



Tuesday, December 6, 2016

2:30 p.m.

Council Chambers

Pages

- 1. Call to Order**
- 2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act**
- 3. Motion to Convene into Closed Session**
 - a. Previous Minutes of the November 15, 2016 Closed Session
 - b. Personal matters about an identifiable individual, including employees;
Employee Benefits
 - c. Labour relations or employee negotiations, Employee Committee Minutes
 - d. Litigation or potential litigation, Closed Session Minutes from Economic
Development Meeting November 10, 2016
- 4. Motion to Convene into Open Session**
- 5. Minutes of Previous Meeting** 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-2016-09 Martin 6433 10th Line 11
- 9. Delegations**

- a. Belinda Wick-Graham and Callise Foerter, "Fire and Ice" New Year's Event

10. Public Question Period

11. Correspondence Received for Information or Requiring Direction of Council

a. Township of South Stormont, Resolution re: Rural Schools South Stormont	21
b. Lorne Coe, MPP Whitby-Oshawa- Bill 9, End Age Discrimination Against Stroke Recovery Patients Act, 2016	22
c. Township of Madawaska Valley, Bill 7 Promoting Affordable Housing Act 2016	23
d. Waterloo Wellington LHIN, Fall Newsletter	25
e. Township of Bonfield, Resolution regarding the 2015 Pan AM and Parapan AM Games	30
f. Municipality of Greenstone, Resolution Regarding Access and Delivery of Hydro	31
g. Town of Pelham, Resolution regarding Autism Support	33
h. Clifford Recreation Association, December Newsletter	36
i. County of Wellington Planning Committee, Bill 39, The Aggregate Resources and Mining Modernization Act, 2016 Report	38
j. County of Wellington Planning Committee, Ontario Municipal Board Review, Comments on Proposed Changes	43
k. Tay Valley Township, Resolution - Hydro Ones Strategy Regarding Hydro Costs	48
l. Mapleton's Seniors for Excellence, December Newsletter and Calendar	50
m. Ontario Ombudsman, November Newsletter	52
n. Association of Municipalities Ontario, Federal Infrastructure Phase 2 Incrementality Resolution	56

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

a. Committee Minutes for Receipt	
1. Maitland Valley Conservation Authority, Board of Directors Meeting Minutes of October 18, 2016	59
2. Maitland Valley Conservation Authority, Board of Directors Hearing	65

Minutes

b. Committee Minutes for Approval

1.	LaunchIt Committee Minutes of October 11, 2016	71
2.	LaunchIt Committee Minutes of November 22, 2016	73
3.	Harriston Farmers Market Committee Minutes of October 27, 2016	76
4.	Palmerston Farmers Market Committee Minutes of October 17, 2016	78
5.	Economic Development and Planning Committee Minutes of November 10, 2016	80
6.	Cultural Roundtable Committee Minutes of November 28, 2016	92

c. Staff Reports

1.	Business and Economic Manager, 215 Minto Road: "Ontario Investment Ready: Certified Site" Park	106
2.	Triton Engineering Services Limited, Intersection of Main and William Streets, Palmerston	112
3.	Recreation Services Manager, Trails Funding Programme	126
4.	Recreation Services Manager and Chief Building Official, Van Replacement	127
5.	Recreation Services Manager, Joint Health and Safety Committee Annual Update	129
6.	By-law Enforcement Officer, Dog Licensing By-Law Exemption	131
7.	Building Inspector, Barry Heinmiller Severance	134
8.	Building Inspector, Site Plan Control for J.W. Bauman Ltd., 190 John Street North, Harriston	138
9.	Fire Chief, CEMC Appointment	142
10.	Deputy Clerk, Ontario Wildlife Damage Compensation Program and Fence Viewers	143
11.	C.A.O. Clerk, Offer to Purchase, Leyland James St. Palmerston	145
12.	Treasurer, Approval of Accounts November 2016	148

13.	Treasurer, Connecting Link Funding - Engineering Contract Award	150
14.	County of Wellington Planning and Development Department, Deeming of former OPP Station lands, Palmerston	152
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	
a.	2016-93, Deeming By-law for former OPP Lands, Palmerston	153
b.	2016-94, To appoint a Community Emergency Management Coordinator and Alternates	155
c.	2016-95, Sale of Land to Leyland	156
d.	2016-96, Agreement to maintain certain approved work funded through the Town of Minto Community Improvement Plan (CIP)	158
e.	2016-97, Confirm the Proceeding of the December 6, 2016 Committee/Council Meeting	159
17.	Adjournment	



Council Minutes
Tuesday, November 15, 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

Staff Present:

Bill White, C.A.O. Clerk
Annilene McRobb, Deputy Clerk, Recording Secretary
Terry Kuipers, Chief Building Official
Stacey Pennington Building Inspector
Belinda Wick-Graham, Business & Economic Manager
Gordon Duff, Treasurer
Brian Hansen, Public Works Director
Mike McIsaac Roads & Drainage Supervisor

1. **Call to Order** – 5:03 p.m.
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act** - None
3. **Motion to Convene into Closed Session**

RESOLUTION: 2016-220

Moved By: Councillor Turton; Seconded By: Councillor Dirksen

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

Previous Minutes of the November 1, 2016 Closed Session Meeting

- **A proposed or pending acquisition or disposition of land, James Street, Palmerston**
- **A proposed or pending acquisition or disposition of land, Lions Park, Palmerston**
- **Solicitor Client Privilege, George Street Rezoning**

Carried

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

RESOLUTION: 2016-221

Moved By: Councillor Anderson Seconded By: Deputy Mayor Faulkner

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

Carried

5. Minutes of Previous Meeting

- a. Regular Council Minutes of November 1, 2016

RESOLUTION: 2016-222

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

THAT the minutes of the November 1, 2016 Council Meeting be approved.

Carried

6. Additional Items Disclosed as Other Business

Mayor Bridge, Deputy Mayor Faulkner, Councillors Elliott, Turton and Dirksen have items.

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

RESOLUTION: 2016-223

Moved By: Councillor Colwell; Seconded By: Councillor Elliott

THAT The Town of Minto Council convenes into Committee of Adjustment.

Carried

8. Public Meeting Committee of Adjustment - 5:00 p.m.

- a. Minor Variance Application File No. A6-16, Blake Murphy, 460 Walker Street, Palmerston (See Schedule A minutes attached)

9. Public Meeting

RESOLUTION: 2016-224

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

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

Carried

- b. 2016-31 Section L 7 to hear an appeal of a Dangerous Dog Designation (See Schedule B minutes attached)

10. Delegations

- a. Earl and Carolyn Savage, Denali Poodles, Kennel By-law Exception
Mr. Savage and his family are negotiating an offer to buy 9308 Blind Line to host their poodle breeding operation. CBO Kuipers explained by-law rules noting an exemption to the 10 acre lot size is needed, but the location meets required separation distances. Council asked questions of Mr. Savage and his daughter Samantha who noted their operation never exceeds 22 dogs and they also keep horses. Once there is an accepted offer, the C.A.O. Clerk suggested exemption wording could be proposed for this operator on this property if it is acceptable to Council. Mayor Bridge thanked them for the delegation.

MOTION: COW 2016-259

Moved By: Councillor Elliott Seconded By: Councillor Colwell

THAT Council requests staff bring back wording of an exemption to the kennel by-law for Earl and Carolyn Savage's breeding operation to be located at 9308 Blind Line only once they have a purchase and sale agreement on the property.

Carried

11. Public Question Period - None

12. Correspondence Received for Information or Requiring Direction of Council

- a. Ombudsman Ontario, The Watchdog October Newsletter
- b. Municipal Policing Bureau, Letter on OPP Arbitration Awards
- c. Mapleton Seniors Centre for Excellence, November Newsletter and Calendar
- d. Guelph Wellington Crime Stoppers, Donation Request
- e. County of Wellington, Draft Plan of Subdivision 23T-100003 Extension Miles & Diny Pul
- f. Upper Grand District Secondary School, Notice of Decision, Closure of Centre Peel Secondary School

MOTION: COW 2016-260

Moved By: Councillor Turton; Seconded By: Councillor Elliott

THAT Council receives the correspondence for information.

Carried

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

- a. Committee Minutes for Receipt
 - 1. Jamesway Board Meeting Minutes of August 11, 2016

MOTION: COW 2016-261

Moved By: Councillor Anderson; Seconded By: Councillor Dirksen

THAT the Jamesway Board Meeting Minutes of August 11, 2016 be received for information.

Carried

- b. Committee Minutes for Approval None.

c. Staff Reports

- 1. Chief Building Official, October Building Permit Review

MOTION: COW 2016-262

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

THAT Council receives the Chief Building Officials October Building Permit Review for information.

Carried

- 2. C.A.O. Clerk, Standard Community Improvement Plan Agreement

MOTION: COW 2016-263

Moved By: Councillor Anderson; Seconded By: Councillor Turton

THAT Council receives the C.A.O. Clerk's November 8, 2016 report regarding Standard Community Improvement Plan Agreement and approves the use of the agreement as described in the report for grants and other incentives over \$5,000 in value.

Carried

Councillor Colwell assumed the Chair

3. Treasurer and Tax Collector, Minutes of Settlement and Assessment Adjustments
Treasurer Duff noted the large adjustment was due to land assessed as subdivision in error.

MOTION: COW 2016-264

Moved By: Councillor Anderson; Seconded By: Councillor Dirksen

THAT Council receives the November 2016 report from the Treasurer and Tax Collector regarding assessment adjustments and that the adjustments be approved.

Carried

4. Treasurer, Clifford Library Lease – Wellington County
Treasurer Duff noted the rent increase is a budgeted item unless the Clinic agrees to an increase to the amount paid to the Town.

MOTION: COW 2016-265

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

THAT Council receives the November 4, 2016 Treasurer's report regarding the Clifford Library Lease from Wellington County and that a by-law authorizing the signing of the lease be considered in open session.

Carried

5. Treasurer, Approval of Accounts October and November 2016
The Treasurer summarized some of the payments included in the statement of accounts.

MOTION: COW 2016-266

Moved By: Councillor Elliott; Seconded By: Mayor Bridge

THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for November 15, 2016 as follows: Administration \$ 106,259.27, Building \$ 4,233.77, Economic Development \$ 7,152.94, Incubator \$ 1,887.05, Tourism \$ 831.68, Fire \$ 3,312.16, Roads \$ 284,594.87, Streetlights \$ 9,481.62, Wastewater \$ 33,607.87, Water \$ 10,701.99, Recreation \$ 1,731.28, Clifford \$ 7,138.86, Harriston \$ 5,920.93, Palmerston \$ 13,544.58, Norgan \$ 3,353.45.

Carried

Councillor Turton assumed the Chair

6. Public Works Director, Winter Maintenance Contract, County Roads 2 & 3
Public Works Director Hansen noted the County increased the contract \$500 per Km.

MOTION: COW 2016-267

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

THAT Council receives this report from the Public Works Director regarding the Winter Maintenance Contract for County Roads 2 & 3 and that Council accepts the compensation of \$7,500/km for the 2016/2017 winter season from the County of Wellington.

Carried

d. Other Business Disclosed as Additional Item

Councillor Dirksen noted Remembrance Day Services in Harriston were well done.

Councillor Elliott announced that Business and Economic Manager Belinda Wick-Graham will speak at the OSUM Conference in Blue Mountains.

Councillor Colwell reminded everyone of Chamber Christmas Social December 10 at Harry Stones 6 pm with donation to the food bank.

Deputy Mayor Faulkner announced the arrival of his granddaughter Alita Marie.

Councillor Turton announced the arrival of his new twin granddaughters Lyla and Sadie.

Mayor Bridge noted the new Palmerston cenotaph was appreciated. Clifford services went well. Light up the Town is tonight 7 pm. Transportation is booked for the Christmas Parades.

14. Motion to Convene into Court of Revision - 6:30 p.m.

RESOLUTION: 2016-225

Moved By: Councillor Dirksen; Seconded By: Councillor Elliott

THAT Court of Revision be convened.

Carried

- a. Municipal Drain 116 Part Lots 36 Concession 18, Town of Minto, Part Lots 6, Concession 4, Municipality of West Grey Section 10(2) of the Drainage Act (See Schedule C minutes attached)

15. Motion to Return To Regular Council

RESOLUTION: 2016-226

Moved By: Councillor Elliott; Seconded By: Councillor Anderson

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

Carried

16. Notices of Motion - None

17. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION: 2016-227

Moved By: Councillor Turton; Seconded By: Councillor Colwell

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

Carried

18. By-laws

- a. 2016-74, Municipal Drain 116, Third Reading

RESOLUTION: 2016-228

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

THAT By-law 2016-74; to provide for drainage works in the Town of Minto known as Municipal Drain 116; be read a third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- b. 2016-91, Lease Agreement with the County of Wellington for a portion of 7 Brown Street, Clifford

RESOLUTION: 2016-229

Moved By: Councillor Anderson; Seconded By: Councillor Colwell

THAT By-law 2016-91; to authorize the Execution of a Lease Agreement between the County of Wellington and the Town of Minto for a portion of 7 Brown Street, Clifford; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- c. 2016-92, Confirm the Proceeding of the November 15, 2016 Committee/Council meeting

RESOLUTION: 2016-230

Moved By: Councillor Elliott; Seconded By: Councillor Turton

THAT By-law 2016-92; Confirm the Proceedings of the November 15, 2016

Committee/Council meeting; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

19. Adjournment

RESOLUTION: 2016-231

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

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

Schedule "A"
Minutes of the Committee of Adjustment Hearing
Tuesday November 15, 2016 5:00 pm Council Chambers
Minor Variance File A6-16, Blake Murphy, 460 Walker Street, Palmerston

Chair Bridge called the Hearing to order at 5:10 p.m. stating any decision reached by this Committee today cannot be used to set a precedent. Each application considered by the Committee is dealt with on its own merits and no two applications are exactly the same.

Chair Bridge called on Secretary-Treasurer White who stated the subject property is legally described as Part Lot 84, Lot 89 Thompsons Survey, RP 61R20435 Palmerston. The proposed variance is to allow a single family dwelling with an exterior side yard setback of 3.048m (10') where Section 12.2.1.5 of the Zoning By-law requires a minimum exterior side yard setback of 6m (19.7'). Other variances may be considered as required.

Notice was given to property owners within 60 metres of the lands, posted on the subject property and circulated to staff and applicable agencies on November 4. Comments were received from the Town of Minto staff with no concerns and Wellington County Junior Planner Elizabeth Martelluzzi with concerns about whether the variance is necessary for the appropriate development.

Chair Bridge called upon the applicant or agent or any persons wishing to speak to the application, no one came forward.

The Secretary -Treasurer provided a draft decision in favour and one to deny the variance. Committee asked that the resolution in favour be read:

COA MOTION 2016-06

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

THAT Committee of Adjustment approves the application by Blake Murphy for property Part Lot 84 and Lot 89 Thompsons Survey, RP 61R20435, Former Town of Palmerston, Town of Minto with a civic address of 460 Walker Street; to permit construction of a single family dwelling with an exterior side yard setback of 3.048m (10') where Section 12.2.1.5 of the Town of Minto Zoning By-law 01-86, as amended, requires a minimum exterior side yard setback of 6m (19.7').

Carried

The decision was circulated to be signed by members in favour. As required by legislation the decision notes comments considered by Committee when approving the application.

Chair Bridge stated that anyone wishing to receive a copy of the Notice of Decision" to please sign the Request for Notice of Decision prior to leaving the Council Chambers following the meeting and adjourned the Public Hearing at 5:23 p.m.

Mayor George A. Bridge

Secretary Treasurer Bill White

Schedule "B" Dangerous Dog Hearing
Tuesday November 15, 2016 5:00 pm Council Chambers

1. Chair, Mayor George Bridge: Chair Bridge called the hearing to order at 5:25 p.m.

2. Purpose of Meeting and Decision of the Appeal Committee CBO Terry Kuipers

CBO Kuipers presented information on the provisions of By-law 2016-31 Section L 4 which requires a dangerous dog be kept inside or in a suitable pen, muzzled when off the property, micro chipped, insurance and notification if relocating. He noted Council may affirm, amend or rescind the Dog Control Officer's designation of the dog as Dangerous, and can substitute requirements for the dangerous dog.

3. Information relating to the Incident that is the subject of this Hearing Cam Forbes, By-law Enforcement Officer

By-law Officer Forbes provided Council the timelines and information on the attack, the results of the veterinarian's report leading to the dangerous dog designation.

4. Opportunity to Question - Statement & Evidence of By-law Enforcement Officer

(a) Applicant/Appellant

The C.A.O. Clerk noted the dog owner was not in attendance. The hearing had been delayed one meeting to accommodate the owner's schedule and she advised she could not attend after notice was given. Chair Bridge noted the dog owner's letter was on the agenda.

(b) Members of Council asked questions of clarification to By-law Officer Forbes.

5. Statement by Witness - Owner(s) of victim dogs

The Cheeseman's were in attendance and noted the attack by the German Shephard was unprovoked when they were walking Maggie their pet Shiatzu. Mr. Cheesman tried to pick up Maggie to protect it, but it got away was attacked. They stated the owner of the German Shephard did not try to call her dog off or check on their dog. They characterized Maggie's injuries and their discussion with the vet.

6. Opportunity to Question - Witness (Owner(s) of the victim Dogs)

Council asked questions of the Cheeseman's confirming the Shephard did not attack them.

7. Statement & Evidence of Applicant/Appellant

The Appellant was not in attendance as previously noted.

8. Statement & Evidence of Witness in support of Applicant's/Appellant's Case

There were no witnesses brought forward in addition to the Cheeseman's.

9. Opportunity to Question - Applicant/Appellant/Witnesses

There were no further questions.

10. Presentation of Summary Arguments

CBO Kuipers noted that due to the appeal the designation is held off until council makes a decision on the hearing.

11. Decision of Council

MOTION: COW 2016-258

Moved By: Councillor Turton; Seconded By: Councillor Elliott

THAT Council affirms the Dangerous Dog designation for Appellant Carole Fell.

Carried

12. Adjournment of Hearing at 5:51 p.m.

Schedule "C" Court of Revision Proceedings
Tuesday November 15, 2016 6:30 pm, Council Chambers
Municipal Drain 116

1. Call to Order at 6:30 p.m.

Chair George Bridge called the proceedings to order at 6:30 p.m.

2. Roll Call

Chair George Bridge, Councillor David Turton and West Grey Deputy Mayor John Bell were present representing the Court of Revision. Staff present were CAO Clerk Bill White, Roads and Drainage Supervisor Mike McIsaac for the Town, and Harold McKnight Drainage Superintendent West Grey.

3. Disclosure of Pecuniary Interest under the Municipal Conflict of Interest Act – None

4. Introduction and Purpose of the Meeting

The CAO Clerk noted the Court of Revision hears appeals on the portion of the cost of a proposed drainage work to be collected, as taxes, from the landowner. The Clerk received no written notices of appeals before the first sitting of the Court on Drain 116 as required by statute, and no late appeals were filed. The Court could hear any person who may attend the meeting at the call of the members.

5. Delegations

Chair Bridge asked if there were persons present regarding Drain 116 who wished to address the Court of Revision. No persons were present on this matter.

Moved by: Dave Turton; Seconded by: John Bell

That Court of Revision accepts the assessment as presented.

Carried

6. Adjournment - 6:34 p.m.



Town of Minto

DATE: November 30th 2016
TO: Mayor Bridge and Members of Council
FROM: Stacey Pennington, Building Inspector
RE: ZBA 2016-09 Isaac Martin – 6433 10th Line

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.

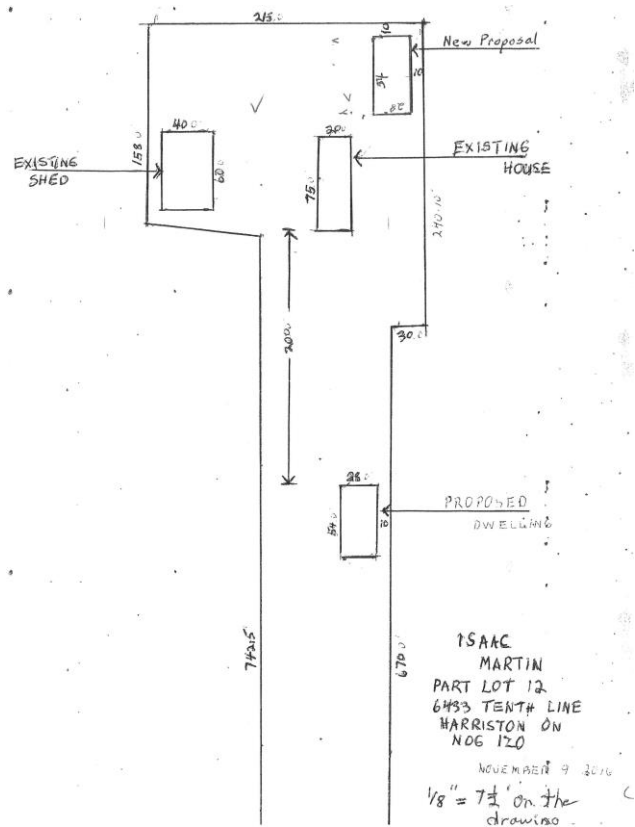
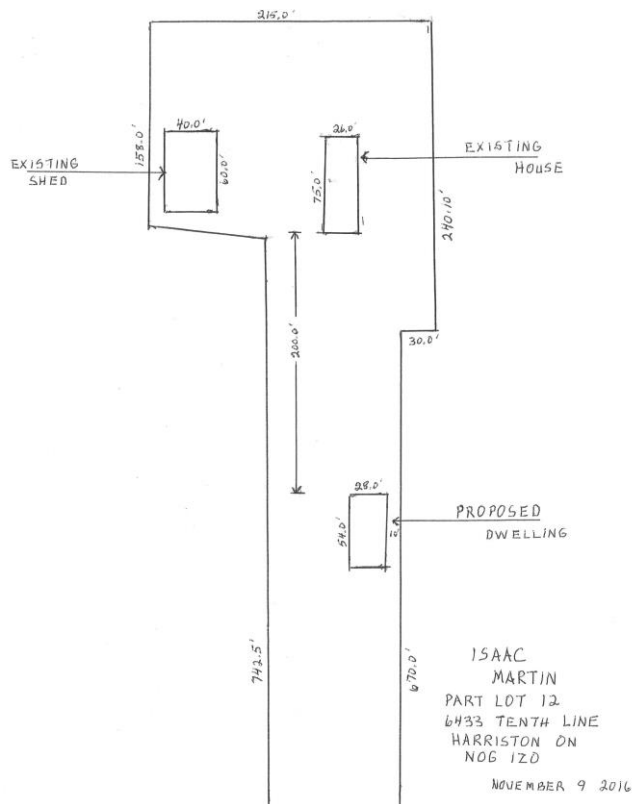
BACKGROUND

The subject land fronts on the property is 1.04 ha (2.58 acres) in size and is shown on the air photo next page. The property contains a residential dwelling as well as a 2,400 sq. ft. bicycle repair shop. The lands are zoned Agriculture as per the Town of Minto Zoning By-law 01-86 as amended. The zoning amendment is required for the applicant to construct a Semi-Detached Dwelling on the subject property.

The applicant has applied rezone the subject lands to permit either: a permanent accessory dwelling, or a temporary Garden Suite for a period of up to 20 years. Zoning relief may also be required for: the distance between the primary dwelling and the accessory dwelling, exceeding the maximum lot coverage for accessory buildings, recognizing the bicycle repair shop and other relief where considered appropriate. The parcel is currently zoned agricultural.

Isaac and Anna Martin currently live in the existing home on the property. They wish to have a second dwelling on the property for Anna to live in. They would prefer to have this approved on a permanent basis. If council does not support the permanent secondary dwelling, they would like consideration for a Garden Suite for a period of 20 years. The proposal includes the construction of a modular home 28' x 54' (1512 sq. ft.). Please note: the request is not for a mobile home.

The initial submission as per the sketch below on the left was to have the dwelling located 200' in front of the existing dwelling. As the Martins have not yet finished the planning stages, they were unsure of the size requirements for the proposed septic system. The size of the septic is based on the square footage of the proposed dwelling, the number of bedrooms, the number of plumbing fixtures in the dwelling and the soil type on the property. The size of the bed could vary considerably based on the final numbers. The location at the front of the property was to allow for sufficient land area to construct the appropriate size septic system.



On November 24th 2016, the Town received formal written comments from a neighbour requesting consideration be given to locating the secondary dwelling at the rear of the existing house. Alternatively the comments requested that, if the secondary dwelling is located at the front of the existing dwelling, “stipulation be attached prior to the rezoning approval that a berm, and/or a living buffer of trees and/or shrubs be planted in the vicinity...” of the secondary dwelling to create a visual screening. The comments also requested that the bylaw be temporary in nature (up to 20 years), to allow council to review the condition of the home at that time, in relation to up keep and condition of the building.

On November 28th 2016, a new site plan was submitted based on these comments (above right). The applicant is in favor of relocating the proposed new dwelling to the rear of the existing dwelling as shown below. The new site plan would require relief from a rear yard setback; where Section 8.5.2.6 of the Town of Minto Zoning By-law 01-86 requires a minimum rear yard of 7.6m (24.9’), the proposed location allows for a rear yard setback of 3.05m (10.0’). The remaining concern is the location of the existing septic system, and the size of the new septic system required.

In addition, an existing bicycle repair shop is situated in an 2,400 sq. ft. accessory building on the parcel. A home industry use is permitted on an agricultural lot under the reduced lot provisions. In this case, the repair shop is located closer to the lot line than permitted under the provisions in the by-law. Section 6.14 (g) requires a home industry to be sited at least 74.8 ft. from a lot line. Given the location away from neighbouring residences, as well as the agricultural field to the rear, staff support this variance, as there should be little potential for creating a nuisance.

COMMENTS

Building

Currently the Town of Minto Zoning By-law permits secondary dwelling units on an agriculturally zoned property with a minimum lot size of 86 acres. Prior to a recent severance in 2013, a

secondary dwelling would have been permitted in the same location. Staff are in support of the application for a secondary dwelling as presented in either proposal as outlined below:

The approval of a temporary garden suite for a period of twenty years, with the location of the dwelling located within 200' of the existing dwelling, with visual screening provided to minimize the effect on the surrounding uses as per the original proposal.

Or

The approval of a temporary garden suite for a period of twenty years, with the location of the dwelling located at the rear of the property with a reduce rear yard setback as outlined in the modified proposal.

Public Works and Clerks have no further concerns with the application.

Staff have discussed deferral of the passing of the by-law with the applicant to allow time to verify sufficient details in relation to the septic system, and ensure both locations can accommodate the new system in relation to size and setbacks required by the Ontario Building Code.

RECOMMENDATION

THAT Council receives the Building Assistants report on the proposed rezoning for Isaac Martin, 6433 10th Line, Town of Minto for information and considers passing a by-law at a future meeting.

ATTACHMENTS

Planners Comments, Mark Van Patter, Manager of Planning and Environment, County of Wellington

Submitted Comments, Darrell and Jane Buehler

Stacey Pennington,
Building Inspector



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

November 29, 2016

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

Dear Mr. White:

**Re: Isaac Martin – Second Dwelling
Lot 12, Concession 10, 6433 10th Line
Draft Zoning By-law Amendment**

PLANNING OPINION

The main issue to be sorted out is whether Council would prefer a permanent accessory dwelling or a temporary garden suite for 20 years, with subsequent 3 year extensions. In my opinion, Council has the latitude to go in either direction. The intent behind second dwelling units is not for single detached dwellings, but for apartments within a dwelling or within an accessory building or structure. On the other hand, is there anything wrong with a second detached dwelling on a large rural residential lot? There are a few other minor issues – septic suitability, rear yard deficiency, home industry distance to property boundary deficiency. I can prepare a draft zoning by-law once the direction is set by Council.

LOCATION

The property subject to the proposed amendment is located on Part Lot 12, Concession 10 with a municipal address of 6433 10th Line. The property is 1.04 ha (2.58 acres) in size and is shown on the air photo next page. The property contains a residential dwelling as well as a 2,400 sq. ft. bicycle repair shop.

PURPOSE

The purpose and effect is to rezone the subject lands to permit either: a permanent accessory dwelling, or a temporary Garden Suite for a period of up to 20 years. Zoning relief may also be required for: the distance between the primary dwelling and the accessory dwelling, exceeding the maximum lot coverage for accessory buildings, recognizing the bicycle repair shop and other relief where considered appropriate. The parcel is currently zoned agricultural.

BACKGROUND

Isaac and Anna Martin are siblings and reside in the existing dwelling. They wish to have a second dwelling on the property for Anna to reside in. Their preference is to be allowed this second dwelling on a permanent basis. However, if Council does not support this, they wish to be considered for a Garden Suite for a period of 20 years.

The initial proposal was for the new dwelling to be located about 200 feet in front of the existing dwelling. It's my understanding that they wish to revise the location to the southwest corner, behind the existing dwelling.



PROVINCIAL POLICY STATEMENT (PPS)

The PPS generally encourages intensification and a range of housing types. Section 1.4.3 (b)(2) requires planning authorities to permit and facilitate *“all forms of intensification, including second units ...”*

WELLINGTON COUNTY OFFICIAL PLAN

The subject land is designated Prime Agricultural in the Official Plan.

Bill 140 went into effect in 2012 and made changes to the Planning Act, requiring municipalities to make changes to their Official Plan that authorize the use of a second unit in a single detached, semi-detached and rowhouse dwelling, as well as in ancillary buildings and structures. Official Plan Amendment 99 to the County Official Plan accomplished this.

Section 4.4.6.2 of the Plan now includes policies for second units within an ancillary building or structure.

“A second unit will be prohibited from being severed from the property.”

“Local municipalities may enact zoning provisions to address the following:

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

ZONING BY-LAW

The Martin property is 2.58 acres in size. It was created by severance B137/12 in 2012, as a surplus farm residence.

The property is currently zoned Agricultural (A). In agricultural areas, a second dwelling unit is allowed as a right as long as the farm property is at least 86 acres in size (Section 8.4). The intent is to allow for a farm help dwelling, without requiring a rezoning.

8.4 REGULATIONS FOR ...FOR A SECOND RESIDENTIAL DWELLING

8.4.1 LOT AREA, Minimum 35.0 ha (86.0 ac)

8.4.2 FLOOR AREA, Minimum 74.3 m² (800.0ft²)

8.4.3 LOCATION

*A second residential dwelling shall be located within the **Farm Building Cluster**. The second residential dwelling unit must be detached from the main residential dwelling, shall share a common driveway with the main farm residence, and shall be located within a 61.0 m (200.0 ft) radius of the main farm residence. A second residential dwelling shall be provided with a potable water supply and adequate **private sewage treatment facility**.*

8.4.4 TYPE OF RESIDENTIAL DWELLING

A second residential dwelling unit may be traditionally constructed, pre-fabricated, modular or a mobile home.

PLANNING CONSIDERATIONS

Type of Dwelling Proposed

Question 13 of the rezoning application indicates that the unit is to be a “modular home”, not a mobile home. It is to be 54 ft. long and 28 ft. wide, for a total of 1,512 sq. ft. Council may wish to get more details on the dwelling.

Septic System

It's my understanding that because of the recent change in the accessory dwelling's location, that suitability of soils for a septic system still needs to be reviewed by the Building Official.

Permanent Second Dwelling or a Garden Suite

The main difference is that the Garden Suite is only permitted on a temporary basis for a period up to 20 years. After that the use may be extended for 3 years at a time. Each time a rezoning is required. Ultimately, the garden suite would be removed from the property.

As I noted above, the agricultural zone allows a second dwelling in the form of a mobile home on an 86 acre property right now, without a rezoning.

The issue is whether smaller properties such as the subject land should also be allowed to have a second dwelling on a permanent basis?

I don't think I have a problem with the permanent accessory dwelling. Compared with an urban lot, 2.58 acres is large. The official plan prohibits the second dwelling to ever be severed.

I also understand that the horse and buggy community has difficulty finding suitable accommodation for young adults.

Letter From Darrell and Jane Buehler

The Buehler's live immediately across the road at 6434 10th Line. The proposed new dwelling will be about 1,475 ft. from the Buehler residence. The Buehler's have provided a written submission recommending the accessory dwelling be placed behind the existing dwelling, in order to improve the view from the road. The Martin's have revised the application accordingly.

Yard Setback Compliance

The revised sketch shows the interior side yard setback to be 10 ft. which would comply for a dwelling under the Reduced Lot Regulations (Sections 8.5.2). However, the rear yard setback of 10 ft. would be deficient from the required 24.9 ft. I do not have any concerns with supporting this variance, as there is just a farm field to the rear.

Bicycle Repair Shop

A bicycle repair shop is situated in an 2,400 sq. ft. accessory building on the parcel. While a Home Industry is permitted on a Reduced Lot, not all of the regulations can be met. Section 6.14 (g) requires a home industry to be sited at least 74.8 ft. from a lot line. Given the location away from neighbouring residences, I do not have a problem providing relief to this, as there should be little potential for creating a nuisance.

DRAFT AMENDMENT

I have not attached a draft zoning by-law amendment, as there are a few matters that need to be sorted out.

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
markv@wellington.ca
519.837.2600 Ext. 2080

C: Isaac Martin by mail

TO: Minto Council and or Clerk & Building Department Officials

RE: Amendment to the Minto Zoning By-Law 01-86 for property located on part Lot 12, Concession 10. Municipal address 6433 10th Line Minto.

I, Darrell Buehler and wife Jane Buehler are owners of property and reside within the legislated 400 foot boundary of property lines adjacent to the above property for the municipality's responsibility of making notification of this zoning amendment.

It is our understanding the province of Ontario has suggested municipalities consider and endorse requests by land owners to permit permanent accessory dwellings or temporary Garden Suite dwellings for a period of up to twenty years or possibly permanent placement. Garden Suite dwellings can be in the form of a mobile home (trailer) or a modular home (double wide trailer).

Upon discussion with the landowner, Mr. Isaac Martin, the plans are to place a Garden Suite in front of the existing house in an open grass area facing the road (10th line). The placement of a garden suite (mobile home) in this area would create a visual affect not familiar to most people travelling on the 10th line and would appear a relatively isolated dwelling in a neighbourhood comprised of farm dwellings and buildings.

We would like to submit a suggestion(s) to Council that prior to amendment approval consideration be given stipulating alternatives such as:

- 1) Placing the mobile home to the back or side of the existing dwelling. This placement would help detract from the visual stigma of a mobile home isolated in a large open area.

OR

- 2) If the mobile home is placed in the open area in front of the existing dwelling a stipulation be attached prior to rezoning approval that a berm, and or a living buffer of trees, shrubs be planted in the vicinity of the mobile home to detract from the visual effect of a trailer placed in a large open area relatively isolated from other buildings.
- 3) A review by Council to be performed after the 20 year time frame as to whether the conditions of the mobile home is conducive to the accepted up keep of buildings in the local neighbourhood and municipality.

These above suggestions are offered as constructive advice to keep Minto's rural neighbourhoods aesthetically pleasing to neighbouring properties and persons travelling the 10th Line of Minto.

Signed:  
 Nov 24, 2016



UPPER GRAND DISTRICT SCHOOL BOARD
500 Victoria Road North, Guelph, Ontario N1E 6K2
Phone: (519) 822-4420 Fax: (519) 822-2134

Martha C. Rogers
Director of Education

December 1, 2016

PLN: 16-85

File Code: R14

Sent by: mail & email

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

Dear Mr. White;

Re: Proposed Zoning By-law Amendment
Part Lot 12, Concession 10 - 6433 10th Line, Town of Minto

Planning staff at the Upper Grand District School Board has reviewed the above noted application for a zoning by-law amendment to permit either a permanent accessory dwelling or a temporary garden suite.

Please be advised that the Planning Department **does not object** to the proposed amendment, subject to the following condition:

- Education Development Charges shall be collected prior to the issuance of a building permit.

Please be advised that Education Development Charges are applicable to both a permanent accessory dwelling and a temporary garden suite.

Should you require additional information, please feel free to contact me.

