



Tuesday, December 20, 2016

7:00 p.m.

Council Chambers

	Pages
1. Call to Order	
2. Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act	
3. Minutes of Previous Meeting	
a. Regular Council Minutes of December 6, 2016	1
4. Additional Items Disclosed as Other Business	
5. Resolution Moving Council into Committee of the Whole to Consider Public Meetings, Delegations, Public Question Period, Correspondence, Reports, Motions for Which Notice Has Been Previously Given and Other Business	
6. Public Meeting	
7. Delegations	
a. John Murray and Matt Van Dommelen from Public Sector Digest/Citywide, Asset Management Plan Roadmap project	12
8. Public Question Period	
9. Correspondence Received for Information or Requiring Direction of Council	
a. Town of Lakeshore, Resolution - Accommodation Review Process	35
b. Guy Caron MP, Request for Support, Bill C-274: Transfer of small business, family farm or fishing operation	37
c. Crime Stoppers Guelph Wellington, Winter Newsletter	40

d.	Richmond Hill, Resolution, A Bank for Everyone, Support Postal Banking	43
e.	Township of Hornepayne, Resolution-Municipal Fire Department Infrastructure	47
f.	Township of McMurrich/Monteith, Resolution Re: Municipal Fire Department Infrastructure	49
10.	Reports of Committees and Town Staff, Matters Tabled and Motions for Which Notice Has Been Previously Given	
a.	Committee Minutes for Receipt - None	
b.	Committee Minutes for Approval	
1.	Parks and Recreation Advisory Committee Minutes of December 12, 2016	51
c.	Staff Reports	
1.	Business and Economic Manger, Signage Grant – Clifford Take Out	74
2.	Building Inspector, Part-Lot Control Exemption, Sinclair 310 Main Street	75
3.	Building Inspector, Site Plan Approval 120 York Street, Palmerston	78
4.	Chief Building Official, November Building Permit Review	82
5.	Deputy Clerk, Closed Meeting Investigator	86
6.	C.A.O. Clerk, Gibson Severance	87
7.	C.A.O. Clerk Follow Up Ornamental Ponds	93
8.	C.A.O. Clerk Palmerston Rail Trail Bridge Restoration	96
9.	Treasurer, Approval of Accounts	99
d.	Other Business Disclosed as Additional Item	
11.	Motion to Return To Regular Council	
12.	Notices of Motion	
13.	Resolution Adopting Proceedings of Committee of the Whole	
14.	By-laws	

a.	By-law 2016-98, to amend By-law 2016-31, a by-law to Regulate and License the Keeping of Dogs and Dog Kennels in the Town of Minto	101
b.	By-law 2016-99, To Authorize a License Extension and Amending Agreement 1 Elora St.N.	103
c.	By-law 2016-100, To authorize an Amendment to a Commercial Lease Agreement 1 Elora St. N.	104
d.	By-law 2016-101, Site Plan Approval, 310 Main Street, Palmerston	105
e.	By-Law 2016-102, for the purpose of Appointing Tawnya Robertson as Deputy Division Registrar	107
f.	By-law 2016-103, authorizing the Mayor and C.A.O. Clerk to sign a Minutes of Settlement Agreement	108
g.	By-law 2016-104, to Authorize the Mayor and CAO Clerk to execute a Site Plan Agreement, Clair Ridge Estates	109
h.	By-law 2016-105, Confirm the Proceeding of the December 20, 2016 Committee/Council Meeting	110

15. Adjournment



Council Minutes
Tuesday, December 6, 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
Belinda Wick-Graham, Business & Economic Manager
Gordon Duff, Treasurer
Brian Hansen, Public Works Director
Matt Lubbers, Recreation Services Manager

1. **Call to Order - 2:31 p.m.**
2. **Disclosure of Pecuniary Interests Under the Municipal Conflict of Interest Act - None**
3. **Motion to Convene into Closed Session**

RESOLUTION: 2016-235

Moved by: Councillor Elliott; Seconded by: Councillor Colwell

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

- 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**

Carried

4. **Motion to Convene into Open Session 3:12 p.m.**

RESOLUTION: 2016-236

Moved by: Councillor Turton; Seconded by: Councillor Dirksen

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

Carried

5. Minutes of Previous Meeting

RESOLUTION: 2016-237

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

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

Carried

6. Additional Items Disclosed as Other Business

Councillor Anderson disclosed an additional item.

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

RESOLUTION: 2016-238

Moved by: Councillor Anderson; Seconded by: Councillor Turton

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

Carried

8. Public Meeting 5 p.m.

- a. ZBA-2016-09 Martin 6433 10th Line, Concession 10 Part Lot 12 RP 61R20037 Part 1, Town of Minto

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

C.A.O. Clerk White described the property location and noted the proposed amendment would rezone the lands to allow a permanent accessory dwelling or a temporary Garden Suite for a period of up to 20 years. Zoning relief may also be required for 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 appropriate. The parcel is currently zoned agricultural. He advised notice was mailed to property owners within 120 meters of the subject lands, applicable agencies and posted on-site November 16. Comments were received from Town Staff, County of Wellington Planning Department, nearby property owners Darrell and Jane Buehler, and Upper Grand District School Board.

Mark van Patter Manager of Planning and Environment reviewed the County report and noted options on the location and design of the second dwelling. The dwelling cannot be behind the main residence due to the septic system location. The second dwelling can be mobile, modular or added to the main home. Garden Suites are limited to 20 years.

Chair Bridge called on the applicant or his agent to provide comments. Edwin Martin noted that the proposed trailer will be placed to the south of the home with its own septic system. Isaac Martin asked about the process after the public meeting.

Chair Bridge called upon Council to ask questions. Council asked whether the applicants preferred a mobile garden suite or a permanent residence and the Martin's noted that they were open to options although a permanent second home may impact value. The C.A.O. Clerk suggested previous approvals in rural areas were for a Garden Suite with an agreement approved by Council. This would outline design, buffering and timing not to be longer than 20 years. The agreement would only be for the current owner.

Chair Bridge called on anyone who wishes to comment in favour or opposition of the application and not persons came forward. Mr. van Patter indicated a by-law was not available but he could discuss options with the Martin's and bring back a final proposal if Council deferred the application

MOTION: COW 2016-291

Moved by: Councillor Turton; Seconded by: Councillor Dirksen

THAT the by-law be deferred pending applicants providing plans on either a permanent or temporary dwelling to the County of Wellington Planning Staff.

Carried

Chair Bridge stated to be notified of the decision of the Council of the Town of Minto in respect to the proposed Zoning By-law Amendment application, you must make a written request to the Clerk of the Town of Minto at 5941 Highway 89, Harriston, N0G 1Z0 or by email at Bwhite@town.minto.on.ca and adjourned the meeting at 5:12 p.m.

9. Delegations

- a. Belinda Wick-Graham and Callise Foerter, "Fire and Ice" New Year's Event
Business and Economic Manager Wick-Graham provided a release of information on the "Fire and Ice" Event on New Year's Eve 5-8 pm at the Palmerston arena.

10. Public Question Period - None

11. Correspondence Received for Information or Requiring Direction of Council

- a. Township of South Stormont, Resolution re: Rural Schools South Stormont
- b. Lorne Coe, MPP Whitby-Oshawa- Bill 9, End Age Discrimination Against Stroke Recovery Patients Act, 2016
- c. Township of Madawaska Valley, Bill 7 Promoting Affordable Housing Act 2016
- d. Waterloo Wellington LHIN, Fall Newsletter
- e. Township of Bonfield, Resolution regarding the 2015 Pan AM and Parapan AM Games
- f. Municipality of Greenstone, Resolution Regarding Access and Delivery of Hydro
- g. Town of Pelham, Resolution regarding Autism Support
- h. Clifford Recreation Association, December Newsletter
- i. County of Wellington Planning Committee, Bill 39, The Aggregate Resources and Mining Modernization Act, 2016 Report
- j. County of Wellington Planning Committee, Ontario Municipal Board Review, Comments on Proposed Changes

- k. Tay Valley Township, Resolution - Hydro Ones Strategy Regarding Hydro Costs
- l. Mapleton's Seniors for Excellence, December Newsletter and Calendar
- m. Ontario Ombudsman, November Newsletter
- n. Association of Municipalities Ontario, Federal Infrastructure Phase 2 Incrementality Resolution

MOTION: COW 2016-268

Moved By: Councillor Anderson; Seconded By: Councillor Colwell

THAT the correspondence item 11 b) Lorne Coe, MPP Whitby-Oshawa- Bill 9, End Age Discrimination Against Stroke Recovery Patients Act, 2016 be received as information and that a letter supported by Council be sent.

Carried

MOTION: COW 2016-269

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

THAT the correspondence item 11 j) County of Wellington Planning Committee, Ontario Municipal Board Review, Comments on Proposed Changes be supported by Council.

Carried

MOTION: COW 2016-270

Moved By: Councillor Anderson; Seconded By: Councillor Dirksen

THAT the remaining correspondence be received for information.

Carried

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

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

MOTION: COW 2016-271

Moved By: Councillor Turton; Seconded By: Councillor Elliott

THAT the Maitland Valley Conservation Authority, Board of Directors Meeting Minutes of October 18, 2016 and the Maitland Valley Conservation Authority, Board of Directors Hearing Minutes be received for information.

Carried

- b. Committee Minutes for Approval
 - 1. LaunchIt Committee Minutes of October 11, 2016
 - 2. LaunchIt Committee Minutes of November 22, 2016
 LaunchIt Coordinator Somer Gerber highlighted the minutes.

MOTION: COW 2016-272

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

THAT the LaunchIt Committee Minutes of October 11 and November 22, 2016 be received and any recommendation contain therein be approved.

Carried

3. Harriston Farmers Market Committee Minutes of October 27, 2016
 4. Palmerston Farmers Market Committee Minutes of October 17, 2016
- Business and Economic Manager Wick-Graham reviewed the minutes confirming there were no plans to move the Harriston Farmers Market from Tannery Park in 2017

MOTION: COW 2016-273

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

THAT the Harriston Farmers Market Committee Minutes of October 27, 2016 and Palmerston Farmers Market Committee Minutes of October 17, 2016 be received and any recommendation contain therein be approved.

Carried

5. Economic Development and Planning Committee Minutes of November 10, 2016
 6. Cultural Roundtable Committee Minutes of November 28, 2016
- Business and Economic Manager Wick Graham summarized both sets of minutes

MOTION: COW 2016-274

Moved By: Councillor Elliott; Seconded By: Councillor Turton

THAT the Economic Development and Planning Committee Minutes of November 10, 2016 be received and any recommendation contain therein be approved.

Carried

MOTION: COW 2016-275

Moved By: Councillor Anderson; Seconded By: Councillor Dirksen

THAT the Cultural Roundtable Committee Minutes of November 28, 2016 be received and any recommendation contain therein be approved.

Carried

c. Staff Reports

1. Business and Economic Manager, 215 Minto Road: "Ontario Investment Ready: Certified Site" Palmerston Industrial Park

Business and Economic Manager Wick-Graham noted Town staff worked since 2014 to certify the site. The program pays 50% of costs. There are currently only 22 in Ontario and this is first in the County.

MOTION: COW 2016-276

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

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

Carried

2. Triton Engineering Services Limited, Intersection of Main and William Streets, Palmerston

C.A.O. Clerk White presented Triton Engineering's report recently sent to Palmerston Downtown Committee for input. The area meets warrants for a level B Pedestrian Crossover.

MOTION: COW 2016-277

Moved By: Councillor Elliott; Seconded By: Councillor Turton

THAT Council receives the Triton Engineering Services Limited Main St. / William St. Intersection, Palmerston, File: A3157A report and that it is forwarded to the Palmerston Downtown Revitalization Committee for input.

Carried

3. Recreation Services Manager, Trails Funding Programme

Recreation Services Manager Lubbers outlined expenses to be submitted for County of Wellington funding.

MOTION: COW 2016-278

Moved By: Councillor Colwell; Seconded By: Councillor Dirksen

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.

Carried

4. Recreation Services Manager and Chief Building Official, Van Replacement

Recreation Service Manager Lubbers outlined the process of getting the bid from Leslie Motors as per the purchasing by-law. Council discussed ways to encourage more bidders. Mayor Bridge noted the vehicle cost must account for travel for warranty work. CAO Clerk noted that the Procurement By-law requires a review and will be looked at in 2017.

MOTION: COW 2016-279

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

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 and further, that staff bring forward an updated Procurement By-law for review.

Carried

5. Recreation Services Manager, Joint Health and Safety Committee Annual Update

Recreation Services Manager Lubbers noted he would continue to work on these matters but Greg Mallett of Facilities would be a Co-chair of the Committee.

MOTION: COW 2016-280

Moved By: Councillor Elliott; Seconded By: Councillor Turton

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.

Carried

6. By-law Enforcement Officer, Dog Licensing By-Law Exemption

By-law Enforcement Officer Forbes reviewed a framework for considering exemptions for Kennels under this bylaw.

MOTION: COW 2016-281

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

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.

Carried

7. Building Inspector, Barry Heinmiller Severance

Building Inspector Pennington reviewed the report and proposed conditions noting when a building permit is issued compliance with current MDS regulations will be required.

MOTION: COW 2016-282

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

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:

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.

- 1. 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.**

Carried

8. Building Inspector, Site Plan Control for J.W. Bauman Ltd., 190 John Street North, Harriston

Building Inspector Pennington noted the owner would plant trees and pave the driveway and part of the parking lot. Belinda Wick Graham stated the expansion was required when additional land was bought from the Town a few years ago.

MOTION: COW 2016-283

Moved By: Councillor Anderson; Seconded By: Dirksen

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.**

Carried

9. Fire Chief, CEMC Appointment

MOTION: COW 2016-284

Moved By: Councillor Turton; Seconded By: Councillor Colwell

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.

Carried

10. Deputy Clerk, Ontario Wildlife Damage Compensation Program and Fence Viewers
Deputy Clerk McRobb explained that one appointee was no longer volunteering and that replacement Fence Viewers are needed although both services are infrequently used.

MOTION: COW 2016-285

Moved By: Councillor Elliott; Seconded By: Councillor Cowell

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.

Carried

11. C.A.O. Clerk, Offer to Purchase, Leyland James St. Palmerston

C.A.O. Clerk White noted lands had to be declared surplus and approving bylaw passed to proceed.

MOTION: COW 2016-286

Moved By: Councillor Turton; Seconded By: Councillor Elliott

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.

Carried

Councillor Colwell assumed the Chair

12. Treasurer, Approval of Accounts November 2016

Treasurer Duff noted major payments made for Jane & Inkerman and CIP Structural Grant.

MOTION: COW 2016-287

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

THAT Council receives the Treasurer's report regarding Approval of Accounts, and approves accounts by Department for November 25, 2016 as follows: Administration \$ 62,437.11, People & Property \$ 3,231.10 , Building \$ 637.94, Economic Development \$ 31,916.82, Incubator \$ 442.70, Fire \$ 10,977.21, Roads \$ 470,429.74, Streetlights \$ 1,231.75, Wastewater \$ 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.

Carried

13. Treasurer, Connecting Link Funding - Engineering Contract Award
Treasurer Duff explained this is a formality for connecting link funding.

MOTION: COW 2016-288

Moved By: Councillor Turton; Seconded By: Mayor Bridge

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.

Carried

Mayor Bridge reassumed the Chair

14. County of Wellington Planning and Development Department, Deeming of former OPP Station lands, Palmerston

County Planner Mark Van Patter noted the lands contain eight full lots with 22 feet frontage and one half lot with 11 feet. The County is asking for the 1875 plan to be de-registered.

MOTION: COW 2016-289

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

THAT Council receives the December 1, 2016 report from County of Wellington Planning Department regarding Deeming of former OPP Station lands, Palmerston and considers a By-law in Open Session.

Carried

d. Other Business Disclosed as Additional Item

Councillor Anderson stated that she and her husband County Councillor David Anderson will be providing a Community Christmas Dinner for members of the community who may be alone or unable to prepare their own meal at the Harriston Minto Community Centre.

MOTION: COW 2016-290

Moved by: Deputy Mayor Faulkner; Seconded by David Turton

THAT the Town of Minto donates the use of the Harriston Community Centre for Jean and David Anderson's Community Christmas Dinner.

Carried

13. Motion to Return To Regular Council

RESOLUTION: 2016-239

Moved by: Councillor Colwell; Seconded by: Councillor Elliott

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

Carried

14. Notices of Motion - None

15. Resolution Adopting Proceedings of Committee of the Whole

RESOLUTION: 2016-240

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

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

Carried

16. By-laws

- a. 2016-93, Deeming By-law for former OPP Lands, Palmerston

RESOLUTION: 2016-241

Moved by: Councillor Turton; Seconded by: Councillor Colwell

THAT By-law 2016-93; to designate certain land within the Town of Minto not to be within a registered plan of subdivision for former OPP Lands, Palmerston; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- b. 2016-94, To appoint a Community Emergency Management Coordinator and Alternates

RESOLUTION: 2016-242

Moved by: Councillor Dirksen; Seconded by: Councillor Elliott

THAT By-law 2016-94; To appoint a Community Emergency Management Coordinator and Alternates for the Corporation of the Town of Minto; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- c. 2016-95, Sale of Land to Leyland

RESOLUTION: 2016-243

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

THAT By-law 2016-95; To Authorize the Sale of certain Town owned Lands in Palmerston fronting on James Street to Justin and Nicole Leyland; be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

- c. 2016-96, Agreement to maintain certain approved work funded through the Town of Minto Community Improvement Plan (CIP)

RESOLUTION: 2016-244

Moved by: Councillor Elliott; Seconded by: Councillor Turton

THAT By-law 2016-96; To Authorize an Agreement with Michael and Suzanne Hendrick to maintain certain approved work funded through the Town of Minto Community Improvement Plan (CIP); be introduced and read a first, second, third time and passed in open Council and sealed with the seal of the Corporation.

Carried

d. 2016-97, Confirm Proceedings of the December 6, 2016 Committee/Council Meeting
RESOLUTION: 2016-245
Moved by: Deputy Mayor Faulkner; Seconded by: Councillor Elliott
THAT By-law 2016-97; Confirm the Proceedings of the December 6, 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

17. Adjournment at 5:20 p.m.

RESOLUTION: 2016-246
Moved by: Councillor Colwell; 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

Town of Minto - Asset Management

**A.M.
Road Map**

Developing best practice asset management plans & programs



Agenda

- **Asset Management – An Overview**
- **Provincial & Federal Regulations**
- **Town of Minto's on going projects:**
 - All asset category AMP
 - Asset Management Roadmap
- **G.I.S & Works**

Asset Management is Service Management

- Infrastructure provides services that bring our cities to life
 - Pipes provide a clean drinking water service
 - Roads provide a transportation service
 - Facilities / Parks provide recreation programs and services



Asset Management Discipline

It involves:

- Processes, procedures and practices to assist and define the management of infrastructure
- Achieving total lowest cost of ownership
- Established measures for performance, risk and cost



Asset Management Discipline

It includes:

- A sophisticated and coordinated effort
- A multi - disciplined team



Provincial / Federal Regulations

Provincial:

- Year end 2013 – AMP required for roads, bridges, water, waste water

New - Federal Gas Tax:

- A comprehensive AMP (all categories) required by March 2017

New - Provincial:

- Infrastructure for Jobs and Prosperity Act (Bill 6)
 - To be finalized in 2017
 - Probably will include an A.M. Policy requirement
 - More Robust A.M. reporting on levels of service

A comprehensive AMP (all categories)

March 2017

Following the Provincial Guidelines:

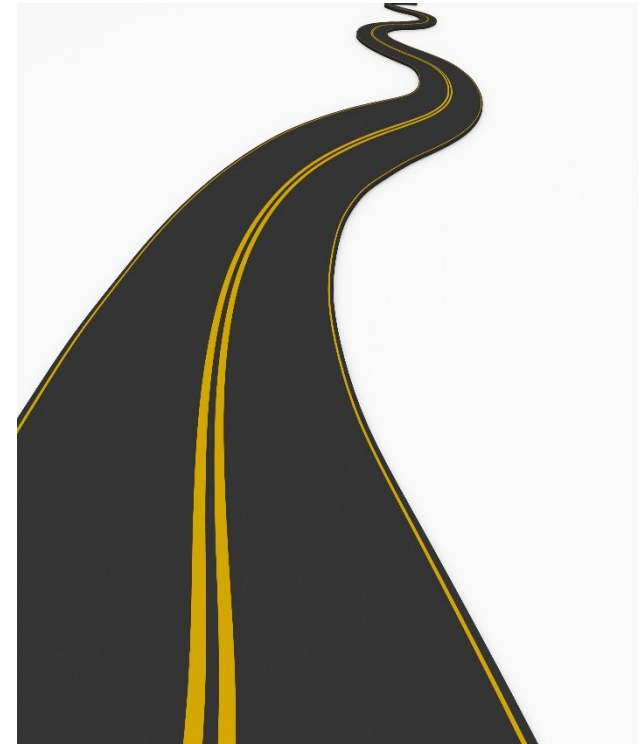
- State of Current Infrastructure Reports
- Expected Level of Service
- Asset Management Strategies
- Financial Strategy

Asset Management Road Map

Multi Year Process 2016 - 2017

**A.M.
Road Map**

- Provides continuous improvement of A.M. practices
- It breaks out the core components of A.M. for separate analysis
- Provides a tailored critical activities path



Road Map Components

- Asset Management Policy (2016)
- State of Current Practice Report (2016)
- Data and information templates (2016)
- Condition assessment development (2016)
- Risk / criticality model development (2017)
- Life cycle analysis methodologies (2017)
- Project & Program Prioritization (2017)
- Financial Strategy Analysis (2017)
- Level of Service Model Development (2017)



A.M. Policy Developed

- Stated the problem / issue that needs to be addressed

“The purpose of this policy is to ensure the development of the Town’s infrastructure asset management program, including roles and responsibilities, to facilitate logical and informed decision making for the management of the Town’s infrastructure to support the delivery of sustainable community services.”

