its regular maintenance work unless the condition of the diseased or damaged tree is an immediate threat and must be removed.

j. Tree Removal Protocol

The Town shall remove a tree where one or more of the following conditions exist:

1. Decayed in whole or in part; at the discretion of the Director or his designate;
2. Failed or has the potential to fail which poses a direct and immediate threat to public property or to individuals using public property;
3. A source, host, or infested with any pest which directly or indirectly causes irreversible damage to the long-term health, vitality, longevity, and integrity of a tree;
4. The structural value, or integrity of a tree, as determined by the Director, has been seriously compromised by construction, weather related events or by pruning;
5. Obstructs or impedes the safe use of a highway, sidewalk or other public lands or property;
6. Root system has been proven to compromise the structural integrity of the foundation of any building; or
7. Poor quality, or undesirable species whose removal is required to facilitate new street tree plantings.



In naturalized areas any public tree that has fallen and impedes the use of the public property may be cut back by the Town to provide safe access and use of the public lands. Downed trees in naturalized areas are not to be removed but are to remain as part of the naturalized environment.

In cemeteries trees must be removed from time to time in order to maintain the integrity of family plots. This is because over time as trees grow they can occupy space that was originally available for plots. Staff will work with families to maintain family plot arrangements wherever possible including removing trees that may limit options. Where a tree must be removed in a cemetery, two replacement trees will be planted in the vicinity of the lost tree if practical, or in some other appropriate location in the cemetery as determined by staff.

k. Tree Carvings

Where a tree is removed landowners may still apply to participate in the Town's public art program related to tree stump carving. Trees scheduled for removal are marked in accordance with this policy. Any resident/residents that note a tree is scheduled for removal can contact the Public Works Director with a written request to have the tree stump carved rather than removed. The cost to the Town to remove the stump of the tree, fill the cavity with soil and plant grass in the area where the tree originally stood is about \$500.



The Town will contribute up to 50% of the cost of the carving to a maximum of \$500. The resident/residents requesting a tree stump to be carved will pay the balance of the cost. *Example; if the tree carving costs \$1,200 the municipality will pay \$500 and the resident/residents will pay \$700. If the tree carving costs \$400 the municipality will pay \$200 and the resident/residents will pay \$200.* Council must approve the object that the stump will be carved into before carving starts.

Maintenance of the carved stump is the adjacent landowner's responsibility. Upon request the Town will supply a wood treatment/coating for a landowner to apply to the carving. It is understood over time carved stumps will eventually have to be removed at the Town's cost

I. Westario Power, Hydro One

This section applies to Westario or Hydro One's programs to trim or remove public or private trees that pose a threat to the reliability of electrical power in any part of Minto.

To that end Westario or Hydro One shall be responsible for removing and trimming any public tree at any location where electrical transmission lines are in the vicinity.

Prior to trimming or removing public trees during its regular maintenance period Westario Power and Hydro One shall be subject to the following procedure:

1. Identify clearly with proper marking public trees to be removed or trimmed.
2. Advise the Director or designate in writing the date and approximate time when public trees are to be removed or trimmed including any roadways or sidewalks that might be obstructed in whole or in part during the work.
3. Provide a written notice to adjacent private landowners of the date, time and reason for public trees to be removed or trimmed.
4. Restore the lands as close as possible to their original condition following completion.

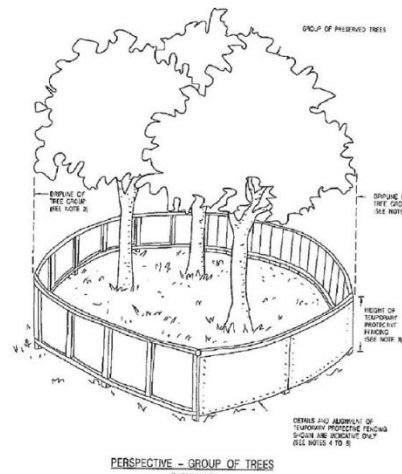
m. Protective Measures for Trees During Construction

Any person undertaking to perform any work within the drip line of a public tree, requires the consent of the Director, and shall follow the regulations and conditions listed herein.

The following regulations shall apply to all contractors, engineers, architects and citizens working or affecting work in the vicinity of municipality owned trees:

1. Written permission must be obtained from the Director prior to commencing any development, construction, or activity within the drip line of municipally owned trees.
2. All trees within the development areas are to be identified as public or private; a tree management plan must be submitted for all public trees prior to any work occurring including grading. The plan shall include enough information on the size and species of public trees to assist Town staff in preparing a report to Council recommending which trees shall be preserved, removed, or relocated.
3. Where a public tree has been designated for removal in order to accommodate work or development on private lands, this policy requires two trees to be planted on private or public property to replace the tree removed.

4. For approved work or development on private lands existing public trees to be preserved shall be tagged and fully protected with fencing located beyond their drip line to the satisfaction of the Director or his designate to protect the roots, trunks and branches during development, as well as the understory and ground covers. The type of fencing to be used is determined during the site inspection by the Director or designate.
5. To avoid damage to trees to be protected, access routes must be established away from protected areas. All excess roads or pathways must be identified and approved by the Director or designate.
6. Written permission must be obtained from the Director, prior to commencing any work such as tunneling, torpedoeing, digging or trenching within the drip line of any public tree to minimize root injury, and to avoid soil compaction.
7. At no time shall there be any placement, deposit, or storage of any stone, brick, sand concrete, soil or any other material or equipment which may impede the free passage of water, air, or nutrients to a public tree.
8. Cables or ropes of any type shall not be wrapped around or installed in or on any trees. Under no circumstances, should any part of the tree that is to remain after construction is completed, have signs or fences nailed to it, or survey markings or paint applied to the tree.
9. Any person who unintentionally damages or destroys a public tree must notify the Town immediately. The cost of removal and replacement of any damaged public tree will be borne by the person, developer or contractor responsible for the damage.



n. Planting of Trees; Prohibited Species

The Town encourages planting of native tree species on public and private property which shall be the species outlined in the Province's Tree Atlas for Southwest Region 6E-5 (<https://www.ontario.ca/environment-and-energy/tree-atlas/ontario-southwest/6E-5>).

Except on the Town shall not permit planting of the following on road allowances:

- a. *Acer negundo* – Manitoba Maple;
- b. *Acer saccharinum* – Silver Maple;
- c. *Populus* spp. – Poplar Species;
- d. *Salix* spp. – Willow Species;
- e. *Ulmus pumila* – Siberian Elm; or
- f. *Ginkgo biloba* – female only
- g. Coniferous Trees

o. Site Plan Control and Plans of Subdivision

In all proposed subdivisions or buildings requiring site plan control, the developer is responsible for the preparing a tree retention plan when requested by the Town, such plan upon approval shall be included within the applicable agreement as a requirement of the development.

The developer shall ensure all trees are planted and or retained as outlined in the tree retention plan. If the tree retention plan is not met the Town may take steps needed to implement the plan and charge the cost of that work to the lands.

p. Private Trees

The owner of private property shall ensure all trees growing partially on public property are maintained in good condition and state of repair, free of decay or damage, so that the tree or branches do not pose a danger to persons on Municipal properties or its highways.

A Landowner with a tree that is standing on private property shall not permit or leave the tree or branches projecting over a highway or sidewalk in such manner as to obstruct the reasonable and safe use of the highway and sidewalk. The Landowner shall be solely responsible and liable for any loss or damage resulting from a private tree or branch that projects over a highway or sidewalk.

As permitted by section 62(2) and in accordance with section 431 of the Municipal Act, 2001, a municipal employee or a contractor of the municipality, may where necessary, at any reasonable time enter on lands adjacent to any of its highways to inspect or conduct tests on trees; or remove decayed, damaged or dangerous trees or their branches, where in the opinion of the employee or contractor, the tree or branch poses a danger to the health and safety of any person using a highway.





TOWN OF MINTO

DATE: May 10, 2016

REPORT TO: Mayor and Council

FROM: Bill White, CAO/Clerk

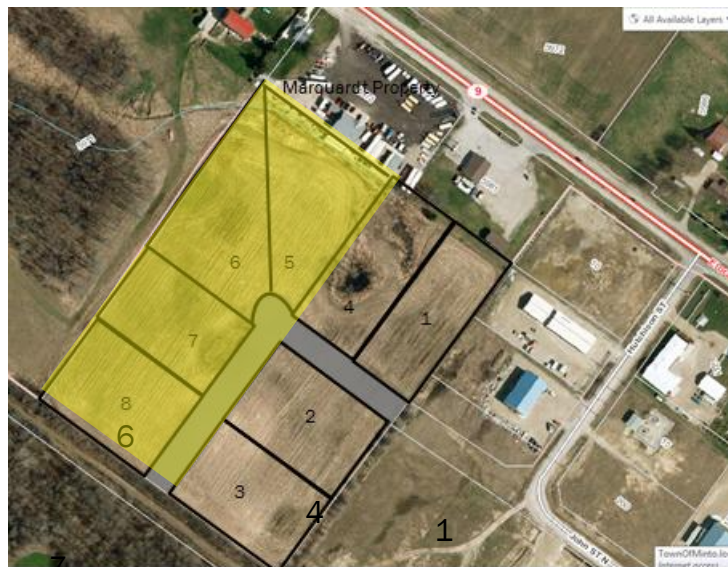
SUBJECT: Marquardt Updated Lease; Monster Truck Rides

STRATEGIC PLAN:

- 4.3 Ensure there is sufficient serviced/serviceable land for a variety of uses in Minto's three urban areas, and maintain a supply of municipally owned serviced industrial land for sale to business in accordance with Town policies.
- 8.1 Regularly communicate tourism and marketing strategies including successful tactics, timing and performance measures. Promote Minto through testimonials from current successful tourism businesses.