Sincerely,

Emily Bumbaco
Planning Technician
emily.bumbaco@ugdsb.on.ca

TOWNSHIP OF SOUTH STORMONT

RESOLUTION

MOVED BY



RESOLUTION NO

335/2016

SECONDED BY



DATE November 9, 2016

WHEREAS the Upper Canada District School Board (UCDSB) has commenced a Pupil Accommodation Review (PAR) study that may result in the closure of dozens of schools across the Board, many in SDG;

And whereas the aggressive timelines imposed by the UCDSB simply do not allow for sufficient time for adequate and reasonable public consultation and review by those impacted by the closures;

And whereas it is understood that no discussion is contemplated or taken place between the UCDSB and the 3 other local school boards regarding sharing underutilized space;

And whereas schools are an essential element of the fabric of our rural communities;

Now therefore we, the 32 elected representatives (upper and lower tier) of the 65,000 residents of Stormont, Dundas and Glengarry, collectively demand that the PAR being undertaken by the UCDSB be immediately suspended for a period of 1 year, to allow adequate time to complete the work necessary to chart the course ahead that is in the best interests of all UCDSB students, AND

FURTHERMORE

THAT the policy issued by the Ontario Ministry of Education on March 26, 2015, deleting the requirement that local school boards take into consideration the social, economic or geographic implications of school closures, be immediately reviewed, given the devastating impact this policy has on rural schools.

☒ **CARRIED**

☐ **DEFEATED**

☐ **DEFERRED**

Chairperson

Recorded Vote:

Councillor Primeau

Councillor Smith

Councillor Waldroff

Deputy Mayor Hart

Mayor Bancroft

From:
Sent: November-12-16 11:04 AM
To: Morton, Rob
Subject: Bill 9 MPP Lorne Coe

Good Morning:

On September 29th, 2016, Bill 9, entitled, *End Age Discrimination Against Stroke Recovery Patients Act, 2016.*, the legislation that MPP Lorne Coe earlier introduced, was debated and passed second reading in the Ontario Legislature. It has now been referred to the Standing Committee on Social Policy for its consideration.

The Bill is short and to the point. It says simply:

- 1. Subsection 6(1) of the Ministry of Health and Long-Term Care Act is amended by adding the following paragraph:*
- 12. To ensure that any treatment recommended by a physician for a patient who is recovering from a stroke is provided to that patient promptly, regardless of the patient's age.*

This makes it mandatory that any treatment recommended by a physician, for a patient recovering from a stroke, be provided to that patient promptly, regardless of the patient's age. Under current Regulations, stroke survivors are not entitled to publicly funded treatment, if they are between the ages of nineteen and sixty-four.

On September 26th, 2016, The Corporation of the Township of Uxbridge passed a Resolution supporting Bill 9. The Town of Whitby and the City of Oshawa have followed suit. It read as follows:

THAT the Council of the Township of Uxbridge support Bill 9 which states that all stroke victims receive care regardless of their age.

The Township then sent a letter of confirmation to the Health and Long Term Care Minister, Eric Hoskins.

MPP Coe would ask that your municipality consider placing a similar resolution before Council for its consideration, and then send a letter acknowledging same, to the Minister of Health and Long Term Care. It is important that we have a broad base of support for this Legislation as it moves through the Committee process.

Thank you for your anticipated co-operation and support.

Regards,

Rob

ROB MORTON
EXECUTIVE ASSISTANT
LORNE COE, MPP WHITBY-OSHAWA
OFFICIAL OPPOSITION CRITIC, ADVANCED EDUCATION AND SKILLS DEVELOPMENT
ROOM 430, MAIN LEGISLATIVE BUILDING
QUEEN'S PARK
TORONTO, ONTARIO
M7A 1A8

TELEPHONE: 416-325-1331



**THE CORPORATION OF THE TOWNSHIP
OF MADAWASKA VALLEY**

P.O. Box 1000

85 Bay Street

Barry's Bay ON K0J 1B0

Ph 613-756-2747 Fax 613-756-0553

info@madawaskavalley.ca

Moved by: Mayor Love

20-0711-16

Seconded by: Councillor Maika

07 November 2016

BE IT RESOLVED

WHEREAS: The Government of Ontario has introduced Bill 7, the Promoting Affordable Housing Act, 2016, an omnibus Bill that includes amendments to the Residential Tenancies Act, 2006 (RTA), and

WHEREAS: Schedule 5 of the Bill prescribes that local municipalities shall assume enforcement responsibility for residential rental maintenance standards (O. Reg. 517/06) under the RTA on July 1, 2018, and

WHEREAS: The Ministry of Housing currently enforces residential rental maintenance standards in municipalities that do not have a property standards by-law, or have a "partial" by-law that does not address the interior of rental buildings, and

WHEREAS: The Minister currently receives complaints from tenants respecting residential rental maintenance standards and appoints inspectors to provide this service to municipalities on an as needed basis, for a cost-effective set fee of \$265 for each inspection or re-inspection, and

WHEREAS: The download of enforcement responsibility will require each municipality to receive written complaints from tenants, cause an inspector to make an inspection to determine whether the provincial standards have been complied with, issue work orders to landlords who have not complied with a prescribed maintenance standard, monitor compliance, investigate allegations of failure to comply, and where circumstances warrant, to prosecute landlords for non-compliance, and

WHEREAS: The Government of Ontario intends to download these responsibilities with no compensatory funding, leaving municipalities that do not currently enforce residential rental maintenance standards with the significant fiscal challenge of providing this service cost-effectively,

THEREFORE BE IT RESOLVED

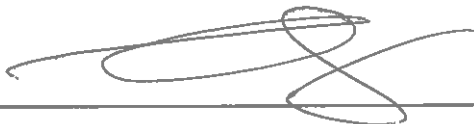
THAT the Council of the Township of Madawaska Valley calls on the Government of Ontario and the Ministry of Housing to halt the download of enforcement responsibility for residential

rental maintenance standards proposed in Schedule 5 of Bill 7, in light of the significant fiscal challenge each municipality will face to provide this service to the public in a cost-effective manner.

AND THAT a copy of this resolution be sent to the Honourable Kathleen Wynne, Premier of Ontario, the Honourable Chris Ballard, Minister of Housing, Mr. Patrick Brown, Leader of the Progressive Conservative Party, Ms. Andrea Horwath, Leader of the New Democratic Party, and all Members of Provincial Parliament in the Province of Ontario; and

THAT a copy of this resolution be sent to the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), the Federation of Northern Ontario Municipalities (FONOM), and to all Ontario municipalities for consideration.

X CARRIED.

A handwritten signature in black ink, consisting of a series of loops and strokes, positioned above a horizontal line.

Craig Kelley, CAO/Clerk

LHIN NEWS

For Health Professionals



The Waterloo Wellington LHIN's news for health professionals provides the latest updates from across the local health system as we work together to deliver high-quality, integrated, and patient-centred care for local residents.

Improving the Patient Experience: A Patient Perspective

Working in health care there's a funny phenomenon that occurs – we are so focused on helping others and improving care that we tend to compartmentalize people into targetable streams. We have one strategy for patients. One for caregivers. One for people working in health care. We often forget that they are all the same people. We are all patients. [Read the Blog.](#)





Innovative Partnership Bringing Better Care to Long-term Care Residents in Wellington

In September 2015, the Ministry of Health and Long-Term Care announced funding to add 75 nurse practitioner positions over three years to Ontario long-term care homes.

When the WWLHIN reviewed the funding, it was clear that residents living in rural long-term care homes would benefit the most as they had a real need for additional primary care support. Unfortunately, these homes didn't qualify for the funding because they had too few residents.

"We saw a real opportunity here to increase access to care for residents living in long-term care in Mount Forest and Harriston," says Bruce Lauckner, CEO of the Waterloo Wellington LHIN. "So, we suggested the two homes partner to share a full-time nurse practitioner. That way we could increase access to care while still ensuring the most efficient use of resources." [Read more.](#)

Meet Julie, a Nurse Practitioner Improving Access to Primary Care for Long-term Care Residents

Julie Murtha has worked with a lot of different people on her path to becoming a nurse practitioner. Always one to celebrate the unique nuances of different cultures and how they influence health care needs, she is proud that her rural experience has afforded her many opportunities to shape a rewarding career serving her community.

"I was raised on a pig farm between Listowel and Milverton. I've always had a passion for our rural residents and their strength and resilience. I'm fortunate to be able to work with people who have such vastly different backgrounds, including those from our Mennonite and Amish communities."

[Read more.](#)



Improving Cancer Care for Waterloo Wellington Residents

Approximately 400 additional patients will be able to receive radiation therapy here in Waterloo Wellington thanks to recently announced enhancements being planned at the Grand River Regional Cancer Centre located at Kitchener's Grand River Hospital. This announcement will improve cancer care for patients and families, increase

access and reduce wait times for cancer-fighting treatments.

Representatives from the Waterloo Wellington LHIN joined the Minister of Health and Long-Term Care Dr. Eric Hoskins and Daiene Vernile, MPP for Kitchener Centre at Grand River Hospital earlier this month to mark the start of construction on these improvements.

Read [more.](#)



Redevelopment announced for Saugeen Valley Nursing Centre

Residents of Saugeen Valley Nursing Home in Mount Forest will soon benefit from brand new spaces, additional specialized programs and more spacious rooms with better wheelchair accommodation through the redevelopment of the home and its 87 care spaces.

In September, we joined Kitchener Centre MPP Daiene Vernile at Mount Forest's Saugeen Valley Nursing Centre to announce that it will be redeveloped.

[Read more.](#)

Health Quality Ontario Releases Annual Report Card: Measuring Up 2016



Primary Care Providers Advancing Chronic Disease Prevention and Management (CDPM)

Health care planning for people with chronic illnesses like diabetes and chronic heart failure is advancing in Waterloo Wellington thanks to the many area primary care providers who came together to form the CDPM Advisory Group.

With more than 8,000 seniors living in Waterloo Wellington with four or more chronic conditions, the work of the group is vital and has already helped to improve the health of local residents.

[Read more.](#)

In October, Health Quality Ontario released *Measuring Up 2016*, an annual report focused on key health system performance indicators.

The report highlights both LHIN and provincial performance from 2014-15 across 25 indicators. It identified a number of areas where our local health system is performing exceptionally well. It also illustrates specific areas where further improvements are needed to improve the care local residents receive. [Read more.](#)

Board Highlights



The Waterloo Wellington Local Health Integration Network's Board of Directors held a meeting on October 12, 2016.

[Read the meeting highlights.](#)



PROGRAM COUNCIL

DASHBOARDS

Integrated Clinical Council Dashboards Launched

The Waterloo Wellington LHIN is committed to integrating clinical care to improve the quality of care residents receive across the health system. That is why we helped lead the creation of local Integrated Program Councils.

The purpose of these councils is to identify evidence-based best practices, create common goals for patient outcomes, address gaps in the current delivery of services and develop strategies to close those gaps to improve care for local residents.

To measure each council's progress towards their goals and centralize data pulled from multiple sources, we have developed Integrated Program Council Dashboards that are available now on our [website](#).



CANTON – BONFIELD – TOWNSHIP

365 Highway 531

Bonfield ON. P0H 1E0

Email: deputyclerk@ebonfield.org

TELEPHONE (705) 776-2641 – FAX/TELECOPIEUR (705) 776-1154

Website: www.ebonfield.org

RESOLUTION OF COUNCIL

November 8th, 2016

No. 10

Moved by Councillor Foisy

Seconded by Councillor Beaudoin

THAT the Council of the Township of Bonfield hereby supports the Town of Latchford's resolution supporting the Town of Lakeshore's resolution that the debt incurred from the 2015 Pan Am and Parapan AM Games should be funded by the City of Toronto; AND THAT a copy of this resolution be circulated to all Municipalities in the Province of Ontario.

Carried

DIVISION VOTE

FOR

AGAINST

Declaration of Pecuniary Interest/Conflict of Interest

Declared interest, abstained from discussion and did not vote on the question.

CERTIFIED to be a true copy of Resolution No. 10 of the Township of Bonfield's Regular Council Meeting of November 8th, 2016, and which Resolution is in full force and effect.

Diane Francoeur

Diane Francoeur

Deputy Clerk-Treasurer

ADMINISTRATION OFFICE
1800 Main Street, P.O. Box 70
GERALDTON, ON P0T 1M0



P: 807-854-1100 F: 807-854-1947
E: administration@greenstone.ca
www.greenstone.ca

November 18, 2016

The Honourable Kathleen Wynne
Premier of Ontario
Toronto, ON M7A 1A1

Re: Resolution Regarding Access and Delivery of Hydro

Honourable Madam:

Please be advised that Council of the Municipality of Greenstone passed the following resolution at its meeting held November 14, 2016:

Resolution 16-234

Moved by: Councillor Blanchard

Seconded by: Councillor McPherson

WHEREAS there is inequity between the cost of hydro for rural residents as compared to urban residents due to higher distribution charges;

AND WHEREAS this practice targets and negatively affects rural residents, especially those who are already unable to pay for the high cost of hydro;

NOW THEREFORE BE IT RESOLVED THAT the Municipality of Greenstone request the Province to re-evaluate the structure of hydro in terms of access and delivery and implement structural changes to address the unfair practice of charging more for delivery for rural residents;

AND THAT this resolution be circulated to all municipalities in the Province of Ontario as well as Ontario Small Urban Municipalities (OSUM) and Association of Municipalities of Ontario (AMO).

CARRIED.

ADMINISTRATION OFFICE
1800 Main Street, P.O. Box 70
GERALDTON, ON P0T 1M0



P: 807-854-1100 F: 807-854-1947
E: administration@greenstone.ca
www.greenstone.ca

The Municipality of Greenstone respectfully requests consideration of this resolution.

Sincerely,



Gabrielle Lecuyer,
Clerk
gabrielle.lecuyer@greenstone.ca
www.greenstone.ca

cc: Glenn Thibeault, Minister of Energy by email: gthibeault.mpp.co@liberal.ola.org
AMO by email: amo@amo.on.ca
OSUM by email: lmccabe@goderich.ca
All Ontario Municipalities
Micheal Gravelle, MPP Thunder Bay Superior North: mgravelle.mpp.co@liberal.ola.org
Mayor and Council



Vibrant · Creative · Caring

November 18, 2016

Maryann Weaver, Clerk
The Township of the Archipelago
9 James Street
Parry Sound, ON P2A 1T4

Dear Ms. Weaver,

RE: Improving Ontario's Intensive Therapy funding/service for Children with Autism

At their regular meeting of November 7th, 2016, Council of the Town of Pelham received the Township of the Archipelago resolution for Improving Ontario's Intensive Therapy funding/services for Children with Autism and endorsed the following resolution:

BE IT RESOLVED THAT Council of the Town of Pelham endorse and support the resolution from the Township of the Archipelago regarding improving Ontario's Intensive Therapy Funding/Services for children with Autism.

A copy of the original resolution is enclosed for your information. On behalf of Council, thank you for this important correspondence.

Yours very truly,

A handwritten signature in dark ink, appearing to read "Nancy J. Bozzato", is written over a horizontal line.

(Mrs.) Nancy J. Bozzato, *Dipl.M.M., AMCT*
Town Clerk

/jm
Encl.

c.c. Hon. Michael Coteau, Minister of Children and Youth Services
Nancy Matthews, Deputy Minister
Hon. Kathleen Wynne, Premier of Ontario
All Ontario municipalities

From the Clerk's Department





The Corporation of
THE TOWNSHIP of The Archipelago

9 James Street, Parry Sound, Ontario P2A 1T4
Email: mweaver@thearchipelago.on.ca
Phone: 705-746-4243 ext. 301 • Fax: 705-746-7301

October 20, 2016

Hon. Michael Coteau
Minister of Children and Youth Services
14th Floor
56 Wellesley Street West
Toronto, Ontario M5S 2S3

RE: Improving Ontario's Intensive Therapy funding/services for Children with Autism

Please be advised that this matter was heard by Council at its Council meeting held on October 14, 2016, and in this regard Council adopted the following resolution:

16-169

**Moved by Councillor Lundy
Seconded by Councillor Frost**

WHEREAS Autism Spectrum Disorder is now recognized as the most common neurological disorder affecting 1 in every 94 children, as well as their friends, family and community; and

WHEREAS Applied Behaviour Analysis (ABA) is the scientific process based on objective evaluation and empirically based interventions used to achieve meaningful, generalizable and enduring behavioural change. Intensive Behavioural Intervention (IBI) is an application of the principles of ABA in an intensive setting used to affect behaviour change and improvement; and

WHEREAS the current waiting list of children for Intensive Behaviour Intervention (IBI) is over 2,000 and more than 13,000 children await Applied Behaviour Analysis (ABA); and

WHEREAS the province of Ontario has announced it intends to discontinue IBI services to children over the age of four and provide a one-time payment to assist with services, thereby abandoning thousands who have been wait-listed for years; and

WHEREAS there are two service models for affected children to be treated, 1) the Direct Service Offering (DSO) where children receive services directly from trained staff at Ontario's nine regional service providers, and 2) the Direct Funding Offering (DFO) where parents receive funding directly in order to purchase services; and

WHEREAS the DFO model to provide services is used in Alberta, British Columbia and imminently Saskatchewan. Such a model is clinically rigorous and has been identified by the Auditor General of Ontario as being less expensive than Ontario's DSO model;

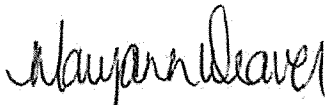
THEREFORE BE IT RESOLVED that a letter be sent to Hon. Michael Coteau, Minister of Children and Youth Services; Nancy Matthews, Deputy Minister ; Hon. Eric Hoskins, Minister of Health; and Hon. Kathleen Wynne, Premier of Ontario, requesting the Province to:

1. Amend its policy to one that will allow all children on the current waiting list to receive the IBI services promised to them; and
2. Remove the age limit for IBI therapy and replace it with a program that provides ongoing IBI services based on need and individual development, not age; and
3. Ensure oversight by professionals and parents based on 'development process' criteria and milestones; and
4. Adopt a Direct Funding Offering (DFO) model in lieu of the current Direct Service Offering (DSO) model.

AND FURTHER THAT a copy of this resolution be forwarded to all municipalities within the Province of Ontario.

Carried.

Regards,



Maryann Weaver
Clerk

cc Nancy Matthews, Deputy Minister
Hon. Eric Hoskins, Minister of Health
Hon. Kathleen Wynne, Premier of Ontario
All Ontario Municipalities



DECEMBER 2016

CLIFFORD RECREATION ASSOCIATION (CRA) NEWSLETTER

UPCOMING EVENTS...

NOV 26: CLIFFORD SANTA CLAUS PARADE, 7 pm

DEC. 31: HOMECOMING NEW YEAR'S EVE DANCE, Clifford Community Centre, 8 pm-2 am

Visit town.minto.on.ca website and click on the Clifford Arena & Community Hall for up to date online booking and scheduling.

PUBLIC SKATING AND OTHER WEEKLY PROGRAMS — SEE ADS ON THIS PAGE

PUBLIC SKATING is FREE!

Saturday, Dec. 03, 5:30-7:00 pm
(sponsored by Larry Epworth & Sons)

Sunday, Dec. 11, 2:00-3:30 pm
(sponsored by Rob Carere Flooring)

Saturday, Dec. 17, 5:30-7:00 pm
(sponsored by Heritage Builders)

Monday, Dec. 26, 12:30-2:00 pm
(sponsored by Wightman Telecom)

Tuesday, Dec. 27, 12:30-2:00 pm
(sponsored by Wightman Telecom)

Wednesday, Dec. 28, 12:30-2:00 pm
(sponsored by Wightman Telecom)

Thursday, Dec. 29, 12:30-2:00 pm
(sponsored by Wightman Telecom)

Friday, Dec. 30, 12:30-2:00 pm
(sponsored by Wightman Telecom)

Monday, Jan. 02, 12:30-2:00 pm
(sponsored by Clifford Firefighters)

Tuesday, Jan. 03, 12:30-2:00 pm
(sponsored by Clifford Firefighters)

Wednesday, Jan. 04, 12:30-2:00 pm
(sponsored by Clifford Firefighters)

Thursday, Jan. 05, 12:30-2:00 pm
(sponsored by Clifford Firefighters)

Friday, Jan. 06, 12:30-2:00 pm
(sponsored by Clifford Firefighters)

Please note that session times occasionally need to be adjusted. Advance notice will be given on Town of Minto FaceBook page in these instances.

Come join us in Clifford!



From Your, *Clifford Recreation Association*

Breakfast With Santa

Gramma Jo's Restaurant

**Saturday,
DECEMBER 3rd
8 am to 11 am**



A delicious
Free Pancake & Sausage Breakfast
AND a sitdown chat with Santa

All proceeds to The Children's Wish
Foundation of Canada

**Jointly sponsored by Gramma Jo's Restaurant
and Rotary Club of Clifford**

CLIFFORD HOLIDAY SHINNY!

**10 am to 12 noon
December 21 to 24 & December 28 to 31
\$5.00/person/day**

For more info contact matt@town.minto.on.ca

CLIFFORD HOMECOMING COOKBOOKS



What a great Christmas gift idea!

Only \$15.00 each.

You may purchase from Carolyn at W.C. Smith
Wholesale weekdays 8 am to 5 pm.

**Deadline for JANUARY 2017 CRA Newsletter
is Tuesday, December 20, randy@ruetz.ca
Please include event name, date, time
and contact information.**

A Youth Action Council is a youth-driven, grassroots initiative made up of local youth volunteers. Members have an opportunity to create change in their community and make a difference in the issues that affect youth.

This is a chance to have your voice heard!

If you are aged 14 to 24, want to initiate change in your community, and want to plan awesome events...

**MINTO
YOUTH
ACTION
COUNCIL
is for you!**

MYAC's next meeting is on...

Wednesday, December 7th from 5:00 pm - 6:30 pm
at **LaunchIt Minto** in Harriston.

The council will be discussing marketing/promotional items for the council as well as planning for their first event.

Contact Taylor Pridham youth@town.minto.on.ca.

THE UGLY CHRISTMAS DANCE

Friday, December 16 from 7:00pm - 10:00pm
at the **Harriston Community Centre**.

— All youth in grades 7 to 10 are welcome. —

Admission will be by a donation and everyone is encouraged to wear an Ugly Christmas Sweater. Door prizes, pizza and snacks!



CLIFFORD ROTARY

Poinsettia Sale



6" pot—\$15.00
8" pot—\$25.00
White, Red or Pink



Delivery in early December
For more info, contact Larry Grummett at (519) 327 8133

CLIFFORD HOMECOMING

The Souvenir Store will be open Saturdays
in December from 10 am to 1 pm.
Located on main street at Wes Bates' store.

Calling kids from 4-12 years...

Come and join a morning of stories, crafts and fun activities.

Knox United Church, Clifford

KID'S WORSHIP EVENT

on **Saturday mornings**: Jan. 21, Feb. 18, Mar. 18,
Apr. 15, May 20 and June 17.

10 am until 1 pm. Lunch included.

Please call Jennifer (519) 335-3544 to register or
the Church (519) 327-8378 for more information.

Clifford Community Kids Club

THURSDAY EVENINGS starting **October 6th**
at Clifford Community Hall

○ **6:45 pm to 8:00 pm** ○

For children 4 to 12 years

Come and enjoy a fun time
with a Bible lesson, games,
crafts, snacks and
fun time together.

For more information call Stephanie
881-1159; Pat 327-8748 or
the Botts 327-8157



Join us at the... CLIFFORD LIBRARY!

EVENING BOOK CLUB (adult), 2nd Thursday of each month 6:45-8:00 pm. Dec. 8, discussing "My Heart Is Not My Own" by Michael I. Witichik. All welcome.

BABY TIME (0-12mos) pre-register Dec. 6, Tues, 2:30-3:00 pm

STORY TIME (all ages), Dec. 7, 14, 21, Wed., 2:00-3:00 pm

BEDTIME STORIES (all ages) Dec. 7, 21, Wed, 6:30-7pm

NUTCRACKER FAMILY STORY TIME (all ages) Dec. 3, Sat., 1:00-2:30 pm

STORIES WITH MRS CLAUS (all ages) Dec. 14, Wed., 6:30-7:30 pm

SCRABBLE CLUB (adult), Dec. 16, Fri., 1:00-3:00 pm

TECH TOYS (all ages) Dec. 28-31 during Branch hours

CHRISTMAS MAKE AND TAKE WHILE YOU WAIT! (adult) Dec 1-24 during Branch hours.

12 DAYS OF CHRISTMAS SCAVENGER HUNT (all ages) Tues-Fri. beginning Dec. 5 for 3 weeks during Branch Hours.

All branches closed Tuesday, December 27, 2016.

For more information about Wellington County Library programmes, please call the Clifford Branch (519) 327-8328 or visit www.wellington.ca/library



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Aldo Salis, Manager of Development Planning
Date: Thursday, November 10, 2016
Subject: Bill 39 – The Aggregate Resources and Mining Modernization Act, 2016

Introduction

This report is a continuation of our previous Committee Report (November 2015) regarding the Government's commitment to "modernize and strengthen the Aggregate Resources Act policy framework".

Background:

In October 2013, the Standing Committee on General Government provided the Legislature with their detailed submission *Report on the Review of the Aggregate Resources Act*. In February 2014, the Province released its *Comprehensive Government Response to Standing Committee on General Government's Report on the Review of the Aggregate Resources Act*. That submission was the combined effort of the Ministry of Natural Resources and other provincial ministries. In October 2015, the Ministry of Natural Resources and Forestry released *A Blueprint for Change*. Having completed that review, the Government then moved to a "phased approach" to policy changes – with the first phase being legislative changes.

Bill 39

On October 6, 2016 the Government introduced a bill to amend the Aggregate Resources Act and the Mining Act referred to as: *The Aggregate Resources and Mining Modernization Act, 2016*. Schedule 1 of Bill 39 is to improve the Aggregate Resources Act (ARA) to: allow for stronger oversight, enhance environmental accountability, improve information and participation in the process, and increase and equalize fees and royalties.

The changes to the ARA under Bill 39 would allow the Minister of Natural Resources and Forestry (MNRF) to enforce new rules and requirements within the amended Act and provide new and revised regulations and procedures. Some of those new rules and requirements would include: create flexibility to waive application requirements; create the ability to require peer review of studies in future; strengthening enforcement and offences provisions (including ability to issue tickets for minor offences); allow the Minister to request studies of existing licences sites; and, clarify that potential impacts to municipal water sources are to be considered when assessing new aggregate applications. A more complete list of the changes proposed under Bill 39 is provided in the attached pages from the EBR posting.

Comments

Many of the proposed changes under Bill 39 are administrative and procedural in nature and generally would not benefit municipalities with the planning approval process of mineral aggregate applications. As raised in our November 2015 Committee Report regarding *A Blueprint for Change*, the Government is not proposing meaningful changes to the ARA that would assist municipalities in this regard.

The Government does intend to increase fees and royalties associated with private property applications and Crown land (to be addressed within the regulations). Our understanding is that this would include possible increases in the aggregate levy paid to upper and lower tier municipalities. There are no details regarding changes to the levy at this time, but we expect to see some progress on this matter in early 2017 together with specific changes to the regulations.

Also, it should be noted that through Bill 39 it is the Government's intent to shift many of the current statutory requirements from the Aggregate Resources Act into aggregate resources related regulations and the Provincial Standards (for Aggregate Resources of Ontario). This shift from legislation to policy and procedures should provide the MNRF the ability to make swifter changes regarding the processing and management of aggregate resources in the Province. Based on information posted on the Environmental Registry, it would appear that the Government is providing an opportunity for public engagement and input for the next phase of updates. We are hopeful that such public engagement will be provided for any subsequent changes to those regulatory and policy documents.

Next Steps

Bill 39 is currently in Second Reading with the Legislature. Many of the proposed legislative changes under the proposed bill are enabling in nature and will require amendments to regulations under the Aggregate Resources Act or the Provincial Standards in order to implement the revised Act. Staff will continue to monitor the Government's updating of the Aggregate Resources Act and related regulations and procedures.

Recommendation:

That this report be received for information.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'A. Salis', with a long horizontal line extending to the right.

Aldo L. Salis, BES, M.Sc. MCIP, RPP
Manager of Development Planning
Planning & Development Department

Key Highlights of Bill 39 include:

General

- Authorizing the Minister to develop regulations to require licensees and permittees to submit information related to their operation, and to conduct and submit reports on inventories, tests, surveys and studies related to the operation;
- Standardizing annual tonnage limits for all existing licences and permits, and including all aggregate and recycled aggregate leaving the site in those limits;
- Standardizing and enhancing the provisions for amending site plans and licence or permit conditions across licences, wayside permits and aggregate permits, and enabling regulations to be made allowing licensees and permittees to self-file minor site plan amendments in circumstances that would be set in regulation;
- Recognizing that the Minister must consider whether adequate consultation with Aboriginal communities has been carried out before exercising powers under the Act with respect to licenses or permits;
- Allowing the Minister to add conditions to existing sites, without tribunal hearings, to implement a source protection plan under the Clean Water Act;
- Enhancing powers related to the transfer and revocation of permits and licences;
- Enhancing authority with respect to the management of the Aggregate Resources Trust;
- Creating the authority to make regulations requiring peer review of technical studies and to require the applicant, licensee or permittee to cover the cost of those reviews;
- Clarifying and enhancing the provisions that allow regulations to be made requiring record keeping and reporting on aggregate operations; and
- Allowing self-compliance reporting to be required more or less frequently than once per year as prescribed by regulation.

New operations

- Allowing custom plans to be developed that outline study and consultation requirements in some site specific situations;
- Clarifying that impacts to municipal drinking water sources be considered when making decisions for new licences and wayside permits;
- Allowing the Minister to designate areas of Crown land, Crown aggregate or Crown topsoil where an aggregate permit will not be issued or where it will only be available for a specific purpose or person;
- Expanding the ability to require permits for the removal of stockpiled Crown aggregate or topsoil by describing specific criteria in regulation;

- Creating flexibility for the Minister to waive application requirements in order to address unique situations;
- Authorizing the creation of regulations to exempt specific activities from licencing or permitting requirements if specific conditions are met; and
- Establishing the application documentation requirements for grandfathering applications that are currently described in policy within the legislation.

Enforcement

- Increasing the maximum penalties to \$1,000,000 plus an additional \$100,000 for each day the offence continues, and eliminating the minimum \$500 fine to support the ability to enforce the Act by way of Part I tickets under the Provincial Offences Act;
- Establishing clear offense provisions for submitting false or misleading information in a report or in information that is required under the Act, the regulations, a site plan or a licence or permit;
- Protecting the inspectors, public servants, and the Minister from liability for any acts that they have done in good faith under the Act; and
- Recognizing the inspection report that is currently used to document the findings of an inspection.

Fees and royalties

- Increasing flexibility with respect to the collection and distribution of fees and royalties;
- Requiring existing fees for applications, amendments, transfers, etc. to be established in regulation;
- Enabling setting of new fees in regulation for a broader array of requests (e.g., requests for amendments, acceptance of surrender);
- Clarifying that aggregate permits with a mining lease are subject to royalty charges (unless they have been exempted); and
- Creating flexibility for the Minister to waive certain fees.

Other changes have been proposed to improve the administration of the legislation and address housekeeping edits. For example:

- Clarifying that licensees and permittees are only protected from prosecution on self-reported violations if they are reported before they are discovered by an Inspector;

- Allowing the Minister to substitute a licence for a permit issued to the same person where a different approval type is required because there has been a change in land ownership or designation under s. 5;
- Allowing the Minister to specify when the ministry will require official party status at an Ontario Municipal Board hearing, and allowing the Board to send referrals back to the ministry where objections have been resolved before a hearing starts;
- Clarifying that the name and address of individuals who participate in the prescribed notification and consultation procedures are a part of the public record unless the individual requests that the information remain confidential; and
- Repealing sections and definitions that are no longer required.

In addition several specific definitions and requirements for applications, amendments and reporting are proposed to be moved to the regulations.

EBR Registry Number: 012-8443

Ministry:

Ministry of Natural Resources and Forestry

Date Proposal loaded to the Registry:

October 06, 2016



COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Mark Paoli, Manager of Policy Planning
Date: November 10, 2016
Subject: **ONTARIO MUNICIPAL BOARD REVIEW - COMMENTS ON PROPOSED CHANGES**

1.0 Background:

The province started a review of the Ontario Municipal Board in June. The first phase of the review was based on a discussion paper that was released for comment.

A new phase of the review is underway as the province has released a Public Consultation Document that sets out proposed changes. According to the consultation document, "the government has heard a range of viewpoints regarding the Ontario Municipal Board (OMB), its role in Ontario's land use planning system, and its processes. These views include:

- Citizens feel they don't have a meaningful voice in the process;
- More weight should be given to municipal decisions;
- OMB decisions are unpredictable;
- Hearings cost too much and take too long; and
- There are too many hearings; more mediation should be used."

The province is seeking input on a number of proposed changes and the deadline for comments is December 19th, 2016. The proposed County input is attached in a manner that responds directly to the proposals put forward.

2.0 Comments:

Overall Comment

The County of Wellington's response is based on the following:

1. There is a need for a tribunal like the Ontario Municipal Board to deal with land use disputes.
2. The Ontario Municipal Board should assume that the decisions made by municipalities are correct and should only be authorized to overturn or modify these decisions if there is clear and compelling evidence that the decision is wrong.
3. The current Ontario Municipal Board process is too legalistic, time consuming and expensive and needs to be made simpler and more understandable.

THEME	CHANGES BEING CONSIDERED	COMMENT(S)
Jurisdiction and Powers	<p>1. Protect public interests for the future</p> <p>a. The province could specify which parts of its decisions on official plans would not be subject to appeal. This would assist in matters like the preservation of farmland, and the orderly development of safe and healthy communities.</p> <p>b. The province's decisions on new official plans or proposed official plan amendments, where municipalities are required to implement Provincial Plans, would be final and not subject to appeal.</p> <p>c. When the Minister of Municipal Affairs puts zoning provisions in place through a Ministers Zoning Order to protect public interests, the Minister (not the OMB) would have the authority to make final decisions on any requests to amend that zoning.</p>	<p>County needs to retain right to appeal Modifications to Council's decision.</p> <p>Support, if municipal right of appeal is retained.</p>
	<p>2. Bring transit to more people</p> <p>a. The government is considering restricting appeals of municipal official plans, amendments to these plans, and zoning by-laws, for development that supports provincially funded transit infrastructure such as subways and bus stations. This would help ensure that there are sufficient densities to support transit investments.</p>	<p>Not a major issue for the County.</p>

THEME	CHANGES BEING CONSIDERED	COMMENT(S)
Jurisdiction and Powers (continued)	3. Give communities a stronger voice <ul style="list-style-type: none"> a. No appeal of a municipality's refusal to amend a new secondary plan for two years. This recognizes the extensive work and involvement of a community in developing a plan, and would provide certainty and stability for neighbourhoods. b. No appeal of a municipal interim control by-law. This would give municipalities the time to do comprehensive studies that are required to appropriately plan for a neighbourhood, particularly where neighbourhoods are experiencing rapid change or are in transition. c. Expand the authority of local appeal bodies to include appeals related to site plans. This would allow them to hear disputes on individual properties relating to, for example landscaping, driveways, or lighting. d. Further clarify that the OMB's authority is limited to dealing with matters that are part of a municipal council's decision, meaning the Board is only able to deal with the same parts of an official plan as those dealt with by council. e. Require the OMB to send significant new information that arises in a hearing back to the municipal council for re-evaluation of the original decision. This would ensure the OMB has the benefit of council's perspective on all significant information. 	<p>Not a major issue for the County.</p> <p>Support.</p> <p>Support.</p> <p>Support. Also, OMB needs a way to screen appeals that are clearly frivolous, before they get to Prehearing or Hearing.</p> <p>Support as this also provides an additional opportunity for local public engagement.</p>
	4. "De novo" hearings <ul style="list-style-type: none"> a. Requiring the OMB to review municipal /approval authority decisions on a standard of reasonableness. That means that the OMB hearings would examine whether the original decision was within the range of defensible outcomes within the authority of the municipality/ approval authority. If the decision is found to have been made within the range of outcomes, the OMB would not be able to overturn it. b. Authorizing the OMB to overturn a decision made by a municipality/approval authority only if that decision does not follow local or provincial policies. This would mean that the Board would have to be convinced that the planning decision under appeal is contrary to local or provincial policies. Examples might include approvals of proposals for development in a flood-prone area or a provincially significant wetland, or an official plan that does not meet the Growth Plan for the Greater Golden Horseshoe intensification targets. 	<p>Strong support</p> <p>Strong support</p>
	5. Transition and use of new planning rules <ul style="list-style-type: none"> a. Land use decisions must reflect provincial policies in place when the decision is made, not when the application is made. 	<p>Do not support</p>

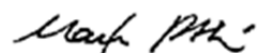
THEME	CHANGES BEING CONSIDERED	COMMENT(S)
Citizen Participation and Local Perspective	1. The government is considering expanding the Citizen Liaison Office (CLO). Currently, the CLO has one employee dedicated to responding to requests for information for all Environment and Land Tribunals Ontario (ELTO) tribunals, including the OMB. The Government is considering either, hiring more staff to provide easier public access to information or reconfiguring the CLO, including moving it outside of the ELTO. A reconfigured CLO might include in-house planning experts and lawyers who would be available to the public (subject to eligibility criteria).	Not an issue for the County.
	2. Exploring funding tools to help citizens retain their own planning experts and/or lawyers.	Should not include municipal funding.
Clear and Predictable Decision-Making	1. The government is considering increasing the number of OMB adjudicators and ensuring they possess the necessary skills. Further training could be increased - including on decision writing, active adjudication, and dealing with parties that have no legal representation.	Directed at the wrong end of the problem. Focus should be on reducing number of appeals.
	2. The government is considering whether to reintroduce multi-member panels with panel members representing a broad range of skill and backgrounds to ensure clear and predictable decision-making at the OMB. Specifically, the government is considering: a. Having multi-member panels only conduct complex hearing; b. Having multi-member panels conduct all hearings	Support. Do not support.
Modern Procedures and Faster Decisions	1. The government wants to see less formal and less adversarial culture at the OMB hearings and is considering changes to: a. Allow the OMB to adopt less complex and more accessible tribunal procedures b. Allow active adjudication	Strong support. Effect is unclear.
	2. The government is also considering other ways to modernize procedures and promote faster decisions. Options include: a. Setting appropriate timelines for decisions b. Increasing flexibility for how evidence can be heard c. Conducting more hearings in writing in appropriate cases d. Establishing clearer rules for issues lists to ensure that hearings are focused and conducted in the most cost effective and efficient way possible e. Introducing maximum days allowed for hearings	Support. Support. Effect is unclear. Support. Support if fair to all parties.