- The Players - the individuals and/or groups involved

- A course of action and key principles

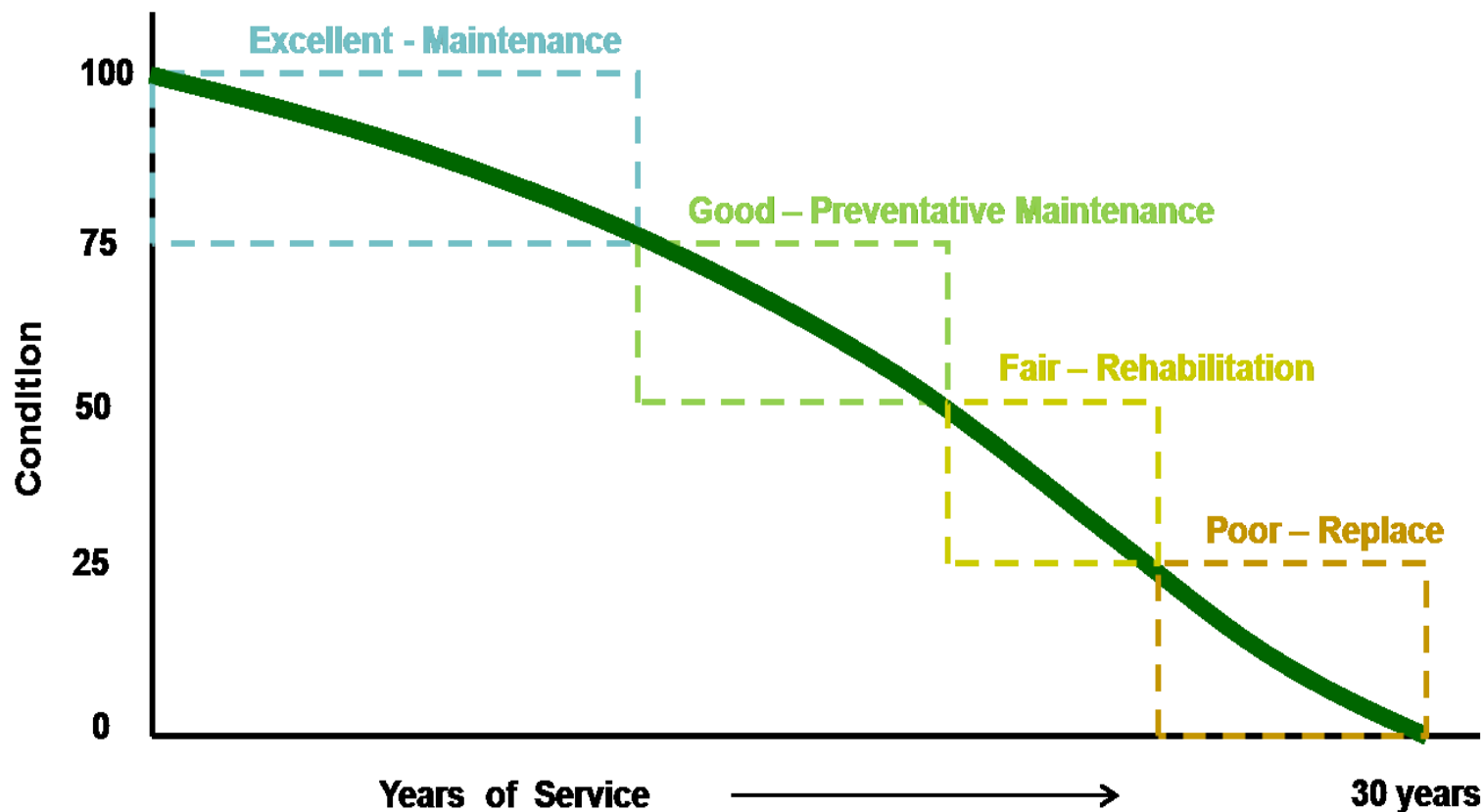
- **Aligned to organizational objectives and goals**



Current State of Practice Analysis (Critical Activities Path)

ASSET MANAGEMENT COMPONENT	PROFICIENCY LEVEL
Organizational Cognisance	Intermediate
Organizational Capacity	Intermediate
Infrastructure Data/Information	Intermediate
Asset Management Strategies	Basic
Financial Strategies	Intermediate
Level of Service	Basic

2017 Processes: Life Cycle Management



Life Cycle Framework Development

ROAD LIFECYCLE ACTIVITY OPTIONS			
TREATMENT	AVERAGE UNIT COST (PER SQ. M)	ADDED LIFE (YEARS)	COST OF ACTIVITY/ADDED LIFE
URBAN RECONSTRUCTION	\$205	30	\$6.83
URBAN RESURFACING	\$84	15	\$5.60
RURAL RECONSTRUCTION	\$135	30	\$4.50
RURAL RESURFACING	\$40	15	\$2.67
DOUBLE SURFACE TREATMENT	\$25	10	\$2.50
ROUTING & CRACK SEALING (P.M)	\$2	3	\$0.67

2017 Processes: Risk / Criticality Assessment

$$\text{Risk} = \text{Probability of Failure} \times \text{Consequence of Failure}$$

Consequence of Failure	High					
	5	17 Assets 17,170.23 feet \$1,964,273.36	24 Assets 21,021.3 feet, sq ft \$3,208,071.10	3 Assets 1,196.37 feet, units \$251,790.28	9 Assets 3,034.18 feet \$398,501.45	1 Asset 438.45 feet \$50,159.25
	4	47 Assets 68,912.68 feet, sq ft \$14,465,291.35	22 Assets 17,571.72 feet, units \$1,523,077.64	17 Assets 17,892.92 feet, units, sq ft \$1,981,994.68	14 Assets 18,194.01 feet, sq ft \$2,149,881.21	5 Assets 861.01 feet, units \$276,328.13
	3	102 Assets 36,569.05 feet, units, sq ft \$3,121,307.11	51 Assets 17,555.75 feet, units \$1,275,796.11	180 Assets 58,591.54 feet, sq ft, units \$3,809,944.99	69 Assets 31,155.23 feet, units \$2,335,179.02	7 Assets 224.28 feet, units \$203,588.45
	2	225 Assets 124,145.94 feet, units \$23,178,856.60	171 Assets 93,464.19 feet, units \$15,768,427.84	157 Assets 66,827.05 feet, units \$9,523,202.32	102 Assets 56,415.14 feet, units \$6,622,105.93	33 Assets 8,038.56 feet, units \$1,932,132.03
	1	62 Assets 7,577.48 feet, units \$893,815.84	679 Assets 40,181.19 units, feet, sq ft \$7,991,954.50	205 Assets 44,303.47 feet, units, mile \$2,780,437.42	165 Assets 50,029.09 feet, units, sq ft \$3,802,913.94	222 Assets 8,891.51 feet, units, sq ft \$2,160,343.45
Low		1	2	3	4	5
		Probability of Failure				
		High				

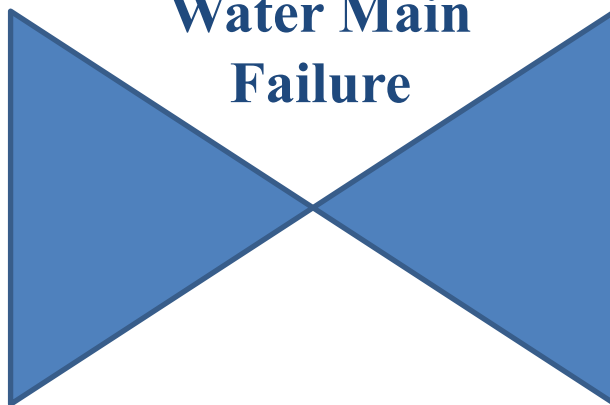


Risk and Criticality Model Development

Probability of Failure

- Age / Condition
- Break History
- Maintenance

Water Main Failure



Consequence of Failure

- Cost to Repair
- Disruption to public
- Impact to environment

2017 Processes: Desired Levels of Service

- Set desired levels of service for each infrastructure program
- Use performance measures to track targets
- Establish current performance and expected performance
- A.M. plan should outline how to bridge any gaps.

LOS Framework Example

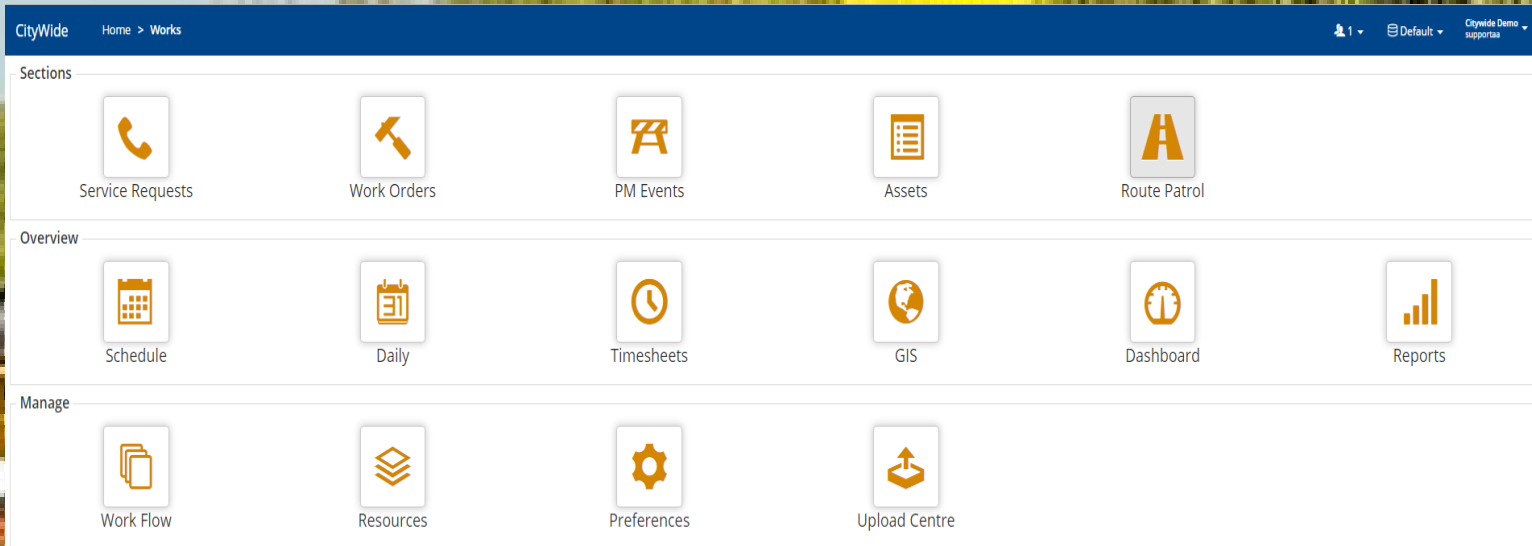
Service	Service Goal	Technical LOS
Accessible	Affordable	
		Cost of Customer Billing / Service Connection
		O&M Cost ('000) / km Length
	Accommodate Growth	
Safe	Keep employees safe	
	Protect the Public	% of Inoperable or Leaking Hydrants
Reliable	Sufficient quality / quantity	# of Water Pressure Complaints by Customers / 1,000 People Served
		# of Water Quality Customer Complaints / 1,000 People Served
	Uninterrupted Service	# of Main Breaks / 100 km Length
Regulatory	Meet License - Safety	
	Meet License - Environment	
Customer Service	Responsive	Customer requests will have a 24 hr response time.
	Accurate	

Benefits Realized from Good Asset Management Practice

- Better alignment between finance and engineering (PW)
- The robust AMP and process will be a catalyst of conversation, generating ideas, changing philosophies, and starting innovations for better management practices.
- A review of management practices & policies to better align with sustainable goals.

Work Order Management

A.M.
Road Map



- Managing Service requests, reporting and complying with Bill 8
- Supporting managers for decision making.
- Efficient scheduling improves cost accounting and saves money
- Improves productivity with real time tracking and work flow processes
- Use indicators to improve decision making: replacement, renewal, reconstruction or inspection of assets.

Work Order Management:

A.M.
Road Map

CityWide Home > Works > Work Orders

Filter Advanced Filter 1 Selections

ID	Origin ID	Department	Work Order Type Group
WO-5695		ROADS	Default Group
WO-5694		ROADS	Default Group
WO-5693		SEWERS	Default Group
WO-5692		DSI	ByLaw Enforcement
WO-5691		DSI	ByLaw Enforcement
WO-5690		ROADS	Default Group
WO-5689		WATER	Default Group
WO-5688	SR-3191	ROADS	Default Group
WO-5687	SR-3190	ROADS	Default Group
WO-5686		PARKS	Default Group
WO-5684	SR-3189	ROADS	Default Group
WO-5683	SR-3188	PARKS	Default Group
WO-5682		FLEET & FACILITIES	Default Group
WO-5681	SR-3186	PARKS	Default Group
WO-5680		FLEET & FACILITIES	Default Group
WO-5679		PARKS	Default Group
WO-5678		PARKS	Default Group
WO-5677		FLEET & FACILITIES	Default Group
WO-5672	SR-3183	ROADS	Default Group
WO-5670	SR-3181	ROADS	Default Group
WO-5667		PARKS	Default Group
WO-5666		PARKS	Default Group
WO-5665		PARKS	Default Group
WO-5664		FLEET & FACILITIES	Default Group
WO-5663		FLEET & FACILITIES	Default Group
WO-5658	SR-3180	ROADS	Default Group
WO-5657		DSI	ByLaw Enforcement
WO-5656	SR-3179	ROADS	Default Group
WO-5655	SR-3177	ROADS	Default Group
WO-5653		FLEET & FACILITIES	Default Group
WO-5652		PARKS	Default Group
WO-5651		FLEET & FACILITIES	Default Group

New Work Order

Customer Work Order Location Details Resources

Work Order Type

Department None Selected Work Order Type Group None Selected

Work Order Type None Selected Work Order Subtype None Selected

Priority Low

Assigned To

Assigned To Workers Workers None Selected

Schedule Dates

Scheduled Start Date Scheduled End Date

Other Dates

Target Date

Attributes

Select Attribute None Selected Filter

Notes

Back Next

Showing 457 records (5,691 total)

Created Date	Created By	Last Modified By
2016-11-30 12:01:40		derek
2016-11-23 11:55:14		supportps
2016-11-07 15:43:44		supportps
2016-11-02 13:13:16		supportps
2016-11-02 13:09:45		
2016-11-02 11:47:49		
2016-10-25 14:08:45		
2016-09-22 13:36:34		
2016-09-22 12:21:50		
2016-09-22 12:00:56		derek
2016-09-22 10:19:37		
2016-09-22 09:56:28		derek
2016-09-21 15:32:12		derek
2016-09-21 14:22:21		
2016-09-21 13:17:25		
2016-09-21 12:17:59		
2016-09-21 12:14:02		
2016-09-21 11:45:26		supportps
2016-09-20 13:41:44		
2016-09-20 10:59:23		
2016-09-20 09:12:22		
2016-09-20 09:11:04		
2016-09-20 09:09:37		
2016-09-20 08:52:11		
2016-09-19 16:15:03		
2016-09-19 15:50:23		
2016-09-19 14:55:26		
2016-09-19 12:45:08		
2016-09-19 12:05:50		
2016-09-16 16:30:03		
2016-09-16 16:27:57		
2016-09-16 16:23:06		

Work Order Management:

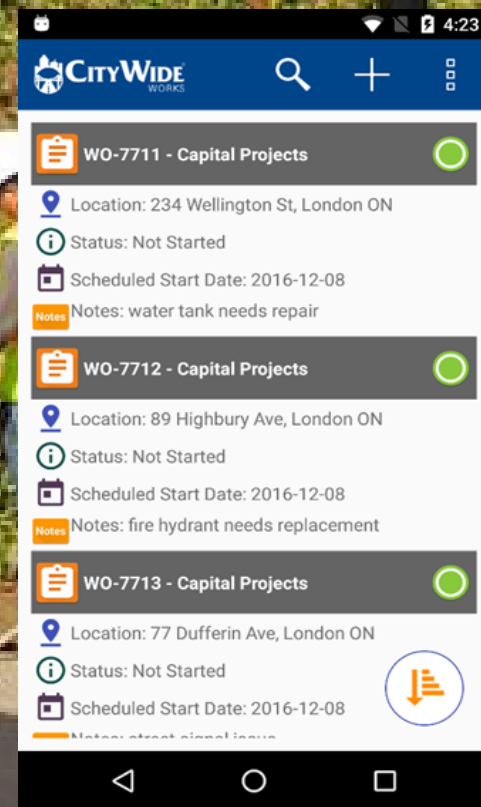
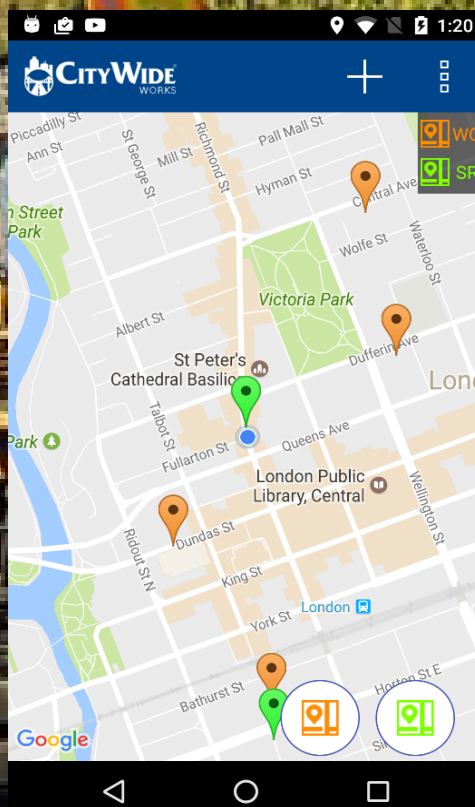
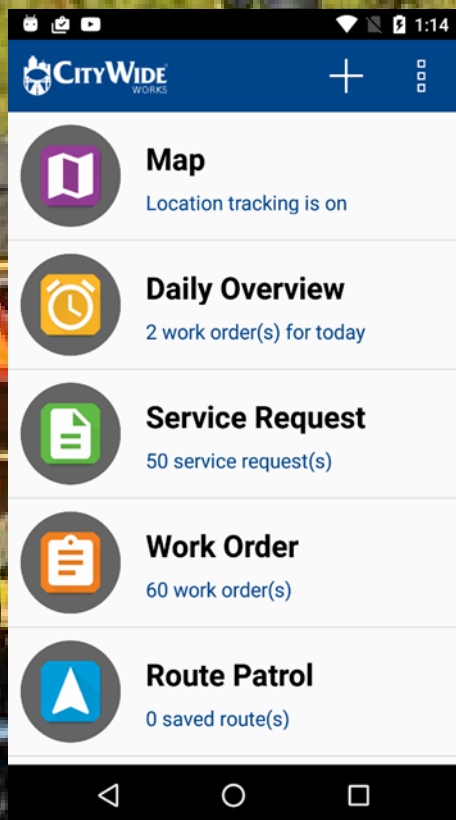
A.M.
Road Map

The screenshot displays the CityWide GIS application interface. The top navigation bar shows 'Home > Works > GIS'. The map area is populated with various colored markers (green, yellow, orange) representing different types of work orders or infrastructure. A tooltip over a feature reads 'Click on a feature to select it'. The right-hand 'Layers' panel lists several map layers, including 'Aerial Imagery', 'OpenStreetMaps', 'None', 'Parcels', 'Service Requests', 'Work Orders', 'Bridges', 'Roads (Centre)', 'Row', 'Traffic Signals', 'Walkways', 'Misc. Lands', 'Sanitary Mains', 'Sanitary Manholes', 'Sanitary Pumpstations', 'Storm Basins', 'Storm Mains', 'Storm Manholes', 'Storm Pump Stations', 'Water Hydrants', and 'Water Mains'. At the bottom, a 'Work Orders' table provides a list of specific work orders.