BACKGROUND

Murray Marquardt submitted a request that the Town consider leasing land adjacent to his property for a monster truck ride. The area to be leased is about 6 acres in size and is shown in yellow below.



A draft lease was prepared and present to Council in December 2015. The draft lease required the Marquardt's as tenants to secure proper zoning for the monster truck rides. An application to zone the lands for temporary use was completed when the Marquardt's were out of Country. The public meeting was scheduled in May so they could attend upon return.

At the public meeting Council heard further detail from the Marquardt's about the vehicle to be used and the plans they have for the lands. In addition to public concerns about insurance, noise, vibration and dust from the one vehicle giving rides, some neighbours had concerns that monster truck rallies, "mudding", multiple vehicles, loud speaker noise, and damage to roadways would occur. At no time was anything contemplated for the lands that involved anything but rides for children on one vehicle with speed control on very low lying grade changes built on-site.

The draft lease before Council in December and included in the staff report at the public meeting addressed most all of the concerns expressed. The draft lease allowed the Town to stop any activity that caused excessive noise, vibration, odour etc.

COMMENTS:

Considering the public comments received the revised draft lease is acceptable to the Marquardt's with the following terms:

- Up to three year lease as per temporary use by-law with option for three year extension in line with by-law; 6 acres maximum size
- Applicants may also plant pumpkins, corn or similar on part of the lands to support their adjacent business
- Rides to be provided between May long weekend and Thanksgiving long weekend each year except for special occasions
- Town can automatically cancel lease if there is any violation of the agreement
- Specifically allows one "approved vehicle" only that does not create dust, noise, odour or vibration likely to disturb people in the area. Vehicle to have speed control limiting it to 10km/hour, and sufficient exhaust to meet emissions and prevent noise likely to disturb inhabitants in the area.

The revised lease addresses concerns regarding acceptable vehicle, dust, defining "noise" and allows immediate cancellation by the Town if there is a violation of the terms. On the basis of the revised draft lease staff supports passing the temporary use by-law, and passage of a by-law authorizing Mayor and C.A.O. Clerk to sign the lease.

FINANCIAL CONSIDERATIONS:

The lands will generate revenue similar to an agricultural lease.

RECOMMENDATION:

That Council receives the CAO Clerk's report dated May 10, 2016 regarding the Marquardt Updated Lease; Monster Truck Rides and that a by-law authorizing signing of the lease be considered when the Marquardts sign the lease once the temporary use by-law is adopted.

Bill White, C.A.O. Clerk

Lease Agreement

THIS AGREEMENT made as of the 1st day of June 2016

BETWEEN:

THE CORPORATION OF THE TOWN OF MINTO
(the "Owner")

-and-

**[MARQUARDT, MURRAY RICHARD
MARQUARDT, JODENE LYNNE]**
(the "Tenant")

WHEREAS the Town owns lands in the Harriston Industrial Park legally described as Concession D East Part Lot 82 which is approximately 4.5 hectares (+11 acres) south west of lands owned by the Tenant know municipally as 5973 Highway 9, Harriston;

AND WHEREAS the Tenant has requested to lease up to 2.4 hectares (+-6 acres) vacant industrial land from the Owner for the purposes of providing a course for simulated monster truck rides from one approved vehicle;

AND WHEREAS the Owner has agreed to grant a lease on the terms set out in this Agreement;

NOW THEREFORE IN CONSIDERATION of the mutual covenants and agreements hereinafter contained, and other good and valuable consideration (the receipt and sufficiency is hereby acknowledged), the parties covenant and agree each with the other as follows:

- 1. Leasing of Lands.** The Tenant hereby leases the lands from the Owner for a term of three (3) years, commencing on June 1, 2016 and continuing to May 31, 2019 with a proposed renewal of three additional years in accordance with the terms of the temporary use by-law, subject to the faithful compliance with the terms and conditions of this Agreement.
- 2. Early Termination.** Notwithstanding clause 1 above, either party may terminate this Agreement at any time by giving ninety (90) days written notice to the other party. The Tenant shall pay all amounts owing pursuant to the terms of this Agreement up to the date of termination. The Owner agrees not to request termination before the date of June 1, 2018 for the sale of the lands but may terminate as a result of the Tenant violating any of the terms of this agreement.
- 3. Lease Amount.** The Tenant shall pay to the Owner the sum of \$200 per acre, plus H.S.T., per year as base rent for the lands in accordance with the terms of this Agreement. The Rent shall be payable in one installment, in advance on the first day of each year of the term of this Agreement.

4. **Overdue Account.** The Tenant shall pay to the Owner interest of two percent (2%) per month on overdue accounts, in addition to any other remedy the Tenant may have at law.
5. **Covenant of Tenant.** The Tenant covenants with the Owner to pay rent and shall perform and observe all land use and other applicable regulations pertaining to the Tenants use of the lands. In the event of default, the Owner shall have all of the rights afforded under the Lease regarding remedies for default. The Tenant further covenants to keep the Owner indemnified against all actions, expenses, claims and demands in respect of such covenants.
6. **Deposit.** The Owner acknowledges receipt from the Tenant of the sum of \$400, plus H.S.T. as a deposit to be held by the Owner and credited towards first and last month's rent pursuant to this Agreement. The monies deposited with the Owner shall bear no interest.
7. **Lands.** The Owner shall provide to the Tenant access to the following lands:
 - (a) 6 acres more or less of vacant industrial lands south and west of the Tenants existing holdings at 5973 Highway 9, Harriston as shown generally in Schedule A to this lease for the purposes of providing simulated monster truck rides in one "approved vehicle" during a period commencing the Friday prior to the long weekend in May and concluding on the Saturday of the Thanksgiving long weekend in October, except for special occasions outside that period. The Tenant shall also be permitted to plant pumpkins, corn or similar products for sale on their adjacent lands.
8. **Tenants Use.**
 - (a) The Tenant shall be permitted by the Owner to use the Leased Lands for the purposes of providing simulated monster truck rides in one "approved vehicle" on the course laid out on the said lands and approved by the Owner. The course shall be constructed of natural stone, dirt, and similar landscape materials of a temporary nature able to be removed at the sole cost of the Tenant upon termination of this lease if requested to do so by the Owner.
 - (b) The one "approved vehicle" permitted to give rides shall be modified at the Tenant's sole expense to prevent speeds exceeding 10 miles per hour and shall have suitable exhaust to pass applicable emissions requirements of the Province of Ontario and to ensure any noise from the engine is not likely to disturb the inhabitants in the area as determined by the Owner.
 - (c) The Tenant shall obtain any and all required approvals from all agencies prior to establishing and operating any simulated monster truck rides on the Leased Lands including specifically approval from the Maitland Valley Conservation Authority and rezoning for a temporary use approved by Council of the Town of Minto.
 - (d) The Tenant shall ensure the use of the lands does not create any dust, noise, odour or vibration likely to disturb people in the area or the use of any other property, such shall be determined solely by the owner based on the level of noise that might be likely to disturb inhabitants in the area.

- (e) The Tenant shall provide to the Owner for approval a Site plan needed to address traffic circulation, parking, public areas, track layout and other such matters on the leased lands as well as the Tenants adjacent property.
 - (f) The Tenant shall not be permitted any additional monster trucks of any kind on the subject lands or the Town lands including but not limited to monster truck displays, rallies, or other such activities which shall not be permitted on-site.
- 9. Default.** The Owner may terminate this Agreement by written notice to take effect immediately upon the delivery thereof to the Tenant, where:
- (a) the Tenant fails to make any payment provided for herein and such payment remains in arrears and unpaid for a period of twenty (20) days beyond the date that a written notice is delivered by the Tenant indicating that payment is due;
 - (b) the Tenant assigns or purports to assign this Agreement or any of the right under this Agreement without the prior written consent of Owner;
 - (c) the Tenant commits or permits a breach of any of its covenants, representations, warranties or other obligations under this Agreement or any approval obtained from an external agency and the Tenant has failed to remedy the breach within thirty (30) days after delivery by the Owner written notice requiring the breach to be remedied; or,
 - (d) the Tenant has breached the requirements of Section 8 the Owner shall require the Tenant to immediately cease providing rides on the said lands until the Owner has at its sole discretion determined that a sufficient remedy has been found so that noise, dust, odour or vibration are not likely to disturb inhabitants in the area.
 - (e) the Tenant becomes insolvent, or has a receiving order made against it, or makes an assignment for the benefit of creditors, or an order is made or a resolution is passed for the winding up of the Tenant, or takes the benefit of any statute for the time being in force relating to bankrupt or insolvent debtors.
- 10.** Any notice required to be given by this Agreement shall be in writing and delivered personally or by regular mail to the other party at the following addresses:

to the Owner at: Town of Minto
 5941 Highway 89
 Harriston, ON N0G 1Z0
 Attention: C.A.O. Clerk

to the Tenant at: Marquardt, Murray and Jodene
 RR#4 Harriston ON N0G 1Z0

Notice shall be deemed to have been delivered on the date of personal delivery or five business days after sending notice by regular mail.