THEME	CHANGES BEING CONSIDERED	COMMENT(S)
Alternative Dispute Resolution and Fewer Hearings	1. The government wants to encourage more land use disputes to be resolved using alternative dispute resolution, which would not only help make the OMB experience a more comfortable one for many people, but also lead to fewer and/or possibly shorter OMB hearings. To achieve this, government is exploring:	Concerned that this will lengthen the process.
	a. More actively promoting mediation;	Support.
	b. Requiring all appeals to be considered by a mediator before scheduling a hearing;	Support if can be done locally and provides for local public engagement in the process.
	c. Allowing government mediators to be available at all times during an application process, including before an application arrives at municipal council, to help reduce the number of appeals that go to the OMB;	
	d. Strengthening the case management at the OMB to better stream, scope issues in dispute, and identify areas that can be resolved at pre-hearing and to further support OMB members during hearings;	Support
	e. Creating timelines and targets for scheduling cases, including mediation.	Support
Other County Input: <ol style="list-style-type: none"> 1. There is a need for a tribunal like the Ontario Municipal Board to deal with land use disputes. 2. The Ontario Municipal Board should assume that the decisions made by municipalities are correct and should only be authorized to overturn or modify these decisions if there is clear and compelling evidence that the decision is wrong. 3. The current Ontario Municipal Board process is too legalistic, time consuming and expensive and needs to be made simpler and more understandable. 		

Recommendation:

That the report "Ontario Municipal Board Review - Comments on Proposed Changes" be forwarded to the Minister of Municipal Affairs, and circulated to local municipalities.

Respectfully submitted,



Mark Paoli
Manager of Policy Planning



November 25th, 2016

The Honorable Kathleen Wynne, Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1
premier@ontario.ca

Dear Honorable Wynne:

RE: Hydro One's Strategy Regarding Hydro Costs.

The Council of the Corporation of Tay Valley Township at its Council meeting on November 8th, 2016 adopted the following resolution:

RESOLUTION #C-2016-11-12

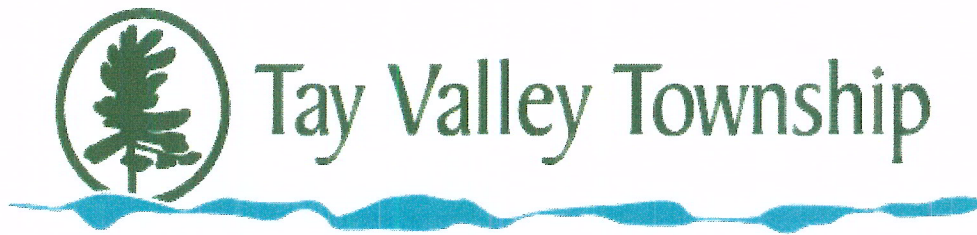
"WHEREAS, there is inequity between the cost of hydro for rural residents as compared to urban residents due to higher distribution charges;

AND WHEREAS, this practice targets and negatively affects rural residents, especially those who are already unable to pay for the high cost of hydro;

NOW THEREFORE BE IT RESOLVED THAT, the Council of Tay Valley Township request the Province of Ontario to re-evaluate the structure of hydro in terms of access to delivery and implement structural changes to address the unfair practice of charging more for delivery to rural residents;

AND THAT, this resolution be circulated to Kathleen Wynne, Premier of Ontario, Rural Ontario Municipalities Association (ROMA), Ontario Municipalities, Ontario Small Urban Municipalities (OSUM), and the Association of Municipalities of Ontario (AMO)."

If you require any further information, please do not hesitate to contact the undersigned at (613) 267-5353 ext. 130 or clerk@tayvalleytwp.ca.



Sincerely,

Janie Laidlaw, Acting Clerk

cc: Lynn Dollin, President, Association of Municipalities of Ontario (AMO)
Ronald Holman, Chair, Rural Ontario Municipalities Association (ROMA)
Ontario Municipalities
Ontario Small Urban Municipalities (OSUM)

Happy Holidays! It's hard to believe that we have come to the end of another year, Hayley and I want to take a moment to wish you a Happy Holiday and all of the very best in 2017! We encourage you during this busy time of year to connect with someone you may have lost touch with. Perhaps give them a call or drop a card into the mail to let them know you are thinking about them, or even better encourage them to attend a dining program or other activity with you. If you would like to come to one of our programs, but transportation is a concern, please give the office a call. We will do our very best to connect you with a neighbour who is coming to the event and doesn't mind some company.

CAUTION; WINTER WEATHER AHEAD!

In an effort to keep everyone safe and sound through the winter season and avoid those "white knuckle" car rides, our programs will not run if the school buses in North Wellington have been cancelled. Please check your local radio station, call Norwell District High School at 519.343.3107 and push 600 to hear the status of school buses in North Wellington, or if you're online visit www.stwdsts.ca. This cancellation policy will apply to all programs scheduled for that day.

Walking Groups; with the caution for winter weather announcement being place in the calendar, slippery walking conditions cannot be far behind. Please check the calendar for the times and locations of a walking group in your community. The nice weather encourages us to stay active, whether through gardening or walking, you just feel better. As these grey, cool days start, followed by the inevitable howling winds, blowing snow and ice it is important that we stay active. It is good for our joints and our mental health. As Sandy Turner would say "motion is lotion" for our joints, don't allow Mother Nature to make your joints sore just because of the weather. The walking groups provide a warm, safe, slip free environment and are provided free of charge. The only requirement to participate is that you have a clean pair of walking shoes and a desire to improve your fitness level. Stop those additional Christmas pounds by increasing your activity levels in a fun, safe environment, you will be glad that you did.

Euchre; 1st Monday of the month 7:30p.m. Palmerston Legion \$5 –light lunch provided, please bring your own partner. Every other Monday during the month Euchre starts at 7:00pm and is \$2

Taste for Life; Thursday December 8th 11:30-1:30 p.m. Mount Forest Pentecostal Church- Join Mount Forest Family Health Team Dietitian Sarah Pink as she provides quick and easy recipes for one. Each month a different batch of recipes are shared. Healthy recipes that don't taste "Healthy". Please register by Monday December 5th by calling Sarah at 519.323.0255 ext. 5085.

Line Dancing Monday Dec 5th 10-11 a.m. Harriston Arena- Please join Barb and Mary-Ann as they teach fun and easy line dancing routines that are sure to provide you with your daily exercise. Coordination is not required; just a desire to try something new. Cost \$3 per class. Please call 519.638.1000 if you require more information.

Cards and Games Afternoon Thursday December 15th-2 p.m. CRNA building Palmerston, cost is \$2 per person everyone is welcome! This group is for fun and allows for beginners to learn to play the game.

Cooking on a Budget; Monday December 19th 11:30-1:30p.m.; Harriston Legion- Join Minto-Mapleton Family Health Team Dietitian, Jenny Harrison, as she shares easy and nutritious recipes that won't break the bank. All ingredients required for the recipes are available in your local grocery store. Please register by calling 519.638.2110

Art Workshop Wednesday December 2 p.m. Palmerston Library- Donna Hirtle returns to bring out your artistic flair. This month you will make Paper Luminaries and learn how to make beautiful ice candles in your own home. Please join Donna for this fun-filled workshop. The cost is \$5 please call to register 519.638.1000

Euchre; Friday December 16th 7:30 p.m. Drayton Legion \$5- everyone is welcome!

Friendship Circle; each Tuesday 10:30-11:30 a.m. Mount Forest Pentecostal Church; This coffee group takes place each Tuesday morning in Mount Forest at 259 Fergus Street South. A great venue to learn about other community events and health programs available in Mount Forest and surrounding area. A special Christmas treat this year, on the 3rd Tuesday, rather than the traditional meal with speaker, you can bring a sample of your favourite Christmas baking. The more that come to the event, the wider variety of treats!

CONGREGATE DINING PROGRAMS 12:00pm – 2:00pm

People of all faiths welcome! Presentations are free and begin at 12:30pm; if you would like to stay for lunch the cost is \$10

***Drayton Reformed Church; Friday December 2nd Out of Africa-** this program begins with as special performance of Christmas music by children from Maranatha Christian School followed by local author, Donna Michalek, as she discusses her children's book, based on her experiences travelling to Africa. The impact the journey has had on her life and her desire to highlight the benefits of child sponsorship. Her book will be available for purchase.

Palmerston United Church Wednesday December 14th- Christmas Concert- Please join us for a wonderful afternoon of singing provided by children from the Arthur Christian School. This event is sure to bring back memories of attending Christmas concerts. Good food, good entertainment, good times!

Clifford United Church, Friday December 16th- O.P.P Barry Reid- Join Constable Barry Reid as he discusses what it's like to have a partner with four legs and the training required. A must attend event for dog lovers

Harriston Legion; Not Running Due to Christmas Break

Arthur United Church; Not Running Due to Christmas Break

Do you need information about the services available to support you in your home? Please call us at 519.638.1000, Toll Free 1-866.446.4546 – we'd be happy to help!

***please note that starting January 2017 Drayton Dining will be held on the 2nd Friday of each month**

Monday	Tuesday	Wednesday	Thursday	Friday
<p>December 2016</p>	 <p>Ontario Waterloo Wellington Local Health Integration Network</p>	<p>SENIORS' CENTRE for EXCELLENCE</p> 	<p>1 9:00 Palmerston Walking-Arena 9:00 Drayton Walking-PMD 9:00 Arthur Exercise-ASH 9:30 Walking Group- Arthur Arena 10:00 Coffee Morning-Clifford Hall 10:00 Palmerston Light Exercise- CNRA Building with Fran 11:00 Exercises-Harriston Knox 7:30pm Arthur Agricultural Society</p>	<p>2 9:00 Palmerston Walking- Arena 9:00 Harriston Walking-Arena 9:00 SMART Exercises- PUC 9:00 Drayton Walking-PMD Arena 9:30 SMART Exercises-Drayton Reformed 10:00 SMART Exercises-PUC 12:00 pm Drayton Dining- Children from Maranatha Christian School sing & Donna Michalek presents Out of Africa</p>
<p>5 9:00 Palmerston and Harriston Walking Group -arena 9:00 Friendship Club-MFFB 9:00 Euchre- Drayton United 9:00 SMART Exercise-CUC 10:00 Line Dancing-Arena 10:00 Palmerston Light Exercise- CNRA with Fran Dawson</p>	<p>6 Good Food Box Payment Date 9:00 SMART Exercise-Palmerston United Church 9:00 Drayton Walking-PMD 9:00 Arthur Exercise-ASH 9:30 Walking Group-Arthur Arena 10:30 Friendship Circle</p>	<p>7 9:00 Palmerston Walking-Arena 9:00 Harriston Walking-Arena 9:00 SMART Exercises-CUC 9:00 Coffee Hour- Moorefield United 9:30 Walking Group- Arthur Arena 9:30 SMART Exercises-DRC 10:00 Friendly Crafts-Harriston 7p.m. Bereavement Group- Birmingham Retirement Community Mount Forest</p>	<p>8 9:00 Palmerston Walking-Arena 9:00 Drayton Walking-PMD Arena 9:00 Arthur Exercise-ASH 9:30 Walking Group- Arthur Arena 10:00 Coffee Morning-Clifford 10:00 Palmerston Light Exercise with Fran Dawson- CNRA Building 11:00 Exercises-Harriston Knox 11:30 Taste For Life -MFPC</p>	<p>9 9:00 Palmerston Walking- Arena 9:00 Harriston Walking-Arena 9:00 SMART Exercises- Palmerston United Church 9:00 Drayton Walking-PMD Arena 9:30 SMART Exercises-Drayton Reformed Church</p>
<p>12 9:00 Palmerston Walking-Arena 9:00 Harriston Walking-Arena 9:00 Friendship Club-MFFB 9:00 SMART Exercise-CUC 9:00 Euchre-Drayton United Church 9:30 SMART Exercises-DRC 10:00 Palmerston Exercise -CNRA 1:30 Scrabble Club- Mount Forest Library</p>	<p>13 Good Food Box Drop-off Date 9:00 SMART Exercise-PUC 9:00 Drayton Walking-PMD 9:00 Arthur Exercise-ASH 9:30 Walking Group- Arthur Arena 10:00 SMART Exercises-PUC 10:30 Friendship Circle-MFPC 1:30 Computer Basics- Arthur Public Library</p>	<p>14 9:00 Palmerston Walking-Arena 9:00 Harriston Walking-Arena 9:00 SMART Exercises-CUC 9:00 Coffee Hour- Moorefield United 9:30 Walking Group- Arthur Arena 9:30 SMART Exercises-DRC 10:00 Friendly Crafts-Harriston 12:00 pm Palmerston Dining- Christmas Concert-Arthur Christian School</p>	<p>15 9:00 Palmerston Walking-Arena 9:00 Drayton Walking-PMD 9:00 Arthur Exercise-ASH 9:30 Walking Group- Arthur Arena 10:00 Coffee Morning-Clifford Hall 11:00 Exercises-Harriston Knox 10:00 Palmerston Light Exercise with Fran Dawson- CNRA Building 2:00 Cards & Games at CNRA Building Palmerston \$2</p>	<p>16 9:00 Palmerston Walking 9:00 Harriston Walking-Arena 9:00 SMART Exercises-PUC 9:30 SMART Exercises-DRC 9:00 Drayton Walking-PMD 10:00 SMART Exercises- PUC 7:30 Euchre @ Drayton Legion \$5 12:00 Clifford Dining- Barry Reid-K9 Unit-A must for Dog Lovers!</p>
<p>19 9:00 Palmerston Walking 9:00 Harriston Walking-Arena 9:00 SMART Exercise-CUC 9:00 Euchre-DUC 9:30 SMART Exercises-DRC 10:00 Palmerston Light Exercise-CNRA with Fran Dawson 11:30 Cooking on a Budget- Jenny Harriston Legion</p>	<p>20 9:00 SMART Exercise-PUC 9:00 Drayton Walking-PMD Arena 9:00 Arthur Exercise-ASH 9:30 Walking Group- Arthur Arena 10:00 SMART exercises-PUC 10:30 Friendship Circle- bring a home made goodie 3:15 SMART exercises-VON Mount Forest-392 Main Street N</p>	<p>21 9:00 Palmerston Walking-Arena 9:00 Harriston Walking -Arena 9:00 SMART Exercises-CUC 9:00 Coffee Hour- Moorefield United 9:30 Walking Group- Arthur Arena 9:30 SMART Exercises-DRC 10:00 Friendly Crafts-Harriston 1:00 Games-Mount Forest Complex 2:00 Art Workshop with Donna Hirtle</p>	<p>22 9:00 Palmerston Walking 9:00 Drayton Walking-PMD 9:00 Arthur Exercise-ASH 9:30 Walking Group- Arthur Arena 10:00 Coffee Morning-Clifford Community Hall 10:00 Palmerston Light Exercise with Fran Dawson- CNRA Building</p>	<p>23 9:00 Palmerston Walking-Arena 9:00 Harriston Walking-Arena 9:00 SMART Exercises-Palmerston United Church 9:00 Drayton Walking-PMD Arena 9:30 SMART Exercises- Drayton Reformed Church 10:00 SMART Exercises- Palmerston United Church</p>
<p>26 Boxing Day</p>	<p>27</p> 	<p>28 9:00 Harriston Walking-Arena 9:00 Palmerston Walking-Arena 9:00 Coffee Hour- Moorefield United 9:30 SMART Exercises-DRC 10:00 Friendly Crafts-Harriston Legion</p>	<p>29 9:00 Palmerston Walking 9:00 Drayton Walking-PMD 9:00 Arthur Exercise-ASH 10:00 Coffee Morning-Clifford Hall 10:00 Palmerston Light Exercise with Fran Dawson- CNRA Building</p>	<p>30 9:00 Palmerston Walking-Arena 9:00 Harriston Walking-Arena 9:00 Drayton Walking-PMD 9:30 SMART Exercises- Drayton Reformed Church</p>



THE WATCHDOG

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FRANÇAIS

Ombudsman releases first Annual Report of new mandate

On Wednesday, November 2, Ombudsman Paul Dubé released his 2015-2016 Annual Report. The report reviews our Office's work over the last fiscal year and provides an update on significant developments in the subsequent six months. It is also the first annual report that includes our expanded jurisdiction of municipalities, universities and school boards.



Featuring a completely overhauled visual design, the report includes highlights from the 22,118 cases we received regarding the 1,000+ public sector bodies we now oversee, as well as updates on our proactive resolution of issues and our major



NOVEMBER 2016

The Ombudsman is an independent officer of the Ontario legislature who conducts oversight of provincial government agencies and municipalities, universities and school boards. Ombudsman Paul Dubé began his five-year term on April 1.

[FILE A COMPLAINT ONLINE](#)

Ombudsman Ontario

Bell Trinity Square
483 Bay St., 10th Floor, South
Tower Toronto, ON
M5G 2C9

Phone: 1-800-263-1830

Fax: 416-586-3485

TTY: 1-866-411-4211

Email: info@ombudsman.on.ca



CLOSED MUNICIPAL MEETINGS

City of Niagara Falls

The Ombudsman found that the City of Niagara Falls violated open meeting requirements by voting

systemic investigations.

Case Summary

“An inmate complained that he had sat in jail for days after becoming eligible for parole because a parole hearing had not been scheduled for him. He had signed a consent form to delay his hearing past his parole eligibility date, but said he had only done so because he was told the Parole Board was not available sooner. As a result of this case, the Parole Board eliminated the consent form, to ensure that hearings are held before an inmate’s eligibility date, as required by law.”

- Ontario Ombudsman 2015-2016 Annual Report, p. 20



- [Read the 2015-2016 Annual Report](#)
- [Watch the Annual Report press conference](#)

In the news

- [Ombudsman's annual report notes complaints about Peel schools](#) (Brampton Guardian)
- [Agency that enforces child support payments gets most complaints, Ontario ombudsman says](#) (Toronto Star)
- [Reevely: Ontario man locked up for not paying child-support bills he never got](#) (Ottawa Citizen)

New help in wake of Ombudsman report: ReportON expansion

On November 16, the government of Ontario [announced an expansion of ReportON](#), a telephone and email service to report actual or suspected neglect of adults with developmental disabilities. The move is part of the province's response to the Ombudsman's investigative report on services for adults with developmental disabilities who are in crisis, [Nowhere to Turn](#), released August 24.

Among Ombudsman Paul Dubé's 60 recommendations - all of which were accepted - was that the Ministry of Community and Social Services develop an urgent response mechanism to help adults with developmental disabilities get help outside of regular business hours.

Since the release of our report, we have received some 67 new complaints regarding people with developmental disabilities who are in crisis; our staff continues to assist them and their families on a case-by-case basis.

- [Read the Ontario government's ReportON news release](#)

behind closed doors to commit \$10 million to a proposed partnership with a post-secondary institution.

[Read the letter.](#)

Town of Grimsby

The Ombudsman found that the council for the Town of Grimsby contravened the *Municipal Act* by discussing a municipally-controlled corporation in a closed meeting on May 2, 2016.

[Read the letter.](#)

OUTREACH

November was a month full of outreach and events, including an invitation to speak at the biennial [International Ombudsman Institute World Conference](#), in Bangkok, Thailand. Ombudsman Paul Dubé gave a presentation on how our office has implemented its newly expanded jurisdiction. He was also acclaimed as the IOI's new Regional President for North America.



The Ombudsman also traveled to Ottawa and presented to the [Forum of Canadian Ombudsmen](#) on our office's recommendations for improving segregation practices in Ontario. In May, the Ombudsman recommended the province abolish indefinite segregation – you can read his submission to the Ministry of Community Safety and Correctional Services [here](#).

Early in November, Deputy Ombudsman Barbara Finlay welcomed the [Ohio Legislative Fellows](#) to our office and explained

- [Read the Ombudsman's report Nowhere to Turn](#)

What's ReportON?

ReportON is a telephone line and email address to report actual or suspected abuse or neglect of **adults with a developmental disability**



In the news

- [Use ReportON to report abuse of adults with developmental disabilities](#) (City Centre Mirror)

School busing investigation continues

On September 26, Ombudsman Paul Dubé announced a systemic investigation into school busing problems at the Toronto District School Board and Toronto Catholic District School Board. Since the school year started, we have received more than 100 complaints related to this investigation. Members of the Special Ombudsman Response Team are conducting witness interviews, gathering evidence and reviewing documents. Our investigation process can be seen in more detail [here](#).

- [Read the press release](#)

Broader public sector: Recent cases

We've received more than **4,271** complaints about municipalities, universities, and school boards since our jurisdiction over those sectors came into effect. We've

the role and function of the Ontario Ombudsman.



Ombudsman staff also spoke at the [People for Education](#) annual conference on the [first year](#) of our oversight of school boards.

WHAT'S NEW?



What's new at our office? Check out the [Ombudsman's latest post](#) about his most recent speeches and reports, and other activities by our team.

WANT TO WORK WITH US?

We're looking for talented people to join our **investigations and early resolutions** teams, and an **executive administrative assistant**.

Learn more about early resolutions [here](#). Learn about investigations [here](#).

had **1,058** school board complaints since September 1, 2015, and since January 1, 2016 we've received **2,995** complaints about municipalities and **218** about universities. Most of these cases have been resolved informally, usually through referral to local officials.

Recent cases

Universities

A student complained to our office and claimed two of his teeth had been damaged by a faulty dental bridge installed by his school's medicine and dentistry clinic. After Ombudsman staff contacted the school, the clinic investigated the concern and found his treatment was appropriate and not the cause of his damaged teeth. However, the school offered to cover the full cost of repairing the bridge under the condition of signing a release of liability, which the student refused. Since the student was interested in pursuing legal action, we suggested he seek legal advice.

School boards

A man working at a school complained to our office after being terminated from his position. He was dealing with the Ontario Labour Relations Board at the time about his termination as well as about his lack of union representation. Our staff provided referral information to the man and suggested he continue through the Ontario Labour Relations Board process.

[Check out our brochures](#) to learn more about municipal, university and school board complaints, or [fill out a complaint form here](#).

Have a complaint about a municipality? [Read this first](#)

Have a complaint about a university? [Read this first](#)

Have a complaint about a school board? [Read this first](#)



STAY CONNECTED

Ombudsman Ontario has **4,505** [Facebook](#) likes and **37,523** [Twitter](#) followers! Please continue to reach out to us on social media, or drop us a line at thewatchdog@ombudsman.on.ca.

And stay connected with our office in both official languages! Follow our French Twitter account: [@Ont_OmbudsmanFR](#).

December 1, 2016

Dear AMO Member:

RE: Federal Infrastructure Phase 2 Incrementality Resolution

As you know, the federal government announced additional infrastructure funding over the next 12 years in the Fall Economic Statement as part of its Phase 2 programming. It is consulting on design aspects for Phase 2 in order for it to be known before the funding programs begin in 2018.

AMO has endorsed a number of principles for the funding design – that it should maximize municipal flexibility; respect the breadth of municipal infrastructure assets and priorities; and provide stable, predictable, formula-based funding to municipal governments.

The role of incrementality and the funding formula (i.e., the share by each order of government) are important aspects. In communicating our principles to the federal government, we have noted the impacts of different formula approaches. The ideal position for municipal governments would be a 50% federal, 33% provincial, and a 17% municipal portion. This would mean a smaller share of municipal capital costs would recognize ongoing municipal operating costs which are generally not eligible for funding purposes. In reality, very few provinces agreed to fund 33% of Phase 1 programs, and some didn't put up new funds where they agreed to it. In Ontario, the provincial government did add new funding, in the amount of \$250 million (25%) for the recent Clean Water and Wastewater Fund (CWWF). This was in addition to its existing multi-billion long term infrastructure plan. No provincial funding was added for the federal public transit agreement.

Generally, incrementality has been a feature of prior federal programs. It requires that municipal and provincial governments spend new additional funds for each infrastructure project in order to meet the eligibility rules. This requirement may have had some merit before municipal governments had comprehensive asset management plans and related multi-year capital plans. Going forward, it will confuse the principles and practice of asset management not to mention municipal financial planning because it would influence municipal priorities. Where there are multi-year capital plans, based on asset replacement and maintenance priorities of an asset management plan, the federal funding should be aligned with these municipal plans. Phase 2 should align with municipal long-term planned spending, not the other way around.

We hope that you agree. If so, please adopt the attached resolution and add your voice to AMO's. AMO continues to believe that good asset management is the foundation of appropriate municipal infrastructure and financial management. Funding approaches must support it to further advance the culture of municipal asset management in Ontario.

Sincerely,

A handwritten signature in cursive script, appearing to read 'L. Dollin', written in dark ink.

Lynn Dollin
AMO President

FEDERAL INFRASTRUCTURE PHASE 2 INCREMENTALITY RESOLUTION

WHEREAS municipal governments' infrastructure is critical to our collective economic health;

WHEREAS stable, predictable and formula- based infrastructure funding allows municipal governments to plan and schedule investments in infrastructure;

WHEREAS Ontario municipal governments have asset management plans which set out a municipality's longer term capital plan which reflects the infrastructure priorities of these asset management plans; and

WHEREAS a federal incrementality rule interferes with municipal long-term infrastructure priorities and diminishes the value of municipal asset planning and management;

NOW, THEREFORE BE IT RESOLVED that the (name of municipality) calls on the federal government to provide long-term, predictable, and formula-based funding in its Phase 2 programs for municipal governments; and

BE IT ALSO RESOLVED that the (name of municipality) calls on the federal government to change incremental requirements in Phase 2 to recognize in Ontario that a municipal government' asset management plan meets a municipal incremental infrastructure requirement.

Please forward your resolution to:
AMO President Lynn Dollin amopresident@amo.on.ca

Board of Directors Meeting #9/16

October 19, 2016

DIRECTORS PRESENT: Art Versteeg, Jim Campbell, Deb Shewfelt, Alison Lobb, Alvin McLellan, Wilf Gamble, David Turton, Roger Watt,

ABSENT WITH REGRETS: Bob Burtenshaw

ABSENT: Paul Gowing, Matt Duncan

STAFF PRESENT: Phil Beard, General Manager/Secretary-Treasurer
Danielle Livingston, Administrative/Financial Services Coordinator
Jayne Thompson, Communications Coordinator
Stewart Lockie, Conservation Areas Coordinator
Brandi Walter, Environmental Planner/Regulations Officer

COMMUNITY ATTENDEES: Morten, Helene and Lasse Jakobsen

1. Call to Order

Chair Art Versteeg welcomed everyone and called the meeting to order at 7:00 pm noting there is a hearing in tonight's business.

2. Declaration of Pecuniary Interests

There were no pecuniary interests at this time.

3. Hearing: Ontario Regulation 164/06: Hearing Report #2/16 (attached)

Motion FA #73/16

Moved by: Alvin McLellan

Seconded by: Deb Shewfelt

THAT the Board of Directors sit as a Hearing Board.

(carried)



The following motion was passed in session at the Board Hearing Meeting #2/16.

Motion HM #5/16

Moved by: Alison Lobb

Seconded by: Roger Watt

THAT the Hearing Board now sits as Executive Committee.

(carried)

4. Minutes - Approval of Minutes of Board of Directors Meeting #8/16 held on September 21, 2016 (attached)

The minutes from the Board of Director's meeting #8/16 held on September 21, 2016 have been circulated to the Director's for their information and approval.

This motion followed.

Motion FA #75/16

Moved by: Deb Shewfelt

Seconded by: Alvin McLellan

THAT the minutes from the Board of Director's meeting #8/16 held on September 21, 2016 be approved.

(carried)

5. Business Requiring Direction/Decision:

- a) 2017-2019 Work Plan and Financial Forecast: **Report #51A/B/16** (attached)

Phil Beard, General Manager/Secretary-Treasurer began the presentation of these reports by reviewing the MVCA three key priorities:

- Strengthen Flood/Erosion Safety Services
- Strengthen Watershed Stewardship Services
- Stabilize MVCA financial base

The General Manager/Secretary-Treasurer highlighted the major focus and activities for each service area as outlined in Report #51A.

Under the Corporate Work Plan, the Board discussed the possibility of developing an additional report to be sent to member municipalities along with the minutes. The Board asked staff to look at the approach used by the ABCA regarding the circulation of their GM's report with the Board minutes. The following motion was made.

Motion FA #76/16

Moved by: Alison Lobb

Seconded by: Wilf Gamble

THAT staff bring a report on the approach used by ABCA to the November 16, 2016 Board meeting.

(carried)

The General Manager/Secretary-Treasurer reviewed #51B/16, the 2017-2019 financial forecast with the Board. The forecast shows that MVCA should be in a position to stabilize its operating budget by 2018 and its capital budget by 2019. However there are still several outstanding matters that could affect both operating and capital over the next three years. The GM/ST requested direction on whether the 2017 financial forecast and work plan could be used as a starting point for developing the 2017 draft Budget and work plan.

The Board discussed the format used to outline the 2017-2019 work plan. The Board requested that staff try and summarize the work plan for all three years on the same table so that it would be easier to understand the activities that will be undertaken each year and how one year builds on the next. The following motion was made.

Motion FA #77/16

Moved by: Roger Watt

Seconded by: Wilf Gamble

THAT staff change the format of the workplan so that all 3 years are summarized on one table for each service area.

(carried)

Chair Art Versteeg congratulated Phil Beard, General Manager/Secretary-Treasurer and staff on an excellent report and the following motion was made.

Motion FA #78/16

Moved by: Alison Lobb

Seconded by: David Turton

THAT the 2017-2019 work plan and financial forecast be approved; **AND THAT** the 2017 draft budget and work plan be developed based upon the financial forecast for 2017; **AND FURTHER THAT** the 2017 draft budget for Authority funded projects be presented at the November 16, 2016 Board meeting for review and direction; **AND FURTHER THAT** the 2017 budget and work plan be presented to the Board of Directors at the December 21, 2016 Board meeting for review and direction.

(carried)

b) Structural Assessment: Logan's Mill, Brussels: **Report #52/16** (attached)

Conservation Areas Coordinator Stewart Lockie presented Report #52/16 regarding the results of the structural assessment for Logans Mill in Brussels. The Conservation Areas Coordinator identified that the structural engineer has identified that repairs are required to the wall on the mill and that these repairs need to be undertaken this fall. Mr. Lockie advised that the Community Group looking into the potential for refurbishing the mill are interested in assisting with the cost of the repair work, however

they have not had an opportunity to meet and discuss the matter formally as yet. The Board decided that it was important to act on the engineer's recommendation; therefore the following motion was made.

Motion FA #79/16

Moved by: Roger Watt

Seconded by: David Turton

THAT MVCA proceed with completing the repair outlined in item 1. of Report #52/16; AND THAT MVCA covers the cost of the repair if the Maitland Mills Project Steering Committee isn't able to.

(carried)

6. Reports:

a) Chair's Report:

Chair Art Versteeg attended Conservation Ontario Council on September 26, 2016. Art advised that the Minister of Natural Resources and Forestry attended the meeting and advised that she was committed to completing the review of the Conservation Authorities Act. Art further advised that the timeline for completing the review will be lengthy and it is unknown as to whether the MNRF will be able to complete this review before the end of their current mandate.

Last week Art attended the public launch of MVCA's Carbon Footprint Initiative with Director Deb Shewfelt and GM/ST, Phil Beard. Molesworth Farm Supply gave a generous donation to MVCA for tree planting as part of their carbon footprint strategy. Follow up items will be brought to the Board from the CFI committee from Phil. Art commended Phil and Deb for bringing this 4 year effort to fruition.

Art spoke with Ben Van Deipenbeek recently and explained that MVCA is hopeful that HCW will eventually develop a 3 year budget. Art advised that the Chair of the Huron Clean Water Review Committee will be requesting \$400,000.00 for the 2017 funding at the November meeting of Huron County Council.

b) Directors' Reports:

Director David Turton reported that the 2016 IPM event was a success with an attendance of approximately 100,000.

7. Consent Agenda

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

- i) Conservation Ontario Council Report: **Report #53/16** (attached)
- ii) Revenue and Expenditures for September: **Report #54/16** (attached)

This motion followed.

Motion FA #80/16

Moved by: Alvin McLellan

Seconded by: Jim Campbell

THAT Report #53 through 54/16 and the recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

(carried)

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

Chair Art Versteeg declared the meeting objectives were met and that a hearing had been held. The next meeting is being held at the Admin Centre in Wroxeter on November 16, 2016.

9. Adjournment

The meeting adjourned at 8:58 pm with this motion.

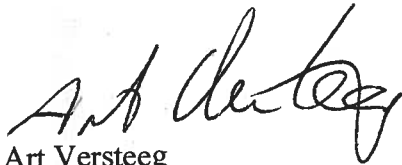
Motion FA #79/15

Moved by: Roger Watt

Seconded by: Wilf Gamble

THAT the meeting be adjourned.

(carried)



Art Versteeg
Chair



Danielle Livingston
Administrative/Financial Services Coordinator

On 11 March 1964, a group of 10 students and 1 teacher from the University of California, Berkeley, visited the University of Michigan and the University of Wisconsin-Madison.

They were

1. Dr. J. R. Van Wazer, University of California, Berkeley

2. Dr. J. R. Van Wazer, University of California, Berkeley
3. Dr. J. R. Van Wazer, University of California, Berkeley
4. Dr. J. R. Van Wazer, University of California, Berkeley
5. Dr. J. R. Van Wazer, University of California, Berkeley
6. Dr. J. R. Van Wazer, University of California, Berkeley
7. Dr. J. R. Van Wazer, University of California, Berkeley
8. Dr. J. R. Van Wazer, University of California, Berkeley
9. Dr. J. R. Van Wazer, University of California, Berkeley
10. Dr. J. R. Van Wazer, University of California, Berkeley

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15. Dr. J. R. Van Wazer, University of California, Berkeley

16. Dr. J. R. Van Wazer, University of California, Berkeley

17. Dr. J. R. Van Wazer, University of California, Berkeley

18. Dr. J. R. Van Wazer, University of California, Berkeley

19. Dr. J. R. Van Wazer, University of California, Berkeley

Board Hearing #2/16

October 19, 2016

DIRECTORS PRESENT: Art Versteeg, Deb Shewfelt, Alvin McLellan, Wilf Gamble, Alison Lobb, Roger Watt

ABSENT WITH REGRETS: Jim Campbell, Bob Burtenshaw,

ABSENT: Paul Gowing, David Turton, Matt Duncan

STAFF PRESENT: Phil Beard, General Manager/Secretary-Treasurer
Danielle Livingston, Admin/Financial Services Coordinator
Jayne Thompson, Communications Coordinator
Stewart Lockie, Conservation Areas Coordinator
Brandi Walter, Environmental Planner/Regulations Officer

COMMUNITY ATTENDEES: Morten, Helene and Lasse Jakobsen

The following motion was passed in session at the Board of Directors Meeting #9/16.