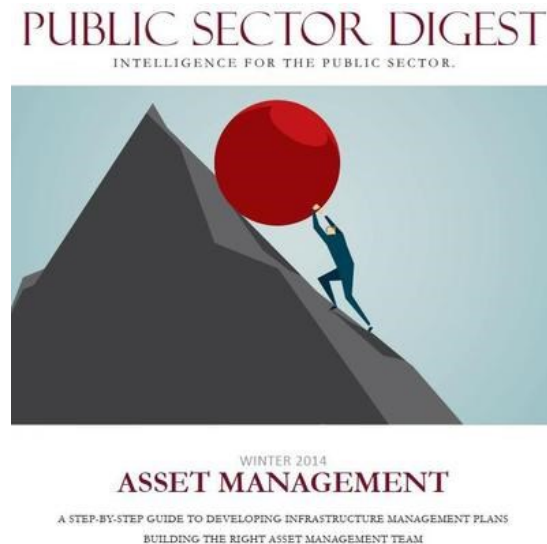
FID	WORK ORDER	DEPARTMENT	WORK ORDER TYPE GROUP	WORK ACTIVITY CODE	WORK ORDER TYPE	WORK ORDER SUBTYPE	STATUS	ADDRESS	AREA	COMMUNITY	CLASSIFICATION	PRIORITY	CREATED DATE	SCHEDULED START DATE	SCHEDULED END DATE	TARGET DATE	COMPLETED DATE	ASSIGNED TO	CREW	CUSTOMER	LATITUDE
work_order.14	WO-0014	2010 - Land Improvements	Default Group		None		In Progress	2720 Bouffard			Unscheduled Maintenance	Low	2013-08-19 18:05:09+00					No Worker Selected			42.234752

Work Order Management:

A.M.
Road Map



Questions





TOWN OF LAKESHORE

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

December 2, 2016

Mitzie Hunter, Minister of Education
14th Floor, Mowat Block
900 Bay Street
Toronto ON
M7A 1L2

Dear Minister Hunter:

RE: SUPPORT OF RESOLUTION – ACCOMMODATION REVIEW PROCESS

At their meeting of November 22, 2016 the Council of the Town of Lakeshore duly passed the following resolution.

Councillor Bailey moved and Councillor McKinlay seconded:

WHEREAS the current Accommodation Review Process released by the Minister of Education to serve as a province wide minimum standard that, school boards must use to develop their own policies for pupil accommodation reviews is not reflective of the reality of rural school and community life

AND WHEREAS school closures impact single-school small rural communities in all educational, social and economic aspects to a far greater degree than those impacts in multi-school urban communities;

AND WHEREAS projected growth patterns of rural communities should be a factor within the review process;

THEREFORE BE IT RESOLVED, that the Town of Lakeshore requests the Minister of Education to initiate an immediate moratorium on the Accommodation Review Process until such time as a review of the above mentioned impacts on small rural communities are studied, completed and the results and recommendations are considered;

AND THAT this resolution be circulated to the Minister of Education, Mitzie Hunter, Premier Kathleen Wynne, Leader of the Opposition Party, Patrick Brown, MPP Taras Natyshak and all

municipalities in Ontario requesting they forward a letter of support to the Minister of Education, Premier, Leader of the Opposition Party and local MPP.

Motion Carried Unanimously

Should you require any further information regarding the above, please contact the undersigned.

Yours truly,

A handwritten signature in cursive script, appearing to read 'Mary Masse', written in dark ink.

Mary Masse
Clerk

/km

Cc: Municipalities in Ontario



Chambre des Communes
House of Commons
CANADA

Ottawa

Pièce 718
Édifice de la Confédération
Ottawa (Ontario)
K1A 0A6
Tél. : 613-992-5302

Rimouski

140, rue Saint-Germain
suite 109
Rimouski (Québec)
G5L 4B5
Tél. : 418-725-2562

Dégelis

749, 7e rue Ouest,
Dégelis, (Québec)
G5T 1Y9
Tél: 418-894-6962



**Guy
Caron**

Député / Member of
Parliament
Rimouski-Neigette—
Témiscouata—Les
Basques

Guy.Caron@parl.gc.ca
<http://guycaron.npd.ca>

Ottawa

Room 718
Confederation Building
Ottawa, Ontario
K1A 0A6
Tel.: 613-992-5302

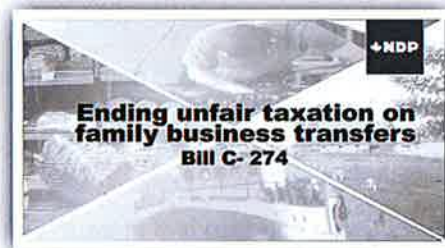
Rimouski

140 Saint-Germain Street,
Suite 109
Rimouski, Quebec
G5L 4B5
Tel.: 418-725-2562

Dégelis

749, West St. Dégelis,
(Quebec)
G5T 1Y9
Tel: 418-894-6962

RECEIVED DEC 06 2016



Ending unfair taxation on family business transfers

Bill C-274: Transfer of small business, family farm or fishing operation

Dear Sir/Madam:

I am pleased to write to you today to ask for your support for my Private Member's Bill to end unfair taxation on family business transfers. The vote will take place Winter 2017. -

Bill C-274 seeks to facilitate the transfer of small businesses, family farms and fishing operations between members of the same family. Specifically, it would give owners and buyers in the same family the same rights and privileges extended to non-related persons involved in a transaction.

In Canada, when an individual sells a business to a family member, the difference between the sale price and the price originally paid is considered a dividend. If the individual sells the business to an unrelated person, it is considered a capital gain. That makes it highly disadvantageous to transfer a business to a family member because the transaction does not include the right to a lifetime exemption and is more heavily taxed. This unfair situation penalizes our small businesses, family farms and fishing operations.

Owners of small businesses, family farms and fishing operations all agree that current tax rules discourage the transfer of their businesses to their children. Bill C-274 would remedy that by helping to ensure local businesses remain in the hands of local people. Not only would this legislation protect family businesses, but it would also create local jobs.

Since introducing my bill in the spring, I have received support from numerous farming, fishing and small business organizations, as well as from chambers of commerce across the country:

"Many small business owners are telling us that tax rules discourage them from passing on their firm to their children. Mr. Caron's bill addresses this unfairness and will help small business owners ensure their firm remains locally owned, creating and protecting local jobs."

Dan Kelly, President, Canadian Federation of Independent Business

"Simply put, if taxation barriers aren't addressed, we will see fewer and fewer family farms in Canada. We support Mr. Caron and his colleague's commitment to addressing these tax burdens that could cause significant administrative burden, cost . . ."

Ron Bonnett, President, Canadian Federation of Agriculture

"Bill C-274 will mean security for many of our members who have already begun the steps to transfer their business to one of their children. It's absurd that the current rules do not give business owners any incentive to keep their business in the family. Many of our convenience

store owners with well-established community businesses want to sell to their children but have to pay more tax when they do. It's high time to change the rules." [Translation]

Yves Servais, Director General, Association des marchands dépanneurs et épiciers du Québec

Together, we can demand that lawmakers change these unfair rules. That means we need the support of your MP. Enclosed you will find a letter that you can sign and return to your MP as well as the Minister of Finance, Bill Morneau. No postage is required.

You can also find more information about the bill at <http://guycaron.ndp.ca/bill-c-274-family-business-transfers> (questions and answers, online petition, reply card and comments form). It is time to level the playing field to ensure the survival of our small businesses, family farms and fishing operations.

If you have any questions or comments, feel free to contact me at 613-992-5302 or guycaron@parl.gc.ca.

Sincerely,



Guy Caron

Member of Parliament for Rimouski—Neigette—Témiscouata—Les Basques
Finance Critic
Atlantic Canada Opportunities Agency Critic
Fisheries, Oceans and Canadian Coast Guard Assistant Critic

Name of MP: _____
Name of riding: _____
House of Commons
Ottawa, Ontario
K1A 0A6

Bill C-274: Transfer of small business, family farm or fishing operation

Dear Member of Parliament:

I am writing to ask that you support Bill C-274, Guy Caron's Private Member's Bill.

Bill C-274 seeks to facilitate the transfer of small businesses, family farms and fishing operations between members of the same family. Specifically, it would give owners and buyers of the same family the same rights and privileges extended to non-related persons involved in a transaction.

In Canada, when an individual sells a business to a family member, the difference between the sale price and the price originally paid is considered a dividend. If the individual sells the business to an unrelated person, it is considered a capital gain. That makes it highly disadvantageous to transfer a business to a family member because the transaction does not include the right to a lifetime exemption and is more heavily taxed. This unfair situation penalizes our small businesses, family farms and fishing operations.

It is time to level the playing field to ensure the survival of family businesses. Your support for Bill C-274 at second reading is essential to end this unfair tax, which is threatening the survival of local business.

As a member of Parliament, you have an opportunity to end this unfair treatment while protecting family businesses and contributing to local job creation. I am counting on your support.

Sincerely,

Name:
Name of business or organization:
Address:
Telephone number/email address:

c.c.:

Guy Caron (Member of Parliament for Rimouski-Neigette—Témiscouata—Les Basques and NDP Finance Critic)
Bill Morneau (Minister of Finance)

It's
YOUR
Community
... MAKE THE CALL!



CRIME 
STOPPERS
GUELPH WELLINGTON
1-800-222-TIPS (8477)

THE INFORMANT

WINTER 2016-17



YOUR TIP could be the missing piece of the puzzle!



IN THE NEWS

CJOY radio station is airing our public service announcements and Crime of the Week.

Cogeco TV is running our Crime of the Week during their daily news segments.

Eastlink TV is running our Crime of the Week.

Erin Radio 97.1 fm. CSGW is involved in a monthly 'live' interview which airs the beginning of each month.

101 The Grand radio features Crime Stoppers 'live' each month at 7pm-Tuesdays on the segment entitled "Swap Talk".

Mount Forest Mirror regularly prints our Crime Stoppers Corner and Crime of the Week.

The River 88.7 radio station runs our Crime of the Week — sponsored by *Young's Home Hardware of Mount Forest*. At the beginning of each month, a live broadcast with CSGW Program Coordinator airs during the morning show.

Rogers TV "Inside Guelph". Airls daily at noon and CSGW is a featured guest on this program.

Wellington Advertiser newspaper publishes our Crime of the Week each Friday. The COUNTY

supports CSGW by promoting our events on their dedicated page in the paper.

Wightman's TV Crime Stoppers' segments are running on their community Channel #6.

Other local papers also feature our Crime of the Week and articles from time to time.

We have redesigned our website courtesy of Quantum Slice Corporation and we are very excited!

Have a look for yourself www.csgw.tips

PROGRAM STATISTICS

Guelph and Wellington County stats since 1988 through November 2016:

Arrests	1,518
Charges Laid	4,204
Narcotics Seized.....	\$27,167,927
Property Recovered	\$10,160,210
Authorized Rewards	\$162,180

The numbers speak for themselves...Crime Stoppers works!



www.csgw.tips

FUNDRAISING AND AWARENESS

CSGW/HH BUCKET SALE



For all those last minute shoppers...come out **Friday December 16th and Saturday December 17th** to **Young's Home Hardware**, located at 525 Main Street, North in Mount Forest. Young's and CSGW have teamed up for a second year to bring you this **SPECIAL EVENT!**

Purchase a HH bucket for \$5 and receive 20% off your purchase for any items you can fit inside the bucket. (some exclusions may apply) Young's HH will donate the money raised from the bucket sales to the CSGW program.



CRIME STOPPERS MONTH

JANUARY is recognized nationally as Crime Stoppers month. We will be holding a FLAG RAISING in Guelph at City Hall on **January 4th** and on **January 6th** in Mount Forest. Follow us on Twitter, FaceBook and our website for more news and events.

STUDENT CONTEST



The Sound of Crime Stoppers contest has now closed and the winner will be announced in January. Thank you to everyone for your submissions.

TRIVIA NIGHT

Grand River Raceway and CSGW will be partnering for our inaugural Trivia Event Fundraiser **Saturday February 25th**. Test your skills against a panel of experts and come out for a night of fun! Purchase tickets on line at <http://grandriverraceway.com/triviaevents/>

SANTA CLAUS PARADES

We celebrated our Award Winning Program with the community in this year's parades throughout the county. Hope everyone had fun! Keep you and your community safe during the holiday season.

Merry Christmas !



SHREDDING EVENTS

Thank you to the community for sharing in this event! We raised \$1,441.00 on September 24th in Guelph and \$936.00 on October 29th in Mount Forest.



Thank you to our partner—**FileBank** who donated their services. We appreciate the support from our media partners, Battlefield Rentals, Stone Road Mall, Wellington North Fire Service, our community partners and volunteers!

ROAD SIGNS

Thank you to the **Mount Forest Lions Club** for sponsoring a road sign located on Hwy #6 at the north end of Mount Forest.



THE BUCKETS ARE COMING!



DEC 16 & 17

Young's Home Hardware, Mount Forest

Get a bucket for a \$5 donation to CSGW & any purchase that fits in the bucket is 20% OFF!*

*SOME EXCEPTIONS MAY APPLY

Buckets generously donated by

**Young's Home Hardware
525 Main St. N
Mount Forest**

**CRIME ■ ■
STOPPERS**
GUELPH WELLINGTON
1-800-222-TIPS (8477)
www.csgw.tips



December 9, 2016

Sent via email

To: Ontario Municipalities

Re: Richmond Hill Resolution - A Bank for Everyone – Support Postal Banking

Richmond Hill Town Council, at its meeting held on November 28, 2016, adopted the following resolution:

- a) That the Town of Richmond Hill encourages the Federal Government to review the Banking Act to allow postal banking at Canada Post;
- b) That the Town of Richmond Hill encourages the Federal Government to amend the Canada Post Act of 1981 to allow postal banking at Canada Post;
- c) That the Town of Richmond Hill encourages the Federal Government to instruct Canada Post to add postal banking as a service, with a mandate for financial inclusion either as a stand-alone bank or in cooperation with other financial organizations which may include the Business Development Bank of Canada (BDC);
- d) That the Town of Richmond Hill call on the federal government to instruct Canada Post to add postal banking, with a mandate for financial inclusion;
- e) That Council direct staff to forward this resolution to other local governments in Canada for whom contact information is readily available, requesting favourable consideration of this resolution to the Federation of Canadian Municipalities;
- f) And further, that Council direct staff to forward this resolution to:
 - 1. Leona Alleslev, Member of Parliament, Richmond Hill, Ontario 12820 Yonge Street, Suite 202, Richmond Hill, Ontario L4E 4H1, Canada;
 - 2. Majid Jowhari, Member of Parliament (Richmond Hill) 9140 Leslie Street, Unit 407 Richmond Hill, Ontario L4B 0A9, Canada;
 - 3. Clark Somerville, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3;
 - 4. Other local governments in Canada for whom contact information is readily available;

.../2

December 9, 2016
Page 2

5. The Federation of Canadian Municipalities;
6. Judy Foote, Minister of Public Services and Procurement, Rm 18A1,
11 Laurier Street Phase III, Place du Portage, Gatineau, QC, K1A 0S5;
7. Mike Palecek, President, Canadian Union of Postal Workers, 377 Bank
Street, Ottawa, Ontario, K2P 1Y3.

In accordance with Council's directive, please find attached a copy of the Council endorsed member motion.

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

Yours sincerely,



Stephen M.A. Huycke
Director of Council Support Services/Town Clerk

Attachment

cc: Leona Alleslev, Member of Parliament - Richmond Hill
Majid Jowhari, Member of Parliament- Richmond Hill
Clark Somerville, President, Federation of Canadian Municipalities
Judy Foote, Minister of Public Services and Procurement
Mike Palecek, President, Canadian Union of Postal Workers



MEMBER MOTION

Section 5.4.4(b) of Procedure By-law

Meeting: Committee of the Whole ☐ Council **X**
Meeting Date: November 28, 2016
Subject/Title: A bank for everyone – Support postal banking
Submitted by: Councillor Muench

Whereas the Federal Government's Canada Post Review will conclude, in the spring of 2017, with the government announcing decisions on the future of Canada Post, including whether or not to create a new service and revenue stream through postal banking;

Whereas there is an urgent need for this service because thousands of rural towns and villages do not have a bank;

Whereas nearly two million Canadians desperately need alternatives to high interest charging payday lenders including our residents in Richmond Hill;

Whereas postal banking helps keep post offices viable and financial services accessible in many parts of the world;

Whereas postal banking has the support of over 600 municipalities and close to two-thirds of Canadians (Stratcom poll, 2013);

Whereas residents and businesses of Richmond Hill rely on mail service and see postal banking as an opportunity to improve the financial position of Canada Post while allowing the organization to continue its important service to Canadians including Richmond Hill without subsidy;

Whereas small business in Richmond Hill and throughout Canada require more and different forms of banking services to assist in venture capital growth as well as other financial needs currently not being serviced;

Whereas the Federal Government has prioritized, communicated, promoted, encouraged and challenged Canadians to be innovative, postal banking will allow customers of Canada Post to have access to banking services that will enhance productivity and quality of life for all stakeholders;

Therefore Be It Resolved:

- a) That the Town of Richmond Hill encourages the Federal Government to review the Banking Act to allow postal banking at Canada Post;

.../2

- b) That the Town of Richmond Hill encourages the Federal Government to amend the Canada Post Act of 1981 to allow postal banking at Canada Post;
- c) That the Town of Richmond Hill encourages the Federal Government to instruct Canada Post to add postal banking as a service, with a mandate for financial inclusion either as a stand-alone bank or in cooperation with other financial organizations which may include the Business Development Bank of Canada (BDC);
- d) That the Town of Richmond Hill call on the federal government to instruct Canada Post to add postal banking, with a mandate for financial inclusion;
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- f) And further, that Council direct staff to forward this resolution to:
 - i) Leona Alleslev, Member of Parliament, Richmond Hill, Ontario
12820 Yonge Street, Suite 202, Richmond Hill, Ontario L4E 4H1, Canada;
 - ii) Majid Jowhari, Member of Parliament (Richmond Hill) 9140 Leslie Street, Unit 407 Richmond Hill, Ontario L4B 0A9, Canada;
 - iii) Clark Somerville, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3;
 - iv) Other local governments in Canada for whom contact information is readily available;
 - v) The Federation of Canadian Municipalities;
 - vi) Judy Foote, Minister of Public Services and Procurement, Rm 18A1, 11 Laurier Street Phase III, Place du Portage, Gatineau, QC, K1A 0S5;
 - vii) Mike Palecek, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3.

Moved by: Councillor Muench

Seconded by:

P.O. BOX 370
68 FRONT STREET
HORNEPAYNE, ONTARIO
P0M 1Z0



TELEPHONE 807-868-2020
FAX No. 1-807-868-2787

December 14, 2016

Honourable Kathleen Wynne, Premier
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Dear Honourable Premier:

Please find enclosed a true certified copy of resolution No. 12928 requesting that the Provincial Government recognizes Municipal Fire Service as critical infrastructure by including funding for Fire Department infrastructure as part of the Provincial Governments Infrastructure Strategy to Move Ontario Forward.

Your favourable consideration and support of this resolution would be greatly appreciated.

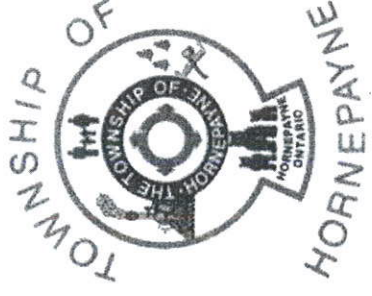
Yours truly,

Gail Jaremy
CAO/Clerk
Township of Hornepayne
GEJ/sd

c.c.: Minister of Economic Development, Employment and Infrastructure
MPP Algoma-Manitoulin, Michael Mantha
Association of Municipalities of Ontario
Federation of Northern Ontario Municipalities
Rural Ontario Municipality Association
Township of McKellar
All Ontario Municipalities via email

Encl.