11. Indemnification and Insurance.

- (a) The Tenant hereby indemnifies and holds harmless the Owner and its directors, officers, employees, members and agents from and against any and all claims, actions, suits, proceedings, losses, damages, liabilities, costs, fees or expenses, joint or several (including without limitation reasonable legal fees) arising or resulting from or in connection with any occurrence in, on or at the Leased Lands, or in any way from or out of the occupancy or use by the Tenants of the Leased Lands, or any part thereof, or due to or arising out of any breach by the Tenant of this Agreement.
- (b) Tenant shall, at its sole cost and expense, take out and maintain in full force and effect, at all times throughout the Term, the following insurance:
 - (i) During period the tenant is using the lands, "All Risks" insurance on property of every description and kind owned by the Tenant, or for which the Tenant is legally liable, or which is installed by or on behalf of the Tenant, one Lands including, without limitation, equipment, materials, improvements, in an amount not less than the full replacement cost thereof from time to time;
 - (ii) general liability and property damage insurance, including personal liability, contractual liability, tenants' legal liability, non-owned automobile liability, and owners' and contractors' protective insurance coverage with respect to the Premises, which coverage shall include the business operations conducted by the Tenant and any other person on the Premises. Such policies shall be written on a comprehensive basis with coverage for any one occurrence or claim of not less than Five million dollars (\$5,000,000) or such higher limits as the Owner may reasonably require from time to time;
 - (iii) such other forms of insurance as may be reasonably required by the Owner from time to time provided such insurance relates to tenant liability.
- (c) All insurance shall be with insurers and on such terms and conditions as the Owner reasonably approves, and each such policy shall name the Owner as an additional insured as its interest may appear, and, in the case of public liability insurance, shall contain a provision for cross-liability or severability of interest as between the Owner and Tenant. The Tenant shall obtain from the insurers under such policies undertakings to notify the Owner in writing at least thirty (30) days prior to any cancellation thereof. The Tenant shall furnish to the Owner, on written request, certificates or certified copies of all such policies. If the Tenant fails to take out or to keep in force such insurance or to provide a certificate of every policy and evidence of continuation of coverage as herein provided, the Owner shall have the right to take out such insurance and to pay the premiums thereof, and, in such event, the Tenant shall pay to the Owner the amount paid as premium plus fifteen percent (15%), which payment shall be payable on demand.
- (d) In the event of a claim, any deductible or self-insured retention under the insurance shall be the sole responsibility of the Tenant and that the coverage shall preclude

subrogation claims against the Owner and any other person insured under the policy and be primary insurance in response to claims. Any insurance maintained by the Owner and any other person insured under the policy shall be considered excess of the Tenant's insurance and shall not contribute with it. The minimum amount of insurance required herein shall not modify, waive or otherwise alter the Tenant's obligation to fully indemnify the Owner.

12. **Limits of Liability.** To the extent allow by applicable law, in no event shall the Owner, or any of its directors, officers, employees or agents, be liable for: (a) any loss of profits, loss of use of data, interruption of business or for indirect, special, incidental or consequential damages of any kind incurred by the Tenant; (b) any claim or other proceeding against the Tenant by a third party; or (c) any representation or warranty made to any third party by the Tenant. Notwithstanding anything in this Agreement to the contrary, entire liability to the Tenant for damages concerning the performance or non-performance by the Owner relating any way to the subject matter of this Agreement, and regardless of whether such damages are based in contract or tort or otherwise, shall not exceed the aggregate amount of cash consideration received by the Owner from the Tenant during the six-month period prior to the presentation of the claim to the Owner.
13. **Time of the Essence.** Time shall be of the essence of this agreement.
14. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties hereto. There are not and shall not be any verbal statement, representations, warranties, undertakings or agreements between the parties. This agreement may not be amended or modified in any respect except by written instruments signed by all the parties hereto.
15. **Applicable Law.** This Agreement shall be construed and enforced in accordance with (and the rights of the parties shall be governed by), the laws of the Province of Ontario.
16. **Binding Effect.** This Agreement shall enure to the benefit of and shall be binding upon the parties hereto and their respective heirs, legal personal representatives, executors, administrators, successors and permitted assigns.
17. **Schedules.** The following schedules form an integral part of this Agreement:
 - (a) Schedule "A" – Lands

IN WITNESS WHEREOF the parties have executed this agreement on the date first noted above.

WITNESS

[INSERT PARTY NAME]

Name:

Date:

Name:

Title:

Name:

Date:

Name:

Title:

[If Corporation, insert: "I/We have authority to bind the corporation"]

**THE CORPORATION OF THE TOWN OF
MINTO**

George Bridge, Mayor

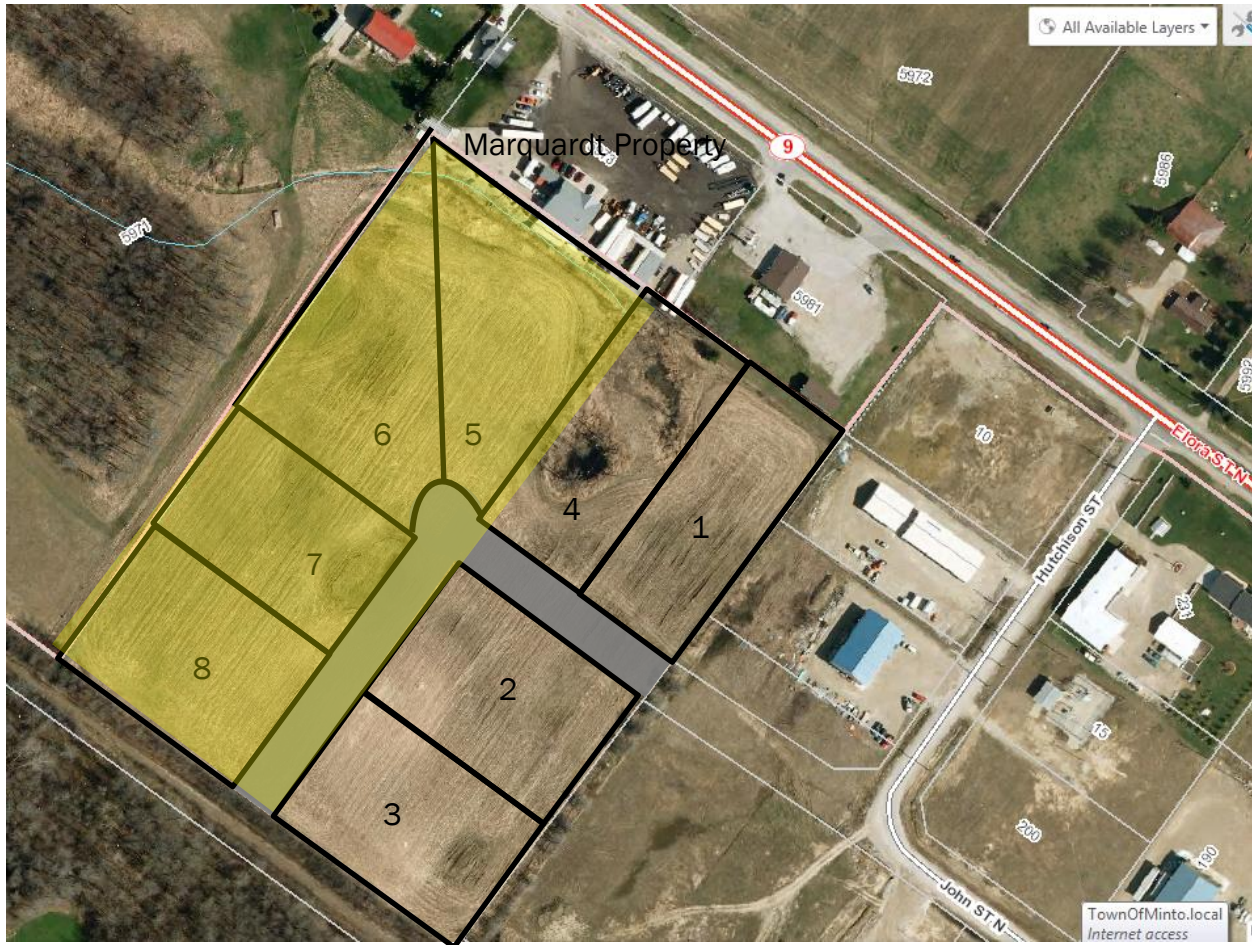
Bill White, Clerk

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

Schedule “A”

The Lands

Below shown in yellow are the lands subject to this lease agreement.





TOWN OF MINTO

DATE: May 11, 2016

REPORT TO: Mayor Bridge and Members of Council

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

SUBJECT: Section 357 Applications

STRATEGIC PLAN:

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

BACKGROUND:

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

COMMENTS:

The attached list is for the 2014 & 2015 taxation years and is the result of demolition of house, approval into Farm Tax Rebate Program, gross or manifest error.