Motion FA #73/16

Moved by: Alvin McLellan

Seconded by: Deb Shewfelt

THAT the Board of Directors sit as a Hearing Board.

(carried)



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

	<u>Present</u>	<u>Absent</u>
Art Versteeg	√	
Jim Campbell		√
Deb Shewfelt	√	
Alison Lobb	√	
Alvin McLellan	√	
Bob Burtenshaw		√
David Turton		√
Matt Duncan		√
Roger Watt	√	
Wilf Gamble	√	

Hearing: Ontario Regulation 164/06: Jakobsen Development Application, Ashfield Ward, in the Township of Ashfield-Colborne-Wawanosh - Hearing Report #2/16 (attached).

Chair Art Versteeg began with his remarks.

We are now going to conduct a hearing under Section 28 of the *Conservation Authorities Act* in respect of an application by MORTEN and HELENE JAKOBSEN, for permission to: RECONSTRUCT A DECK WITHIN THE EROSION HAZARD OF THE LAKE HURON SHORELINE on Part lot 23, Front Concession North Town Plot, Registered Plan 22R5370, Parts 1, 3, 8 to 13 in the Township of Ashfield-Colborne-Wawanosh, Ashfield Ward.

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

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

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

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

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

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

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

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

Environmental Planner/Regulations Officer Brandi Walter presented the application that was submitted by Morten and Helene Jakobsen to the Hearing Board and explained the nature and location of the subject application.

Morten and Helene Jakobsen constructed a new 839 square foot deck to replace a smaller older deck at the above-noted property in the Spring of 2016. They did not apply for MVCA permission prior to undertaking construction, nor did the applicants apply for a building permit with the Township of Ashfield-Colborne-Wawanosh.

The subject property is located on the Lake Huron shoreline within the 100 year erosion hazard, and the existing cabin and new deck are located on the mid-point of the bluff slope. The overall slope is 20 to 22 meters high and inclined at 2 to 3 horizontal to 1 vertical. The landowners received a letter from MVCA via Krantz Law in 2014 upon purchase of the property. The letter identifies the property as being located in a regulated area for development. The letter advised the landowners that MVCA permission is required for development and site alteration, prior to undertaking the work.

It is the policy of MVCA to work with landowners to try and bring potential violations into compliance with the authority's development policies related to *Ontario Regulation 164/06* if the landowner is amenable. MVCA staff met with Mr. Jakobsen and his contractor at the subject property to assess the new deck and to advise the Jacobsen's of MVCA's policies for development proposals along the Lake Huron shoreline. On that day, Mr. Jakobsen agreed to apply for MVCA permission to obtain compliance. After the site visit, staff sent a memorandum to Mr. Jakobsen as follow-up from the meeting, which formally outlined MVCA's application process and conditions for approval.

Hearing Report #2/16 is for the Boards review and to gain direction on the development application; Ontario Regulation 164/06: Morten and Helene Jakobsen Deck Construction Application, Ashfield Ward, in the Township of Ashfield-Colborne-Wawanosh - Hearing Report #2/16 (attached).

Environmental Planner/Regulations Officer Brandi Walter advised the Board that staff are recommending that this application should not be approved as it is not complete and doesn't comply with MVCA's development policies.

Chair Art Versteeg invited the applicants to speak.

Morten Jakobsen addressed the Hearing Board and explained they purchased the property in 2015 and weren't aware that a permit was required for reconstructing a deck. They proceeded with replacing the existing deck with a larger one that is more stable and is supported by sonotubes.

Mr. Jakobsen noted there are 110 trees located on the property and they planted dogwood shrubs. Mr. Jakobsen did note that they did have to remove some ash trees. He thinks if the vegetation was more mature, that this (the slope stability) wouldn't be an issue and that they haven't done anything to tamper with the property. At this time, Mr. Jakobsen submitted photographs of the property to the Directors to review.

Mr. Jakobsen explained he has focused on solving erosion problems with the ACLA and it is

overreacting (having a geological study) if the structure is designated safe by an Engineer, noting that if something happens, it will come back to us (the applicant) as being liable. Mr. Jakobsen doesn't see any of this being a problem as a major storm drainage project was constructed to stop runoff from going over the bluff.

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

Members of the Hearing Board asked Mr. Jakobsen several questions related to the location of deck with respect to the dwelling, the type of footings that the cottage is located on, slope stability, the cost to hire a geotechnical Engineer. These questions were answered to the satisfaction of the Board. Staff were asked by the Board who would be liable if the deck did cause the slope to fail. Staff advised the Board that the authority is responsible for ensuring that development does not cause the slope to collapse.

Chair Art Versteeg called for other questions, comments or concerns. There were no further responses.

Motion HM #2/16

Moved by: Alison Lobb

Seconded by: Roger Watt

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

(carried)

At this time, all attendees left the meeting with the exception of the Hearing Board Members, General Manager/Secretary-Treasurer, and the Administrative and Financial Services Coordinator.

The following motions were passed in camera at the Board Hearing Meeting #2/16.

Motion HM#3/16

Motion HM #4/16

Moved by: Wilf Gamble

Seconded by: Alvin McLellan

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

(carried)

Attendees that were excused from the closed session were invited back to regular session. Director's Jim Campbell and David Turton joined the meeting.

Chair Art Versteeg advised applicants Morten and Helene Jakobsen that the Hearing Board had difficulty coming to a decision because the development was constructed without a permit, even though the applicants had been advised when they purchased the property that a permit would be required to develop in this area. However the Chair advised that the Board decided to approve application No. DEV40/2016 because the Board thinks that based upon the evidence that there is only a small chance that this development would impact the stability of the slope.

At this time, Jakobsen thanked the Board and noted that they now understand the process to follow should they decide to undertake additional development in the future.

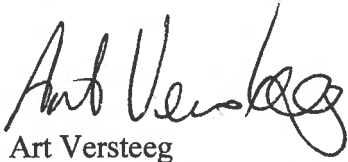
Motion HM #5/16

Moved by: Alison Lobb

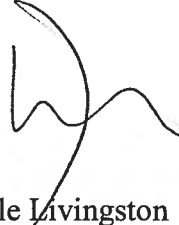
Seconded by: Roger Watt

THAT the Hearing Board now sits as Executive Committee.

(carried)



Art Versteeg
Chair



Danielle Livingston
Administrative and Financial Services Coordinator

Section 1.1: Introduction

Section 1.2: Overview

The purpose of this document is to provide a comprehensive overview of the project and its objectives.

1.1.1

The project is designed to address the following key areas:

1.1.2 The project will be implemented in a phased manner, with the following milestones:

LaunchIt Minto
Minutes of October 11, 2016
Page 1 of 2

The LaunchIt Minto Board held a meeting on Wednesday, October 11, 2016 at LaunchIt Minto. Board Members present for the meeting were Chair Glen Hall, Councillor Mary-Lou Colwell, Bernice Weber Passchier, Ryan Koeslag, Irmgard Kuersten-Kirkorian, Harold DeVries (via Skype) and Manager of Economic Development Belinda Wick-Graham.

Members of staff present included: Business Development Coordinator Somer Gerber.

Regrets were received from Hope Reidt, John Mock and Mayor George Bridge

Chair Glen Hall opened the meeting at 12:07 p.m.

Hall opened the meeting with the introduction of LaunchIt's newest Board member Harold DeVries from the Business Centre of Guelph Wellington who participated in the meeting via Skype.

The Board reviewed the September financials. Hall reported that the Minto Chamber of Commerce voted on LaunchIt's proposal of an increased contribution to LaunchIt from \$12,000 to \$18,500. This increase will more accurately reflect the 50-50 split of the employee's time spent on Chamber duties and LaunchIt duties. This agreement is to be reviewed on an annual basis.

Wick-Graham discussed the idea of opening Unit #3 as a Christmas "Pop-Up Store" for local artisans and home based businesses to use over the Christmas season for a fee of \$100 per business. Gerber will be available to have the store open to the public Monday - Friday 9:00 a.m. - 5:00 p.m. and the vendors will be responsible to set up a schedule for the evenings and weekends if desired. The "Pop-Up Store" will open on November 16th - December 10th, 2016.

Hall told the Board about the Live2Lead event hosted by LaunchIt Minto at the Norgan Theatre on Friday October 7th. 100 attendees came to learn from four world class experts in leadership and the feedback was amazing. The Board discussed the opportunity to show this event two more times locally prior to December 31st, 2016. Several businesses and organizations that were unable to attend have expressed interest in sending staff and management to encore presentations. Gerber will be connecting with these businesses, as well as the Mount Forest & District Chamber of Commerce and the Township of Wellington North to discuss working together to present Live2Lead in their community.

Gerber asked the Board to offer input and suggestions on the Business Flight Program and ways to tailor it to better address and reflect the needs of local business start-ups. She believes there is a need to outline expectations to participants. Gerber suggested creating a curriculum that could be developed, incorporating online, as well as in class training for a small enrollment fee. A proposal is to be developed over the next month and discussed with the Board at the November meeting.

LaunchIt Minto
Minutes of October 11, 2016
Page 2 of 2

Wick-Graham updated the Board on the Canada 150th grant application that was submitted. If this grant is successfully obtained, the money will be used to develop programming geared toward youth entrepreneurship. Wick-Graham outlined some key components that will be incorporated in this program such as business for a day, a youth edition of PitchIt, youth ambassadors, workshops and training. She noted that this will tie in nicely with the Minto Youth Action Council that has just formed as well as the Renew Northern Wellington program.

The Board discussed the proposal that was presented to LaunchIt/Town of Minto from the Business Centre of Guelph Wellington. This proposal outlined fees for continuing to offer business advisory services 1 day per month and training programs within our community. The cost to continue to offer this valuable service will be \$4,800 annually. No decision has been made at this time.

The meeting adjourned at 1:08 p.m.

The next LaunchIt Minto meeting will be on November 10, 2016 at 8:30am LaunchIt Minto.

Somer Gerber, Business Development Coordinator

LaunchIt Minto
Minutes of November 22, 2016
Page 1 of 3

The LaunchIt Minto Board held a meeting on Tuesday, November 22, 2016 at LaunchIt Minto. Board Members present for the meeting were Chair Glen Hall, Bernice Weber Passchier, Ryan Koeslag, Irmgard Kuersten-Kirkorian, Harold DeVries (via Skype) and Manager of Economic Development Belinda Wick-Graham. Member of staff present included: Business Development Coordinator Somer Gerber. Regrets were received from Hope Reidt, John Mock, Mayor George Bridge and Councillor Mary-Lou Colwell

Chair Glen Hall opened the meeting at 9:00 am

The Board reviewed the 2017 budget see schedule "A" attached.

Hall reported on the success of the 2016 Live2Lead event which was held at the Norgan Theatre on October 7th, 2016. LaunchIt hosted two encore presentations; one at the Mount Forest & District Sports Complex on November 15th and the final event will be taking place on November 22nd at the Norgan Theatre, it is expected that approx. 240 people attended all three events. Gerber told the Board about the positive feedback she had received from attendees. One person said "I didn't want it to end". It is estimated that this event will show a profit of approx. \$4,000. The Board discussed bringing this event back again in 2017.

MOTION:

Moved by: Bernice Weber Passchier and Seconded by Ryan Koeslag

THAT: That LaunchIt host Live2Lead 2017 on October 6, 2017.

CARRIED

Wick-Graham told the Board that the lease agreement is up for renewal at the end of February. It was decided that Gerber would contact the landlord to ask if the following terms for renewal would be acceptable. LaunchIt extend the lease agreement on unit #3 & #4 with no rent increase on unit #4 and continue rent free on unit #3 unless and until we find a permanent tenant to cover our rent cost on unit #3. This new lease agreement is for 2 years.

MOTION:

Moved by: Ryan Koeslag and Seconded by Bernice Weber Passchier

THAT: LaunchIt renew the current lease from March 1, 2017 to February 28, 2019.

CARRIED

Gerber discussed potential changes to the Business Flight Program, suggesting that online training, in-class training and mentorship be incorporated into a five-month program at a fee which is to be determined. Five business fundamentals would be covered including: Creating a Business Plan, Market Research and Value Proposition, Business Finances, Work-Life Balance and Sales and Marketing. Gerber will present a draft proposal at the next meeting on Tuesday December 13, 2016. It is our hope that we can launch the new Business Flight Program early January.

LaunchIt Minto
Minutes of November 22, 2016
Page 2 of 3

Wick-Graham updated the Board on the Canada 150th grant application that was submitted. If this grant is successfully obtained, the money will be used to develop programming geared toward youth entrepreneurship. Wick-Graham also told the Board that LaunchIt has received funds from the Libro Prosperity Fund Grant in the amount of \$10,000. This money will be used in 2017 to complete the following: land will be surveyed, soil tests will be conducted and lawyers will create lease agreements. Wick-Graham and Gerber have been making connections with Georgian College and Farm Start in the hopes that we will be able to bring some of their programming to Minto.

Gerber reported that the Pop Up Store in LaunchIt is going well and generated an additional \$640 revenue for LaunchIt.

The meeting adjourned at 10:00 a.m.

The next LaunchIt Minto meeting will be on Tuesday December 13, 2016 at 4:00pm LaunchIt Minto.

Somer Gerber, Business Development Coordinator

LaunchIt Minto
Minutes of November 22, 2016
Page 3 of 3

Schedule "A"

LAUNCHIT! MINTO

MONTHLY REVENUE & EXPENDITURES

				<u>YTD 2016</u> <u>(Jan 1/16 -</u> <u>Oct 31/16</u> <u>posted to Nov</u>	<u>Budget</u>
	<u>YTD - Oct/15</u>	<u>Actual 2015</u>	<u>Budget 2015</u>	<u>17/16)</u>	<u>2016</u>
REVENUE					
Rent-Tenants	\$2,175	\$2,625	\$3,000	\$0	\$3,000
Rent-Commercial Tenants	11,699	14,183	12,000	3,836	3,000
Rentals-Meetings & Boardroom	2,053	2,266	500	1,852	2,000
Grants - RED	13,260	18,750	18,750	0	0
Grants - Wellington County	10,000	10,000	10,000	0	10,000
Minto C of C Contribution	12,000	12,000	12,000	12,000	12,000
Town of Minto Contributions	20,000	20,000	20,000	25,000	25,000
Ag Incubator-Municipal Partners	0	0	3,300	0	0
BFP Memberships	0	0	0	0	1,500
Sponsors	0	0	0	0	0
Course & Seminar Fees	2,935	2,953	500	1,522	3,500
Live2Lead Sales	0	0	0	7,013	0
Transfers From Reserves	0	0	0	12,000	7,600
	<u>74,122</u>	<u>82,776</u>	<u>80,050</u>	<u>63,223</u>	<u>67,600</u>
EXPENSES					
Wages and Benefits	29,350	34,874	35,250	33,317	37,600
Meetings & Events	595	774	750	419	750
Mileage	405	405	900	120	650
Staff Training	405	496	500	0	0
Mentors	0	3,228	4,000	71	700
Live2Lead	0	0	0	5,012	0
Hydro	5,183	6,261	4,000	3,347	6,500
Maintenance	318	318	1,500	64	500
Cleaning Contract	570	867	1,200	0	0
Cleaning Supplies	48	73	150	50	100
Washroom Supplies	77	95	200	80	100
Rent	14,094	16,943	16,800	13,788	11,000
Office Supplies	768	768	300	165	500
Small Furniture	1,588	1,626	500	0	0
Building Renovations	360	360	0	0	0
Telephone	320	388	500	302	350
Advertising	5,736	6,769	8,000	419	5,000
Internet	382	455	500	293	450
Course expenses	2,779	3,069	3,500	1,342	2,500
Computer & Web-site	1,023	1,023	500	509	500
Ag Incubator	0	0	0	0	0
Miscellaneous	50	294	1,000	433	400
Consultants	0	0	0	0	0
	<u>64,051</u>	<u>79,088</u>	<u>80,050</u>	<u>59,732</u>	<u>67,600</u>
Net Surplus (Deficit)	<u>\$10,071</u>	<u>\$3,689</u>	<u>\$0</u>	<u>\$3,491</u>	<u>\$0</u>

Harriston Farmers' Market 2016 Season Wrap-Up Meeting

October 27, 2016

7:00pm

LaunchIt Minto

Attendance: Councillor Colwell, Caitlin Hall, Susan Cowtan, Lena Martin, Dorcus Martin, Jean Anderson and Taylor Pridham.

Regrets: Frank Folkema, Carol Brubacher, Joanne Martin, Vreni VonMeulenen

Pridham welcomed everyone to the 2016 Season Wrap-Up Meeting.

The Committee reviewed the budget from 2016. Taylor Pridham mentioned that the Palmerston Farmers' Market vendors were planning on increasing their vendor fees to \$20.00 and asked what the Committee thought of this. The Committee decided that they did not want to increase their vendor fees due to number of vendors and fear of a raise deterring potential future and returning vendors. The general consensus was that the income was not sufficient enough and it could deter attendance if the vendor fees were elevated.

Pridham recapped what was done in terms of marketing and promoting the Harriston Farmers' Market in 2016. The Committee was happy with social media, signage and radio ads, and wanted to continue in 2017. Lena Martin mentioned that the new location was much better than the previous location at the Train Station. She said there was a lot more foot traffic and increase in families coming downtown.

In terms of marketing in 2017, Jean Anderson suggested that more signage would be beneficial, particularly leading up to the market in Tannery Park because many vehicles see the market but keep driving because there is not an easy spot to turn around. She also mentioned promoting the back-parking lot for the market much more since parking at the front/downtown is an issue. Councillor Colwell mentioned that Council was discussing placing a large green parking sign across the street at the legion, which could also help solve the issue.

The Committee was happy with the weekly events and gift baskets and wanted to continue this in the upcoming season.

Caitlin Hall shared that since seniors are the key supporters and regular attendees at the Market, there should be some sort of reward system for them. She suggested having a senior's special of the week. Jean Anderson suggested a seniors' discount.

The Committee decided that in the case that no vendor is selling any beverages, lemonade could be available by donation. Other events suggested by the Committee were: a Teddy Bear Picnic, more events with the Wellington County library – Harriston Branch, as well as other various weekly themed events.

The Committee agreed that the Market Bucks were a beneficial addition to the market and would like to continue with the initiative in the 2017 season. Caitlin Hall suggested giving Market Bucks in welcome packages for new Minto residents, as well as giving them out as

Harriston Farmers' Market 2016 Season Wrap-Up Meeting

October 27, 2016

7:00pm

LaunchIt Minto

gifts to the musicians who play at some of the Markets. Pridham informed the Committee that there were no welcome packages in Harriston. Susan Cowtan volunteered to put together welcome packages for new Minto residents and distribute them with the Market Bucks as well. She also suggested contacting the Minto Chamber of Commerce about distributing them in other business packages. Jean Anderson suggested promoting the Market and distributing Market Bucks at the local food bank. Caitlin also suggested giving Market Bucks to community volunteers at the Volunteer Appreciation in April 2017. Pridham said that she would get more information about accessing Market Bucks and seeing what the Committee could do with them and would follow up for the next meeting.

The Committee expressed that they would like a venue change for 2017. Pridham stressed the fact that moving the market would continue to cause confusion for the public as it would be the fourth location change in 6 years. Susan Cowtan noted that it would be beneficial to have a recycling bin at the market in 2017.

NEXT MEETING:

Tuesday March 14, 2017

7:00pm

LaunchIt Minto

Taylor Pridham
Economic Development Assistant

Palmerston Farmers' Market 2016 Season Wrap-Up Meeting

October 17, 2016

7:00pm

CNRA Clubhouse

Attendance: Luke Hartung, Katie Baarda, Edwin Martin, Lena Martin, Maureen Searle, Vince Tkaczuk and Taylor Pridham.

Pridham welcomed everyone to the 2016 Season Wrap-Up Meeting.

The Committee reviewed the budget from 2016. Pridham explained that this year was unique to others due to the larger one-time expenses of \$1,100.00 in donations given towards the Mayor's Golf Tournament, the memorial tree for Kevin Katerburg and the IPM bench. Luke Hartung noted that there was also pre-existing revenue to come from the Pre-Seeding BBQ. The Committee decided to add a donation jar at the lemonade table to help cover some of the expenses.

The Committee discussed a 2016 Donation to the Museum and decided on a donation of \$195.00. Luke Hartung noted that the donation should increase every year moving forward and to do this, the vendors' fees should be used as a metric. The committee agreed with this idea and chose that this would be something to discuss moving forward to be brought up at the next meeting in March. The Committee also suggested raising the vendor fees to \$20.00 now that the market has grown with numbers of vendors.

The Committee suggested increasing the vendor fees.

RECOMMENDATION:

Moved by: Luke Hartung and Seconded by: Katie Baarda

THAT:

The Palmerston Farmers' Market vendor fees be increased to \$20.00 per weekly market and \$200.00 for all market dates in the season.

Luke Hartung suggested donating the 2017 Trivia Night proceeds towards the Palmerston Railway Heritage Museum, along with the metric of vendors fees considering it would gradually increase over time. All Committee members were in favour of donating the proceeds to the museum and decided to revisit the suggestion at the spring meeting when more vendors would be in attendance.

Pridham listed the various marketing initiatives that were used to promote the Palmerston Farmers' Market in 2016. The Committee was happy with all of the marketing initiatives in 2016. Pridham also noted that the Facebook page gained a lot of attention and had a significant increase in followers and engagement in 2016.

The Committee decided that they would like to look into boosting Facebook posts for events in 2017. Vince Tkaczuk suggested adding an Instagram account to gain more momentum on social media and Taylor Pridham said that she would create and manage an account for the upcoming season.

The Committee was happy with the new weekly events added to the markets and would like to continue in the 2017 season. Katie Baarda noted that the musical entertainment could

Palmerston Farmers' Market 2016 Season Wrap-Up Meeting

October 17, 2016

7:00pm

CNRA Clubhouse

sometimes get a bit lost in all of the commotion and suggested having a radio playing at the markets and hire musicians for only the bigger events. The Committee was also very happy having other groups coming to the market and hosting breakfasts and lunches and will reach out to more groups in the up-coming season.

The Committee decided that they would like to hold the Corn Roast again in 2017 on the Saturday night of the fair weekend. Luke Hartung stressed the importance of having vendor involvement and help for the event. He also noted that the Palmerston Ag Society would like to see it happen again. The Committee agreed to reach out to student volunteers, MYAC, Harriston vendors, and new vendors to help out at the event. Vince Tkaczuk said it would be good to have a goal of a certain amount of profit to work towards and that starting to sell tickets in advance would be beneficial. He also suggested that those who buy their tickets in advance would receive a free ballot for a draw. The Committee agreed to have the event on Facebook and to boost the event to reach more people. Taylor Pridham said that she would speak to Irmgard at Innovative Print and find out how much 300 tickets would cost to get printed. The Committee decided that the tickets should be printed and ready to start selling the opening Saturday of the 2017 market season.

The Committee was happy with the new Market Bucks and noted that many new people attended the market because of them and that the majority of the Market Bucks were cashed in at the end of the season. The Committee also wanted to know the numbers associated with the Market Bucks. Taylor Pridham said that she would find out more information and report back to the Committee at the upcoming meeting.

Luke Hartung suggested hosting another 2 Trivia Nights in 2017, preferably in January and February. He suggested doing 50/50 with half of the proceeds going towards the Museum and the other half going towards the Palmerston Farmers' Market. Luke Hartung said that he would check with the Roundhouse and let everyone know what dates would be available.

In other business, Taylor Pridham suggested looking into purchasing promotional, reusable bags for the market which could be used as part of the weekly prize baskets. Luke Hartung suggested that the bags could be sold at the market as well. Vince Tkaczuk said that he would send Taylor a link to look at potential bags or boxes. Taylor Pridham said that she would also investigate bag prices and inform the committee at the upcoming meeting.

NEXT MEETING:

Tuesday March 7, 2017

7:00pm

CNRA Clubhouse

Taylor Pridham
Economic Development Assistant

Minutes of November 10, 2016
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Present: Mayor George Bridge, CAO/Clerk Bill White, Councillor Jean Anderson, Councillor Mary Lou Colwell, Councillor Ron Elliott, Economic Development Manager Belinda Wick-Graham, Economic Development Assistant Taylor Pridham, Treasurer Gordon Duff, Harold DeVries, Gerry Horst, Jonathan Zettler and Hope Reidt. Guest in attendance included Deputy Mayor Ron Faulkner.

Regrets were received from John Mock, Glen Hall, Kelly Schafer and Alison Armstrong.

Wick-Graham opened the meeting at 3:15 p.m.

The Committee reviewed the previous meeting minutes.

MOTION

**Moved by: Harold DeVries and Seconded by: Councillor Ron Elliott
THAT the Economic Development and Planning Committee approve the minutes of the October 13, 2016 meeting.**

CARRIED

Wick-Graham informed the Committee that John Mock would be stepping down as Chair of the Committee due to the time commitment of his new Home Hardware Appliance store. She informed the Committee that Glen Hall would be officially joining the EDPC as the commercial representative.

MOTION:

**Moved by: Jonathan Zettler and Seconded by: Harold DeVries
THAT the Economic Development and Planning Committee approves the appointment of Glen Hall to the Committee.**

CARRIED

MOTION:

**Moved by: Mayor George Bridge and Seconded by: Councillor Mary-Lou Colwell
THAT the Economic Development and Planning Committee approve the appointment of Jonathan Zettler as Chair of the Economic Development and Planning Committee.**

CARRIED

Downtown Revitalization Update

The Committees reviewed the Harriston, Clifford, and Palmerston Downtown Revitalization Committees' previous meeting minutes. Wick-Graham shared that the Palmerston Downtown Revitalization Committee had raised the issue of snow removal downtown in the winter season. CAO Bill white noted that he would bring the issue to Council to be further discussed. The minutes are attached as Schedule "A".

Minutes of November 10, 2016
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Motion:

Moved by: Councillor Mary-Lou Colwell and Seconded by: Councillor Jean Anderson
THAT the Economic Development and Planning Committee approve the Clifford Downtown Revitalization Minutes from October 20, 2016, the Harriston Downtown Revitalization Committee Minutes from November 7, 2016, and the Palmerston Downtown Revitalization Committee Minutes from November 9, 2016.

CARRIED

The Committee reviewed the Structural Grant Agreement prepared by CAO Clerk Bill White. White reviewed the package and informed the Committee that the agreement would apply for donations over \$5000.00 and smaller signs/façade improvements under \$5,000.00 would not require the agreement. He also informed the Committee that the Town would receive remedies to get the money back if new owners attained possession of the building and tried to make changes. Councillor Mary-Lou Colwell raised the issue of giving money to a building owner and having them flip the building for profit. Harold DeVries pointed out that if the individual started it to turn it around and make a profit, they would deserve it because it would still be an improvement to the building for the community.

MOTION:

Moved by: Mayor George Bridge and Seconded by: Councillor Jean Anderson
That the Economic Development and Planning Committee move into a closed session at 3:54 pm to discuss a legal matter.

CARRIED

MOTION:

Moved by: Mayor George Bridge and Seconded by: Hope Reidt
That the Economic Development and Planning Committee move out of closed session 4:20 pm.

CARRIED

Employment Land Conversation

Wick-Graham informed the Committee that a developer in Palmerston wanted to convert the rear 2/3 of his property from Highway Commercial to Residential. The front 1/3 would be left in Highway Commercial designation and an OPA would be required. The Committee discussed the impacts and felt they were minimal but made the following recommendation.

RECOMMENDATION:

Moved by: Mayor George Bridge and Seconded by: Hope Reidt
THAT the Economic Development and Planning Committee recommend that the developer look into higher density conversion to allow mixed use development.

CARRIED

Minutes of November 10, 2016
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Alumni Attraction/Entrepreneurship Bursary

Wick-Graham shared that the winner of the Town of Minto's \$500.00 bursary was Quinn Wilson. For 2017 she suggested that it would be nice to provide a small gift to acknowledge all Minto graduating students in an effort to show students that they are valuable to the community. Wick-Graham suggested asking the Minto Youth Action Council what they think students would appreciate. Councillor Jean Anderson suggested linking the bursary to LaunchIt and offering free sessions in the future if they "Come Home to Minto". The Committee agreed that it would be a potential idea for 2017 and decided to return to the subject at a later date with further ideas.

Review Strategic plan – 2017 Priorities

Strategic Plan was included in email and was to be reviewed individually.

Chamber of Commerce Update

Councillor Mary-Lou Colwell invited the Committee to attend the Chamber of Commerce Holiday Social on Monday December 5th, 2016. Wick-Graham added that a dinner catered by T&M BBQ catering would take place in the Harriston Library basement with keynote speaker Michael Snyders February 6, 2017 for the Chamber AGM. She noted that it would be a good opportunity to recognize the Chamber businesses that opened in 2016.

LaunchIt Update

Wick-Graham informed the Committee that the Live2Lead viewings would be taking place in Mount Forest on November 15th and at the Norgan on November 22nd. She also noted that there would be an upcoming Board meeting to review the 2017 budget and that Jonathan Zettler would be helping lead the Ag Incubator projects. She also added that the Board would also be discussing the lease agreement.

Wick-Graham reported that there were 10 vendors renting space in LaunchIt for a Pop-Up Store from November 16th until December 10th, 2016. She also noted that Felix Weber was listed in the Globe and Mail's "Top 10 Businesses Doing Things Right".

AODA Training

Wick-Graham informed the Committee that mandatory training videos would be watched at the next meeting in January.

Other Business

Mayor George Bridge shared that MSW had been on CTV for their rural employment video.

Gordon Duff reported that the time period before a municipality can process a tax registration in order to proceed to a tax sale has been proposed to be reduced from three years to two years.

Minutes of November 10, 2016
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Roundtable

Gerry Horst informed the Committee about the Municipal Economic Development Forum that was held in Caledon. Horst stated that the Ministry was very impressed with the County Showcase. The Ministry was also pleased to see the Northern Manufacturers tent at the IPM.

Adjournment at 5:00 pm

Next Meeting: Thursday January 12th, 2017 at 3:30 pm at Town of Minto Council Chambers

Taylor Pridham
Economic Development Assistant

Minutes of November 10, 2016
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Schedule "A"

CLIFFORD DOWNTOWN REVITALIZATION COMMITTEE
Minutes of October 20, 2016

The Clifford Downtown Revitalization Committee held its regular meeting on Thursday October 20, 2016 at Chestnut & Oak's in Clifford. Committee members present for the meeting were Councillor Jean Anderson, Craig Thompson, Isabel Senek, Don Senek and Wendy Albrecht. Members of staff present at the meeting were Manager of Economic Development Belinda Wick-Graham and Economic Development Assistant Taylor Pridham. Regrets were received from Georgie Hutchison and Karen Dowler.

The Committee reviewed the previous meeting notes.

Wick-Graham informed the Committee that 16 Pure White LED Snowflakes were ordered and expected to come in by October 21, 2016.

In terms of the Capital Budget, Wick-Graham shared Georgie Hutchinson's email about the 2017 Homecoming and the Feed Mill wall. Don Senek noted that at the October 16th meeting with the Clifford Horticultural Society, it was decided that they would not do a mural on the wall but plants trees and various plants around it through the Beautification Committee. Wick-Graham informed the Committee that the Cultural Roundtable's Local Heritage Markers Program was in place and that there were grants to have plaques made. Pridham showed an example of the Old Post's plaque through the program. Wick-Graham noted that she would send Don further information about the program. Wendy Albrecht suggested that it would be beneficial to tie it into Canada's 150th next year.

Wick-Graham shared photos of the plans for the planters next summer for Canada's 150th. She noted that the Canada and Clifford Homecoming colours were all incorporated into the baskets across Minto.

Wick-Graham recapped the Summer Shopping Spree and shared that there were approximately 200 ballots collected. Taylor Pridham noted that the winners had all been contacted and would be picking up the prizes at the Town Office if they were not mailed out.

Wick-Graham provided the Committee with a 2018 Construction Updates. She shared that as the construction gets closer, it is crucial that businesses become engaged and aware. Wendy Albrecht reviewed the Big Dig in Harriston from 2015 and how businesses need to stay engaged and that communication will be key for the upcoming project. Craig Thompson raised the question of whether or not the construction would be done in one phase or in two. Wick-Graham said that she would follow up with Triton Engineering to find an answer. Craig Thompson also asked if the

Minutes of November 10, 2016
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Town of Minto could compensate for utility bills during the time of the construction; however, Wick-Graham shared that the Town cannot rebate utilities as it is against the Municipal Act.

Don Senek reported that the New Years Eve Dance for the 2017 Clifford Homecoming would be held in the Clifford Community Centre. Tickets would be selling for \$20 with a hot lunch included, with a DJ present playing music through the decades leading from older to newer. Don Senek also suggested having a silent auction take place as a fundraiser, along with having a banner across the street in Clifford. Wick-Graham informed Don Senek that he would need a bucket truck and would need to apply to council to place a banner across the street. She also stated that the Homecoming Committee may have to pay for the truck's services. Wick-Graham notified the Committee that art shows are permitted; however juried art shows are not. Don Senek also reported that there were approximately 30 committees in place for the Homecoming and that there has been good attendance at the meetings.

Craig Thompson raised concern over employees parking on the street and limiting access to customers wishing to park by the store. Wick-Graham suggested that Craig take a picture and send it along to Terry Kuipers. The Committee also raised concern over a rusty sign by the lights that was an eye-sore. Wick-Graham said that she would notify Public Works to have the sign removed. Wick-Graham mentioned that a First Impressions Community Exchange (FICE) offered by OMAFRA could be something to look into doing in order to address things in the downtown. She also said that she would find the FICE that was done several years ago and would bring it to the next meeting.

In terms of business recruitment to the Committee, Wick-Graham notified the Committee that she had reached out to all businesses. She also encouraged Committee members to reach out to other businesses to become more engaged in the Committee, especially with the construction approaching.

In other business, Don Senek questioned whether or not the Clifford Homecoming Committee could apply for the Cultural Roundtable's Cultural Enhancement grant. Wick-Graham informed him that the grant was for re-occurring events only and that the Clifford Homecoming Committee would not qualify. She informed the Committee that she would send the grant information to all members for further information.

Don Senek reported that Cathi's Place would be closing and Leonard Underwood would be taking over the Pizza business. He said that Leonard had been working with the landlord to open it within the next two weeks and that with the help of his son, Josh, Leonard was planning on having delivery and online orders. Wick-Graham shared that she would send the façade grant information to

Craig Thompson shared that the lot beside his business was empty and that he would like to see some community involvement with it. He suggested a potential

Minutes of November 10, 2016
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Farmers' or Artisan market. Wick-Graham said that in order for either to happen, there would need to be community involvement in the pursuit of getting one up and running. Taylor Pridham said that she would share the idea with various Pop-Up Store artisan vendors in both the Harriston and Palmerston stores in November.

NEXT MEETING:

Thursday, December 8th, 2016
12:00 pm
Gamma Jo's

Taylor Pridham
Economic Development Assistant

Minutes of November 10, 2016
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

HARRISTON DOWNTOWN REVITALIZATION COMMITTEE

November 7, 2016

The Harriston Downtown Revitalization Committee held its regular meeting on Monday November 7th, 2016 at LaunchIt Minto. Committee members present for the meeting were Councillor David Turton, Cheryl Bell, Ken Rogers, Tony Tsotros, Lisa Leslie John Mock, Krista Fisk, and Geoff Gunson. Member of staff present was Business and Economic Development Manager Belinda Wick-Graham. Regrets were received from Randy Martin. Guest in attendance was Mark Leslie from the Harriston Kinsmen.

The Committee reviewed the previous meeting minutes from October 3, 2016.

Wick-Graham welcomed Mark Leslie to the meeting. The Committee discussed plans for the 2017 Street Party and Dance. The date selected was August 12, 2017. Leslie Motors will host the Car Show again. Taylor has contacted the Urban Slide and they have noted the request and will follow up in 2017. There is no cost for the Urban Slide but they take all the revenue generated. The Committee was asked to brainstorm ideas for the event and bring them back to the January meeting.

The Committee discussed the possibility of a Homecoming event related to Canada Packers. The plant closed in 1992 so 2017 would mark the 25th Anniversary. 2018 is the 140th Anniversary of Harriston. Due to the many events planned for 2017 the Committee decided to have the Homecoming for Canada Packers as part of 2018 Street Party. Councillor Turton has been speaking to people about this opportunity and will try and pull together a committee.

Wick-Graham reported that the Light up the Town is set to go for November 15th at 7:00 pm. Volunteers are needed for November 12th at 8:00 am to meet at the Fire Hall to assist lighting the trees. The Old Post bell is set to ring for the first time at 7:00 pm on the 15th, at which time the trees would be lit. Activities then continue at the Library and include: cookies and hot chocolate, pictures with Santa, acoustic music by the fireplace, make-and-take crafts and stories. The Library will be open until 9:00 pm as will the Arts Gallery and Archives.