The Corporation of the Township of Hornepayne
68 Front Street, PO Box 370
Hornepayne, Ontario
P0M 1Z0



COUNCIL RESOLUTION

MOVED BY: C. Fort signature

NO. 1228

SECONDED BY: W. Probst signature

DATE: DEC 07 2016

WHEREAS the Fire Protection and Prevention Act, 1997, legislates that fire prevention, public education and fire protection services are a mandatory municipal responsibility; and,

WHEREAS there are a total of 449 Fire Departments operating in the province comprised of 32 Full-Time Departments, 191 Composite Departments and 226 Volunteer Departments with 11,376 Full-Time Firefighters, 19,347 Volunteer Firefighters and 343 Part-Time Firefighters staffing these departments; and,

WHEREAS the fire service represents a significant percentage of small, rural and northern municipalities' managed capital assets; and,

WHEREAS the Municipal Fire Department and associated assets represent critical municipal infrastructure; and

WHEREAS there are currently no funding opportunities available from the Provincial or the Federal Government for the equipment, training, maintenance, operating or capital requirements of local fire departments;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Township of Hornepayne hereby petition the Provincial Government to recognize the municipal fire service as critical infrastructure by including funding for Fire Department infrastructure as part of the Provincial Government's Infrastructure Strategy to Move Ontario Forward;

BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Premier of Ontario, the Minister of Economic Development, Employment and Infrastructure, Michael Mantha, MPP for Algoma-Manitoulin, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM), the Rural Ontario Municipal Association (ROMA) and all Ontario municipalities.

☒ Carried ☐ Defeated ☐ Deferred
W. Probst signature of presiding officer

RECORDED VOTE:

Councillor Cheryl Fort
Councillor Willy Liebigt
Councillor Drago Stefanic
Councillor Paul Stewart
Mayor Morley Forster

I, Gail Jaremy, CAO/Clerk for the Corporation of the Township of Hornepayne do certify that this document is a true copy of:

Resolution: 1228 By-Law: _____

Other: _____

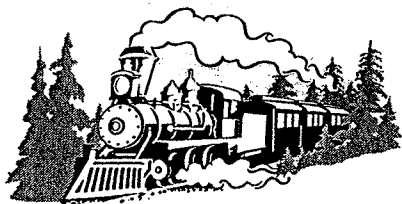
This 6th day of December, 202016
Gail Jaremy
CAO/Clerk

Disclosure of pecuniary interest and the general nature thereof.
Township of Hornepayne

(Name) _____ (Name) _____

Disclosed the pecuniary interest and the general nature thereof and abstained from the discussion, vote and influence.

(Clerk)



TOWNSHIP OF McMURRICH / MONTEITH

District of Parry Sound

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www.mcmurrichmonteith.com E-Mail: clerk@mcmurrichmonteith.com

Reeve: Joanne Griffiths

Clerk/Treasurer: Cheryl Marshall

December 12, 2016

The Honourable Kathleen Wynne
The Honourable Brad Duguid
The Honourable Bob Chiarelli
Norm Miller, MPP for Parry Sound-Muskoka
Association of Municipalities of Ontario (AMO)
Federation of Northern Ontario Municipalities (FONOM)
Rural Ontario Municipal Association (ROMA)
All Ontario Municipalities

Reference: Resolution 2016-338

Please be advised that Council has passed the following resolution at their Regular Council meeting held December 5, 2016 for your consideration.

2016-338

Moved by: Daniel O'Halloran

Seconded by: Ron Walton

WHEREAS the Fire Protection and Prevention Act, 1997, legislates that fire prevention, public education and fire protection services are mandatory municipal responsibility;

AND WHEREAS there are a total of 449 Fire Departments operating in the province comprised of 32 Full-Time Firefighters, 19,347 Volunteer Firefighters and 343 Part-Time Firefighters staffing these departments;

AND WHEREAS the fire service represents a significant percentage of small, rural and northern municipalities' managed capital assets;

AND WHEREAS the Municipal Fire Department and associated assets represent critical municipal infrastructure;

AND WHEREAS there are currently no funding opportunities available from the Provincial or the Federal Government for the equipment, training, maintenance, operating or capital requirements of local fire departments;

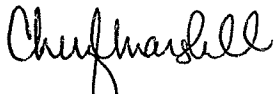
NOW THEREFORE BE IT RESOLVED that the Council of the Township of McMurrich/Monteith hereby petition the Provincial Government to recognize the municipal fire service as critical infrastructure by including funding for Fire Department infrastructure as part of the Provincial Governments Infrastructure Strategy to Move Ontario Forward;

AND FURTHER that a copy of this resolution be sent to the Premier of Ontario, the Minister of Economic Development, Employment and Infrastructure, Norm Miller, MPP for Parry Sound-Muskoka, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM), the Rural Ontario Municipal Association (ROMA) and all Ontario municipalities.

Carried

If you have any questions please do not hesitate to contact our office.

Yours truly,

A handwritten signature in cursive script, appearing to read "Cheryl Marshall".

Cheryl Marshall
Clerk/Treasurer

Minutes of Parks & Recreation Advisory Committee Meeting
Meeting Date: Monday, December 12th, 2016
Meeting Location: Jemstones, Clifford

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

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

Review of Minutes:

P.R.A.C. minutes from October 24th, 2016 minutes were reviewed.

MOTION:

Moved by: Bill Raynard and Seconded by: Councillor Turton

THAT:

The P.R.A.C. minutes of October 24th, 2016 be approved as circulated.

CARRIED

Council Follow-Up:

The minutes from the October 24th, 2016 minutes were accepted.

Services Manager's Reports:

Norgan Theatre

The theatre will be shut down on Christmas and New Year's weekends. The NTB hosted an appreciation event for its volunteers on December 5th. The theatre remains busy during weekdays with a variety of events including the Palmerston Merchants Christmas Open House and Palmerston Public School rentals.

Program Progress Report

Services Manager Lubbers reported that Grassroots Hockey is going well in Clifford and that Grassroots Basketball at Norwell ended on November 29th. Positive feedback from parents and participants of both programs has been received.

MOTION:

Moved by: Bill Raynard and Seconded by: Dorothy Grotenhuis

THAT:

The Service Manager's Report be accepted as presented.

CARRIED

Facilities Manager's Report:

All Facilities

A non-slip coating has been applied to the new front entrance interiors at all three arenas. New on-duty cell phones have been purchased for the arenas. Facilities Manager Carr reported that the Town received a certificate from Westario Power for participating in the saveONenergy program and achieving one of the highest demand or consumption savings.



Westario Power is pleased to present your company with an award of excellence for achieving one of the highest demand or consumption savings in the saveONenergy programs.

Palmerston

Christian Feldskov has been hired as a facilities operator in Palmerston. The brine pump that services the curling floor needed repair. New taps have been installed for the dressing room showers and the community centre entrance has been painted.

Harriston

The new referee room is complete and the arena overhead door has been repaired. New exterior lighting has been installed at the Harriston Train Station.

Clifford

The Rotary Club paid for and installed new gates at the new Rotary Park by the ball diamond. The electric car charging station is operational and half of the arena parking lot was paved as part of the grant process.

MOTION:

Moved by: Dorothy Grotenhuis and Seconded by: Bill Raynard

THAT:

The Facilities Manager's Report be accepted as presented.

CARRIED

Minutes of Parks & Recreation Advisory Committee Meeting

Meeting Date: Monday, December 12th, 2016

Meeting Location: Jemstones, Clifford

Bar Prices:

Facilities Manager Carr presented financial information outlining the current costs incurred by the Town for bar supplies. Increased product costs are making it difficult for the Town to sell drink tickets, with a 20% revenue share to the renter, at a price of \$4.00. Increasing the ticket price was discussed. At \$5.00 per drink ticket, the revenue share to the renter would increase from \$0.80 to \$1.00. Eligible services clubs see a Council grant increase from \$1.00 to \$1.25. The no revenue share price per ticket would increase from \$3.00 to \$4.00.

MOTION:

Moved by: Councillor Elliott and Seconded by: Councillor Turton

THAT:

Effective January 1st, 2017, the revenue share price per ticket be set at \$5.00 and the no revenue share price per ticket be set at \$4.00.

CARRIED

Ice Allocation Policy:

Facilities Manager Carr presented a draft Ice Allocation Policy that he created for Town of Minto facilities, with input from department staff. It covers a range of items including:

- | | |
|-----------------------------------|------------------------------|
| ▪ Ice Allocation Responsibility | Ice Facility Operations |
| ▪ Ice Allocation and Distribution | Entitlement and Distribution |
| ▪ Tournaments and Special Events | Ice Applications and Permits |
| ▪ Ice Management | General Administration |

PRAC reviewed the policy and provided input. The transition to centralized booking is underway with a goal for full implementation on January 1st, 2017. Staff would like this policy to take effect on the same date.

MOTION:

Moved by: Councillor Elliott and Seconded by: Bob McEachern

THAT:

The Ice Allocation Policy be approved by Council and take effect January 1st, 2017.

CARRIED

PRAC Representative – Palmerston

There was no new interest in the search for a representative from Palmerston. Bob McEachern's term on PRAC is set to expire at the end of the year and he is willing to let his name stand for another term on the committee.

MOTION:

Moved by: Bill Raynard and Seconded by: Councillor Elliott

THAT:

Bob McEachern be reappointed as the Palmerston Representative from 2017-2020.

CARRIED

Minutes of Parks & Recreation Advisory Committee Meeting
Meeting Date: Monday, December 12th, 2016
Meeting Location: Jemstones, Clifford

New Business:

None.

MOTION:

Moved by: Bill Raynard

THAT:

P.R.A.C. adjourn at 6:30 p.m.

The next meeting is Thursday January 26th at 5:30 p.m. at the Clifford Arena with a joint meeting with the Clifford Recreation Association to follow at 6:30 p.m.

Grace Wilson
Recreation and Facilities Assistant
Parks & Recreation Advisory Committee



ICE ALLOCATION POLICY AND PROCEDURES

Policy CS-17

December 12, 2016 (recommended by PRAC for approval) Approval by Council December 20, 2016.

ICE ALLOCATION POLICY AND GUIDELINES

Table of Contents

	Page #
1.0 INTRODUCTION.....	1
1.2 ICE ALLOCATION RESPONSIBILITY.....	1
3.0 ICE FACILITY OPERATIONS.....	1-2
4.0 ICE ALLOCATION AND DISTRIBUTION.....	2-4
4.1 Scheduling Priorities	
4.2 Definitions of Groups	
5.0 ENTITLEMENT AND DISTRIBUTION.....	4-6
5.1 Weekly Hours of Entitlement and Distribution to Minor Sport Groups	
5.2 Seasonal Commitment	
5.3 Time Period and Restrictions	
5.4 Deadline for Ice Time Requests and Timing of Allocation	
5.5 Conflict Resolution	
6.0 PROCESSING AND MANAGEMENT OF TOURNAMENTS AND SPECIAL EVENTS.....	6
7.0 PROCESSING AND MANAGEMENT OF ICE APPLICATIONS AND PERMITS.....	6-8
7.1 Signed Contract/Permit	
7.2 Changes to Signed Contract/Permit	
7.3 Transferred Ice/Ice Trades/Sub Leased Ice	
7.4 Permit Cancellation	
7.5 Program or Leisure Skate Cancellation	
7.6 Permit Cancellations by The Town of Minto	
8.0 GENERAL ICE MANAGEMENT.....	8
8.1 Ice Flood Schedules & Dressing Rooms	
8.2 Curfew Ice	
8.3 Temporary Ice Cancellations & Redistribution	
8.4 New Organization or Emerging Sport	
8.5 Opening Arena Outside of Standard Hours of Operation	
8.6 Last Minute Ice	
9.0 GENERAL ADMINISTRATION	9-10
9.1 Ice Request Application Process	
9.2 Ice Request Application Rejection Process	
9.3 Ice Allocation and Management Policy and Procedures Review and Update	
9.4 Insurance Requirements for All Facility Users	
9.5 Payments	
 APPENDIX'S	
A ICE FACILITY HOURS OF OPERATION	
B MINOR SPORT GROUPS	
C TOURNAMENT & SPECIAL EVENTS	
D CITY APPROVED FORMS	
E SEASONAL ORGANIZATIONS	
F LAST MINUTE ICE - PROCEDURES	

ICE ALLOCATION POLICY AND PROCEDURES

1.0 INTRODUCTION

Vision

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

Mission

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

PURPOSE

The Town of Minto has a Strategic Plan that promotes a range of recreation opportunities for youth in various opportunities for recreation during the winter and summer for a range of individuals and groups. The Town has an inventory of three ice pads.

The purpose of this policy is to:

- Clearly define and communicate how ice will be managed, allocated and distributed
- Serve as a guide for the ice allocation process
- Promote and encourage participation in ice sports to the overall benefit of the community.

The policies identified in this document establish and clarify the Town's responsibility for ice allocation, facility administration and its commitment to the management of:

- Fair and equitable ice allocation that maximizes use of the facility;
- Fiscally responsible ice facility operations;
- Processing of tournament, special event and seasonal ice rentals;
- Special event management;
- General administration requirements;
- Facilitate opportunities for active and healthy lifestyle;
- Safe and accessible services for all people.

2.0 ICE ALLOCATION RESPONSIBILITY

In the Town of Minto, the Recreation and Facilities Departments (RFD) has the responsibility to manage the allocation and distribution of ice on an annual basis to reflect population, registration, utilization and participation patterns. The RFD is responsible for the implementation of the policies as outlined.

3.0 ICE FACILITY OPERATIONS

The Town of Minto will responsibly manage its ice resources to ensure optimum usage and programming, to reflect the goals of the Town's Strategic Plan. The day to day operations of the Town's Recreation Facilities containing the ice pads will be the responsibility of the Facilities Department.

The policy will be reviewed annually in December through the Town's Parks and Recreation Advisory Committee as the need arises. Appendix A outlines hours of operation. Town staff will update, as necessary, relevant portions of this document as approved by City Council.

The staff responsible for Ice Allocation and Ice Facility Operations will work in a cooperative manner in the implementation of this policy.

4.0 ICE ALLOCATION AND DISTRIBUTION

4.1 Scheduling Priorities

Ice will be allocated utilizing the following order of priority:

1. Town of Minto Minor Sports Groups
2. Palmerston Sr. Hockey Team
3. Town of Minto Recreational Programs
4. Board of Education
5. Seasonal Organizations
6. Commercial and Occasional Users

4.2 Definitions of Groups

i. Town of Minto Minor Sports Group is defined as follows:

- i. A non profit recreational group based in the Town of Minto, dedicated to minor sports
- ii. An established provider of quality recreational programs, primarily for youth
- iii. The main provider of its particular activity for youth in the Town of Minto
- iv. Membership in the group is dominated by residents of the Town and its Recreation Partners
- v. Organizations recognized as Minor Sports Groups must also:
 - a. Have constitutions
 - b. Have an auditable annual financial statement
 - c. Be affiliated with a recognized regional, provincial or national organization. The choice of this affiliation is at the discretion of the minor sports group.

(If the status of a minor sports group comes into question, the group may be required to re-produce evidence that the conditions under which it was granted partner status still apply.)

The listing of minor sports groups is found at Appendix B.

ii. Town of Minto Recreational Program

The Town provides access to recreational ice opportunities through municipal skating programs. Programs provide low cost access to recreational skating and hockey opportunities organized through the RFD. Opportunities include, but are not limited to, public skating, Parent & Tot/Seniors Skating, adult evening skate, and shinny hockey. Programs are provided in response to need and the provision of such programming is reviewed in conjunction with the review of this policy.

iii. Boards of Education

A publicly funded school or a not-for-profit school recognized by the Province of Ontario as an education institution located in the Town of Minto within the areas subject to Recreation Agreements.

School bookings, including high school hockey and intramural teams are administered on a first come, first serve basis through the RFD

iv. Seasonal organizations

Groups in this category are defined as groups that use an ice facility on a weekly basis for an entire season. Examples include men's or ladies hockey, pick up hockey groups etc. The Town wishes to recognize long term groups. Grandfathered status will provide existing clients (prior to 15/16 season) access to historical ice (same or similar date or time) to all seasonal clients that have had the same hour(s) for two or more consecutive years prior to 2015/16.

Client is the name of the organization or individual in which the contract is held.

The Town reserves the right to change the ice allocated to grandfathered clients when facility closures or restrictions must be applied, when ice schedules negatively influence operational/program efficiencies and resident demands or to meet the core requirements of the Town's minor sports groups. In these circumstances, every attempt will be made to find an equitable ice time replacement.

If a designated "grandfathered" group disbands or fails to apply for ice in consecutive ice seasons, they will lose their "grandfathered" status. If they reapply in a subsequent season, they will be treated as a new client. The "grandfathered" designation is not transferable.

The listing of seasonal organizations is found at Appendix E.

v. Tournaments and Special Events

The Town of Minto Strategic Plan encourages an active role for the Town in facilitating, enhancing and promoting festivals and special events in the Town. Generally tournaments and special events are competitions hosted by recognized Town minor sports groups. They may also include events of regional or provincial significance. Tournaments may also be hosted by Seasonal organizations and other occasional users such as men's hockey leagues. Special events are not limited to competitions and may include events such as trade shows or exhibitions. Tournament and Special Event time is allocated above and beyond a group's regular season allocation. The Town would continue to encourage existing tournaments and special events.

vi. Commercial Users

These groups are organizations or individuals that use ice time with the intent of generating positive net income (profit).

vii. Occasional Users

These users are individuals who use the ice times on an occasional basis not booked as a recurring or seasonal use.

5.1 Weekly Hours of Entitlement and Distribution to Minor Sports Groups

On an annual basis, the Town's Minor Sports Groups shall provide registration data for the previous year or for the upcoming year if this information is available. This information will be provided annually by *the 31st of October*.

The ideal Ice Time Allocation for various age and competition levels for hockey, ringette, broomball, and skating shall be considered and is the ultimate goal in the allocation of ice to the Minor Sports Groups. The recommended standards will include but may not be limited to Ontario Minor Hockey Association, Skate Canada, etc and are outlined in Appendix C. This allocation will be the goal of this policy. This information will establish the ideal ice allocation to each group. Until more ice time is available, only a part of this time may be initially achieved.

5.2 Seasonal Commitment

All minor sports groups and seasonal users are required to commit to a minimum:

Fall and Winter: 20-22 consecutive weeks to be completed between Thanksgiving and the end of winter session. Exceptions to the 22 week minimum may be made when the Town is unable to supply replacement ice for disruptions to regular ice time and emergency closures.

Early Ice: Ice will be allocated August 1st based on scheduling priorities chart and will be allocated on a first come basis after August 1st. Early ice time will be available in Palmerston and includes ice time from start up in September until Thanksgiving.

If a user can not commit to the required number of weeks, they will be considered an occasional user.

5.3 Time Period Entitlements and Restrictions

All minor sports groups will receive an equitable distribution of prime and non-prime hours in accordance with Section 5.1.

All minor sports groups, regardless of gender, level of competition, and total hours of entitlement shall not receive relatively more or less prime time access than a similar client.

Adult ice will not be allocated prior to 9 p.m. except where an earlier time may reflect a historical grandfathered ice time. The Town retains the right to provide ice only at same or similar time. No ice time slot is guaranteed. Exceptions may be granted where the requirements of youth and Town recreational users are being met where ice is available and not required by youth.

Prime and Non Prime

Prime Time	Monday – Friday	5:00 pm - Close
	Saturday & Sunday	Open - Close
Non-Prime Time	Monday - Friday	7:00am – 5:00 pm
	Saturday (Youth Only)	Open - Close

5.4 Deadlines for Ice Time Requests and Timing of Allocation

When forwarding ice time requests to the RFD, the following time frames are mandatory. The date for final determination of ice time is also indicated.

CLIENT	FALL/WINTER (Sept-Mar)	
	REQUEST	ALLOCATED
Sr. Hockey	n/a	n/a
Minor Sports Groups	Mar 15	Jul. 15
Seasonal Organizations	Mar 15	Jul 15
Board of Education	Sept 30	Upon request
Occasional/Commercial	Mar 15	Jul 15

** Allocation timing is a goal and may be subject to change by the Town.*

5.5 Conflict Resolution

Ice time conflicts that arise will be highlighted by the RFD. The booking coordinator and their supervisor will attempt to resolve the conflict in a manner consistent with the policy. Should a conflict remain, the groups involved in the conflict will be invited to attend a meeting chaired by the Parks and Recreation Advisory Committee. Each group will be asked to submit in writing the rationale for their requirement of the ice time in conflict. The following factors will guide the final decision:

- User group historical ice allocation.
- The degree in which the user group ice time requests have been met, apart from the ice time request in conflict and number of participants affected.
- The age of the user group as it relates to the ice time in conflict as well as residency.
- Scheduling priorities

The Parks and Recreation Advisory Committee shall make a recommendation to Town Council regarding the conflict. The decision of Town Council shall be final.