FINANCIAL CONSIDERATIONS:

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

RECOMMENDATION:

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

Respectfully submitted by,

Reviewed by,

Janet Klemp, AMCT
Tax Collector

Gordon R. Duff, CGA
Treasurer

TOWN OF MINTO

Section 357 / 358

May 2016

Roll Number	Assessment Change	Effective Date					
			General	County	School Board	Capping	Total
2341 000 001 04800	RT decreased by 482,345 FT increased by 455,382 Approved into Farm Tax Rebate Program	Mar 02 - Dec 31, 2015	(1,703.40)	(1,998.41)	(600.45)		(4,302.26)
2341 000 002 21800	RT decreased by 68,076 FT increased by 457 House Demo	Apr 01 - Dec 31, 2014	(278.90)	(334.56)	(103.95)		(717.41)
2341 000 002 21800	RT decreased by 68,288 FT increased by 479 House Demo	Jan 01 - Dec 31, 2015	(377.10)	(442.41)	(132.93)		(952.44)
2341 000 005 22650	RT decreased by 21,664 Incorrect Supplemental Date	Jan 01 - May 22, 2015	(49.80)	(54.70)	(16.43)		(120.93)
			\$ (2,409.20)	\$ (2,830.08)	\$ (853.76)	\$ -	\$ (6,093.04)

FT - Farmland

CT - Commercial

RT - Residentail



TOWN OF MINTO

DATE: May 9th, 2016
REPORT TO: Mayor Bridge & Members of Council
FROM: Gordon Duff, Treasurer
Janet Klemp, Tax Collector
SUBJECT: 2016 Tax Rating By-Law

STRATEGIC PLAN:

Fiscal responsibility - Establish sustainable financing mechanisms and sources and act in a fiscally responsible manner.

BACKGROUND:

The Council of The Town of Minto passed its budget for 2016 on March 29th, 2016 which requires the Town to raise \$4,579,101 in lower tier levies. Section 312 of the Municipal Act, 2001 requires municipalities to collect levies sufficient to fund the adopted budget. Lower tier municipalities also collect levies on behalf of the Upper Tier and local School Boards. These levies are included as part of the Town of Minto's Tax Rating By-law.

COMMENTS:

The Lower tier must wait until the Upper Tier has passed by-laws for the Upper Tier budget, tax ratios and property tax reductions, tax capping options, and the Upper Tier tax rating by-law. These by-laws have all been passed as of April 28th, 2016 by the County of Wellington. The Province of Ontario establishes tax rates for education purposes. These rates have now been set by regulation.

FINANCIAL CONSIDERATIONS:

The tax levies contained in this by-law will enable the Town of Minto to raise sufficient monies to fund the requirements set out in the 2016 budget by-law.

RECOMMENDATION:

That the Council of the Town of Minto receive the May 9th, 2016 report from the Treasurer and Tax Collector regarding the Final Tax By-Law and consider passing By-Law 2016-35 in open session.

Gordon Duff CPA, CGA
Treasurer

Janet Klemp, AMCT
Tax Collector



TOWN OF MINTO

DATE: May 12, 2016
REPORT TO: Mayor and Council
FROM: Gordon Duff, Treasurer
SUBJECT: March 31, 2016 Financial Review

STRATEGIC PLAN:

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

BACKGROUND:

The winter was not as severe as in other years, but the damp, icy conditions did present financial challenges. A couple of large vehicle purchases and carry over work in water and sewer projects accounted for the bulk of capital spending in this quarter. No reserve transfers have been entered at this time. Most online payments such as hydro bills have been entered covering the bills paid by March 31st. The operating budget shows a positive variance of \$191,107 while the capital budget shows a negative variance of \$218,790.

COMMENTS:

OPERATING

Admin

- budgeted reserve transfers have not yet been entered; in general, this makes expenditures seem understated on a YTD basis;
- the first quarter's OMPF payments has been received;
- Council expenses are running slightly over budget trend but should level out following winter/spring conference season;
- total budgeted cash and facility donations are \$43,000 with approximately \$10,584 granted to date;
- the annual insurance premium of \$248,000 has been paid, but not yet allocated to other departments; in 2015 the net figure remaining in administration was just over \$28,000, therefore admin expenses show high in the attached reports, while those of other departments are understated until premium is re-allocated;
- computer maintenance costs are up primarily due to changes in e-mail and records software, while other items are in line;
- other interdepartmental allocations to be made later in the year;

Fire

- inter-municipal services fees have not yet been received;
- most wages to firefighters have not yet been paid as at March 31, 2016;

- Volunteer firefighter accident insurance has not yet been paid for the year;
- few training activities have occurred to date;
- other expenses on track;

People and Property

- fortunately no major emergency expenses have been incurred to date in this quarter with minimal generator maintenance costs incurred;
- the Conservation Authority levies have been paid and this leads to the usual up front YTD variance;

Public Works

- gravel pit royalties and fees for service are generally not received until later in the year so YTD revenue variances are still yet to be realized;
- overall public works wages are about 14% over budget;
- up until the end of March winter control expenses totaled \$376,385 or 82% of the total annual budget; at this time last year, 85% of the annual budget had been spent; with the lingering winter weather in April (ice storm), this figure will likely rise before final amounts are calculated; some of the additional costs resulted from late payables which relate to 2015 but were allocated to 2016;
- therefore, despite the lack of snow, the winter of 2014-15 has still been expensive for the public works department primarily due to sand and salt costs;
- road loose top and hardtop maintenance expenses are usually not incurred until the summer season;
- equipment & vehicle repairs and fuel & maintenance costs are in line;
- a substantial amount of tree-cutting work was performed this winter compared to what is normal due to another ice storm;
- the work on the Asset Management Road-Map started in this quarter with costs being shared between the primary departments affected;

Sewers

- sewer revenue is running well below forecast as revised rates will not come into effect until later in the year;
- the bulk of the debt payments are not be paid until the last quarter of the year;
- annual reserve transfers which are the largest expense in this department, have not been entered;
- other expenses running close to forecasts;

Water

- as with sewers, water revenue is coming in at sub-cost recovery levels; this should be corrected with the new rate schedule;
- fortunately, other operating expenses have been in line to date;
- the large budgeted reserve transfers have not yet been made;

Cemeteries

- as expected, cemetery revenue is normally very low during the first quarter;
- expenses are also minimal until warmer weather arrives;

Recreation

- recreation revenues are running as expected with another busy winter season;
- most hall rentals are usually booked for later in the year;
- overall recreation YTD wages are well below budget as staffing levels are lower until summer staff are hired;
- annual debt servicing costs will be incurred later in the year;
- the Norgan Theatre is on track for another good year, with high attendance for many features and expenses in line;
- other small facilities running as expected;

Building

- as often happens, the building dept. was slower in January and February but with the beginnings of spring construction season should be quite busy for the rest of the year;
- training and source water plan implementation was the focus of staff in winter months;

Economic Development

- economic development department busy with Committee meetings and public surveys;
- significant activity in the downtowns and industrial parks also occurred in the first quarter;
- the business incubator coped with changes in tenants and focused on outreach programs;
- most costs inline although large debt servicing payments (land acquisition in Clifford) will not be incurred until late in the year;

Tourism

- fairly minimal activity in this department during the winter except for planning for Farmers' markets, advertising campaigns and signage projects;

CAPITAL

Admin

- no incurred during the quarter;

Fire

- the cost of the aerial tanker which is being brought in from the United States is reflected in this quarter;
- the new radios were also bought which amounted to \$76,000;

Emergency Measures

- no expenditures as at March 31, 2016;

Public Works

- formula-based OCIF funding of \$131,000 was received – this money is earmarked for work on the 6th Line and support of the Asset Management Road Map;
- other than holdback releases and engineering work, very few capital expenditures in the first part of the year;
- Approval of the Ontario Community Infrastructure Fund application will enable work on the Jane & Inkerman reconstruction project to go ahead;

Sewers

- work on the Clifford Ann St installation continued throughout the winter;
- inflow and infiltration work on manholes in Harriston also was incurred;

Waterworks

- the SCADA project work for 2016 is well underway with \$48,000 in costs incurred;
- as with sewers, the Clifford Ann Street project continued to move forward during the winter;

Cemeteries

- no capital purchases during this period;

Recreation

- lighting upgrades have been carried out at all three arenas;
- the Keystone scheduling software package is being implemented for all facilities;
- an auto scrubber for the Clifford Hall has been purchased;
- electrical work at the Harriston Curling Club has been completed;
- signage for the Clifford trail has been purchased;

Economic Development

- minimal capital expenditures during this quarter;

FINANCIAL CONSIDERATIONS:

Budget variances as indicated above will continue to be monitored during the rest of the year.

RECOMMENDATION:

THAT Council receives the Treasurers March 31, 2016 Financial Review report for information only.