Wick-Graham reported that 20 businesses are participating in the Harriston Ladies Night event on November 16th. The Pop-Up Store in LaunchIt will kick-off at Ladies Night and features 10 local businesses.

The Committee e-voted on a mural option for Anderson's wall and decided on the option below. Wick-Graham will have Innovative Print proceed and aim for installation by November 15, 2016. The Historical Society is working on image descriptions for a sign to accompany the mural.

Minutes of November 10, 2016
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.



Wick-Graham highlighted that a 2-hour parking by-law now exists on Arthur from Elora to Thomas and Elora to Queen as well as on Elora from Arthur to Young. The by-law will be enforced on a complaint basis.

The Committee discussed 2017 capital plans and would like to continue work on the public space in front of The Old Post until completed. John Mock and Wick-Graham are looking into pricing for benches and chairs and will bring back to January meeting. Lighting Mill St. Park was also discussed and decided that will be an option once it is further developed landscape wise.

2017 Committee meetings will continue to be held the first Monday of the month at 6:00 pm. All members were asked to confirm their participation on the Committee in 2017 by Friday November 11, 2016.

Under other business the Committee expressed concerns with people speeding downtown. The Committee would like to have the Council of the Town of Minto request the County of Wellington look into this issue and possibility of reducing speed limit.

The Committee also discussed having a Halloween event in 2017. It was suggested that businesses be encouraged to offer Trick-or-Treating on October 28th, 2017 (last Saturday in October) from 11:00 am – 2:00 pm.

Next Meeting will be:
Monday January 2, 2017
6:00 pm
LaunchIt Minto

Belinda Wick-Graham
Manager of Economic Development

Minutes of November 10, 2016
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

PALMERSTON DOWNTOWN REVITALIZATION COMMITTEE

NOVEMBER 9, 2016

The Palmerston Downtown Revitalization Committee held its regular meeting on Wednesday November 9, 2016 at the C.N.R.A. in Palmerston. Committee members present for the meeting were Councillor Ron Elliott, Wayne Martin, Wayne Vanden Hazel, JoAnne Caughill, Susan Forbes, Paul Brown, Barb Burrows, Kash Ramshamdami Connie Robinson, Sherry-Lynn McRobb, Amy Habermehl and Angie Christensen. Members of staff present at the meeting were Business and Economic Development Manager Belinda Wick-Graham. Regrets were received from Jurgen Stemmer and Shawn Lawler. Guest in attendance was By-Law Enforcement Officer Cam Forbes.

The Committee reviewed the previous meeting minutes.

Wick-Graham welcomed Forbes to the meeting. At the previous meeting a lot of discussion surrounded parking. Wick-Graham highlighted the following:

- Lines will be painted on the parking spots on Main St. in the spring.
- Public Parking signs have been installed for the Public Parking lots.
- Reserved signs will be going up for the permit parking spots along Craig Financial.
- 2 hour Parking By-Law has come into effect for Main St. from Norman St. to Henry St. and for William St from Main St. to Bell St.
- Investigating long term options for public parking
- Parking spaces on Jane St. will be marked when the construction project is completed.

Wick-Graham will be drafting letters to the downtown businesses notifying them of the 2 hour parking by-law and encouraging employees to park in public parking lots or on side streets. Robinson requested a loading zone sign on Jane St. Wick-Graham will check into the reasoning why this wasn't possible. Burrows requested cross walk marks across Main from James St.

Forbes explained the 2 hour parking by-law complaint process. If people notice someone is parked for a long time they can call Forbes and let him know the details about the car and license plate number. He will then mark the car and come back two hours later. If car is still there a ticket will be issued.

Forbes also highlighted the permit parking spots. Some property owners have spots "reserved" for them but if they do not require them and have not paid and other people require them then they are given to the new individual inquiring.

Wick-Graham reviewed the Palmerston Merchants' Christmas Open House with the Committee. 12 locations are participating this year. "Blessings to You" was missed on the passport but is participating and will be included in the remainder of the advertising. There are 11 businesses participating in the Pop Up Store that will be held in the former Black's Financial building and Tiny Tots existing building. Three living windows are booked with the help of the Palmerston Agricultural Society, Minto Dance Academy and Mothers and Babies at Tiny Tots. Wick-Graham requested ideas for music performers.

Minutes of November 10, 2016
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

The Traffic Study related to the corner of Main St. and William St. was to go to the November 15, 2016 Council meeting but the review by the Town Traffic Engineer has not yet been completed. The DRC will be provided a copy of the Engineer's report once completed.

Wick-Graham reported that the first Handcar Races meeting held in October seemed to generate a lot of interest from various groups. Those interested can attend the next meeting on November 28, 2016 at the CNRA Clubhouse at 7:00 pm.

The Committee discussed 2017 capital project plans. The Committee would like to ask the Palmerston Lions Club to create a Lighting Plan for "Light Up the Park" and to present it to the Committee. The plan could then be tied to budget and sponsorship. Wick-Graham will follow up with Dave Wilson and Bob Emmerson.

Wick-Graham highlighted a new event that is being planned to kick-off Canada's 150th Anniversary. On December 31, 2016 from 5:00 pm – 8:00 pm at the Palmerston Arena "Minto Celebrates Canada's 150th" – Fire & Ice Family New Year's Event will be held. The event will include fire artists, ice sculptures, custom fire pits, s'more stations, "Frozen" characters, music, food, sled dogs, cool ice canvas, and will end with a fireworks display.

2017 meetings will continue to be the first Wednesday of the month at 6:30 pm. If there is a meeting that requires no discussion and only updates, an email update will be sent in place of a meeting. Members were asked to confirm their desire to continue to sit on the Committee in 2017.

Paul Brown asked how many times of year the street is swept. Following the meeting Wick-Graham confirmed that the street is swept twice a year in spring and fall by contractors and the Town of Minto sweeps the street when required (i.e. Remembrance Day). Concerns were raised about the time of day the street sweeping takes place. The Committee would like to see if completed early in the morning. Currently, by the time the street is being swept cars are parked downtown and the sweeper goes around, leaving the impression the streets have not been cleaned.

Paul Brown provided a history of the snow bank removal discussion. In the spring of 2015 Brown had a petition from downtown Palmerston businesses that were not happy with the snow bank removal service. Council reviewed the snow removal policy in 2015 for 2016 budget deliberations. It costs approximately \$5,500 when the banks are removed across Minto. Council at the time decided not to change the policy. Brown said that if this is not an issue for the other businesses he would stop bringing the issue up. The other businesses at the meeting agreed they had concerns about the height of the snow banks in the downtown and the danger it poses to shoppers (especially seniors visiting the Doctor's Office, Pharmacy and now the Total Home Health Care business). The Committee asked how often the snow banks were removed last winter, as well how long the current tendered contract lasts for. Councillor Ron Elliott highlighted that this issue has been raised at Economic Development and at Council. He suggested that a delegation attend a Council meeting in the near future as the first budget meeting is December 1st. The Committee discussed what an appropriate height would be to have the snow banks removed at and decided 18 inches. The Committee will look for support from the Minto Chamber of Commerce on this issue and will shoot for attending the December 6th Council meeting as a delegation.

Minutes of November 10, 2016
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE
Town of Minto Administration Office 3:00 p.m.

Paul Brown encouraged Palmerston Merchants to become more involved in the Minto Chamber of Commerce. Currently only Brown and Cormack represent Palmerston on the Board. He also encouraged members to attend the Chamber Christmas Social on December 5th at 6:00 pm at Harry Stones.

Amy Habermehl highlighted that Grant's Service Centre would once again be doing the Gifts for Kids Program and that anyone interested in sponsoring a family could get in touch with her. Last year they were able to support 15 families in northern Wellington.

Councillor Elliott highlighted that the Christmas Barn Dance at the Norgan would be taking place December 1st.

Wick-Graham thanked Committee members for their involvement this year and adjourned the meeting at 8:15 pm

Next Meeting

Wednesday January 9, 2017

6:30 pm

CNRA Clubhouse

Belinda Wick-Graham
Business & Economic Manager

CULTURAL ROUNDTABLE

Minutes of November 28, 2016

Page 1 of 14

The Cultural Roundtable held its regular meeting on Monday November 28th, 2016 at the LaunchIt Office. Roundtable members in attendance were Mayor George Bridge, Councillor Mary-Lou Colwell, Gordon Duff, John Cox, Peggy Raftis, Megan Raftis and Brooke McLean. Members of staff present were Economic Development Manager Belinda Wick-Graham and Economic Development Assistant Taylor Pridham. Regrets were received from Andrew Gowan and Councillor Jean Anderson

Belinda Wick-Graham welcomed everyone and opened the meeting at 6:05 p.m.

Wick-Graham reported that Andrew Gowan would be stepping down as Chair of the Committee due to an upcoming surgery and off work for a 6-month period, so a new Chair would be needed.

MOTION

Moved By: Mayor George Bridge Seconded By: Councillor Mary-Lou Colwell

THAT The Cultural Roundtable appoints Peggy Raftis as the new Chair of the Cultural Roundtable.

CARRIED

The Committee discussed the need to replace Willa Wick on the Committee. Wick-Graham will reach out to some members interested in history from Clifford.

The Committee reviewed the previous meeting minutes.

MOTION

Moved By: Councillor Mary-Lou Colwell Seconded By: Megan Raftis

THAT The Cultural Roundtable approves the minutes of the October 24, 2016 meeting.

CARRIED

Megan Raftis reported that the Minto Youth Action Council (MYAC) had their 3rd meeting on Wednesday November 16th, 2016. She reported that the age range was changed to 13 – 19 and that the numbers attending meetings have grown from three to eight youth. Megan also informed the Committee that MYAC is working on their first event in the community, which will be an Ugly Christmas Sweater Dance at the Harriston Community Centre, taking place on Friday December 16th from 7:00 pm until 10:00 pm. Taylor Pridham shared that she, Grace Wilson, Trish Wake and Gabby Ieropli attended the “More and Better Approach” (MBA) Symposium presented by Parks and Recreation Ontario in Milton from November 22 – 24. She shared that it was a very enlightening conference with many informative workshops that would be very helpful in working with the youth.

The November 2nd and November 16th MYAC minutes are attached as Schedule “A”.

CULTURAL ROUNDTABLE
Minutes of November 28, 2016

Page 2 of 14

Motion

Moved By: Megan Raftis Seconded By: Peggy Raftis

THAT The Cultural Roundtable approves the Minto Youth Action Council minutes of the November 2nd and 16th, 2016.

CARRIED

The Committee reviewed the Palmerston Railway Heritage Museum minutes from November 16, 2016 which are attached as Schedule “B”.

Motion

Moved By: Mayor George Bridge Seconded By: John Cox

THAT The Cultural Roundtable approves the Palmerston Railway Heritage Museum minutes of the November 16, 2016 meeting.

CARRIED

Wick-Graham informed the Committee that there was a new proposed budget of \$10,000.00 for 2017. She reminded that Committee that the budget for 2016 was \$15,000.00 and that the remaining \$5,000.00 would be going to the Minto Youth Action Council. Wick-Graham also noted that the Palmerston Railway Heritage Museum budget would be coming from the Recreation Department. The Committee reviewed the Cultural Plan Strategic Actions and drafted preliminary plans for 2017, which are attached as Schedule “C”.

Gordon Duff reported that he and Megan Raftis attended the SPARK conference in Haliburton from October 27 – 30. He noted that there is a desire to expand to rural Ontario (outside of Haliburton) and that SPARK would like Minto to host a meeting for 20 – 40 people from within an hour’s distance in February, potentially in the Harriston Library basement.

Brooke McLean reported that the Harriston Branch Library and Historical Society had a successful PA Day making wreaths with approximately 27 people in attendance. She also noted that she attended the Live2Lead event at the Norgan on November 22nd and that she and her son loved it.

John Cox shared that Tom Lusi presented to the Chamber of Commerce meeting about immigration and workforce attraction. He also shared that there would be a speaker for the AGM February 6, 2017, with a dinner included for \$20.00 at the Harriston Library. John also noted that the Chamber would like to see more business awards at the Awards Banquet in the spring. He also reminded the Committee that the Chamber Christmas Party would be at Harry Stones on December 5th, 2016.

CULTURAL ROUNDTABLE
Minutes of November 28, 2016

Page 3 of 14

Councillor Mary-Lou Colwell congratulated the Grey-Wellington Theatre Guild on their play from the past weekend, Frozen Dreams.

Peggy Raftis informed the Committee that casting would be starting on Tuesday November 29th for the Spring Play, “Second Time Around”.

Mayor George Bridge informed the Committee that he would be retiring as Wellington County Warden as of December 9th, 2016 and that he would be taking over as chair of the County Economic Development Committee.

Gordon Duff reminded the Committee that the Silent Auction would be ending at the Art Gallery on Saturday December 3rd, 2016. He also shared that he was booking movies for the Big Film Fest 2017 and has a variety of performers and genres for the 2017 Basement Cafés.

Wick-Graham informed the Committee that the Minto Dance Academy would be having their Christmas Demonstrations December 14 & 15. Wick-Graham also shared that the Old Post is in the process of creating “Escape the Old Post”, coming Spring 2017. She also suggested approaching Sue Hendricks who is a Harriston resident, artist, and owner of The Old Post about joining the Cultural Roundtable.

Adjournment at 7:58 p.m.

Next Meeting:
January 23, 2017
6:00 p.m.
Launch It Office

Taylor Pridham
Economic Development Assistant

Schedule “A”

CULTURAL ROUNDTABLE
Minutes of November 28, 2016

Page 4 of 14

MINTO YOUTH ACTION COUNCIL
Meeting Minutes
Wednesday November 2nd, 2016
5:00 p.m. – 6:00 p.m. LaunchIt Minto

The Minto Youth Action Council held its second meeting on Wednesday November 2nd, at LaunchIt Minto. Committee members present for the meeting were Lola Brown, Tyler Bernier, Charlotte Hale, Kathleen Faris, Sabrina Smallegange and Gabriella Ieropoli, *Community Youth Resiliency Worker* from Mount Forest Family Health Team. Members of staff present were Economic Development Assistant Taylor Pridham and Recreation Assistant Grace Wilson.

Gabby opened the meeting with introductions all of individuals present at the meeting. Megan Raftis introduced two icebreakers to help the youth become more familiar with each other's names and interests.

The Committee discussed why members returned and why newcomers came to the meeting. Youth provided reasons such as: they would like to help out in the community and make a difference at their age, it sounded interesting, it would be a good way to meet people and they would like to get volunteer hours.

Gabby discussed the meeting expectations so that all members would be on the same page as to what can and cannot happen at the meetings. Committee members highlighted their own personal meeting expectations that they felt would be important:

1. Be open to other people's opinions
2. No Interrupting
3. Be respectful of other people's ideas
4. Help create a team
5. Do not be shy or offended too easily
6. Be Open-Minded
7. Let someone know if you cannot attend the meeting
8. Participate!
9. Be Positive

Megan instructed a Spaghetti-Marshmallow challenge to initiate team-building with the youth. The Committee was divided into two teams to participate in the activity.

Gabby and Taylor asked the youth to brainstorm some ideas that the Committee would like to see come to action. The Committee came up with many various short and long-term ideas:

CULTURAL ROUNDTABLE
Minutes of November 28, 2016

Page 5 of 14

- Work with community gardens
- Clean up trails and cemeteries
 - Add to the trail – community scavenger hunt?
- Clean up the Maitland river
- Hold dances in community for youth
 - Holiday and themed dances and fundraise
 - monthly
- Movie nights at the Norgan
 - Fundraise for Committee or charity
- Public Skating event for youth
- Wooden benches for towns
 - Green/organic
- Dog bag stations at parks

In other business, Taylor Pridham highlighted and informed the Committee about events taking place within the next month in the community. She also showed youth several options for notebooks. The Committee decided to purchase several different options to pick from.

Next meeting:

Wednesday December 7th, 2016

5:00 p.m. – 6:00 p.m. at LaunchIt

Taylor Pridham
Economic Development Assistant
Minto YAC Adult Ally

CULTURAL ROUNDTABLE
Minutes of November 28, 2016

Page 6 of 14

MINTO YOUTH ACTION COUNCIL
Meeting Minutes
Wednesday November 16, 2016
5:00 p.m. – 6:00 p.m.

The Minto Youth Action Council held its third meeting on Wednesday November 16th, at LaunchIt Minto. Council members present for the meeting were Lola Brown, Tyler Bernier, Charlotte Hale, Kathleen Faris, Sabrina Smallegange, Ian Smallegange, Caitlyn Aasman and Samantha Wilson. Adult Allies present were Taylor Pridham, Grace Wilson, Gabby Ieropoli and Megan Raftis. Regrets were received by Erin Raftis.

The Council started the meeting with introductions and sharing something interesting about themselves. They then proceeded to take part in an icebreaker led by Megan.

Charlotte reviewed the minutes from Wednesday November 2nd and also explained MYAC to new council members. She explained that MYAC is a council for youth in Minto that help put their plans into action to help with youth projects in the community.

Gabby led the Council in an activity to create a vision statement for MYAC. She explained that vision statement would be based on an over-arching goal that the Council would like to make happen in the future. Council members split into two groups and wrote down ideas. The Council created the following vision statement:

“The Minto Youth Action Council is working towards creating a positive environment for youth in our community to be empowered, use their voices and create meaningful change.”

Taylor led the Council into the discussion of choosing and voting on their first project. Charlotte reviewed the ideas discussed from the previous meeting. The Council unanimously decided to put together a dance for youth. The Council decided on the following:

Theme: The Ugly Christmas Sweater Dance

Date: Friday December 16, 2016

Location: Harriston Community Centre

Time: 7:00 PM – 10:00 PM

Ages: Grade 7 – Grade 10

CULTURAL ROUNDTABLE
Minutes of November 28, 2016

Page 7 of 14

The Council discussed creating a music playlist, creating a poster and marketing, finding door prizes and having a snowball dance. Taylor informed the Council that she would talk to local DJ Darren English and report back to the Council with his response as well as a poster.

NEXT MEETING:

Wednesday December 7, 2016
LaunchIt Minto

Taylor Pridham
Economic Development Assistant
MYAC Adult Ally

CULTURAL ROUNDTABLE
Minutes of November 28, 2016

Page 8 of 14

Palmerston Railway Heritage Museum
Meeting Minutes
November 16, 2016

Schedule "B"

Present: Mayor/Chair George Bridge, Chad Martin, Delanie Toner, Bob McEachern, and Andrew Gowan. Members of staff present were Manager of Economic Development Belinda Wick-Graham, Economic Development Assistant Taylor Pridham and Facilities Manager Al Carr.

Regrets were received from Councillor Mary Lou Colwell, Susan Welsh, Wayne Martin, Wellington County Museum Representative Hailey Johnston and Wellington Place Administrator Janice Hindley.

Mayor George Bridge opened the meeting at 1:05 p.m. and welcomed those in attendance.

Those in attendance reviewed the previous meeting notes.

Motion

Moved By: Chad Martin and Seconded By: Bob McEachern

THAT The Palmerston Railway Heritage Museum Committee approve the minutes of the October 13, 2016 meeting.

CARRIED

The Committee looked over the research room and discussed digitization and shelving. Chad Martin outlined the plan of layout for the space. He noted that shelving would not take away from the heritage of the room and that it would be lower, accessible and enough to accommodate the current collection of books as well as more in the future. Chad Martin also looked into the Microfiche and reported that it was very expensive and in order to move forward with it, the Committee would need substantial funds from the Town of Minto and County of Wellington. Wick-Graham noted that the roof would need patching as well. Bob McEachern shared that the cracks would be filled in to help keep the heritage.

Chad Martin discussed pricing for the shelving units and listed 3 different options. He suggested going with option #1, which had wood tops and would cost \$3,027.14. The Committee agreed and decided to go with option #1. Chad Martin also noted that he would cover delivery and installation costs as well as match the wood colour of the new shelves to the shelving that would be donated by the County Museum.

CULTURAL ROUNDTABLE
Minutes of November 28, 2016

Page 9 of 14

Wick-Graham reminded the Committee that the deadline for the County grant of a maximum \$2,000.00 would be due on Wednesday November 30th. Mayor George Bridge informed the Committee that it was a difficult grant, however they should move forward with the application because every bit helps in the process of the museum. Wick-Graham reviewed Janice Hindley's email regarding shelving and digitization with pricing for reels. Mayor George Bridge shared that he would talk to Shannon burrows about gathering Minto photos from the Minto Express over the years. He said that the goal of the Museum would be to have people come from all over to visit because it would be such a unique collection that no other community would have. Wick-Graham also noted that the Committee should budget for a new laptop for the Museum.

Wick-Graham reviewed the grant application for the University of Guelph Landscape Architecture students. Mayor George Bridge added that parking should be included in the application. Bob McEachern noted that the Scouts should be added to the list of groups involved. Chad Martin also noted that the application should include how the Museum is used as a wedding photo venue as well. Wick-Graham stated that she would make changes and additions to the grant and send off the application the following week.

Wick-Graham informed the Committee that it would have to come up with a budget for the New Year as the Town of Minto would be finalizing budgets. Bob McEachern noted that now that the Museum is municipally funded, it would not receive the federal grant for a summer student. He added that 2 students would be ideal, starting from May until the end of August and that it could not be a high school student. Chad martin suggested looking into paid internships for history students. He said that he would contact the program director to look into the option more. Al Carr reviewed the budget that was in the works for the Museum. He informed the Committee that there would need to be an increase in finances for Museum maintenance. He also noted that the prime hours of operation for the Museum would be from Victoria Day weekend in May up until Labor Day weekend at the end of August, and that it would be approximately 25 weeks for 2 summer students at approximately \$12.00 an hour. Al Carr also informed the Committee that Dan McMullen showed interest in joining the Committee and helping with the Museum. Delanie Toner reminded the Committee that there would be another Live History Day at the Museum on July 12, 2017.

Mayor George Bridge expressed that he felt there would be an increase in revenue for the Museum through the Handcar Races, hoping for approximately \$7,000.00 to be made from the event. He also shared that he believed more donations would be made towards the Museum in the future that would help out a lot with the Museum.

Wick-Graham reviewed a draft volunteer needs/descriptions package from the museum. She asked the Committee to email her with any comments or changes to be made.

CULTURAL ROUNDTABLE
Minutes of November 28, 2016

Page 10 of 14

Motion

Moved By: Mayor George Bridge and Seconded By: Andrew Gowan

THAT The Palmerston Railway Heritage Museum Committee approve to order shelving for the Research room.

CARRIED

Bob McEachern informed Chad Martin that he would notify him when the bench arrives.

Next Meeting: January 18, 2017 at 1:00 pm in the Basement of the Palmerston Library.

Taylor Pridham
Economic Development Assistant

CULTURAL ROUNDTABLE

Minutes of November 28, 2016

Page 11 of 14

Schedule “C”



STRATEGIC ACTION #1 - CREATIVE IDENTITY: TELLING OUR STORY

2017 IMPLEMENTATION PLAN

ACTION PLAN	2017 Actions	BUDGET
Organize an annual community storytelling festival and workshop (mix professional storytellers and residents)	<ul style="list-style-type: none"> • County of Wellington Writer in Residence – Brooke to investigate tie-in. • Railway stories at the Museum during Handcar Races or Culture Days • Canada 150th Stories • Call for residents to share their stories of the communities. Create small book and video about the stories 	
Continue to leverage the Cultural Plan brand and expand content on the project website as mechanism and hub for <i>greater community awareness and engagement</i>	<ul style="list-style-type: none"> • Print additional Cultural Roundtable brochures • Website enhancements (see attached) • Power Point Presentation to Service Clubs about Cultural Roundtable 	
Leverage use of the proposed Cultural Rally and community forums and events convened by the Cultural Roundtable to support ongoing conversations and engagement about the culture and creative economy in Minto.	<ul style="list-style-type: none"> • May Forum with speaker on topic of interest, highlighting role of Roundtable and collection of Event for the Calendar • April Volunteer Appreciation Event – bring in Reva Cooper for ½ hour presentation on Volunteer Recruitment and Retention. 	

CULTURAL ROUNDTABLE
Minutes of November 28, 2016
Page 12 of 14



STRATEGIC ACTION 2 - CREATIVE CAPACITY: CULTIVATING TALENT & INNOVATION

2017 IMPLEMENTATION PLAN

ACTION	2017 ACTIONS	BUDGET
Continue working with the Business Centre of Guelph Wellington and Saugeen Economic Development Corporation to offer seminars on business and capacity building skills for artists and small creative enterprises	<ul style="list-style-type: none"> • Business for the Arts Seminars at LaunchIt 	
Examine best practices in other communities and in other sectors to engage youth broadly in the community but more specifically in ways in which they can support implementing the Cultural Plan and supporting creativity and culture in the community	<ul style="list-style-type: none"> • Minto Youth Action Council – staff will implement tools and resources learned and connect with contacts met at MBA Symposium in November 2016. 	
Establish a mentorship program linking community members for cultural pursuits.	<ul style="list-style-type: none"> • Horticultural Society mentorship of youth in community gardens. • Skill Building Workshops • One-on-one mentoring 	

CULTURAL ROUNDTABLE
Minutes of November 28, 2016

Page 13 of 14



STRATEGIC ACTION 3 - CREATIVE ENTERPRISE: CONNECTING & LEVERAGING ASSETS

2017 IMPLEMENTATION PLAN

ACTION	2017 ACTIONS	BUDGET
Convene a regional meeting of municipal representatives and EDOs to explore opportunities for a collaborative expanded regional cultural mapping system	<ul style="list-style-type: none"> • Belinda to determine if any municipalities within the County or if the County has plans for mapping collaboratively. 	
Build on and extend the success of events like Savour the Flavours of Minto to feature local artists/producers	<ul style="list-style-type: none"> • Investigate new ideas to incorporate into 2017 Savour the Flavours in partnership with the organizing Committee. 	
Develop one new Minto-based tour making use of community stories and cultural asset mapping as connecting themes and resources – develop marketing materials	<ul style="list-style-type: none"> • Culture Days theme of: Harvest Festival with related events and activities. 	
Leverage and extend on the success of Fall Fairs (i.e. sponsoring and coordinating a local entertainment stage, local artist talk, heritage talk & exhibit etc.)	<ul style="list-style-type: none"> • Potential to partner by providing Canadian artistic content to Fairs if Ontario 150th grant not successful. 	

CULTURAL ROUNDTABLE
Minutes of November 28, 2016
Page 14 of 14



STRATEGIC ACTION 4 - CREATIVE PLACES: ENHANCING QUALITY OF PLACE
2017 IMPLEMENTATION PLAN

ACTION	ACTIONS 2017	BUDGET
Ensure a strong cultural representation on DRCs and make use of cultural asset mapping to profile assets.	<ul style="list-style-type: none"> Recruiting culture members to the DRCs. 	
Develop relationships with post-secondary arts/creative cultural industries programs to attract young artists to the community		
Develop relationships with post-secondary arts professors to bring them to the community to offer summer courses		
Examine zoning by-laws enabling “live-work-sell” space in downtown to increase activity and make use of empty or dilapidated buildings	<ul style="list-style-type: none"> Economic Development Committee reviewing Residential Transition zone adjacent to downtowns. 	
Establish an “artists in residence” program across a range of arts/creative industries disciplines (one discipline per year)		
Establish a public art policy	<ul style="list-style-type: none"> Review Public Art Policy 	



DATE: November 30, 2016
REPORT TO: Mayor Bridge & Council
FROM: Belinda Wick – Graham
Business & Economic Manager
SUBJECT: 215 Minto Road: “Ontario Investment Ready:
Certified Site”

STRATEGIC PLAN PRIORITY:

- 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.
- 4.5 Continue retention and attraction strategies to help secure and stabilize existing business, and identify expansion and development opportunities from these contacts.

BACKGROUND

On November 5, 2014 the Town of Minto submitted a Pre-Screening Application to the then Ministry of Economic Development, Employment and Infrastructure for the Investment Ready: Certified Site Program in an effort to certify 215 Minto Road in the Palmerston Industrial Park.

An Investment Ready: Certified Site designation is issued to properties that have successfully completed a set of program requirements to demonstrate that the property is primed for development and ready for investment.

A property with an Investment Ready: Certified Site designation is attractive to investors and site selectors because it:

- provides important background information on the site’s availability, utilities, transportation access and environmental records
- encourages faster site selection decisions
- can help greenfield or expansion projects get started

On December 22, 2014 an agreement was signed with the Ministry to participate in the process to become certified. Due to a number of circumstances an extension was granted December 21, 2015 with the Application to Certify Deadline of August 31, 2016.

COMMENTS:

As of August 31, 2016 I am proud to announce that 215 Minto Road – Palmerston Industrial Park has been awarded an “Investment Ready: Certified Site” designation, the first in Wellington County.

The total cost related to becoming an “Investment Ready: Certified Site” was \$11,957.19 with one of the benefits being that we received 50% of our costs back. As a result the cost to the Town of Minto to become designated was \$5,978.59.

One of the key benefits of being designated includes marketing and investment attraction support from the Ministry of Economic Development and Growth.

Certified sites are incorporated into a variety of marketing campaigns and strategies that attract international investors, which may also include:

- the support of Ontario’s international marketing professionals
- advertising in key industry publications and trade shows
- customized sales materials
- a profile on Ontario's international investment website
- visibility on Ontario's social media channels

There are currently 18 properties certified across the Province and only eight sites under 20 acres.

RECOMMENDATION:

THAT Council receives the Business & Economic Managers’ report regarding 215 Minto Road: Ontario Investment Ready: Certified Site for information.

Attachments:

- Investment Ready: Certified Site Certificate
- Sell Sheet
- Press Release

Belinda Wick-Graham, Business & Economic Manager



THE PROPERTY LOCATED AT
215 Minto Road - Palmerston Industrial Park
Minto (Ontario)

has been designated according to program requirements as an

INVESTMENT READY: CERTIFIED SITE

by the Ontario Ministry of Economic Development and Growth

Designation valid until August 31, 2018.

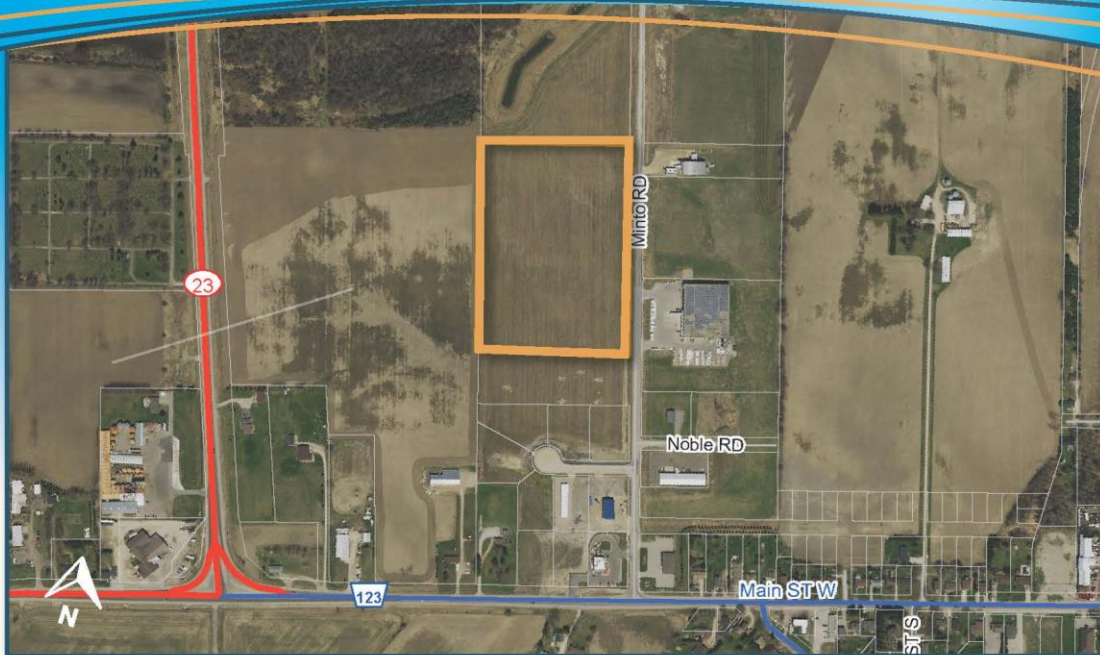
Giles Gherson
Deputy Minister
Ministry of Economic Development and Growth



Investment Ready Site

215 Minto Road - Palmerston Industrial Park
Minto, Ontario, Canada

Industrial Vacant Land | For Sale



Investment Opportunity

A 14.2-acre industrial property with frontage on Minto Road, access to Highway 85 in under 1 hour drive and within a 1 hour and 30 minute drive to Highway 401. The property is located in the Town of Minto within the Palmerston Industrial Park. Businesses in Palmerston Industrial Park include MSW Plastics, Ideal Supply, Tucker Industries and Tri-Coat Wood Finishing.

An Ontario Certified Site*

An Investment Ready Certified Site demonstrates a commitment to work with investors by collecting up-front property information, mapping and completed assessments including environmental, heritage, archaeological and species at risk reviews. Additional information about this site is available.

For additional information, please contact:

Ministry of Economic Development
and Growth

Investment Ready: Certified Site Program
InvestmentReady@ontario.ca
Tel: +1-416-325-5029
InvestInOntario.com/CertifiedSite

Belinda Wick-Graham
Business and Economic Manager

Town of Minto
belinda@town.minto.on.ca
Tel: +1-519-338-2511

Key Highlights

Lot Size: 14.2 acres / 5.75 hectares
Depth: 199.688 metres
Frontage: 286.363 metres
Services: Full municipal services
Zoning: Industrial

Permitted Uses

- Manufacturing
- Warehousing
- Heavy equipment sales and servicing

Utilities

Fully serviced property with:

- Access to 300mm diameter watermain and 300mm sanitary sewer main
- Existing 44kV line available from Westario Power Inc. and Hydro One Networks Inc.
- Existing NPS 2" gas main adjacent to the site, 70kPa of delivery pressure. Higher delivery pressure and volume available 300m south of this site. Serviced by Union Gas.
- Copper-based facilities and fibre servicing available in the area.

Minto, Ontario



Transportation

- Located 85 Km from Hwy 85 and 115 Km from Hwy 401
- 108 Km from Vaughan Intermodal Facility and 88 Km from Goderich Port
- 78 Km to the Region of Waterloo International Airport

Travel Times by Car to Minto (actual travel times may vary)

Waterloo	1 hour
Downtown Toronto	2.5 hours
Buffalo	3 hours
Pittsburgh	3.5 hours

US / Canada Border Distances

Port Huron/Sarnia	180 Km / 112 Miles
Lewiston/Queenston	196 Km / 122 Miles
Buffalo/Fort Erie	214 Km / 133 Miles

The Minto Advantage

- The Town of Minto is located within Wellington County in Southwestern Ontario, with a driving time of 1 to 1.5 hours to Canada's "Golden Horseshoe" industrial heartland and major centres including Toronto and Hamilton, and under 1 hour to Kitchener-Waterloo and Guelph.
- The nearby City of Owen Sound offers Great Lakes port and shipping facilities, as does the Town of Goderich situated approximately 100 km to the southwest.
- Wellington County has a population of 90,900, providing businesses with access to skilled labour at competitive wage rates. Machinery, food and fabricated metals manufacturing sectors have a strong base in Wellington employing 7,200 jobs. Major employers within Wellington include Maple Leaf Foods, Nestle Waters, Con Cast Pipe, TG Minto, Linamar, Danby, Newland Feed, The Gund Co. (Canada) and Husky Farm Equipment.
- Wellington's workforce is supported by nearby world-class post-secondary institutions including the University of Guelph, University of Waterloo, Wilfrid Laurier University and Conestoga College.
- Companies benefit from the Town of Minto's high speed internet connection (fastest in Ontario), fast-tracked permitting process, low land costs and low building costs.