6.0 PROCESSING AND MANAGEMENT OF TOURNAMENTS AND SPECIAL EVENTS

The Town is committed to achieving a balance between recreational and tournaments/special event use during the regular fall/winter ice season. New tournaments will only be permitted where ice time permits in accordance with the terms outlined in this policy. The goal of the RFD is to minimize the impact of tournaments on regular programs and league play.

A complete list of existing tournaments is contained at Appendix C.

7.0 PROCESSING AND MANAGEMENT OF ICE APPLICATIONS AND PERMITS

Controls must be in place to minimize the negative impacts that unused, returned, amended and cancelled ice have on the arena system operation and its users. As such the RFD will apply all guidelines outlined in this policy to reasonably and responsibly manage unused ice or changing ice needs once permits have been issued.

7.1 Signed Contract/Permit

The RFD will provide to the user, a contract/permit listing all ice time allocated to the user for the season based on timing in Section 5.4. The signed contract/permit is due to be returned a minimum of four (4) weeks after receipt.

7.2 Changes to Signed Contract/Permit

The RFD will make every effort to accommodate ice allocation requests in accordance with this policy. Users with overdue accounts may, at the discretion of the RFD, have their ice time cancelled and/or lose their grandfathered status for the next season. Overdue accounts will be subject to an interest penalty as per standard Town rate. Once the RFD has received the signed contract/permit, the user agrees that all times listed in the contract/permit will be paid on the first day of each month, from the beginning of the ice season to the end of the ice season, with no right of cancellation except for the following:

- a) If the user refuses to use the facilities due to unsuitable ice surface conditions provided the Facilities Manager or staff on duty is in agreement, or
- b) If roads within the Town are closed or police are warning people to stay off roads within the Town as confirmed by the RFD. A decision to close facilities due to extreme weather at any time and users will be notified immediately
- c) If the Town cancels ice due to holidays, safety concerns, mechanical breakdowns, weather conditions or emergency closures, or
- d) If the Town cancels due to a significant or high profile event as per Section 7.6.

7.3 Transferred Ice/Ice Trades/Sub Leased Ice

The Town is the sole authority for all ice times. The practice of transferring, trading or sub-leasing ice between permit holders is NOT allowed.

It is recognized that last-minute changes to the intended use of the ice may occur under infrequent and unforeseen circumstances. The Town must be aware of and be able to control the intended use of all ice permitted within its facilities at all times. The RFD must be notified by the permit holder, even after the occurrence, of any ice that **was not used or was used by someone other than** the permit holder. In this event, the RFD will make every effort to reallocate the cancelled ice time based on the priority outlined in this policy. If this available ice time is not booked to another user, the original permit holder will be responsible for payment of that ice time.

Failure to notify the RFD may result in termination of the permit and cancellation of future bookings.

7.4 Permit Cancellation

Once an ice rental contract has been signed, the following cancellation policies are in effect. The minimum amount of time that can be cancelled is one (1) hour.

If a user is unable to fulfill their seasonal commitment and regularly cancels ice time requested, the Town reserves the right to make a permanent adjustment to the user's next year allocation.

Organization	Cancellation Period
Tournaments and Special Events	<p>60 days written notice to the RFD in order for full refund. A partial refund of 25% shall be given with 30 days written notice to the RFD. In this event, the RFD will make every effort to reallocate the cancelled ice time based on the priority outlined in this policy. In either case, if the RFD is able to book the ice, a refund will be provided.</p> <p><u>Minto Skating Club</u> For a maximum of two High Test days each calendar year sanctioned by Skate Canada, the Minto Skating Club may cancel up to 20% of the booked ice no later than 10 days prior to the test day</p>
Occasional, and Commercial Users and Board of Education	<p>30 days written notice to the RFD in order for full refund. Where the RFD receives less than 30 days written notice, a refund will only be given if the RFD is able to rebook the ice less a \$20 administration fee.</p>
Minor Sport Groups, Seasonal Clients	<p>Prior to meeting the minimum seasonal commitment in Section 5.2 of this policy, (20-22 consecutive weeks to be completed between Thanksgiving – the end of the Winter Ice Season, <u>30 days written notice</u> to the RFD is required to receive full permit refund.</p> <p>Following meeting the minimum seasonal commitment in Section 5.2 of this policy, (20-22 consecutive weeks to be completed between Thanksgiving – the end of the Ice Season, <u>seven (7) days written notice</u> to the RFD is required to receive full permit refund.</p> <p>Where a user regularly cancels an ice time using the 30 day cancellation policy, The Town reserves the right to adjust the permit and cancel this time for the remainder of the season.</p> <p>In either case, if the RFD receives less notice than is required and is able to book the ice, a full refund will still be provided</p>

7.5 Program or Leisure Skate Cancellations

In order to minimize user frustration, dissatisfaction and other negative impacts, The Town will not cancel City programs and leisure skate times, with the exception of the following:

- i. Significant and high profile events as directed by Council
- ii. Low registration in programs
- iii. Emergency shut down situations or ice maintenance.

Where such cancellations are necessary, the RFD will make reasonable efforts to notify users of such programs.

7.6 Permit Cancellations by The Town of Minto

The Town reserves the right to reasonably postpone, reschedule or cancel any permit due to various circumstances. The Town reserves the right to cancel a permit or portion of a permit without notice or refund should there be a breach of conditions or regulations or should The Town be of the opinion that the facilities are not being used for the purpose contained in the application or for a significant or high profile event as approved by Council.

8.1 Ice Flood Schedules & Dressing Rooms

All ice booked consists of a 50 minute hour with the remaining 10 minutes for resurfacing where applicable. The Town requires that all groups supply ice use schedules and flood requirements to the Facilities Manager or his designate on a weekly basis during the season.

The Town reserves the right to accept or modify ice flood requests to ensure safety and operational efficiencies.

The Town reserves the right to allocate dressing rooms based on the number of participants and/or teams using the ice and other uses occurring in the facility.

8.2 Curfew Ice

The Town reserves the right to curfew any games, including tournament games to maintain the schedule submitted and will consider cancellation of any or all permits if the user does not cooperate with implementation of this Ice Allocation Policy.

Users are responsible to advise the RFD of any special requirements regarding curfews at the time the schedules are submitted.

8.3 Temporary Ice Cancellations and Redistribution

In the event of a multi-day facility closure, the RFD will redistribute ice times so that all ice users are impacted while certain types of ice use are protected from cancellation over others. The Town will employ the priorities and procedures identified in this policy in the redistribution. The decision of The Town shall be final.

8.4 New Organization or Emerging Sport

When reasonable, The Town will recognize a new ice organization or emerging ice sport and will make reasonable effort to allocate ice time to enable it to establish its programs and services in The Town. Recognition and ice allocation will occur once the conditions and criteria outlined in this policy are met and if existing users will not be adversely impacted. New organizations/programs will be accommodated only to provide for unmet community needs.

Where possible, the development of new programs or the expansion of groups should be encouraged to be extensions of organizations already established (i.e. creating umbrella organizations).

8.5 Opening Arena Outside of Standard Hours of Operation

The opening of arena facilities on statutory holidays when they are normally closed, or beyond established operating hours (as defined by the Ice Allocation Policy) will be considered only if the applicant agrees to pay for the full operational costs for such an opening and pending the availability of staff. Application does not guarantee approval. All ice will be at the prime time rate.

8.6 Last Minute Ice

The Town, through the RFD, will offer last minute ice following the completion of the ice allocation to all users. The available ice can be viewed on-line <http://town.minto.on.ca/departments/recreation>. The last minute ice will be sold on a first come, first serve basis. Appendix F contains the Last Minute Ice procedure.

9.0 GENERAL ADMINISTRATION

9.1 All applicants and users must submit all requests for permit applications (ice time), amendments and cancellations on City approved forms as per Appendix E.

9.2 The Town reserves the right to reject application and requests from users who submit forms which are not complete or contain incorrect information.

9.3 Ice Allocation and Management Policy and Procedures Review and Update

The Ice Allocation Policy will be reviewed on an annual basis, initiated by the RFD.

9.4 Insurance Requirements for All Facility Users

The organization shall, at all times during which it is allocated ice time in The Town Recreational Facilities, arrange, pay for and keep in force and effect Comprehensive General Liability Insurance on an "occurrence" basis including personal injury, bodily injury and property damage protecting the Corporation of The Town of Minto, its elected officials, its employees, agents and contractors (hereinafter "Released Persons") and the organization against all claims for damage or injury including death to any person or persons, and for damage to any property of the Released Persons or any public or private property, howsoever caused including damage or loss by theft, breaking or malicious damage, or any other loss for which the Released persons or the organization may become liable resulting from the organization's use of ice time in The Town facilities. Such policy shall be written with inclusive limits of not less than Two Million Dollars (\$2,000,000), shall contain a liability clause, a severability of interest clause, shall be primary without calling into contribution any other insurance available to the Released persons as additional insured parties. The Corporation of The Town of Minto shall be named as an additional insured.

The organization shall release each of the Released persons and waives any rights, including rights of subrogation; it may have against them for compensation for any loss or damage occasioned by organization or loss of use of property of the user.

The organization shall provide certificates of insurance showing the coverage as required above to the RFD prior to first ice time booking. The certificates shall include the obligation on the part of the issuer of the certificates to endeavour to provide 30 days written notice of cancellation to the users. Upon expiry, documents showing renewed coverage are again to be provided and the organization will make policies available to The Town for review from time to time and in the event of a claim.

Purchase Insurance through The Town

Users may purchase insurance through The Town of Minto if the group or organization does not have the required Comprehensive General Liability Insurance.

9.5 Payment and Fees

N.S.F. cheques may result in automatic cancellation of ice times booked and that the current fee of The Town for N.S.F. cheques will apply. At the discretion of The Town, no further ice time will be allowed until all outstanding accounts are paid to The Town.

Additional fees will be charged for ice rentals that exceed their allocated time as outlined in the rental contract/permit based on the currently hour rate. This fee will be automatically added to the permit/contract.

Payment Schedule

- a) Minor Sports Groups, Seasonal Organizations, Board of Education:
 - due at the beginning of the month as indicated on rental schedule unless otherwise agreed upon by both parties.
 - interest penalty of 2% per month will be charged for default of payment
- b) Occasional or Commercial Users:
 - payable at time of booking the ice.

APPENDIX A

ICE FACILITY HOURS OF OPERATION

Holiday	Palmerston and District Community Centre	Harriston Minto Community Complex	Clifford Arena
New Years Day	Open if Community Centre is rented	Closed	Closed
Family Day	Open	Open	Open
Thanksgiving	Open	Closed	Closed
December 24	Closed same time as approved for Town Office	Closed same time as approved for Town Office	Closed same time as approved for Town Office
Christmas	Closed	Closed	Closed
Boxing Day	Open if Community Centre rented	Closed	Open if Community Centre rented
December 31	Open	Open	Open

Palmerston and District Community Centre	Harriston Minto Community Complex	Clifford Arena
First Monday in September following Labour Day- March 31 or later depending on playoff schedule Sr AA Hockey 7:00am - midnight	Tuesday after Thanksgiving- March 31 8:00 a.m. – midnight	Tuesday after Thanksgiving- Sunday prior to March Break 8:00 a.m. – midnight

APPENDIX B

MINOR SPORTS GROUPS

Minto Minor Hockey

Harriston Skating Club

Clifford Skating Club

Palmerston Jr Broomball

APPENDIX C

TOURNAMENTS & SPECIAL EVENTS

MINTO MINOR HOCKEY TOURNAMENTS

1st Saturday in November – Bantam Rep – Clifford

3rd Saturday in November – Peewee rep-Clifford

1st Saturday in December - Novice LL- Harriston

2nd Saturday in December - Midget Rep – Palmerston

3rd Saturday in December – Atom Rep – Harriston

2nd weekend in January – Midget LL – Palmerston

3rd Saturday in January – Novice LL – Harriston

3rd Saturday in January – Peewee LL – Clifford

Last Saturday in January – Atom LL – Harriston

2nd weekend in February – Cricket – Clifford

2nd Saturday in February – Bantam LL – Harriston

Last Saturday in February – Mite – Harriston

First Saturday in March – Tyke – Harriston

BROOMBALL TOURNAMENTS

1st Weekend in November – OSS – Harriston

3rd Weekend in November – Wednesday League – Palmerston

1st Weekend in February – Sunday League – Palmerston

Last Weekend in February – CWOBA – Palmerston

First Weekend in March – CWOBA – Palmerston

2nd Weekend in March – Jr. Broomball – Palmerston

Last Weekend in March – Lenselink – Palmerston

FIGURE SKATING

1st Sunday in March – Carnival – Clifford

Last Saturday in March – Carnival – Harriston

CURLING

1st Saturday in December – Firefighters – Clifford

1st Saturday in February – Rotary – Clifford

3rd Saturday in February – Meiklejohn – Harriston

1st Saturday in March – Food Grains – Clifford

OTHER

3rd Saturday in February – Vet's – Harriston

2nd Weekend in March – MCHL - Clifford

APPENDIX D

CITY APPROVED FORMS

- Rental Contract
- Facility Booking Request Form
- Amendment
- Cancellation

APPENDIX E

SEASONAL ORGANIZATIONS

As at 2016

Mount Forest Minor Hokey
Saugeen Maitland Girls
MCHL
Mount Forest Blues
Clifford Oldtimers
Mellisa Hymers
Derek Ditner
Harriston Old Tools
Harriston Old Baggers
Boyd's Old Baggers
Church Dodgers
Crossroads Church
Huron Perth Lakers
Wednesday Broomball League
Harriston Broomball League
Teachers
Bosman
Moorefield Mennonite Youth Group
Arthur Youth Group
Friday Youth Hockey

APPENDIX F

LAST MINUTE ICE - PROCEDURE

Background

At its annual review of The Town's Ice Allocation Policy, it was determined that in order to encourage the use of ice times that are currently not booked, Last Minute Ice was added to the Ice Allocation Policy. Staff were requested to bring forward details on the implementation of the policy.

It is intended that the implementation of the Last Minute Ice policy will be a pilot for 2017 with a review of the policy in December as part of the overall review of the Ice Allocation Policy.

All other requirements of the Town's Ice Allocation Policy with respect to conditions of use, insurance, etc apply to ice bookings booked as Last Minute Ice.

Timing

Last Minute Ice is considered to be ice that is available within 24 hours of time of booking.

Last Minute Ice will not apply to statutory holidays unless the facility is scheduled to be open.

Last Minute Ice is available providing staff can be made present.

Cost

Ice rates will remain the same for last minute ice.

Booking and payment

During weekday business hours (8:30am-5pm), booking can be done at the Municipal Office or by phone through the Facility Booking Coordinator or RFS office staff.

On weekends and evenings, same day rental can be done by RFS at the arenas.

Payment is required prior to use. A rental contract provided by The Town must be signed prior to use and proof of insurance must be provided.

Other conditions

- i. Existing permits cannot be canceled and replaced with LMI;
- ii. LMI cannot be used to replace any cancelled ice;
- iii. LMI bookings are final and are non refundable;
- iv. Payment is required at time of booking and prior to use;
- v. LMI bookings are for minimum of 1 hour increments;
- vi. The Town reserves the right to limit LMI bookings where it is considered to be used for profit or gain or is being abused to replace or in the place of a regular ice booking;
- vii. LMI is booked on a first come, first serve basis.
- viii. For the initiation of the program, it is recommended that LMI be considered available at any time, prime or non-prime hours when the facility is normally in operation.
- ix. Last Minute Ice will not apply to statutory holidays unless the facility is scheduled to be open.
- x. The Town reserves the right to cancel or amend the implementation of LMI at any time at its discretion.
- xi. LMI will be booked onto existing blocks of ice time only.



TOWN OF MINTO

DATE: December 2, 2016

REPORT TO: Mayor and Council

FROM: Belinda Wick-Graham, Business & Economic Manager

SUBJECT: Signage Grant – Clifford Take Out

STRATEGIC PLAN

9.1 Provide grants for businesses that improve the building facades, address structural improvements, and promote re-use and redevelopment of existing buildings where architectural and heritage features are maintained.

BACKGROUND

The Signage Grant Program was initiated in 2009 and continues in 2016 with \$3,000 available in signage grants on a first-come, first-serve basis.

COMMENTS:

A familiar face to the Clifford business community, Leonard Underwood is the operator of a new take-out business in Clifford called Clifford Take Out. This business operates out of the former Cathi's Pizza/Bambina's Pizza at 29 Elora St. N. Clifford.

This sign is very straight forward; it is a digitally printed vinyl sign.

The Clifford Downtown Revitalization Committee reviewed the application and is in full support of the application.



FINANCIAL CONSIDERATIONS

The cost of this improvement was \$740 + HST and qualifies for \$370 in signage grants. This would be the last grant in 2016.

RECOMMENDATION

That Council receives the December 2, 2016 report from the Business & Economic Manager regarding Signage Improvement Grant Application #C04 for the amount of \$370 for the property located at 29 Elora St. N. Clifford (Clifford Take Out) and approves this grant.

Belinda Wick-Graham
Business & Economic Manager

All servicing is completed. Entrances are configured and the building permit is active.

The request is for Council to adopt a by-law to remove part lot control to allow reconfiguration of the lots and legally split the parcel into three separate lots with distinct and separate ownership.

COMMENTS:

The procedure to remove part lot control, under the Planning Act, temporarily sets aside requirements that prohibit sale of part of a lot or block of lands without a consent application. The by-law sets a time period within which the land transfers to create the lots can occur. After the by-law expires, the normal requirements of the Planning Act apply and a severance to transfer land would be needed. This process is common with new construction of semi-detached units or town houses where the building is constructed prior to determining the lot line.

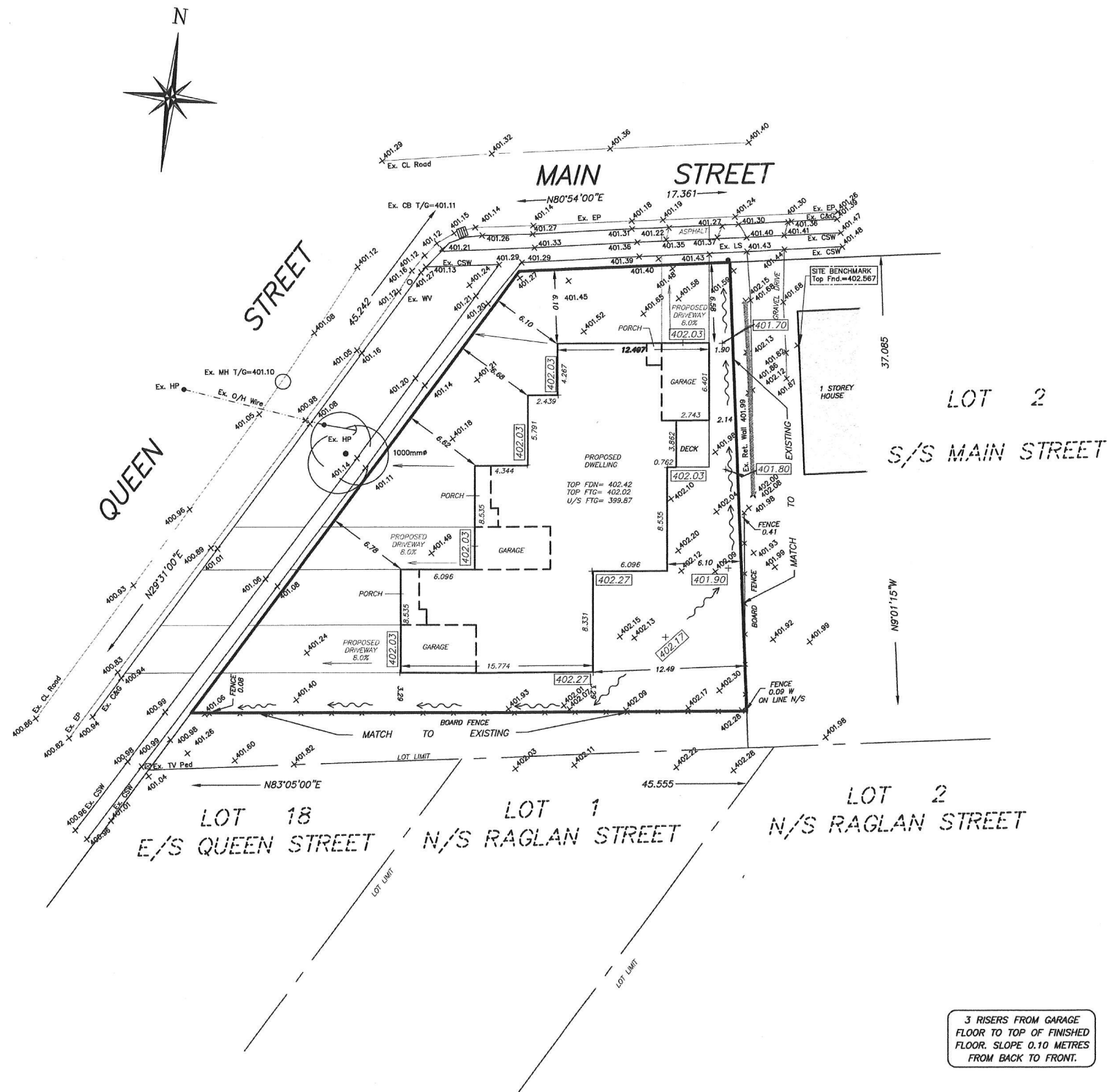
FINANCIAL CONSIDERATIONS:

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

RECOMMENDATION:

That Council receives the Building Inspector's report dated December 16th, 2016 regarding the Part Lot Control Exemption Application for the parcel located at 310 Main Street East, Palmerston and considers passing a bylaw in open session.