Gordon Duff
Treasurer

Town of Minto
Monthly Operating YTD Financial Summary
Mar-16

<u>Department</u>		<u>Previous YTD</u> <u>Actual</u>	<u>Previous</u> <u>YTD Budget</u>	<u>Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>Total Budget</u>
COUNCIL								
	Revenue	\$0	\$7,250	-\$7,250	\$0	\$7,250	-\$7,250	\$0
	Expenditure	<u>32,870</u>	<u>41,702</u>	<u>8,832</u>	<u>36,372</u>	<u>39,175</u>	<u>2,803</u>	<u>156,700</u>
	Dept Total	<u>-32,870</u>	<u>-34,452</u>	<u>1,582</u>	<u>-36,372</u>	<u>-31,925</u>	<u>-4,447</u>	<u>-156,700</u>
ADMIN & GENERAL								
	Revenue	453,102	576,103	-123,001	472,136	523,925	-51,789	2,095,700
	Expenditure	<u>478,140</u>	<u>291,800</u>	<u>-186,340</u>	<u>502,678</u>	<u>307,944</u>	<u>-194,734</u>	<u>1,231,776</u>
	Dept Total	<u>-25,038</u>	<u>284,303</u>	<u>-309,341</u>	<u>-30,542</u>	<u>215,981</u>	<u>-246,523</u>	<u>863,924</u>
MINTO FIRE DEPT								
	Revenue	319	25,734	-25,415	2,143	875	1,268	3,500
	Expenditure	<u>100,193</u>	<u>239,075</u>	<u>138,882</u>	<u>111,122</u>	<u>249,969</u>	<u>138,847</u>	<u>999,876</u>
	Dept Total	<u>-99,874</u>	<u>-213,341</u>	<u>113,467</u>	<u>-108,979</u>	<u>-249,094</u>	<u>140,115</u>	<u>-996,376</u>

Town of Minto
Monthly Operating YTD Financial Summary
Mar-16

<u>Department</u>	<u>Previous YTD Actual</u>	<u>Previous YTD Budget</u>	<u>Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>Total Budget</u>
PROTECTION							
Revenue	5,719	3,150	2,569	7,507	3,975	3,532	15,900
Expenditure	<u>120,327</u>	<u>39,045</u>	<u>-81,282</u>	<u>114,061</u>	<u>42,625</u>	<u>-71,436</u>	<u>170,500</u>
Dept Total	<u>-114,608</u>	<u>-35,895</u>	<u>-78,713</u>	<u>-106,554</u>	<u>-38,650</u>	<u>-67,904</u>	<u>-154,600</u>
ROADWAYS							
Revenue	196,848	246,825	-49,977	157,143	280,770	-123,627	1,123,080
Expenditure	<u>679,265</u>	<u>691,741</u>	<u>12,476</u>	<u>739,568</u>	<u>782,250</u>	<u>42,682</u>	<u>3,129,002</u>
Dept Total	<u>-482,417</u>	<u>-444,916</u>	<u>-37,501</u>	<u>-582,425</u>	<u>-501,480</u>	<u>-80,945</u>	<u>-2,005,922</u>
SEWERS							
Revenue	446,480	522,843	-76,363	408,849	526,125	-117,276	2,104,500
Expenditure	<u>158,575</u>	<u>522,843</u>	<u>364,268</u>	<u>215,579</u>	<u>526,125</u>	<u>310,546</u>	<u>2,104,500</u>
Dept Total	<u>287,905</u>	<u>0</u>	<u>287,905</u>	<u>193,270</u>	<u>0</u>	<u>193,270</u>	<u>0</u>
WATERWORKS							
Revenue	437,760	541,346	-103,586	382,799	448,362	-65,563	1,793,448
Expenditure	<u>185,641</u>	<u>541,346</u>	<u>355,705</u>	<u>353,731</u>	<u>448,362</u>	<u>94,631</u>	<u>1,793,448</u>
Dept Total	<u>252,119</u>	<u>0</u>	<u>252,119</u>	<u>29,068</u>	<u>0</u>	<u>29,068</u>	<u>0</u>
CEMETERIES							
Revenue	6,010	17,375	-11,365	7,734	17,375	-9,641	69,500
Expenditure	<u>1,203</u>	<u>22,325</u>	<u>21,122</u>	<u>2,493</u>	<u>22,325</u>	<u>19,832</u>	<u>89,300</u>
Dept Total	<u>4,807</u>	<u>-4,950</u>	<u>9,757</u>	<u>5,241</u>	<u>-4,950</u>	<u>10,191</u>	<u>-19,800</u>

Town of Minto
Monthly Operating YTD Financial Summary
Mar-16

<u>Department</u>	<u>Previous YTD Actual</u>	<u>Previous YTD Budget</u>	<u>Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>Total Budget</u>
HEALTH SERVICES							
Revenue	9,477	13,650	-4,173	11,624	7,650	3,974	30,600
Expenditure	<u>10.039</u>	<u>20.838</u>	<u>10.799</u>	<u>18.150</u>	<u>14.838</u>	<u>-3.312</u>	<u>59.352</u>
Dept Total	<u>-562</u>	<u>-7,188</u>	<u>6,626</u>	<u>-6,526</u>	<u>-7,188</u>	<u>662</u>	<u>-28,752</u>
RECREATION							
Revenue	293,925	241,819	52,106	288,360	238,787	49,573	955,148
Expenditure	<u>316.875</u>	<u>484.503</u>	<u>167.628</u>	<u>411.332</u>	<u>529.669</u>	<u>118.337</u>	<u>2,118.676</u>
Dept Total	<u>-22,950</u>	<u>-242,684</u>	<u>219,734</u>	<u>-122,972</u>	<u>-290,882</u>	<u>167,910</u>	<u>-1,163,528</u>
BUILDING & ZONING							
Revenue	28,986	71,274	-42,288	16,791	51,587	-34,796	206,348
Expenditure	<u>60.503</u>	<u>97.230</u>	<u>36.727</u>	<u>54.785</u>	<u>92.456</u>	<u>37.671</u>	<u>369.824</u>
Dept Total	<u>-31,517</u>	<u>-25,956</u>	<u>-5,561</u>	<u>-37,994</u>	<u>-40,869</u>	<u>2,875</u>	<u>-163,476</u>
ECON DEV & TOURISM							
Revenue	6,426	33,762	-27,336	23,890	45,550	-21,660	182,200
Expenditure	<u>76.600</u>	<u>159.059</u>	<u>82.459</u>	<u>116.808</u>	<u>185.303</u>	<u>68.495</u>	<u>741.212</u>
Dept Total	<u>-70,174</u>	<u>-125,297</u>	<u>55,123</u>	<u>-92,918</u>	<u>-139,753</u>	<u>46,835</u>	<u>-559,012</u>
ALL DEPARTMENTS							
Revenue	1,885,052	2,301,131	-416,079	1,778,976	2,152,231	-373,255	8,579,924
Expenditure	<u>2,220,231</u>	<u>3,151,507</u>	<u>931,276</u>	<u>2,676,679</u>	<u>3,241,041</u>	<u>564,362</u>	<u>12,964,166</u>
	<u>-335,179</u>	<u>-850,376</u>	<u>515,197</u>	<u>-897,703</u>	<u>-1,088,810</u>	<u>191,107</u>	<u>-4,384,242</u>
YTD TAXATION	<u>1,042,604</u>	<u>1,042,604</u>	<u>0</u>	<u>1,144,775</u>	<u>1,144,775</u>	<u>0</u>	4,579,100
NET OPERATING RESULTS	<u>\$707,425</u>	<u>\$192,228</u>	<u>\$515,197</u>	<u>\$247,072</u>	<u>\$55,965</u>	<u>\$191,107</u>	<u>\$194,858</u>

Town of Minto
Capital Monthly YTD Financial Summary
Mar-16

<u>Department</u>	<u>Previous</u> <u>YTD Actual</u>	<u>Previous</u> <u>YTD</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual</u>	<u>YTD</u> <u>Budget</u>	<u>Variance</u>	<u>Total</u> <u>Budget</u>
COUNCIL							
Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Expenditure	0	0	0	0	0	0	0
Dept Total	0	0	0	0	0	0	0
ADMIN & GENERAL							
Revenue	0	32,500	-32,500	0	4,500	-4,500	18,000
Expenditure	326	40,000	39,674	0	31,750	31,750	127,000
Dept Total	-326	-7,500	7,174	0	-27,250	27,250	-109,000
MINTO FIRE DEPT							
Revenue	0	8,750	-8,750	0	93,750	-93,750	375,000
Expenditure	95,968	41,250	-54,718	361,604	165,000	-196,604	660,000
Dept Total	-95,968	-32,500	-63,468	-361,604	-71,250	-290,354	-285,000

Town of Minto
Capital Monthly YTD Financial Summary
Mar-16

<u>Department</u>	<u>Previous YTD Actual</u>	<u>Previous YTD Budget</u>	<u>Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>Total Budget</u>
PROTECTION							
Revenue	0	500	-500	0	0	0	0
Expenditure	<u>0</u>	<u>14,250</u>	<u>14,250</u>	<u>0</u>	<u>15,000</u>	<u>15,000</u>	<u>60,000</u>
Dept Total	<u>0</u>	<u>-13,750</u>	<u>13,750</u>	<u>0</u>	<u>-15,000</u>	<u>15,000</u>	<u>-60,000</u>
ROADWAYS							
Revenue	130,960	812,500	-681,540	130,960	543,138	-412,178	2,172,552
Expenditure	<u>74,255</u>	<u>873,975</u>	<u>799,720</u>	<u>388,568</u>	<u>795,525</u>	<u>406,957</u>	<u>3,182,100</u>
Dept Total	<u>56,705</u>	<u>-61,475</u>	<u>118,180</u>	<u>-257,608</u>	<u>-252,387</u>	<u>-5,221</u>	<u>-1,009,548</u>
SEWERS							
Revenue	0	102,500	-102,500	0	160,125	-160,125	640,500
Expenditure	<u>48,631</u>	<u>190,200</u>	<u>141,569</u>	<u>148,472</u>	<u>289,975</u>	<u>141,503</u>	<u>1,159,900</u>
Dept Total	<u>-48,631</u>	<u>-87,700</u>	<u>39,069</u>	<u>-148,472</u>	<u>-129,850</u>	<u>-18,622</u>	<u>-519,400</u>
WATERWORKS							
Revenue	0	187,500	-187,500	0	213,413	-213,413	853,652
Expenditure	<u>20,147</u>	<u>364,025</u>	<u>343,878</u>	<u>168,695</u>	<u>372,425</u>	<u>203,730</u>	<u>1,489,700</u>
Dept Total	<u>-20,147</u>	<u>-176,525</u>	<u>156,378</u>	<u>-168,695</u>	<u>-159,012</u>	<u>-9,683</u>	<u>-636,048</u>
CEMETERIES							
Revenue	0	2,063	-2,063	0	0	0	0
Expenditure	<u>0</u>	<u>13,750</u>	<u>13,750</u>	<u>0</u>	<u>13,750</u>	<u>13,750</u>	<u>55,000</u>
Dept Total	<u>0</u>	<u>-11,687</u>	<u>11,687</u>	<u>0</u>	<u>-13,750</u>	<u>13,750</u>	<u>-55,000</u>