*A Property with an Investment Ready: Certified Site designation means the Province of Ontario has received from the site owner assessments and other site related information required under the Investment Ready: Certified Site program. The Province has not verified the information and prospective purchasers, lessors and others should conduct their own usual due diligence and make such enquiries as they deem necessary before purchasing, leasing or otherwise investing in the subject site. Prospective purchasers, lessors and other interested in the subject site should check existing laws and regulations to confirm that this particular property is suitable for their intended purpose or use and what permits, approvals and consultations, including with aboriginal communities, are required in order to develop such property, as well as any costs associated with such development. This document, including all related photographs, is for information purposes only and is not intended to provide investment advice. Reliance upon any information shall be at the user's sole risk. All information should be verified independently before being used or relied upon. The Province of Ontario does not guarantee the quality, accuracy, completeness or timeliness of this information; and assumes no obligation to update this information or advise on further developments. The Province of Ontario disclaims any liability for unauthorized use or reproduction of any information contained in this document and is not responsible for any direct, indirect, special or consequential damages or any other damages caused, arising out of or in connection with use of this information. The Province of Ontario is not acting as a real estate broker or agent for any party in connection with the site described in this document.



COUNTY OF WELLINGTON

Media Release

FOR IMMEDIATE RELEASE

December 6, 2016

Palmerston Industrial Park home to the first "Ontario Investment Ready: Certified Site" in Wellington County

HARRISTON, ON- 215 Minto Road, a 14.2 acre industrial site in the Palmerston Industrial Park, has received the Certified Site designation from the Ministry of Economic Development and Growth (MEDG) following completion of the Investment Ready: Certified Site Program. 215 Minto Road, located within the municipality of the Town of Minto, is the first Certified Site within Wellington County.

The province's Investment Ready: Certified Site Program offers up-front information about possible investment locations to help make investing in Ontario an easy decision. A Certified Site designation gives investors a greater degree of certainty when looking for development opportunities in Ontario municipalities by providing detailed information about industrial sites, including: availability, utilities servicing, access and environmental studies. The Certified Site Program partners with communities and property owners to attract more jobs and investment, but also helps to reduce the burden placed on businesses that wish to expand in Ontario.

"What an exciting opportunity for Wellington County," said Warden George Bridge. "We look forward to the economic growth that this certification is sure to bring to Minto and Wellington County."

"I am thrilled to see this location in the Town of Minto take advantage of Ontario's Investment Ready: Certified Site Program," said Brad Duguid, Ontario's Minister of Economic Development and Growth. "This designation helps communities attract development in a cost-effective and efficient way. I am pleased Ontario is a pioneer in Canada in site certification, and look forward to seeing it drive economic growth and create valuable jobs in the County of Wellington."

The pre-qualification of this industrial site through the Investment Ready: Certified Site Program allows for a streamlined site selection process that will reduce risk and hassles to investors, improve investor confidence and pave the road for faster site selection.

"The Town of Minto is proud to have successfully completed the provincial designation process and be the first community in Wellington County able to offer an Investment Ready: Certified Site" said Minto's Manager of Economic Development Belinda Wick-Graham. "This designation signals to developers that the Town of Minto is open for business. Minto has made the commitment to work with investors by providing comprehensive and complete information about the property, which will reduce the risk and provide confidence for investors."

-30-

Media, please contact:

County of Wellington
Andrea Ravensdale, Communications Manager
T 519.837.2600 x 2320
E andrear@wellington.ca

Town of Minto
Belinda Wick-Graham, Economic Development Manager
T 519.338.2511 x 241
E belinda@town.minto.on.ca



**TRITON
ENGINEERING
SERVICES
LIMITED**

Consulting Engineers

18 Robb Boulevard, Unit 8
Orangeville
Ontario L9W 3L2
Tel: (519) 941-0330
Fax: (519) 941-1830
e-mail: info@tritoneng.on.ca

ORANGEVILLE • FERGUS • GRAVENHURST

November 29, 2016

Town of Minto
5941 Highway No. 89
HARRISTON, Ontario
N0G 1Z0

ATTENTION: Bill White
Chief Administrative Officer/Clerk

RE: TOWN OF MINTO
MAIN ST. / WILLIAM ST. INTERSECTION
PALMERSTON
OUR FILE: A3157A

Dear Mr. White:

We have undertaken a review of the intersection of Main Street and William Street in Palmerson to determine whether additional traffic or pedestrian control would be warranted. It is our understanding that the concerns at this intersection relate to pedestrians crossing Main Street, and sight distance for vehicles exiting William Street.

BACKGROUND

Main Street (WR 123) is an east-west arterial road under the jurisdiction of the County of Wellington. It has one through lane in each direction and parking on both sides. The total width of the road is 13.0 m. William Street is a two-lane local road on the south side of Main Street with parking lay-by lanes on each side. On the north side of the intersection and slightly offset to the west is Jane Street, which is a one way northbound local road with parking on the west side.

Main Street is the through road and William Street is controlled by a stop sign. Because Jane Street is one way northbound, the intersection effectively operates as a tee intersection. There is an overhead flashing light, amber for Main Street and red for William Street. Pedestrian crossings have been painted on all four legs. The crosswalks on Main Street have no legal status, as pedestrians must yield to traffic on Main Street.

TRAFFIC COUNTS

A eight hour traffic and pedestrian count was undertaken by the County of Wellington on May 11, 2016. During the eight hour period counted, 249 pedestrians crossed Main Street on the east side of William Street, and 123 pedestrians crossed Main Street on the west side, for a total of 372. Vehicular volumes on Main Street and William Street during this period were 3471 and 1114 respectively. Triton Engineering carried out additional pedestrian counts on November 14 and 17, 2016, which included a measurement of pedestrian delay. The pedestrian counts were split into those that crossed the road within 10 seconds of reaching the curb, and those that had to wait more than 10 seconds before crossing. This measure of pedestrian delay is used in the traffic signal warrant analysis.

The individuals undertaking the counts noted that a number of vehicles park at the Foodland parking lot and cross the street. It was also noted that drivers show courtesy towards the pedestrians and many stop for those in the Main Street crosswalks.

OPTIONS AND ANALYSIS

The available options for traffic and pedestrian control at the intersection are as follows:

Full Traffic Signals

The intersection could be fully signalized, with traffic heads controlling traffic on Main and William, and pedestrian heads for all four crossing. In accordance with current AODA requirements, Audible Pedestrian Signals are mandatory.

Warrants for traffic signals are based on the Justification calculations contained in Ontario Traffic Manual (OTM) Book 12 and includes seven different justifications.

Justifications 1 to 3 – Volume and Delay

This requires certain criteria to be met for each of the highest eight hours of traffic and includes both vehicle and pedestrian volumes. These warrants were not met, with values well under the warranted amounts.

Justification 4 – Minimum Four-Hour Vehicle Volume

This justification was developed by some agencies (it is not used by the Ministry of Transportation) and is applied in cases where heavy am and pm volumes do not meet the 8 hour warrants under Justifications 1 to 3, but there is high traffic during the peak hours. This warrant was not met at this location.

Justification 5 – Collision Experience

The warrant requires 15 accidents over a 36 month period which would be susceptible to correction by a traffic signal.

The County reported that there were five accidents in a four year period. This is well below the warrant value, and traffic signals are not justified based on collision experience.

Justification 6 – Pedestrian Volume and Delay

This calculation examines both pedestrian and traffic volumes for the highest eight hours of pedestrian movement. It consists of Part a, which is volume alone, and Part b which also examines delays. The latter analysis includes a consideration of the number of pedestrians that are delayed 10 seconds or more before being able to cross. The values from the count are plotted on Figure 3 and Figure 4. This justification was not met with the existing volumes at the intersection.

Justification 7 – Projected Volumes

This justification only applies where legs are being added to an intersection or a proposed major development is expected to add significant new traffic volumes. This does not apply to this situation.

Intersection Pedestrian Signals

An Intersection Pedestrian Signal would provide traffic signal heads for Main Street actuated by pedestrian pushbutton only. A crosswalk would be provided on one side of the intersection, with pedestrian heads. William Street would continue to be controlled by a stop sign. In accordance with current AODA requirements, Audible Pedestrian Signals are mandatory.

Warrants for Intersection Pedestrian Signals are based on the Justification calculations contained in Ontario Traffic Manual (OTM) Book 12, using Justification 6. As outlined above, this justification is not met.

Pedestrian Cross-over

Various types of Pedestrian Cross-overs may now be installed in Ontario, in accordance with the Ontario Traffic Manual (OTM) Book 15 - *Pedestrian Crossing Treatments* published in June 2016. There had been previous Draft versions, but the latest version has been adopted by the Province of Ontario and includes recent changes to Regulations under the Highway Traffic Act that were adopted through *Bill 31 – Transportation Statute Law Amendment Act (Making Ontario Roads Safer)*.

Prior to the publication of Book 15, the only type of PXO used in Ontario was the configuration with overhead illuminated amber signs, and pedestrian-actuated flashing amber beacons. This type of crossing is still legal in Ontario, and is now designated a Level 1, Type A PXO.

Bill 31 included changes to Regulations under the Highway Traffic Act that now permit the use of a new type of Pedestrian Crossover (PXO), designated Level 2. Within this Level are variations in the configuration called Type B, Type C, and Type D. What Level 2 PXO's have in common are black on white pedestrian crossing signs, "ladder-type" pavement markings, and the use of a yield line known as "shark's teeth markings". Illustrations of these new types of PXO are attached.

OTM Book 15 provides a Decision Support Tool (DST) describing threshold conditions for assessing pedestrian crossing needs and the selection of a Treatment System. It is noted that a study of traffic conditions and physical characteristics of a location under consideration is an important part of a complete analysis.

The Preliminary Assessment was carried out using the Flowchart tool illustrated in Figure 2 of the OTM Book 15 Decision Support Tool. The first step is to determine whether traffic signals are warranted for pedestrians, as per OTM Book 12. As outlined above, this warrant is not met. The flowchart then examines the minimum volumes for a Pedestrian Crossover. The traffic and pedestrian volumes at the intersection exceed the criteria.

A Pedestrian Cross-over should not be within 200 metres from another traffic control device. This criteria is met at this site.

The results of the Preliminary Assessment are that the intersection is candidate site for a PXO. Table 7 was then used to determine which type of PXO could be considered. While Main Street is a two-lane road, the table is based on overall width of the crosswalk when parking lanes are present. For this reason, the crossing should be analyzed as a 3-lane or 4-lane road. In either case, for a speed limit of 50 km/h, and the range of both 4 hour and 8 hour vehicular volumes, a PXO Level 2, Type B is indicated.

All-way Stop

An all-way stop would provide stop signs on Main Street as well as William Street.

Warrants for all-way stop control are published in the *Ontario Traffic Manual, Book 5*. There are two separate warrant calculations, depending on the road classification. The first is for *Arterial and Major Roads*, and the second is for *Minor Roads*. Since Main Street is an Arterial Road, the intersection was analyzed as a Major Road. The major road method requires warrants to be met for eight separate hours, and includes an analysis of pedestrian activity. The warrants are not met at this site.

Further, it is noted that all-way stops should not be used where pedestrian protection is a prime concern. All-way stops are also inefficient in that they require all traffic to stop at all times, even when no conflicting movement is present.

SIGHT DISTANCE

The Main Street and William Street approaches are flat and straight. There are no sight distance issues for traffic approaching the intersection from all directions.

There are sight distance restrictions for traffic stopped at the stop bar on William Street. To the west, sight distance is restricted by the building on the corner. To the east, because of the parking lot sight distances are generally favourable, although they could be partially obstructed by parked vehicles in the parking lot and on Main Street.

Once vehicles stop at the stop bar, drivers will move ahead to view oncoming traffic before proceeding with their turn. While not desirable, this situation is not uncommon in downtown areas with zero frontage buildings. Mitigating factors are the low traffic speeds, moderate traffic volumes, and presence of the flashing amber light. The low incidence of reported accidents indicates that there is not an existing safety concern.

REVIEW AND RECOMMENDATIONS

Traffic or Pedestrian Signal

The installation of a traffic or pedestrian signal at this intersection is not justified. We do not recommend the installation of unwarranted signals as they are inefficient and will result in additional delays.

The counts showed that the majority of pedestrians are now crossing with minimal delay (less than 10 seconds). Pedestrian delay could also be increased with the installation of a traffic signal since pedestrians must push the button to activate and wait for the light to change.

Pedestrian Crossover

The recently introduced methodology in the Ontario Traffic Manual Book 15 indicates that the intersection of could be a candidate site for a Level 2, Type B Pedestrian Cross-over. A Type B crossing consists of pedestrian signs (Ra-5) mounted both beside the crossing and overhead. The side mounted signs are supplemented with Double-sided Rectangular Rapid Flashing Beacons on the side-mounted sign that are actuated by the pedestrian. Pavement markings consist of a ladder crosswalk and “sharks teeth” yield lines.

This type of PXO is new and may not yet be well understood by the travelling public. The Pedestrian Cross-over that has been in use in Ontario for some time (now designated a Level 1, Type A PXO) has

been discontinued by many municipalities, and replaced with pedestrian signals. The Level 2 PXO provides a lower cost method of accommodating pedestrian movements. However, it still relies on the motorist observing that a pedestrian is about to enter (or has entered) the crosswalk and that they must stop for the pedestrian. There is also an onus on the pedestrian to make sure they are seen and to allow sufficient time and room for a vehicle to stop prior to entering the crosswalk.

Since the Level 2 type of PXO has only recently been introduced in Ontario, there is limited feedback available as to their effectiveness, safety and operations. As municipalities begin to implement this type of crossing, drivers and pedestrians will become more familiar with them. It is noted that the County of Wellington has recently installed Level 2, Type D PXO's on Toronto Street in Palmerston and at the new roundabout. We are not aware of any concerns with these installations.

If a PXO is to be considered at this intersection, more work would be required to determine the optimal location and identify any other modifications that may be required to enhance the safety and effectiveness of the crossing. Additional parking restrictions would be required which would result in the elimination of some parking spaces on Main Street.

It should also be noted that if a PXO were installed, the existing flashing amber/red lights would need to be removed.

All-Way Stop

An all-way stop is not warranted in accordance with OTM Book 5, and we do not consider it to be an appropriate method of traffic control at this location.

DISCUSSION

In the absence of documented operational or safety concerns, no action needs to be taken at this intersection. However, the volume of traffic and number of pedestrians crossing the road makes this a candidate site for a Type B Pedestrian Crossover. If the Town wishes to pursue this option, a request could be made to the County of Wellington.

The site would need to be further evaluated for the following:

- Crosswalk Location – The Crosswalk could be located on the east or west side of the intersection. There are higher pedestrian volumes on the east side, so this would likely be favoured;
- Parking – Parking needs to be restricted within 15m (min) to 30m (desirable) of the crosswalk;
- Configuration – The crosswalk should be as close to 90 degrees to the roadway as practical. The existing painted crosswalks are on a skew.

The existing marked crosswalks do not have any legal status, and pedestrians must yield to traffic. This may create some confusion with the existing configuration. For this reason, it is recommended that either the existing crosswalk lines be removed, or brought up to current standard for a Pedestrian Cross-over in accordance with OTM Book 15.

SUMMARY

A review of traffic and pedestrian treatments at Main Street and William Street has been undertaken. Our findings and recommendations are summarized as follows:

- A traffic or pedestrian signal is not justified in accordance with the methodology contained in the Ontario Traffic Manual Book 12;
- An all-way stop is not warranted;
- The site is a candidate location for a Pedestrian Cross-over, Type B, in accordance with the Ontario Traffic Manual Book 15. Issues that should be addressed if this installation is considered would include location, configuration, and parking restrictions.
- Any recommendations would require the approval of the County of Wellington, which is the road authority.

We trust that this meets your current requirements, and we would be pleased to review our findings with you as required.

Yours very truly,

TRITON ENGINEERING SERVICES LIMITED



Howard Wray, P. Eng.

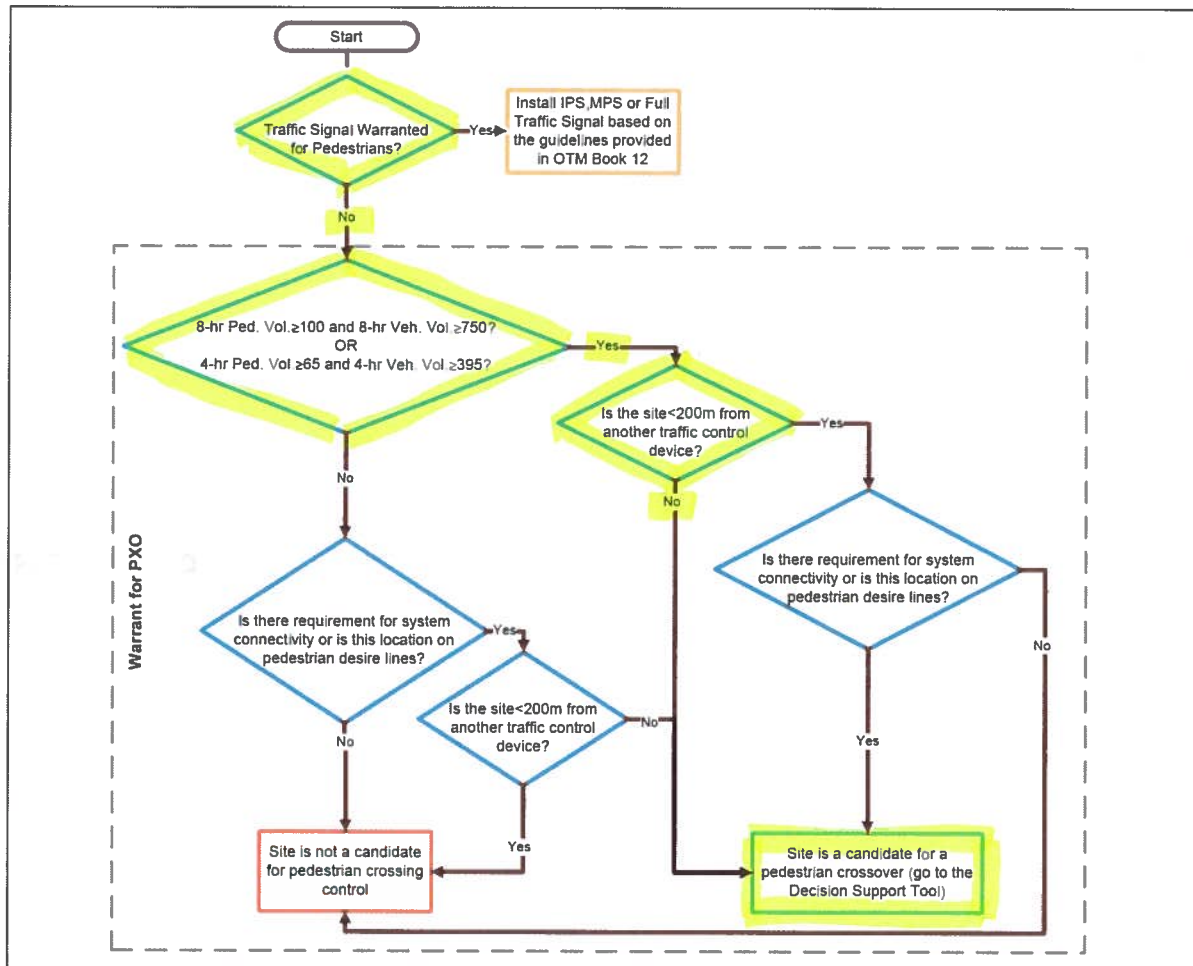


Figure 2: Decision Support Tool – Preliminary Assessment

to reflect a factored volume based on “equivalent adults” and the following definitions as described in OTM Book 12:

- Unassisted – Adults and adolescents at or above the age of 12 are considered “unassisted” pedestrians.
- Assisted – Children under the age of 12, senior citizens, disabled pedestrians and other pedestrians requiring special consideration or assistance are considered “assisted” pedestrians. In cases where an adult is accompanying a pedestrian included in the “assisted” category, both individuals should

be counted as “assisted” pedestrians to reflect their higher vulnerability. It should be recognized that the exact age of the pedestrian is not critical, but the observers will need to use their judgment to place each pedestrian into one of the two categories.

The factored pedestrian volume is calculated as follows:

$$\text{Adjusted volume} = \text{Unassisted Pedestrian Volume} + 2 \times \text{Assisted Pedestrian Volume}$$

Figure 3 and Figure 4 show the graphs used to determine whether a pedestrian control

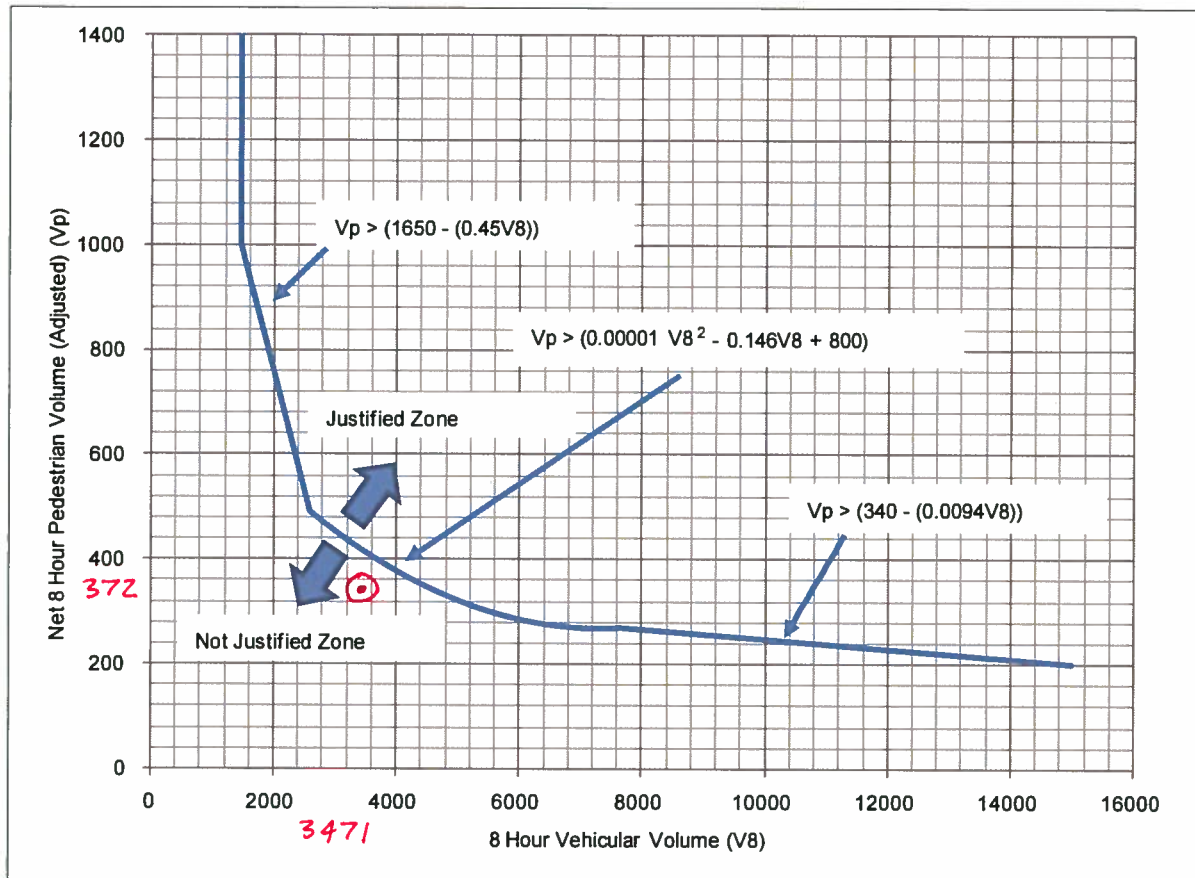


Figure 3: OTM Book 12 Justification 6 - Pedestrian Volume

As an alternative to the 8-hour pedestrian and vehicular volumes threshold, the flow chart shown in Figure 2 allows for the use of 4-hour pedestrian and vehicular volumes. If a road authority chooses to use 4-hour pedestrian and vehicular volumes, the minimum thresholds for the total 4-hour pedestrian volume crossing the main road at an intersection or a midblock location during the highest pedestrian traffic and the total vehicular volumes during the same periods are 65 equivalent adult and 395 vehicles respectively. It should be noted that equivalent adult pedestrian volume should be calculated based on Section 4 of OTM Book 12 – Traffic Signals.

2. If the minimum pedestrian and vehicular volume requirements are not met, assess whether this site provides system connectivity or is on a desired pedestrian line. The system connectivity or pedestrian desire lines should be assessed based on sound engineering judgment and should be appropriately documented. If the site does not satisfy the system connectivity requirement or it is not on a pedestrian desire line, the site is not a candidate for a pedestrian crossing control. However, if a pedestrian crossing control can be justified based on system connectivity or pedestrian desire line requirements and the distance of the site to the nearest traffic control device is more than 200 m, then the

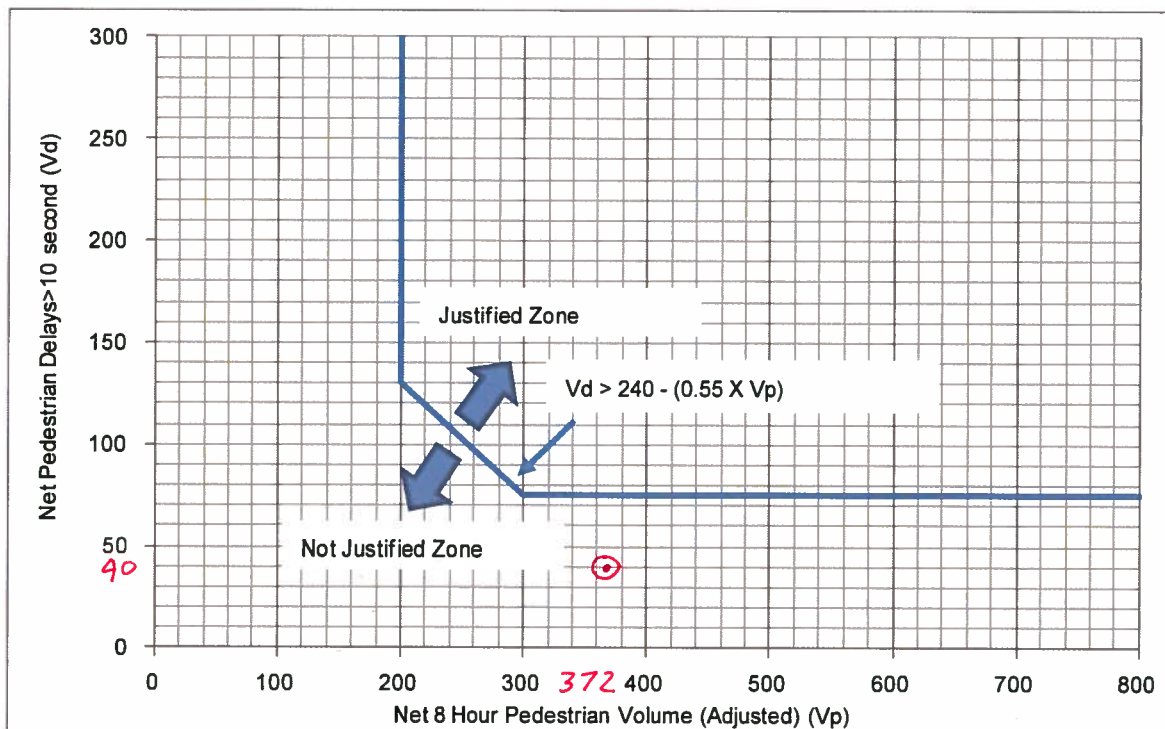


Figure 4: OTM Book 12 Justification 6 – Pedestrian Delay

site is a candidate for a pedestrian crossover. Otherwise, if the distance of the site to the closest traffic control device is less than 200 m, the site is not a candidate for a pedestrian crossing control.

The distance depends on a number of factors such as road type, traffic volume, expected queue length, pedestrian volume, and characteristics of pedestrians expected to use the facility. In the case of Ontario, this value has been set at 200 meters to avoid proliferation of traffic control devices in close proximity of each other. Having control devices in close proximity to each other can result in incorrect driver decisions, which in turn, may lead to collisions with pedestrians and other road users. Close proximity of various devices can also result in traffic flow disruptions and hence, low level of service along a corridor.

This value of 200 meters is consistent with other OTM books limiting the distance between different traffic control devices (see Section 6.1).

5.1.3 Stop and Yield Controlled Intersections

Stop control intersections provide an opportunity for pedestrians to safely cross the major roads of intersections. If a two-way stop control intersection does not satisfy the minimum requirements for an IPS, full traffic signal, or PXO as described in Section 5.1.1 and Section 5.1.2, warrants for all-way stop control must be checked.

Section 2 of OTM Book 5 – Regulatory Signs provides the warrant system for installation of all-way stop control at an intersection. The warrant system is based on minimum traffic volume of the

Table 7: Pedestrian Crossover Selection Matrix

Two-way Vehicular Volume			Posted Speed Limit (km/h)	Total Number of Lanes for the Roadway Cross Section ¹			
Time Period	Lower Bound	Upper Bound		1 or 2 Lanes	3 lanes	4 lanes w/raised refuge	4 lanes w/o raised refuge
8 Hour	750	2,250	≤50	Level 2 Type D	Level 2 Type C ³	Level 2 Type D ²	Level 2 Type B
4 Hour	395	1,185					
8 Hour	750	2,250	60	Level 2 Type C	Level 2 Type B	Level 2 Type C ²	Level 2 Type B
4 Hour	395	1,185					
8 Hour	2,250	4,500	≤50	Level 2 Type D	Level 2 Type B	Level 2 Type D ²	Level 2 Type B
4 Hour	1,185	2,370					
8 Hour	2,250	4,500	60	Level 2 Type C	Level 2 Type B	Level 2 Type C ²	Level 2 Type B
4 Hour	1,185	2,370					
8 Hour	4,500	6,000	≤50	Level 2 Type C	Level 2 Type B	Level 2 Type C ²	Level 2 Type B
4 Hour	2,370	3,155					
8 Hour	4,500	6,000	60	Level 2 Type B	Level 2 Type B	Level 2 Type C ²	Level 2 Type B
4 Hour	2,370	3,155					
8 Hour	6,000	7,500	≤50	Level 2 Type B	Level 2 Type B	Level 2 Type C ²	Level 1 Type A
4 Hour	3,155	3,950					
8 Hour	6,000	7,500	60	Level 2 Type B	Level 2 Type B		
4 Hour	3,155	3,950					
8 Hour	7,500	17,500	≤50	Level 2 Type B	Level 2 Type B		
4 Hour	3,950	9,215					
8 Hour	7,500	17,500	60	Level 2 Type B			
4 Hour	3,950	9,215					

Type A
 Type B
 Type C
 Type D

Approaches to roundabouts should be considered a separate roadways.

¹The total number of lanes is representative of crossing distance. The width of these lanes is assumed to be between 3.0 m and 3.75 m according to MTO Geometric Design Standards for Ontario Highways (Chapter D.2). A cross sectional feature (e.g. bike lane or on-street parking) may extend the average crossing distance beyond this range of lane widths.

²Use of two sets of side mounted signs for each direction (one on the right side and one on the median)

³Use Level 2 Type B PXO up to 3 lanes total, cross section one-way.

The hatched cells in this table show that a PXO is not recommended for sites with these traffic and geometric conditions. Generally a traffic signal is warranted for such conditions.

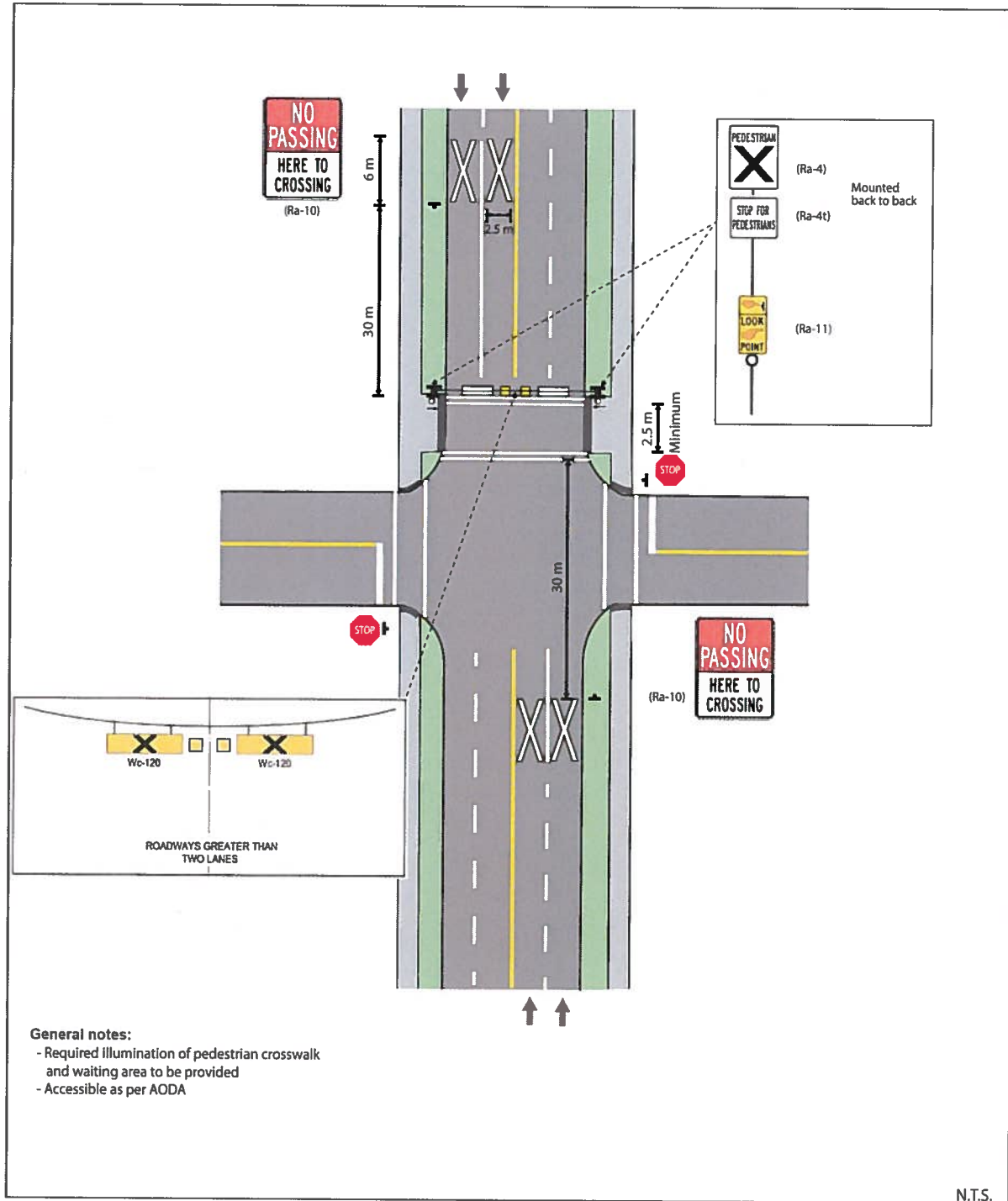


Figure 19: Pedestrian Crossover Level 1 Type A – Intersection (2-way)