Stacey Pennington
Building Inspector



GRADING PLAN
 OF ALL OF
LOT 1 SOUTH SIDE OF MAIN STREET
 AND PART OF
LOT 19 EAST SIDE OF QUEEN STREET
HERMAN AND BOLTON'S SURVEY
 FORMERLY IN THE
TOWN OF PALMERSTON
 NOW IN THE
TOWN OF MINTO
COUNTY OF WELLINGTON
 SCALE 1:250
 0 1 2 3 4 5 10 15 METRES
MTE OLS LTD.
ONTARIO LAND SURVEYORS
METRIC:
 DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND
 CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

NOTES:
 1. BEARINGS SHOWN HEREON ARE ASTRONOMIC AND ARE REFERRED TO THE
 SOUTHERLY LIMIT OF MAIN STREET AS SHOWN ON J. DON MCMILLAN LIMITED
 SURVEY, PROJECT No. 03-873 HAVING A BEARING OF N80°54'00"E
 2. BUILDING COVERAGE 34.8%
CONSTRUCTION NOTES:
 1. EXTEND SERVICES TO PROPOSED HOUSE LOCATION PRIOR TO EXCAVATION OF
 THE FOUNDATION.
 2. ANY DISCREPANCIES IN ELEVATION OF STORM OR SANITARY CONNECTIONS
 MUST BE REPORTED TO THE DEVELOPER'S ENGINEER PRIOR TO BACKFILLING.
 3. BUILDING DIMENSIONS AND UNPROTECTED OPENING REQUIREMENTS SHOULD
 BE CONFIRMED WITH THE ARCHITECTURAL PLANS PRIOR TO CONSTRUCTION.
 4. PREVENTATIVE BASEMENT FLOODING REQUIREMENTS SHOULD BE CONFIRMED
 WITH THE MUNICIPALITY WHEN OBTAINING THE BUILDING PERMIT.
 5. WEEPERS MUST EMPTY INTO A SUMP AND BE PUMPED.
 6. UTILITIES SHOULD BE LOCATED PRIOR TO EXCAVATING.

TOPOGRAPHIC LEGEND:
 EX DENOTES EXISTING
 PWF DENOTES POST AND WIRE FENCE
 CLF DENOTES CHAIN LINK FENCE
 C&G DENOTES CURB AND GUTTER
 CSW DENOTES CONCRETE SIDEWALK
 GB DENOTES BOTTOM OF SLOPE
 TB DENOTES TOP OF SLOPE
 EP DENOTES EDGE OF PAVEMENT
 CL DENOTES CENTRELINE OF ROAD
 RET DENOTES RETAINING WALL
 FFE DENOTES FINISHED FLOOR ELEVATION
 FDN DENOTES FOUNDATION
 HPLS DENOTES HYDRO POLE LIGHT STANDARD
 -U- DENOTES UNDERGROUND UTILITY WIRES
 -A- DENOTES AERIAL UTILITY WIRES
 -G- DENOTES UNDERGROUND NATURAL GAS
 -T- DENOTES UNDERGROUND TELECOM WIRES
 -ST- DENOTES STORM SEWER
 -SA- DENOTES SANITARY SEWER
 * DENOTES DRIVEWAY DROP CURBING
 * DENOTES BENCH MARK
 * DENOTES CONIFEROUS TREE
 * DENOTES DECIDUOUS TREE
 * DENOTES EXISTING ELEVATION

BENCH MARK:
 ELEVATIONS SHOWN HEREON ARE REFERRED TO A SURVEY BY VAN HARTEN O.L.S.
 (PROJECT No. 90-10085) BEING THE TOP OF LID MANHOLE AT MAIN STREET AND
 CUMBERLAND STREET HAVING AN ELEVATION OF 400.720 m.
 SITE BENCHMARKS ARE AS SHOWN ON THE FACE OF THIS PLAN.

CAUTION:
 THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED
 EXCEPT FOR THE PURPOSES INDICATED IN THE TITLE BLOCK.
 THIS SKETCH IS PREPARED FOR SINCLAIR CONSTRUCTION
 DATE : OCTOBER 4, 2016

MTE OLS Ltd.
 ONTARIO LAND SURVEYORS
 365 HOME STREET
 STRATFORD, ONTARIO, N5A 2A5
 TEL: (519) 271-7952 FAX: (519) 271-3545
 Cad File: P:\P\41718\100\41718-100-CL2.DWG COGO : 41718-100.ASC
 Drawn By: M. BACHMANN Checked By: J. WEST CST File No: 41718-100-CL2 (L)

3 RISERS FROM GARAGE
 FLOOR TO TOP OF FINISHED
 FLOOR. SLOPE 0.10 METRES
 FROM BACK TO FRONT.



TOWN OF MINTO

DATE: December 19, 2016
TO: Mayor and Council
FROM: Stacey Pennington, Building Inspector
SUBJECT: Site Plan Approval, Clair Ridge Estates,
120 York Street, 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.

Provide strong community development policies and practices that support a family friendly environment, attract family oriented businesses, and enhance Minto as a welcoming, attractive, and safe location. Include resident and business testimonials supporting the family image in publications.

BACKGROUND

Clair Ridge Estates proposes to construct a new apartment complex at 120 York Street, Palmerston. The project consists of a triplex and a fourplex. Each unit is 2 bedrooms with an attached single car garage, with a floor area of approximately 960SF. Building Permits are ready for issuance pending the signing of the site plan agreement.

Town staff met in to review a preliminary site plan and requested clarification of storm water management and grading information. Submitted plans included details to including the following:

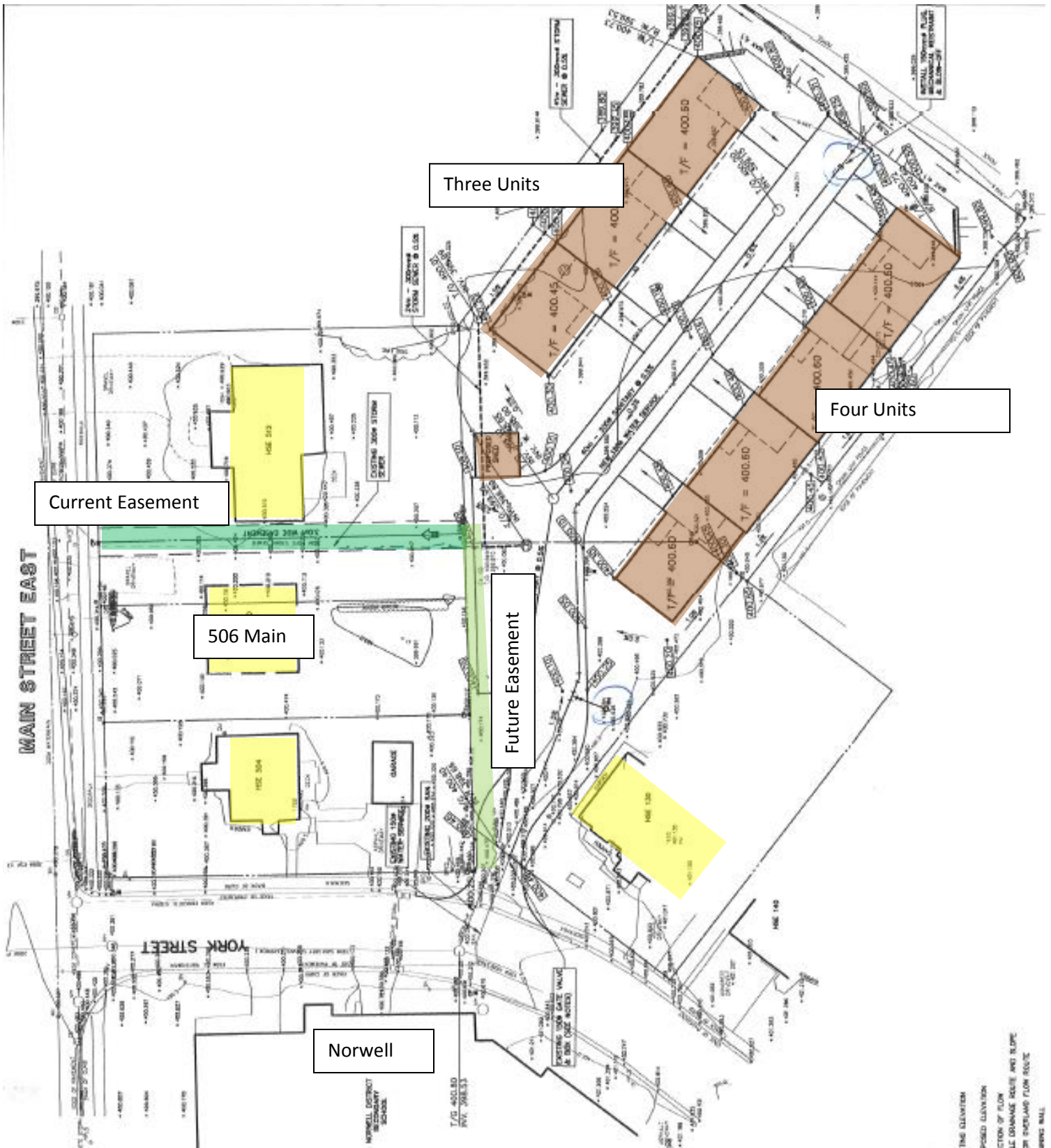
- A single storey triplex with a total building area of 1201.65 m² (12,934 sf) and a single storey fourplex with a total building area of 1602.4 m² (17,265 sf), and a detached accessory structure for storage related to site maintenance. Each unit has a separate access from a private drive.
- Additional 7 paved parking spaces
- Proposed site complies with the R3-High Density Residential zoning including building setback, lot coverage, parking and other applicable zoning requirements

Town staff in Building and Public Works reviewed the revised site plan submission submitted by MTE Engineering. The proposed site plan is shown on page 4 of this report. The Triton Engineering site plan shows the development in context with homes on Main Street and York. It can be found on Page 2 of this report

COMMENTS

Public Works

Staff has confirmed access and servicing of the subject lands was addressed through a servicing agreement as a result of a severance in 2015.



The units will be serviced with a 6" Sanitary Sewer and 4" Water Line accessed from York Street. The proposed dwelling to the North, located at 506 Main Street will be serviced through the subject site through the 6.0 metre easement already acquired by the Town (dark green on site plan page 2) as well as a new easement across the subject lands (light green on site plan page e). Arrangements to acquire the new easement will be included in the development agreement for the Town lands.

Storm water management on the subject lands has to be confirmed. There may be a requirement to retain stormwater on the subject lands to prevent flow on to adjoining lands. The Town will require confirmation on the size, location and elevation of the storm water management system on site.

Building

The site plan submission complies with the Town of Minto Zoning By-law 01-86, as amended. All requirements have been met in relation to building area and setbacks. The parking far exceeds the number of parking spaces required. Site elevations for the homes will need to link into final grading and drainage details for the site. Fire route signage must be installed on site to prohibit parking on either side of the private drive.

Lighting and Sidewalk details are not shown on the site plan. Details will be confirmed to the satisfaction of the Town. Suggestions include providing site light on either side of the proposed visitor parking, and sidewalks along one side of private drive if space will allow it.

A tree savings plan was a condition of the rezoning in 2014: Landscaping plans as per the zoning by-law will be confirmed. Mature trees not interfering with construction will remain on site. Landscaped vegetation will also be confirmed prior to signing the agreement.

FINANCIAL CONSIDERATIONS

A site plan agreement is required to confirm construction occurs according to approved plans. Applicants paid the site plan administrative fee and deposit. Additional security may be required for a project such as this where easements are needed. Normal site plan and building permit fees apply.

RECOMMENDATION:

In consideration of the report from the Building Inspector dated December 20th, 2016, Council approves the following documents for 120 York Street, Palmerston:

- a) General Site Plan dated July 2014, Last Revised Date December 2016 prepared by Triton Engineering Services Limited
- b) Servicing Plan prepared by MTE/OLS Ltd.

Subject to the execution of a site plan agreement with the Town requiring, among other matters, confirmation of final storm water management details, verification of the restoration of the existing sidewalk, confirmation of any required servicing easement and additional water valve accessible by the Town, and final landscaping details all to the satisfaction of Town staff.

And that Council considers passing a by-law in open session to authorize the signing of a site plan agreement for 120 York Street; Palmerston once final plan details are submitted.

Stacey Pennington, Building Inspector

SKETCH
 PART OF
 LOT 17 (GORE)
 EAST OF YORK STREET
 IN THE
 WALKERS PLAN OF MINTO
 TOWN OF MINTO
 COUNTY OF WELLINGTON
 MTE OLS LTD.
 ONTARIO LAND SURVEYORS





Building Permit Monthly Review

Period Ending - November 30, 2016

PERMIT TYPE	2016		2015	
	PERMITS ISSUED	DOLLAR VALUE	PERMITS ISSUED	DOLLAR VALUE
Single Family Dwelling	2	\$ 385,000.00	0	\$ -
Multiple Family Dwelling	0	\$ -	0	\$ -
Accessory Dwelling	0	\$ -	2	\$ 60,000.00
Residential Additions/Renovations	2	\$ 246,000.00	8	\$ 85,000.00
Residential Accessory Structures	0	\$ -	2	\$ 68,000.00
Residential Pool Enclosures/Decks	1	\$ 4,000.00	0	\$ -
Commercial Permits	0	\$ -	0	\$ -
Industrial	0	\$ -	0	\$ -
Institutional	0	\$ -	0	\$ -
Agricultural	2	\$ 560,000.00	5	\$ 420,000.00
Sewage Systems	1	\$ 10,000.00	1	\$ 10,000.00
Demolitions	0	\$ -		\$ -
Monthly Total	8	\$ 1,205,000.00	18	\$ 643,000.00
Total Year to Date	193	\$ 16,993,000.00	182	\$ 22,675,018.00