**Town of Minto
Capital Monthly YTD Financial Summary
Mar-16**

<u>Department</u>		<u>Previous</u> <u>YTD Actual</u>	<u>Previous</u> <u>YTD</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual</u>	<u>YTD</u> <u>Budget</u>	<u>Variance</u>	<u>Total</u> <u>Budget</u>
HEALTH SERVICES								
	Revenue	0	0	0	0	0	0	0
	Expenditure	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>1,250</u>	<u>1,250</u>	<u>5,000</u>
	Dept Total	<u>0</u>	<u>-3,000</u>	<u>3,000</u>	<u>0</u>	<u>-1,250</u>	<u>1,250</u>	<u>-5,000</u>
RECREATION								
	Revenue	4,546	34,375	-29,829	17,025	74,500	-57,475	298,000
	Expenditure	<u>12,278</u>	<u>67,250</u>	<u>54,972</u>	<u>33,117</u>	<u>94,875</u>	<u>61,758</u>	<u>379,500</u>
	Dept Total	<u>-7,732</u>	<u>-32,875</u>	<u>25,143</u>	<u>-16,092</u>	<u>-20,375</u>	<u>4,283</u>	<u>-81,500</u>
BUILDING & ZONING								
	Revenue	0	2,500	-2,500	0	0	0	0
	Expenditure	<u>188</u>	<u>2,500</u>	<u>2,312</u>	<u>0</u>	<u>1,250</u>	<u>1,250</u>	<u>5,000</u>
	Dept Total	<u>-188</u>	<u>0</u>	<u>-188</u>	<u>0</u>	<u>-1,250</u>	<u>1,250</u>	<u>-5,000</u>
ECON DEV & TOURISM								
	Revenue	94,543	62,500	32,043	-2,068	0	-2,068	0
	Expenditure	<u>10,493</u>	<u>124,500</u>	<u>114,007</u>	<u>0</u>	<u>44,375</u>	<u>44,375</u>	<u>177,500</u>
	Dept Total	<u>84,050</u>	<u>-62,000</u>	<u>146,050</u>	<u>-2,068</u>	<u>-44,375</u>	<u>42,307</u>	<u>-177,500</u>
ALL DEPARTMENTS								
	Revenue	230,049	1,245,688	-1,015,639	145,917	1,089,426	-943,509	4,357,704
	Expenditure	<u>262,286</u>	<u>1,734,700</u>	<u>1,472,414</u>	<u>1,100,456</u>	<u>1,825,175</u>	<u>724,719</u>	<u>7,300,700</u>
NET OPERATING RESULTS		<u>-32,237</u>	<u>-489,012</u>	<u>456,775</u>	<u>-954,539</u>	<u>-735,749</u>	<u>-218,790</u>	<u>-2,942,996</u>

**TOWN OF MINTO**

DATE: May 13, 2016
REPORT TO: Mayor and Council
FROM: Gordon Duff, Treasurer
SUBJECT: Approval of Accounts

STRATEGIC PLAN:

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

BACKGROUND

The following is a summary of accounts by Department paid for May 13, 2016:

Administration	\$ 147,151.30
People & Property	6,422.61
Health & Safety	
Health Services	
Building	3,015.29
Economic Development	9,565.85
Incubator	941.65
Tourism	13.50
Fire	29,624.16
Drains	
Roads	61,860.89
Cemetery	6,056.78
Streetlights	9,593.46
Waste Water	93,169.86
Water	21,961.05
Minto in Bloom	1,689.69
Recreation	11,293.90
Clifford	11,550.36
Harriston	16,456.61
Palmerston	20,617.15
Norgan	2,348.35
	<hr/> <hr/>
	\$ 453,332.46

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 May 13, 2016, regarding Approval of Accounts, and approves the Town of Minto accounts by Department for April and May 2016.

Gordon Duff, Treasurer



TO: Mayor Bridge and Members of Council
FROM: Brian Hansen, Public Works Director
& Gordon Duff, Treasurer
DATE: May 11, 2016
SUBJECT: Tender Award Committee

STRATEGIC PLAN:

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

BACKGROUND

September 1, 2015 Council endorsed its project under the Ontario Community Infrastructure Communities Fund (OCIF) Application Based Component Intake Two as the complete reconstruction of Jane & Inkerman Streets Palmerston. This includes replacing aging water pipes and storm sewers and associated roadwork. An Expression of Interest was submitted September 8, 2015 resulting in an invitation to submit a full application. The application was filed December 15, 2015.

February 5, 2016 the Town was advised the Province approved the project for costs as submitted. At the February 16, 2016 Council Meeting the Contribution Agreement was accepted. One milestone in the agreement is that the tender for the contract work be awarded by May 31, 2016. However, in consultation with Triton Engineering, it is not possible to have the tender documents prepared and the tender submissions received and reviewed by May 17, 2016. A tender closing date of May 26, 2016 has been set.

COMMENTS

The tender closing date occurs after the May 17 Council meeting and the next scheduled meeting is not until June 7. Rather than call a special meeting, one option is Council setting a Tender Award Committee with authority to award the tender as long as it is within certain parameters. The Ministry of Agriculture, Food and Rural Affairs, which administers the OCIF program and advised this would be perfectly acceptable.

FINANCIAL IMPLICATIONS

The total budget for the project is projected at is \$1,786,000 with the Province contributing \$1,300,000 of the total project cost.

RECOMMENDATION

That Council receives the May 11, 2016 report regarding a Tender Award Committee, and hereby delegates authority to award the tender for reconstruction of Jane and Inkerman Streets to an Award Committee made up of Public Works Chair Councillor David Turton, CAO/Clerk Bill White, Treasurer Gordon Duff and Public Works Director Brian Hansen so long as the tender document is complete and meets all conditions specified by Triton Engineering and the amount of the bid is less than \$1,450,000 net of non-recoverable HST.

Brian Hansen
Public Works Director

Gordon Duff
Treasurer

The Corporation of the Town of Minto
By-law No. 2016-33

To modify the site specific zoning (M1-40 (H)) for temporary use
on Part Lot 82, Con D Harriston

WHEREAS Section 39 of The Planning Act, R.S.O. 1990, as amended, authorizes the council of a municipality to pass a zoning by-law for the temporary use of land; and

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

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

1. THAT the Town of Minto Zoning By-law 01-86 is amended by revising the text in Section **35.40** to include the following additional temporary use under section i):
 - **An outdoor recreational monster truck ride track for the general public, which is to be permitted until May 3, 2019, pursuant to Section 39 (3) of the Planning Act, R.S.O. 1990, c.P.13, as amended.**
2. THAT except as amended by this By-law, the land shall be subject to all applicable regulations of Zoning By-law 01-86, as amended.
3. 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 17th day of May, 2016.

Mayor George A. Bridge

C. A. O. Clerk Bill White

EXPLANATORY NOTE

BY-LAW NUMBER 2016-33

SUBJECT LAND

The property subject to the proposed amendment is located on Part Lot 82, Concession D, Harriston. The property is approximately 1.8 ha (4.5 acres) in size and is currently vacant.

PURPOSE

The proposed amendment will modify the site specific zoning (M1-40(H)) on the subject land to temporarily allow a monster truck ride business for a 3 year period. The current zoning permits an agricultural use, excluding the keeping of livestock, a fur farm or dog kennels.

The Corporation of the Town of Minto
By-Law No. 2016-35

To set tax rates for 2016 and provide for the collection thereof

Authority: Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, Sections 307, 308, 312 and 329.1.