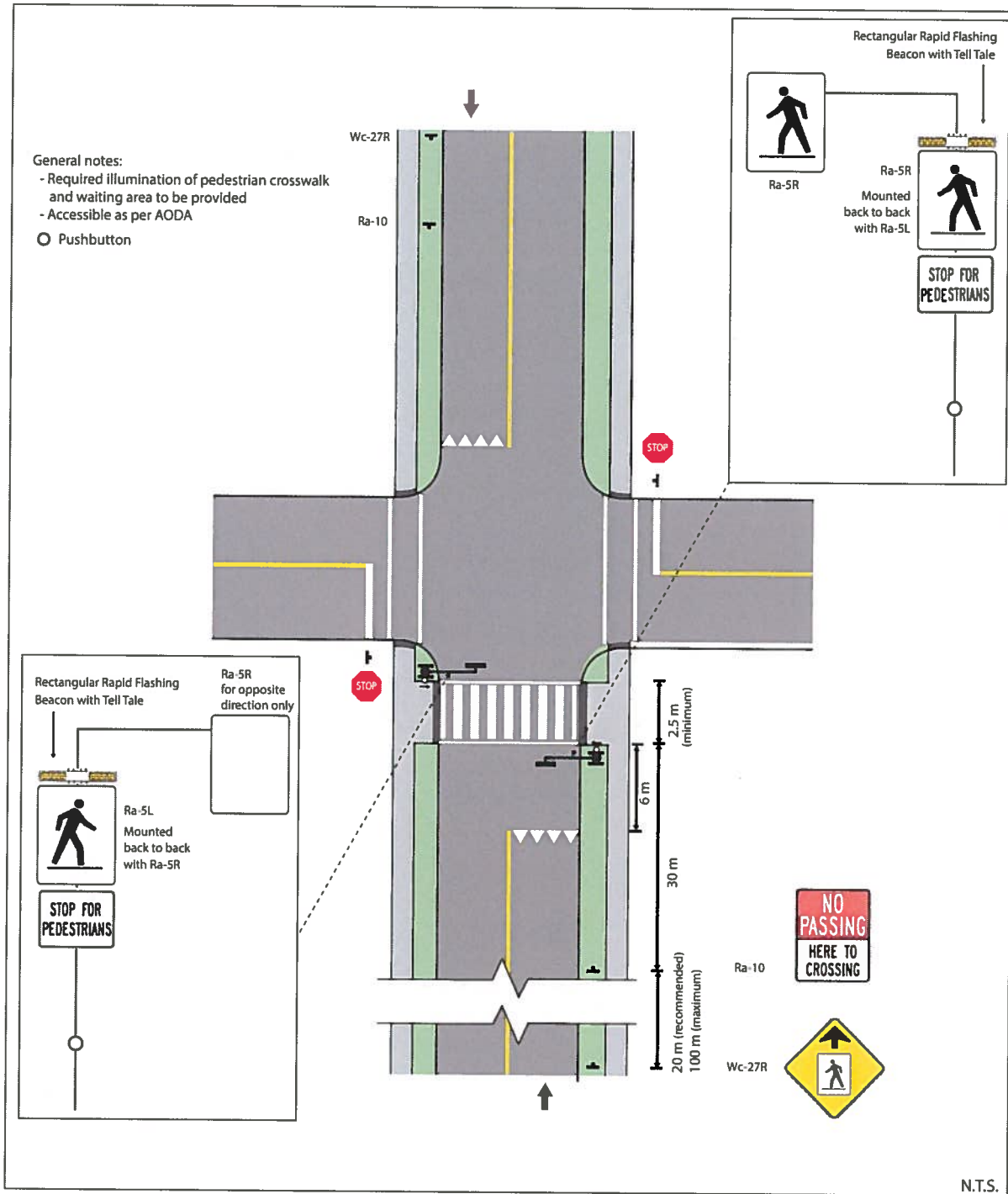


Figure 27: Pedestrian Crossover Level 2 Type B – Intersection (2-way)

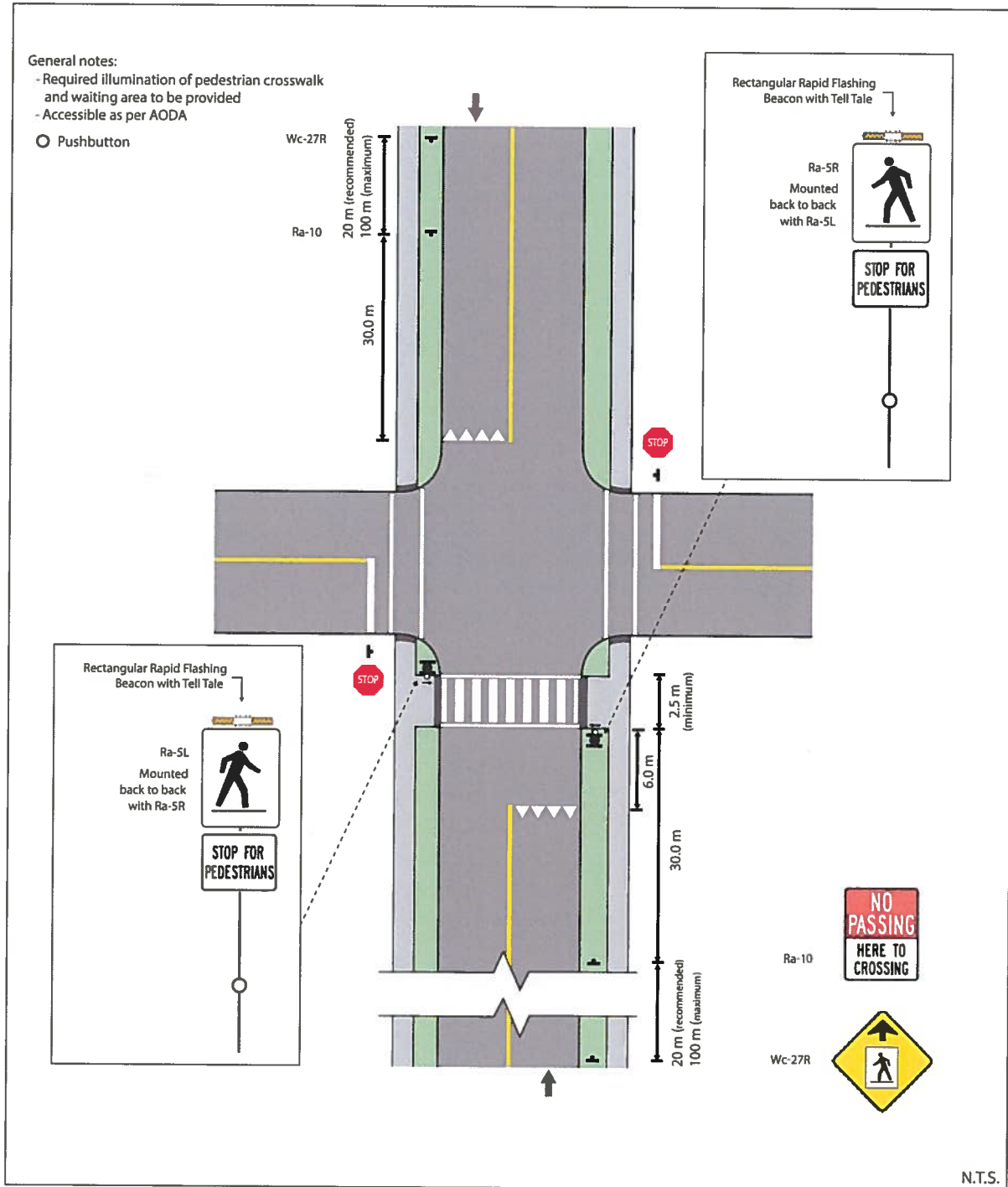


Figure 36: Pedestrian Crossover Level 2 Type C – Intersection (2-way)

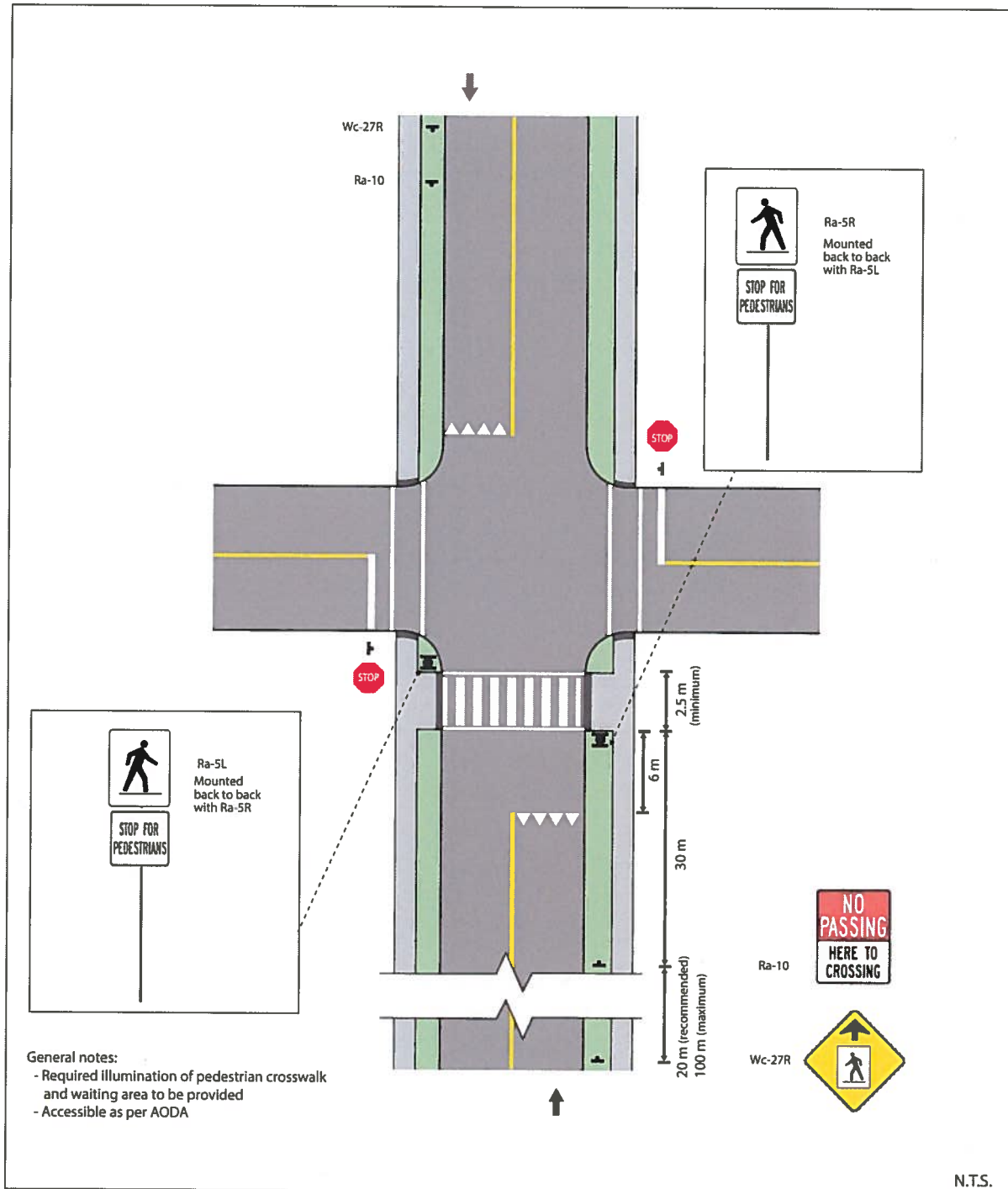


Figure 44: Pedestrian Crossover Level 2 Type D – Intersection (2-way)

**TOWN OF MINTO**

DATE: November 29th, 2016
REPORT TO: Mayor and Council
FROM: Matthew Lubbers, Recreation Services Manager
SUBJECT: Trails Funding Programme

STRATEGIC PLAN:

7.1 Create a supportive pedestrian and cycling environment by pursuing active transportation and walkable community initiatives in accordance with County and local plans and in cooperation with local groups and organizations.

BACKGROUND:

The County of Wellington created a Trail Funding Programme in February of 2015 to provide a maximum of \$350,000 over 3 years to encourage local municipalities to develop trails within their communities. With 7 municipalities in Wellington, the Town of Minto is eligible to receive up to \$50,000 through this program until November 30th, 2018. The County is prepared to match funds spent by the Town on trails development so long as the project or projects are supported by a resolution of Town of Minto Council and by the County of Wellington's Planning Committee. In 2015, the Town received \$7,171.26 from the County.

COMMENTS:

The Recreation Department spent \$43,987.39 on trail development in 2016. Projects included LED lighting upgrades in Lions Heritage Park, trail widening from 3rd Line to 7th Line and the installation of road crossing culverts on the Clifford trail.

FINANCIAL CONSIDERATIONS:

50% funding from the County of these expenditures, or \$21,993.70, will be considered by the County's Planning Committee upon a resolution of endorsement from this Council. Supporting invoices will be submitted to County staff. This would leave \$20,835.04 worth of matching funding available to the Town for future trails initiatives.

RECOMMENDATION:

That Council receives the Recreation Services Manager's November 29th, 2016 report regarding Trails Funding Programme and endorses these trails initiatives and expenditures from 2016 and requests \$21,993.70 in funding from the County from their Trail Funding Programme.

Matthew Lubbers, Recreation Services Manager



TOWN OF MINTO

DATE: December 1st, 2016
REPORT TO: Mayor and Council
FROM: Matthew Lubbers, Recreation Services Manager
Terry Kuipers, Chief Building Official
SUBJECT: Van Replacement

STRATEGIC PLAN:

Analyze, prioritize and evaluate major capital projects from a cost-benefit perspective to determine fiscally feasibility.

BACKGROUND:

The Town of Minto Recreation Department purchased a 2003 Chevrolet Venture mini-van in 2005. Used by multiple departments, the van has been convenient in transporting multiple people to and from work-related functions as well as moving weather-sensitive cargo. \$30,000 was earmarked for a replacement vehicle in the 2016 Capital Budget.

COMMENTS:

Staff prepared, posted and advertised a tender for a new vehicle. There were no inquiries leading up to the tender closing date of November 22nd and no submissions were received. Leslie Motors was contacted by staff the week of November 28th. After reviewing the core needs of a new vehicle, the most suitable option is a Ford Escape. The Escape meets most of the requirements of the tender, except it seats five instead of seven and comes in blue instead of dark blue. The reduced number of seats is not a concern to staff. The cost of the larger vehicle and its fuel consumption and given the amount of time more than five people will be in it will be more than offset by the more fuel efficient option.



FINANCIAL CONSIDERATIONS:

Up to \$30,000 is budgeted. The quote submitted by Leslie Motors is \$27,390 plus tax and the licensing fee. Half will be funded through the tax budget and the other half from Building Department reserves. It is proposed that this vehicle be wrapped with Town marketing material, rather than with a traditional Town of Minto logo sticker, in accordance with suggestions from the Business & Economic Manager. This will cost upwards of \$2,000.

RECOMMENDATION:

THAT Council receives the Recreation Services Manager's and Chief Building Official's December 1st, 2016 report regarding Van Replacement and approve the purchase of a 2017 Ford Escape from Leslie Motors in Harriston.

Matthew Lubbers, Recreation Services Manager

Terry Kuipers, Chief Building Official



TOWN OF MINTO

DATE: November 30th, 2016
REPORT TO: Mayor and Council
FROM: Matthew Lubbers, Recreation Services Manager
SUBJECT: Joint Health and Safety Committee Annual Update

STRATEGIC PLAN:

Ensure all staff work toward achieving the goals and objectives found in the strategic plan in a safe manner that will not endanger themselves or others.

BACKGROUND:

The Town has a multi-site Joint Health and Safety Committee in place as per Occupational Health and Safety Act (OHSA). The main tasks of the committee are to establish an annual work plan, meet bi-monthly and conduct semi-annual inspections. The committee also reviews programs and policies regarding health and safety and provides assistance and advice to workers and supervisors when requested.

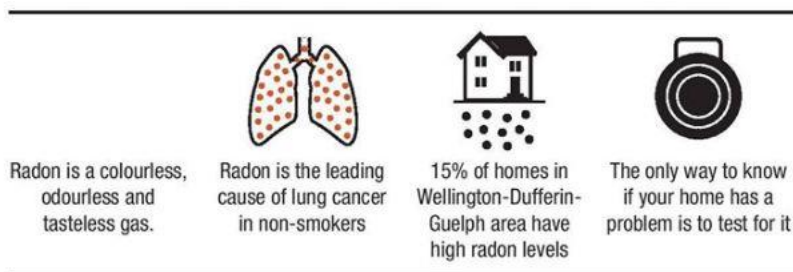
COMMENTS:

All staff employed by the Town completed an annual Health & Safety refresher test in January. This test covered our Health and Safety Policy Statement, Work Refusal Process, Workplace Violence and Harassment Policy and WHMIS. New staff are required to complete the more comprehensive training program upon hire. In addition to refresher training, first aid training for staff will take place in mid-January as certifications expire in February.

Three staff became certified members of the committee in February upon successful completion of JHSC Part II training. Spring inspections took place on April 27th and fall inspections took place in October and November.

On September 6th, Council approved updating the Town's Workplace Violence and Harassment Policy with a Workplace Anti-Violence, Harassment and Sexual Harassment Policy. All staff received Bill 132 training with respect to workplace sexual harassment. A Working at Heights training course was held at the Town Office on September 7th and 6 staff, 4 from Facilities and 2 from Public Works, were certified. Lorie Forbes will be joining the committee in 2017, replacing Matthew Lubbers.

The JHSC is monitoring Bill 11 titled Radon Awareness and Prevention Act, 2014. Once enacted, it will require employers to monitor for radon levels in workplaces.



FINANCIAL CONSIDERATIONS:

The proposed JHSC budget for 2017 is \$5,000, which is \$1,000 higher than the amount requested for 2015. There are 10 defibrillators at Town-owned buildings, some of which need replacement batteries and pads. The remaining funds will be used to implement the activities covered in the 2017 work plan, which will be set at the December meeting.

RECOMMENDATION:

THAT Council of the Town of Minto receives the November 30th, 2016 report from the Recreation Services Manager entitled Joint Health and Safety Committee Annual Update for information.

Matthew Lubbers, Recreation Services Manager

**TOWN OF MINTO**

DATE: December 02 2016
REPORT TO: Mayor and Council
FROM: Cam Forbes, By-law Enforcement Officer
SUBJECT: Dog Licensing By-Law Exemption

STRATEGIC PLAN:

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

BACKGROUND:

At the November 15, 2016 Council Meeting, Council heard a delegation from Mr. Earl Savage, who requested that Council amend the Dog Licensing By-law to allow for an exemption process in the By-law for minor By-law non-compliances. Mr. Savage is interested in purchasing a 7.0 ac property in Minto on Blind Line which does not comply with the By-law minimum 10 ac lot size. Council directed staff to report back at December 6th Council Meeting with a proposal to amend the By-law to allow for limited exemptions specific to the exemption applicant.

During the development of the 2005 Dog Licensing By-law (which the 2016 by-law is an amendment to), Council's direction to staff was to develop a By-law to include Kennel provisions, but not to provide a variance process to the by-law, due to the number and scale of the Kennels which were starting up at that time.

COMMENTS:

The exemption amendment proposed by staff, will allow a person to apply to Council for an exemption to the minimum lot size requirement of 10 ac and the minimum distance to adjacent receptors (neighbour's house and barns, etc) of 492'. The exemption proposal requires the applicant to submit a letter in writing to Council indicating what their exemption request is, why they require the exemption and any steps they have taken to meet the intent of the provision of the by-law (i.e. have significant noise buffers proposed to allow for a reduction in the distance to a receptor).

Upon receipt of the request, staff will notify adjacent property owners within 200' of the proposed kennel property, indicating what the nature of the exemption request is and the date the exemption is to be heard by Council, allowing the neighbours to attend or submit written comments.

At the Council meeting, Council will hear from the applicant as a delegation, persons speaking for/against the application, from staff, as well as any submitted comments. Council then can make a decision on the application, whether to approve, refuse or limit the

exemption. Any granted exemption is specific to the applicant, the nature of their proposed operation and is non-transferable.

Upon approval or limited approval of the exemption application, the applicant is required to obtain zoning relief for the use of a Kennel and obtain a Kennel License. Failure to comply with the exemption or any conditions imposed onto the exemption, will cause the exemption to be void and their Kennel License will be revoked.

FINANCIAL CONSIDERATIONS:

Any costs to the Town of Minto for the delegation and mailings will be offset by the fees paid for zoning relief and the kennel license fee.

RECOMMENDATION:

THAT Council receives the By-law Enforcement Officer's December 02, 2016 report for a proposed Dog Licensing By-Law Exemption, and to direct staff to bring the amending by-law forward at the next Council Meeting.

Cam Forbes
By-law Enforcement Officer

Grant of Exemption by Council

1) Application to Municipality

Notwithstanding anything contained in this By-law, any person may make application, in writing, to Council to be granted an exemption from the required lot size or the required distance from an adjacent property owner's habitable building or buildings for the keeping of livestock of this By-law. Council may refuse to grant any exemption or may grant the exemption applied for or any exemption of lesser effect and any exemption granted may contain such terms and conditions as in the opinion of Council maintains the general intent of the by-law.

2) Details of Application for Exemption

The application mentioned in subsection (1) shall be made in writing to the Clerk's Office, at least 10 business days prior to the Council meeting at which the request for exemption is to be addressed by Council, and shall contain:

- a) the name, address and telephone number of the applicant;
- b) a statement of the particular provision or provisions of this By-law from which exemption is sought;
- c) the reasons why the exemption should be granted;
- d) a statement of the steps, if any, planned or presently being taken to meet the intent of the By-law.

3) Decision

In deciding whether to grant the exemption, Council shall give the applicant and any person opposed to the applications the opportunity to be heard and may consider such other matters as it deems appropriate.

A letter shall be sent to all residents that reside within 61 metres (200 feet) of the property lines.

Once an exemption is granted, the applicant will be required to submit an application for zoning relief, apply for a kennel license and pay all applicable fees.

4) Breach

A breach of any of the terms or conditions of an exemption granted by the Municipality that is caused or permitted by the applicant shall render the exemption null and void.



Town of Minto

DATE: November 30 2016
TO: Mayor Bridge and Members of Council
FROM: Stacey Pennington, Building Inspector
RE: B104/16 Heinmiller
Part Lot 23 Concession 2, Lot 23 Concession 1

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

This application to County Land Division is to sever a 50 acre parcel located at Part Lot 23 Concession 2 and retain a 100 acre parcel located at Lot 23 Concession 1. This portion of the property is currently zoned Agricultural and Natural Environment. The proposed severed parcel is currently cropped as a part of the farm operation on the retained parcel.

The severed and retained lands previously had distinct and separate ownership. Due to unforeseen circumstances, Titles on the property aligned, in June of 1993 as a result of a separation agreement, merging the titles of the two properties.

The intent of the application is to allow the sale of the severed lands to the applicants son for the construction of a single family dwelling. The intent is for the remainder of the land to be cropped for the existing farming operation on the retained parcel.

COMMENT

Clerks

The applicant will be required to pay all applicable fees to the Town of Minto, including fees in relation to certified list of landowners and letter of consent.

Building/Zoning

Staff are in support of the application. It does not conflict with any policies in the Town of Minto Zoning By-law 01-86 as amended.

Issues that would need to be addressed at the building permit stage include:

Minimum Distance Separation Calculation for the Swine and Beef operation to the north is currently calculated as 504m (1653') from the current livestock operation, and 553m (1815') from the existing manure storage facility. It should be noted, that new updates for the required MDS calculation are going to be in effect in March of 2017. Minimum Distances will vary from the numbers above based on these changes.

Development Charges and Building Permit Fee payment will be required at the issuance of the Building Permit for the Single Family Dwelling.

Public Works

There is a municipal Drain on the severed parcel. The Drain Assessment Schedule will have to be review to ensure the proper lands are noted in the drainage assessment schedule. It is noted that a reassessment may be required.

There is an existing gravel pit to the east of the property, located on Lot 22 Concession 2. The operation is owned and operated by D'Arcey's Sand and Gravel. The gravel pit has an existing approval through the Ministry of Natural Resources. The applicant is encouraged to inquire about the restrictions and covenants in relation to the proposed construction of the single family dwelling.

An entrance permit will be required at the Building Permit Stage.

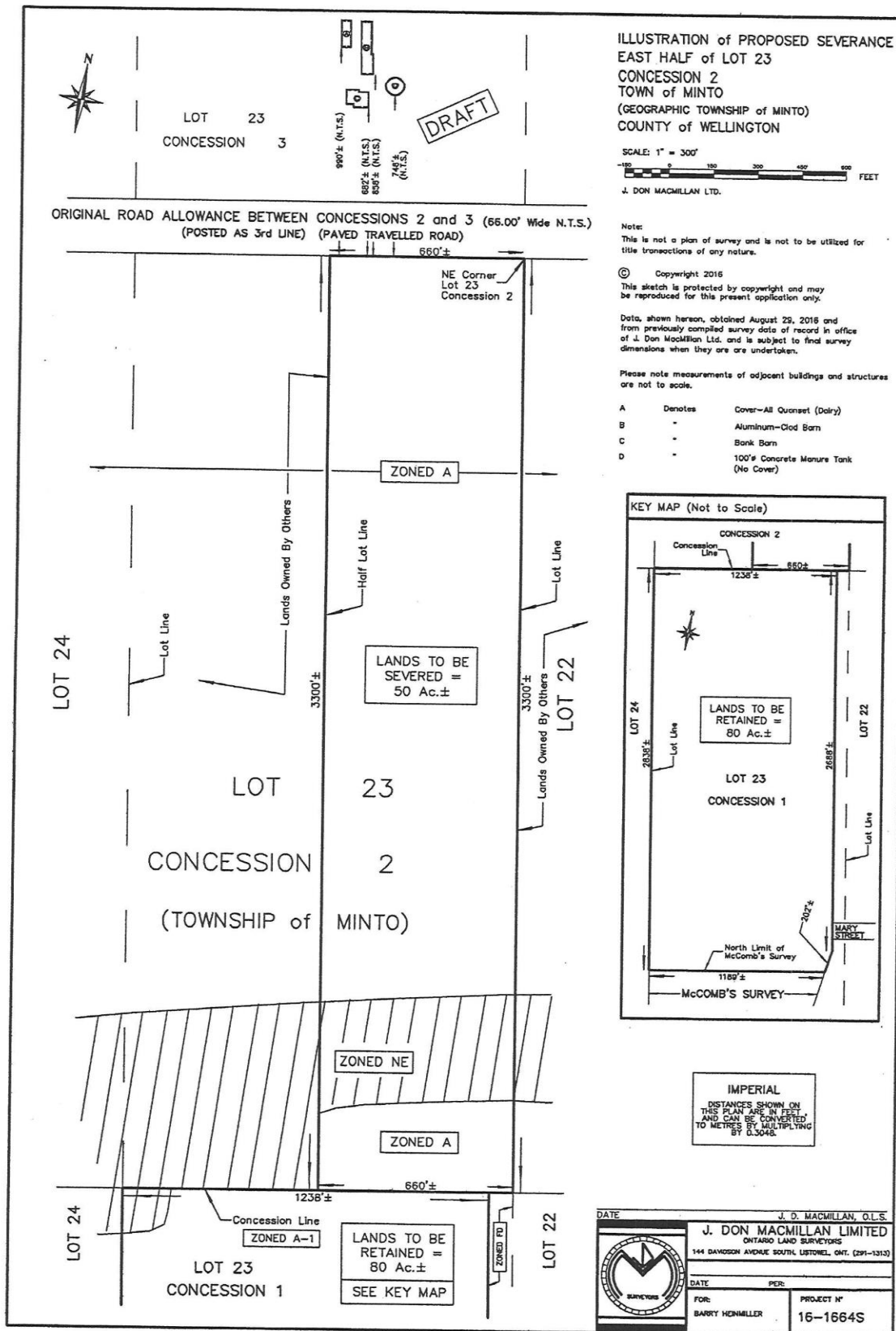
RECOMMENDATION

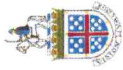
THAT the Council recommends County of Wellington Land Division Committee approve Severance Application B104/16 Heinmiller, Part Lot 23 Concession 2, and Lot 23 Concession 1, Town of Minto that the following conditions be considered:

1. THAT the applicant satisfies all requirements of the Town of Minto, financial and otherwise which the Town may deem to be necessary for the proper and orderly development of the subject lands.
2. That the applicant be advised the Town of Minto will require payment of any applicable development charges at the time of issuance of a building permit respecting the lot(s) subject of the application at the rate established by Council applicable at time of issuance of the building permit.
3. THAT the applicant supply to the Town of Minto proof that a new Drainage Assessment Schedule (as required) has been approved to ensure the reapportionment of the applicable municipal drain be completed to the satisfaction of the Local Municipality.
4. That the applicant written confirmation from the Town of Minto Public Works Department that satisfactory access arrangements to the subject lands has been including payment of applicable fees.

ATTACHMENTS

County of Wellington Senior Planner, Sarah Wilhelm
Site Survey





Application
Location

B104/16 PRELIMINARY COMMENTS
Part Lot 23, Concession 2
TOWN OF MINTO

Applicant/Owner

Barry Heinmiller

PLANNING OPINION: This application would sever a 20 ha (50 ac) vacant agricultural parcel in a Prime Agricultural Area. The retained lands are 32 ha (80 ac) in size and contain an existing dwelling, a shop, storage sheds and grain bins.

Both of the proposed lots are smaller than the 86 acres normally required for an Agricultural parcel. The Committee may wish to consider the circumstances of the applicant's request to separate lots that have previously been merged on title.

PLACES TO GROW: No issues.

PROVINCIAL POLICY STATEMENT (PPS): New lots in the Prime Agricultural area are discouraged and may only be permitted for agricultural uses, provided that the lots are of a size appropriate for the type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations (Section 2.3.4.1.a)).

Regarding Minimum Distance Separation, the MDS Guidelines recognize that where a larger lot is created, a suitable location must be identified for a 1 hectare building envelope outside of the MDS 1 setback. Given the size of the severed parcel, we are satisfied that there is sufficient space to site a 1 hectare building envelope in compliance with MDS 1.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated as PRIME AGRICULTURAL, GREENLANDS and CORE GREENLANDS in the County of Wellington Official Plan. The Greenlands System represents Provincially Significant Wetlands, Hazard Lands, and Significant Wooded Areas.

Section 10.3.2 addresses new lot creation in the Prime Agricultural area and states, "New lots for agriculture operations shall be of a size appropriate for the type of agricultural use(s) common in the area and sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations. New agricultural lots will normally be a minimum of 35 hectares in size. Smaller lots may only be considered where there is clear evidence that the farmer intends to conduct an agricultural pursuit which can be successful on a smaller property."

Regarding the above policy, the applicant has proposed to divide the parcel into two lots smaller than the 86 acres normally required for an agricultural parcel.

The matters of Section 10.1.3 were also considered.

WELL HEAD PROTECTION AREA: The subject property is not located within a WHPA.

LOCAL ZONING BY-LAW: The subject property is zoned Agricultural (A) and Natural Environment (NE) in the Town of Minto Zoning By-law. Both lots meet the minimum lot frontage requirement, but do not meet the minimum lot area requirement of the Zoning By-law. The minimum lot size is 35 ha (86 ac), whereas the proposed lots are 20 ha (50 ac) and 32 ha (80 ac) in size. Section 8.1.1.b) deems new lots to comply where there is a lack of lot area, where they are created by consent.

SITE VISIT INFORMATION: The subject property has not been visited to date.

ADDITIONAL INFORMATION: The applicant, Barry Heinmiller, has provided information to explain the reason for his application. Prior to 1993, the proposed retained and severed lands were registered under different ownerships, but were subsequently merged on title when taken in the same name by Mr. Heinmiller.

Sarah Wilhelm, MCIP, RPP, Senior Planner
November 29, 2016



TOWN OF MINTO

DATE: December 1, 2016
TO: Mayor and Council
FROM: Stacey Pennington Building Inspector
SUBJECT: Site Plan Approval, JW Bauman
190 John St N

STRATEGIC PLAN

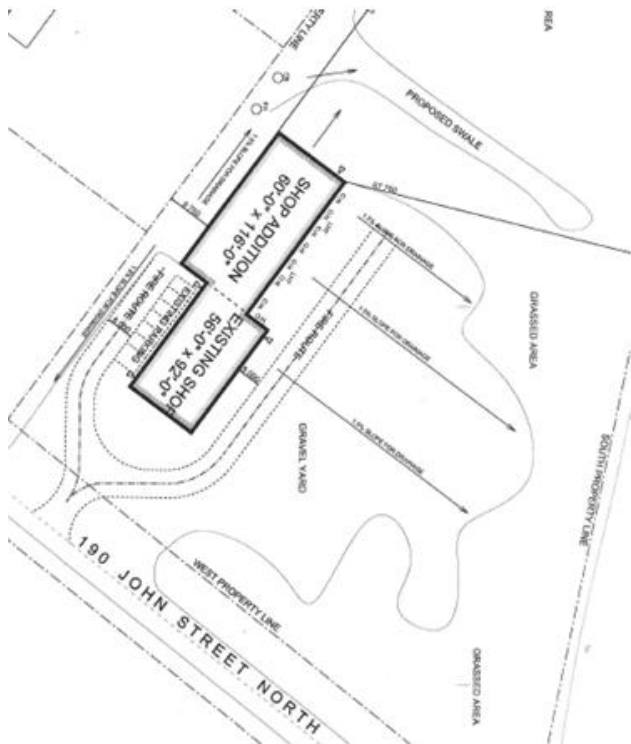
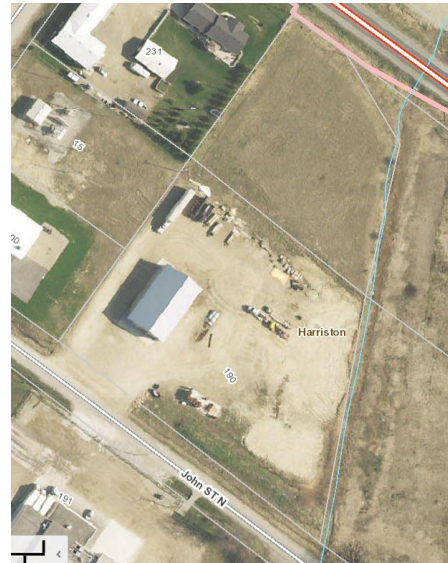
Ensure growth and development in Clifford, Palmerston and Harriston makes cost effective and efficient use of municipal services, and development in rural and urban areas is well planned, reflects community interests, is attractive in design and layout, and is consistent with applicable County and Provincial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

BACKGROUND

JW Bauman Limited, operating as Countryside Concrete currently owns 190 John Street North, Harriston. The existing lands consist of a 5152 SF Shop, with an extensive gravel yard, and grassed area, as shown in the aerial photo to the right.

Owner/Operator Warren Bauman has submitted a building permit application to construct a 6960 SF shop addition on the North Side of the existing building. The attached site plan was submitted on the basis of the Building Permit.

This application triggers the opportunity for the Town to implement the Site Plan Approval process.



COMMENTS

Staff has reviewed the site plan and offers preliminary comments as follows:

-The C.A.O. Clerk recommends the revised site plan provide for paving the entrance and part of the parking lot as well as some tree planting on-site consistent with new developments in the area. The applicant has agreed to this request.

-The Building Department advises the proposed layout conforms to required zoning including provision of parking and required setbacks etc.

-Public Works advises that site grading shall be confirmed to existing swales and catch basins in the area

Council could require a site plan agreement be signed confirming the paving, landscaping and drainage requirements. As an alternative a revised site plan could be submitted to staff addressing these requirements before a building permit is issued.

FINANCIAL CONSIDERATIONS

The applicant has paid all fees in relation to the site plan approval application.

RECOMMENDATION:

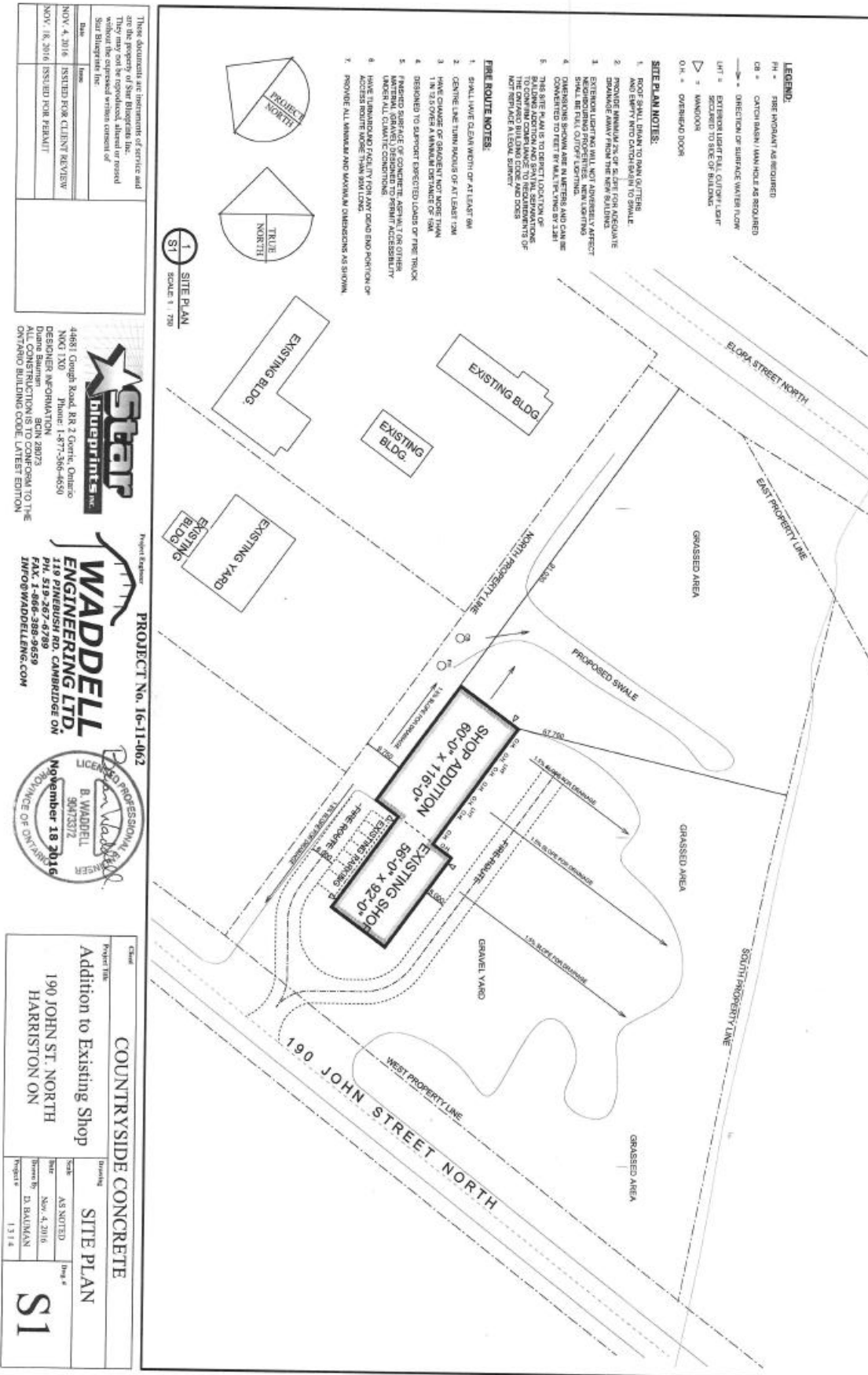
In consideration of the report from the Building Inspector dated December 1st 2016, Council approves the following plan for JW Bauman, 190 John Street N:

- a) S1 Site Plan issued November 4th 2016, Drawn by D. Bauman, Star Blueprints and stamped by Waddell Engineering Ltd November 18th 2016
subject to final details regarding site grading and drainage, paved parking and landscaping being provided to the satisfaction of the Town staff prior to the issuance of a building permit.