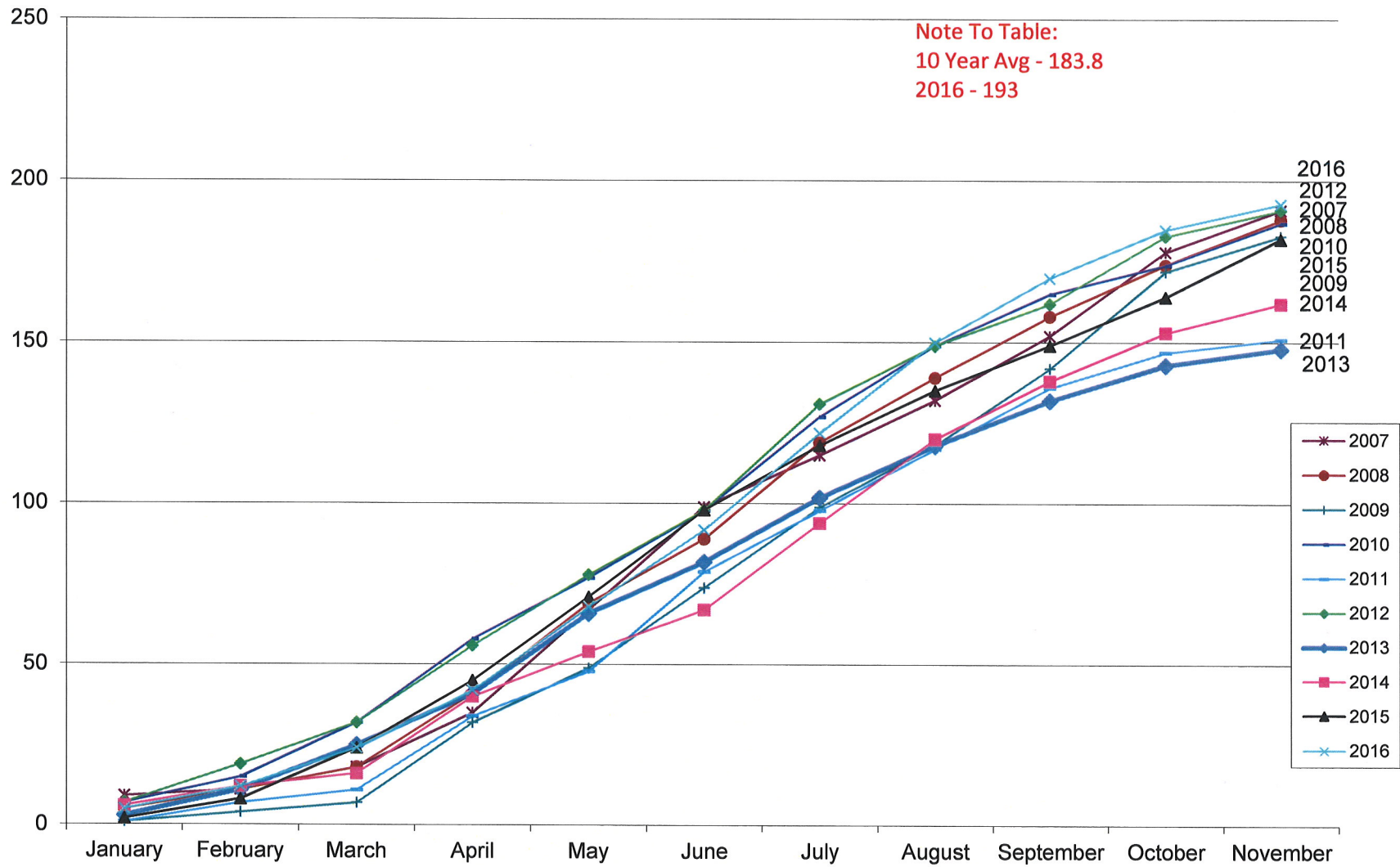


Building Permit Year-To-Date Report

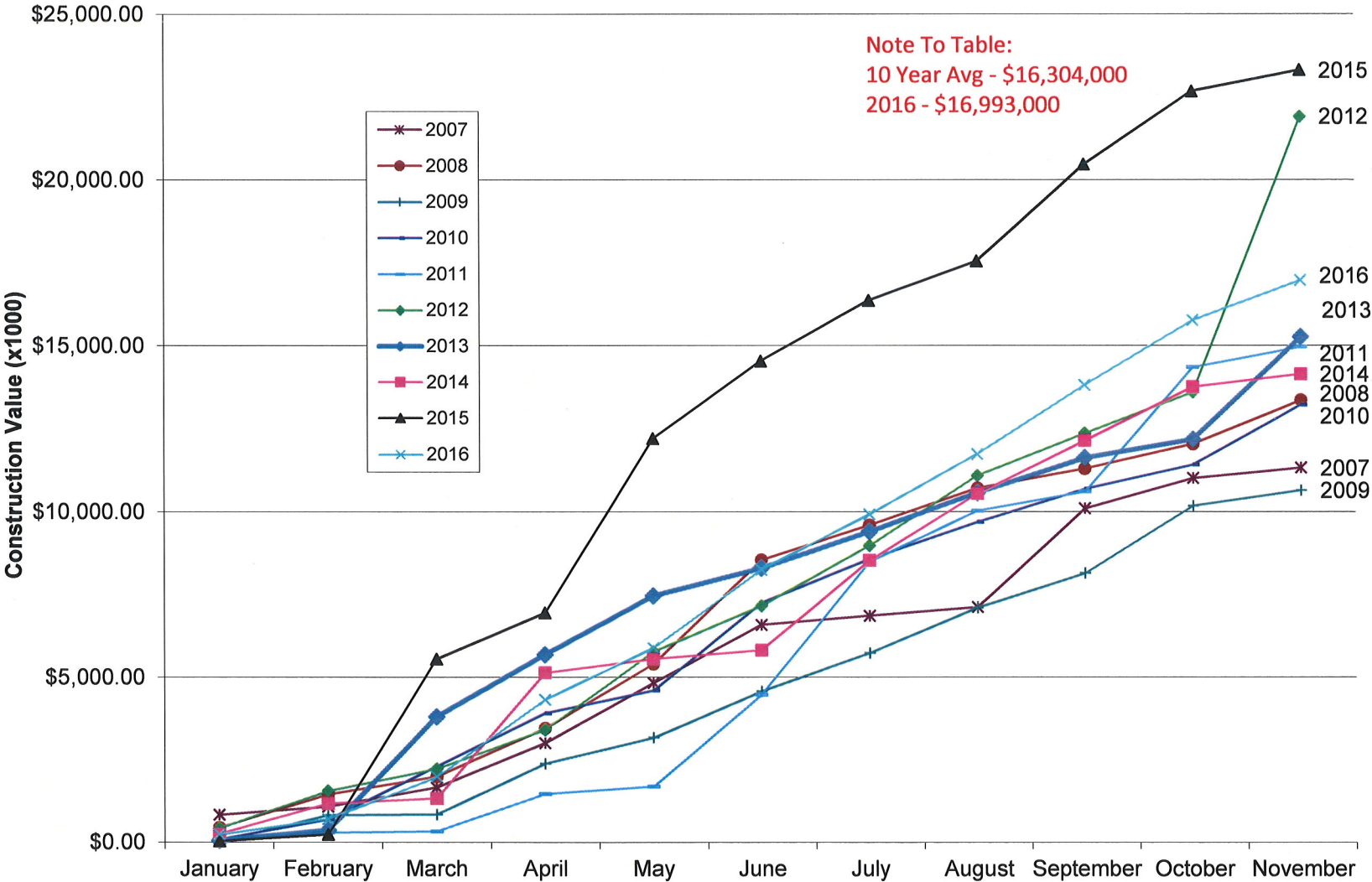
Year-To-Date Ending November 30, 2016

	2016		2015	
PERMIT TYPE	PERMITS ISSUED	DOLLAR VALUE	PERMITS ISSUED	DOLLAR VALUE
Single Family Dwelling	25	\$ 7,154,000.00	15	\$ 4,013,000.00
Multiple Family Dwelling	4	\$ 1,550,000.00	7	\$ 2,635,000.00
Accessory Dwelling	1	\$ 40,000.00	2	\$ 60,000.00
Residential Additions/Renovations	32	\$ 2,077,000.00	42	\$ 1,449,000.00
Residential Accessory Structures	32	\$ 557,000.00	26	\$ 683,000.00
Residential Pool Enclosures/Decks	34	\$ 305,000.00	20	\$ 91,000.00
Commercial Permits	3	\$ 605,000.00	8	\$ 140,000.00
Industrial	5	\$ 700,000.00	4	\$ 1,500,000.00
Institutional	4	\$ 665,000.00	6	\$ 6,062,000.00
Agricultural	36	\$ 3,193,000.00	41	\$ 6,590,000.00
Sewage Systems	13	\$ 124,000.00	8	\$ 83,000.00
Demolitions	4	\$ 23,000.00	3	\$ 12,000.00
Total	193	\$ 16,993,000.00	182	\$ 23,318,000.00

10 Year Permit Numbers



10 Year Construction Value





TOWN OF MINTO

DATE: December 9, 2016

REPORT TO: Mayor and Council

FROM: Annilene McRobb, Deputy Clerk

SUBJECT: Closed Meeting Investigator Appointment

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

The Municipal Act allows for any person to request an investigation of whether a municipality or a local board has complied with the closed meeting provisions (Section 239) of the Act. The Municipal Act allows for any person to request an investigation of whether a. In order to facilitate an investigation, a municipality must appoint an investigator. In 2014 the County of Wellington entered into a two year agreement to appoint Mr. John Maddox, JGM Consulting as the meeting investigator for the County of Wellington and six member municipalities.

COMMENTS:

The Closed Meeting Investigator position functions as an independent contractor. An annual retainer of \$1000.00 together with each member municipality's \$300.00 retainer is paid for by the County of Wellington in each year of the agreement. Mr. Maddox's hourly fee is \$100.00 with reasonable, receipted expenses being reimbursed, including the respective municipal mileage rate, paid by the municipality in which an investigation is being conducted. The County of Wellington is recommending another two year agreement, six of the seven local tier municipalities will be participating.

FINANCIAL CONSIDERATIONS:

The Town of Minto would be responsible for fees only if an investigation was instigated.

RECOMMENDATION:

THAT Council receives the December 9, 2016 report regarding Closed Meeting Investigator Appointment from the Deputy Clerk and appoints Mr. John Maddox, JGM Consulting as the Town of Minto's Closed Meeting Investigator for a two year term from January 1, 2017 to January 1, 2019.

Annilene McRobb, Deputy Clerk



TOWN OF MINTO

DATE: December 12, 2016

REPORT TO: Mayor and Council

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

SUBJECT: Gibson Lands Bell Street at 16th Line, Request Fallis, Fallis & MacMillan

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

- August 2013 Town approached by surveyor for Gibson family about the status of the 16th Line between Holtom Lane and Bell's Road
- Legal inquiry confirmed this was a "forced road" where the roadway was not located on a municipal road allowance.



- During the design phase of the 16th Line culvert it was determined the construction would benefit from additional land along the edges of the culvert.
- In May 2014 just before project start there was a failure in the roadway which emphasized the need for the culvert repairs.
- The Gibson family consented to the culvert repair on the lands and construction of the \$647,000 project finished in November 2014
- Gibson family proposed severing their lands to create two lots and appeared as a Council delegation September 16/14 to gain support for the application.
- Acquisition of the roadway and associated widening was scheduled to occur as part of severance of the land once approved by the County
- File B30/15 was supported by Council (see attached report) but deferred by the County June 2015. County planning staff is concerned with the size and location of the proposed lot; land division requested clarification from applicant's on lot configuration



- Town presented an agreement of purchase and sale to the Gibson family and prepared transfer deeds for the road allowance in July 2015 but these have yet to be signed.
- May of 2016 staff receives attached request from Gibson Family lawyer proposing new process to transfer road widening to Town; November 2016 sketch of the plan received.

COMMENTS:

The following sketch illustrates the lot boundaries proposed by the family, and the alternative lots proposed by the County:



The family proposal is to sever the property along a line that would include the family home with the old brick yard and river; the proposed new lot boundary is shown in red above. A new home would be built on Bell's Road under this alternative essentially creating two hobby farms. The County proposed layouts provide for a 2 acre estate lots.

The family's legal counsel proposes to transfer to the Town all the lands shown on the map corresponding with the lot proposed by the family; the Town would keep the road widening lands and transfer back to the family the lot that they would like to create. This process gives the Town the road widening it requires without going through County Land Division for the lot configuration desired by the family. The Town would not normally consider this option were it not for the road widening. If Council agrees it will result in the family getting the lot configuration they proposed and was generally acceptable to Minto Council.

FINANCIAL CONSIDERATIONS:

The cost the reference plan for the road widening was paid for as part of the culvert replacement project that received a 75% grant from the Provincial Municipal Investment Initiative in 2014. The Town would not incur any further legal or survey costs if it wished to proceed with this initiative.

RECOMMENDATION:

That Council receives the C.A.O. Clerk's December 12, 2016 report regarding Gibson Lands Bell's Road at 16th Line, Request Fallis, Fallis & MacMillan, and the May 4, 2016 letter from Peter Fallis and that should Council wish to proceed with the request there be no further legal costs for the Town.

Bill White, C.A.O. Clerk

From: Peter Fallis [<mailto:pfallis@fallislaw.com>]
Sent: May-04-16 10:27 PM
To: Bill White
Cc: Marilou Reynolds
Subject: GIBSON LANDS - BRIDGE LAND ADJACENT CONVEYANCING, ETC.

Town of Minto

Attention: Bill White, CAO

RE: Gibson Lands

BILL:

We last spoke in the Christmas Period about the problem that Mr. Gibson was having in his on-going unsuccessful attempts to persuade (i) the Wellington County Planning Department, and (ii), the Wellington County Land Division Committee of the merits of a severance of the south part of the Gibson land holding including the former brickworks area, low lands, and a very small field to the south and west of the new bridge construction now completed by the Town.

The Council of the Town has apparently indicated strong support for the creation of that parcel, which, if granted, would also allow for the Town to acquire additional fee simple title to part of the Gibson lands adjacent the bridge construction. (We understand that a survey of the intended additional lands may already have been agreed upon and surveyed by Derek Graham OLS of Elora, although we have yet to see such survey).

In any event we now understand that you have caused Marilou Reynolds, the daughter of Mr. Gibson, to recently be provided with Zoning By-law information which would allow the owners to understand the minimum set-back distance for existing buildings to be located vis-a-vis a fresh interior property boundary line.

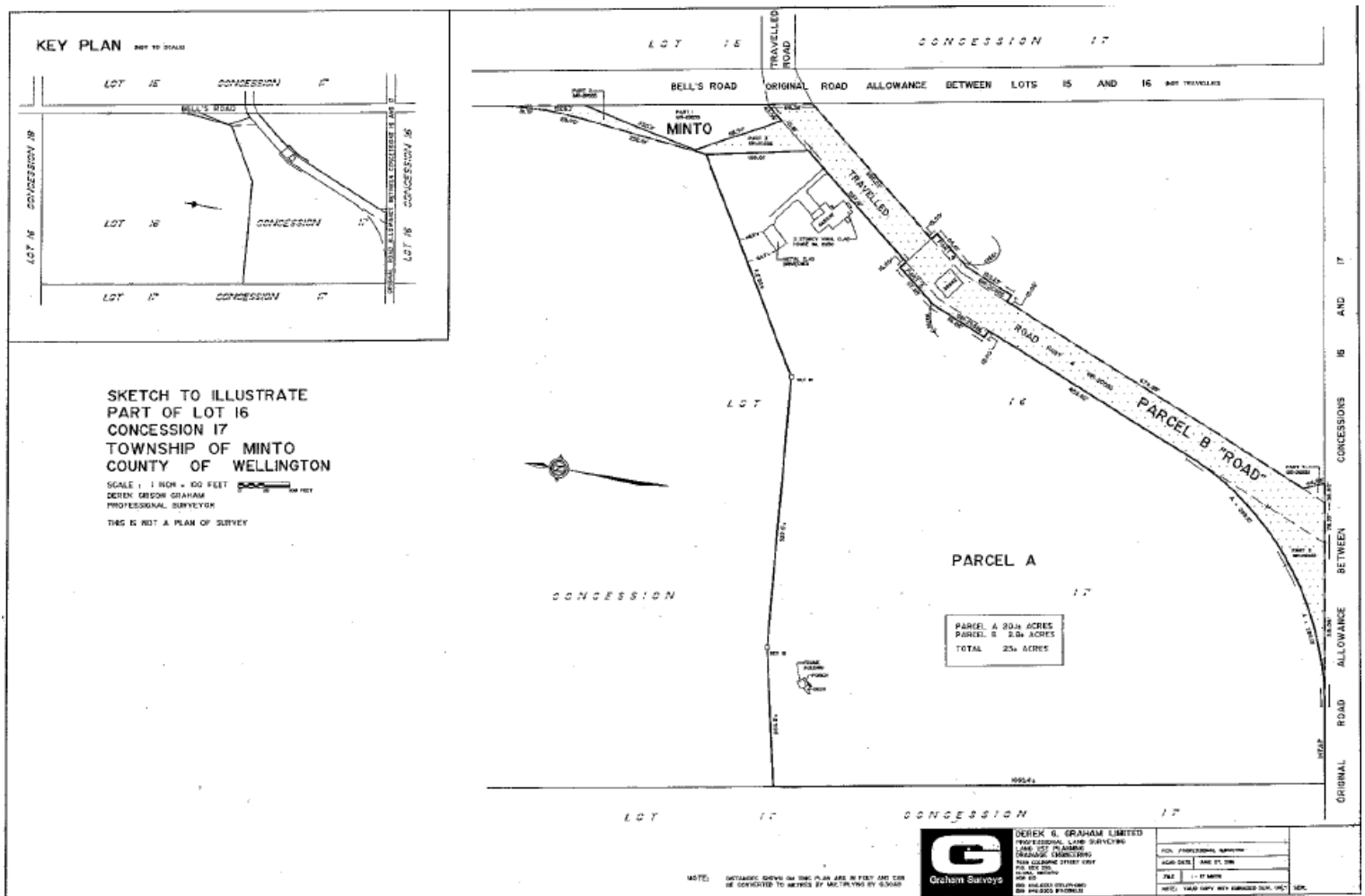
The Owners intend to meet with their Surveyor to initially prepare a '*Sketch*' to present to you to allow the Town Council to understand the intended boundaries of:

- a) The entire southern parcel to be conveyed to the Town, including the lands to be ultimately retained by the Town to compliment the Bridge construction, (which we understand may have ben already surveyed for that purpose).
- b) The excess land that would be transferred back to the Vendors by the Town, title thereto to be held in a *Planning Act* compliant manner as a separate parcel, the northern boundary of which would be identified on the '*Sketch*' to best provide for the continued use by third parties, and for third party crop farming purposes, which is a 'best use' scenario, as the acreage is too small for the existing owners to otherwise operate an economic farming operation.

This manner of conveyancing would permit the Council of the Town to better control the usages of these lands, rather than have parties outside the Town dictate the ultimate land use thereof. It would better serve the agricultural industry within the Town

E-mail: pfallis@fallislaw.com

Sketch Received in November 2016





Town of Minto

DATE: April 29, 2015
TO: Mayor Bridge and Members of Council
FROM: Peg Schieck, Clerk's Assistant
RE: B30/15 Albert Gibson
Part Lot 16, Concession 17, 6230 16th Line

Agenda
May 5, 2015

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

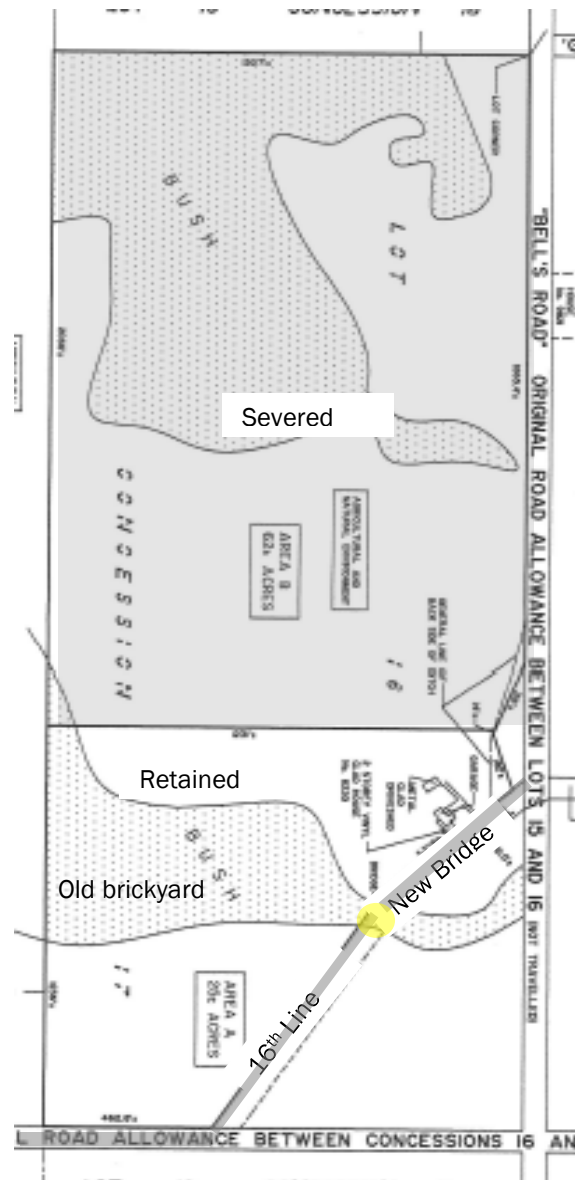
The applicant is proposing to sever off a 25.1 ha (62 acres) and retain 10.1 ha (25 acres). The proposed irregular retained parcel would encompass building cluster, approximately 14 ac of tillable land and bush. The proposed severed parcel has 28 ac of tillable land and a portion of bush. The existing uses of the severed and retained parcel are agricultural cash crop and natural environment, bush.

COMMENT

At the September 16th, 2014 Council meeting, Marilou and Duane Reynolds reviewed a severance on the family farm they were considering to create two new lots in a secondary agricultural area. The old brickyard on-site creates a natural severance. It was noted Council would comment when Wellington County circulated the application. Since the delegation the proposal has been down-sized to one new severed lot.

Staff met to discuss the application, and the Chief Building Official noted the Official Plan designation is Secondary Agriculture, which would allow for a residential lot. The County Planner notes that typically a rural residential severance has a smaller residential parcel and not the creation of two small farm parcels. Road Foreman noted that the severed parcel would require an entrance off of Bell's Road.

The application indicates both parcels will be used for cash cropping; the County Planner questions the acreage of tillable land for both the severed and retain parcels as sufficient cash cropping acreage. However, the County Official Plan was amended during the five year review to eliminate a maximum lot size for residential lots. The Plan requires lot size to be "not larger than needed to accommodate the intended residential use, consisting of the dwelling, accessory buildings and uses, and individual sewage



and water services, while taking into account site constraints such as grading, sightlines, natural heritage features, hazardous lands, and Minimum Distance Separation requirements.” Staff believes considerable thought was placed in setting the boundary, and has no issue with parcel size. Should Land Division Committee approve the application, conditions of severance should include Town approval of entrance to the severed lot, and meeting Town financial requirements.

RECOMMENDATION

THAT the Town of Minto Council recommends the County of Wellington Land Division Committee approve Severance Application B30/15, Albert Gibson, 6230 16th Line, Part Lot 16 Concession 17, Town of Minto that the following conditions be considered:

1. THAT prior to a certificate of consent being issued all financial requirements are met to the satisfaction of the Town of Minto;
2. THAT safe driveway entrance access to the severed parcel to the satisfaction fo the Town of Minto.

Peg Schieck, CMO
Clerk's Assistant



TOWN OF MINTO

DATE: December 13, 2016
REPORT TO: Mayor and Council
FROM: Bill White, C.A.O. Clerk
SUBJECT: Follow Up Ornamental Ponds

STRATEGIC PLAN:

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

BACKGROUND

Dave and Tina Burke submitted the attached letter in support of his delegation to Council June 7, 2016. The following resolution was passed at that meeting:

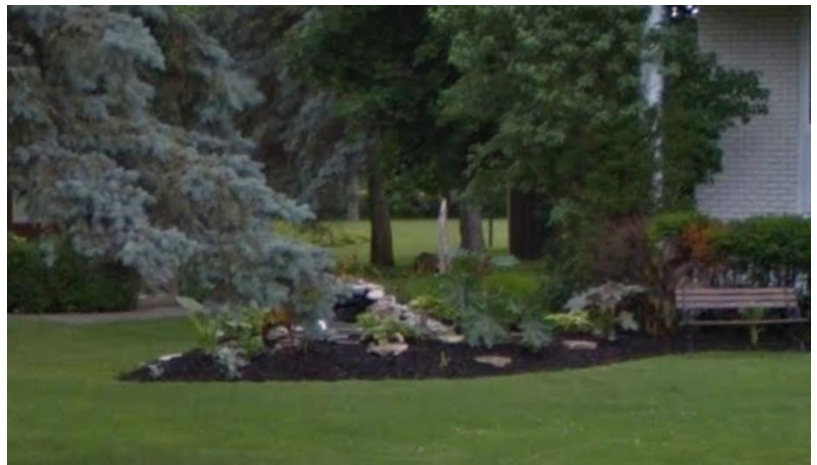
MOTION: COW 2016-137

THAT Council request staff bring back a report to Council regarding regulating ornamental ponds.

The pond at 675 Prospect Street adjacent to the home is about 0.9 metres (3 feet) deep but has a surface area of less than 0.92 square metres (10 square feet).

In June Town staff reviewed fencing by-laws in Mapleton, Wellington North and North Perth. Only North Perth regulates landscape ponds but did not specify the size of fence needed for such a pond. Staff also reported on the model Safe Kids Canada bylaw upon which many municipal by-laws are based, and a landscape pond would not require a fence.

Town staff has looked at by-laws in Waterloo, West Grey, South Bruce, Centre Wellington and Southgate. The Waterloo by-law is the closest sample to one that would regulate the pond in question, but once again the surface area requirement would not be met such that a fence is not required. Hamilton considered regulations on ornamental ponds in 2013 but has not implemented a new standard as their by-law was passed in 2003. Sarnia regulates a pond that is more than two feet deep.