WHEREAS Section 312 of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, provides that the Council of a local municipality shall, after the adoption of the estimates for the year, pass a by-law to levy a separate tax rate on the assessment in each property class;

AND WHEREAS the Council of the Corporation of the Town of Minto has passed By-law Number 2016-19 to adopt the estimates of all sums required during 2016 for the purposes of the municipality;

AND WHEREAS the Council of the County of Wellington has passed By-Law Number 5464-16 which resets upper and lower tier revenue neutral transition ratios for the year 2016;

AND WHEREAS the Council of the County of Wellington has passed By-Law Number 5465-16 which adopts tax ratios and tax reductions for prescribed subclasses for the year 2016;

AND WHEREAS Section 329.1 of the said Municipal Act, as amended, modified Section 329 and 331 with respect to the “capped” tax classes as provided for in 2016;

AND WHEREAS the Council of the County of Wellington has passed By-Law Number 5469-16 being a by-law to provide for certain capping options with respect to property taxes for those properties in the commercial, industrial and multi-residential classes for 2016;

AND WHEREAS the Council of the County of Wellington has passed By-Laws Number 5454-16 being a by-law to adopt the estimates for the sums required during the year 2016 for general purposes for the County and Number 5466-16 being a by-law to establish tax rates for the same against the local municipalities;

AND WHEREAS the current tax rates for the applicable School Boards, are set out by Ontario Regulation under the Education Act and shall be levied upon the assessment for real property and grant in lieu in the respective tax classes as established for 2016;

AND WHEREAS the Assessment Roll compiled in 2015 and upon which taxes for 2016 are to be levied, the whole of the assessment for real property, according to the said last assessment roll is as shown on Schedule “A”;

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

1. In this by-law;

“Property Classes” are as prescribed under the Assessment Act, and include the residential/farm property class, the multi-residential property class, the commercial property class and appropriate sub-classes, the industrial property class and appropriate sub-classes, the pipe line class, the farmlands property class, and the managed forests property class.

“Town” means The Corporation of the Town of Minto.

2. That the current estimates for 2016, totaling \$4,579,101.00 as outlined in By-Law 2016-19 Schedule “A”, are hereby adopted.

3. For the year 2016, the Town shall levy upon the assessment of the Property Classes tax rates for General purposes as outlined in Schedule “A”, attached, and are hereby adopted.

4. For the year 2016 the Town shall levy upon the assessment of the Property Classes of property owners in the former Towns of Harriston and Palmerston, and the former Village of Clifford, Minto Pines Subdivision and the Minto Highland Subdivision, area tax rates for street lighting, as outlined in Schedule “B”, attached, and are hereby adopted.

5. The rates herein imposed for the Commercial, Industrial and Multi-Residential classes shall become adjusted by the provisions of Section 329 of the Municipal Act, 2001, S.O. 2001, Chapter 25 as amended.

6. Other local improvement and special charges including tile drainage loans, sewer debenture charges, municipal drainage loans, plus any other eligible/applicable charges shall be added to the tax roll and collected in the same manner as taxation.

7. That save and except that portions of taxes and other special rates levied by the Interim Levy under Section 317 of the Municipal Act, 2001 the taxes levied on the Residential, Farmland, Managed Forest, Pipeline, Commercial, Industrial and Multi-Residential classes, including all other rates, to be raised in 2016 shall become due and payable on the date of passing of this By-law, but may be paid in two installments as follows:

Due date of 1 st installment	September 28 th , 2016
Due date of 2 nd installment	November 28 th , 2016

8. The provisions of By-Law 2016-01 (being the by-law of The Corporation of the Town of Minto establishing the Penalty and Interest charges for non-payment of taxes) shall be applicable.

9. On all taxes in default on January 1st, 2016, interest shall be added at the rate of 1.25 percent per month for each month or fraction thereof in which default continues.

10. That where the sum of the taxes for which any person is chargeable in 2016 for municipal, county, education, and any other purpose, upon any real property assessed in one parcel to be same owner would according to the assessment thereon be less than \$20.00, the sum of such tax shall be deemed to be \$20.00.

11. The Tax Collector is hereby authorized to mail, deliver or cause to be mailed or delivered the notice of taxes due to the address of the residence or place of business of the person to whom such notice is required to be given.

12. Taxes shall be payable at the Municipal Office, or by mail to the Municipal mailing address, or through the telephone and internet banking systems of authorized financial institutions, or over the counter at most chartered banks and financial institutions, or by monthly or installment date preauthorized payments, or by credit card via eCommerce on the Town of Minto website.

13. That the Treasurer/Tax Collector be authorized to accept part payment from time to time on accounts of any taxes due. This is provided that acceptance of any such payment shall not affect the collection of any percentage charge imposed and collectable under By-Law Number 2016-01 in respect of non-payment of any taxes or any class of taxes or of any installment thereof.

14. That the Tax Collector appointed is hereby invested with all powers and authority provided by the Municipal Act, for the collecting of all unpaid and overdue taxes.

15. In the event that any provision or section of this by-law is found by a court of competent jurisdiction to be ultra vires the powers of the Council of the Corporation, only such provision or section, as the case may be shall be inoperative and all other provisions and sections of this by-law shall remain in full force and effect.

16. This By-Law shall come into force on and take effect upon final passing.

Read a first, second, third time and finally passed in open Council this 17th day of May 2016.

Mayor – George A. Bridge

C.A.O. Clerk – Bill White

**By-law No. 2016-35
Page of 3 of 3**

Town of Minto 2016 Tax Rates

By-Law 2016-35

Schedule "A"

Tax Class	Assessment	General Tax Rate		County Tax Rate		School Board Tax Rate		Total Rural Tax Rate	
		rate	dollar	rate	dollar	rate	dollar	rate	dollar
Residential (RT)	588,344,725	0.00556970	3,276,903.61	0.00642780	3,781,762.22	0.00188000	1,106,088.08	0.01387750	8,164,753.92
Multi-Residential (MT)	9,226,000	0.01040420	95,989.15	0.01200714	110,777.87	0.00188000	17,344.88	0.02429134	224,111.90
Managed Forests (TT)	457,400	0.00139243	636.90	0.00160695	735.02	0.00047000	214.98	0.00346938	1,586.89
Farmlands (FT)	236,574,200	0.00139243	329,411.83	0.00160695	380,162.91	0.00047000	111,189.87	0.00346938	820,764.62
Pipelines (PT)	2,453,000	0.01247613	30,603.94	0.01439828	35,318.98	0.01500000	36,795.00	0.04187441	102,717.92
					-		-		
COM. Occupied (CT)	55,848,795	0.00823759	460,059.27	0.00950672	530,938.86	0.01026644	573,368.30	0.02801075	1,564,366.43
COM. Excess Land (CU)	208,500	0.00576631	1,202.28	0.00665471	1,387.51	0.00718651	1,498.39	0.01960753	4,088.17
COM. Vacant Land (CX)	541,900	0.00576631	3,124.76	0.00665471	3,606.19	0.00718651	3,894.37	0.01960753	10,625.32
COM. New Const Occ (XT)	8,937,500	0.00823759	73,623.43	0.00950672	84,966.31	0.01026644	91,756.31	0.02801075	250,346.05
COM. New Const Excess Land (XU)	94,500	0.00576631	544.92	0.00665471	628.87	0.00718651	679.13	0.01960753	1,852.91
			-		-		-		
IND. Occupied (IT)	9,162,391	0.01336728	122,476.25	0.01542673	141,345.73	0.01500000	137,435.87	0.04379401	401,257.84
IND. Excess Land (IU)	282,629	0.00868873	2,455.69	0.01002737	2,834.03	0.00975000	2,755.63	0.02846611	8,045.35
IND. Vacant Land (IX)	155,500	0.00868873	1,351.10	0.01002737	1,559.26	0.00975000	1,516.13	0.02846611	4,426.48
IND. Hydro (IH)	39,300	0.01336728	525.33	0.01542673	606.27	0.01500000	589.50	0.04379401	1,721.10
IND. New Const Occ (JT)	167,700	0.01336728	2,241.69	0.01542673	2,587.06	0.01180000	1,978.86	0.04059401	6,807.62
IND. New Const Excess Land (JU)	0	0.00868873	-	0.01002737	-	0.00767000	-	0.02638611	-
LG IND. Occupied (LT)	11,343,600	0.01336728	151,633.08	0.01542673	174,994.65	0.01500000	170,154.00	0.04379401	496,781.73
LG IND. Excess Land (LU)	72,600	0.00868873	630.80	0.01002737	727.99	0.00975000	707.85	0.02846611	2,066.64
TOTAL	923,910,240		4,553,414.02		5,254,939.73		2,257,967.14		12,066,320.89

PAYMENT IN LIEU

Tax Class	Assessment	General Tax Rate		County Tax Rate		School Board Tax Rate		Total Rural Tax Rate	
		rate	dollar	rate	dollar	rate	dollar	rate	dollar
Commercial - Full (CF)	2,271,400	0.00823759	18,710.85	0.00950672	21,593.56	0.01026644	23,319.19	0.02801075	63,623.61
Commercial - Gen (CG)	790,000	0.00823759	6,507.69	0.00950672	7,510.31	0.00000000	-	0.01774431	14,018.00
Commercial - Full Vacant Land (CR)	17,000	0.00576631	98.03	0.00665471	113.13	0.00718651	122.17	0.01960753	333.33
Industrial - Full (IF)	0	0.01336728	-	0.01542673	-	0.01500000	-	0.04379401	-
Industrial - Full Vacant (IY)	0	0.00868873	-	0.01002737	-	0.00975000	-	0.02846611	-
Multi-Residential - Full (MP)	0	0.01040420	-	0.01200714	-	0.00188000	-	0.02429134	-
Residential - Full (RP)	0	0.00556970	-	0.00642780	-	0.00188000	-	0.01387750	-
Residential - Gen (RG)	66,500	0.00556970	370.39	0.00642780	427.45	0.00000000	-	0.01199750	797.83
TOTAL PIL	3,144,900		25,686.96		29,644.45		23,441.36		78,772.77
GRAND TOTAL	927,055,140		4,579,100.98		5,284,584.18		2,281,408.50		12,145,093.66