Stacey Pennington
Building Inspector

ATTACHMENTS:

S1 Site Plan Issued November 4th 2016, Drawn by D. Bauman, Star Blueprints and stamped by Waddell Engineering Ltd November 18th 2016



LEGEND:

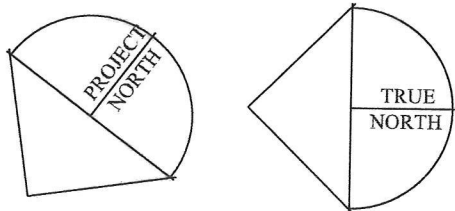
- FH = FIRE HYDRANT AS REQUIRED
- CB = CATCH BASIN / MAN HOLE AS REQUIRED
- = DIRECTION OF SURFACE WATER FLOW
- LHT = EXTERIOR LIGHT FULL CUTOFF LIGHT SECURED TO SIDE OF BUILDING
- ▷ = MANDOR
- O.H. = OVERHEAD DOOR

SITE PLAN NOTES:

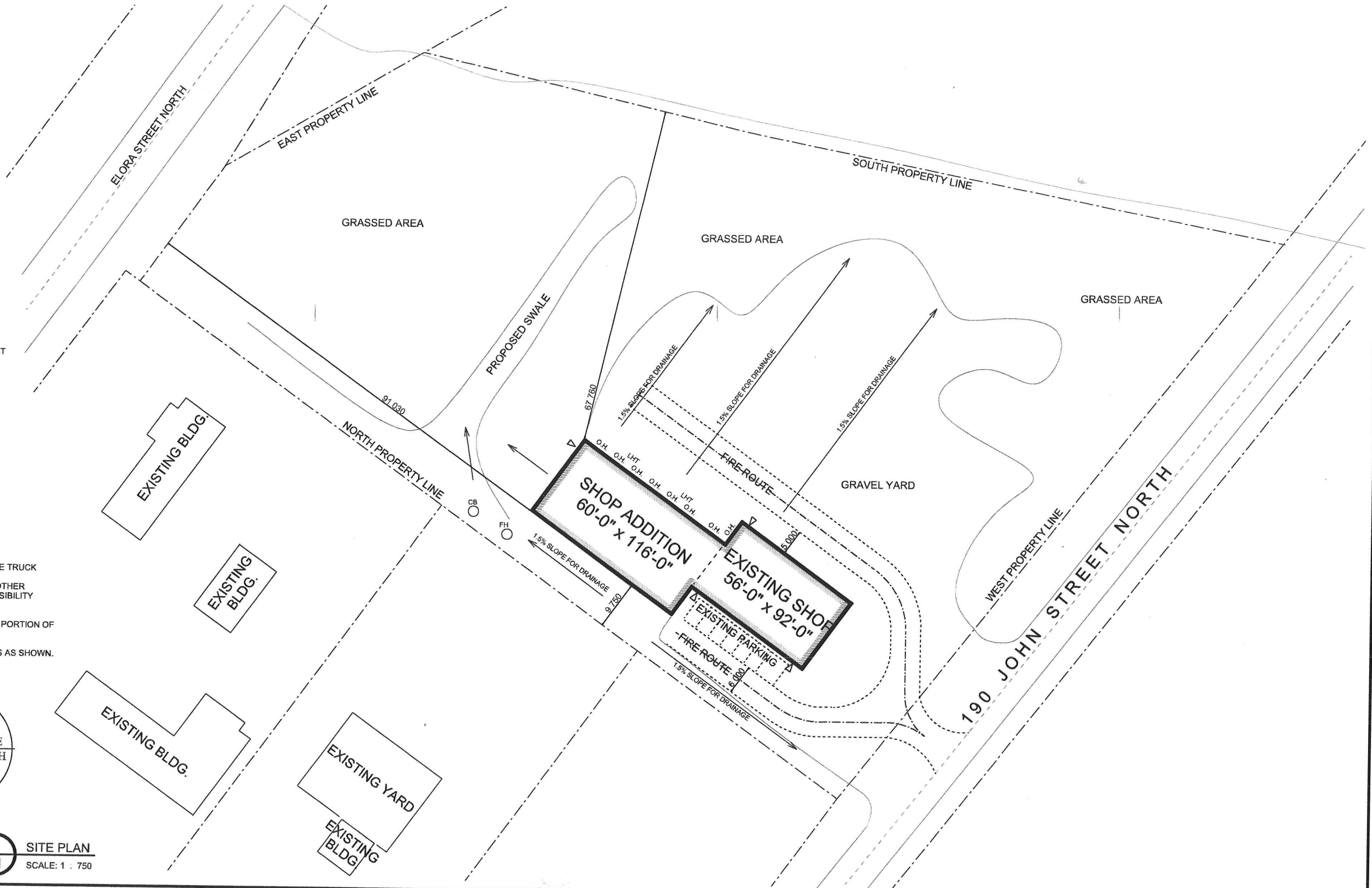
1. ROOF SHALL DRAIN TO RAIN GUTTERS AND EMPTY INTO CATCH BASIN TO SWALE.
2. PROVIDE MINIMUM 2% OF SLOPE FOR ADEQUATE DRAINAGE AWAY FROM THE NEW BUILDING.
3. EXTERIOR LIGHTING WILL NOT ADVERSELY AFFECT NEIGHBOURING PROPERTIES. NEW LIGHTING SHALL BE FULL CUTOFF LIGHTING.
4. DIMENSIONS SHOWN ARE IN METERS AND CAN BE CONVERTED TO FEET BY MULTIPLYING BY 3.281
5. THIS SITE PLAN IS TO DEPICT LOCATION OF BUILDING ADDITION AND SPATIAL SEPARATIONS TO CONFIRM COMPLIANCE TO REQUIREMENTS OF THE ONTARIO BUILDING CODE AND DOES NOT REPLACE A LEGAL SURVEY.

FIRE ROUTE NOTES:

1. SHALL HAVE CLEAR WIDTH OF AT LEAST 6M
2. CENTRE LINE TURN RADIUS OF AT LEAST 12M
3. HAVE CHANGE OF GRADIENT NOT MORE THAN 1 IN 12.5 OVER A MINIMUM DISTANCE OF 15M.
4. DESIGNED TO SUPPORT EXPECTED LOADS OF FIRE TRUCK
5. FINISHED SURFACE OF CONCRETE, ASPHALT OR OTHER MATERIAL (GRAVEL) DESIGNED TO PERMIT ACCESSIBILITY UNDER ALL CLIMATIC CONDITIONS.
6. HAVE TURNAROUND FACILITY FOR ANY DEAD END PORTION OF ACCESS ROUTE MORE THAN 90M LONG.
7. PROVIDE ALL MINIMUM AND MAXIMUM DIMENSIONS AS SHOWN.



1 SITE PLAN
S1 SCALE: 1 : 750



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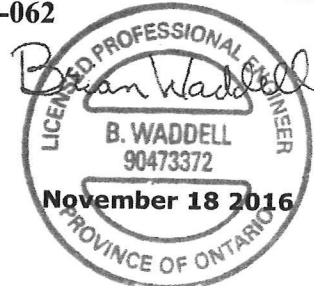
Date	Issue
NOV. 4, 2016	ISSUED FOR CLIENT REVIEW
NOV. 18, 2016	ISSUED FOR PERMIT



44681 Gough Road, RR 2 Gorrie, Ontario
N0G 1X0 Phone: 1-877-366-4650
DESIGNER INFORMATION
Duane Bauman BCIN 28073
ALL CONSTRUCTION IS TO CONFORM TO THE
ONTARIO BUILDING CODE, LATEST EDITION

Project Engineer PROJECT No. 16-11-062

WADDELL
ENGINEERING LTD.
119 PINEBUSH RD. CAMBRIDGE ON
PH. 519-267-6789
FAX. 1-866-388-9659
INFO@WADDELLENG.COM



Client		COUNTRYSIDE CONCRETE	
Project Title		Drawing	
Addition to Existing Shop		SITE PLAN	
190 JOHN ST. NORTH HARRISTON ON		Scale	AS NOTED
		Date	Nov. 4, 2016
		Drawn By	D. BAUMAN
		Project #	1314
		Dwg. #	
		S1	



TOWN OF MINTO

DATE: December 2, 2016
REPORT TO: Mayor and Council
FROM: Chris Harrow
SUBJECT: Appointment of CEMC

STRATEGIC PLAN:

Protect the health and safety of the community and citizens, business and the environment, by supporting a quality Volunteer Fire Department, emergency preparedness, and access to health care, prevention and wellness opportunities.

BACKGROUND:

The Municipality is required to appoint a Community Emergency Management Co-ordinator (CEMC). The previous By-Law from 2003 is now outdated and needs to be renewed. As well as the CEMC appointment, the By-Law should appoint two alternates who may act as CEMC in his/her absence.

COMMENTS:

In the original By-Law, Linda Dickson through the County of Wellington was appointed as the CEMC for Minto. This has not changed and will remain the same in the new By-Law. The update to the By-Law is appointing two alternate CEMC's, the Fire Chief and C.A.O. Clerk Bill White. We have both acted in these positions over the past few years when the tornado and floods hit Minto. We have found that along with Linda, the team has worked extremely well together to get us through these incidents. As well, both CAO White and myself already have the proper training in place for this designation.

FINANCIAL CONSIDERATIONS:

None

RECOMMENDATION:

THAT Council approves the Fire Chiefs December 2, 2016 report regarding the Community Emergency Management Co-ordinator, and that an updated by-law re-appointing Linda Dickson of Wellington County and appointing alternates Fire Chief Chris Harrow and C.A.O. Clerk Bill White as Alternate Community Emergency Management Co-ordinators be considered in open session.

Chris Harrow
Fire Chief



TOWN OF MINTO

DATE: November 7th, 2016

REPORT TO: Mayor and Council

FROM: Annilene McRobb, Deputy Clerk

SUBJECT: Ontario Wildlife Damage Compensation Program and Fence Viewers

STRATEGIC PLAN

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

BACKGROUND

Under the Ontario Wildlife Damage Compensation program, municipalities are responsible for appointing Municipal-Valuers to evaluate claims for financial assistance by producers whose livestock, poultry and honey bees have been damaged by wildlife. The Municipal-Valuer documents the claim, completes the required report and files it with the Ministry of Agriculture Food and Rural Affairs. The C.A.O. Clerk's Department facilitates claims, arranges payment to the producer and compensation from the Province in accordance with the terms and conditions. The Town of Minto has had 12 claims since 1999.

As of January 1, 2017, changes to the Ontario Wildlife Damage Compensation Program will take place including standardizing the Valuation Model for Compensation for consistency. The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) will assign fair market value for livestock or poultry injured or killed. This information will be available on the ministry's website. This standard will ensure greater consistency and transparency.

A new appeal process is proposed to streamline and simplify producers' requests where compensation is denied. A reasonable care plan template has been developed to assist producers with preventative measures.

COMMENTS:

Ontario Wildlife Damage Compensation Program

While the Town does not have a lot of call for this service (less than one a year), it supports initiatives that clarify and simplify the program so long as producers with legitimate claims continue to be dealt with fairly.

The Town has three individuals appointed as Livestock Valuers and Fence Viewers, Barry Heinmiller, Gerald Koeslag and Allan Simpson. All three gentlemen have been appointed for at least 15 years. Koeslag and Simpson have opted to continue on in this capacity for at least another year, while Heinmiller will be retiring from this position at the end of 2016.

Training will be provided to Koeslag and Simpson on the changes made to the Ontario Wildlife Damage Compensation Program later this year. While the Town can continue with two Livestock Valuers, Barry Heinmiller's retirement impacts appointments under the Line Fences Act.

The Line Fences Act

The Line Fences Act requires three fence-viewers to be present at a viewing. It is, however, advisable for a Council to appoint more than three fence-viewers so the Clerk has discretion

assigning fence-viewers to each case. A fence-viewer who is a relative or friend of one of the owners should not be involved in arbitrating that dispute which will require the two other viewers deal with that case. In a municipality like Minto with both rural and urban areas, it is also advisable that the roster of fence-viewers reflect this fact to permit the clerk to assign the appropriate fence-viewers to each viewing.

Council members can be appointed as members but this old legislation is designed to be non-political. Municipal staff members may also be appointed except for situations where the municipality is an adjoining owner. Municipalities that rarely receive an application for a viewing might consider appointing the fence-viewers of a neighbouring municipality to also serve their municipality, should it be required.

During my ten years here, there have only been two requests for fence viewers. I believe having Mr. Simpson and Mr. Koeslag stay on and appointing two staff members is sufficient.

FINANCIAL CONSIDERATIONS.

There are no financial considerations for the appointment.

RECOMMENDATION

THAT Council receives the Ontario Wildlife Damage Compensation Program and Fence Viewers report from the Deputy Clerk and considers appointing two staff members as Fence Viewers in 2017.

Annilene McRobb
Deputy Clerk



TOWN OF MINTO

DATE: November 28, 2016

REPORT TO: Mayor and Council

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

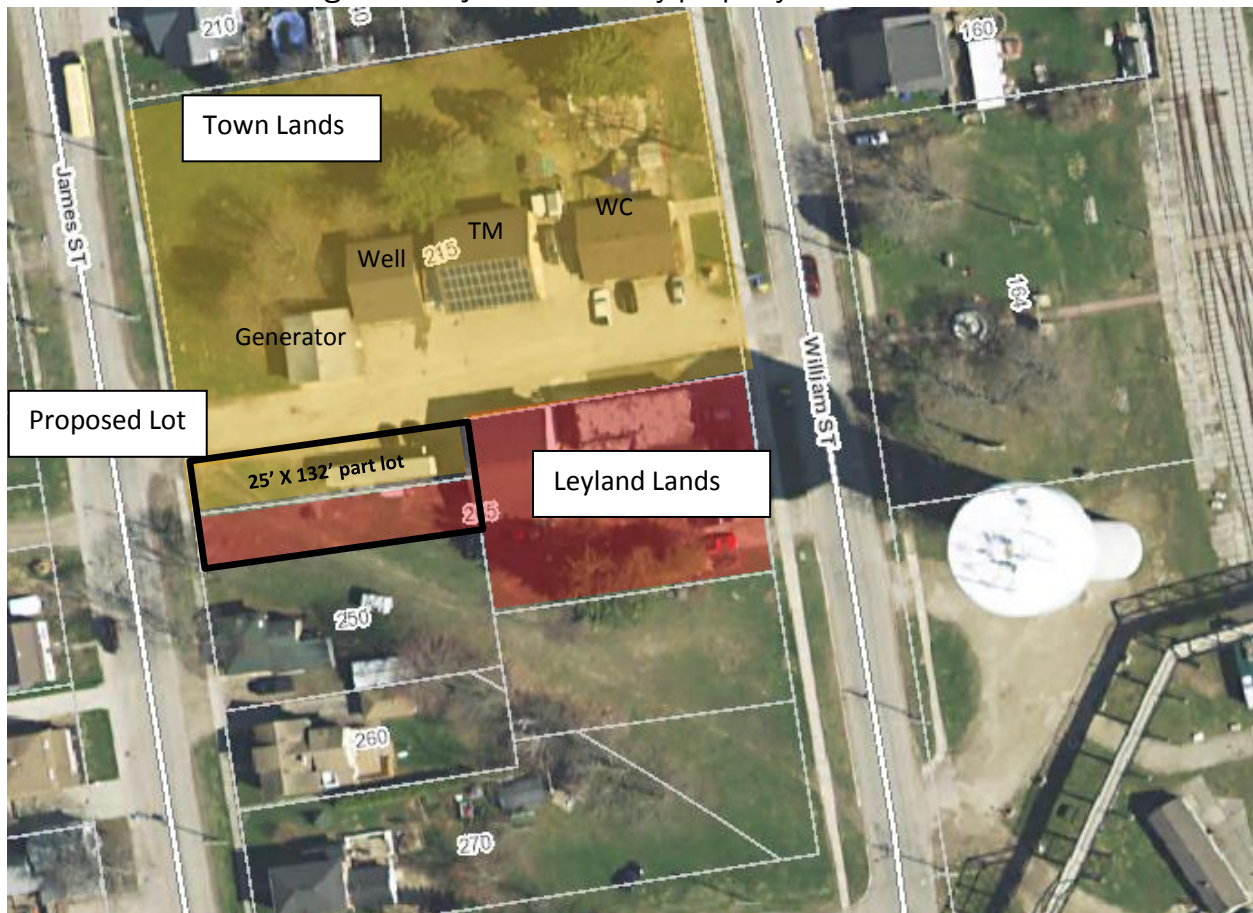
SUBJECT: Offer to Purchase, Leyland, James St. Palmerston

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.

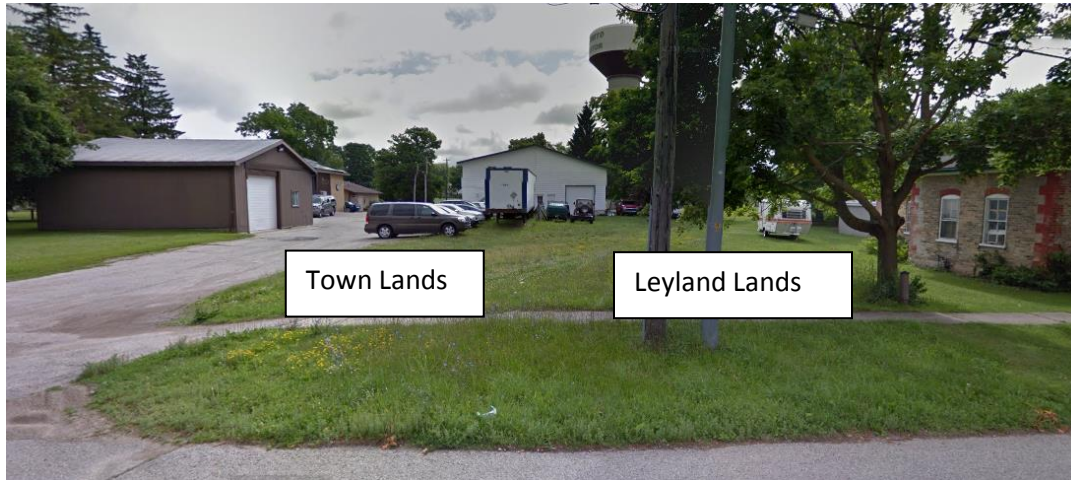
BACKGROUND

In closed session Council had considered a written request and agreement of purchase and sale from Justin and Nicole Leyland to buy a 25' by 132' piece of the former Palmerston PUC building lands adjacent to family property shown in red below.



The Town lands are in part former rail lines that intersect the main former Palmerston PUC property. As such the agreement of purchase and sale was structured to ensure the purchasers were aware that the environmental condition of the lands has to be addressed at their sole cost and expense before any development can occur.

The picture below shows the lands in question from a street view.



COMMENTS:

The conditional agreement of purchase and sale has the following general terms:

- Purchase price 25 by 132 feet of land \$21,000; \$1,000 deposit received
- Price includes one sanitary sewer lateral and one water service connection (installed at a cost of \$3346 during James St. reconstruction
- Agreement completed within 60 days of final acceptance
- Town to comply with its disposition of land by-law
- Town to supply any relevant documentation to purchaser
- Lands bought “as is” with purchaser having 30 days to satisfy themselves regarding site conditions and Town not responsible for property including future clean up
- Purchaser acknowledges the lots are not suitable for residential construction without a record of site condition prepared by a qualified person under applicable legislation.
- Purchaser to provide notice of work on the lands and to pay for soil tests and environmental inspection at its sole cost.
- Town makes no implied condition or warranty that the lands can be used for any purpose except as stipulated in the agreement
- Purchaser acknowledges land is not zoned for residential and in addition to providing a record of site condition Purchaser must obtain all other planning approves at their cost.
- Lands are acquired to join to adjacent lands on title to permit construction of a building
- Standard conditions on closing and registration of deeds; the Town must supply a reference plan specifically describing the lands.

To comply with disposition of property by-law the Town must declare the lands surplus and give public notice of its intent to sell. At least half of the strip of land conservatively is rail land which if sold to an abutting owner an appraisal is not required. The Town obtained a letter of opinion from Coach House Realty which suggests a value of \$60,000 to \$65,000 of a full building lot in Palmerston less any impact of environmental condition.

FINANCIAL CONSIDERATIONS:

The \$21,000 purchase price must cover \$3,346 servicing costs leaving \$2,654 for reference plan and legal. The value of the land as half a building lot is \$30,000 to \$32,500 less cost to rezone and deal with environmental issues including preparing a record of site condition. These obligations rest with the purchaser such that price offered is fair.

RECOMMENDATION:

THAT Council receives the C.A.O. Clerk's November 28, 2016 report regarding the Offer to Purchase, Leyland, James St. Palmerston, that the subject lands known as the 25 foot by 132 foot piece of Lot 8 East of James Street former Town of Palmerston is declared surplus to the needs of the municipality, and that Council considers a by-law in regular session authorizing the Mayor and C.A.O. Clerk to execute all documents needed to complete the transfer according to the agreement of purchase and sale summarized in the report.

Bill White, C.A.O. Clerk

**TOWN OF MINTO**

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

STRATEGIC PLAN:

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

BACKGROUND

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

Administration	\$	62,437.11
People & Property		3,231.10
Health & Safety		
Health Services		
Building		637.94
Economic Development		31,916.82
Incubator		442.70
Tourism		
Fire		10,977.21
Drains		
Roads		470,429.74
Cemetery		
Streetlights		1,231.75
Waste Water		7,121.11
Water		19,300.78
Minto in Bloom		244.27
Recreation		3,638.63
Clifford		5,839.33
Harriston		7,696.41
Palmerston		19,210.61
Norgan		1,805.24

\$ 646,160.75

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

Gordon Duff, Treasurer

**TOWN OF MINTO**

DATE: November 30, 2016
REPORT TO: Mayor and Council
FROM: Gordon Duff, Treasurer
SUBJECT: Connecting Link Fund – Engineering Contract Award

STRATEGIC PLAN:

5.1 Actively seek out Federal and Provincial grants and revenue-sharing programs, and promote sustainable and equitable funding programs that require a minimal amount of reporting and promote local autonomy.

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

BACKGROUND:

The Town of Minto approved the signing of the Contribution Agreement for Intake One of the Ontario Connecting Links program in April, 2016. This is a multi-year project with the design and engineering to be completed in 2016 and 2017. The construction work for the portion of Elora Street from the southern urban boundary of Clifford to James Street will occur in 2018. An application for funding for the final phase north from James Street to the northern boundary was submitted this fall.

COMMENTS:

The Province requires that the design and engineering for this project be specifically awarded. Upon the awarding of this contract, this will satisfy the requirements of Milestone 1 and an amount up to fifty percent (50%) of the approved funds will be sent to the Town.

FINANCIAL CONSIDERATIONS:

The Town will still be responsible for 10% of the eligible costs of this project. The funds from Milestone 1 will allow the Town to move forward with the design and engineering for the work approved under Intake 1.

RECOMMENDATION:

THAT Council receives the report from the Treasurer dated November 30, 2016 and award the contract for design and engineering for reconstruction of the Elora Street Connecting Link in the former village of Clifford from the southern urban limit north 1,210 meters to James Street to Triton Engineering Services Limited.

Gordon Duff, CPA, CGA
Treasurer



**PLANNING REPORT
for the TOWN OF MINTO**

Prepared by the County of Wellington Planning and Development Department

DATE: December 1, 2016
TO: Bill White, C.A.O.
Town of Minto
FROM: Linda Redmond, Senior Planner
County of Wellington
SUBJECT: Deeming of former OPP Station lands, Palmerston

Background:

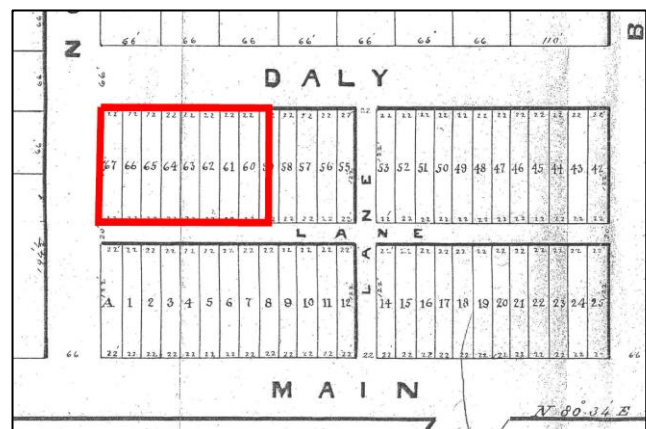
The lands located at 250 Daly Street, Palmerston (former OPP station) are being considered for a future development site. The County is working to ensure that we are in a position to be shovel ready, should a project move forward. During our research we discovered that the original town plan was still in effect and legally describes the lands as, Lots 60 to 67 and Part Lot 59, Survey Fuller & Watson, Town of Palmerston. As such the property contains eight full lots and one half lot, each with frontages of 22ft. and 11ft. respectively, within a Plan of Subdivision (figure 1). The Fuller & Watson Plan for Palmerston was registered on June 5, 1875.

This current configuration of the lands will interfere with any future development on the lands. A way to deal with this is to de-register or deem this part of the Plan of Subdivision. A deeming by-law is a municipal process with no appeal.

Figure 1 - Fuller & Watson Plan for Palmerston

De-Registering a Plan of Subdivision - Deeming

Subsection 50(4) of the Planning Act provides that a Municipal Council may, by by-law, deem all or some portion of a plan that is at least 8 years old and was historically considered to be a "registered plan of subdivision", to no longer be one. The outcome of this by-law will be that the lots owned by the County will be consolidated into one large parcel under single ownership.



Deeming By-law Procedure Following Passage and Notification

Section 50(4) and (26) to (30) of the Planning Act outlines the procedure for enactment and registration of a deeming by-law. Unlike many other by-laws, prior notice of Council's intention to pass such a by-law is not required. However, once enacted by Council, notice must then be given to all affected landowners. In this instance the only landowner affected would be the County of Wellington.

Respectfully submitted,

Linda Redmond,
Senior Planner

The Corporation of the Town of Minto
By-law No. 2016-93

to designate certain land within the Town of
Minto not to be within a registered plan of
subdivision for the purpose of Section 50 (3) of
the Planning Act, R.S.O, 1990, as amended

WHEREAS Section 50(4) of the Planning Act, R.S.O., as amended, provides authority to the Council of a local municipality to designate by By-law any plan of subdivision, or part thereof, that has been registered for eight years or more as not to be a registered plan of subdivision for the purposes of subsection 50(3);

AND WHEREAS Survey Fuller & Watson, Town of Palmerston, now in the Town of Minto, County of Wellington is a Plan of Subdivision registered for eight years or more.

AND WHEREAS it is deemed expedient in order to control adequately the development of land in the municipality that a by-law be passed pursuant to Section 50(4) of the Planning Act.

AND WHEREAS the Corporation of the Town of Minto deems it appropriate and necessary to designate certain lands within the Town not to be part of a registered plan of subdivision

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

1. That lots 60 to 67 and west Part of Lot 59, Survey Fuller & Watson, Town of Palmerston, now in the Town of Minto, are hereby deemed not to be Lots on a registered plan for the purpose of Subsection 3 of Section 50 of the Planning Act.
2. THAT this By-law shall take effect upon the final passing and pursuant to Section 50 (28) which requires the registration of a certified or duplicate copy of the By-law at the Land Registry Office for the County of Wellington.

Read a first, second, third time and passed in open Council this 6th day of December, 2016.

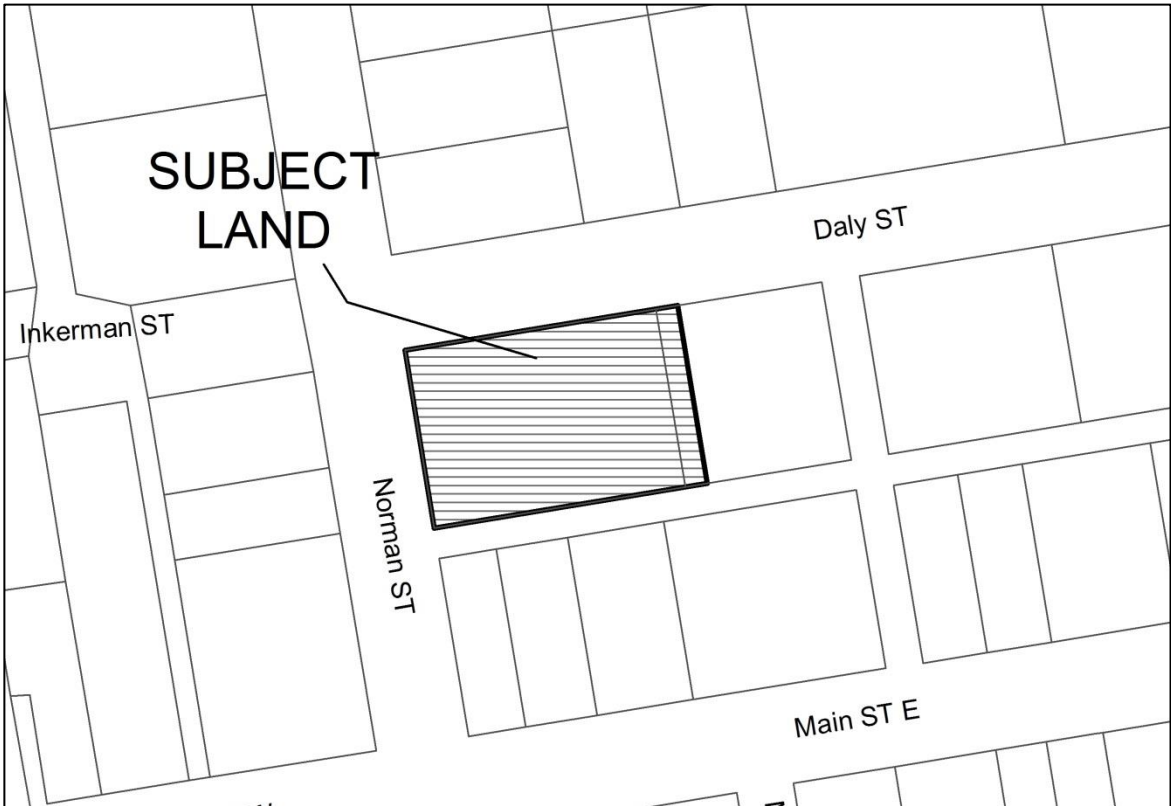
Mayor George A. Bridge

C.A.O. Clerk Bill White

THE TOWN OF MINTO

BY-LAW No 2016-93

Schedule "A"



This is Schedule "A" to By-law 2016-93

Passed this 6th day of December 2016

Mayor George A. Bridge

C.A.O. Clerk Bill White

The Corporation of the Town of Minto
By-law No. 2016-94

To appoint a Community Emergency Management Coordinator for the
Corporation of the Town of Minto

WHEREAS the Emergency Management and Civil Protection Act R.S.O. 1990 c E 9 requires every municipality to develop and implement an Emergency Management Program; and

WHEREAS Ontario Regulation 380/04 made pursuant to the Emergency Management and Civil Protection Act R.S.O. 1990 c E 9. Requires every municipality to designate a Community Emergency Management Coordinator; and

WHEREAS the Council of the Corporation of the Town of Minto deems it necessary to appoint a Community Emergency Management Coordinator, (CEMC), and a Community Emergency Management Coordinator Alternates;

NOW THEREFORE BE IT RESOLVED THAT the Council of The Corporation of the Town of Minto enacts as follows:

1. THAT Linda Dickson is hereby appointed Community Emergency Management Coordinator, (CEMC).
2. THAT Chris Harrow and Bill White are hereby appointed Community Emergency Management Coordinator - Alternates, (CEMC Alternates).
4. THAT all other by-laws inconsistent herewith are hereby repealed.
5. 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 6th day of December, 2016.

Mayor George A. Bridge

C.A.O. Clerk Bill White

The Corporation of the Town of Minto
By-law Number 2016-95

To Authorize the Sale of certain Town owned Lands
in Palmerston fronting on James Street to Justin and Nicole Leyland

WHEREAS the Corporation of the Town of Minto (the “Town”) has, pursuant to Sections 8, 9, 10, 11 and 270 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the “Act”), the authority to dispose of municipally owned property;

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

AND WHEREAS the Town is the owner of lands that are described in Schedule “A” to this By-law (the “Subject Property”);

AND WHEREAS the Town has complied with its disposition of property By-law 08- 03 respecting the conveyance of municipal property;

AND WHEREAS Justin and Nicole Leyland has entered into an Agreement of Purchase and sale for lands herein described as Part Lot 8 East of James Street, Palmerston Town of Minto,

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

1. That the sale of lands described in Schedule “A” to this By-law to Justin and Nicole Leyland or such other persons or companies represented by the Leyland’s for a total price of \$21,000 is hereby authorized.
2. That the Mayor and C.A.O. Clerk are hereby authorized to execute any and all documents in regard to completing transactions on phased closing dates as set out in the agreement of purchase and sale between the parties or as may be agreed to mutually between the parties.
3. The lands subject to this Agreement described in Schedule “A” shall form part of this By-law.”

Read a first, second, third time and passed in open Council this 6th day of December, 2016

George A. Bridge, Mayor

Bill White C.A.O. Clerk

Schedule "A"
2016-56
Description of Subject Lands

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

Part Lot 8 East of James Street Palmerston Town of Minto, County of Wellington, Province of Ontario which is the front 25 feet by 132 feet of land irregular on James Street subject to a reference plan being prepared as required by the agreement

The Corporation of the Town of Minto
By-law Number 2016-96

Agreement to maintain certain approved work
funded through the Town of Minto Community Improvement Plan (CIP)

WHEREAS under Section 8 of the *Municipal Act*, S.O., 2001, c. 25, the Corporation of the Town of Minto has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS the Corporation of the Town of Minto wishes to enter into an Agreement with Michael and Suzanne Hendrick for lands municipally known as 39 Elora Street South, Harriston

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

1. That the Mayor and C.A.O. Clerk are hereby authorized and directed to execute the Community Improvement Plan Agreement with Michael and Suzanne Hendrick attached hereto as Schedule “A” and forming part of this By-law.
2. That the C.A.O. Clerk is hereby instructed to affix the Corporate Seal hereto.

Read a first, second, third time and passed in open Council this 6th day of December, 2016.

Mayor George A. Bridge

C.A.O. Clerk Bill White

The Corporation of the Town of Minto
By-law No. 2016-97

To confirm actions of the Council of the
Corporation of the Town of Minto
Respecting a meeting held December 6, 2016

WHEREAS the Council of the Town of Minto met on December 6, 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 December 6, 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 6th day of December, 2016.

Mayor George A. Bridge

C.A.O. Clerk Bill White