In 2011 the Chief Coroner looked at drowning deaths in Ontario. Historically there are around 100 drowning deaths in the Province annually of which about 21% occur in a private pool setting. In 2010 15% of drowning deaths was children 5 to 13 years of age but none were reported in a landscaped pond. Even so the coroner recommended new bylaws be passed by municipalities requiring a four foot minimum locked fence be placed around pools or ponds with a depth greater than 2 feet.

If Council wanted to regulate ornamental ponds it would need to define “**Pool**” as an excavation, structure or product, which is:

- (i) located outdoors on private property;
 - (ii) capable of being used for the purposes of swimming, wading, paddling or bathing;
 - (iii) capable of holding water in excess of 0.61m (2 feet) in depth at any point or an open exposed water surface of 1m² (10.7 ft²);
- and includes a hot tub and/or spa pool and **landscape pond** meeting the above criteria.

If a fence is to be required, materials and specifications the fence is constructed of must be defined along with standards for a locking device, setback from buildings and similar must be defined. The regulation would need to contemplate whether a permit would need to be issued for a landscape pond in order to enforce these regulations.

COMMENTS:

The Town’s standard for fencing is reasonable when compared to the Safe Kids model and by-laws of many municipalities. It is not an error or an omission to maintain current standards if Council considers the bylaw are reasonable in light of information provided.

Staff could find no statistic on how many drownings occur in ornamental ponds. There was one example from 2010 in Mississauga which may have led in part to the Coroner’s review and Consolidated list of recommendation that “All municipalities in the Province of Ontario pass pool enclosure municipal bylaws that mandate barrier safety requirements for new pools including ... decorative ponds” with a water depth of 0.6 metres (2 feet) such that when they are installed they are completely surrounded by 4-sided fencing minimum 1.22 metres high (4 feet), allow entry and exit through a self-closing and self-latching gate only and inhibit climbing. A home should never open into a pool area.

If Council wanted to regulate landscape ponds in that fashion the Town bylaw would need to be changed to require fencing if the pond is capable of holding water in excess of 0.61 m deep **or** with an exposed water surface over **1m²**. Fencing standards and a permitting system would have to be considered as would specifications to differentiate between farm ponds and natural water courses.

Despite the coroner’s recommendation most municipalities appear to have not passed by-laws that would regulate an ornamental pond in a manner similar to a pool. There is no doubt that one death in that situation would be terrible. In terms of personal liability landowners should check with their insurer and lawyer. If anything unfortunate were to happen on private property it would be insurers, lawyers and other authorities who would be involved in determining liability.

FINANCIAL CONSIDERATIONS:

The cost of a bylaw is minimal except for staff time needed to review and issue permits and enforce violations where complaints are received.

RECOMMENDATION:

That Council receives the C.A.O. Clerk's December 13, 2016 report Follow Up Ornamental Ponds and provides direction as to whether the Town's by-law should be amended to reflect the coroner's recommendation from 2011.

Bill White, C.A.O. Clerk



TOWN OF MINTO

DATE: December 16, 2016

REPORT TO: Mayor Bridge and Members of Council

FROM: C.A.O. Clerk

SUBJECT: Cost Estimates Repairs Structure P Rail Trail Fire

STRATEGIC PLAN:

- 7.2 Promote and pursue in partnership with trail groups and landowners a trail link from Palmerston to Harriston to Clifford, and develop additional trails, paths and walking tours throughout each area to link parks, natural and historic areas.

BACKGROUND:

September 6 Council received an update report on the Rail Trail Bridge fire between the 3rd Line and 5th Line on Saturday, August 6 and passed the following resolution:

THAT Council receives the Road Foreman's August 15, 2016 report regarding Structure P Rail Trail Fire and provides directions that staff works with the insurance company and engineer and bring a report back to Council.

The bridge has been unpassable since the fire. Andrew Burgess of Burgess Engineering Inc has been assessing options to repair the bridge. Cost estimates provided by Triton Engineering are as follows:

PROPOSED REHABILITATION ALTERNATIVE

Option 1

Description

Two existing interconnected built-up girders are the main load carrying members. The current span is approximately 16.1m, with a proposed deck width of about 2.0m. A steel channel shall be bolted to the top flange of each girder to support the anti-slip steel deck planks and steel railing. Existing wood pier trestles shall be reinforced with new wood members attached to cap and piles, in addition to wood cross-bracing. Existing timber post and lagging retaining wall shall be reinforced with similar material and configuration.

Preliminary Cost Estimate

1	SUPPLY AND INSTALL ANTI-SLIP STEEL DECKING [\$1087/m ² x 16.1m Long x 2m Wide = 35,001]	\$35,000
2	SUPPLY AND INSTALL PEDESTRIAN STEEL RAILING [\$500/m x 2 x 20m Long = 20,000]	\$20,000
3	WOOD PIER TRESTLES REINFORCEMENT	\$25,000
4	ABUTMENT/WINGWALL TIMBER POST & LAGGING REINFORCEMENT	\$20,000
5	SITE RESTORATION	\$15,000
6	ENGINEERING FEES	\$30,000
TOTAL		\$145,000

PROPOSED REPLACEMENT ALTERNATIVE

Option 2

Description

A custom prefabricated bridge with two steel trusses is the main load carrying member. The proposed span of 20.0m with a total deck width of 4.0m is comprised of two steel trusses supported on new slab-on-grade concrete foundations located outside existing abutments at the ground level of trail. The deck shall be anti-slip steel deck planks with a steel railing. Existing timber post and lagging retaining wall shall be reinforced with similar material and configuration.

Preliminary Cost Estimate

1	EXISTING STRUCTURE REMOVAL	\$20,000
2	NEW FOUNDATION (SLAB-ON-GRADE) [2 x \$15,000]	\$30,000
3	FABRICATION & DELIVERY OF STRUCTURAL STEEL [\$2000/m ² x 20m Long x 4m Wide=160,000]	\$160,000
4	INSTALLATION OF STRUCTURAL STEEL (SUPERSTRUCTURE)	\$40,000
5	ABUTMENT/WINGWALL TIMBER POST & LAGGING REINFORCEMENT	\$20,000
6	SITE RESTORATION	\$15,000
7	ENGINEERING FEES	\$30,000
TOTAL		\$315,000

Option 1 provides a 2.0m (6.5 feet) steel deck with anti-slip coating at a cost of \$145,000, while Option 2 is a prefabricated bridge structure with a 4.0m (13 foot) deck at \$315,000.

COMMENTS:

Option 1 provides for reasonable bridge use by most trail users. The 2.0m width would only accommodate a “side by side” or gator for maintenance. A wider bridge is needed to accept a larger maintenance vehicle and the current pedestrian railing design would not provide an adequate barrier for vehicle traffic. The bridge can be accessed from either side for general maintenance. While it would be nice to be able to drive over the bridge it is not critical. It may be that Option 1 can be modified to allow a pick-up truck to drive over, but this would encompass a different design criterion and come at a much higher cost. If Council is satisfied with Option 1 Triton will proceed to final design and spring construction.

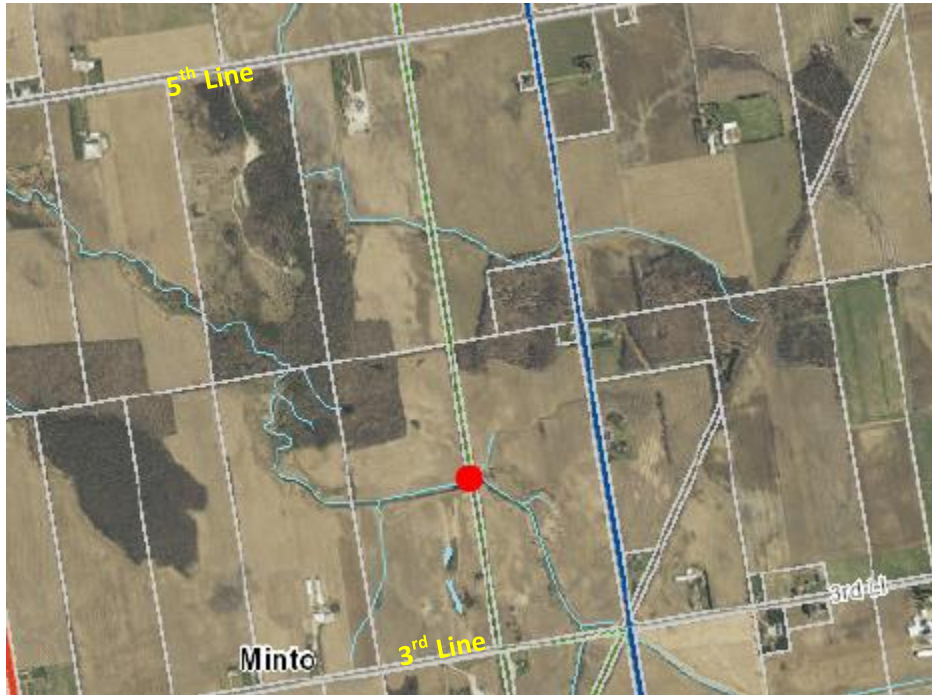
FINANCIAL CONSIDERATIONS:

Repair costs is insurable less the \$10,000 deductible; the insurer is aware of project cost.

RECOMMENDATION:

That Council receives the C.A.O. Clerk’s December 16, 2016 report regarding Cost Estimates Repairs Structure P Rail Trail Fire and directs Triton Engineering to proceed with Option 1.

Bill White C.A.O. Clerk



**TOWN OF MINTO**

DATE: December 14, 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 December 9, 2016:

Administration	\$ 2,020,047.76
People & Property	
Health & Safety	
Health Services	
Building	147.20
Economic Development	4,283.78
Incubator	1,019.51
Tourism	1,593.63
Fire	2,807.91
Drains	
Roads	273,454.99
Cemetery	
Streetlights	11,626.56
Waste Water	24,156.13
Water	14,873.41
Minto in Bloom	40.68
Recreation	9.50
Clifford	1,294.98
Harriston	16,079.91
Palmerston	51,520.81
Norgan	2,917.60

\$ 2,425,874.36

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 December 14, 2016, regarding Approval of Accounts, and approves the Town of Minto accounts by Department for November and December 2016.

Gordon Duff, Treasurer

The Corporation of the Town of Minto By-Law 2016-98

to amend By-law 2016-31, a by-law to Regulate and License the
Keeping of Dogs and Dog Kennels in the Town of Minto

WHEREAS Section 2 of the Municipal Act, 2001, S.O. 2001, c.25 as amended (hereinafter called “the Act”) provides that municipalities are created by the Province of Ontario to be responsible and accountable governments with respect to matters within their jurisdiction and that each municipality is given powers and duties under the Act and many other Acts for purposes which include, among other things, fostering the current and future social and environmental well-being of the municipality;

AND WHEREAS under Section 8 of the Act provides that the Act shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues, and Section 9 of the Act states that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act or under any other Act;

AND WHEREAS under subsection 11(3) of the Act the Corporation of the Town of Minto may pass by-laws within the “Animals” sphere of jurisdiction and subsection 8(3) of the Act provides that a by-law under Section 11 respecting a matter may regulate or prohibit respecting the matter;

AND WHEREAS the Town of Minto wishes to provide an exemption amendment to By-law 2016-31 that 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

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

THAT Section F. Kennels be amended to include the following:

15) Grant of Exemption by Council

a) 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.

b) Details of Application for Exemption

The application mentioned in subsection (a) 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:

- i) the name, address and telephone number of the applicant;
- ii) a statement of the particular provision or provisions of this By-law from which exemption is sought;
- iii) the reasons why the exemption should be granted;
- iv) a statement of the steps, if any, planned or presently being taken to meet the intent of the By-law.

c) 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.

d) 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.

Read a first, second, third time and finally passed in open Council this 20th day of December 2016.

Mayor – George Bridge

C.A.O. Clerk – Bill White

The Corporation of the Town of Minto
By-law No. 2016-99

To Authorize a License Extension and Amending Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Economic Development, Employment and Infrastructure.

WHEREAS Section 9 of the Municipal Act, S.O. 2001, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 5 (3) of the Municipal Act, S.O. 2001, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges shall be exercised by By-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the Council of the Corporation of the Town of Minto is desirous to enter into a Licence Extension and Amending Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Economic Development, Employment and Infrastructure for 1 Elora Street North Harriston, pursuant to the terms and conditions of the attached Schedule "A" Agreement;

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 to sign and execute a Licence Extension and Amending Agreement attached hereto as Schedule "A"
3. That this By-law shall come into force and take effect on the date of final passing thereof.

Read a first, second, third time and passed in open Council this 20th day of December, 2016.

Mayor George A. Bridge

C.A.O. Clerk Bill White

The Corporation of the Town of Minto
By-law No. 2016-100

To authorize an Amendment to a Commercial Lease Agreement
with 2323004 Ontario Inc. for 1 Elora Street
for the Business Incubator

WHEREAS Section 9 of the Municipal Act, S.O. 2001, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 5 (3) of the Municipal Act, S.O. 2001, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges shall be exercised by By-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the parties wish to extend the said commercial lease agreement for an additional two year period subject to more or less the same conditions as the original lease;

AND WHEREAS the Council of the Corporation of the Town of Minto has entered into a Commercial Lease Agreement with 2323004 Ontario Inc. to lease 1 Elora Street North Unit No. 3 and 4, Harriston, Ontario for the purposes of the Business Incubator pursuant to the terms and conditions of the attached Schedule A, Agreement;

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 to sign and execute an Amendment to a Commercial Lease Agreement attached hereto as Schedule "A"
2. That this By-law shall come into force and take effect on the date of final passing thereof.

Read a first, second, third time and passed in open Council this 20th day of December, 2016.

Mayor George Bridge

C.A.O. Clerk Bill White

The Corporation of the Town of Minto
By-law 2016-101

Exempt Part Lot Control for lands being Lot 1 Part Lot
19, Former Town of Palmerston, in Town of Minto,
under Section 50 (7.1) of the Planning Act, R.S.O.
1990, as amended.

WHEREAS The Corporation of the Town of Minto has received a request from the owner of land, described as Lot 1 Part Lot 19, Former Town of Palmerston now in the Town of Minto, to remove part lot control restrictions pursuant to *Section 50, Subsection 7, of the Planning Act, R.S.O. 1990, as amended*;

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

1. The lands being Lot 1 Part Lot 19, Former Town of Palmerston, in Town of Minto more fully described in Schedule “A” attached hereto and forming part of this By-law are designated as being exempt from Part Lot Control and *Section 50, Subsection 5 of the Planning Act, R.S.O. 1990, as amended*, shall not apply to such lands during the effective period of this By-law.
2. The Clerk is hereby authorized to and directed to make application to the County of Wellington for approval of this By-law.
3. This By-law shall come into force and effect:
 - a) upon written final approval from the County of Wellington pursuant to *Section 50(7.1) of the Planning Act*.
 - b) upon registration of the By-law at the Land Registry Office for the County of Wellington pursuant to *Section 50 (28) of the Planning Act*.
4. This By-law shall expire twelve months after receiving final approval by the County of Wellington, as provided for in *Section 50, Subsection 7.1 of the Planning Act, R.S.O. 1990, as amended*.

Read a first, second third time and passed in open council this 20th day of December, 2016.

Mayor George A. Bridge

CAO Clerk Bill White

THE CORPORATION OF THE TOWN OF MINTO

SCHEDULE 'A' OF BY-LAW NUMBER 2016-101

Lot 1 Part Lot 19, Former Town of Palmerston, in Town of Minto

The Corporation of the Town of Minto

By-law No. 2016-102

for the purpose of Appointing Tawnya Robertson as Deputy Division Registrar

Whereas Section 38 (1) of The Vital Statistics Act R.S.O. 1990, Chap. V.4 states that the clerk of every municipality is, by virtue of office, division registrar of the registration division formed by the municipality and any territory thereto attached unless the Registrar General appoints some other person as a division registrar in his or her stead; and

Whereas the Registrar General has appointed Deputy Division Registrars for the Town of Minto under authority of Section 38(2) of The Vital Statistics Act to act for him or her and any such deputy while so acting and who has all the powers and duties of the division registrar who appointed the deputy; and

Whereas Section 227 of The Municipal Act, 2001 authorizes a Council to pass by-laws to appoint such officers and employees as may be necessary for the purposes of the Corporation, or for carrying into effect any Act of the Legislature or by-law of the Council; and

Whereas Annilene McRobb, Deputy Clerk has already been designated as a Deputy Division Registrar;

Whereas it is deemed necessary and expedient to appoint an additional Deputy Division Registrar for the purpose of administering and issuing Marriage Licences, Burial Permits and for the maintenance of Birth and Death Records on behalf of the Town of Minto;

Now Therefore the Council of the Corporation of the Town of Minto Hereby Enacts as Follows:

1. That the following Town of Minto employee is hereby appointed a Deputy Division Registrars for the Town of Minto and shall have signing authority to issue, administer and maintain Marriage Licences, Birth and Death records: Tawnya Robertson.
3. That should this employee vacate employment with the Town of Minto for any reason, their appointment is automatically repealed and will not have any authority under this bylaw to issue said licenses or records.
4. That this by-law shall come into force and take effect upon third and final reading thereof.

This By-law shall come into full force and effect upon final passing thereof.

Read a first, second, third and finally passed in open Council this 20th day of December, 2016.

Mayor George A. Bridge

C.A.O. Clerk Bill White

The Corporation of the Town of Minto
By-law No. 2016-103

To authorize the Mayor and C.A.O. Clerk to sign a Minutes of Settlement Agreement respecting an appeal of a Zoning By-law 2016-048 applicable to part of lands known as Former Harriston Senior School

WHEREAS Section 9 of the Municipal Act, S.O. 2001, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 5 (3) of the Municipal Act, S.O. 2001, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges shall be exercised by By-law unless the municipality is specifically authorized to do otherwise;

WHEREAS the Schuettels are the owners of the property municipally known as 50 George Street North, Harriston, Ontario;

AND WHEREAS on June 21, 2016 the Town passed By-law No. 2016-48 in order to rezone the properties known as Part Park Lots 4, 5 and 6; RP 61R-20210, Parts 9, 10 and 11, with municipal addresses of 24 George Street North and 100 William Street East, Harriston (the "Bylaw");

AND WHEREAS the Schuettels' appealed the passage of the By-law to the Ontario Municipal Board;

AND WHEREAS the Schuettels' and the Town have come to an agreement with respect to appropriate amendments to the By-law in order to resolve the Appeal.

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 to sign and execute Minutes of Settlement attached hereto as Schedule "A"
2. That this By-law shall come into force and take effect on the date of final passing thereof.

Read a first, second, third time and passed in open Council this 20th day of December, 2016.

Mayor George Bridge

C.A.O. Clerk Bill White

The Corporation of the Town of Minto
By-Law No. 2016-104

to Authorize the Execution of a Site Plan Agreement
with Clair Ridge Estates to permit an apartment complex
at 120 York Street, Palmerston

WHEREAS 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 Section 9 of the *Municipal Act*, S.O. 2001, c.25;

AND WHEREAS the Corporation of the Town of Minto approved a site plan subject to execution of a site plan agreement under Section 41 of the Planning Act, R.S.O. 1990, c. P.13; Clair Ridge Estates to permit an apartment complex at 120 York Street, Palmerston, legally described as Walkers Plan Palmerston Pt Lot 17 E York St RP 61R20381 Parts 5 and 6.

AND WHEREAS the parties hereto have agreed upon the terms as set out in the attached Site Plan Agreement, in substantially the same form affixed hereto as Schedule “A” to this By-law;

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

1. That the Mayor and C.A.O. Clerk are hereby authorized and instructed to execute the Site Plan Agreement between the Corporation of the Town of Minto and Clair Ridge Estates attached as Schedule “A” to this By-law.

That the Site Plan Agreement shall apply to lands in Palmerston legally described as Walkers Plan Palmerston Pt Lot 17 E York St RP 61R20381 Parts 5 and 6.

2. That this By-law shall come into force and effect on the date of its passing thereof.
3. That the C.A.O. Clerk is hereby instructed to affix the Corporate Seal thereto.

Read a first, second, third time and passed in open Council this 20th day of December, 2016.

Mayor George A. Bridge

C.A.O. Clerk Bill White

The Corporation of the Town of Minto
By-law No. 2016-105

To confirm actions of the Council of the
Corporation of the Town of Minto
Respecting a meeting held December 20, 2016

WHEREAS the Council of the Town of Minto met on December 20, 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 20, 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 20th day of December, 2016.

Mayor George A. Bridge

C.A.O. Clerk Bill White