Town of Minto 2016 Street Light Tax Rates

By-Law 2016-35

Schedule "B"

Tax Class	Area Assess	St Ltg Area Tax Rate	
		rate	dollar
Residential (RT)	372,043,830	0.00036457	135,636.02
Multi-Residential (MT)	9,226,000	0.00068102	6,283.06
Managed Forests (TT)	0	0.00009114	-
Farmlands (FT)	1,966,700	0.00009114	179.25
Pipelines (PT)	1,383,000	0.00081664	1,129.41
			-
COM. Occupied (CT)	41,911,225	0.00053920	22,598.49
COM. Excess Land (CU)	123,800	0.00037744	46.73
COM. Vacant Land (CX)	397,900	0.00037744	150.18
COM. New Const Occ (XT)	4,571,500	0.00053920	2,464.95
COM. New Const Excess Land (XU)	51,500	0.00037744	19.44
			-
IND. Occupied (IT)	6,967,591	0.00087497	6,096.42
IND. Excess Land (IU)	227,129	0.00056873	129.17
IND. Vacant Land (IX)	39,000	0.00056873	22.18
IND. Hydro (IH)	34,300	0.00087497	30.01
IND. New Const Occ (JT)	0	0.00087497	-
IND. New Const Excess Land (JU)	0	0.00056873	-
			-
LG IND. Occupied (LT)	11,343,600	0.00087497	9,925.29
LG IND. Excess Land (LU)	72,600	0.00056873	41.29
			-
TOTAL	450,359,675		184,751.89

PAYMENT IN LIEU

Tax Class	Area Assess.	St Ltg Area Tax Rate	
		rate	dollar
Commercial - Full (CF)	2,264,200	0.00053920	1,220.85
Commercial - Gen (CG)	790,000	0.00053920	425.97
Commercial - Full Vacant Land (CR)	0	0.00037744	-
Industrial - Full (IF)	0	0.00087497	-
Industrial - Full Vacant (IY)	0	0.00056873	-
Multi-Residential - Full (MP)	0	0.00068102	-
Residential - Full (RP)	0	0.00036457	-
Residential - Gen (RG)	0	0.00036457	-
			-
TOTAL PIL	3,054,200		1,646.82
			-
GRAND TOTAL	453,413,875		186,398.71

The Corporation of the Town of Minto
By-law No. 2016-36

To amend zoning on Part Lot 22, Concession 2 from Extractive Industrial to
Extractive Industrial Exception

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

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

1. THAT Schedule “A” - Map No. 1 of the Town of Minto Zoning By-law 01-86 is amended by revising the zoning, on Part Lot 22, Concession 2 (former Township of Minto), from **Extractive Industrial (EI) to Extractive Industrial Exception (EI-112)**, as shown on Schedule “A” attached to and forming part of this By-law.
2. THAT Section 36, Exception Zone 3, is amended by the inclusion of the following new exception **36.112**:

EI-112 In addition to the uses permitted in the Extractive Industrial zone, the following additional use shall be permitted within this zone: recycling of used asphalt, concrete, brick and similar inert materials and blending them with sand and gravel.
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 the Town of Minto Zoning By-law 01-86, 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.

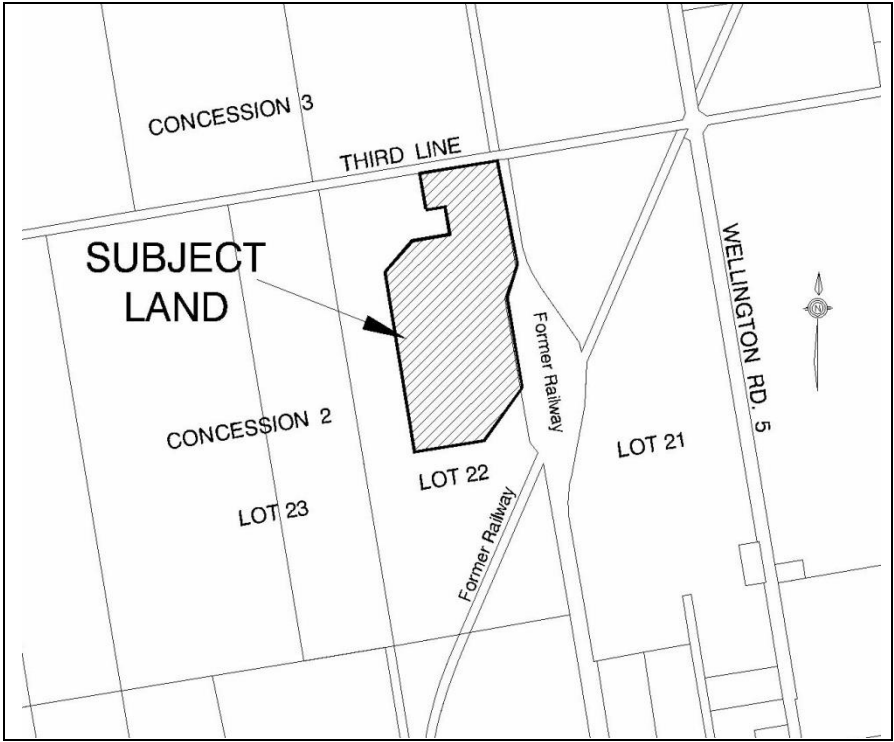
Read a first, second, third time and passed in open Council this 17th day of May, 2016.

Mayor George A. Bridge

C.A.O. Clerk Bill White

THE TOWN OF MINTO
BY-LAW No. 2016-36

Schedule "A"



Rezones from Extractive Industrial (EI) to Extractive Industrial Exception (EI-112)

This is Schedule "A" to By-law 2016-36

Passed this 17th day of May, 2016

Mayor George A. Bridge

C. A. O. Clerk Bill White

EXPLANATORY NOTE
BY-LAW NUMBER 2016-36

Location of the Subject Land

The property subject to the proposed amendment is located on Lot 22, Concession 2, with a municipal address of 5991 3rd Line. The area to be rezoned is 12.24 ha in size; the property is about 33.9 hectares.

The Purpose and Effect of the Application

The purpose and effect of the proposed amendment is to amend the current Extractive Industrial (EI) Zone on the subject land, to allow for the storage and recycling of used asphalt, concrete and similar inert materials within an existing pit. The land is being rezoned to Extractive Industrial Exception (EI-112) to allow for this accessory use. The applicant has also applied to the Ministry of Natural Resources and Forestry (MNR) to have the aggregate license on the subject land amended for this purpose.

The Corporation of the Town of Minto
By-law 2016-37

To Exempt Part Lot Control for lands being Part
Park Lot 5, North East of George Street, being Part
1, Plan 61R-20538, Former Town of Harriston, in
Town of Minto, under Section 50 (7.1) of the
Planning Act, R.S.O. 1990, as amended.

WHEREAS The Corporation of the Town of Minto has received a request from the owner of land, described as Part Park Lot 5, North East of George Street, being Part 1, Plan 61R-20538, Former Town of Harriston now in the Town of Minto, to remove part lot control restrictions pursuant to *Section 50, Subsection 7, of the Planning Act, R.S.O. 1990, as amended*;

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

1. The lands being Part Park Lot 5, North East of George Street, being Part 1, Plan 61R-20538, Former Town of Harriston, in Town of Minto more fully described in Schedule “A” attached hereto and forming part of this By-law are designated as being exempt from Part Lot Control and *Section 50, Subsection 5 of the Planning Act, R.S.O. 1990, as amended*, shall not apply to such lands during the effective period of this By-law.
2. The Clerk is hereby authorized to and directed to make application to the County of Wellington for approval of this By-law.
3. This By-law shall come into force and effect:
 - a) upon written final approval from the County of Wellington pursuant to *Section 50(7.1) of the Planning Act*.
 - b) upon registration of the By-law at the Land Registry Office for the County of Wellington pursuant to *Section 50 (28) of the Planning Act*.
4. This By-law shall expire twelve months after receiving final approval by the County of Wellington, as provided for in *Section 50, Subsection 7.1 of the Planning Act, R.S.O. 1990, as amended*.

Read a first, second third time and passed in open council this 17th day of May, 2016.

Mayor George A. Bridge

CAO Clerk Bill White

THE CORPORATION OF THE TOWN OF MINTO

SCHEDULE 'A' OF BY-LAW NUMBER 2016-37

Part Park Lot 5, North East of George Street, being Part 1, Plan 61R-20538,
Former Town of Harriston, in Town of Minto

The Corporation of the Town of Minto
By-law No. 2016-38

To confirm actions of the Council of the
Corporation of the Town of Minto
Respecting a meeting held May 17, 2016

WHEREAS the Council of the Town of Minto met on May 17, 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 May 17, 2016 in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate By-law.
2. That the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, or obtain approvals, where required, and, except where otherwise provided, the Mayor and the C.A.O. Clerk are hereby directed to execute all documents necessary in that behalf and to affix the Corporate Seal of the Town to all such documents.
3. This By-law shall come into force and takes effect on the date of its final passing.

Read a first, second, third time and passed in open Council this 17th day of May, 2016.

Mayor George A. Bridge

C.A.O. Clerk Bill White